

Training Summary Form

I. Employee: Francisco Cashio Topic: MEDICATION ADMINISTRATION 253

Credit Hours: MW

II. Description of Training Content: Review and instruction on medication administration—see below

III. Instructional Methods

PART I On-line (or class) Med Basics*

PART II Community Med Admin Class

Training Source Star Services

PART III Owakahi med policies review and observed skill assessment

IV. Competency Evaluations

PART I: Certificate for completion of on-line Star Services

PART II: Verification of class completion and observed skill assessment

PART III: Verification of Owakahi medication policies/procedures review and observed skill assessment

V. Training Dates and Times, as applicable:

PART I Star Services On-line Med Admin Basics Date(s): _____ Times: _____

PART II Med Admin Class with skill assessment Date(s): check certificate Times: _____

PART III Owakahi policies review & skill assess. Date(s): 2/20/2020 Times: 5p-6p

Trainer Signature: _____ Employee Signature: _____

*1) On-line orientation requirement: Follow-up with Coord. to arrange Part II med. class & Part III for internal policies review and skills demonstration.

2) Coordinator must confirm that Part I on-line and Part II med admin class were completed by employee PRIOR to internal policies review.