

BENCO Personnel Manual

CORE COMPETENCY TRAINING PLAN

Before working directly with the residents, the new employees/rehires will complete pre-service training which includes, reading specific policies, filing out employment forms, discussing the training packet, discussing the training the employee/rehire will receive in the program and reading OSHA/safety information.

The employee/rehire will have a training partner who is an experienced core competency trained employee or supervisor and will attend at least three training shifts with the training partner. The employee/rehire will be required to complete the Oregon State Core Competency online training within 60 days of their hire date unless the re-hire has already completed the State Core Competency online training during prior employment with Benco.

The employee/rehires supervisor or core competency trained, and experienced trainer will be responsible for assessing demonstrations of competency as described in the Oregon State Core Competency checklist per Oregon Administrative Rules. Competency is shown when the employee/rehire performs the demonstrations as described in the Oregon State Core Competency checklist, observed by and to the satisfaction of the supervisor or trainer.

If applicable, training and training materials will be resident and program specific materials such as, residents Individual Support Plan (ISP), protocols, procedures and operating manuals for equipment will be used for training. Medication administration competency requires passing the Medication Administration Packet with a score of 80% or better and direct observation and assessment of giving medications to residents by a supervisor or trainer. RN's and LPN's are also required to complete and pass the Medication Administration Packet at 80% or better.

Supervisors are responsible for assuring that core competencies are demonstrated on an ongoing basis through observation and evaluation. If an employee/rehire fails to perform the core competencies in the course of their duties, remediation will occur. This may include re-training, re-assignment, or possible disciplinary action up to and including termination of employment, depending on the severity and frequency of the problem as determined by the supervisor or directors.

The supervisor may waive the need for an individual employee/rehire to demonstrate any of the core competencies on a case-by-case basis. This will only be allowed if it is required to reasonably accommodate an employee/rehire under the ADA or if there is a compelling reason to do so, and it does not compromise the rights, health or safety of the residents served. However, employees/rehire's who have had any competency

waived may not work unassisted. A trained employee or supervisor who has completed core competencies, certifications and has an approved background check will remain with the new employee/re-hire at all times until such time that the employee/rehire has completed all necessary training, certifications and the background check.

Supervisors/employee trainers and the new employee/rehire will both initial the core competency checklists to acknowledge that the employee/rehire received training and evaluation of the demonstration. The checklist, when completed, will become part of the employee's personnel file.

The demonstrations and core competencies are to be completed before the employee/rehire can work unassisted.

Definition of working unassisted depending on the staffing pattern is:

- Employee/rehire working independently with other shift partners who are also working independently and have completed core competency training.
- Employee/rehire working completely on their own with no shift partner once the employee's core competency training, training certifications and background check approval has been completed and approved by the supervisor.

Approved By: Julie Hansen
Julie Hansen, Benco Board President

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