

ADON/ DNS SKILLS DEVELOPMENT PLAN

Associate Name: _____

Today's Date: _____

Facility: _____

Date of Hire: _____

PSC's Name: _____

Domain/ Related Task/Skill	Self Evaluation	Mentor Evaluation	Specific Action Steps for Skills Development	Name of Trainer	Due Dates of Action Steps	Date that Related Skill/Task Will Be Reevaluated	Comments
Leadership Domain							
Communicates effectively with residents, families, significant others, and other team members.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Communicates effectively with peers, physicians, and State agencies.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Coordinates resident care to the multidisciplinary team via "at risk meetings, QA and A, rehab meetings, etc.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Provides updated resident information to physician, resident, family, legal, consultants, State agencies in accordance with regulations and/or BHC standards			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				

1. After (90) days of employment, Clinical Skills Checklist is to be completed by the PSC.
2. Review on thirty (30) day basis to identify and capture mastery skills.

Knowledgeable and able to execute human resource policies as applicable to a variety of people issues			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Delegates as appropriate.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Actions demonstrate excellent customer service skills and builds relationships with families and associates.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Monitors the progress of others and associates are held accountable.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Enforces regulatory and employee law compliance.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				

Technical Domain

Assesses and monitors staff compliance of infection control and safety programs.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Demonstrates excellent technical skills and judgement, as evidenced by: <ul style="list-style-type: none"> ▪ Daily Start Up execution ▪ Follow-up 24 hour report ▪ VistaKeane reports ▪ Medicare Reports ▪ 672/802 			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				

Assess and monitor accuracy of BHC Scorecard and CMS quality indicator data and initiates corrective action as indicated.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Actively participates and contributes to facility QA&A meetings, QR/QRFU and process improvement activities.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Promotes survey preparedness at all times.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Demonstrates basic working knowledge of VistaKeane, i.e. ADT, PO's, MDS modules and management reports.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Demonstrates basic understanding of quality event reporting process, i.e. "red alert", notification of PSC, and CRM timely.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Maintains a current knowledge of LTC Federal, State regulations including Medicare, Medicaid and JCAHO as applicable.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Ensure that RAI functions are completed timely for all residents, i.e. concurrent review, State submissions, Careplan meetings, etc.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				

Assess and ensure execution of BHC standards, protocols, and policies.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Provides and monitors the effectiveness of clinical orientation and ongoing training to all associates.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Actively participates in recruiting, hiring and orientation of all associates.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Problem Solving Domain							
Utilizes the nursing process to structure care to individual resident's needs.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Demonstrates the ability to assess and interpret data about the resident's status and ensure timely intervention are executed.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Collaborates with PSC on identified areas of noncompliance and implements necessary corrective actions.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Effectively troubleshoots and ensures allocation of staffing resources to meet the needs of the residents.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				

Demonstrates understanding of census as it relates to HOL, expense control and budgeted PPD, i.e. nursing supplies.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				
Assess and monitor discharge, rehospitalization patterns and implement corrective action as indicated.			<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ 				

Initials	Signature/Credentials of Reviewer	Initials	Signature/Credentials of Reviewer