

# GLOBE STAR

“Mentoring a Spirit of Gentleness”



## Teaching Log

Teaching Topic: **Rights and Responsibilities**

Teaching Date:

Target Audience: Practicum Teaching

Length of Teaching:

Teaching Objective(s): *To teach crewmembers:*

- to use “person first” language; to approach people with respectful tone and volume.
- to use proper and effective use of personal touch.
- to overcome personal dislikes for unpleasant duties.
- to eat the same meal(s) with consumers; to walk “with” rather than “lead.”
- to model and support consumers to practice self-advocacy.
- to recognize and prevent potential abuse/neglect/exploitation situations.
- to identify how to access Adult Protective Services and Child Protective Services.
- to recognize, respect, and appropriately inform consumers about their rights and internal grievance procedures.
- to demonstrate how to appropriately apologize to the consumer.
- to identify the principles of due process.
- to use the principles of equal protection.
- to ask for assistance when needing clarification on a consumer’s legal status.
- to define types of guardianship, power of attorney, and health-care representative.
- to use least restrictive alternatives.

Attendee Name	Attendee Signature	Your Role to Facilitate a Spirit of Gentleness

Comments/Concerns:

Navigator Name

Signature

Date

page \_\_\_ of \_\_\_

Practicum - Teaching Logs, QoLI-103, rev. 01/06

# GLOBE STAR

“Mentoring a Spirit of Gentleness”



## Teaching Log

Teaching Topic: **Communication**

Teaching Date:

Target Audience: Practicum Teaching

Length of Teaching:

Teaching Objective(s): *To teach crewmembers:*

- to become aware of your communications with others.
- to listen to and learn consumers means of communication.
- to identify why people communicate with each other.
- to identify physical, verbal, and gestural communication methods.
- to recognize communication disorders.
- to support the Individual in daily routines using your communication.
- to listen actively.
- to deal with conflict.
- to facilitate communication to and from the Individuals they support.
- to use the modes of communication used by the Individual(s) they support.
- to listen to and respond to Individuals' needs with an appropriate sense of urgency.
- to support and encourage social interactions.

Attendee Name	Attendee Signature	Your Role to Facilitate a Spirit of Gentleness

Comments/Concerns:

# GLOBE STAR

“Mentoring a Spirit of Gentleness”



## Teaching Log

Teaching Topic: **Medication Administration**

Teaching Date:

Target Audience: Practicum Teaching

Length of Teaching:

Teaching Objective(s): *To teach crewmembers:*

- to locate information regarding prescribed medications, medication side effects, and treatments for individuals their support.
- to locate prescribed medications and treatments for individuals.
- to properly chart medications.
- to properly chart medication administration.
- to properly dispense medication.
- to handle medication that is out of date or no longer used.
- to document changes in behavior and side effects in response to medical changes.
- to report all concerns regarding an individual’s health, dietary, medical, and adaptive equipment.

Attendee Name	Attendee Signature	Your Role to Facilitate a Spirit of Gentleness

Comments/Concerns:

# GLOBE STAR

“Mentoring a Spirit of Gentleness”



## Teaching Log

Teaching Topic: **Emergency Management**

Teaching Date:

Target Audience: Practicum Teaching

Length of Teaching:

Teaching Objective(s): *To teach crewmembers:*

- to properly mark and store hazardous materials.
- to identify, report and follow up on environmental risks.
- to describe the process for conducting tornado, fire and other emergency drills.
- to locate all utility shut off valves for the individual’s residence.
- to provide training to individuals in emergency procedures at a variety of times.

Attendee Name	Attendee Signature	Your Role to Facilitate a Spirit of Gentleness

Comments/Concerns:

Navigator Name

Signature

Date

page \_\_\_ of \_\_\_

# GLOBE STAR

“Mentoring a Spirit of Gentleness”



## Teaching Log

Teaching Topic: **Incident Reporting**

Teaching Date:

Target Audience: Practicum Teaching

Length of Teaching:

Teaching Objective(s): *To teach crewmembers:*

- to recognize abuse/neglect/exploitation situations.
- to complete documentation related to allegations of abuse/neglect/exploitation.
- to identify how to report abuse/neglect/exploitation to the appropriate agencies.

Attendee Name	Attendee Signature	Your Role to Facilitate a Spirit of Gentleness

Comments/Concerns:

# GLOBE STAR

“Mentoring a Spirit of Gentleness”



## Teaching Log

Teaching Topic: **Infection Control**

Teaching Date:

Target Audience: Practicum Teaching

Length of Teaching:

Teaching Objective(s): *To teach crewmembers:*

- to demonstrate methods of infection control, including hand washing, handling of body fluids, storage of needles, and others that protect the Individual and the Crewmember.
- to assist individuals to learn to wash their own hands after meeting their personal care needs, according to universal precautions.
- to recognize circumstances when notification to public health officials is warranted.

Attendee Name	Attendee Signature	Your Role to Facilitate a Spirit of Gentleness

Comments/Concerns:

# GLOBE STAR

“Mentoring a Spirit of Gentleness”



## Teaching Log

Teaching Topic: **Person Centered Planning**

Teaching Date:

Target Audience: Practicum Teaching

Length of Teaching:

Teaching Objective(s): *To teach crewmembers:*

- to identify each consumer’s basic physical and emotional needs.
- to identify each consumer’s likes, dislikes and preferences.
- to locate each consumer’s individual support plan.
- to utilize each consumer’s goals and related plans for personal development.
- to contribute to the development of person-centered plans as a team member.
- to attend and contribute to meetings about people’s plans, as requested by the consumer.
- to assist in gathering and sharing pertinent information about the consumer in respectful ways during the planning and review process.
- to encourage consumers to reveal that they can express dissatisfaction without fear of recrimination.

Attendee Name	Attendee Signature	Your Role to Facilitate a Spirit of Gentleness

Comments/Concerns:

# GLOBE STAR

“Mentoring a Spirit of Gentleness”



## Teaching Log

Teaching Topic: **Paperwork Storage Protocols**

Teaching Date:

Target Audience: Practicum Teaching

Length of Teaching:

Teaching Objective(s): *To teach crewmembers:*

- to understand the QoL Book and use it to maintain current documentation relating to the Individual.
- to understand the Red Folder and use it when traveling into the community.
- to understand the Black Bag and use it to maintain past QoCL and QoML sheets in the home.

Attendee Name	Attendee Signature	Your Role to Facilitate a Spirit of Gentleness

Comments/Concerns:

# GLOBE STAR

“Mentoring a Spirit of Gentleness”



## Teaching Log

Teaching Topic: **ISP Teaching**

Teaching Date:

Target Audience: Practicum Teaching

Length of Teaching:

Teaching Objective(s): *To teach crewmembers:*

- to perform assigned medical and personal care activities needed to support the person.
- to perform Individual-specific treatments and interventions in regard to seizures, behavior, medication side effects, diet and nutrition, swallowing difficulties, emotional and physical crises, significant health concerns, and any others that apply to the Individual.

Attendee Name	Attendee Signature	Your Role to Facilitate a Spirit of Gentleness

Comments/Concerns: