Wellness Director Training Guide

BLUESTEP

Resident:

* How to create document library, attach a file in folder
* How to enter a contract
* How to enter medication, refill by Omnicare (bluestep integration) and other refills
* Documentation on all new medication, follow up documentation on antibiotics for duration of antibiotic
* How to add a provider, how to add a NEW provider
* How to change a lead or pending resident to an admission
* How to discharge/transfer a resident
* Documenting behaviors
* How to locate staff reports, resident reports and medication reports
* How to enter medication prompts
* How to place medications/ADL’s on hold
* How to complete physician quarterly reviews
* How to document and destruct medications/narcotics
* How to document and count controlled medications
* How to complete an assessment and service plan, resident report to view assessments and service plans due
* How to complete an incident report/add nursing note to incident report. Policy/procedure for incident reports
* How to complete complaint registry
* How to complete a fall risk assessment on all new residents with a hx of fall in last 6months/current resident after EVERY fall. When to report falls to state (major injury to include head trauma or fractures)
* Pain evaluation for all residents on pain meds or when notified by resident having pain
* Geriatric Depression Scale for all residents on antidepressants or showing signs of depression to include new resident, current residents. Complete every quarter.
* How to complete a Nutritional Eval for resident noted to have weight loss, decreased appetite. (Protein drinks provided by family, add to MAR with notes stating if eats less than 50% of meal)
* Short Portable Mental Status Questionnaire for resident with memory loss, dementia, alzheimers
* Smoking Safety Evaluation for resident that smokes (upon admission and monthly). If resident does not pass eval, they can no longer smoke
* Self-Administration of Medication Evaluation for resident that self-administers medication (upon admission and monthly). If resident does not pass eval, they can no longer self-administer medications.
* How to document trackable events/trend and tracking
* How to view shift change notes and ADL’s (viewing regularly to assure staff is completing daily)
* How to enter COVID-19 questionnaire for resident and staff, COVID-19 screening policy and procedures
* Entering immunizations, allergies and diagnoses
* How to enter resident/staff photos
* How to print or change documents to a PDF

Staff:

* How to enter a new staff member
* How to enter staff notes
* How to complete a drug screen
* How to complete disciplinary actions in bluestep and form to fill out in e-binder
* How to complete Workman Comp Claim
* How to complete a fire drill including documentation
* How to complete TB test, screening and all other immunizations

All other Bluestep training:

* How to access e-binder and review all necessary forms
* How to change from Top Level to AL or MC
* How to access own account

All other training to include the following:

* Dress code
* How to answer the phone, change voicemail, transfer calls
* How to program a pendant, clear a pendant access control room
* How to send a fax
* How to use scanner/printer
* How to complete med cart audits
* How to complete an in depth walk through of building beginning and end of shift
* How to program key/card fob
* How to complete a tour, where to locate tour folders