



Coastal Community Care

95 Main Street, Suite 1B
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DSP Shadowing Checklist

The new employee and the supervisor shall sign their initials to the relevant box and indicate the date the item was covered and completed.

DSP Shadowing Checklist	
Name:	Program:
Supervisor:	Date:

Job Description	Staff	Supervisor
Introduction to residents and other staff		
DSP Expectations Review: Discuss confidentiality and staff communication/ Review "Employment First" Slides on the computer		
Weekly schedule		
Introduction to Personal Centered Plans: Review Residents' PCP to know about the residents		
Documentation: Complete documentation on Therap (ISP Data). Challenging Behaviors, Prevention Strategies		
Review Daily Routine Checklist		
Intro to the Home		
Learn special safety considerations of the home. Review Emergency Procedures		
Location of Essential Items <ul style="list-style-type: none"> - Phone and Emergency contact numbers - Location of Residents' Binder - Location of Medication Boxes - Location of Resident money (Bento Cards) and how to use them. Housekeeping and Laundry		
Medications (CRMA)		
<ul style="list-style-type: none"> - Review MAR in Therap - Know Pharmacy use and contact information - Review and sign medication administration policies and procedures. 		

By signing below, I acknowledge I have completed the above during the Job Shadowing.

New Staff Signature

Supervisor Signature