

# Detention/Secure Care Center New Hire Training Log

**Staff Name:** \_\_\_\_\_ **Staff Title:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**Each staff/volunteer shall complete 10 hours of orientation training within 7 calendar days of date of hire. Each direct care staff shall complete an additional 40 hours of additional training before being counted in the ratio of direct care staff to resident.**

<u>Training Topic</u>	<u>Number of Hours</u>	<u>Date Completed</u>	<u>Printed Name of Trainer</u>	<u>Trainer Signature</u>	<u>Employee Signature</u>
Accident and Injury Prevention					
Crisis Management					
Facility Policies and Procedures					
First Aid with Rescue Breathing					
Health, Sanitation, and Safety Measures					
Job Duties					
Symptoms of Illness and Communicable Diseases					
Behavior Management					
Restraints					
Problem Solving					
Report Writing					

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Security Procedures					
Suicide Prevention					
Resident Rights					
Confidentiality Laws					
Youth Record Documentation Policies/Procedures					
Emergency/Evacuation Procedures					
De-Escalation					
Medication Administration					
Blood Born Pathogens					
Trauma Informed Care					
Mandated Reporting					
Comprehensive LGBTQ+					
Human Trafficking and Exploitation					
Cultural Diversity					
HIPPA Laws					

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Family-focused training (i.e. Family Finding, Team Decision Making, Family Group Decision Making, Signs of Safety, etc.)					
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