

In-House training duties / responsibilities

Site Managers (SM)	BVS1	BVS2	24-Hour Nurses
Annual Form Signatures 21 (see list)*	■ Change Forms (DHS 4591)	■ Behavior Discuss/Action Plan	■ ISP Protocols/Support Doc's
■ Agency policies/procedures	■ Client Schedules, and	■ CORE Comps (DHS 4585)	■ Nursing Care Plans
■ Archiving	■ Client Daily Planner (DHS 4587)	■ Daily Log (DHS 4629)	■ Oral feeding/Stimulation (GTube)
■ Client Finances	■ CORE Comps (DHS 4585)	■ FA/BSP Blended Plan (DHS 4588)	■ Range of Motion (ROM)
■ Core Comps (DHS 4585)	■ Discussion Record (OTAC)	■ Fire Extinguishers *(add dates)	Outreach RN:
■ Core Values	■ Employment Evaluation (TOOL)	■ Good Day Plan (DHS 4588)	<input type="checkbox"/> Focus Nursing Care Plan
■ Emergency Book	■ Ind. Support Plan (ISP) Doc.	■ Hep B / Bite Guidelines	<input type="checkbox"/> Limited Nursing Care Plan
■ FMLA	■ Individual Summary Sheet (ORS)	■ Incident Reporting (DHS 4595)	<input type="checkbox"/> Aspiration
■ House Finances/Petty Cash	■ Interest Survey (Tool)	■ Interaction guidelines (DHS 4588)	<input type="checkbox"/> Blood Glucose monitoring
■ House Rules*	■ Job Procedures (TOOL)	■ ISP/Support Doc's/Protocols/Health List	<input type="checkbox"/> Constipation
■ Incident Reporting (DHS 4595)	■ Lifestyle assessment (Tool)	■ Medical/Psychiatric appts.	<input type="checkbox"/> CPAP.BIPAP care
■ Memo's/Alerts/Transmittals	■ New Client Transfers	■ Medication Follow-up/Grn sheet	<input type="checkbox"/> Dehydration
■ On-call/Call-ins	■ New Voc Worksite Orientation	■ New Client Transfers	<input type="checkbox"/> Diabetic protocol
■ POLST policy	■ PFW (OTAC)	■ Outing Log (DHS 4628)	<input type="checkbox"/> Epi pen
■ SAIF/ forms / Emp. Accd.	■ Safety Plan (DHS 4614 H & W)	■ Positioning, Lifting (Med. Homes)	<input type="checkbox"/> Glucagon protocol
■ Shopping Groceries/Menus	■ Task Analysis (Tool) /Self admin.	■ SAIF / Earthquake Plan (April)	<input type="checkbox"/> Hypertension
■ Sum.Emerg.Plan (Jan)DHS 938	■ Voc Fire Drill (DHS 4637H & V)	■ Staff alerts	<input type="checkbox"/> Inhaler use/nebulizers
■ Time Capture/Schedule	■ Voc Payroll Data	■ Van, trailer and vehicle training	<input type="checkbox"/> Insulin administration
*SOCP Program 16 signatures:		■ Yearly Cumulative Training Record:	<input type="checkbox"/> Seizures
Cell Phones, Code of Conduct,		RESPONSIBLE FOR TRAINING NEO: Food	<input type="checkbox"/> Other:
Confidentiality, Dress Guidelines,		Handling, Hep B, , Restroom policy, Role of	
Employee Emergency Information,		Legal Guardian, Smoking policy, THERAP,	
Employee Found Sleeping, Employee		Universal Precautions and Weapons	
Property Tracking Record, Food		(SEE BACK)	
Handling, Hep B, HIPAA, Group Home			
Rules, Restroom policy, Role of Legal			
Guardian, Smoking policy, THERAP,			
Universal Precautions and Weapons.			
*Licensing required 5 signatures:			
Mandatory Abuse Adult, Mandatory			
Abuse Child, Emergency Services			
Guidelines (police Response), Driving			
Record 0225, and Current Position			
Description. (SEE BACK)			

***Trained annually** - items are trained annually and/or are contained in the "Annual Mandatory Forms packet" materials. Packet contains Employee Tracking Record (SM returns to Central Office) and Employee Emergency Information to HR (SM keeps copy at the house.) **NEO's after Jan. 31st – Form signatures/training responsibilities.**

NEO's entering after January 31st (Annual form signatures / training responsibilities)

HR gets signatures and trains (NEO HR packets):

- SOCP Cell Phone annual form
- SOCP Dress Guidelines annual form
- HIPPA Statement of Understanding (*Privacy Policy – Licensing*)
- Employee Emergency Information

Central Trainers get signatures and train:

- Mandatory Abuse (2 forms - Adult & Child) @ “Staying Afloat in a Sea of Change” class (*Licensing*)
Annual Forms PACKETS will be sent to HOMES with the Core Comp Folder(s).

At the Group Home / SM's get signatures – responsible for training NEO's

- SOCP Code of Conduct
- SOCP Confidentiality
- SOCP Employee found sleeping
- Driving Record 0225
- Group Home Rules
- SOCP Emergency Services Guidelines (Police Response) get form signature - BVS2's train & add to “Yearly Cumulative Training Record.”
- Current Position Description

At the Group Home / BVS2's get signatures - responsible for training NEO's

Train and document on Yearly Cumulative Training Record – items below:

- Food Handling
- Hep B – Post Exposure Guidelines
- Restroom Policy
- Role of Legal Guardian
- Smoking Policy
- THERAP
- Universal Precautions
- Weapons Policy
- SOCP Emergency Services Guidelines (Police Response) TRN – for Yearly Cumulative Training Record