



Training Acknowledgment

Employee Name Carmela Johnson 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.

Carmela Johnson
Employee Signature

9-24-20
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, RR
- On Call medical hAC Vitals Ready before you call. And Give residents names
- Take patient contact to the hospital along with first street med list
- follow script for blood sugar check. When is check before meals
- All staff final re notes
- Turn in mileage Friday before payroll is due
- Leads check PALS logs
- Make sure copies are in book
- Meet lead deadlines
- Leads job responsibility are completed