

ADON and DNS SKILLS CHECKLIST

Associate Name: _____

Today's Date: _____

Facility: _____

Date of Hire: _____

	Self Evaluation		Mentor Evaluation			
Domain/ Related Task/Skill	Able to Perform	Needs Further Development	Reviewed Educational Material and Policy/ Procedure	Direct Observation	Return Demonstration	Comments
Leadership Domain*						
Communicates effectively with residents, families, significant others and other team members.						
Communicates effectively with peers, physicians, and State agencies.						
Coordinates resident care to the multidisciplinary team via "at risk meetings, QA and A, rehab meetings, etc.						
Provides updated resident information to physician, resident, family, legal, consultants, State agencies in accordance with regulations and/or BHC standards.						
Knowledgeable and able to execute human resource policies as applicable to a variety of people issues.						
Delegates as appropriate.						

*Executive Director to complete "Leadership Domain" section only.

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	Able to Perform	Needs Further Development	Reviewed Educational Material and Policy/ Procedure	Direct Observation	Return Demonstration	Comments
Actions demonstrate excellent customer service skills and builds relationships with families and associates.						
Monitors the progress of others and associates are held accountable.						
Enforces regulatory and employee law compliance.						
Technical Domain						
Assesses and monitors staff compliance of infection control and safety programs.						
Demonstrates excellent technical skills and judgment, as evidenced by: <ul style="list-style-type: none"> • Daily Start up execution • Follow-up 24 hour report • Computer reports • Medicare Reports • 672/802 						
Assess and monitors accuracy of Facility Scorecard and CMS quality indicator data and initiates						

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corrective action as indicated.						
Actively participates and contributes to facility QA &A meetings, QR/QRFU and process improvement activities.						
Promotes survey preparedness at all times.						
Demonstrates basic working knowledge of Computer i.e. ADT, PO's, MDS modules and management reports.						
Demonstrates basic understanding of quality event investigating and reporting process						

Maintains a current knowledge of LTC Federal, state regulations including Medicare, Medicaid and JCAHO as applicable.						
Ensure that RAI functions are						

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completed timely for all residents, i.e. concurrent review, State submissions, careplan meetings, etc.						
Assess and ensure execution of Facility standards, protocols and policies.						
Provides and monitors the effectiveness of clinical orientation and ongoing training to all associates.						
Actively participates in recruiting, hiring and orientation of all associates.						
Problem Solving Domain						
Utilizes the nursing process to structure care to individual resident 's needs.						
Demonstrates the ability to assess and interpret data about the resident's status and ensure timely interventions are executed.						
Collaborates with DNS/ Consultants on identified areas of noncompliance and implements necessary corrective actions.						
Effectively troubleshoots and ensure allocation of staffing resources to meet the needs of the						

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residents/patients						
Demonstrates understanding of census as it relates to HOL, expense control and budgeted PPD, i.e. nursing supplies.						
Assess and monitors discharge, rehospitalization patterns and implements corrective actions as indicated.						

DATE	INITIALS	SIGNATURE/CREDENTIALS OF REVIEWER	DATE	INITIALS	SIGNATURE/CREDENTIALS OF REVIEWER

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