

Beacon Specialized Living
Training Summary Form

I. Employee: Nasteha 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:

<u>Training Format</u>		<u>Instructional Methods</u>	<u>Demonstrated Competency</u>
☒ Self Study		Written: _____	Knowledge Testing (Quiz)
☐ Individualized Training	☒	Oral Presentation and Dialogue	Observed Skill Assessment
☐ Team Meeting		Guided Observation	Other: <u>Fill in the blank guide</u>
☒ Beacon Inservice		Guided Practice	
☐ Other: _____		Other: _____	

IV. Date(s): _____ (M/D/Y)
Time(s): _____ (AM or PM)

Trainer/Position: _____

Trainer Signature: _____

I understand the information received and my responsibilities for implementation with this company and persons served.

Employee Signature: Nasteha

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.