



Training Acknowledgment

Employee Name: Kwasi BADET Policy/Procedure/Topic: See Below

Trained By: Jacqueline Wilson Date Trained: 05/28/2020

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.

Kwasi BADET
Employee Signature

05/28/2020
Date

Jacqueline Wilson
Home Manager Signature

05/27/2020
Date

- Completing Emergency Procedures monthly
- Completing Feedback and notes
 - Copy to Employee
 - Copy to Employee Personnel File/HR
- Completing all duties
- Following the plan of service
- Tow of the home knowing where the shut off
- Completing to meet ^{AVC} fire drills
- Emergency table
- Passing meds outside of the home
- Exception Report (when to use exception)
- What to do when a resident refuse a med
- Cleaning the car / the refrigerator / no eating in the car
- Time off / vacation request
- Current + medical
- Review w/
- monthly w/ MS + vitals
- documented in 2 places, Book
- medical note
- * Do a med rec after every break
- * POC's logs has to be filled out