

RECORD OF INITIAL ALF STAFF TRAINING

NAME _____ DATE EMPLOYED _____

JOB TITLE/RESPONSIBILITIES _____

TRAINING REQUIRED FOR ALL EMPLOYEES
(22 VAC 40-71-80 A & B)

DATE(S) OF TRAINING
& TRAINER'S INITIALS

A. All employees shall be made aware of:

- 1. The purpose of the facility; _____
- 2. The services provided; _____
- 3. The daily routines; and _____
- 4. Required compliance with regulations for assisted living facilities as it relates to their duties and responsibilities. _____

B. All personnel shall be trained in the relevant laws, regulations, and the facility's policies and procedures sufficiently to implement the following:

- 1. Emergency and disaster plans for the facility; _____
- 2. Techniques of complying with emergency and disaster plans including evacuating residents when applicable; _____
- 3. Use of the first aid kit and knowledge of its location; _____
- 4. Confidential treatment of personal information; _____
- 5. Observance of the rights and responsibilities of residents; _____
- 6. Procedures for detecting and reporting suspected abuse, neglect or exploitation of residents to the appropriate local department of social services. (NOTE: Section 63.1-55.3 of the Code of Virginia requires anyone providing full- or part-time care to adults for pay on a regular basis to report suspected adult abuse, neglect or exploitation); _____
- 7. Techniques for assisting residents in overcoming transfer trauma; and _____
- 8. Specific duties and responsibilities of their positions. _____

Training in these areas shall occur within the first seven days of employment, and prior to assuming job responsibilities unless under the sight supervision of a trained staff person.)

Employee signature when above training complete _____
Date