



Training Acknowledgment

Employee Name: Amber Taylor Policy/Procedure/Topic: Staff Meeting

Trained By: Monica Doherty/Nicole Hoffman Date Trained: 7/30/2020

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.

Amber Taylor
Employee Signature

7/30/20
Date

Monica Doherty
Home Manager Signature

7/30/2020
Date

Copy to Employee
Copy to Employee Personnel File/HR



Training Acknowledgment

Employee Name: Amber Fowler Policy/Procedure/Topic: Suppository Training
Trained By: Lori Bassett RN - Hospice Date Trained: 7/30/2020

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.

Amber Fowler
Employee Signature

7/30/2020
Date

M. Maherty
Home Manager Signature

7/30/2020
Date

Copy to Employee
Copy to Employee Personnel File/HR



Staff Monthly Meeting Agenda

Home/Facility: Mission Point

Meeting 1

Start Time: 8:30 AM

Date: 7/30/2020

Meeting 2

End Time: 9:30 AM

Staff Present:

- 1. [Signature]
- 2. [Signature]
- 3. [Signature]
- 4. Lynda McClelland
- 5. Synn Rogers
- 6. Robert Hilliard
- 7. Lisa Hilliard
- 8. Karla Watkins
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

- 16. Monica Doherty
- 17. Lori Bassett RR Hospice
- 18. _____
- 19. Tracie Vineyard
- 20. _____
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____
- 26. _____
- 27. _____
- 28. _____
- 29. _____
- 30. _____

Staff Absent (Excused)

Staff Absent (Not Excused)



Staff Monthly Meeting Agenda

Track B.M.

Medical Concerns (Appointments, Reviews, etc):

breathing lesson w/ straw to see how hard breathing is -
explained morphine use - how to notice pain and what
PRN's to use - Guidelines of when to call hospice -
suep comp training - showed video -

Diagnosis Update Since Last Meeting:

RM - Aspirated pneumonia - Lori explained how this
happens and what to watch for. Gave educational
handouts to keep on hand.

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

All staff doing much better.

Cleaning Duties:

Joint Comm. - notify AM right away for
and needs or who to be completed.

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

Make sure all are signed



Staff Monthly Meeting Agenda

Household Maintenance Issues:

Resident Issues/Concerns (Programs - Progress):

Dis possible intake - printed referral packet + sig page.

Staff Issues/Scheduling Issues:

Special Announcements:

Bob's 50th B-day

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

Done - Reviewed



Staff Monthly Meeting Agenda

HR Policy Review:

Cell phones

Mental Health Awareness:

HM made a chart for staff to doc. R.M. B.M. -
fluid intake, food intake - once per hour to help
keep updated & all staff aware!

Other Agenda Items:

Birthdays This Month:

Residents

Staff