

TITLE

INTERRAI RESIDENT ASSESSMENT INSTRUMENTS COMPETENCY REQUIREMENTS**SCOPE**

Provincial: Continuing Care

DOCUMENT

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Senior Program Officer, Community, Seniors, Addiction and
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None

NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

If you have any questions or comments regarding the information in this standard, please contact the Policy & Forms Department at policy@albertahealthservices.ca. The Policy & Forms website is the official source of current approved policies, procedures, directives, and practice support documents.

OBJECTIVE

- To define the training, competency requirements and evaluation processes for individuals with responsibilities related to interRAI/Resident Assessment Instruments (RAI) assessments.

APPLICABILITY

Compliance with this standard is required by all Alberta Health Services employees, members of the medical and midwifery staffs, Students, Volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary) within Continuing Care.

ELEMENTS**1. Points of Emphasis**

- 1.1 RAI includes the RAI Minimum Data Set (RAI MDS 2.0), RAI-Home Care (RAI-HC) and/or interRAI Contact Assessment (interRAI CA).
- 1.2 Individuals who must obtain competency with RAI include, but are not limited to:
 - a) employees of Alberta Health Services (AHS) or those employed by contracted service providers carrying out the duties of RAI Lead (or equivalent);

- b) RAI Educator;
- c) RAI Assessor;
- d) interRAI Contact Assessment Assessor; and
- e) RAI Quality Consultant.

2. Overview of RAI Training, Competency and Evaluation

- 2.1 The Provincial Resident Assessment Instrument User Networks shall determine which training and Annual Assessment & Intelligence Systems (AIS) evaluations are required for individuals according to their role. These requirements shall be reviewed at least annually.
- 2.2 Individuals shall be trained and demonstrate competency in the RAI assessment(s) as relevant to their role, identified in AHS resources *AIS RAI-HC/interRAI CA Competency Requirements - by Role* and *AIS RAI MDS 2.0 Competency Requirements - by Role*.
- 2.3 AIS competency evaluations shall be used to determine competency of individuals in the use of RAI MDS 2.0, RAI-HC, and interRAI CA.
 - a) AIS competency evaluations shall be completed:
 - (i) within 30 days of initial RAI education;
 - (ii) annually using the current AIS version;
 - (iii) individually; and
 - (iv) using an open book approach.
- 2.4 In the event a new interRAI assessment is implemented, annual competency is to commence one (1) year after implementation of the new instrument.

3. RAI Lead and RAI Educator Training and Competency

- 3.1 Each RAI Lead and RAI Educator shall complete RAI training as required for their role and do so prior to training others. RAI training is guided by the Canadian Institute for Health Information (CIHI) learning pathways.
- 3.2 If a CIHI session is not available in a timely manner, the RAI Lead and educator shall complete:
 - a) an AHS approved RAI training session to satisfy the requirement for the interim; and
 - b) attend the next available CIHI session.

- 3.3 New RAI Educators shall teach two (2) or more sessions with an RAI Educator who has demonstrated competency, prior to training others independently.
- 3.4 RAI Lead and RAI Educator competency shall be demonstrated by successful completion of all required AIS evaluations; refer to AHS resources *AIS RAI-HC/interRAI CA Competency Requirements - by Role* and *AIS RAI MDS 2.0 Competency Requirements - by Role*.
- 3.5 Each RAI Lead and RAI Educator shall achieve competency annually.

4. RAI Assessor Competency

- 4.1 Each RAI Assessor shall complete an AHS approved RAI training session as required for their role prior to completing RAI assessments.
- 4.2 RAI Assessors who complete RAI assessments shall demonstrate competency, according to their role, prior to completing assessments independently, as identified in AHS resources *AIS RAI-HC/interRAI CA Competency Requirements - by Role* and *AIS RAI MDS 2.0 Competency Requirements - by Role*.
- 4.3 For initial demonstration of competency for the RAI-HC or RAI MDS 2.0, RAI Assessors shall complete two (2) or more assessments where coding accuracy is reviewed. The first review must be completed by a RAI Educator, as per Section 3 of this document. Subsequent reviews may be completed by a delegate who is an RAI Educator or RAI reviewer.

Note: An RAI reviewer is defined as an experienced RAI Assessor selected by the Zone RAI education team. The RAI reviewer demonstrates annual competency and has increased knowledge and expertise with RAI assessment.

- 4.4 RAI Assessors shall maintain competency annually, as directed by the RAI Lead.

5. Maintenance of Annual Competency

- 5.1 Annual competency shall be maintained by RAI Assessors and RAI Educators. The Provincial Seniors Health Team, in collaboration with RAI Leads, shall monitor AIS competency evaluation reports.

Note: Zone process shall allow for annual competency to be accomplished within a range of 12 to 15 months.

- 5.2 If annual competency is not maintained the employee's immediate supervisor in collaboration with a RAI Lead shall support the employee to achieve competency. If this is unsuccessful, appropriate measures under performance management shall be followed.

6. Exceptions to the Maintenance of Annual Competency

6.1 When 15 to 24 months has elapsed since successful evaluation (e.g., leave of absence):

- a) RAI Educator - Competency shall be demonstrated by successful completion of all required AIS evaluations as identified in AHS resources *AIS RAI-HC/interRAI CA Competency Requirements - by Role* and *AIS RAI MDS 2.0 Competency Requirements - by Role*.

Note: The RAI Educator shall demonstrate competency in RAI education through team teaching using one (1) or more training sessions with another competent RAI Educator.

- b) RAI Assessor - Competency shall be demonstrated by successful completion of all required AIS evaluations as identified in AHS resources *AIS RAI-HC/interRAI CA Competency Requirements - by Role* and *AIS RAI MDS 2.0 Competency Requirements - by Role*.

Note: One (1) or more RAI assessments shall be reviewed by a competent RAI Educator.

6.2 When more than 24 months has elapsed (e.g., leave of absence) since an RAI Assessor or RAI Educator has demonstrated competency, they shall be considered a new RAI Educator or RAI Assessor and shall comply with the respective competency requirements as stated in Section 3 or 4 of this document.

7. Transfer of Competency

7.1 When an individual transfers from another Zone or between contracted service providers within Alberta, they shall provide a copy of current competency to their immediate supervisor and RAI Lead.

7.2 When an individual transfers to Alberta, they must meet AHS requirements for education and competency as per their role.

Note: An individual must meet AHS requirements for education and competency according to their role(s) using AIS software; refer to AHS resources *AIS RAI-HC/interRAI CA Competency Requirements - by Role* and *AIS RAI MDS 2.0 Competency Requirements - by Role*.

8. Competency Evaluation Process

8.1 Competency equates to a grade of 80% or greater in all required AIS evaluations.

- 8.2 If a grade of 80% or greater is not obtained in the first attempt, the subsequent evaluation shall be completed within two (2) weeks.
- 8.3 If an individual is unsuccessful after two (2) attempts in Home Care or three (3) attempts in Long-Term Care settings, their account with AIS shall be locked.
- a) The individual shall notify their immediate supervisor and RAI Lead.
 - b) The RAI Lead in collaboration with the employee's immediate supervisor shall support the employee to achieve competency.
 - c) If this is unsuccessful, appropriate measures under performance management shall be followed.

DEFINITIONS

None

REFERENCES

- Alberta Health Services Resources:
 - *AIS RAI-HC / interRAI-CA Competency Requirements - by Role*
 - *AIS RAI MDS 2.0 Competency Requirements - by Role*
- Non-Alberta Health Services Resources:
 - *Canadian Institute of Health Information (CIHI) - Learning Pathway interRAI in Home Care: CIHI Education*

VERSION HISTORY

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