HACC's Nurse Aide Training
Student Handbook

All required admission paperwork <u>must</u> be completed and provided to the HACC Nurse Aide Office no later than three (3) weeks prior to the start of your class. You may not be admitted to class if not received.

This packet contains program information and instructions for completing all the required admission paperwork. Please read in detail.

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Dear Prospective Nurse Aide Student:

Thank you for registering for the Nurse Aide Training Program with HACC, Central Pennsylvania's Community College. This is a 120-hour program which includes classroom, lab, and clinical experiences. You can expect to do approximately thirty (30) minutes of homework for every hour of class. This means if you have a seven (7) hour day of classroom time, you can expect to do 3.5 hours of homework after class each day. This is an intense program and you need to be able to arrange your schedule so you have the adequate time to study.

The following are some important information and answers to frequently asked questions about the program that you need to read and understand prior to taking this course. Please read them and if you have any questions, please contact the HACC Nurse Aide Office at (717) 221-1751 or nurseaide@hacc.edu.

Communication
This course is taught in English with English textbooks and workbooks. You must be able to speak, write, and understand English fluently. Please review the Nurse Aide Essential Qualifications on page 7 of this packet to make sure that you can perform them.

Grades
There are three (3) written quizzes and one (1) final exam in this program and you must achieve a 75% or higher on each one in order to be successful. If you are unable to achieve a passing grade the first time you will be given a second chance to achieve the 75% or higher to continue in the program. If you are unsuccessful on the second attempt you will be dismissed from the program and no refund will be issued. These assessments are not cumulative and you must be successful on each one to ensure that you have the necessary knowledge to continue to the next level of the program.

Lab Skills Competency – you must satisfactorily complete all lab skills before continuing to the clinical portion of the program.

The clinical is also graded and if you are unable to attain a 5.0 average in the clinical area by demonstrating safety, privacy, individuality, communication and good infection control practices, you may also be dismissed from the program. You will be providing direct patient/resident care on the clinical floor and must demonstrate satisfactory performance. The point system for the clinical average is described in detail in the workbook you will receive on the first day of the program.

Tuition
Tuition is $1750, which includes textbooks.

Attendance
Successful completion of the Nurse Aide program requires you to attend the entire 120-hour program.

Please note that 100% attendance is required for the classroom and lab portion of the program. In other words, you **cannot** be absent at any time from the first day of class (Orientation day) up through the start of clinical. Any time missed during this timeframe will result in dismissal from the program with NO refund.

Mandatory Program Days per syllabus

- 18 day syllabus- Orientation Day through day 10 (0-10 are mandatory)
- 21 evening syllabus – Orientation day through day 13 (0-13 are mandatory)
- 26 evening syllabus – Orientation day through day 16 (0-16 are mandatory)
- 28 day syllabus – Orientation day through day 19 (0-19 are mandatory)
- 31 day syllabus – Orientation day through day 20 (0-20 are mandatory)

If you have any preplanned appointments that fall during the class schedule (e.g. doctor's appointment, jury duty, sporting events, personal commitments, etc.), please register for a class that does not conflict with your appointments.

Attendance (cont'd)

Please be aware that if you miss any time <u>during clinical or after</u>, you must make up all time in a future class (no exceptions). You must notify your instructor if you cannot come to class; otherwise, it will be deemed a "no call/no show" and you will be dismissed from the program and no refund given. If you notify your instructor before missing time, you will be able to make up the missed time but you may have to drive a further distance than where you are taking the original course. You must make up any approved time missed within one (1) month of your original class date, unless arrangements are made previously with the instructor or the HACC office. You must make up each minute of class.

Student are only permitted a total of two (2) days of missed time (clinical and afterwards) and they must make-up all missed time in another class within 30 business days, which may depend on the availability of classes. Any deviation from this 30-day window of opportunity will require special permission by the Instructor and only with HACC's approval.

- I. The written assignment (make-up homework) is also required in addition to the actual course hours missed, which must be submitted on the scheduled make-up day(s).
- II. If the student does not meet the make-up homework requirements, the instructor will reassign the homework that must be sent to HACC for approval before a certificate of completion and graduation paperwork is issued.
- III. Time limit for submission of homework is one month from the make-up day. If the student fails to submit the required make-up homework during the time limit, the student will be dismissed from the program with no refund.

If you miss more than 2 days between the start of clinical and the end of the program, you will be dismissed from the program and no refund will be given. Remember, your classmates and residents in the clinical area are counting on you to be part of their team. By showing up each day, you are preventing additional assignments to your classmates and disappointment on the part of your assigned resident.

Required Admission Paperwork

These steps <u>must</u> be followed 4 to 6 weeks prior to the first day of class, and all paperwork must be submitted to the HACC Nurse Aide Office 2 to 3 weeks prior to the start of class to be accepted into the program. If the paperwork is inaccurate or not complete, you will be asked to obtain the correct/complete information or receive a refund for the paid tuition. You are responsible for making sure all documentation and clearances are complete. If you have questions concerning the completion of any paperwork, please call the HACC Nurse Aide Office at (717) 221-1751 or by email at nurseaide@hacc.edu.

Covid-19 Vaccination.
- Please provide a copy of your Covid-19 vaccination record**.** Please call the HACC Nurse Aide Office to find out if the vaccine is required for your clinical location

Health Examination Form (included in packet) **(estimated out-of-pocket-expense: $49)**
- **2-step Mantoux (PPD)** – Documentation of a negative 2-step Mantoux or negative QuantiFERON TB Gold Test is required.
  - o Documentation of (2) separate Mantoux/PPD tests (includes <u>dates & signatures when administered and read</u>) is required.
  - o The 2-step Mantoux/PPD must be completed accurately and within the state time frames.
    - The 1st PPD is given and is read 48-72 hours later.
    - <u>All PPD results must be written in (millimeters) mm.</u>
    - If the 1st PPD is negative then the second PPD is given 7 to 21 days after the first one is read. If the student's second PPD is given less than 7 days after the first one is read, it will be deemed inaccurate. The student must repeat the 2-step PPD and transfer to another class.
    - If there are no results recorded for either step, the student must obtain the results, prior to be accepted into the NATCEP.
  - o A chest x-ray should be performed on all positive reactions to the PPD test. Documentation of a negative chest x-ray is required. (<u>PPD is considered positive if the induration is greater than 10mm after 48 to 72 hours.</u>)
  - o If 2-step Mantoux is not given, please bring lab results from the IGRA blood test (QuantiFERON TB GOLD test or SPOT (T-Spot)) lab results, which will be accepted in place of the 2-step.

- **Physical Examination** – Documentation of a complete physical and is no older than 1 year from the class start date. The physical must include that **the student: (estimated out-of-pocket expense: $49)**
  o Is free from communicable diseases in the communicable state.
  o Has no medical conditions/restrictions which will prevent the student from performing the essential functions of the job.
  o Is able to lift 40 pounds to waist level without any physical limitations or restrictions.
    - The physical **must** be signed by an MD, DO, CRNP, or PA.
    - All three questions must be answered **"yes"** and if any of the answers are "no", please contact our office as this may prevent you from attending the class.
    - If you are under the care of a physician for **any medical condition** that could limit your capability to lift 40 pounds to waist level, you **must provide documentation** from your physician stating you are able to meet the lifting requirements.

- **Flu Vaccine – Documentation of a current flu vaccination is required if participating in a Nurse Aide class between the months of October and March (flu season). (estimated out-of-pocket expense: $25)**
  o Please know that some clinical facilities **DO** require flu vaccines outside of the flu season. Please call the HACC Nurse Aide Office to find out if the vaccine is required for your clinical location

- **PA State Police – Criminal History Record Information (CHRI) report –** Documentation of a **completed** CHRI is required and must be dated within one year of the start of class. **(estimated out-of-pocket expense: $22)**
  o Background checks can be obtained through the mail and will take approximately 3 to 4 weeks to receive results or it can be obtained online at the Pennsylvania State Police website at https://www.psp.pa.gov/Pages/Criminal-History-Background-Check.aspx

  o **If you have NOT been a full-time resident of Pennsylvania for the past two (2) consecutive years, you are required to complete a Federal Background Check in addition to the PA State Police Background Check.** *(Please follow the procedure for "Obtaining an FBI Report")*

  o If using the PA State Police website, please be sure to make a note of the control number.
  o Once your report is processed, you can click on the link that says Certification Page and print the page that contains the PA State seal.
  o You must choose a purpose for the report and it **cannot be "Volunteer"**.
  o If you have a background other than **"No Record"**, you may be unable to take the Nurse Aide program based on your results. Please refer to the Prohibitive Offense Listing included in this packet for offenses that may prohibit your admission.
  o All Background checks with a **"Record"** must be completed with a final disposition for each crime listed, or you cannot enroll in the Nurse Aide program.
  o If you have any questions regarding any items on your background check or what offenses are prohibited, please contact the HACC Nurse Aide Office at (717) 221-1751 or by email at nurseaide@hacc.edu

- **Identification (ID) –** You must present two (2) forms of identification on the first day of class (Orientation day).
  o One form of ID must display your current address, which can be a driver's license, passport, or state issued ID.
  o The other form of ID must be a signature bearing ID card, which can be your social security card, credit card, library card, or any other form of ID with your name and signature.
  o Original ID is required and copies are not accepted.
  o If you have changed your name since registering for the course, you must supply legal documentation showing your current name, i.e. marriage license or divorce decree.

Federal Background of Investigation (FBI) Report Instructions

Please read and follow the instructions how to request an FBI report from the <u>Department of Education</u>.

(estimated out-of-pocket expense: $25.25)

The fingerprint-based FBI report is a multiple step process, as follows:

1. **<u>Pre-register to get your fingerprints</u>** – You must register before going to the selected fingerprint site. Pre-enrollment can be completed online or by phone.

      o To pre-register by phone, call: 844-321-2101 Monday through Friday, 8am to 6pm EST.
      o During the pre-enrollment process, all of your demographic data (name, address, etc.) is collected. You will also know what forms of photo ID must be brought with you to the fingerprinting appointment.
         • If pre-enrolling online, the website is: https://uenroll.identogo.com/

2. **You must enter the Service Code 1KG6NX** to ensure fingerprints are processed correctly and for the right purpose. ("1KG6NX - Pennsylvania PDE-Area Vocations Technical School (AVTS))" must appear at the top of the screen. If it doesn't, you must click the "Back to Home" button and begin the process again by re-entering the correct Service Code **1KG6NX.** If you proceed with the process under the incorrect code, you will be required to start the process over and pay for another FBI report.)

3. **Follow the instructions provided and complete each field accurately.**
      o **<u>Payment</u>** – You will be charged a fee for the fingerprinting service when you get your fingerprints processed. Major credit cards as well as money orders or cashier's checks payable to **MorphoTrust** will be accepted on site. No cash transactions or personal checks are accepted.
      o **<u>Fingerprinting Locations</u>** – After pre-registration, proceed to the selected fingerprinting site where you made the appointment. The location of the fingerprinting sites and their hours of operation are listed on the website. Please select a fingerprinting location that is convenient for you.
      o **<u>Preparing to be Fingerprinted</u>** – You must bring an approved State or Federal photo ID with you to be fingerprinted. A list of approved ID types can be found on the Identogo website. Examples of an approved ID is a State-issued photo driver's license or passport. You will <u>not</u> be processed if you cannot produce an acceptable photo ID at the time of your appointment. After your identity has been established, all ten of your fingers are scanned. The entire fingerprinting process should take no more than five minutes.

4. **You will receive your UEID number on the receipt of your fingerprints, which is needed to submit your written request for your Official FBI report.** Once your fingerprints have been scanned, you will receive an UNOFFICIAL FBI LETTER of your FBI report. (You will receive only one copy of this letter so please do not discard it.)

5. **Once you receive your fingerprint receipt, you <u>must</u> send a written request to the PDE by email or fax <u>ONLY,</u> requesting the <u>official</u> FBI report.**

      o Please email or fax the written request to the designated and approved staff members at the PDE:

         • Email: ra-natcep@pa.gov OR Fax: (717) 783-6672

You must include the following information in your written request to the PDE:

      o Applicant's full name as show on photo identification
      o Current, full mailing address including apartment number, if applicable
      o Universal Enrollment Identification (UEID) number provided when you register
      o Email address
      o Telephone number
      o Training Program name- Harrisburg Area Community College
      o Training Program 7- digit code- 395-0275

Federal Background of Investigation (FBI) Report Instructions (cont'd)

- **You will receive an email from the PDE when your FBI is processed. The email will include the address that your Official FBI will be sent to, as well as a tracking number to follow the delivery of your certified letter. Please make sure you are available to sign for certified letter by using the tracking number provided. If not available to sign for official letter, you'll want to check with your local post office as they may return official letter to the PDE if not claimed in timely manner.**

- It can take up to 6 weeks to receive your official FBI report in the mail so please plan for this when you register for your nurse aide class.

- **PLEASE NOTE: The unofficial FBI letter will <u>NOT</u> be accepted for entry into the nurse aide program. You <u>must</u> obtain the official FBI report from the PDE.**

- When you receive your official FBI report stamped in red ink, please provide the Original to the HACC Office.

  - HACC, Central Pennsylvania's Community College
    Nurse Aide Training
    One HACC Drive (Blocker Hall 221)
    Harrisburg, PA 17110

Please send the original FBI Report -- Do <u>NOT</u> send a copy. The <u>original</u> FBI report with the red "ORIGINAL" stamped on it must be submitted in order to be accepted in the program.

NOTE: If the HACC nurse aide training program determines that additional information is needed in order to accept you into the program, it is your responsibility to request and forward that information to the HACC Nurse Aide Program staff for further evaluation prior to the start of class.

This process can take more time than the usual 4 to 6 weeks, so please plan accordingly.

If at any time you have questions, please contact the HACC Nurse Aide Office at 717-221-1751.

Class Schedule

Nurse Aide classes are required to have a minimum of seven (8) students in order for the class to run. If on the first day of class (Orientation day) there are less than seven (8) students enrolled, the class may be delayed or cancelled. It is your responsibility to obtain all of the necessary paperwork in order to be admitted into the class and provide these documents to the HACC Nurse Aide Office 2 to 3 weeks before the start of class. Please note, if there is inclement/bad weather, class may be delayed or cancelled for the day. DO NOT plan vacations, appointments or job interviews for the day after your expected graduation date in case the class is extended.

Student Access Services

If you have a documented Individualized Education Plan (IEP) or any special accommodations supported by documentation, we request that you contact HACC's student access services at (717) 780-2614 or by https://www.hacc.edu/Students/DisabilityServices/index.cfm. You need to contact their office ***well in advance*** of the class start date in order for them to complete the assessment of accommodations. (Please be aware that accommodations for the State Competency Exam taken after the course is completed must be applied for at least one (1) month in advance of taking the state test.) You can review the accommodations page at https://credentia.com/test- takers/pa. Click on the link for test accommodations and please be aware current (1-5 years) documentation of a disability is necessary when requesting accommodations and is outlined in detail at the above website.

Dress Code

White scrub tops and navy-blue scrub pants are required to identify you from the regular staff in the skilled nursing facility. Nursing homes designate different color scrubs for their employees depending on the area they are assigned. HACC requires our students to follow this dress code so staff will recognize that you are a student and not an agency Nurse Aide or an employee of the facility. This provides safety so a staff member will not ask you to do something that you do not have permission to do as a Nurse Aide student. Uniforms **must** be worn during the entire class and clinical.

Dress Code (cont'd)

Uniform:

- Solid white uniform tops
- Solid navy-blue uniform pants, or below-the-knee uniform skirt or culottes
- White knee-high or calf-length socks or white full-length nylons
- White clinical style, low heel, non-skid sole, or white sneakers
- Undergarments must be appropriate to style and uniform and slip is required when wearing a skirt/dress. (No bikinis or thongs are permitted).
- Sweaters are permitted in addition to uniform and must be solid white, button-down.
- Fingernails must be natural nails, clean, trimmed and filed to no more than 1/8" beyond fingertip (No artificial nails or nail products are permitted).
- Acceptable jewelry includes: plain smooth band (one per hand), and/or small post-type earrings (only two per earlobe). No visible body piercings, bracelets, or necklaces may be worn.
- Tattoos must be covered by clothing or other means.
- Wristwatch is required with a second hand and must be worn at all times (No smart devices are permitted).
- Students must maintain a clean and neat appearance at all times, which includes daily shower/bath, use of anti-perspirant or deodorant, and oral hygiene.
- Facial hair must be clean, well kept, and neatly trimmed daily. Beards, goatees, and mustaches are allowed and must be trimmed no more than ½" long and kept above the neckline.
- Hair must be **natural color**, clean, well-groomed, worn off the collar and away from the face (hats, caps, hoods, bandanas, sweatbands are not permitted. Head coverings worn for religious or medical reasons must be discussed with the instructor).

Refund Policy

Students may request a full refund of the paid tuition up to one (1) business day prior to the start of class. **R**efunds will **NOT** be issued once the class has started.

Reimbursement Opportunity

If you are employed by a skilled nursing care facility (one that accepts residents on Medicare/Medicaid) within 12 months of completing the Nurse Aide Training Program and have paid for training/testing yourself, you are eligible for reimbursement of those funds.

You will receive a reimbursement letter on the last day of your training class (don't lose it as we cannot reissue a lost letter). This letter is given to the skilled nursing facility where you are employed. After 130 hours of employment, you will receive half (1/2) of the funds you have spent for training/testing, and the remaining half (1/2) after you have worked an additional 130 hours. If you have questions pertaining to the type of facility required to give you the reimbursement, please contact the HACC Nurse Aide Office at (717) 221-1751 or by email at nurseaide@hacc.edu or ask your instructor. (Please note: You must work at the same facility for 260 hours to receive the full reimbursement. If you leave prior to completing the first 130 hours or the second 130 hours you will not receive the expected reimbursement.)

Replacement Cost for Certificates of Completion, PPD's/Physical Exams or Background Checks

Always keep a copy of the above documents for your records. These forms may be needed by a future employer. The replacement cost for any of the above items is $15 and you may request them by calling the HACC Nurse Aide Office at (717) 221-1751. Please know we require two weeks' notice to process replacement certificates and other document copies.

Nurse Aide Registry

Successful completion of this course prepares you to take the Pennsylvania Nurse Aide Competency Exam to enroll in the Nurse Aide Registry for the Commonwealth of Pennsylvania. There is an additional cost of $135 (subject to change) to take the registry exam; this fee is not included in your tuition. Information about the exam will be given to each student while attending the Nurse Aide class. It is not a HACC program and this is something that you register for after you have successfully completed the Nurse Aide program and have obtained your certificate of completion. You must have a valid email address in order to register for the registry exam, and you will be required to enter this email address on paperwork during the first day (Orientation day) of the program.

Nurse Aide Essential Qualifications

All individuals, including persons with disabilities, who apply for admission to the Nurse Aide program, must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and complete, the Nurse Aide program at HACC. These are the standards of admission.

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program coordinator or the director of Healthcare Education/Workforce Development to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the Healthcare Education/Workforce Development office at 717-221-1751 if you have any questions about this matter.

Any candidate *not* meeting these criteria will be denied admission into the program.

- **English –** This course is **only** taught in English with English textbooks and workbooks. You **must** be able to speak, write and understand English fluently.

- **Hearing** - Able to hear and understand residents and staff, to interpret conversation, to assess and monitor residents.
    - Communicate and interact with residents, staff and families from a variety of cultural backgrounds.
    - Follow verbal instructions.
    - Use a stethoscope to hear blood pressure sounds.
    - Detect and discriminate between sounds of normal conversation.
    - Ability to hear sounds of a variety of equipment alarms, e.g. bed/chair alarms and call bells.

- **Mobility** - Mobile and strong enough to support and move residents. Able to move quickly from place to place to perform resident care.
    - Support and transfer residents safely from bed to wheelchair and modify resident position in bed.
    - Lift 40 lbs. to waist level.
    - Reach above shoulder height to manipulate equipment.
    - Reach below waist level to manipulate equipment.
    - Ability to bend, stoop and kneel

- **Visual** - Able to monitor and assess resident, to read fine print on monitors, devices and gauges.
    - Read written instructions.
    - Ability to see and discriminate between a variety of equipment visual alarms.
    - Ability to observe demonstrations and residents close up and at a distance to learn skills and to gather resident data, e.g., observe a resident and the resident's gait, appearance, posture.

- **Motor Skills (fine and gross)** - Perform multiple motor tasks simultaneously. You will be required to have fine and gross motor skills sufficient to handle equipment and provide safe and effective resident care; steady arm and hand movements while manipulating objects or assisting residents.
    - Operate and manipulate equipment, e.g. mechanical lifts, wheelchairs/gurneys.
    - Push/pull beds; transport residents.

<u>Nurse Aide Essential Qualifications</u> (cont'd)

- o Lift and move residents safely.
- o Able to chart/write in medical records/record resident data.

- **Tactile** - Able to assess resident's vital signs.
  - o Distinguish pulse rate, textures, firmness and strength

- **Communication** - verbal, nonverbal, reading and writing
  - o Able to communicate in English orally and in legible writing with clients and members of the healthcare team using correct grammar, punctuation and spelling.
  - o Able to quickly, accurately, and independently follow verbal and written instructions.
  - o Actively participate in group discussions.
  - o Verbal communication must be clear and easily understood.
  - o Able to accurately read and comprehend written material in English.
  - o Able to quickly and accurately clarify information and reconcile conflicting information.
  - o Able to accurately convey and interpret nonverbal communication.
  - o Able to use communication equipment – telephone, computer, translation device.

- **Intellectual and Cognitive Abilities** - Candidates must be able to measure, calculate, reason, analyze, and apply information.

- **Behavioral and Social Attributes** - Candidates must possess the emotional health required to use their intellectual abilities fully, such as exercising good judgment, promptly completing all responsibilities attendant to the care of residents, and developing mature, sensitive and effective relationships with residents and other healthcare workers. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many residents. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are personal qualities that will be assessed during the education process.

- **Ethical Standards** - A candidate must demonstrate professional demeanor and behavior and must perform in an ethical manner while engaging with peers, faculty, staff and residents and their families.

Candidate must meet the above criteria to be admitted into the Nurse Aide Program.

Nurse Aide Lab Skills Competency

The program is designed to lecture on the required objectives, provide students the opportunity to practice the skills, and a Lab Competency. All students must be able to perform the skills successfully in order to continue to the clinical portion of the Nurse Aide Training Program.

- There are **22 skills** that must be performed successfully in order to continue to the clinical portion.
- These skills will be performed on/with your **classmates** where appropriate.
- The remaining skills (that involve private body areas/parts) will be performed on/with a **mannequin.**

  - Measures and records blood pressure
  - Measures and records weight
  - Measures and records outputs to the nearest 25ml
  - Counts pulse and respirations
  - Hand Washing
  - Applies one knee-high elastic stocking
  - Assists resident/client to ambulate using transfer belt
  - Cleans upper or lower denture
  - Donning and doffing PPE (gowns/gloves)
  - Dresses resident/client with affected (weak) right arm
  - Feeds resident/client who cannot feed self
  - Gives modified bed bath (face, one arm, hand & underarm)
  - Makes an occupied bed (client/resident does not need assistance to turn)
  - Performs passive range of motion (PROM) for one know and one ankle
  - Performs passive range of motion (PROM) for one shoulder
  - Positions on side
  - Provides catheter care for female
  - Provides fingernail care on one hand
  - Provides foot care on one foot
  - Provides mouth care
  - Provides perineal care (peri-care) for female
  - Transfers from bed to wheelchair using transfer belt

- Students will **practice each skill with your classmates** (one classmate playing the role of a Resident and one playing the role of a Nurse Aide).
- For skills such as peri care and catheter care, these will be **performed on a mannequin.**
- Students must successfully demonstrate all 22 skills in order to continue to the clinical portion of the program.

<u>Nurse Aide Clinical Expectations</u>

Each student is required to:

- Demonstrate satisfactory performance of selective skills. The instructor completes a skill performance record for each student who successfully completes the training program.

- Demonstrate safe clinical practice (a cumulative average of 5.0 must be obtained in each category of the skills/theory applications and professionalism.

  - Skills/Theory Applications
    - Privacy
    - Safety
    - Individuality
    - Communication
    - Infection Control

  - Professionalism
    - Behavior
    - Organization
    - Work quality
    - Dependability
    - Energy

- Students will perform the skills that were successfully demonstrated in Lab Skills Day **on actual residents/clients** in a long-term care facility.

- Students will be assigned seven (7) to nine (9) different residents/clients to assist with ADL's (Activities of Daily Living) throughout their clinical experience.

- Students will work as a team with their classmates, as well as independently with their assigned residents/clients.

- Residents/Clients include: All genders, religions, ethnicities, the elderly, cognitively impaired, physically disabled, and/or those with communicable diseases.

- Nurse aide students will provide care while promoting independence and self-care to all residents/clients.

Department of Human Services (Public Welfare), Medical Assistance Bulletin, 99-11-05 Statement

- Medical Assistance Bulleting 99-11-05 Exclusion from Participation in Medicare, Medicaid or any other Federal Healthcare Program
- While your CHRI may be acceptable for nurse aide training, you should be aware that Pennsylvania maintains a database by Department of Health and Human Services' Office of Inspector General that identifies individuals or entities that have been excluded nationwide from participation in any federal health care program. Health care facilities are required to develop policies and procedures for screening all employees to determine if they have been excluded from participation in federal health care programs. If you are on the exclusion list, it is possible that you will not be eligible for employment in a health care agency. To see if you are on the list, please go to the following website http://oig.hhs.ogv/fraud/exclusions.asp.

HACC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, general education development certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification.

Health Examination Form for Admission to Nurse Aide Training Program

To Be Completed and Reviewed by Student *(please print)*

Name: _____ **Date of Birth:** _____

Street Address: _____

City/State/Zip: _____

Phone Number: _____

Influenza Vaccine:

Documentation of a current influenza vaccine is <u>required</u> when participating in a Nurse Aide Training Program during the months of October through March (flu season). Please provide documentation of vaccine along with your required admission paperwork to the HACC Nurse Aide Office. **Date influenza vaccine administered:** _____

To Be Completed at Physician's Office/Medical Clinic *(please print)*

Two-step Tuberculin test, PPD, or Mantoux type *(This is required. Form is not complete without read and reported results.)*

Step 1   Date Administered: _____ R. arm/L. arm *(circle one)*

By whom- signature/title: _____

Date Read: _____   *(Must be read 48-72 hrs. after administered)*

By whom- signature/title: _____

Results: _____ mm (results must be measured in millimeters) **Positive results are equal to or greater than 10mm.**

Step 2 must be administered 7-21 days after the first PPD is read

Step 2   Date Administered: _____ R. arm/L. arm *(circle one)*

By whom- signature/title: _____

Date Read: _____   *(Must be read 48 -72 hrs. after administered)*

By whom- signature/title: _____

Results: _____ mm (results must be measured in millimeters) **Positive results are equal to or greater than 10mm.**

If PPD results are positive, please describe the treatment given and the date completed: _____

If IGRA blood test is given instead of PPD's, please indicate date completed and results: _____

Acceptable IGRA blood tests include QuantiFERON – TB Gold in-Tube test (QFT-GIT) or SPOT TB test (T-Spot).

Please provide documentation of IGRA blood test results along with this form.

To Be Completed by MD, DO, CRNP, or PA: *(please complete all sections, including signature, title, and contact information)*

Yes   No   I certify that the student/employee is free from communicable diseases in the communicable state.

Yes   No   I certify that the student/employee has no medical conditions/restrictions, which will prevent them from performing the essential function of the job.

Yes   No   I certify that the student/employee is able to lift 40 pounds to waist level without restrictions.

Comments: If the applicant has any limitations, please explain. _____

Date of Examination: _____   Phone Number: _____

Examiner's Name and Title: _____

Examiner's Signature: _____

Street Address: _____

City/State/Zip: _____

Please direct any questions to: HACC Nurse Aide Training | (717) 221-1751 | nurseaide@hacc.edu

Prohibitive Offenses Contained in 63 P.S. § 675

In no case shall an applicant for enrollment in a State-approved nurse aide training program be admitted into a program if the applicant's criminal history record information indicates a conviction of any of the following offenses:

1. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act." (See 35 P.S. § 780-101 et seq.). These offenses may be designated as "CS" on a criminal rap sheet.

2. An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes below.

3. A Federal or out-of-State offense similar in nature to those crimes listed under paragraphs (1) and (2).

Offense Code	Prohibitive Offense Description	Type/Grading of Conviction
CC2501	Criminal Homicide	Any
CC2502	Murder	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2507	Criminal Homicide of Law Enforcement Officer	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	1 Felony or 2 Misdemeanors
CC3921	Theft by Unlawful Taking	1 Felony or 2 Misdemeanors
CC3922	Theft by Deception	1 Felony or 2 Misdemeanors
CC3923	Theft by Extortion	1 Felony or 2 Misdemeanors
CC3924	Theft by Property Lost	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft by Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unauthorized Use of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3929.2	Unlawful Possession of Retail or Library Theft Instruments	2 Misdemeanors
CC3929.3	Organized Retail Theft	1 Felony or 2 Misdemeanors
CC3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors
CC3931	Theft of Unpublished Dramas or Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC3934	Theft from a Motor Vehicle	1 Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Document by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C or D	Obscene and Other Sexual Materials and Performances	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any

Any two Misdemeanor convictions for offenses CC3901 thru CC3934 in any combination is prohibited.

Revised 02/02/2021