



Training Acknowledgment

Employee Name: Kuassi Badet Policy/Procedure/Topic: See Below
Trained By: Jaqueline Wilson Date Trained: 9/24/2020

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.

Kuassi Badet

Employee Signature

9/26/2020

Date

Jaqueline Wilson

Home Manager Signature

9/24/2020

Date

Copy to Employee
Copy to Employee Personnel File/HR

- Deadlines for Trainings
- Incomplete Trainings
- Chem CANS left out and not locked up
- Incomplete paperwork and progress notes + DCL's
- Reading the memo book
- procedure for DR's Contact Guardian, Case Manager, PR
- Up Call medical have vitals ready before you call and give residents names
- Take proper contact to the hospital along with files needed list
- Follow script for blood sugar check when is check before meals
- All staff final notes
- Turn in mileage Friday before payroll is due
- Leads check PALS loss
- Make sure copies are in book
- Meet lead deadlines
- Leads job responsibility are complete