

# Assistant Administrator Follow-up Training



☐ 30 DAY   ☐ 60 DAY   ☐ 90 DAY

## RATING SCALE:

3 = CONSISTENTLY DEMONSTRATES A STRONG LEVEL OF COMPETENCY

2 = SOMEWHAT DEMONSTRATES COMPETENCY

1 = DOES NOT DEMONSTRATE COMPETENCY

## Main Areas of Responsibility: (Rate all that apply)

A rating will be assessed to each applicable line item to determine if more training is needed. Any area rated as a 1 or 2 may indicate more training is necessary.

- \_\_\_\_\_ ☐ Represent The Cottages to the public at large in a positive and professional manner
- \_\_\_\_\_ ☐ Ensure that all homes of The Cottages are properly maintained, clean, and free of debris and clutter
- \_\_\_\_\_ ☐ Assist with medications for residents requiring prescription and non-prescription medications
- \_\_\_\_\_ ☐ Required to be on call during evenings and weekends for emergencies
- \_\_\_\_\_ ☐ Give an effective tour
- \_\_\_\_\_ ☐ Ability to do med cart and med order audits. To be done with every monthly medication fill cycle
- \_\_\_\_\_ ☐ Ability to schedule staff with no overtime and stay within budget with the use of Time Force
- \_\_\_\_\_ ☐ Print off & file nursing assessments in the respective resident book monthly
- \_\_\_\_\_ ☐ Responsible for resident book audits (see separate training doc)
- \_\_\_\_\_ ☐ Responsible for filing medication orders, staff and resident items on a daily basis
- \_\_\_\_\_ ☐ Follow-up on service plans to ensure that they are all received, signed, and up-to-date
- \_\_\_\_\_ ☐ Responsible to check for new, incoming faxes for med orders every two hours
- \_\_\_\_\_ ☐ Prepare items for nurse: bubble pack; quarterlies, nurse log
- \_\_\_\_\_ ☐ Print 31 day MAR every Friday
- \_\_\_\_\_ ☐ Check, date, and initial fire extinguishers monthly
- \_\_\_\_\_ ☐ Count in monthly meds on the day that the pharmacy delivers
- \_\_\_\_\_ ☐ Required to know the entire process of a new admission
- \_\_\_\_\_ ☐ Required to know the entire process of a new-hire
- \_\_\_\_\_ ☐ Be able to review inventory and place supply and food orders (authorized by administrator)
- \_\_\_\_\_ ☐ Capable to do staff verbal warning, write-up, delegate duties, etc. (authorized by administrator)
- \_\_\_\_\_ ☐ Work floor as scheduled
- \_\_\_\_\_ ☐ Responsible for entering maintenance items on Blue Step

I \_\_\_\_\_ understand and agree to the above assessment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_