**All Staff Group Activities Competency Checklist**

*State logo added here. If not, delete text box*

**Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Hire Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Skill Area** | **Evaluation****(Check One)** | **Method of Evaluation****(Check One)**D = Skills DemonstrationO = Performance ObservationW = Written TestV = Verbal Test | **Verification** **(Initials/Date)** |
| --- | --- | --- | --- |
| **Competency****Demonstrated/****Meets** **Standards** | **Needs Additional Training** |
| **D** | **O** | **W** | **V** |
| **All Staff** | Staff verbalize the protocol to follow when assisting a resident to do an activity in their room |  |  |  |  |  |  |  |
| Staff monitors and verbalizes how to coach residents in proper use of facial coverings  |  |  |  |  |  |  |  |
| Staff monitors and verbalizes how to coach residents in proper completion of hand hygiene |  |  |  |  |  |  |  |
| Staff verbalizes understanding of when group activities will not be performed |  |  |  |  |  |  |  |
| Staff verbalizes residents who would be able to participate in group activities  |  |  |  |  |  |  |  |
| Staff verbalizes understanding of small group programming and ways to promote attendance |  |  |  |  |  |  |  |
| Staff knows where the designated small group activity locations are |  |  |  |  |  |  |  |
| Staff assist residents to participate in small groups |  |  |  |  |  |  |  |
| Staff are observed assisting residents to pursue activities of interest |  |  |  |  |  |  |  |
| Proper cleaning and disinfection processes are followed as needed |  |  |  |  |  |  |  |
| Staff document resident activity participation and engagement |  |  |  |  |  |  |  |
| Staff demonstrate PPE application and removal and purpose for type of precaution needed |  |  |  |  |  |  |  |
| Staff know how, when and to whom personal and resident symptoms of COVID-19 are reported |  |  |  |  |  |  |  |
| **Other (Describe)**  |  |  |  |  |  |  |  |  |
| **Other (Describe)** |  |  |  |  |  |  |  |  |

**\*I certify that I have received orientation in the above-mentioned areas.**

**\*Employee:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Initials**  **Signature**  **Date**

**Evaluator/Trainer:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Initials Signature Date**

***(PLACE IN EMPLOYMENT FILE)***

**References:**

Centers for Disease Control and Prevention. “Using Personal Protective Equipment (PPE). Updated Aug. 19, 2020: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

* Centers for Medicare and Medicaid Services (CMS) State Operations Manual, Appendix PP-Guidance to Surveyors for Long Term Care Facilities. (Rev. 173, 11-22-17): <https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf>
* Centers for Medicare & Medicaid Services. “Nursing Home Reopening Guidelines for States and Local Officials”; May 18, 2020, Revised 09/28/2020; QSO- 20-30-NH; <https://www.cms.gov/files/document/qso-20-30-nh.pdf-0>
* Centers for Medicare & Medicaid Services. “Interim final Rule (IFC), CMS-3401-IFC, Additional Policy and Regulatory Revisions in Response to the COVID-19 Public Health Emergency related to Long Term Care (LTC) Facility Testing Requirements and Revised COVID-19 Focused Survey Tool”; August 26, 2020; CMS QSO Memo 20-38-NH; <https://www.cms.gov/files/document/qso-20-38-nh.pdf>
* Centers for Medicare & Medicaid Services. “Nursing Home Five Star Quality Rating System update, Nursing Home Staff Counts, Frequently Asked Questions” (revised); April 24, 2020 CMS QSO 20-28-nh; <https://www.cms.gov/files/document/qso-20-28-nh.pdf>
* Centers for Medicare and Medicaid Services. “Nursing Home Visitation-COVID-19”; September 17, 2020; https//: [www.cms.gov/files/document/qso-20-39-NH.pdf](http://www.cms.gov/files/document/qso-20-39-NH.pdf)