

Owakihi, Inc.

Training Summary Form

Anjie Cornett

I. Employee: Anjie Cornett Topic: PERSONNEL POLICIES AND PROCEDURES 108 Credit Hours: 1

II. Description of Training Content

Review and instruction on the employee job description and standards pertaining to the performance of job duties, including ethical responsibilities. Emphasis on quality service, accurate and thorough documentation of services provided and billed, and timeliness in fulfilling job responsibilities. Review of expectations and contact numbers for employee communication. Importance of integrity and stewardship in use of resources including service billing, expense reimbursement, and payroll practices. Review of policies and procedures in the Employee Handbook with explanation of applicability to employee job responsibilities. Discussion of driving conditions related to the position. Opportunity for discussion and response to employee questions.

III. Training Procedures

Training Format

- Self Study
- Individualized Training
- Supervisory Meeting
- Team Meeting
- Owakihi Inservice

Instructional Methods

- Module 108 materials, including Written: Job Description
- Video Tape: _____
- Oral Presentation and Dialogue
- Guided Observation

Competency Measure*

- Quiz
- Training Competency Form
- Other: _____

*Attached documentation required

IV. Date(s): 11-3-2020 Trainer/Position: Self Study

Time(s): (MORNING) 9:30a - 10:30a Trainer Signature: NA

Location(s): At Site Employee Signature: Sue Cornett

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.

Training Module 108 Quiz Personnel Policies and Procedures

Employee Name: Angela Conkies Date of Quiz: 11-3-2010

Directions: Upon completion, return the quiz and attached Training Summary Form to your trainer for review and signature.

Fill in the blanks or circle the correct answer(s) below, as applicable

1. Each employee has two employment files at Owakihi, Inc. that store different types of information. What are they?

- a. personnel file
- b. training file

2. Identify two methods to access Owakihi, Inc's personnel policies and procedures:

- a. NLTO
- b. supervisor

3. The primary function of the Direct Support Professional's job is to:

provide training + assistance to individuals according to plan

4. The name of the Designated Coordinator to whom I report is:

NA

5. According to the Owakihi, Inc. Handbook, a full-time employee is regularly scheduled for an average of 30 hours or more per week per pay period.

6. Please identify the activities of misconduct that warrant immediate dismissal from Owakihi, Inc, according to the Employee Handbook:

- a. Mistreatment of clients
- b. theft
- c. falsification of records
- d. breach of confidentiality
- e. insubordination

7. All work-related injuries **no matter how minor** must be reported to a supervisor within 24 hours of occurrence.

