



QUARTERLY EMERGENCY PREPAREDNESS COMPETENCY SKILLS CHECK INSTRUCTIONS

1. The Quarterly Emergency Preparedness Competency Skills Checks are to be conducted on a quarterly basis for ALL PCTs based out of the location during the Monthly Family Staff Meeting as identified on the agenda (*January, April, July, October*). If an employee is NOT present, Management will need to complete with the employee during the identified month.
2. Management will use one form for each employee for the entire year; the form includes all 4 quarters.
3. Once completed for the quarter:
 - Forms are to be scanned into the electronic system. *Required to be scanned and saved electronically on a quarterly basis so it can be retrieved in the event the hardcopy is misplaced.
 - Hardcopies are to be filed in a plastic sleeve within the Employee Training Book / Section II with the Staff Meeting Agendas.
4. Area Supervisors will conduct a Emergency Preparedness Competency Skills Check for each Program Manager during the location's Quarterly Quality Assurance Audit to ensure competency of emergency preparedness to train correctly.
 - Forms are to be scanned into the electronic system. *Required to be scanned and saved electronically on a quarterly basis so it can be retrieved in the event the hardcopy is misplaced.
5. Once the form is complete at the end of the year, the hardcopy will be turned into HR with the employee's Performance Review to ensure that it is included in their personnel file.
6. When any service employee transfers, their Quarterly Emergency Preparedness Competency Skills Check form is to be sent to the new Manager/Supervisors to ensure all four quarters are completed on the same form for the entire year.

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