

Training Summary Form

I. **Employee:** Marwa Abdullah **Topic:** Incident and Emergency Reporting **Credit Hours:** 0.5

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):** 2/28/2020 **Trainer/Position:** Valerie Kusse DC
(M/D/Y)

Time(s): _____ **Trainer Signature:** [Signature]
(AM or PM)
Location(s): Kape / Alaska **Employee Signature:** Marwa Abdullah

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.