

CBC Staff Training Record Review ALF/RCF

Facility Name: _____ Provider #: _____

Surveyor Name: _____ Date and Time: _____

C370: Pre-Service Orientation: prior to beginning job responsibilities

Staff Name				
Position				
Date of Hire				
Topics required of ALL employees				
Resident rights and values of CBC care				
Abuse reporting requirements				
Fire safety and emergency procedures				
If preparing food, food handler's certificate				
Written job description				
Infectious Disease Prevention (effective 7/1/22)				
Approved HCBS course (effective 4/1/24)				
DIRECT CARE STAFF ONLY: Pre-service dementia training must be department approved				
Dementia disease process including progression, memory loss, psychiatric and behavioral symptoms				
Techniques for understanding, communicating and responding to behaviors; reducing use of antipsychotics				
Strategies for addressing social needs and engaging them in meaningful activities				
Specific aspects of dementia including addressing pain, providing food/fluids, preventing wandering, use of person-centered approach				

C372: Competency demonstrated within 30 days of hire

Staff Name				
Position				
Date of Hire				
Topics – Direct Care Staff				
Role of service plans in providing individualized care				
Providing assistance with ADLs				
Changes associated with normal aging				
Identification, documentation and reporting of changes of condition				
Conditions that require assessment, treatment, observation and reporting				
General food safety, serving and sanitation				
Other duties as applicable (Med pass, treatments)				
First Aid/Abdominal Thrust				

