

Beacon Specialized Living
Training Summary Form

Randy

I. Employee: Randy 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

X 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
X

IV. Date(s): 7/29/20 (M/D/Y)
Time(s): 8-8:30am (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: Doreen

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.