



Trainee's Name: \_\_\_\_\_  
(please print)

Work Location: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

### TRAINING EXPECTATIONS FOR GROUP HOME PROVIDER STAFF

**SUPERVISORS:** PLEASE REVIEW ALL THIS INFORMATION WITH YOUR EMPLOYEE BEFORE THEY ATTEND TRAININGS.

1. All trainings will be held at the TBHS Training Center at 129 East Burnside Street, Caro, MI unless stipulated on calendar. Please has students enter at Door ##.
2. Trainees must sign the attendance sheet when they arrive to the classroom. Failure to sign in could mean that no credit for class will be issued.
3. Trainees are expected to conduct themselves in a professional manner. This includes being punctual, attentive, and participating.
4. Students are expected to treat each other and the instructor with dignity and respect.
5. Trainees exhibiting behaviors that are not conducive to the learning atmosphere **will be asked to leave the classroom and the building.** Supervisors will be notified of this action. Examples include:
  - A trainee who appears or the instructor suspects to be **under the influence** of alcohol or illegal substances. Providers will be requested to pick up the staff member.
  - A trainee is **disruptive** – actions such as constant talking or utilizing their cell phone which distracts other trainees and/or trainer.
  - A trainee is **visibly ill**.
  - A trainee is **sleeping** or **unable to keep their head off the table** (students should not be scheduled to work the night before the start of class).
  - A trainee not dressed appropriately.
6. Tests are given at the end of each module. Passing scores for all written tests is 80% or higher.
7. Trainees must demonstrate competency throughout all skill demonstrations and must pass all written tests. Those who do not pass **one or both** may repeat the class with their supervisor's approval.
8. If a trainee is cheating, they will be dismissed from class and no credit will be given for the training. The trainee's supervisor will be notified.
9. If a trainee receives reading assistance during training, the supervisor will be notified. Reading assistance cannot be given on the medication administration/refresher test.
10. Trainees should wear clothes that are appropriate for physical skill demonstrations. Skirts, dresses, high heels, and/or sandals are not recommended. Dressing in layers allows trainees to adjust for their personal comfort in the classroom.
11. Cell phones and/or other electronic devices are **not** permitted to be turned on in the classroom as they interfere with training. Trainee may be asked to leave the classroom if any of the above disrupts the class.
12. If a training is scheduled for two days, trainee's are expected to attend both days - no exceptions.

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To be completed by TBHS Training Services

13. If a trainee arrives late for class, they will not be admitted. At the instructor's discretion, they MAY give a 10 minute grace period. Trainees should contact their supervisor if they are not admitted to class or are unable to attend a class for which they have been registered. The supervisor should then contact Training Services to reschedule the trainee.
14. It is up to trainee's supervisor to pre-register a staff for class. Trainees/staff may not register themselves.
15. Supervisors need to contact Training Services to determine if one of their employees may be qualified to test out of a class. It will be at the Director of Training's discretion if a trainee may test out. This test must be taken prior to the scheduled class. This does not occur often; it is based on their experience or their training from another CMH.
16. **Injury free training is the goal!** If an employee has a pre-existing condition that may prevent him or her from safely participating in physical skills practice, for example, lifting and transferring techniques, CPR demonstrations on the floor, **the supervisor, and trainee should evaluate whether the trainee can participate in physical skills practice. If it is determined that the employee cannot, the supervisor should contact Training Services before sending the employee to training with a request to have the employee observe the physical skills practice.** This action will be noted on the attendance sheet and employee's training record.
17. **If there is an emergency**, trainees can be reached by calling 989.673.6191 or 989.670.3725 and a message will be taken.
18. **Weather** - If the Caro School System is closed, there will be NO training. If Caro School is delayed, training takes place as scheduled.
19. It is up to the trainee to have their Group Home Tracking form signed by instructor after every class.
20. Breaks will be given periodically throughout the day at the discretion of the instructor. Lunch breaks generally are one hour and timeframes may vary with instructors. Trainees should be prepared to leave during the lunch hour as instructors may not stay on site.
21. All trainings are held in a smoke-free building.
22. In case of emergency evacuation or drills at the facility, please follow instructor's lead.
23. Trainees are responsible to keep the training site clean at all times (no breakfast or lunch permitted during training).
24. Expectations are not inclusive and are subject to change.
25. If Trainee is pre-registered for a class and does not show or their supervisor does not call in, a no show will be marked on their transcript.

\_\_\_\_\_  
Trainee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Once all signatures are obtained, please forward to TBHS Training Services.**