**Management and Supervisor Abuse and Neglect Competency Checklist**

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

| **Skill Area** | | **Evaluation**  **(Check One)** | | **Method of Evaluation**  **(Check One)**  D = Skills Demonstration  O = Performance Observation  W = Written Test  V = Verbal Test | | | | **Verification**  **(Initials/Date)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Competency**  **Demonstrated/**  **Meets**  **Standards** | **Needs Additional Training** |
| **D** | **O** | **W** | **V** |
| **Supervisor/Manager** | Verbalizes understanding of abuse and neglect prevention and ways they ensure residents are safe and free from abuse or neglect |  |  |  |  |  |  |  |
| Acts to support staff during shift and responds to reduce stress and frustration when observed or reported. |  |  |  |  |  |  |  |
| Understands potential vulnerabilities related to trauma informed care, behavioral health, dementia, nonverbal residents and environmental factors. |  |  |  |  |  |  |  |
| Interacts with residents to promote reporting and ensure satisfaction |  |  |  |  |  |  |  |
| Oversees care to ensure that residents are not unreasonably confined, intimidated or punished at any time |  |  |  |  |  |  |  |
| If observes or receives allegation, intervenes immediately to protect resident and reports to Administrator or designee. |  |  |  |  |  |  |  |
|  | Demonstrates ability to complete a thorough investigation |  |  |  |  |  |  |  |
| **Supervisor/Manager** | Reports any reported allegations immediately to the Administrator or designee |  |  |  |  |  |  |  |
| Understand how to respond to injuries of unknown origin reported or discovered |  |  |  |  |  |  |  |
| Demonstrates ability to complete a thorough investigation |  |  |  |  |  |  |  |
|  | Understands potential vulnerabilities related to trauma informed care, behavioral health, dementia, nonverbal residents and environmental factors. |  |  |  |  |  |  |  |
| **Investigator/Administrator** | Reports allegations of abuse/neglect/misappropriation/exploitation to regulatory agency as required promptly |  |  |  |  |  |  |  |
| If not the Administrator, informs Administrator at the time |  |  |  |  |  |  |  |
| Understands potential vulnerabilities related to trauma informed care, behavioral health, dementia, nonverbal residents and environmental factors. |  |  |  |  |  |  |  |
| Completes comprehensive investigation of allegations |  |  |  |  |  |  |  |
| Ensures all covered individual reports (or coordinates with facility) reporting to the State Agency and local law enforcement entities immediately, but not longer than 2 hours after forming a suspicion, of abuse resulting in serious bodily injury and reporting no later than 24 hours if the abuse does not result in serious bodily injury. |  |  |  |  |  |  |  |
| **Administrator** | Has developed comprehensive abuse, neglect, misappropriation, and exploitation policies |  |  |  |  |  |  |  |
| Facility assessment has been reviewed and communicated to management staff, including Admissions |  |  |  |  |  |  |  |
| Staffing capabilities and capacity are reviewed on a regular basis to ensure adequate staff is available and scheduled. |  |  |  |  |  |  |  |
| Ensures employee background checks are completed as required |  |  |  |  |  |  |  |
| Ensures all covered individual reports (or coordinates with facility) reporting to the State Agency and local law enforcement entities immediately, but not longer than 2 hours after forming a suspicion, of abuse resulting in serious bodily injury and reporting no later than 24 hours if the abuse does not result in serious bodily injury. |  |  |  |  |  |  |  |
| Ensures that all staff are trained to prevent abuse and neglect upon hire and as required (Upon hire, annually and as required) |  |  |  |  |  |  |  |
| Understands potential vulnerabilities related to trauma informed care, behavioral health, dementia, nonverbal residents and environmental factors. |  |  |  |  |  |  |  |
| Provides direct oversight of staff performance through intentional rounding with staff/resident observation and interactions |  |  |  |  |  |  |  |
| Assists with law enforcement activities. |  |  |  |  |  |  |  |
| Reviews process to ensure follow up to the investigation is reported to the State Survey Agency within 5 working days |  |  |  |  |  |  |  |
| Reviews process for evidence of corrective action for validation of abuse allegations |  |  |  |  |  |  |  |
| **QAPI** | Reviews abuse prevention policies, trends, and monitoring to ensure compliance |  |  |  |  |  |  |  |
| Reviews abuse allegations and makes recommendations for prevention follow up |  |  |  |  |  |  |  |
| **Other (Describe)** |  |  |  |  |  |  |  |  |
| **Other (Describe)** |  |  |  |  |  |  |  |  |

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

**\*Employee:**

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

**Evaluator/Trainer:**

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

**Initials Signature Date**

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

**References:**

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 and Medicaid Services (CMS) Abuse Critical Element Pathway, Form CMS 20059 (5/2017): <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Nursing-Homes.html>

Centers for Medicare and Medicaid Services (CMS) Neglect Critical Element Pathway, Form CMS 20130 (5/2017): <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Nursing-Homes.html>