

# Montana Department of Public Health and Human Services

## Quality Assurance Division – Certification Bureau

### Policy and Procedure for Completing the Feeding Assistant Skills Checklist

#### Policy:

1. The Feeding Assistant Skills Checklist has been developed by the State Agency for use by the facilities to verify the training and competency of paid feeding assistants as required by the Code of Federal Regulations 483.160.
2. The checklist is divided into two sections: competencies by written exam and competencies by demonstration. Each facility will be expected to devise methods to test trainees. Written tests could include unit tests and/or final examination. Skills demonstrations are generally broken down into steps of the procedure that are initially scored independently of one another with the final grade that is an average of all steps passed. Skills tests must be demonstrated on live volunteers in either an actual clinical setting or in a laboratory setting that simulates an actual setting. Seventy five percent (75%) is the minimum grade needed to pass.
3. Copies of the tests and skills checklist must be kept on file to verify trainee competencies. The training entity must provide additional copies of the checklist to its current or former employees/trainees upon request.
4. Only the primary instructor may conduct the skills testing and complete the checklist.
5. Feeding assistants must complete the entire 8 hours of training and pass the competency tests before they can perform independent of the instructor.

#### Procedure:

1. Complete the heading: facility name, trainee's name and training date(s). Note: training does not have to be consecutive 8 hours.
2. When the trainee passes each skill, enter the date passed in the section provided under "Date Passed".
3. The instructor may add any comments in the "Comments" section.
4. The instructor is to sign each section as each skill is completed (first initial and last name is acceptable).
5. The instructor is to sign the "Verification of completion of course" and enter the date the trainee completed the course and any final tests.