**Initial Training Checklist for Caregivers**

Caregiver Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **#** | **Date of Training** | **Length of Time** | **Instructor & Qualifications** | **Course & Description** | **Caregiver Signature** |
| --- | --- | --- | --- | --- | --- |
| 1 |  | 1hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Orientation*Job description, Caregiver Handbook, company culture, policies &procedures,responsibilities,protocols* |  |
| 2 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | CARE Plan Notes: Care Plan Notes for Documenting Client Activities |  |
| 3 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Communication: Communication Skills |  |
| 4 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Communication: Effectively Communicating with Individuals with Dementia  |  |
| 5 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Assistance with Ambulation: Assistance with Ambulation ,Exercise,Transfers (Adaptive Equipment), Positioning, Fall Prevention |  |
| 6 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Hygiene and Infection Control: Basic Hygiene and Basic Infection Control  |  |
| 7 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | *Cleanliness: Maintaining a Clean and Healthy Environment* |  |
| 8 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Safety in the Home: Maintaining Safe Environments  |  |
| 9 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Safety: Basic Personal and Enronmental Safety Precautions |  |
| 10 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Emergency Preparedness and First Aid: Emergency Procedure , Including Basic First Aid and Client’s Emergency Preparedness Plan  |  |
| 11 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Aging: The Aging Process |  |
| 12 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | HIPAA Part 1: Confidentiality of Client Infor and HITECH Act |  |
| 13 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | HIPAA Part 2: Scenarios  |  |
| 14 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Elder Abuse and Neglect: How to Detect, Report, and Prevent Abuse and Neglect  |  |
| 15 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Alzheimer’s and Dementia: Understanding Dementia  |  |
| 16 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Dementia Care: Fundamentals of Dementia Care |  |
| 17 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Activities of Daily Living for Dementia Care : Assisting Individuals with Dementia in Performing ADL’s  |  |
| 18 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Managing Activities: Managing the Activities of Individuals with Dementia  |  |
| 19 |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Stages and Syndromes: Stages, Hoarding, Paranoia, Hallucinations, and Sundown Syndrome |  |
| 20  |  | 1 hr | Training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/) | Dealing with Challenging Behaviors: Problem Solving with Individuals with Dementia who Exhibit Challenging Behavior  |  |

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: