

Beacon Specialized Living
Training Summary Form

I. Employee: Ahmad Schaeffer Topic: New Hire Orientation Credit Hours: 5 hours

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>
<input checked="" type="checkbox"/> Self Study	Written: _____	<input checked="" type="checkbox"/> Knowledge Testing (Quiz)
<input type="checkbox"/> Individualized Training	Oral Presentation and Dialogue	<input type="checkbox"/> Observed Skill Assessment
<input type="checkbox"/> Team Meeting	Guided Observation	Other: _____
<input checked="" type="checkbox"/> Beacon Inservice	Guided Practice	
<input type="checkbox"/> Other: _____	Other: _____	

IV. Date(s): 1-5-2021 Trainer/Position: Trainer
(M/D/Y) Trainer Signature: [Signature]
Time(s): 10-3p
(AM or PM)

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

Employee Signature: Ahmad Schaeffer

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.