



Training Acknowledgment

Employee Name: HANNA HAMILL Policy/Procedure/Topic: Scheduling no more than 2

Trained By: Helen Bates Date Trained: 3/8/2022

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.

A handwritten signature in black ink, appearing to be "Hanna Hamill", written over a horizontal line.

Employee Signature

A handwritten date "3/8/22" in black ink, written over a horizontal line.

Date

A handwritten signature in black ink, appearing to be "Helen Bates", written over a horizontal line.

Home Manager Signature

A handwritten date "3/8/22" in black ink, written over a horizontal line.

Date

- ✓ Copy to Employee
- ✓ Copy to Employee Personnel File/HR

In an effort to insure clients are making their appointments
There is to be NO MORE than 2 Appointments a day made
One in Morning, and one in Afternoon. All appointments
will
be put on calendar in Med Room When made!