

Caregiver Chartbook Protocol

Instructions: The Caregiver Chartbook is a multi-purpose tool for the caregiver to stay organized. All new caregivers should receive one when they begin work for Globe Star. When caregivers come to the office or Mentors go into the field, the Caregiver Chartbook can be used to discuss the portfolio, pay-day paperwork, planning one's time, etc.

- Each of the **Bold**-faced headings below is printed/written on a tab, to split the book into sections.
- Print “QoLI-205 Caregiver Chartbook Cover and Introduction” back-to-back on one sheet and put it in the front of the book in a sheet protector.
- Print “QoLI-206 Caregiver Chartbook Section Cover Pages” on separate sheets, using one for the front of each section listed below.

Daily Planner:

- * Monthly Calendar (from Generations) - lists caregiving shifts for the month
- * QoL-050 Monthly Office Memo - reminds caregiver of portfolio responsibilities and other news. (See “PF-051 Protocol for Monthly Office Memo”.)

Forms:

- * Globe Star Forms that caregivers use regularly - can be tailored to each caregiver's needs (such as adding the LHK checklist for Lighthouse Keepers.) Some examples include:
 - QoCL-004 QoCL Reimbursement Invoice
 - QoCL-015 Daily QoL Sheet
 - EF-022 Request for Time Off
 - EF-020 Over Time Tracking Reimbursement Invoice
 - SF-018 Incident Initial Report

Reference:

- * Help the caregiver fill out a copy of “QoLI-212 Contact Information Sheet”.
- * Reference Sheets, Study Guides, and Manuals that caregivers receive during their teaching, such as:
 - Medication Administration and Emergency Management manuals
 - Communication study guide
 - Incident Reporting reference sheet
 - Four Tools and Elements of Companionship reference sheets
 - Writing about QoL study guide
 - Etc...
 - Any material that will be helpful for caregivers to have in the field as a reference.

Personnel:

- * Maintaining personnel paperwork, such as:
 - This pay period's Reimbursement Invoice
 - This year's Days Off Tracking
 - Etc...
- * Copies of personnel information, such as:
 - Contract and job description
 - Letters of agreement
 - CPR/First Aid certifications
 - Criminal history checks
 - Etc...

Portfolio:

- * Caregivers can use this space to start building their Portfolio. See QoLI-215 for more information.