

### Training Summary Form

I. **Employee:** Sarah Kember **Topic:** Incident and Emergency Reporting **Credit Hours:** 5

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:**

Training Format

- Self Study
- Individualized Training
- Supervisory Meeting
- Team Meeting
- Inservice
- Other: \_\_\_\_\_

Instructional Methods

- Written: Incident Policy and form
- Video/DVD : \_\_\_\_\_
- Oral Presentation and Dialogue
- Guided Observation
- Guided Practice
- Other: \_\_\_\_\_

IV. **Date(s):** 2/11/20  
(M/DM)

**Trainer/Position:**

Valerie Kruse/DC

**Time(s):** 1:30  
(AM or PM)

**Trainer Signature:**

[Signature]

**Location(s):** Kape Minnesota

**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.**