SUGGESTED AUDIENCE
• Clinical directors in assisted living and home care settings
• DONs and assistant DONs in care center settings
• Other licensed professional nursing staff
• Staff development directors
• Other interested professionals
Assessing the competencies of staff has been an ongoing challenge for aging services providers. There will be different expectations for assisted living and home care providers under Minnesota’s new home care licensure requirements. This one-day workshop will examine the elements needed to create a successful competency program – even for staff members who aren’t physically within eyesight of their supervisors.

LEARNING OBJECTIVES & TOPICS
- Discuss the goal of competency assessment and the driving forces behind the process.
- Recognize that competency assessment is done along a continuum and what that means for your organization’s approach to it.
- Understand how to promote accountability by assessing competency – including the role of the manager, the educator and the employee.
- Describe the compliance issues around competency assessment in a variety of aging services settings.
- List the 11 different assessment verification methods and when you can use each.
- Take home competency assessment strategies that work well in long term care and home care settings.
- Know how to integrate verification into daily work.
- Identify the barriers to success in competency assessment.
- Understand how to use competency assessment to motivate and recognize your staff.

PURPOSE
Competency Assessment for the Real World: Best Practices for Aging Services Organizations Workshop

Tuesday, February 4, 2014 • Hyatt Regency Hotel • 1300 Nicollet Mall, Minneapolis

NAME ____________________________________________

TITLE __________________________________________

E-MAIL ________________________________________ (required for confirmation)

ORGANIZATION ___________________________________

ADDRESS __________________________________________

CITY _____________________________________________

STATE _______ ZIP _______________________________ FAX ( ) __________________________

PHONE ( ) __________________________

Method of payment: ☐ Payment enclosed ☐ Please invoice (Aging Services members only)
☐ VISA ☐ MasterCard ☐ AmEX

CARD #__________________________________________ EXP. DATE ___________

NAME ON CARD ___________________________________

CARDHOLDER’S SIGNATURE __________________________

CARDHOLDER’S PHONE # ( ) _______________________

REGISTRATION INFORMATION AND FEES:
CONTINUING EDUCATION CREDITS
This program has been designed to meet the continuing education requirements for the Minnesota Board of Nursing for contact hours.

REGISTRATION FEES
Members
- Aging Services of Minnesota 2014 Institute and Expo attendees - $135 per person
- Aging Services of Minnesota members not attending the Institute - $175 per person

Prospective Members
- Prospective members not attending the 2014 Institute and Expo - $215 per person

The registration fee includes breaks, lunch, CEUs and handouts. Registration is limited and on a first received basis. Registration cut-off date and cancellation notice: January 28, 2014 to receive a refund. Canceled registrations are subject to a $25 processing fee. No shows will be billed the full fee. Aging Services of Minnesota reserves the right to cancel this program.

Fax this registration form to 651.645.0002. Include a P.O. number or follow up with payment to be received by Aging Services of Minnesota prior to the program. You will receive an e-mail confirmation for this program.

For further information: Registration Questions: Kellie Thoen Local calls: 651.645.4545 Toll free: 800.462.5368

Send registration form and fee (payable to): AGING SERVICES OF MINNESOTA 2550 University Avenue West, Suite 350 South, St. Paul, MN 55114-1900 • Attn: Accounting #6064