



Training Acknowledgment

Employee Name: Alexus Strubling 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.

Alexus Strubling  
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. CHS left out and not locked up
- incomplete paperwork and progress notes + DCL'S - meet LEAD deadlines
- Reading the manual book
- procedure for DR's Contact Creation, CRSA Manager, PR
- Up Call medication have Vials ready before you call. And Give residents names
- Take proper contact to the hospital along with first part of med list
- Follow script for blood sugar check when is check before meals
- All staff finalize notes
- Turn in mileage Friday before payroll is due
- Leads check pools loss
- MAKE SURE COPIES ARE IN BOOK
- Leads job responsibility and complete