

## CBC Caregiver Training Record Review ALF/RCF

Facility Name: \_\_\_\_\_ Provider # \_\_\_\_\_

Surveyor Name: \_\_\_\_\_ Date & Time \_\_\_\_\_

### C370

#### Pre-Service Orientation:

Staff Name				
Position				
Date of Hire				
<b>Topics required of ALL employees</b>				
Resident rights and values of CBC care				
Abuse reporting requirements				
Standard precautions for infection control				
Fire safety and emergency procedures				
If preparing food, food handler's certificate				
Written job description				
<b>DIRECT CARE STAFF ONLY: Pre-service dementia training: Training must be department approved.</b>				
Dementia disease process including progression, memory loss, psychiatric and behavioral symptoms				
Techniques for understanding, communicating and responding to behaviors; reducing use of antipsychotics				
Strategies for addressing social needs & engaging them in meaningful activities				
Specific aspects of dementia including addressing pain, providing food/fluids, preventing wandering, use of person-centered approach				

### C372

#### Competency demonstrated within 30 days of hire

Staff Name				
Position				
Date of Hire				
<b>Topics – Direct Care Staff</b>				
Role of service plans in providing individualized care				
Providing assistance with ADLs				
Changes associated with normal aging				
Identification, documentation and reporting of changes of condition				
Conditions that require assessment, treatment, observation and reporting				
General food safety, serving and sanitation				
Other duties as applicable (Med pass, treatments)				
First Aid/Abdominal Thrust				

# C374

**Annual in-service training** - Annual in-service training hours are based on the anniversary date of hire.

Minimum of 12 hours of in-service training annually (based on anniversary date of hire) on topics related to the provision of care for persons in a CBC, including training on chronic diseases in the facility population. 6 of the 12 hours must be dementia care topics.				
Staff Name				
Position				
Date of Hire				
6 hours related to provision of care in CBC				
6 hours related to dementia care				
Total annual training hours				

Review of system for annual in-service training: meeting topics are documented including length of time spent on each topic, documentation indicates staff who attended training, facility has process for training staff who missed meetings, facility has system for tracking staff progress toward completion of required hours, facility is implementing dementia topics

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