Possible Email Template for Staff

Attention nursing staff! We will be hosting a standard precautions competency fair on ***(dates and times)***. Your supervisor will assign you a specific timeslot to ensure we have all the resident care needs covered. It's very important for you to participate so that we can document your participation each year to meet regulatory requirements. While this is a seriously important activity, we hope you will have fun along the way.

Possible Email Template for Residents and Families

We strive to provide the best care possible and to do that we require all staff to complete annual training. On (dates and times), you may see staff leaving the floor to participate in a competency assessment fair. Rest assured, we are prepared to have staff covering their responsibilities while they are gone. While this is an important skillset activity, we hope if you see them, you will note them having some fun along the way. Thank you for your patience as we complete this mandatory training.