

PEAK 2.0 EVALUATION PREPARATION AUDIT | CORE: DECISION-MAKING/STAFF WORK

DOCUMENT REVIEW

Instructions: Review the training outline used to train direct care staff on the hiring practices used by the home and answer the questions below.

	Questions	YES	NO
1	Can the home provide a training outline used to teach direct caregivers about the hiring practices used by the home?		
2	Can the home provide attendance records to reflect direct care staff receive this training?		

Notes: _____

Discuss the findings of the audit as a team. Any “No” response *could* indicate an area of concern during your evaluation. Review the criteria for this core and discuss your current practices to see if they meet the criteria for this core. If not, discuss changes that may need to be made.

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TEAM INTERVIEW

Instructions: Gather team members from different areas of the organization to discuss the following questions. Be sure to include direct caregivers in this discussion. **Any “No” responses *could* indicate an area of concern during your evaluation. Review the criteria for this core and discuss your current practices to see if they meet the criteria for this core. If not, discuss changes that may need to be made.**

Supporting Practice #1- Staff Scheduling			
	Question	YES	NO
1	Are direct care staff in your home empowered to develop and manage their own work schedule?		
If No:			
1	Are direct care staff actively involved in determining the staffing patterns/levels that are needed to meet the needs of the residents in each area?		
2	Do direct care staff assume responsibility for arranging their own coverage with co-workers when unable to work as scheduled?		
3	Are direct care staff generally expected to coordinate and negotiate time off with each other?		

Supporting Practice #2- Hiring and Orientation Practices			
	Question	YES	NO
1	Do direct care staff receive training on the home’s hiring practices?		
2	Do direct care staff receive training on subjects such as questions that can and cannot be asked in an interview or what to look for in a good candidate?		
3	Are direct care staff involved in some way in the interview process of all new hires?		
4	Are direct care staff actively involved in the final selection of all new hires?		
5	Are direct care staff currently involved in the orientation of new employees beyond job shadowing?		

Notes: _____

TEAM INTERVIEW (CONT'D)

Supporting Practice #3- Leadership			
	Question	YES	NO
1	Think about central or main leadership teams or decision making teams that meet routinely in your home. Often these are the department heads. Does this team include direct care staff as regular members?		
2	When decisions are made that will impact all areas of the home, are direct care staff given the opportunity to weigh in?		
3	Are direct care staff represented on teams in each work area who are responsible for day-to-day decisions in that area?		
4	Are direct care staff in each work area empowered to support decisions about daily operations of their home?		
5	Do various problem solving work groups in the home include direct care staff as regular members?		
6	Do direct care staff have opportunities to voice opinions and make decisions about their work?		

Notes: _____
