

**STAFF TRAINING SUMMARY  
STAFF REFERENCE SHEET**

Name: \_\_\_\_\_ Site/Position: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Mantoux: \_\_\_\_\_ Physical: \_\_\_\_\_

**STAFF REQUIRE 24 HOURS OF HUMAN SERVICE HOUR TRAINING**

Employment Training		First Six Month Training (initial)		
Topic	Date Completed	Topic	Date Due	Date Completed
<b>Pre Employment Orientation (PEO)</b>		First Aid		
Employee Orientation/Intro to Developmental Disabilities, Normalization, Positive Approaches, Rights/Abuse, Fire Safety, First Aid Presentation, Lifting, Bloodborne Pathogens, Hazardous Materials, OMR Overview, Incident Management, Act 28, ISP/, Fire Extinguisher (EO)		CPR		
Site Orientation: PEO and EO		Medication Administration		
		Non Oral Meds		
		<b>Driver Training</b>		
		<b>Lift Van Training</b>		
		De-escalation Techniques, Passive Restraint, CPI		
		Staff Empowerment/Emergency Assessment		
		Customer Relationship		
		Preventing Medication Errors		
		<b>Agency Orientation</b>		

**Mandatory Annual Training**

Topic	Year 1		Year 2		Year 3	
	Date Due	Hours Completed	Date Due	Hours Completed	Date Due	Hours Completed
Medication Practicum						
Medication Review						
Non Oral Meds						
Advanced Non Oral Meds						
Fire Safety						
First Aid (every 3 years)						
CPR						
Bloodborne Pathogens						
CPI Review						
Rights/Abuse/Incident Management, Act 28						
<b>Lifting</b>						
Positive Approaches Topic						
MISC TRAININGS						
<b>TOTAL HOURS</b>						

Training in **BOLD** does not count towards Human Service Hours