

ANNUAL RESIDENTIAL EDUCATION COMPETENCY BOOKLET

Name: _____ Date: _____

Facility: _____ Position: _____

Please tick ✓ in the box below when each questionnaire or competency has been completed. Make sure all questionnaires are **named and signed**.

Compulsory Competencies and Questionnaires to Complete		
		✓
Food Technology DVD Questionnaire	1	
Infection Control (NHMRC) Questionnaire	1	
Elder Abuse Questionnaire	1	

Please hand all completed questionnaires and evaluation survey to the HR Administrator to receive your Certificate of Attendance.

Thank you for your participation.

'Food Safety Essentials' DVD Questionnaire Form

Please fill out personal details:

Name: _____

AQ Location: _____

Date: _____

1. What are the four main sources of food contamination?

- 1. _____ 2. _____
- 3. _____ 4. _____

2. Can a food allergen cause a heightened response from the immune system and potentially be life threatening? Yes / No (circle correct answer)

3. What is the range of the temperature danger zone?

- a) 10 to 60 Degrees Celsius
- b) 5 to 60 Degrees Celsius
- c) 20 to 60 Degrees Celsius
- d) 20 to 100 Degrees Celsius

4. List 4 types of foods which are classified as potentially hazardous?

- 1. _____ 2. _____
- 3. _____ 4. _____

5. Fill in the blank

Hazardous food stored within the temperature danger zone under ____ hours can be safely returned to temperature-controlled storage or used immediately.

6. How must your supplier transport potentially hazardous food?

- a) In a temperature-controlled vehicle
- b) In a vehicle with sufficient air ventilation
- c) Labelled as hazardous foods
- d) None of the above

7. Fill in the blank

Ingredients should be stored in separate, clean, labelled and _____ containers.

8. What must be done between using utensils on meat and vegetables?

9. When should you immediately wash your hands?

10. How should raw and cooked food be stored in relation to each other?

11. Fill in the blank

When cooling potentially hazardous food, ensure it is cooled within ____ minutes to between ____ and ____ degrees Celsius.

12. To what temperature should food be initially reheated to?

_____ Degrees Celsius

13. Where should food that is to be returned to the supplier be stored?

14. What must you first do when suffering an illness or condition before handling food?

15. Name the 5 steps to cleaning and sanitising

1. _____
2. _____
3. _____
4. _____
5. _____

Employee Signature:

Assessor Signature:

Infection Control (NHMRC) Questionnaire

Please fill out personal details:

Name: _____

AQ Location: _____

Date: _____

Question 1. Name 3 common modes of transmission?

Question 2. List 3 common infectious agents in Aged Care

Question 3. Multiple Choice: Please select one answer. What are the main sign/symptoms of the norovirus (Gastro)?

- a) Diarrhoea and/or Vomiting
- b) Rash & Swelling
- c) Vomiting & Rash
- d) Diarrhoea & Rash

Question 4. List how you can you prevent the spread of influenza?

Question 5. List 6 Standard Precaution practices

Question 6. Please define "Additional Standard Precautions"

Question 7. Hand washing is required before or after touching a resident/client or their surroundings?

Question 8. How do you transfer linen soiled with blood, urine or other body fluids?

Question 9. Fill in the blank

An _____ is the occurrence of more cases of disease than expected in a given area among a specific group. Two or more linked cases of the same illness.

Question 10. List how you would manage outbreaks in residential care?

Question 11. List 4 types of Personal Protection Equipment (PPE)

Employee Signature:

Assessor Signature:

Elder Abuse – Protecting Residents Competency Questionnaire Form

Name: _____ Date: _____

AQ Centre: _____

1. According to legislation all staff working in aged care must have what?	
2. How long does a Police clearance certificate remain current?	
3. Please list the 6 types of abuse?	
4. What types of abuse are reportable under the Aged Care Act 1997?	
5. What types of abuse should you report to your supervisor?	

6. What interventions should be initiated if two residents are physically aggressive?	
7. What are potential signs of physical assault?	
8. Why are mobile phones not allowed on the floor with residents?	
9. Who do you report to if you have any suspicion or evidence of any type of assault?	
10. What is the Registered Nurses responsibility when receiving a suspicion or allegation of elder abuse?	
11. What is the Care Manager/ Deputy Care Manager's responsibility when receiving a suspicion or allegation of elder abuse?	

<p>12. What is the time period for mandatory reporting of an allegation or suspicion of abuse to the Department of Health & Aging and the police?</p>	
<p>13. Who reports the allegation or suspicion of abuse to the Department of Health & aging and the police?</p>	
<p>14. What is the only other event that requires mandatory reporting to the Department of Health and Ageing and the police? 15.</p>	
<p>Employee Signature</p>	<p>Assessor Signature</p>

PLEASE MAKE SURE ALL PAGES ARE SIGNED AND COMPLETE BEFORE HANDING IN TO HR.