NURSE AIDE TRAINING AND COMPETENCY EVALUATION PROGRAM

ADULT LEARNER Policy & Procedures Handbook

121 HOURS

Approved by the Pennsylvania Department of Education
Training Code #3950-646

All required admission paperwork must be completed and provided to the DCTS Adult & Continuing Education office no later than two (2) 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.

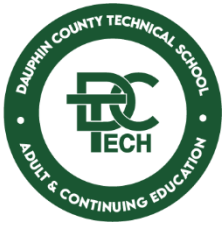Stephanie Hanford

Program Coordinator

717-652-3170 x7437

shanford@dcts.org

DAUPHIN COUNTY TECHNICAL SCHOOL

6001 Locust Lane

Harrisburg PA 17109

NURSE AIDE ADMISSIONS REQUIREMENTS CHECKLIST

(PARTICIPANTS ARE ACCEPTED BASED ON COMPLETED DOCUMENTATION AND PAID TUITION)

NAME: _____PHONE: _____

CLASS START DATE: _____ EMAIL: _____

☐ DCTS Adult & Continuing Education Application

☐ Photo Identification with current address

☐ Verification of Pennsylvania Residency (FORM ATTACHED)
  - Has been a PA resident for more than 2 yrs. – Needs PA State Police (CHRI) through ePatch
  - Has been a PA resident for less than 2 yrs. – Needs CHRI <u>&</u> FBI

☐ PA State Police (CHRI) Clearances:(Valid within 1 year of program enrollment)

☐ PA residents less than 2 years – FBI Clearances and request sent to the PA Department of Education (PDE) to release FBI report to DCTS (see page 9) **or** letter from employer **and** PA Dept of Aging letter if employed (see page 8).

☐ Signed and dated Medical Exam (FORM ATTACHED) (Valid within one year of program enrollment) which verifies student is "Free from communicable diseases"

☐ Negative Two-Step Mantoux, QuantiFERON Gold TB Test or Chest X-Ray (Valid within one year of program enrollment.)

☐ Signed and dated copy of the Nurse Aide Resident Abuse Prevention Training Act 14 (FORM ATTACHED)

☐ Screening Questionnaire (Basic Reading Comprehension & Math) Score _____

☐ Nurse Aide Student Handbook Signature (FORM ATTACHED)

☐ Tuition Paid in Full = **$1,595**   ☐ Sponsor (if applicable) _____

Contents

WELCOME ADULT LEARNERS

Thank you for your interest in the Dauphin County Technical School Adult & Continuing Education Nurse Aide Training Program. This is a 121-hour course approved by the PA Department of Education. This does not include up to nine additional hours for orientations and Q & A time.

After successful completion of the program, you will receive a Certificate of Completion, an itemized competency task list, and will be eligible to take the National Nurse Aide Assessment Program (NNAAP) exam.

This handbook is a guide to the nursing aide training program, policies, procedures, and regulations. Please retain this handbook as a reference during your enrollment.

This is an intense program. Adult learners will be given additional work after class each day and should review information and complete all take-home assignments. Textbooks, workbooks, handouts and tests are in the English language as is the final state certification exam.

Dauphin County Technical School (DCTS) reserves the right to modify or change this Student Handbook as needed.

Mission Statement:

The mission of Dauphin County Technical School Adult & Continuing Education is to educate adult learners to acquire and expand skills for professional and personal growth in a constantly changing and competitive world.

Program Objective:

It is the goal of the Nurse Aide Program to prepare individuals to be able to pass the written and clinical competency exams to become a certified nurse aide in Pennsylvania and to become a productive and employable member of the healthcare community.

STUDENT POLICIES

NON-DISCRIMINATION POLICY

The Dauphin County Technical School is an equal opportunity education institution and will not discriminate based on race, color, national origin, sex and/or handicaps in its activities, program or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact the DCTS Administration at 6001 Locust Lane, Harrisburg PA 17109. For Information regarding services and facilities that are accessible to and usable by handicapped persons, contract Dr. Karen Pflugh, Administrator Director.

ADMISSION POLICY

Individuals seeking to enroll in DCTech Adult Nurse Aide Training Program should contact Dauphin County Technical School's Adult and Continuing Education Office at 717-652-3170 ext. 7902 for updated information.

Pennsylvania Department of Education Verification of PA Residency

All students are required to sign a document to verify their residency in PA for two years prior to enrolling in a nurse aide training program.

Students need to provide complete addresses for the past two (2) years of their residencies and provide their instructor a photo ID with their legal name and PA address.

If the applicant has resided in the commonwealth for the last two years prior to entering the nurse aide training program, a CHRI request is made to the Pennsylvania State Police. A form titled SP4-164 can be obtained at a police station or online. A CHRI can also be processed electronically at https://epatch.state.pa.us . The electronic version must reflect a state seal embedded in the final report.

If applicant has not resided in the Commonwealth for the last two years, the applicant must follow the FBI CHRI process and request a CHRI report from the PA State Police and AN FBI report. (PA CHRI's and an FBI reports are valid for a period of one year).

Attestation of Compliance with Act 14

Applicants must review the *Prohibitive Offenses* list then sign an **Attestation of Compliance with Act 14** form.

If the applicant has resided in the commonwealth for the last two years prior to entering the nurse aide training program, a **Criminal History Record Information (CHRI)** request is made to the Pennsylvania State Police. A form titled SP4-164 can be obtained at a police station or online. A CHRI can also be processed electronically at https://epatch.state.pa.us. The electronic version must reflect a state seal embedded in the final report. See **Acquiring a CHRI Report** below.

If applicant has not resided in the Commonwealth for the last two years, the applicant must request a CHRI report from the PA State Police **and** an FBI report. (PA CHRI's and an FBI reports are valid for a period of one year).

If applicant has not committed any of the offenses in PA but were convicted outside of the state of PA, they will need to obtain an FBI report in addition to the PA State Police Background Check.

If the applicant has committed a Federal or out-of-state offense similar in nature to those crimes listed under paragraphs (1) and (2) of the Prohibitive Offenses Contained in Act 14 of 1997, the applicant must provide evidence that the applicant is eligible for enrollment in the nurse aide training program.

Criminal History Record Information (CHRI)

In compliance with Act 14, it is the policy of Dauphin County Technical School Adult & Continuing Education that each applicant completes a PA State CHRI report which was obtained during the year prior to enrolling in the nurse aide training program.

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 for all NA Program applicants. Background checks can be obtained online at the Pennsylvania State Police website at https://epatch.state.pa.us or through the mail and will take approximately 3 to 4 weeks to receive results.

The cost for a PA CHRI is $22.00 at the time of this printing and subject to change by the PA State Police, for the processing of a PA State Police CHRI report.

Acquiring a CHRI Report

1. **Electronic Pennsylvania Access to Criminal History (ePATCH) - Online PA CHRI Report**
- ePATCH is a PA state website that requires applicants to use a computer terminal and the Internet to apply for a criminal background check. **Use of a mobile device (cell phone or tablet) is not recommended.**
- The ePATCH system allows approved users to secure a relatively quick response to a CHRI check, provided there are no violations on record. The user must use a valid credit card. The cost is $22. For more information, go to: www.psp.pa.gov or https://epatch.state.pa.us.
- ePATCH Process:
  - Read and (if you choose) "Accept" the Terms and Conditions
  - Select "Submit a New Record Check". **Do not select** "New Record check (Volunteers Only).
  - Select "Individual Request" and CONTINUE
  - Complete the boxes on the *Requestor Information* screen. "Reason For Request" should be "Other" for NA application purposes. Then "Next" to proceed.
  - Complete the *Record Check Request Form* with applicant information and then "Finished"
  - *Request Checkout* reviews your information then "Checkout" will take you to the *Review Your Order* screen where you pay with a credit card.
  - On the *Record Check Details* page, once the report is processed, click on the link that says **Certification Form** and print the page that contains the PA State seal. It is recommended that this form is also saved for future reference. A receipt of payment can also be viewed, printed and saved on this page by clicking on the Invoice #.
- Record check must have a seal of the Pennsylvania State Police.
- If using the PA State Police website, make a note of the control number.

2. **Mail SP4-164 Form**
  - You may duplicate the SP4-164 form by downloading it from the PSP website.
  - To access the form, type: www.psp.pa.gov into your web browser.
  - Request a Criminal History Record Information check (bottom of web page)

- Download the Criminal History Record Information request form
- You may also secure a SP4-164 form at your local police station or by contacting:
  - Pennsylvania State Police – Central Repository, 1800 Elmerton Avenue, Harrisburg, PA 17110, (717) 705-1768.
- Allow at least two to four weeks for a response.

Reviewing a CHRI Report

- If there is a background other than "No Record", further information is needed. Adult learners may be unable to take the Nurse Aide program based on the results. Adult learners should refer to the *Prohibitive Offenses Contained in 63 P.S. * 675* listing included in this packet for offenses that may prohibit admission.

- All Background checks with a "Record" must be completed with a final disposition for each crime listed, or adult learner cannot enroll in the Nurse Aide program.
- Questions regarding any items on background checks or prohibited offenses should be directed to the DCTS Adult & Continuing Education Office at (717) 652-3170 ext. 7902 or by email at AdultEd@dcts.org.

Federal Criminal History Record Information (FBI CHRI) Process - NATCEP Applicant Procedures

Acquiring an FBI CHRI Report

If a student has <u>NOT</u> been a full-time resident of Pennsylvania for the past two (2) consecutive years, they are required to complete a **PA State Police Background Check** from ePatch **AND** a **Federal Background Check**. Students employed by a licensed long-term care facility may provide a letter from their employer and Department of Aging or FBI report. See details below:

If currently employed by a long-term care facility:

Effective **January 1, 2021**, PDE will accept letters from the Department of Aging and FBI reports if the applicant **is currently employed** by a licensed long-term care facility and plans to enroll in a PDE-approved NATCEP. A PA CHRI, letter from the Department of Aging, and when applicable, FBI RAP sheet from IDEMIA is acceptable. *The nursing facility (employer) is responsible to evaluate the CHRI/FBI report to determine eligibility for **employment** in compliance with PA Act 13 of 1997. For NATCEP compliance, the employer must provide to the NATCEP **prior to** enrollment: (1) CHRI, and when applicable, a the letter from Aging or an FBI report with a full signature and date on each document to verify compliance with PA Act 13, **and** (2) written verification of the prospective student's employment (not impending hire) on nursing facility letterhead that includes initial hire date and job title of the employee/student.* The NATCEP representative must record their full signature and date on each facility-signed document to confirm receipt **prior to** enrollment in the NATCEP and retain in student file for compliance review.

The FBI, fingerprint-based background check is performed at an approved site (currently run by IdentoGO/IDEMIA) and is a multiple-step process, as follows:

1. Registration – The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or via telephone. The registration website is available on the IDEMIA website. Telephonic registration is available at 844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data (name, address, etc.) for the applicant is collected along with notices about identification requirements and other important information.

2. Agency Service Code - When registering online, an applicant must use the appropriate agency specific Service Code **1KG6NX** to ensure fingerprints are processed for the correct agency (Pennsylvania PDE-AVTS). Select Schedule and Manage Appointment. Note that if the applicant proceeds with the process under an incorrect Service Code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will be required to start the process over and pay for the background check again.

3. Payment – The applicant will pay a fee for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major credit cards as well as money orders or cashier's checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are accepted.

IDEMIA has also established a payment option for fingerprinting services for entities interested in paying the applicant's fee. This option provides a payment 'coupon' that the entity will provide to each applicant for use. Each coupon is unique and may only be used one time. Account applications must be completed prior to the applicant visiting the fingerprint site. The authorized representative must complete the account application. To establish a billing account, download an application from the IDEMIA website.

4. Fingerprint Locations – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on the IDEMIA website. The location of fingerprint sites may change; applicants are encouraged to confirm the site location.

5. Fingerprinting – At the fingerprint site, the Enrollment Agents (EA) manage the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types can be found on the IDEMIA website. Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than five minutes.

NOTE: If the applicant's fingerprints cannot be transmitted electronically by IDEMIA to the FBI a second time, the applicant will be notified that a "name check" process will be instituted. The name check is a manual review of records completed by the FBI, with the results being sent to PDE. Upon receipt of name check results from the FBI, PDE mails a letter directly to the applicant. The letter contains the applicant's name check results and may be presented to schools in lieu of the electronic report. The name check process takes 4 to 6 weeks.

Reviewing an FBI Criminal History Record Information (CHRI) Report

**Important – Federal Reports from fingerprinting are not sent to the applicant and Nurse Aide training program staff cannot access the applicant's FBI Report online. All applicants are required to submit an email or written request to the PA Department of Education for reports to be released.

In order for the designated and approved PDE staff to access and review an applicant's FBI report, the prospective nurse aide trainee must provide to PDE a legible **written request** via **fax** 717.783.6672 or **email** ra-natcep@pa.gov that includes:

1. applicant's full name and
2. current mailing address and
3. Universal Enrollment Identification (UE ID) number and
4. email address and
5. telephone number

Please copy AdultEd@dcts.org on your request. The email should state, "Please release my FBI Criminal History Record Information Report to Dauphin County Technical School – Adult & Continuing Education for nurse aide training class."

PDE staff will print the FBI report and stamp each page "**original**" in red ink. PDE will send only one copy of the FBI report per UEID via certified mail to the applicant within 30 calendar days of the written request.

The designated and approved PDE staff members are:

Sheri Weidman
Coordinator, NATCEP

Email: ra-natcep@pa.gov
Fax: 717-783-6672

The applicant must provide the FBI report to the nurse aide training program staff **at Dauphin County Technical School** for their review and determination for eligibility to enroll in a nurse aide training program in compliance with PA Act 14 of 1997 – Title 22 Chapter 701 prohibitive offense list **prior to** enrollment in a PDE-approved nurse aide training program. Be advised that crime codes differ by state so some research may be necessary. If the program determines that additional information is needed for evaluation and determination for enrollment eligibility, it is the applicant's responsibility to make a request to the appropriate jurisdiction and provide any additional documentation to the program staff for further evaluation **prior to** enrollment in the nurse aide training program.

Applicants have a one-time opportunity to obtain an **unofficial copy** of their report via email from the <u>IDEMIA website</u>. Unofficial copies are ***NOT ACCEPTABLE*** for enrollment in a nurse aide training class. **Use of a mobile device (cell phone or tablet) is not recommended and can be unreliable when accessing ePatch and IdentoGO.**

An FBI report from the PDE is stamped ORIGINAL in red and sent certified mail to the student, not employer. As required by PA Act 14 of 1997, nurse aide training program staff are responsible to complete the FBI report evaluation and make a determination for enrollment in a PA nurse aide training program. See the [Instructor's Corner] Report of Change form (dated December 2020 in the footer).

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ADDITIONAL ITEMS

- Applicant's whose record documents a prohibitive offense as "disposition unreported" will be directed to the Clerk of Courts or Municipality where the arrest was made in order to clarify in writing the disposition of the arrest. The applicant will not be admitted into the nurse aide training class until clarification of the arrest and compliance to Act 14 is established.
- Applicants, whose CHRI documents prohibitive offenses that disqualify them from entering a nurse aide training program, will be directed to the Pennsylvania State Police to secure information on expunging their record. If an applicant's record is expunged or now displays compliance with Act 14, the applicant may reapply for enrollment in a nurse aide training class.
- <mark>Applicants will be notified in writing via email or direct mail whether the decision not to admit the applicant is based in whole, or in part, on the Criminal History Record Information.</mark>

Confidentiality (Security) of Applicant Information

Onsite access to the Livescan equipment and the data traveling from the equipment is comprehensively secured and regulated by both IDEMIA and the regulations governing the use of that data.

Electronic Security – The computer system is housed within a secured network that is protected by firewall devices configured explicitly to allow only permissible protocols and traffic. IDEMIA ensures that all devices procured under this process continue to adhere to the Commonwealth's Security requirements. Systems are configured to provide a point of defense with controlled access from both inside and outside the network. Livescan systems are configured to support logging and audit capability. Furthermore, the Livescan solution will support 128-bit encryption.

<mark>We will not release information of an adult learner to future employers without prior knowledge and consent of the individual. There will be a $10 charge per document for copies requested to release to future schools, employers, etc..or Please allow two weeks for documentation retrieval.</mark>

Physical Exam

Applicants are required to submit documentation of a physical exam (on the physical form provided by the DCTS Nurse Aide Training Program) that is **dated within a year of the start of training**.

The physical exam form must be completely filled out and signed by a licensed physician, physician assistant, or nurse practitioner of the applicant's choice with one of the following designations, MD, DO, PA, or CRNP. **The cost of the physical is the applicant's responsibility.** A form is provided in the Adult Learner Policies for physicians to complete stating that the applicant is:

- Free of communicable diseases
- Has full use of their hands
- Has the ability to stand for extensive periods of time
- Has the ability to perform bending, pushing, pulling, and lifting a minimum of 40 pounds without restrictions

If the applicant's health condition changes from the date of the physical until the end of the nurse aide training, the participant should notify their NATCEP instructor or Co-Ordinator and provide an updated physician's note of ability to perform the duties above for nurse aide training.

Testing for Tuberculosis (TB)

Applicants are required to submit documentation (form provided) of one of the following:
- a negative Two-Step Mantoux (test must be taken twice and the second test dated within 7 – 21 days of the reading of the first test)
- a negative QuantiFERON TM Gold Test that is dated within one year of the start of training
- or a negative chest x-ray, less than 5 years old, must be submitted **if a TST is documented as positive.**

The cost of these tests is the applicant's responsibility. See CDC page insert provided, *Testing for Tuberculosis (TB)*.

Identification (ID)

Students must present two (2) forms of identification with their application and on the first day of class (Orientation Day).

One form of ID must display the student's current address, which can be a driver's license, passport, or state issued ID.

The other form of ID must be a signature bearing ID card, which can be a social security card, credit card, library card, or any other form of ID with a name and signature.

Original ID is required, and copies are not accepted.

If a name change occurs since registering for the course, the student must supply legal documentation showing their <u>current</u> name, i.e., marriage license or divorce decree.

Medical Assistance Bulletin, 99-11-05 (re: Medicare, Medicaid Fraud)

Exclusion from Participation in Medicare, Medicaid or any other federal health care program is required. 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 participating 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 this 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.gov/fraud/exclusions.asp

Previous Education

While the Nurse Aide Training and Competency Evaluation Program (NATCEP) does not require a high school diploma or GED, it is important that an individual can speak, read, write and understand the English language in addition to knowing basic math skills in order to successfully complete the Nurse Aide program.

Handbook Policies Signature Page

A copy of the Student Handbook can be found on the DCTS website for Nurse Aide Training at https://dcts.org/adulteducation/nurse-aide-training/ or are available in the DCTS Adult & Continuing Education office. The policies must be read, understood, and signed by each adult learner. Questions and concerns should be discussed prior to signing the document and before to the first day of class. The student's signature on the last page states they have read and will abide by the policies. A policy review will be part of Orientation but will not be counted in the NATCEP hours.

Completion of All Documentation

An applicant will be accepted into the program when all admission/program requirements are met. A letter **or email** and class schedule/calendar will be sent to notify the applicant of acceptance. (Please note that the class schedule is subject to change.)

All documentation should be handed in at least two weeks prior to the first day of class for review and to allow time for additional information as needed. If the individual fails to fulfill or is unable to reconcile the health screening requirements and clearances prior to the first day of class, he or she will not be permitted to begin the program.

PROGRAM COSTS

Dauphin County Technical School reserves the right to cancel or reschedule any Nurse Aide Training Course if the minimum number of enrollees is not met or for other unforeseen circumstances outside of DCTS's control. Students will be notified in the event of cancellation or rescheduling. Any scheduled Nurse Aide Training Course cancelled by the School will entitle students to a full tuition refund.

Tuition Payment

The tuition for the Nurse Aide Training Program is **$1,500.** Tuition can be paid with cash, check, money order or credit card *(Visa or MasterCard)* to "*DCTS Adult & Continuing Education*".

Total Estimated Costs

- Textbook, Workbook, Handouts & Materials***** $ 300
- Tuition*****   <u>$1,200</u>

        $1,500

The following additional costs are paid directly by the participant:

- PA CHRI $ 22
- FBI CHRI $ 27
- Uniforms (estimate) $ 60
- Physical Examination/TB test   <u>$100</u>

        $209

        Estimated Additional Out-of-Pocket Cost

Deadline for all paperwork, required forms, and payment in full is **two weeks prior to the first day of class**. No refunds will be granted after class has begun.

Tuition Refund Policy

An individual may withdraw from a Nurse Aide Training Course at any time.

Tuition refund for withdrawal is as follows:

1. Withdrawal prior to the start date- refund **minus a $45 processing fee.***
2. Withdrawal any time after the start of the program – **NO REFUND**

3. Termination of a student by the administration as outlined in the Nurse Aide Handbook. - **NO REFUND.**

4. If you personally incurred the tuition cost of the program and successfully complete the nurse aide program you will be issued a receipt. By law, only one original receipt will be given to the graduate student.
5. The fee for the competency exam must be separate from the tuition. Credentia will issue a receipt to the student who pays for the State Competency Examination.

*Allow 4 to 5 weeks for processing of tuition refunds.

EMERGENCY SCHOOL CLOSING

In the event of a snow emergency, announcements will be made on local radio and TV stations. In addition, any other unforeseen circumstance, including but not limited to pandemic situations, will be posted on the homepage of DCTS web site (**www.dcts.org**). When possible, students will be notified via email or text that class has been cancelled. Additional information can be found on the Adult & Continuing Education homepage at **www.dcts.org/adulteducation**.

When DCTS is closed, the Nurse Aide Training Program taking place at DCTS for theory/lab classes will be closed. Nurse Aide Training taking place at clinical sites may still be open for classes. Students should check with their instructors or Program Coordinator for more details.

Time lost because of school closure/delay will be rescheduled in order for all students to meet the mandated time requirement of the program (121 total hours). If there is a delay of >21 days between theory/lab portion of the course and clinical training, students will receive a review session of theory (focused on CRISP) and skills prior to starting the clinical portion of their training. This time will not be counted as part of the 121 hour NATCEP Program time.

ATTENDANCE

PROGRAM CALENDAR

Each student will receive a copy of the program calendar indicating all scheduled classroom and clinical training sessions. Attendance and punctuality are required. We understand there are unavoidable situations in life that may occur however, this course has been designed for maximum amount of material in minimal amount of time.

ABSENTEEISM

1. All students must complete the entire amount of approved program hours as required with detailed documentation per the state of Pennsylvania. This includes all classroom, laboratory, and clinical time.

2. All time missed will be recorded and make-up time must be approved by and scheduled with the instructor immediately following the missed time.

3. A student who misses more than 1 class or more than 4 hours of the program may be terminated. The Administration will determine if you will be permitted to attend a future CNA course.

4. Additionally, anyone who misses time during the first 16 hours of instruction will be terminated from the program.

5. In compliance with **Regulation Section 483.152 of OBRA and Section 3 of Act 14**, a student must complete a minimum of 16 hours of instruction in the following five content areas as listed below **before any resident contact.** Therefore, if a student is tardy or absent on a day when the following content is taught, they may be asked to re-enroll in a future class. The administration will determine if a student will be permitted to attend a future class.

    The five content areas are as follows:

    i. Communication and interpersonal skills
    ii. Infection control
    iii. Safety/emergency procedures, including abdominal thrust
    iv. Promotion of residents' independence.
    v. Respecting residents' rights

6. Attendance will be documented on a daily basis and reflect the number of classroom/lab/clinical hours, class for class, lab for lab, and clinical for clinical time.

7. Attendance is mandatory. No absence will be permitted unless an extenuating circumstance, such as a death in the family or a court subpoena, will be permitted.

MAKE-UP

1. If a student is late or absent on a day when **Regulation Section 483.152 of OBRA and Section 3 of Act 14** content is taught, they will have one opportunity to make-up the time as outlined below. Failure to do so will result in termination. The Administration will determine if the student will be permitted to attend a future CNA course.

2. Students will be responsible for make-up time and instructor fees will be charged to the student @$35 per hour.

3. If a student is absent for a quiz, test or skills demonstration, the student is **expected** to obtain work missed from the instructor and prepare to make up that work on a scheduled make-up day or at a time that is arranged by both parties at the expense of the student.

4. If a student misses a clinical day, the student must contact the instructor at least 2 hours prior to the beginning of the clinical session in order to allow for adjustments in clinical rotations. Clinical time must also be made up to account for the state minimum program hours at the expense of the student.

5. If a student is late or absent on a day when this content is taught, they have one opportunity to make-up the time as outlined below. Failure to do so will result in termination. The Administration will determine if a student will be permitted to attend a future CNA course.

All missed class/lab time must be made up before an adult learner can proceed on to clinical.

PUNCTUALITY

Punctuality is expected as it is an important quality of health care providers. Late arrivals and early departures will be calculated in minutes. This time will be added to the total absent time and must be made up during scheduled make-up days.

After three occurrences of lateness, students will be referred to the Program Coordinator. Persistent tardiness could result in termination from the program.

NOTIFICATION OF ABSENCE

All students must report their absence and reason for the absence by notifying the instructor and/or program coordinator prior to the beginning of the scheduled class/clinical day. Failure to do so will result in the student's referral to the program coordinator.

Reports of absences on a class day must be called to the School at 717-652-3170 ext. 7902 or reported to the primary instructor by preferred method of contact (call, email or text).

Students with any known pre-planned 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.

DRESS AND OTHER REQUIREMENTS

CLOTHING & UNIFORM

Good grooming is expected of all students. Student appearance reflects the total atmosphere of the School and the Nurse Aide Training Program. **Program clothing/uniform costs are the responsibility of the student.**

Full Nurse Aide Trainee Uniforms will be worn at all times. Uniforms are consistent with long-term care facility policies and students unwilling or unable to abide by these dress codes must discuss this with the program Coordinator or their instructor. Failure to abide by these policies may result in dismissal from the program.

Nurse Aide Trainees will be identified as *Trainees* by displaying in full view the Nurse Aide Trainee Name Badge (provided by DCTS). If a student loses the original student name badge a replacement will be furnished at the student's expense (approximately $3.00).

A **Stethoscope Kit** (OPTIONAL) may be purchased by the adult learner to enable one to practice taking blood pressure in and out of the lab.

A **Watch** with a sweeping second hand (purchased by the adult learner) must be worn to class and on each clinical day. The watch can be a wrist watch or clip-on brooch. A plastic band or elastic band (to easily move the watch up the arm during hand washing) are highly recommended. Digital "smart watches" are not acceptable.

Nurse shoes/sneakers are an important part of a nurse aide uniform. Shoes should provide good, firm support for feet and back because of the extensive work load on one's back, legs and feet. They should also protect the feet from contamination from spills and injury by accidental needles or other instruments dropped or wheelchairs, stretchers, etc. running over one's feet. Because of the health effects and professional appearance, shoes must be:

- Firm and supportive

- Leather or simulated material (no soft canvas)

- Sneaker-type shoes will be accepted if all other standards are met.

- Clogs, sling backs, boots, and high-top sneakers are not permitted

Jewelry or ornaments are forbidden when **in** uniform, except a wristwatch, wedding band, and medical identifications. Earrings may be worn but must be small and <u>never hoops</u> (which present a safety hazard). No open gauges allowed in the earlobe. Other visible body pierced jewelry (i.e. nose, eyebrow, lip, tongue) is <u>prohibited.</u> Offensive tattoos must be covered.

Toiletries should be used in moderation. Health care clients may be allergic to these items. Do not chew gum while in uniform.

Hair must be clean, well-groomed and off the uniform collar at all times. Beards must be shaped and neatly trimmed and off the uniform. Hair may be confined with accessories which are neat, moderate size, and safe as well as functional. Hair must be away from the face and off the collar.

Fingernails must be clean, short (no longer than 1/8"), and without nail polish in the clinical area. "Artificial nails" are not permitted. This is necessary for patient safety and infection prevention.

An instructor may refuse to allow a student to report to a clinical unit until total appearance is satisfactory. Time lost will be added to accumulated absenteeism.

MEDICATIONS

If a student is required to take any medication at any time while enrolled in the Nurse Aide Training Program, he/she must notify the instructor immediately, the medication must be carried in the original container. It is the responsibility of the student to secure this medication on their person.

TOBACCO USE POLICY

For purposes of this policy, tobacco use shall be defined as use and/or possession of lighted cigarettes, cigars, pipes, other lighted smoking products and smokeless tobacco in any form.

Tobacco use is prohibited at any time on Dauphin County Technical School Property. Cooperating Agency policies on smoking must be followed by DCTS staff and students.

DRUGS AND ALCOHOL POLICY

Do not consume alcoholic beverages within 8 hours prior to class/clinical or while in uniform. Students are not permitted to possess or consume drugs or alcohol on school property. Any student suspected of being under the influence of drugs or alcohol and considered unsafe may be removed from the clinical area or classroom at the discretion of the instructor. Violations of this policy will result in dismissal.

HIPAA-HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT

Federal legislation mandates that all patient information be confidential. This applies to the clinical facility with which Dauphin County Technical School has affiliations. Students should not take any identifying information about the patients from the clinical area. This includes, but is not limited to, the patient's name, birth date or medical record number. Patient information should be given only to those

persons who are directly involved with the patient's care. Failure to comply with this will result in disciplinary action for the student, which could include dismissal from the program.

PATIENT VISITING

The Nurse Aide Trainee shall function in the assigned areas of the clinical facility only. No visiting in other units or offices of the facility without permission.

All visits to members of family who might be patients should be approved by the Clinical Instructor and may only be done after scheduled hours.

Emergency situations will be handled individually.

SCHOOL INJURY

Injuries, regardless of how minor they appear should be reported to the instructor. Medical costs incurred are the student's responsibility. An incident report must be filled out.

CLINICAL INJURY

A hospital or physician of the student's choice will provide emergency treatment for accidents and/or injuries occurring while in the clinical area. Costs incurred are the student's responsibility. An incident report must be filed.

STUDENT RESPONSIBILITY

Students are responsible for costs incurred for the requirements for admission, including, but not limited to, the physical, tuberculin skin tests, background checks, uniforms, wrist watch and stethoscope kit. It is strongly recommended that students carry some form of medical insurance. It is the student's responsibility to seek medical intervention for health problems occurring outside the classroom or clinical area.

Students are required to keep the Adult and Continuing Education office informed of ANY changes of address and/or telephone number while enrolled in the program.

Instructors and the clinical agency are not responsible for personal items brought to the class or clinical site.

COMMUNICATION

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

Adult learners should be able to see, hear and understand instructors, facility staff and residents. They should be able to read and follow directions to interpret conversations or visual observations dealing with staff and residents.

Adult learners should have adequate mobility to support and move residents and perform required resident care.

Adult learners need intellectual and cognitive skills to measure, calculate, reason, analyze and apply information in addition to good social, ethical and behavioral skills to face uncertainties inherent with many residents.

GRADING & EVALUATION

This policy is subject to modification upon consultation between instructor and program coordinator. Students will be notified prior to changes being made.

Students must pass all portions (theory, lab and clinical). Failure to pass all areas will result in failing the entire program.

Theory Grade:

Final course grades are calculated in the following way:

An average of the quizzes/tests = 50% of theory grade

Final exam = 50% of theory grade

A quiz/test grade of **80%** must be obtained to pass the written portion of the course and MUST be completed/achieved before any student has resident contact.. The number of total quizzes may vary however; one quiz will be the ABUSE TEST and will be included in the quiz average. Any quiz/test grade of less than 80% will have **one opportunity to re-test**. Failure to pass the retest will result in dismissal from the program. A maximum of three re-tests are allowed on separate quizzes or tests offered.

The final exam must be passed with an **80%**. One retest will be given. Failure to pass the retest will result in dismissal from the program.

Parameters for the Theory Level of Achievement

Requirement	Level of Achievement	Parameters
4 Tests (Subject to change. Instructor's discretion.)	Must achieve an 80% or higher on each Quiz.	A quiz grade of less than 80% will have one opportunity to re-test. The highest score of the re-test grades will be used. No more than two total test re-takes allowed during the course. Average of all quizzes will be used as 50% of the written/theory grade.
1 Final exam	Must achieve an 80% or higher on the Final.	A final exam grade of less than 80% will have one opportunity to re-test.

- No dictionary or other resource material will be permitted during the quiz or final.

- Test re-takes will be given on the next scheduled class day.

- If a student demonstrates unsatisfactory progress in any component of the nurse aide training program, the instructor may choose to provide counseling, remediation, issue a written warning or dismiss him/her from the program.

Lab Grade:

Checklists have been established for all skills required. Each procedure must be satisfactorily demonstrated. Each procedure will be evaluated as Satisfactory or Unsatisfactory.

A satisfactory level of achievement is attained if no more than 2 non-critical steps are missed. Missing more than 2 non-critical steps is unsatisfactory. Missing a critical step will result in a failure / unsatisfactory for the procedure.

Parameter for the Lab Level of Achievement

Requirement	Level of Achievement	Parameters
All procedure Evaluation checklists will be completed	All procedures must be performed at a satisfactory level	Satisfactory level of achievement is attained if no more than 2 **noncritical** steps are missed
Each procedure must be satisfactorily demonstrated **before** it is performed on a resident	Each Procedure will be evaluated as Satisfactory or Unsatisfactory. Instructor will sign each satisfactorily performed on procedure checklist	Missing more than 2 noncritical steps equates to an unsatisfactory level of achievement Missing a critical step will result in a failure of the procedure

- After satisfactory demonstration of a procedure, the instructor will sign the student's procedure evaluation checklist.

Clinical Experience:

1. Each student must satisfactorily complete 44 hours of the clinical experience located in a facility licensed by the Pennsylvania Department of Health as a long-term care facility. This is a required component in order to pass the course. This is in compliance as outlined by OBRA.

2. Orientation to the clinical area may NOT be included as clinical experience.

3. 16 hours of instruction in Communication, Role and Function, Infection Control, Safety/Emergency and Promotion of Client's Independence MUST be completed before any students has resident contact.

4. Clinical assignments may NOT occur in a specialized (Alzheimer's, ventilator) or locked unit.

5. An Assessment tool is utilized for the daily evaluation of the student's clinical experience and competency.

6. Initial exposure to the clinical area could include:
    i. Interviewing a resident
    ii. Passing ice
    iii. Making a bed
    iv. Assisting residents with meals

7. Clinical assignments should be designed to progressively introduce the students to basic nursing skills, starting with a less dependent care resident-then the assignment will progress to a more dependent care resident.

8. Each student should progress from 1 to 2, but no more than 3 residents per clinical day. (Orientation is the time when the individual learns to care for more residents)

9. Clinical assignments MUST be in close proximity to provide adequate supervision. See SUPERVISION OF STUDENTS. (Instructor may wish to use a door magnet for student accessibility.)

10. Students should be allotted time to take vital signs.

11. Additionally, a skill is not to be performed in clinical if the student has not been trained and found proficient by the Instructor.

12. Each student should receive experience in giving a shower or whirlpool bath to a resident.

13. Each student should receive experience using a mechanical lift. However, with proper supervision, only students ages 18 or older are permitted to operate the mechanical lift. For additional information please go to Child Labor Law.

14. The principles of observation reporting/recording must be taught in the nurse aide program. A sample charting form is found on page 58. Students may not write/record on a resident's official chart or electronic database systems. A sample charting form must be retained.

15. The specific method the facility utilizes for recording the nurse aide's observations and care given are part of the new employee orientation, regardless if the method of recording is paper or computerized. Orientation to a facility, facility policies, and procedures such as documentation does not fulfill a curriculum objective and therefore not considered part of the nurse aide training hours.

16. In order to receive a passing grade for the clinical experience each student is expected to:

    i.   Demonstrate appropriate communication skills
    ii.   Respect residents' rights
    iii.   Comply with HIPAA Law
    iv.   Be in attendance and punctual
    v.   Dress appropriately and maintain acceptable personal hygiene
    vi.   Comply with facility rules
    vii.   Demonstrate ethical conduct
    viii.   Follow safety and emergency procedures
    ix.   Have an instructor present when performing each procedure until the student is proficient
    x.   Take initiative in providing resident care

17. Upon completion of the program, each student will receive a **Final Clinical Grade Report** and a **Final Clinical Performance Evaluation** that will be documented on the student's performance checklist.

18. A theory grade of 80% or better, satisfactory performance of skills in the lab component **and** a passing grade of the clinical component is necessary to receive a Certificate of Completion. (See clinical evaluation for specific breakdown of grades.)

19. Students who have not achieved this level of performance in either the clinical, lab, or theory components of the program will **NOT** be eligible to take the Competency Examination.

20. Each class folder will contain attendance sheets, copies of each student's performance checklist, individual test scores and any anecdotal notes.

21. All student records are considered confidential and will be maintained in a locked filing cabinet by the Program Coordinator.

22. Clinical experience must be in compliance with Regulation Sections 42 CFR §483.151(b)(2) and (3). Department of Health Surveys

23. Refer to the Department of Health message board for current postings related to various issues and relevant to long term care at Department of Health Message Board.

Parameters for the Clinical Level of Achievement

Requirement	Level of Achievement	Parameters
Clinical assignments will require the satisfactory demonstration of performance objectives	All performance objectives must be satisfactorily demonstrated. (> 5) The following areas must be satisfactorily demonstrated and evaluated on a daily basis.	A satisfactory rating will be awarded when procedures are performed **consistently** as instructed in the classroom and lab with few to occasional reminders or with minor infractions
	Infection Control Resident Care Safety Communication Resident Rights Professional Conduct	Unsatisfactory performance is defined as: • frequent or major infractions • frequent cueing • unsafe or incorrect demonstration • violation of resident's right's
	Instructor will maintain anecdotal notes to support progress, incidents and a satisfactory level of achievement.	A major infraction is defined as actual or the potential for actual harm, or immediate jeopardy A minor infraction is defined as no actual harm with the potential for minimal harm

- A numerical grade (scale of 0 to 8 used, where a 5 average is required to pass the component).

- If a student demonstrates unsatisfactory progress in any component of the nurse aide training program, the instructor may choose to provide counseling, remediation, issue a written warning or dismiss them from the program.

- If the clinical site staff observes a student performing or behaving unsatisfactorily, the "clinical site" has the right to refuse the student to return to the clinical site.

STANDARDS OF CONDUCT
- Academic honesty is expected of all nurse aide students. Dishonesty (cheating) will not be tolerated.
- All students MUST wear an identification tag at all times while in clinical. The tag will clearly identify you as a "Trainee" or "Student".
- Professional and safe behavior is expected of all nurse aide students.

- It is imperative to demonstrate care that is legally sound and to be held to **high** ethical standards to ensure abuse-free communication and care delivery. ***Abuse-free communication includes using profanity at any time during theory, lab or clinical***.

- NO student shall perform any tasks in which they have not been deemed competent to do so by their instructor.

- Violation of these standards of conduct will result in disciplinary action, which may include dismissal from the program.

- Proper dress code guidelines apply during theory, skills and clinical. Additional requirements may be given at orientation at the clinical site orientation.

- The use of cell phones during class and clinical sessions is prohibited.

- Possession of alcohol or deadly weapon (i.e., gun, knife) is prohibited.

- Noncompliance with established facility rules and regulations (e.g., parking, smoking, food in the classroom, use telephone) will result in disciplinary action.

- Disruptive behavior (i.e. profane language, insubordination, lack of respect of classmates or staff, sleeping or talking in class) will result in disciplinary action.

- Empathy, tact, willingness to learn, self-motivation, discretion, acceptance of criticism, enthusiasm, competence, patience, dependability, and responsibility are necessary for success in health care roles.

PROBATION AND TERMINATION

The progression of violations include a verbal warning and two written warnings before a participant may be terminated.

PROBATION

Probation is a period of time during enrollment which the student is assisted via counseling and remediation to correct the deficiencies that led to probation. Probation and termination recommendations may be from the Program Coordinator, Academic/Clinical Instructor, or the Director of Nursing from the Clinical Site.

Students must exhibit extra effort and satisfactorily remediate the deficiency in the time frame established during the counseling session (not to exceed 2 weeks in order to receive a program certificate of completion.)

Any indication that the student is not willing to remediate the deficiency may lead to the termination of the student from the program.

Students may be placed on probation for, but not limited to:
- Unsatisfactory clinical performance at any time
- Unsafe practice
- Negligence
- Endangering the physical and/or mental well-being of a resident
- Unethical conduct
- Inability to adapt to stressful situations
- Consistent lack of self-confidence which prohibits effective nursing care and interpersonal relationships

- Inability to maintain appropriate personal appearance
- Uncooperative or defiant behavior
- Failure or refusal to seek professional help when necessary
- Disregard for the rules and regulations of the cooperating agencies, DCTS, and/or the Nurse Aide Training Program
- Excessive absenteeism or tardiness
- Performing tasks which they have not been deemed competent to perform by the instructor

An individual counseling session will be scheduled with the student at the time that probation is imposed. The purpose of this session is to identify deficiencies and to recommend remediation. If the conditions that caused the probation have not been corrected, the student will be terminated from the program.

TERMINATION

Termination is the permanent separation of the student from the Nurse Aide Training Program. Students may be terminated for, but not limited to the following:
1. Theft
2. Conditions that have been discussed previously have not been corrected
3. Persistent unsatisfactory clinical performance
4. Disregard for rules and regulations of DCTS, the Nurse Aide Training Program, or cooperating agencies
5. Evidence of possession, sale and/or use of harmful drugs (ex. Alcohol, Barbiturates, Amphetamines, Narcotics, Hallucinogenic drugs, etc.)
6. Health restrictions as indicated by a physician
7. Conviction of a felony occurs while a student
8. Non-compliance with attendance as outlined in the handbook
9. Consistent disrespectful, belligerent, or unprofessional attitudes towards instructors, other students or clinical staff personnel
10. Threats to bodily harm.

Recommendation for termination is made by the Instructor and/or Program Coordinator. A conference will be scheduled for involved parties, followed by notice of termination in writing. Termination may be recommended without prior probation.

GRIEVANCE POLICY

Step One:
- Student submits a written grievance/complaint to the Primary Instructor
- Primary Instructor reviews and responds to the grievance within three days
- The primary instructor documents in writing the grievance, the review and the resolution
- Primary Instructor meets with the student to share the resolution to the grievance (A copy of this is documented and kept on file.) It is a facility/school decision to share a copy of the document with the student.

Note: The student is entitled to private and confidential counseling, however, another instructor or staff member may be asked to witness the counseling.

- If the student and instructor are unable to resolve the issue, or the grievance is against the instructor, the grievance should be brought to the attention of the Program Coordinator within 48 hours. Proceed to Step Two.

Step Two:

- If the student and the instructor are unable to resolve the grievance, a meeting between the Program Coordinator and student will take place within three days of the receipt of the complaint. (The student should place the grievance in writing if it has not been done.)
- The Program Coordinator will review the documentation submitted by the Primary Instructor and student and conduct an investigation, as needed.
- A meeting is scheduled with the Program Coordinator, Primary Instructor, and the student to disclose the resolution.
- If the decision rendered by the Program Coordinator is not brought to a satisfactory conclusion, the student may appeal to the Dauphin County Technical School's Administrative Director **within 48 hours**.

Step Three:

- All documentation is submitted to the Administrative Director for his/her review and consideration.
- Notification of the Director's decision will be given in writing to involved parties **within 72 hours** of his/her review.
- The decision of the Administrative Director will be final.

APPLICATION FOR COMPETENCY EXAM

It is the student's responsibility to register online for the state exams at www.CREDENTIA.com. Students are responsible for payment and registration after successful completion of nurse aide training.

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.

Adult learners who have personally paid the course fee, will receive a reimbursement letter on the last day of training class. **This reimbursement letter can only be issued once.** This letter should be 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 DCTS Adult & Continuing Education Office at (717) 652-3170 ext. 7437 or by email at workforcedev@dcts.org 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.)

CERTIFICATE OF COMPLETION REPLACEMENT COSTS

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 $10 and you may request them by calling the DCTS Adult & Continuing Education Office at (717) 652-3170 ext. 7437 or by emailing **AdultEd@dcts.org** Please know we require two weeks' notice to process replacement certificates and other document copies.

NURSE AIDE REGISTRY

Successful completion of this course prepares students 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 tuition**.

Information about the exam will be given to each student while attending the Nurse Aide class. It is not a DCTS Adult & Continuing Education program and this is something that a student registers for after they

have successfully completed the Nurse Aide program and have obtained a DCTS Certificate of Completion.

Students must have a valid email address in order to register for the registry exam, and will be required to enter this email address on paperwork during the first day (Orientation day) of the program. Student names must match the government issues identifications supplied during the application process. If there is a name change due to marital status, etc. an updated government issued form of ID should be given to DCTS Adult & Education to update the student file prior to taking the state exam.

REFERENCE MATERIALS

6001 Locust Lane | Harrisburg, PA 17109 | 717-652-3170 x 7445 | FAX: 717-901-6766

Background Clearance Information
FOR THE NURSE AIDE TRAINING PROGRAM STUDENTS

PA State Police CHRI Report
Needed for ALL applicants. This is the only background check needed for applicants who have been a resident of PA for the past consecutive two years.
Pennsylvania State Police Reports cost $22.00 and may be secured online at epatch.state.pa.us or by accessing Form SP4-164 on the State Police website and then mailing the request form to Pennsylvania State Police Central Repository – 164, 1800 Elmerton Avenue, Harrisburg, PA 17105-8170. Questions about the State Police background checks may be directed to 1-888-783-7972.

Act 114 Federal Criminal History Background Check (FBI)
Only applicants that have not been a Pennsylvania resident for the past two consecutive years need this report in addition to the PA State Police CHRI Report (above). Allow 8-10 weeks for official reports.
FBI reports cost $27.00. The finger-based background check is required of a nurse aide applicant who has not resided in the state of Pennsylvania for a minimum of two years.

1. Registration or pre-enrollment is required and can be completed online or via telephone. The online website for IDEMIA is https://uenroll.identogo.com/. Telephonic registration is available at 844-321-2101 Monday – Friday, 8:00 am to 6 pm EST. The specific "Service Code – **1KG6NX"** is required to ensure fingerprints are processed for the correct agency.

2. A fee is charged for the fingerprint service and to secure an unofficial copy of the CHRI. Major credit/debit cards and money orders are accepted. No cash or personal checks.

3. The fingerprint locations are posted on the IDEMIA website. (See #1.) These locations may change. Therefore, confirmation of the location prior to going is encouraged. State or federal photo ID must be provided before the fingerprint transaction occurs.

Note: During COVID-19, walk-in restrictions are in place. See online website at https://uenroll.identogo.com/ for updated information.

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 1 Felony plus 1 misdemeanor or two Misdemeanor convictions for any offense in any combination is prohibited.

Testing for Tuberculosis (TB)

Tuberculosis (TB) is a disease that is spread through the air from one person to another. When someone who is sick with TB coughs, speaks, laughs, sings, or sneezes, people nearby may breathe TB bacteria into their lungs. TB usually attacks the lungs, but can also attack other parts of the body, such as the brain, spine, or kidneys.

There are two types of TB:
1. **Latent TB infection**
2. **TB disease**

TB bacteria can live in the body without making a person sick. This is called **latent TB infection**. People with latent TB infection do not feel sick, do not have TB symptoms, and cannot spread TB bacteria to others.

Some people with latent TB infection go on to develop **TB disease**. People with TB disease can spread bacteria to others, feel sick, and can have symptoms including fever, night sweats, cough, and weight loss.

There are two kinds of tests that are used to determine if a person has been infected with TB bacteria: the tuberculin skin test and TB blood tests.

Tuberculin Skin Test (TST)

What is a TST?

The Mantoux tuberculin skin test is a test to check if a person has been infected with TB bacteria.

How does the TST work?

Using a small needle, a health care provider injects a liquid (called tuberculin) into the skin of the lower part of the arm. When injected, a small, pale bump will appear. This is different from a Bacille Calmette-Guérin (BCG) shot (a TB vaccine that many people living outside of the United States receive).

The person given the TST must return within 2 or 3 days to have a trained health care worker look for a reaction on the arm where the liquid was injected. The health care worker will look for a raised, hard area or swelling. Redness by itself is not considered part of the reaction.

What does a positive TST result mean?

The TST result depends on the size of the raised, hard area or swelling. It also depends on the person's risk of being infected with TB bacteria and the progression to TB disease if infected.

- Positive TST: This means the person's body was infected with TB bacteria. Additional tests are needed to determine if the person has latent TB infection or TB disease. A health care worker will then provide treatment as needed.
- Negative TST: This means the person's body did not react to the test, and that latent TB infection or TB disease is not likely.

Who can receive a TST?

Almost everyone can receive a TST, including infants, children, pregnant women, people living with HIV, and people who have had a BCG shot. People who had a severe reaction to a previous TST should not receive another TST.

How often can a TST be given?

Usually, there is no problem with repeated TSTs unless a person has had a severe reaction to a previous TST.

Testing for TB in People with a BCG

People who have had a previous BCG shot may receive a TST. In some people, the BCG shot may cause a positive TST when they are not infected with TB bacteria. If a TST is positive, additional tests are needed.

TB Blood Tests

What is an Interferon Gamma Release Assay (IGRA)?

An IGRA is a blood test that can determine if a person has been infected with TB bacteria. An IGRA measures how strong a person's immune system reacts to TB bacteria by testing the person's blood in a laboratory.

Two IGRAs are approved by the U.S. Food and Drug Administration (FDA) and are available in the United States:

1) QuantiFERON®-TB Gold In-Tube test (QFT-GIT)
2) T-SPOT® TB test (T-Spot)

How does the IGRA work?

Blood is collected into special tubes using a needle. The blood is delivered to a laboratory as directed by the IGRA test instructions. The laboratory runs the test and reports the results to the health care provider.

What does a positive IGRA result mean?

- Positive IGRA: This means that the person has been infected with TB bacteria. Additional tests are needed to determine if the person has latent TB infection or TB disease. A health care worker will then provide treatment as needed.
- Negative IGRA: This means that the person's blood did not react to the test and that latent TB infection or TB disease is not likely.

Who can receive an IGRA?

Anyone can have an IGRA in place of a TST. This can be for any situation where a TST is recommended. In general, a person should have either a TST or an IGRA, but not both. There are rare exceptions when results from both tests may be useful in deciding whether a person has been infected with TB.

IGRAs are the preferred method of TB infection testing for the following:

- People who have received the BCG shot
- People who have a difficult time returning for a second appointment to look at the TST after the test was given

How often can an IGRA be given?

There is no problem with repeated IGRAs.

Who Should Get Tested for TB?

TB tests are generally not needed for people with a low risk of infection with TB bacteria.

Certain people should be tested for TB bacteria because they are more likely to get TB disease, including:

- People who have spent time with someone who has TB disease
- People with HIV infection or another medical problem that weakens the immune system
- People who have symptoms of TB disease (fever, night sweats, cough, and weight loss)
- People from a country where TB disease is common (most countries in Latin America, the Caribbean, Africa, Asia, Eastern Europe, and Russia)
- People who live or work somewhere in the United States where TB disease is more common (homeless shelters, prison or jails, or some nursing homes)
- People who use illegal drugs

Choosing a TB Test

Choosing which TB test to use should be done by the person's health care provider. Factors in selecting which test to use include the reason for testing, test availability, and cost. Generally, it is not recommended to test a person with both a TST and an IGRA.

Diagnosis of Latent TB Infection or TB Disease

If a person is found to be infected with TB bacteria, other tests are needed to see if the person has TB disease. TB disease can be diagnosed by medical history, physical examination, chest x-ray, and other laboratory tests. TB disease is treated by taking several drugs as recommended by a health care provider.

If a person does not have TB disease, but has TB bacteria in the body, then latent TB infection is diagnosed. The decision about taking treatment for latent TB infection will be based on a person's chances of developing TB disease.

Related Links

CDC. Tuberculosis (TB): http://www.cdc.gov/tb
Basic TB Information: http://www.cdc.gov/tb/publications/factsheets/general/tb.htm

November 2011

CS228179

DEPARTMENT OF PUBLIC WELFARE
[55PA. CODE CH. 1181]

Reimbursement of Nurse Aide Training and Testing fees
Purpose

The purpose of this statement of policy is to formalize policy that has been implemented since October 1990 and to issue procedures describing the method for reimbursing individuals who are trained and tested as nurse aides.
Scope

This statement of policy applied to state, county and general nursing facilities, (NF) enrolled in the Medical Assistance Program.
Background/Discussion

Section 1919(b)(5) of the Social Security Act (42 U.S.C.A. § 1396r(b)(5) requires that an individual employed as a nurse aide in an NF on or after October 1, 1990, successfully complete a State-approved nurse aide training and competency evaluation program. The purpose of the evaluation program is to ensure that nurse aides have the education practical knowledge and skills needed to care for residents of facilities participating in the Medicare and Medicaid programs. The term "nurse aide" refers to any individual providing nursing or nursing-related services to residents in an NF. This does not include an individual who is a licensed health professional or an individual who volunteers to provide the services without monetary compensation. NFs are prohibited from using—on a full-time, temporary per diem or other basis—individuals as nurse aides for more than 4 months unless the individual has completed the evaluation program. States are required to maintain nurse aide registries and include in those registries' records of specific documented findings by the Commonwealth of resident neglect or abuse or misappropriation of resident property involving an individual listed in the registry, as well as any brief statement of the individual disputing the findings. NFs are required to consult these registries before hiring an individual as a nurse aide.
Procedures

Training and testing cost will be reimbursed for those individuals employed by or offered employment by an NF and for individuals offered employment within 12 months of completing the course. The following procedures describe the method of Public Welfare Department for these costs. NFs are responsible for the full payment of training and testing costs for individuals employed or offered employment at the time the individual enters Nurse Aide Training and Competency Evaluation Program (NATCEP) or a Competency Evaluation Program (CEP). Federal law prohibits these charges from being imposed on the nurse aide. The NF should include these costs on Schedule C, Line 16, of its MA-11 Cost Report after these training and testing costs have been paid.

An individual who does not have an employment relationship with a facility at the time the individual enters an NATCEP or CEP, but becomes employed or obtains an offer of employment with 12 months of completing the program, will be reimbursed for the costs of the training and testing by the NF that employs or offers employment to this individual. This reimbursement will be made on a pro rate basis for the period during which the individual is employed as a nurse aide. The training and testing after the nurse aide has worked at the facility as an aide for 130 hours and the remaining half of the training cost after the nurse aide has worked an additional 130 hours. The NF should include these costs on Schedule C, Line 16; of its MA-11 Cost Report after the nurse aide is reimbursed.

The nurse aide who does not meet the criteria for continued enrollment on the Nurse Aide Registry will have an opportunity to take the competency evaluation examination. If successful, the nurse aide will again be enrolled on the Nurse Aide Registry. However, if unsuccessful with the competency evaluation examination, the nurse aide must complete a State-approved nurse aide training and competency evaluation program to be re-enrolled on the Nurse Aide-Registry. The facility will be reimbursed for this retraining and retesting. The Department will only reimburse the NF for reasonable and appropriate costs for State approved nurse aide training programs that meet Federal requirements. These costs must be substantiated by an original signed invoice stating date, place and time of training or testing, or both and countersigned by the nurse aide. Costs entered on the MA-11 Cost Report are subject to audit by the Department or Department's agent.
Effective Date

This statement of policy shall take effect on April 6, 1995.

FEATHER O. HOUSTOUN,
Secretary

(*Editor's Note:* The regulations of the Department of Public Welfare, 55 Pa. Code Chapter 1181, are amended by adding a statement of policy at § 1181.61a to read as set forth in Annex A).

Fiscal Note: 14-BUL-035. No fiscal impact: (8) recommends adoption.

Annex A
TITLE 55. PUBLIC WELFARE
PART III. MEDICAL ASSISTANCE MANUAL
CHAPTER 1181. NURSING FACILITY CARE
§ 1181.61a. Nurse aide programs—statement of policy.

As a result of provisions contained in the Federal Omnibus Budget Reconciliation Act of 1987 (42 U.S.C.A § 1396r(b)(5) regarding nurse aide training and testing fees, the Department will reimburse nursing facilities the reasonable and appropriate costs for State-approved nurse aide training programs that meet Federal requirements and are competed by individuals employed or offered employment within 12 months of completing the Nurse Aide Training and Competency Evaluation Program (NATCEP) or Competency Evaluation Program (CEP).

Department of Public Welfare:
Reimbursement of Nurse Aide Training and Testing Fees

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FORMS

Verification of Residency Form (check ONE BOX only)

Date of application _____   Class start date_____
                      (MM/DD/YYYY)   (MM/DD/YYYY)

Printed name _____
                         Last   First   Middle Initial

Current address_____
                      Street address   City   State   Zip code

☐   I lived at the above Pennsylvania address for 2 consecutive years or more.

☐   I lived in Pennsylvania for 2 consecutive years or more at my current address and previous addresses listed below:

1. Prior address _____
                      Street address   City   State   Zip code

     I lived at this address from   _____Until _____
                                           (MM/DD/YYYY)   (MM/DD/YYYY)

2. Prior address_____
                      Street address   City   State   Zip code

     I lived at this address from   _____ Until _____
                                           (MM/DD/YYYY)   (MM/DD/YYYY)

☐   I have not lived in Pennsylvania for the past 2 or more consecutive years and must submit a Pennsylvania Criminal History Report and Federal Criminal History Report to the NATCEP.

By submitting this form, I certify all the information I provided on this application is complete, accurate, true and correct. I make this declaration subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Signature _____   Date_____
                                                               (MM/DD/YYYY)

(For NATCEP Staff)

I am the Authorized NATCEP Representative who received this completed form and verified the applicant by their physical comparison with an official State issued photo identification:

☐   I verified the applicant resided in Pennsylvania for 2 consecutive years or more.

Signature _____   Date_____
                                                                   (MM/DD/YYYY)

Nurse Aide Resident Abuse Prevention Training Act, 63 P.S. § 671 et seq.

All candidates must submit an original or copy of an original PA CHRI obtained through the Pennsylvania State Police during the year prior to enrolling in a PA NATCEP as required by Act 14. If a candidate has not been a resident of Pennsylvania for the last two (2) consecutive years, a PA CHRI and an FBI criminal history report are required prior to enrollment.

As evidence you have not been convicted of any of the Prohibitive Offenses Contained in 63 P.S. § 675, check the box then sign and date the Attestation of Compliance with Act 14 below.

Candidates who were convicted of a Federal or out-of-State offense similar in nature to those crimes listed under paragraphs (1) and (2) of the Prohibitive Offenses Contained in 63 P.S. § 675 must provide a PA CHRI and an FBI report to determine eligibility for enrollment in a PA Nurse Aide Training Program.

Attestation

This form represents my request to enroll in a nurse aide training program and is verification of compliance with Act 14 – Nurse Aide Resident Abuse Prevention Training Act, 63 P.S. § 671 et seq.

I have reviewed the list of Prohibitive Offenses Contained in 63 P.S. § 675 and hereby testify that I have not been convicted of any of the criminal offenses set forth in 63 P.S. §§ 675(a)(1)-(3):
(1)   an offense designated as a felony under the act known as "The Controlled Substance, Drug, Device and Cosmetic Act",
(2)   an offense under one or more of the following provisions of Title 18, and
(3)   a Federal or out-of-state offense similar in nature to those crimes listed under paragraphs (1) and (2).

☐   I check this box to confirm I have not been convicted of any Prohibitive Offense contained in Act 14 of 1997 (set forth in 63 P.S. § 675 and found on the following page).

I understand if a conviction for any of the criminal offenses set forth in 63 P.S. §§ 675(a)(1)-(3) is present, it is possible I will not be eligible for employment in a long-term care or other health care setting. A potential employer is responsible for reviewing my official Criminal History Record Information report.

By signing this form, I certify under penalty of law that the information I have provided on this application is true, correct and complete. I understand that false statements herein shall subject me to criminal prosecution under 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

Applicant's Signature: _____   Date: _____
                                                                                              (MM/DD/YYYY)

Dear Student:

The DCTS Adult & Continuing Education Nurse Aide Training Handbook will answer many of the questions you may have about the policies and regulations for the Nurse Aide Training program.

PLEASE KEEP YOUR COPY OF THE STUDENT HANDBOOK

During your information session and again at orientation we will review the handbook. If necessary, we ask that you re-read the student handbook so you are familiar with the rules.

Please give special attention to the following sections:

- Policies and Regulations - Within this section you will find helpful information concerning our Tobacco, Drug and Alcohol Use Policy.

- Attendance and Punctuality - Since curriculum delivery greatly involves teacher demonstration and hands-on activities, your attendance and punctuality is very important.

By signing this form, you are verifying the receipt of this handbook and acknowledging your understanding of our policies and procedures as outlined in the handbook.

_____
Name (Please print)

_____   _____
Signature   Date

PUBLIC RELATIONS PERMISSION SIGNATURE (Optional)

By signing below, I agree to allow DCTS to use photographs for marketing and recruitment and for any lawful purpose.

Adult Learner Signature _____

Return to: Dauphin County Technical School, Adult and Continuing Education, 6001 Locust Lane, Harrisburg, PA 17109 | FAX: 717-901-6766 | email AdultEd@dcts.org PRIOR TO ACCEPTANCE TO THE PROGRAM.

ADULTECH
AND CONTINUING EDUCATION

6001 Locust Lane | Harrisburg, PA 17109 | 717-652-3170 x 7445 | FAX: 717-901-6766

Medical Examination Form

DAUPHIN COUNTY TECHNICAL SCHOOL
NURSE AIDE TRAINING PROGRAM

To be completed by applicant:

Name: _____

Address: _____

_____

Phone: _____

TWO-STEP MANTOUX/PPD TEST OR QUANTIFERON TM GOLD TEST / IGRA*

Two Tests Are Required by the PA Department of Education

Test #1 Date: _____ Reaction: _____ (mm) Date: _____

Test #2 Date: _____ Reaction: _____ (mm) Date: _____

Second PPD is to be administered or **7 days** after first PPD is **read** but no longer than **21 days.**

* If an IGRA (Interferon Gamma Release Assay) or QUANTIFERON TM GOLD TEST was obtained, a copy of the results is attached.

If a TST is documented as positive, a negative chest x-ray, less than 5 years old, must be submitted.

PHYSICAL EXAM

Temp	Pulse	BP
Height	Weight	Vision
Heart	Lungs	Eyes

☐ Yes ☐ No   Applicant has full use of their hands.

☐ Yes ☐ No   Applicant has the ability to stand for extensive periods of time.

☐ Yes ☐ No   Applicant is able to physically attend the Nurse Aide Training Program, perform physical duties at the clinical site which include but is not limited to, lifting 40 lbs. to waist level and perform the other duties of a nursing assistant.

☐ Yes ☐ No   I certify that this applicant was examined and believe them to be free of communicable disease in a communicable state, including Tuberculosis infection.

☐ Yes ☐ No   Applicant is free from any restriction or limitations. If no, briefly explain the restriction or limitation

Comments:

pennsylvania
DEPARTMENT OF EDUCATION

Signature of Physician/Physician Assistant/Nurse Practitioner (MD, DO, PA, CRNP)

Date _____   Title (MD, DO, PA, or CRNP) _____

Print Name: _____   Signature: _____

Practice: _____

Address: _____

Telephone Number: _____   Fax: _____