SCANNED 6/22/20

Owakihi, Inc.

Training Summary Form

I. **Employee:** Sarah Herber Topic: **OMBUDSMAN WINTER ALERTS 220** Credit Hours: _____

II. Description of Training Content

Review and instruction on the Ombudsman Winter Alerts and Medical Alerts. Topics include the following:

- Winter Letter
- Winter Alert
- Hypothermia Alert
- Frostbite Alert
- Windchill Chart

III. Training Procedures

Training Format	Instructional Methods	Demonstrated Competency
____ Self Study	X Written: See above	X Knowledge Testing (Quiz)
____ Team Meeting	____ Oral Presentation and Dialogue	____ Other: _____

IV. **Date(s):** January 2020 (M/D/Y)

Time(s): _____ (AM or PM)

Location(s): Kape

Trainer/Position: See Above

Approval Signature: [signature]

Employee Signature: Sarah H

100%

SCANNED 6/22/20

Ombudsman WINTER ALERT 220 Quiz

EMPLOYEE NAME: Sarah Kerber **DATE OF QUIZ:** January 2020

Directions: Upon completion, return the quiz and Training Summary Form to your supervisor.

Complete the statements below by filling in the blanks

1. After reading the "Winter Alert", identify three precautions that you will use this winter to help the persons you serve from getting **communicable diseases**:
   a. weather appropriate clothing and layers
   b. check up coming weather
   c. get a flu shot

2. Basic tips for **winter travel** include the following:
   a. Know what the weather forecast is
   b. Keep a winter survival kit in your vehicle
   c. Winterize your vehicle.
   d. Always wear your seat belt.
   e. All of the above

3. Warning signs and symptoms of **mild hypothermia** include:
   a. Slurred speech
   b. confusion or memory loss
   c. Slow, shallow breathing

4. **True** ***or*** **False** Second and third degree frostbite need to be reported to the Office of the Ombudsman for Mental Health and Developmental Disabilities as a serious injury.

5. According to Medical Alert on **Choking**: When a person chokes, be prepared to perform the Heimlich Maneuver.

6. Identify at least 3 first aid recommendations in the event of a **seizure,** as cited in the Seizure Alert:
   a. roll to side to prevent choking.
   b. remove anything out of the way that could insure them.
   c. place something soft under head and loosen any tight clothing.

7. Identify 2 **sources of information** that staff can access to protect the health and safety of persons served:
   a. Traing Book in office b. contact RN for any other questions

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KNOWLEDGE TESTING BY QUIZ REVIEWER

- **Note the question(s) answered incorrectly, and the action taken to assure that the employee understands the correct response(s)** _____

- **The employee identified above has demonstrated competency in completion of the quiz questions.** ***(If not, refer employee to Supervisor.)***

Signature of Quiz Reviewer **Date** 6/18/20