

Training Summary Form

I. Employee: James West Topic: OC training Credit Hours: 4.0

II. Description of Training Content: ODrive review, billing sheets, incident reporting, EUMR, internal review, notification to internal reporter, alleged maltreatment

III. Training Procedures:

Training Format	Instructional Methods	Demonstrated Competency
Self Study	Written: <u>incident report</u>	Knowledge Testing (Quiz)
Individualized Training	Oral Presentation and Dialogue	Observed Skill Assessment
Team Meeting	Guided Observation	Other:
Owakihi Inservice	Guided Practice	
Other:	Other:	

IV. Date(s): 4/9/2020 Trainer/Position: Leadership Development manager
 Time(s): (M/D/M) 10-2:00p Trainer Signature: [Signature]
 (AM or PM)

I understand the information received and my responsibilities for implementation with this company and persons served.

Employee Signature: [Signature]

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.