

# Lovingcare Nursing and Homecare Services Inc.

## **245D Policies and Procedures Training Quiz**

As an employee of Lovingcare Homecare Services , I understand that in the event that I need to access the Policy and Procedure Manual , I can find the current version online at [www.Lovingcareco.com](http://www.Lovingcareco.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 reference the Policy and Procedure Manual to find the answer before I consult with my supervisor or the person who is on-call.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Program: \_\_\_\_\_

### **Admission (RISS-01)**

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 and Termination (RISS-02)**

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

\_\_\_\_\_

### **Grievances (RISS-03)**

3. **TRUE OR FALSE** Direct support staff will immediately inform the Designated Coordinator and/or Designated Manager of any grievances.
4. If a person served and / or legal representative feel that their formal complaint has not or cannot be resolved by other staff. Who is the highest level of authority at Lovingcare Homecare Services.?

\_\_\_\_\_  
\_\_\_\_\_

### **Data Privacy (RISS-04)**

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

\_\_\_\_\_  
\_\_\_\_\_

### **Emergency Use of Manual Restraint (RISS-05)**

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.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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7. What conditions must be met prior to implementing an emergency Use Of Manual Restraint (EUMR)

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8. Each single incident of Emergency Use of Manual Restraint (EUMR) MUST BE \_\_\_\_\_ and reported \_\_\_\_\_.

9. Staff monitoring the manual restraint procedure will not be the staff \_\_\_\_\_ the procedure, when possible. A monitoring form will be completed by the \_\_\_\_\_ person for each \_\_\_\_\_ of emergency use of manual restraint.

**Responding to and reporting incident (RISS-06)**

10. As a direct Support Professional, I understand that it is my responsibility to ensure the \_\_\_\_\_ of persons served.

11. If I am unsure of what the definition of incident 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

12. As an employee of Lovingcare , I understand how to respond to incidents that may occur. I know I can find the procedure for responding to incident s in Policies and Procedure # \_\_\_\_\_

**Emergencies (RISS-07)**

13. According to 245D, the definition of emergency is nay event that affects the \_\_\_\_\_ of the program including but not limited to:

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14. **TRUE OR FALSE.** I understand that responding to emergencies the safety of the persons serves is my first responsibility.

**Reviewing Incidents and Emergencies (RISS-08)**

15. 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 (RISS-09)**

16. Define Maltreatment \_\_\_\_\_  
\_\_\_\_\_

17. Staff will take immediate \_\_\_\_\_ to ensure the safety of the person(S) served.

18. Define the lovingcare definition of a pattern for medication errors made by the same staff person

\_\_\_\_\_ or \_\_\_\_\_

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

**Reporting and Review of Maltreatment of Minors (RISS-10)**

20. **TRUE OR FALSE** Staff can shift the responsibility of reporting maltreatment to an internal staff or position.

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

**Safe Transportation (RISS-11)**

22. Staff will assist in transporting , handling, transferring persons in a safe manner and according to their \_\_\_\_\_ or \_\_\_\_\_

23. **TRUE OR FALSE** Staff are prohibited by state law (MN Statues, section 169.475) to compose, send, or receive an electronic message while operating a motor vehicle, this is includes a program vehicle or a staff person's own vehicle.

**Anti Fraud (RISS-12)**

24. List the person who is designated as the Public Funds Compliance Officer \_\_\_\_\_

**Alcohol And Drug Use ( RISS-13)**

25. When prescription or over the counter drugs affect staff behavior or performance, staff must inform the \_\_\_\_\_ and/or \_\_\_\_\_. Reassignment light duty assignment or temporary relief from duties may be required.

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**Death of a Person Served (RISS-14)**

26. **TRUE OR FALSE** Staff who cannot in good conscience help obtain or implement particular physician's order (Advance directive) should not report this to Designated Coordinator and /or Designated Manager.

**Universal Service Coordination (RISS-15)**

27. \_\_\_\_\_ is the single most important practice for preventing the spread of disease and infection

**Health Service Coordination (RISS-16)**

28. 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 (RISS-17)**

29. Medication may be administered within \_\_\_\_\_ minutes before or after the prescribed time.

By signing below, I have read each policy and procedures and understand what my responsibility is to implement each procedure

\_\_\_\_\_  
Employee name (PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee signature