

Group Boarding Home/Residential Center Annual Training Log for Providers

Employee Name:

Staff Title:

Date of Hire:

<u>Training Topic</u>	<u>Name of Trainer</u>	<u>Number of Hours</u>	<u>Date Completed</u>	<u>Trainer's Signature</u>	<u>Employee's Signature</u>
Facility Policy and Procedure Manual Refresher – to include duties and responsibilities					
Facility Emergency and Evacuation Procedure Refresher					
Facility Discipline Standards Refresher					
Facility Child Record Documentation Policies and Procedures Refresher					
Facility Resident Rights Refresher					
Facility Confidentiality Laws/HIPPA Laws Refresher					
CPR and First Aid (current not expired)					
Emergency Safety Interventions (if included as part of facility's policy and procedure manual)					
De-escalation Techniques					
Handling of Blood Borne Pathogens					

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Medication Administration (required for all staff who pass medications)					
Mandated Reporting (use DCF resource)					
Trauma Informed Care					
Comprehensive LGBTQ+					
Childhood & Adolescent sexuality issues *including effects of early sexual abuse					
Substance Use Disorder Patterns					
Childhood & Adolescent Development *including developmental disorders					
Childhood & Adolescent Psychopathology *including abuse/neglect, RAD, ADHD, separation anxiety, etc.					
Suicide Prevention/ Intervention/Safety					
Textured Hair Care					
Facility Health Policy					
Completing a Critical Incident					
Family Finding					

Please Note: Staff are required to complete a minimum 18 hours of annual training each year. Orientation training hours cannot apply to annual hours.

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