



Training Acknowledgment

Employee Name: Jay Blue Policy/Procedure/Topic: Staff Meeting Agenda

Trained By: Jacqueline Wilson Date Trained: 10/27/2021

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.

Employee Signature Jacqueline Wilson

Date 10/27/21

Home Manager Signature Jay Blue

Date 10/27/2021

Copy to Employee
Copy to Employee Personnel File/HR

- Missing documentation in next step / Fleet books
- Shift responsibilities
- Clinical + Medical
- Medications / Control / Count / Paying attention following the lengths
- Documenting correctly when a resident is not under observation
- Sending the nurse email when a resident refuses a medication
- Cell phone use
- Time Management / Understanding the speed limit filling out the vitals log
- menu my 2s / substitutes
- PCLS Log filling it out correctly
- EAD