

**RECORD OF INITIAL ALF STAFF TRAINING
(22 VAC 40-73-120)**

STAFF NAME _____

JOB TITLE _____

FIRST DAY OF WORK _____

A. All staff shall be trained in the areas specified in B and C below within the first seven working days of employment, and unless under the sight supervision of a trained direct care staff person or administrator, prior to assuming job responsibilities.

REQUIRED TRAINING

**DATE(S) OF TRAINING
& TRAINER’S INITIALS**

B. All staff shall be oriented to:

- 1. The purpose of the facility; _____
- 2. The facility’s organizational structure; _____
- 3. The services provided; _____
- 4. The daily routines; _____
- 5. The facility’s policies and procedures; _____
- 6. Specific duties and responsibilities of their positions; and _____
- 7. Required compliance with regulations for assisted living facilities as it relates to their duties and responsibilities. _____

C. All staff shall be trained in the relevant laws, regulations, and the facility’s policies and procedures sufficiently to implement the following:

- 1. Emergency and disaster plans for the facility; _____
- 2. Procedures for the handling of resident emergencies; _____
- 3. Use of the first aid kit and knowledge of its location; _____
- 4. Handwashing techniques, standard precautions, infection risk-reduction behavior, and other infection control measures specified in 22 VAC 40-73-100; _____
- 5. Confidential treatment of personal information; _____
- 6. Requirements regarding the rights and responsibilities of residents; _____

- 7. Requirements and procedures for detecting and reporting suspected abuse, neglect or exploitation of residents and for mandated reporters, the consequences for failing to make a required report, as set out in § 63.2-1606 of the Code of Virginia;
- 8. Procedures for reporting and documenting incidents as required in 22 VAC 40-73-70;
- 9. Methods of alleviating common adjustment problems that may occur when a resident moves from one residential environment to another; and
- 10. For direct care staff, the needs, preferences and routines of the residents for whom they will provide care.

Staff signature when above training complete

Date Signed by Staff