

Amani Health Care Services, LLC

245D Policies and Procedures Training Quiz

As an employee of Amani Health Care Services, I understand that in the event that I need to access Policy and Procedure Manual, I can find the current version online at amanihcs.com. I also know that if there is ever a time that I am unsure of how to respond to a situation during my shift, I know I can refer to the policy and Procedure Manual to find the answer before I consult with my supervisor.

Name _____ Date _____

Supervisor _____ Program _____

Admission

1. **True or False** In the event of an emergency service initiation, the company must ensure that staff training on an individual's need occurs within 72 hours of direct staff first having unsupervised contact with the individual.

Temporary service Suspension Termination

2. All Positive support strategies will be clearly documented by whom?

Grievances

3. **True or False** Direct Support staff will immediately inform the Designated Coordinator and/or Designated Manager of any grievances.
4. If a person and/or legal representative feel that their formal complaint has not or cannot resolved by other staff. Who is the highest level of authority at Amani Health Care Services?

Data Privacy

5. Describe what the role for a direct support staff is to ensure an individual's data is private.

Emergency Non Use of Manual Restraint

6. List three of the seven positive support strategies staff should attempt to de-escalate a person's before it poses an imminent risk of physical harm to self or others.
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
 - g.

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Responding to and Reporting Incident

7. As a direct support Professional, I understand that it is my responsibility to ensure the _____ of persons served.
8. If I am unsure of what the definition of incidents is, I know that I can
 - a) Check the policy and procedure manual
 - b) Complete an incident report based on what I believe is an incident
9. As an employee of Amani, I understand how to respond to incidents that may occur. I know I can find the procedure for responding to incidents in Policies and Procedures # _____

Emergencies

10. According to 245D, the definition of emergency is an event that affects the _____ of the program including but not limited to:

11. **True or False.** I understand that responding to emergencies the safety of the persons serves is my first responsibility.

Reviewing Incidents and Emergencies

12. After the health and safety of person(s) served are ensured, staff will

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Reporting and Review of Maltreatment of Vulnerable Adults

13. Define Maltreatment

14. Staff will take immediate _____ to ensure the safety of the person (s) served

15. What is the phone number of the county common entry point that you work in primarily?

Reporting and Review of Maltreatment of Minors

16. True or False. Staff can shift the responsibility of reporting maltreatment to an internal staff or position.

17. If staff knows or has reason to believe a child is being or has been neglected or physically or sexually abused with the proceeding _____ years, staff must immediately (within 24hrs) make a report to the local welfare agency, agency responsible for assessing or investing the report, police department, or the county sheriff.

Alcohol and Drug Use

18. When prescription or over the counter drugs affect staff behavior or performance, staff must inform the _____ and or _____
Reassignment light duty or temporary relief from duties may be required.

Death of a Person

19. **True or False.** Staff who cannot in good conscience help obtain or implement physician's order (Advance directive) should not report this Designated Coordinator and/or Designated manager.

Universal Services Coordination

20. _____ is the single most important practice for preventing the spread of disease and infection.

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Health service Coordination

21. List three of the events in which staff would notify the assigned nurse, nurse consultant, or health care professional.

- 1.
- 2.
- 3.

Safe Medication Assistance and Administration

22. Medication may be administered within _____ minutes before or after the prescribed time.

By signing below, I have read each policy and procedure and have understood what my responsibilities are to implement them.

Employee name (PRINT)

Employee Signature

Date