

Training Summary Form

I. **Employee:** Bonita Peters **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
<input checked="" type="checkbox"/> Other: _____	Other: _____

IV. **Dates:** 2/16/2020 **Trainer/Position:** Anthony Lofton
(M/D/Y)

Time(s): 1-3 **Trainer Signature:** *Margaret*
(AM or PM)

Location(s): Melbrick, Cambridge **Employee Signature:** *Bonita Peters*

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.