



BEACON
Specialized Living

Training Acknowledgment

Employee Name: Jayla Finch Policy/Procedure/Topic: January Staff Meeting

Trained By: Diasheera Jackson Date Trained: 1/12/2022

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.

Jayla Finch
Employee Signature

1-12-22
Date

Diasheera Jackson
Home Manager Signature

1/12/22
Date

Copy to Employee
Copy to Employee Personnel File/HR

January Staff Meeting

Heyyyyyyyy Saginaw Team!!!!!!

Happy New Year to ALLLL

Meeting Points

- The Home
- Alarms
- Trash
- Communication/Shift Change
- Communicating with Residents
- Laundry
- Documentation
- Medication
- Changing of the Shifts
- Any Comments or concerns/questions.

The Home/Cleaning

You guys have been going great with cleaning the home and keeping look presentable throughout the day/night. Keep it up.

- 3rd shifts remember you guys are deep cleaning the home getting it ready for the next day
- Wiping down couches, light switches, sweeping and moping the entire home. Restocking When needed.
- Wiping off counter tops and tables. The home should have refreshed smell to it when day shift walks in.
- 1st shifts make sure you guys are also cleaning the home regularly, keeping dishes out of the sinks and counters cleaned off.
- Make sure you guys are also wiping down doorknobs and lights switches, making sure Residents rooms are cleaned as well, they have new bedding and their floors have been swept and moped. If a resident refuses to help or to clean their room and have been disinfected, please DOCUMENT.
- You need to be cleaning the home throughout the day, don't wait until the end of the shift. You guys need to sweep the kitchen and dining room after every meal.
- Follow the shift duties!!!
- Whoever is responsible for Joy you are responsible for making sure her room is clean and that she has new bedding to lay down.
- 3rd shifts make sure you guys are replacing the paper towels and restocking the home. This means all needed cleaning supplies, soap, hand sanitizer, etc.
- We Can Not Lock the Bathroom doors. That is creating a restriction, and no-one has this restriction.
- We must make sure we are prompting the residents to keep and to clean their rooms!

- Don't leave laundry on top of dryer or washer, make sure it is folded and put away before you walk away, or that the residents have come to get their belongings.
- If there is laundry when 3rd shift arrives it should be completed before the next shift.
- When laundry is taken out of the dryer, please fold it before putting it away and please be mindful of keeping everything organized and neat.
- Make sure we are keeping the resident items and house items separate. When washing the mop heads don't put them in the dryer, just detangle them and hang them up on a hanger.
- When a resident needs their laundry done, make sure you see them, or you separate their clothing and put all the houses items in one pile and theirs in another.
- Whoever is responsible for Joy, when washing her clothing please put her items on hangers.

Documentation

- Go over all house documentation
- Remember to document everything, and complete all charts, care logs, and misc notes at the end of your shift.

Medications

- All Medication refusals will need a IR.
- Make sure you are still marking their medications during the med pass even if they refuse. Make sure it is still in the time frame.
- Please check the refills for a "missing" medication.