

**DACUM Skill Rating Scale**

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COMMUNICATE  
A

Empathize with co-workers A1	Speak to the level of the audience A2	Listen actively A3	Work as a team A4	Accept criticism A5	Contribute to interdisciplinary teams A6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Respect clients A7	Initiate calls to case coordinators A8	Demonstrate objectivity A9	Work toward common goals A10	Interpret body language A11	Provide constructive feedback A12
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Write clearly and concisely A13					
1   2   3   4					

DEMONSTRATE  
PERSONAL  
COMPETENCIES  
B

Multi-task B1	Demonstrate compassion B2	Demonstrate flexibility B3	Adapt to change B4	Demonstrate personal fitness B5	Take risks B6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Demonstrate enthusiasm B7	Demonstrate initiative B8	Encourage clients B9	Demonstrate leadership B10	Motivate self and others B11	Manage time B12
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Resolve conflict	Demonstrate integrity	Demonstrate honesty	Demonstrate punctuality	Demonstrate commitment	Demonstrate self-awareness

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B13				B14				B15				B16				B17				B18							
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Manage stress																											
B19																											
1	2	3	4																								

**DEMONSTRATE PROFESSIONALISM**  
C

Participate in professional development	Exemplify customer service	Demonstrate creativity	Adhere to professional attire policies	Adhere to organization's expectations	Provide age-appropriate environments														
C1	C2	C3	C4	C5	C6														
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Commit to life-long learning	Maintain currency in field	Use professional resources (EAP)	Educate colleagues	Maintain confidentiality	Participate in committees														
C7	C8	C9	C10	C11	C12														
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

**DOCUMENT**  
D

Comply with industry standards for documentation	Interview residents / family	Assess past and current leisure interests / abilities	Document physical, social, cognitive, emotional abilities	Document nutritional, medication needs	Identify barriers to participation														
D1	D2	D3	D4	D5	D6														
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Create personal care plan	Chart IPN (Integrated Progress Note)	Write care conference reports	Maintain accurate records	Report personal / client incidents i.e. WCB, abuse	Acquire advance care plan information														
D7	D8	D9	D10	D11	D12														
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

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**IMPLEMENT PROGRAM  
E**

Assess client needs and ability E1	Secure resources E2	Promote programs E3	Set up / tear down environment E4	Transport residents E5	Explain program E6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Encourage participation and independence E7	Provide instruction / direction E8	Deliver program E9	Modify program E10	Request immediate feedback E11	
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	

**EVALUATE PROGRAM  
F**

Comply with organization's standards F1	Set goals and objectives F2	Conduct surveys (feedback) F3	Evaluate program effectiveness F4	Review client participation records F5	Review goals and objectives F6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Provide feedback to management F7	Review quality assurance standards Continuous Quality Indicators (CQI) F8	Analyze surveys F9	Perform audits F10	Comply with Manitoba Health standards for Rec Programs F11	
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	

**COMPLY WITH WORK PLACE SAFETY, PRIVACY AND HEALTH REGULATIONS  
G**

Provide a safe environment G1	Comply with diet restrictions needs G2	Maintain clean environment G3	Practice infection control G4	Comply with Manitoba privacy regulations (PHIA) G5	Comply with Protection for Persons in Care regulations (PPCO) G6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4

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Acquire food handler certification	Educate clients on personal hygiene	Comply with emergency response management (incident command)	Apply lift / transfer techniques	Report near-misses
G7	G8	G9	G10	G11
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4

**DEMONSTRATE SUPERVISORY SKILLS**  
H

Demonstrate organizational skills	Coordinate ongoing programs	Plan special events	Act as a mentor	Supervise volunteers	Provide individual volunteer supervision
H1	H2	H3	H4	H5	H6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Delegate tasks / duties	Demonstrate mediation skills	Coordinate schedules	Train volunteers	Evaluate volunteers	Supervise students on placements
H7	H8	H9	H10	H11	H12
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Train students					
H13					
1   2   3   4					

**PLAN PROGRAMS**  
I

Identify resident interest	Review past program files	Identify themes	Acquire resources (human, financial, space, equipment)	Review residents' goals	Create program plans
I1	I2	I3	I4	I5	I6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Adapt program to audience	Provide learning opportunities for residents	Support volunteers	Analyze program	Assess program	Network



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Balance client expectations with needs				Advocate for clients				Provide support to family			
K7				K8				K9			
1	2	3	4	1	2	3	4	1	2	3	4

**MANAGE FINANCES**  
L

Work within a budget				Manage budgets				Assess client financial capability				Collect payments				Verify financial transactions				Perform basic accounting			
L1				L2				L3				L4				L5				L6			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Apply for grants				Raise funds for programs				Prepare budget proposal															
L7				L8				L9															
1	2	3	4	1	2	3	4	1	2	3	4												