BEACON
Specialized Living

Training Acknowledgment

Employee Name: T. Pittman Policy/Procedure/Topic: See Below

Trained By: Judy Naranjo Date Trained:

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.

T. Pittman 11-25-20
Employee Signature Date

Judy Naranjo
Home Manager Signature Date

Copy to Employee
Copy to Employee Personnel File/HR

MM001
HR-042
CTS-009
CTS-029

BEACON
Specialized Living

Training Acknowledgment

Employee Name: T. Pittman Policy/Procedure/Topic: See Below

Trained By: Jacqueline Wilson Date Trained: 11/25/2020

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.

T. Pittman
Employee Signature

11·25·20
Date

Jacqueline Wilson
Home Manager Signature

11/25/2020
Date

Copy to Employee
Copy to Employee Personnel File/HR

* Staff meeting Agenda *

- Review of policies
- Covid 19 updates
- Documentation progress notes / chart notes / flowbooks
- Medications
- Attendance
- EOC read + sign Monthly
- Cleaning
- please Always wear a mask in the Home no Exceptions