

Acknowledgment of Receipt of Handbook for In-Service Training

The sections set forth are part of the ongoing In-Service Training, to be addressed upon hire and annually.

- Corporate Compliance Plan [page 8]
- Code of Ethics and Conduct [page 10]
- Cultural Diversity [page 14]
- Communication Barriers [page 15]
- Complaints and Grievances [page 25]
- Patient's Rights & Responsibilities [page 34]

INFECTION CONTROL

- Infection Control and Bloodborne Pathogens [page 41]
- Hepatitis B [page 43]
- Exposure Reporting [page 43]
- Airborne Pathogens (TB) [page 43]

RISK MANAGEMENT

- Safety [page 45]
- Hazardous Materials [page 46]
- Material Safety Data Sheets (MSDS) [page 47]
- Emergency Preparedness [page 48]
- Body Mechanics [page 50]
- Defensive Driving [page 53]
- Fire Safety [page 55]

I understand and agree that I have read and familiarized myself with all the policies and procedures contained in the ongoing In-Service Training, as well as all other policies and procedures in the Employee Handbook, and to follow them at all times during my employment with the First Choice Home Care, Inc.

Employee Name (PRINT)

Employee (SIGN)

Date

TO BE FILED IN EMPLOYEE'S PERSONNEL RECORDS