



Training Acknowledgment

Employee Name: Mary Krueger Policy/Procedure/Topic: Job duties
Trained By: Sierra Way Date Trained: 9-12-2020

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.

Mary Krueger
Employee Signature

9-12-2020
Date

Haren Hausman
Home Manager Signature

9-12-20
Date

Copy to Employee
Copy to Employee Personnel File/HR

- Cleaning -> sweep, mop, bathrooms, Sanitize
-Documentation
-making breakfast per menu
- Books
- PC/CLS logs
-Temp logs
-sharps logs/count
-Bed checks
-Any assigned tasks from management



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Mary Krueger  
Employee Signature

9-12-2020  
Date

Haven Kaufman  
Home Manager Signature

9-12-20  
Date

Copy to Employee  
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-Charts

- comment each goal
- punctuation
- use residents name
- done EVERY shift for each resident
- document for your shift only!

-Daily care logs

- done EVERY shift for each resident
- document on everything for your shift only!
- answer everything except breakfast, lunch, dinner.