

Training Summary Form

I. **Employee:** Xeng Yang Topic: Incident and Emergency Reporting Credit Hours: _____

II. **Description of Training Content:**

Review and instruction on 245D requirements and company procedures for responding to, reporting and review of incidents and safety/emergencies, including implementation of staff responsibilities. Opportunity for questions and answers.

III. **Training Procedures:**

<u>Training Format</u>	<u>Instructional Methods</u>
<input checked="" type="checkbox"/> Self Study	Written: Incident Policy and form
<input checked="" type="checkbox"/> Individualized Training	Video/DVD : _____
<input checked="" type="checkbox"/> Supervisory Meeting	Oral Presentation and Dialogue
<input checked="" type="checkbox"/> Team Meeting	Guided Observation
<input checked="" type="checkbox"/> Inservice	Guided Practice
Other: _____	Other: _____

IV. **Date(s):** 02/16/2020 Trainer/Position: LOSP

Time(s): 1pm - 3pm Trainer Signature: Margaret Boyd

Location(s): Melbrick House Employee Signature: X-Yang

Training hours need to be recorded by employee on corresponding timecard for reimbursement and training documentation purposes. Employees are encouraged to keep a copy of this verification for their personal records.