



### Training Summary Form

I. Employee: Ava Spencer 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:

- |                         |  |
|-------------------------|--|
| <u>X</u> Self Study     | <u>X</u> Written: Incident Policy and form |
| Individualized Training | Video/DVD : _____                          |
| Supervisory Meeting     | Oral Presentation and Dialogue             |
| Team Meeting            | Guided Observation                         |
| Inservice               | Guided Practice                            |
| Other: _____            | Other: _____                               |

IV. Date(s): 8/27/20 Trainer/Position: Leadership Development manager

Time(s): 3:05p - 3:30p (AM or PM) Trainer Signature: [Signature]

Location(s): Office 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.