



Office: +1(602) 635-8984

Fax: 612-871-9180

Email: contact@mercyadulthoodcc.com

Address: 912 E 24th St M109 Minneapolis, MN 55404

I. Staff Orientation Record

Employee name: _____

Program name: _____

Date of hire	
Date background study initiated	
Date background study notice received	
Date of first supervised direct contact with persons in this program	
Date of first unsupervised direct contact with persons served by the program	

Orientation requirements - A center shall provide all center employees with 20 hours of orientation to the center within the employee's first 40 hours of employment at the center. At least four hours of supervised orientation must be provided before employees work directly with center participants. The orientation must include training related to the kinds of functional impairments of current center participants, the protection and abuse reporting requirements, and the safety requirements and procedures in part [9555.9720](#).

Subject/Area	Date of Training	Hours of Training
Laws governing maltreatment reporting and service planning for children and vulnerable adults, and staff responsibilities related to protecting persons from maltreatment and reporting maltreatment. This orientation must be provided within 72 hours of first providing direct contact services. - Vulnerable adults maltreatment reporting and internal review ____ laws ____ policies - Program abuse and prevention plan ____ laws ____ policies		
Four (4) hours of supervised orientation before working directly with center participants (MN Rules, part 9555.9690, subpart 3).		
Training related to the functional impairment of the current center participants (MN Rules, part 9555.9690, subpart 3).		
Safety requirements and procedures (MN Rules, part 9555.9720, subparts 1 through 11).		
Training in dementia care – when facility markets or otherwise promotes services for persons with Alzheimer’s disease or related disorders (MN Statutes, section 245A.04, subdivision 12).		

Subject/Area	Date of Training	Hours of Training
Training on staff implementation of the program's policies and procedures (MN Statutes, section 245A.04, subdivision 14).		
An employee, other than a physician, registered pharmacist, registered nurse, or licensed practical nurse, who is responsible for medication assistance shall provide a certificate verifying successful completion of a trained medication aid program for unlicensed personnel approved by the Minnesota Department of Health or shall be trained by a registered nurse to provide medication assistance in accordance with part 9555.9710 , subpart 3.		
Basic first aid & CPR training expiration date: _____ <i>*A person trained in basic first aid and certified in cardiopulmonary resuscitation, and the treatment of obstructed airways must be present at all times:</i> <i>• in the center when participants are present;</i> <i>• in a vehicle being used by the center to transport participants; and</i> <i>• with participants on field trips or other activities conducted by the center away from the center site.</i>		

By signing here, I verify that the above training has been provided to me.

Signature of Staff Person Receiving Orientation

Date

Signature of Person Providing Orientation

Date

II. Staff Annual Training Record

Employee name: _____

Program name: _____

Annual in-service training requirements - A center shall provide a minimum of eight hours of in-service training annually. In-service training must be in areas related to care of center participants, including provision of medication assistance and review of parts [9555.9600](#) to [9555.9730](#), and Minnesota Statutes, section [626.557](#).

Subject/Area:	Date of Training	Hours of Training
Laws governing maltreatment reporting and service planning for children and vulnerable adults, and staff responsibilities related to protecting persons from maltreatment and reporting maltreatment. • Vulnerable adults maltreatment reporting and internal review _____ laws _____ policies • Program abuse and prevention plan _____ laws _____ policies		
Areas related to care of center participants, including provision of medication assistance.		
Other: (MN Rules, parts 9555.9600 to 9555.9730)		
Other: (MN Rules, parts 9555.9600 to 9555.9730)		
Other: (MN Rules, parts 9555.9600 to 9555.9730)		
Basic first aid & CPR training expiration date: _____ <i>*A person trained in basic first aid and certified in cardiopulmonary resuscitation, and the treatment of obstructed airways must be present at all times:</i> • in the center when participants are present; • in a vehicle being used by the center to transport participants; and • with participants on field trips or other activities conducted by the center away from the center site.		

By signing here, I verify that the above training has been provided to me.

Signature of Staff Person Receiving Orientation

Date

Signature of Person Providing Orientation

Date

Annual performance evaluation: [use this section to summarize a performance evaluation that will be located elsewhere in the employee personnel file]

	Competent to perform all assigned job duties:	Performance improvement plan required:	Timeline for completion of performance involvement plan:	Supervisor signature	Employee Signature
Date of Evaluation:	☐ yes ☐ no	☐ yes ☐ no			