

Personal Care Home Administrator

Spring 2012 - March 5 - June 20

Northampton Community College's "Personal Care Home Administrator" program is officially approved by the Department of Public Welfare – under 55 PA Code 2600.64 (a)(2). This program satisfies the Pennsylvania requirements for obtaining (100 hours) training for certification as a Personal Care Home Administrator. It consists of 20 individual modules, covered in 31 evenings of training. The program runs from March 5 - June 20, 2012. The module schedule is attached.

Requirements

DPW Orientation Class

Participants must attend and complete the Department of Public Welfare orientation class for administrators **PRIOR** to completing the 100-hour Personal Care Home Administrator Series. Please note: orientation class may be completed while taking individual modules, but must be completed before the end of the series. Visit the DPW website at www.dpw.state.pa.us for dates and times; the orientation schedule is under Provider/Long-Term Living Services/Training: Administrator Orientation Program Schedule.

Qualifications of Applicant (must have at least one of the credentials listed below):

- Licensed registered nurse
- Licensed practical nurse with 1 year work experience
- High school diploma/GED plus two years direct care/administrator experience in homes with less than eight residents
- Associates degree or 60 credit hours from an accredited college or university
- Licensed Nursing Home Administrator

Training Location

All modules must be completed at the same training center. Our program is offered at the Fowler Family Southside Center, 511 East Third Street, Bethlehem, PA, 18015.

Scholarship Opportunities

Please visit the DPW website at www.dpw.state.pa.us for information regarding the Personal Care Home Administrator Program Scholarship. Scholarship must be applied for and approval received **PRIOR** to beginning the 100-hour Personal Care Home Administrator Course.

Personal Care Home Administrator Examination

The Personal Care Home Administrator Exam is offered at the completion of the series for *participants who have completed the entire series at Northampton Community College*. **The examination will be held on June 25, 2012.**

If you are a Nursing Home Administrator and would like to take the PCHA exam on the above date, please call 610-332-6585 or email healthcare@northampton.edu. Please bring the following with you on the exam date:

- Copy of your Nursing Home Administrator license
- Two (2) forms of ID: a photo ID and one other form of ID
- \$100 check made payable to NCC

Registration

Registration opens December 1, 2011. To enroll, please call 1-877-543-0998. Registration must be completed 72 hours prior to the module start date. For more information, please call 610-332-6585 or toll-free at 1-877-543-0998. You may also send an email inquiry to healthcare@northampton.edu



Northampton Community College
Fowler Family Southside Center
511 East Third Street
Bethlehem, PA 18015
www.northampton.edu/cbi

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PERSONAL CARE HOME ADMINISTRATOR MODULES SPRING 2012

Module 1

Local State and Federal Laws (55 PA.Code § 2600.64(b)(5))

This course will review local state and federal laws and regulations pertaining to the operation of a personal care home.

Cost - \$ 45.00

Monday, March 5, 2012: 6-8 PM – 2 hours

Course Code: PTR A0106-U1

Module 2

Resident Home Contracts (55 Pa Code § 2600.64(b)(14)(ii))

This course will provide an overview of resident home contracts for the personal care home administrator.

Cost - \$45.00

Wednesday, March 7, 2012: 6-8 PM – 2 hours

Course Code: PTR A0166-U1

Module 3

Budget, Financial Recordkeeping and Residents Records (55 Pa Code § 2600.64(b)(14))

This course will provide education on budgeting, financial record keeping and resident record keeping in personal care home facilities.

Cost - \$85.00

Monday, March 12, 2012: 6-10 PM – 4 hours

Course Code: PTR A0116-U1

Module 4

Fire Prevention and Emergency Preparedness (55 Pa Code § 2600.64(b)(1))

This course will provide education for the personal care home administrator related to fire prevention and emergency preparedness.

Cost - \$85.00

Wednesday, March 14, 2012: 6-10 PM – 4 hours

Course Code: PTR A0103-U1

Module 5

Staff Supervision and Staff Person Training Including Developing Orientation and Training Guidelines for Staff. (55 Pa.Code § 2600.64(b)(13))

This course will provide an overview of staff supervision and staff person training including developing orientation and training guidelines for staff in a personal care home.

Cost - \$170.00

Monday, March 19, 2012: 6-10 PM and Wednesday, March 21, 2012: 6-10 PM – 8 hours total

Course Code: PTR A0115-U1

Module 6

Gerontology (55 PA Code § 2600.64(b)(15))

This course will provide an overview of gerontology needs and various issues related to aging including, but not limited to, aging in place, suicide, substance abuse, sexual behavior, death and dying end of life issue, psychosocial and special needs and accommodations.

Cost: \$130.00

Monday, March 26, 2012: 6-9 PM and Wednesday, March 28, 2012: 6-9 PM – 6 hours

Course Code: PTR A0168-U1

Module 7

Documentation, Assessment and Support Planning (55 Pa Code § 2600.64(b)(14)(i))

This course provides education for the personal care home administrator on writing, completing, and implementing initial assessments, annual assessments, and support plans.

Cost – \$110.00

Monday, April 2, 2012: 6-9:00 PM and Wednesday, April 4, 2012: 6-8:00 PM – *5 hours total*

Course Code: PTR A0245-U1

Module 8

Recreation (55 Pa Code § 2600.64(b)(7))

This course will provide an overview of recreation activities, programs, safety and application to support residents' support plans in personal care homes.

Cost - \$85.00

Monday, April 9, 2012: 6-10 PM – *4 hours*

Course Code: PTR A0108-U1

Module 9

Resident Rights (55 Pa Code § 2600.64(b)(9))

This course will provide an overview of resident rights for the personal care home administrator.

Cost - \$65.00

Wednesday, April 11, 2012: 6-9 PM – *3 hours*

Course Code: PTR A0109-U1

Module 10

Personal Care Services and Personal Hygiene (55 Pa Code § 2600.64 (b)(2)) & (55 Pa Code §2600.65(b)(4))

This course will provide an overview in personal care services and personal hygiene for personal care home administrators.

Cost - \$190.00

Monday, April 16, 2012: 6-9 PM; Wednesday, April 18, 2012: 6-9 PM; and Monday, April 23, 2012:

6-9 PM – *9 hours*

Course Code: PTR A0104-U1

Module 11

Cultural Competency (55 Pa Code § 2600.64(b)(17))

This course will provide education for the personal care home administrator on cultural competency.

Cost - \$65.00

Wednesday, April 25, 2012: 6-9 PM – *3 hours*

Course Code: PTR A0120-U1

Module 12

Care for Residents with Mental Illness (55 Pa Code § 2600.64 (b)(8))

This course provides education for the personal care home administration on caring for residents with mental illness.

Cost - \$190.00

Monday, April 30, 2012: 6-9 PM, Wednesday, May 2, 2012: 6-9 PM and Monday, May 7, 2012:

6-9 PM – *9 hours total*

Course Code: PTR A0167-U1

Module 13

Care for Residents with Developmental Disabilities (55 PA Code § 2600.64(b)(11))

This course will provide education for the personal care home administrator on caring for residents with intellectual disabilities.

Cost - \$45.00

Wednesday, May 9, 2012: 6-8 PM – *2 hours*

Course Code: PTR A0243-U1

Module 14

Medication Procedures, Medication Effects and Side Effects and Universal Precautions

(55 Pa Code § 2600.64(b)(2))

This course will provide education for the personal home care administrator related to medication procedures, medication effects, side effects and universal precautions.

Cost - \$150.00

Monday, May 14, 2012: 6-9:30 PM and Wednesday, May 16, 2012: 6-9:30 PM – 7 hours total

Course Code: PTR A0105-U1

Module 15

Care for Residents with Dementia, Cognitive Impairments and other Special Needs

(55 PA Code § 2600.64(b)(10))

This course will provide education for the personal care home administrator on caring for residents with dementia, cognitive impairments, and other special needs.

Cost - \$170.00

Monday, May 21, 2012: 6-10 PM and Wednesday, May 23, 2012: 6-10 PM – 8 hours total

Course Code: PTR A0111-U1

Module 16

Nutrition, Food Handling and Sanitation (55 Pa Code § 2600.64 (b)(6))

This course will provide an overview of nutrition principles and food safety precautions necessary in providing adequate quality food services integrating resident rights.

Cost - \$150.00

Wednesday, May 30, 2012: 6-9:30 PM and Monday, June 4, 2012: 6-9:30 PM – 7 hours total

Course Code: PTR A0244-U1

Module 17

Community Resources, Social Services, Activities in the Community (55 Pa Code § 2600.64(b)(12))

This course will provide education for personal care home administrators on community resources, social services, and community activities. Cost - \$85.00

Wednesday, June 6, 2012: 6-10 PM – 4 hours

Course Code: PTR A0165-U1

Module 18

Abuse and Neglect Prevention and Reporting (55 Pa Code § 2600.64(b)(16))

This course will identify abuse and neglect prevention and reporting in personal care homes.

Cost - \$130.00

Monday, June 11, 2012: 6-9 PM and Wednesday, June 13, 2012: 6-9 PM – 6 hours total

Course Code: PTR A0119-U1

Module 19

Heartsaver AED

This course is designed to teach adult/child/infant CPR, use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO). Specifically targeted for the lay rescuer who is expected to respond to emergencies in the workplace and is required to obtain a course completion card (credential) documenting completion of a CPR AED course.

Cost - \$40.00 plus \$20 materials fee

Monday, June 18, 2012: 6-10 PM – 4 hours

Course Code: PTR C0024-U1

Module 20

Heartsaver First Aid

This course provides the lay rescuer with the knowledge and skills needed to recognize medical injury and environmental emergencies at the workplace and to provide first aid.

Cost - \$45.00 plus \$20 materials fee

Wednesday, June 20, 2012: 6-10 PM – 4 hours

Course Code: PTR C0011-U1