



Training Acknowledgment

Employee Name: Brynn Watts Policy/Procedure/Topic: 4/14/20 Staff meeting
Trained By: Beth Pierce Date Trained: 4/14/2020

I acknowledge that I have received training on the above topic, along with supporting policies, forms and procedures.

I understand that it is my responsibility to adhere to the requirements of the training fully, and if I do not understand my responsibility or need clarification, I will seek immediate assistance from a Home Manager in order to act in accordance with state policy, procedures and company expectations.

I understand that this Training Acknowledgment will become part of my permanent employment record, and that failure to apply the principles I was taught in my training will result disciplinary action, up to and including my termination of employment for failure to follow company policy.

Brynn Watts
Employee Signature
Beth Pierce
Home Manager Signature

4/14/20
Date
4/14/2020
Date

Copy to Employee
Copy to Employee Personnel File/HR



Staff Monthly Meeting Agenda

Home/Facility: Sheffield

Meeting 1

Start Time: 1:00pm

Date: 4/14/2020

Meeting 2

End Time: 2:00pm

Staff Present:

- | | |
|---------------------------|-----------|
| 1. <u>Jordan Versace</u> | 16. _____ |
| 2. <u>Deeah Davis</u> | 17. _____ |
| 3. <u>Christa Bowker</u> | 18. _____ |
| 4. <u>Katie McQueen</u> | 19. _____ |
| 5. <u>Raymond Swank</u> | 20. _____ |
| 6. <u>Fawn Caltrider</u> | 21. _____ |
| 7. <u>Amber Shephard</u> | 22. _____ |
| 8. <u>Gabby Williams</u> | 23. _____ |
| 9. <u>August Pugitzer</u> | 24. _____ |
| 10. <u>Nadine White</u> | 25. _____ |
| 11. <u>Bryan Heston</u> | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

Staff Absent (Excused)

Staff Absent (Not Excused)

Letisha Hall



Staff Monthly Meeting Agenda

Household Maintenance Issues:

Please let me know as soon as you notice that something in need of repairs.

Resident Issues/Concerns (Programs - Progress):

Resident has asked to be shaved every morning and that is his right.

New resident OT program. (Inservice all)

JL - Feeding by mouth guidelines

Staff Issues/Scheduling Issues:

2 staff are possibly going to Washburn and there are some open shifts but if they happen not to go then they will stay on the schedule.

burdy - Be on time

Special Announcements:

Kareoke contest on Thursday ✓
Dingo on Friday - via teams

Review of Emergency Plan (Review of fire & tornado drills, past/upcoming, evacuation procedures, etc.)

Bring out the EOC book



Staff Monthly Meeting Agenda

Medical Concerns (Appointments, Reviews, etc):

Take precautions for the Foley catheter. The resident will not be able to get a new suprapubic until after the pandemic is over. Also, ALL residents need their temps taken 2x a day and Documented.

Diagnosis Update Since Last Meeting:

none

Documentation Issues (Review of ER's, IR's, and Chart Note Examples that are good):

bring up clarity. Explain ER verses IR
documentation done before you leave shift

low urine output - push water + cranberry juice

Cleaning Duties:

Every hour on the hour the house needs to be disinfected with bleach - water (and not just the same 1 staff doing it)

Review of PCP, Behavior Plan Change & In-Services:

OT change

Policy - Bedchecks
Incident Report + ER



Training Acknowledgment

Employee Name: _____ Policy/Procedure/Topic: Betty Flowers New OT
Trained By: Beth Pierce Date Trained: _____

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Sherina Bowker
Employee Signature

4-9-20
Date

Home Manager Signature

Date

Copy to Employee
Copy to Employee Personnel File/HR

Document correct amount of times that you verbally prompted and if she choked



Staff Monthly Meeting Agenda

HR Policy Review:

bed check policy

Mental Health Awareness:

Other Agenda Items:

Team work - everyone is to clean hourly with bleach solution

work refusal

sleeping

resident assignment sheet

documenting your temp when coming into work

dress code

therasat temp per licensing 68-72

hold Ibyprofen till after covid

Phones need to be put up

assigned duties

Birthdays This Month:

Residents

Staff

KW on the 22nd