



Employee Discussion Form

Employee Name: Wilhelmina Rice Date of Discussion: 10/7/21

Verbal Written

Specific Offense or Rule Violation:

Medication Count was not completed correctly or accurately for controlled substances. An extra pill above the count was found.

Specific Statement of the Expected Performance:

Controlled Count must be completed by two staff each time DNA keys are handed off. This is to ensure that medications are passed correctly and nothing is missing.

Explanation Given by the Employee or Other Significant Information:

[Signature]
Home Manager Signature

10-8-21
Date

[Signature]
Employee Signature

10-8-21
Date

* Reminder: Make sure a copy is given to the employee and a copy placed into the employee file.