



Training Acknowledgment

Employee Name: Abbie Reynolds Policy/Procedure/Topic: Date on Briefs

Trained By: Beth Pierce 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.

Abbie Reynolds
Employee Signature

12-21-21
Date

Home Manager Signature

Date

Copy to Employee
Copy to Employee Personnel File/HR

To All Staff at Sheffield:

All residents that are in briefs need to be changed every 2 hours or more often as needed. Please make sure that you are using a sharpie to document on the brief itself the date, time, and your initials and then document on the white board that is in each of the residents rooms. It should be written the time, date, consistency, along with your initials. It is to be left up there so the next shift can see it. Please also make sure that all documentation is added to the elimination record in their books and write a misc note in nextstep. If you are doing urine output please document the amount that was emptied along with the time and date and your initial. Do not erase at the end of your shift. The next shift can erase it when they start their documenting. Please also make sure that it is getting documented on the urine out put in the book. Please sanitize the pens when you are done documenting. If this NOT get done there will be PAS presented!

If there are any questions please ask so everyone understands on what is expected.

Elizabeth Pierce