

“a better way to live”

As an employee of One Life Health Service, I understand that in the event that I need to access the Policy and Procedure Manual, I can find the current version online at www.onelifehealthmn.com. I also know that if there is ever a time that I am unsure of how to respond to a situation during my shift, I know I can reference the Policy and Procedure Manual to find the answer before I consult with my supervisor or the person who is on-call.

Name: _____ Date: _____

Supervisor: _____ Program: _____

Admission

1. **TRUE or FALSE** In the event of an emergency service initiation, the company must ensure that staff training on an individual’s needs occurs within 72 hours of the direct support staff first having unsupervised contact with the individual.

Temporary Service Suspension and Termination

2. All positive support strategies taken will be clearly documented by whom?

Grievances

3. **TRUE or FALSE** Direct support staff will immediately inform the Designated Coordinator and/or Designated Manager of any grievances.

4. If a person served and/or legal representative feel that their formal complaint has not or cannot be resolved by other staff, who is the highest level of authority at One Life Health Services?

Data Privacy

5. Describe what the role for a direct support staff is to ensure an individual’s data is kept private.

Emergency use of manual restraint

6. List three of the seven positive support strategies staff should attempt to de-escalate a person’s behavior before it poses an imminent risk of physical harm to self or others.

1. _____

2. _____

3. _____

7. What conditions must be met prior to implementing an Emergency Use of Manual Restraint (EUMR)?

8. Each single incident of Emergency Use of Manual Restraint (EUMR) must be and reported.

9. Staff monitoring the manual restraint procedure will not be the staff the procedure, when possible. A monitoring form will be completed by the person for each of emergency use of manual restraint.

Responding to and Reporting Incidents

10. As a Direct Support Professional, I understand that it is my responsibility to ensure the _____ of persons served.

11. If I am unsure of what the definition of an incident is, I know that I can:

- a. check the policy and procedure manual
- b. complete an incident report based on what I believe is an incident

12. As an employee of One Life Health Services, I understand how to respond to incidents that may occur. I know I can find the procedure for responding to incidents in Policies and Procedure #.

Emergencies

13. According to 245D, the definition of emergency is any event that affects the _____ of the program including but not limited to:

14. **TRUE or FALSE** I understand that responding to emergencies to ensure the safety of the persons served is my first responsibility.

Reviewing Incidents and Emergencies

15. After the health and safety of person(s) served are ensured, staff will

Reporting and Review of Maltreatment of Vulnerable Adults

16. Define Maltreatment

17. Staff will take immediate _____ to ensure the safety of the person(s) served.

18. Define the DHHC definition of a pattern for medication errors made by the same staff person

_____ or _____

19. What is the phone number of the County Common Entry Point that you work in primarily? _____

Reporting and Review of Maltreatment of Minors

20. **TRUE or FALSE** Staff can shift the responsibility of reporting maltreatment to an internal staff or position.

21. If staff knows or has reason to believe a child is being or has been neglected or physically or sexually abused within the preceding _____ years, the staff must immediately (within 24 hours) make a report to the local welfare agency, agency responsible for assessing or investing the report, police department, or the county sheriff.

Safe Transportation

22. Staff will assist in transporting, handling, and transferring persons in a safe manner and according to their _____ and/or _____

23. **TRUE or FALSE** Staff are prohibited by state law (MN Statutes, section 169.475) to compose, send, or receive an electronic message while operating a motor vehicle, this includes a program vehicle or a staff person's own vehicle.

Anti-Fraud

24. List the person who is designated as the Public Funds Compliance Officer _____

Alcohol and Drug Use

25. When prescription or over-the-counter drugs affect staff behavior or performance, staff must inform the _____ and/or _____. Reassignment, light duty assignment, or temporary relief from duties may be required.

Death of a Person Served

26. **TRUE or FALSE** Staff who cannot in good conscience help obtain or implement particular physician's orders (advance directives) should not report this to Designated Coordinator and/or Designated Manager.

Universal Precautions and Sanitary Practices

27. _____ is the single most important practice for preventing the spread of disease and infection

Health Service Coordination

28. List three of the events in which staff would notify the assigned nurse, nurse consultant, or health care professional

- 1. _____
- 2. _____
- 3. _____

Safe Medication Assistance and Administration

29. Medications may be administered within _____ minutes before or after the prescribed time.

By signing below, I have read each Policy and Procedure and understand what my responsibility is to implement each procedure.

Employee Signature

Date

Employee Name (please print)

