

# Checklist - Universal Blank

**Staff Name:** \_\_\_\_\_

## Overview

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The following checklist is a universal blank that may be added to the main position checklist for documenting additional training or observations as needed. See details on the main position checklists.

## Phase I

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Type of Training Resource	Training Resource Title	Recommended Timeframe to Complete	Hours	Notes	Date Complete & Trainer Initials
Phase I: Basic Skills					

**Phase II**

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<b>Type of Training</b>	<b>Training Resource Title</b>	<b>Date Complete</b>	<b>Comments/Notes</b>	<b>Trainer Initials</b>
<b>Phase II: Advanced Skills</b>				

**Observations**

**Observation Checklist:**

Type of Observation	Competency	Date Observed	Training Lead Initials	Comments/Notes