

Employee File Review

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| Employee Name |  |  |  |
| Date of Hire |  |  |  |
| Criminal Background Check |  |  |  |
| Child Abuse Check |  |  |  |
| Dependent Adult Abuse Check |  |  |  |
| Dependent Adult Abuse Training |  |  |  |
| RN Delegation Training |  |  |  |
| RN ADL Training |  |  |  |
| RN IADL Training |  |  |  |
| Dementia Training   * 8 hours within 30 days of hire * 8 hours annually * 2 hours annually (for indirect or contracted personnel) |  |  |  |
| Food Service Sanitation Training |  |  |  |
| Emergency Procedures |  |  |  |
| Missing Tenant Training |  |  |  |
| Door Alarm Training (if applicable) |  |  |  |