**Annual Training Checklist for Caregivers**

Caregiver’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **#** | **Date of Training** | **Length of Time** | **Instructor & Qualifications** | **Course Description** | **Caregiver’s Signature** |
| --- | --- | --- | --- | --- | --- |
| 1 |  | 30 minutes | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Confidentiality of Client Personal, Financial, and health Information (HIPAA)  |  |
| 2 |  | 30 minutes | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Communication Skills  |  |
| 3 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Understanding Elder Abuse and Neglect  |  |
| 4 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Personal Care and Toileting  |  |
| 5 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Basic Hygiene and Basic Infection Control  |  |
| 6 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Adaotive Equipment for Transfers ( Gait belts and lifts)  |  |
| 7 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | *Emergency procedures , Including Basic First Aid and Client’s Emergency Preparedness Plan*  |  |
| 8 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Dementia and Aggressive Behavior  |  |
| 9 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Alzheimer’s Disease and Dementia  |  |
| 10 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Stages of Alzheimer’s Disease  |  |
| 11 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Structuring the Day for Alzheimer’s Care |  |
| 12 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Activities for Caring for Senior’s with Alzheimer’s Disease  |  |

CareKnots Representative: Signature:

 **Annual Training Checklist**

Caregiver Name:

| **#** | **Date** | **Time** | **Instructor & Qualifications** | **Course & Description** | **Caregiver Signature** |
| --- | --- | --- | --- | --- | --- |
| 1 |  | 2hrs | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | CARE105 – HIPAA and Client RightsCARE106 - Promoting Client Independence*Promoting client dignity, independence, self-determination, privacy, choice and rights* |  |
| 2 |  | 2hrs | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | SAFE101 – Fire EmergenciesSAFE103 – Responding to Weather Emergencies and Natural Hazards*Disaster procedures* |  |
| 3 |  | 2hrs | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | CARE118 – Infection Prevention and ControlSAFE107 – Universal Precautions and Bloodborne Pathogens*Hygiene and infection control* |  |
| 4 |  | 2hrs | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | ABUS102 – Types of Elder Abuse and NeglectABUS103 – Recognizing, Reporting and Preventing Elder Abuse*Abuse and neglect prevention and reporting requirements* |  |

CareKnots Representative: Signature: