

# In-Service Attendance Record



Topic of In-Service: \_\_\_\_\_

Content: \_\_\_\_\_

Education Category: (select one)

- ☐ Mandatory
- ☐ Non-Mandatory (other)
- ☐ Clinical competencies
- ☐ Plan of Correction education
- ☐ Staff N95 fit testing records

Objectives: At completion of this training session, participant(s) will: Facility: \_\_\_\_\_

Date: \_\_\_\_\_ Length: \_\_\_\_\_ Location: \_\_\_\_\_

Presented By: \_\_\_\_\_ Title: \_\_\_\_\_

Instructional Method(s): ☐ Lecture ☐ Discussion ☐ Visual aids ☐ Self-study module  
☐ Group Activity ☐ Skill demonstration ☐ Other:

Evidence of Learning: ☐ Post test ☐ Return skill demonstration  
☐ Group/team participation ☐ Participation in discussion

#	Print Name	Signature	Title	Department	Shift
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Number of attendees: \_\_\_\_\_

# In-Service Attendance Record



Topic of In-Service: \_\_\_\_\_ Date: \_\_\_\_\_

#	Print Name	Signature	Title	Department	Shift
12					
13					
14					
15					
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31					
32					
33					

Number of attendees: \_\_\_\_\_