

Competency Instructions for SNF Supervisors / JCAHO needs

Since most of the facilities are JCAHO certified or plan to become certified, we have a Credential and Competency plan for all sites for CPT.

Attached is the list of items that will be kept at the CPT office for all employees.

Anything that you obtain that is on the list, needs to be sent to CPT when completed.

As supervisor this is what you are responsible for obtaining and sending to CPT for Credential file:

email address: credentials@cptrehab.com

fax number: 1-630-559-8430

1. Orientation Checklist - completed on all new staff during orientation by Supervisor.
2. Inservice sign-in sheets - You are to have staff sign in on the inservice sign in sheet every time you have a meeting on current policies, updates to policies, any clinical education (provided by ACP, Regionals, RO, webinars, etc...). When in doubt - have them sign in.
3. Documentation Competency - Anisa will send a reminder but there needs to be one completed on each staff member annually. We will complete yearly in February. Supervisor can complete on all staff or can do a peer review
4. FAT Competency visual assessment: You will need to complete the form by training / visually observing the therapist complete 2 FAT's with patients or on each other. The form lists what is required to do in the visual assessment. Anisa will send a reminder but all needs to be done annually. We will complete yearly in June. JCAHO requires that only the same discipline complete a clinical competency on someone. – PT can assess PT or PTA; OT can assess OT or COTA; PTA can assess PTA; COTA can assess COTA; ST can assess ST
5. Clinical Skills Competency: Directions for completion of competency is in the packet. This can be completed via observation with patients or a group activity for the department to do over a lunch break. It is designed so staff are completing competencies on each other. JCAHO requires that only the same discipline complete a clinical competency on someone. – PT can assess PT or PTA; OT can assess OT or COTA; PTA can assess PTA; COTA can assess COTA; ST can assess ST Anisa will send out a reminder. We will complete yearly in April.
6. Performance Reviews: Supervisors complete on all FTE, PTE and regular PRN staff. Anisa will send out a reminder. We will complete yearly in December.

The following needs to be kept in Personnel File in Business office at CPT

As supervisor this is what you are responsible for obtaining and sending to CPT for Personnel file in the business office at CPT:

Fax: 630-238-5698

1. Employee Concern Forms:

Anything that needs to be written up as a concern, must be kept at the CPT office in their *Personnel File*. You need to review with staff member, have them complete their part, both you and employee sign it and then you need to send it to the business office. It is also wise to share the write up with your Regional Director.