



## Training Acknowledgment

Employee Name: Allyssa Jones 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.

Allyssa Jones  
Employee Signature

7/30/2020  
Date

Monica Doherty  
Home Manager Signature

7/30/2020  
Date

Copy to Employee  
Copy to Employee Personnel File/HR



## Training Acknowledgment

Employee Name: Allyssa Jones 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.

[Handwritten Signature]  
Employee Signature

7/30/2020  
Date

[Handwritten Signature]  
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. Gracie McClelland
- 5. Sybil Rogers
- 6. Robert Hilliard
- 7. Lisa Hilliard
- 8. Karla Watkins
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 15. \_\_\_\_\_

- 16. Monica Shorter
- 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)

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## 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:

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Resident Issues/Concerns (Programs - Progress):

*Dis possible intake - printed referral packet + sig page.*

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Staff Issues/Scheduling Issues:

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Special Announcements:

*Bob's 50<sup>th</sup> B-day*

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

*Done - Reviewed*

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## 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