

# Practicum Exam

*Instructions: Complete the training for the following areas: Rights and Responsibilities, Communication, Medication Administration, Emergency Management, Infection Control, Incident Reporting, Person Centered Planning, and Paperwork Storage Protocols. After your Practicum, take this exam in the office. It will cover the most important themes covered in the core competency topics of the Practicum and their most basic applications.*

**Crewmembers:** Please sign this document before submitting your exam.

<b>Crewmember's Name:</b>  _____
<b>Crewmember's Signature:</b>  _____
<b>Date:</b>  _____

**Mentors:** Please review this exam to ensure a passing grade of 80%. Discuss the results with the crewmember.

<b>Mentor's Name:</b>  _____
<b>Mentor's Signature:</b>  _____
<b>Date:</b>  _____
<b>Did the Crewmember pass this exam?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>

## **RIGHTS AND RESPONSIBILITIES**

### **Matching**

*Match the legal term with its definition by drawing a line from the term to the appropriate definition.*

Informed Consent	The most typical setting possible for providing services.
Due Process	If an individual is incapable of making consent decisions, the court will designate someone to make these decisions.
Guardianship	The individual has a right that his information is not released to others without his permission.
Normalization	The state might restrict one's rights, but they must inform the person and give him an opportunity to object.
Confidentiality	No services may be provided to an individual if she does not provide this.
Least Restrictive Alternative	Everyone is equal in the eyes of the law.
Equal Protection	The process of helping the individual to fit into her community.

### **Fill in the Blank**

*Your hands can empower or intimidate the Individual. Give an example of each.*

Empowering use of hands: \_\_\_\_\_ Intimidating use of hands: \_\_\_\_\_

### **Short Answer**

*Answer the questions below in your own words.*

When taking a walk, why should you walk with the Individual instead of leading?

What must you do if you suspect an incidence of abuse, neglect, or exploitation?

## **COMMUNICATION**

### **Short Answer**

Give two examples of each type of communication.



Give two examples of **Physical** Communication:



Give two examples of **Verbal** Communication:



Give two examples of **Gestural** Communication:

### **Multiple Choice**

Answer the questions below by circling the letter of the best answer.

- 1) We ensure good communication with individuals by:
  - a. Talking very loudly
  - b. Actively listening to them
  - c. Looking at others when the individual talks
  - d. None of the above
- 2) An example of how an individual does not use behavior to express a feeling is:
  - a. Sleeping
  - b. Throwing a chair
  - c. Refusing to clean his room
  - d. Yelling and cursing at us
- 3) Which of the following assists communication:
  - a. Talking the majority of the time
  - b. Finishing other people's sentences for them
  - c. Watching television
  - d. Being patient, calm, and giving them time to speak
- 4) Ways to improve communication include:
  - a. Avoid anticipating the individual's needs
  - b. Using drawings for picture communication
  - c. Sitting with the individual after mealtime to talk
  - d. All of the above

**MEDICATION ADMINISTRATION**

**Complete the *Globe Star* documentation**

Please mark the Medication Sheet to the right to show the following:

- A new medication has been prescribed for the Individual by Dr. G. Riff.
- The prescription was dated 10-02-06.
- Depakote, 100 mg, capsules
- 1 cap at each of the following times: 8AM, 3PM, and 8PM

**Monthly Prescription Medication Sheet**

Mont

	Routine Medications	HR	1	2
Order Date				
D/C Date				
Doctor				

Please mark the Medication Sheet to the right to show the following:

- The medication was discontinued as of the morning of the 5th.

HR	1	2	3	4	5	6	7	8	9	10	11	12	13
8am	LC	LC	LC	LC									
3pm	TA	TA	TA	TA									
9pm	TA	TA	TA	TA									

In the box below, from the back of the Monthly Medication Sheet, document the following:

- The destruction of one tablet of Seroquel, which was flushed down the toilet because the Individual refused to take it.
- The caregiver was Jane Smith and witness was John Doe.

Notes

Date	Initials	Note	Witness

In the box below, from the back of the Monthly Medication Sheet, document the following medication error:

- Two tablets of Claritin were given instead of the normal one tablet.
- The caregiver, James Jones, called the mentor. The mentor asked James to phone the doctor, who said that there was nothing to worry about.

Notes

Date	Initials	Note	Witness

**EMERGENCY MANAGEMENT**

**Complete the *Globe Star* documentation**

*Document the following drill on the form to the right:*  
 You ran a fire drill today from the living room of the Individual's apartment. The Individual heard it across the apartment in his bedroom, but was agitated by the noise. Nothing blocked your evacuation, which took 2 minutes.

	Jan
<b>Fire Drill</b>	
Date/Time	
Was the alarm sounded?	
Was the alarm audible in all areas?	
Were either primary or secondary areas blocked?	
Location of the individual	
Location of the caregiver	
Response of the individual	
Time to evacuate	
Caregiver Signature	
<b>Disaster Supplies Current</b>	
Date/Time	
Caregiver Signature	

	Jan
<b>Tornado Drill</b>	
Date/Time	
Were either primary or secondary areas blocked?	
Location of the individual	
Location of the caregiver	
Response of the individual	
Time to evacuate	
Caregiver Signature	
<b>Carbon – Monoxide Detector</b>	
Date/Time	
Tested	
Changed battery	
Caregiver Signature	
<b>Fire Detector</b>	
Date/Time	
Tested	
Changed battery	
Caregiver Signature	

*Document the following drill on the form to the left:*  
 You and the Individual were finishing dinner together today when you called a tornado drill. There was nothing blocking you. You both moved to the bathroom and closed the door in 30 seconds.

*Document the following tests on the form to the left:*  
 When you tested the detectors today, you found that the Carbon-Monoxide was in working order, but that the Fire Detector needed a new battery. You changed it.

**Note:** Caregiver must document

**Short Answer**

Answer the questions below in your own words:

How do you contact your mentor during an emergency?

You're sitting with the Individual at her apartment. Suddenly, you see thick smoke coming from the kitchen. What should you do first?

What do you do if you realize that the Individual is missing and you can't immediately find him?

## **INFECTION CONTROL**

**Yes/No Questions:** “Preserving the health and well-being of Individuals and staff”

Before taking Johnny to work, you help him shave his face. Johnny slips and cuts himself and needs your help to clean his face. According to his medical records, he doesn't have any known blood-borne diseases. Is it necessary to take any precautions when helping Johnny clean the blood from his face?

YES      NO

**Yes/No Questions:** “Knowing the at-risk situations”

When you missed the final showing of the new Brad Pitt movie, Sally became very sad and cried on your shoulder. Is there any infectious risk?

YES      NO

You notice that Chauncey needs a clean diaper. When you change his diaper, is there any infectious risk?

YES      NO

A few days ago, Gertie burnt her arm while helping with dinner preparation. The doctor determined that it was a second-degree burn and asked Gertie's caregivers to help her bandage it every day for a week. You see that the current bandage is wet with drainage or pus. When you help Gertie apply a new bandage, is there any infectious risk?

YES      NO

**Short Answer:** “Being equipped and trained to handle situations”

In the bathroom of her apartment, Michelle slipped on the wet floor and fell, hitting her head on the toilet. The fall cut her forehead. After tending to her first aid needs, you return to the bathroom to clean up the blood that spilled on the floor. How would you protect yourself?

How would you clean up the spill?

**Short Answer:** “Teaching precautions to Individuals”

What do you plan to teach the Individuals you serve about Infection Control?

## **INCIDENT REPORTING**

### **Scenarios**

*Mark the events that would need to be reported to the Bureau of Developmental Disabilities Services (BDDS) office:*

- You arrive to find that Timothy has a bad cut and swollen bruise on his arm. Timothy says that he doesn't know how he got it. The other caregivers don't seem to know either.
- You witness another caregiver borrowing money from an Individual.
- You arrive for your shift at a 24/7 home and find that the Individual is there alone. She says that the previous caregiver left 30 minutes ago.
- The electricity goes out for an hour while Jenny is using her oxygen machine.
- The electricity goes out for an hour. Wilson is never in any danger.
- You take Fanny to her regularly scheduled dentist appointment.
- You take Manny to the emergency room.
- While administering his medication, you give Lamar one pill instead of two.
- A pan full of vegetables and oil catches fire on the stove and you evacuate the house with the Individual.
- Julius is angry because his heat isn't working (in January.)
- You fall asleep during a night shift (in a 24/7 home in which sleep staff is not permitted.)

### **Short Answer**

If you are unsure whether an incident requires a report, what should you do?

What do you write about in the Narrative section on the Incident Initial Report Form (SF-018)?

## **PERSON CENTERED PLANNING**

*Answer the questions below in your own words.*

**Short Answer:** “Personal Profile”

What is recorded in the Personal Profile?

**Short Answer:** “Vision for the Future”

What is recorded in the Vision for the Future?

**Short Answer:** “Action Plan”

What is recorded in the Individualized Support Plan?

What is your role as a caregiver in the PCP and ISP process?

## **PAPERWORK STORAGE PROTOCOLS**

### **Multiple Choice**

*Answer the questions below by circling the letter of the BEST answer.*

- 1) The purpose of the QoL Green Book is:
  - a. to confuse you.
  - b. to organize and store the Individual's current paperwork.
  - c. to organize and store last year's Daily QoL Sheets.
  - d. to organize and store employee's personnel records.
- 2) Whose responsibility is it to maintain the QoL Green Book?
  - a. QoCL Mentor
  - b. QoML Mentor
  - c. Caregiver
  - d. All of the above.
- 3) Should the QoL Green Book be brought in the community?
  - a. Always.
  - b. Never.
  - c. Only when taking the Individual to work.
  - d. Only when you are feeling rebellious.
- 4) The purpose of the Red Folder is:
  - a. to store the Individual's Monthly Medication Sheets.
  - b. to store caregivers' notes about the Individual's progress on goals.
  - c. to store the Individual's emergency information for trips into the community.
  - d. to store the Individual's ISP for trips into the community.
- 5) The purpose of the Black Bag is:
  - a. to store the Individual's emergency information.
  - b. to keep record of the phone numbers an Individual collects from potential dates.
  - c. to store recent -- but not current -- Daily QoL Sheets.
  - d. to keep record of caregivers' teaching sessions.
- 6) The primary caregiver's role in maintaining the Black Bag is:
  - a. to bring the oldest Daily QoL Sheets to the office on payday and return the newest back to the Black Bag.
  - b. to check other caregivers' signatures on each sheet.
  - c. to file the paperwork at the Globe Star office.
  - d. All of the above.