



Training Acknowledgment

Employee Name: Tracy P. Humphrey Policy/Procedure/Topic: See Below  
Trained By: Agnes Wilson Date Trained: 9-28-2020

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.

J. Pellman  
Employee Signature

9.28.20  
Date

Agnes Wilson  
Home Manager Signature

9-28-2020  
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 menu book
- procedure for DR's Contact Creating, Case Manager, PR
- On Call med cart have Vitals ready before you call. And Give residents names
- Take proper contact to the hospital along with first and last
- Follow script for blood sugar check. When is check before meal
- All staff finalize notes
- Turn in mileage Friday before payroll is due
- Leads check pools logs
- Make sure copies are in book
- Meet lead deadlines
- Leads job responsibility and