



Training Acknowledgment

Employee Name: Tyrone Brown 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.

*[Handwritten Signature]*  
Employee Signature

10-27-21  
Date

*[Handwritten Signature]*  
Home Manager Signature

10-28-2021  
Date

Copy to Employee  
Copy to Employee Personnel File/HR

- Missing documentation in text files / Files books
- Shift responsibilities
- Clinician / medical
- Medication / Control Court / Paying Attention following the logs
- Documenting correctly when a resident is LOA under executors
- Sending the nurse email when a resident refuses a medication
- Cell phone use
- VAN driving the speed limit filling out the VAN fact logs and updates
- Maria's may 25 / Substitutions
- ACLS Loss filling it out correctly
- EOC needs to be