

EVIDENCE OF STAFF TRAINING

PERSONNEL TRAINING LOG

Employee's Name: _____ Date of Hire: _____

Employee's Position: _____ Certifications: _____

Trainer or Learning Management System (LMS): _____

<i>Training required annually</i>						
	Topic	Brief description of training content & materials used	Training dates			
	Blood-borne Pathogens exposure prevention					
	Infection control and universal precautions					
	Biohazardous waste handling					

<i>Training required once & as needed (able to verbalize how to access)</i>			
	Topic	Brief description of training content & materials used	Training Date
	Fire safety & prevention		
	Procedures for non-medical emergencies: earthquake, terrorist attacks, site evacuation		
	Procedures to be carried out if medical emergency on site		
	Child / elder abuse & domestic violence		
	Cultural and Linguistics		
	Informed consent, including human sterilization		
	Prior authorization requests		
	Grievance / Complaint procedure		
	Sensitive services / minors' rights		
	HP referral process/ procedures/resources		
	Patient confidentiality (OSHA training; HIPAA requires organizations to provide training for all employees, new employees, and periodic (annual) refresher training.		

<i>Training done as needed</i>			
	Medication administration methods		
	Operation of medical equipment / performance of clinical laboratory procedures		