

Beacon Specialized Living
Training Summary Form

Employee: Deborah Tennis Topic: Covid-19 Emergency Preparedness Plan Credit Hours: 1 hour

II. Description of Training Content:

New Hire Orientation: This five hour course discusses the following topics; Beacon Mission and Values, Employee Handbook, Beacon Policies and Procedures, Vulnerable Adult Act, Maltreatment of Minors, Beacon VAA & MOMA Reporting Procedures, Incident Reporting, Staff Responsibilities to Individual Rights, HIPAA, Individual Rights, Universal Precautions, and Introduction to Person Centered Services.

III. Training Procedures:

Training Format

- Self Study
- Individualized Training
- Team Meeting
- Beacon Inservice
- Other: _____

Instructional Methods

- Written: _____
- Oral Presentation and Dialogue
 - Guided Observation
 - Guided Practice
 - Other: _____

Demonstrated Competency

- Knowledge Testing (Quiz)
- Observed Skill Assessment
- Other: Fill in the blank guide

IV. **Date(s):** 11:00AM _____ Trainer/Position: DC

(M/D/Y) 7/9/2020 _____ 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.