

**BENCO
Personnel Manual**

CORE COMPETENCY TRAINING PLAN

Before working directly with the residents, the new or rehired employee will complete Pre-Service training which includes, reading specific policies, filling out employment forms, discussing the training book, discussing the training the employee will receive in the program and reading OSHA/safety information.

The employee will have a core competency trained partner who is their supervisor or designated trainer and the employee will attend at least three training shifts with the training partner. The employee will be required to complete the Oregon State Core Competency online training within 60 days of their hire date unless the employee has already completed the State Core Competency online training either with Benco or another agency.

The employee's supervisor or designated trainer, will be responsible for assessing demonstrations of competency as described per Oregon Administrative Rules in the Oregon State Core Competency for Direct Support Professionals. Competency is shown when the employee performs the demonstrations as described in the Oregon State Core Competency for Direct Support Professionals, observed by and to the satisfaction of the supervisor. Benco has transcribed such descriptions into phase packets.

If applicable, training and training materials will be resident and program specific such as, a resident's Individual Support Plan (ISP), protocols, procedures, or operating manuals for equipment will be provided. Medication administration competency requires passing the Medication Administration Training Packet with a score of 80% or better and direct observation and evaluation of giving medications to residents by a supervisor. RNs and LPNs are also required to complete and pass the Medication Administration Training Packet at 80% or better.

The supervisor is responsible for ensuring that core competencies are demonstrated on an ongoing basis through observation and evaluation. If an employee fails to perform the core competencies in the course of their duties, remediation will occur. This may include re-training, re-assignment, or possible disciplinary action up to and including termination of employment, depending on the severity and frequency of the problem as determined by the supervisor or directors.

The demonstrations and core competencies are to be completed before the employee can work unassisted.

Definitions:

Working Assisted

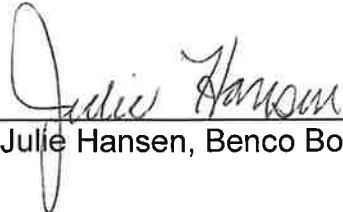
- Working side by side with a core trained staff as a shift partner in the same building or within line of sight and hearing.
- Working independently with another core trained staff in the same building or within line of sight or hearing.

Working Unassisted

- Working without another core trained staff in the same building or without another core trained staff within line of sight and hearing.

The supervisor may waive the need for an employee to demonstrate any of the core competencies on a case-by-case basis. This will only be allowed if it is required to reasonably accommodate an employee under the ADA or if there is a compelling reason to do so, and it does not compromise the rights, health, or safety of the residents served. However, employees who have had any competency waived may not work unassisted. A trained employee or supervisor who has completed core competencies, certifications, and has an approved background check will remain with the new or rehired employee at all times until such time that the employee has completed all necessary training, certifications, and the background check.

Supervisors/designated trainers and the new employee or rehired will both initial the phase packets to acknowledge that the employee received training and evaluation of the demonstration. The phase packets, when completed, will become part of the employee's personnel file.

Approved By: 
Julie Hansen, Benco Board President

Date: 10/17/24