

**RECORD OF INITIAL ALF STAFF TRAINING  
(22 VAC 40-72-180)**

NAME \_\_\_\_\_ DATE EMPLOYED \_\_\_\_\_

JOB TITLE \_\_\_\_\_

**A. All staff shall be trained in the areas specified in B and C below within the first seven 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 trained in:**

- 1. The purpose of the facility; \_\_\_\_\_
- 2. The services provided; \_\_\_\_\_
- 3. The daily routines; \_\_\_\_\_
- 4. The facility’s policies and procedures; \_\_\_\_\_
- 5. Specific duties and responsibilities of their positions; and \_\_\_\_\_
- 6. 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. Techniques of complying with emergency and disaster plans including evacuating residents when applicable; \_\_\_\_\_
- 3. Procedures for the handling of resident emergencies; \_\_\_\_\_
- 4. Use of the first aid kit and knowledge of its location; \_\_\_\_\_
- 5. Handwashing techniques, standard precautions, infection risk-reduction behavior, and other infection control measures specified in 22 VAC 40-72-90; \_\_\_\_\_
- 6. Confidential treatment of personal information; \_\_\_\_\_
- 7. Observance of the rights and responsibilities of residents; \_\_\_\_\_
- 8. 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; (Section 63.2-1606 of the Code of Virginia specifies requirements and procedures for reporting and consequences for not reporting.) \_\_\_\_\_

- 9. Procedures for reporting and documenting incidents as required in 22 VAC 40-72-100; \_\_\_\_\_
  
- 10. Methods of alleviating common adjustment problems that may occur when a resident moves from one residential environment to another; and \_\_\_\_\_
  
- 11. 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**