Nurse Aide Training Program
Policies & Admission Procedure Handbook

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Bucks County
Community College

Nurse Aide Training Program
Department of Health Sciences
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Dear Nurse Aide Candidate,

Thank you for your interest in our Pennsylvania Department of Education approved Nurse Aide Training Program. Please read this letter in its entirety before you proceed to the Nurse Aide Training Program Policy and Admissions Procedure handbook. The handbook contains a thorough review of the Nurse Aide Training Program policies and registration requirements along with *Frequently Asked Questions* that applicants generally have.

Nurse Aide Training Program (CNA)~ Frequently Asked Questions

What is a Nurse Aide (CNA)? And Where Can They Work?
A Certified Nurse Aide (CNA) assists the nurse in providing basic patient care such as helping take vital signs (blood pressure, heart rate, temperature, etc.), assist with bathing or meals, change bed linens, and other personal care needs. CNAs can work in a variety of areas such as nursing homes, assistive living, home and health and hospitals.

What is the Pay Rate for CNAs?
- In this geographic region, a CNA can earn an average of $17 to over $20 per hour.
- Many facilities offer generous sign on bonuses.

When are the Classes? How Long Are the Classes?
- Classes are offered all year round at each of our regional campuses.
- *Only classes that are open for active enrollment are posted.*
- For the current list of classes, go to: https://www.bucks.edu/healthcare/nurse-aide/program-info/

Does the Nurse Aide Training Program Provide Patient/ Resident Care Hours?
Yes! The Nurse Aide Training Program, approved by the Pennsylvania Department of Education, is 120 hours encompassing theory, lab and clinical. The clinical component provides for **53 hours** of hands-on training at an assigned long-term care facility.

What is the cost of the Nurse Aide (CNA) Training Program?
- The tuition of **$1450** must be paid in full to register. Payment types: credit or debit card
- *There is no additional cost for out-of-county students.*

Is the Tuition Reimbursable?
Yes! The Nurse Aide Training Program is **eligible for 100% tuition reimbursement** if you choose to work in a long-term care facility (nursing home) after you graduate and pass the National Nurse Aide Assessment Program Examination (NNAAP).
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Can I Get Financial Aid for the CNA course?
- Bucks County Community College does not have a payment plan option for the Nurse Aide Training Program, and you are not eligible to apply for Financial Aid.
- For information on acquiring a noncredit continuing educational loan, please contact Sallie Mae at www.salliemae.com or call 1-888-272-5543. *Nurse Aide is a noncredit continuing education program*. Proof of loan approval must be provided at time of registration.

What is the Dress Code?
A white scrub and black scrub pant are required on the first day of class. You are required to have sturdy, non-slip, non-skid full white or full black colored shoe. A watch with a second hand is recommended.

Will I Be a CNA Once I Complete the Course?
After successfully completing the program, you will be eligible to take the **National Nurse Aide Assessment Program (NNAAP) Competency Exam** to become a certified nurse aide and be added to the PA Nurse Aide registry. There is an additional cost of $135 for the written and skills exam administered through Credentia.

What Happens If I Miss Class?
There is a **strict attendance policy** due to the intense course schedule and PA Department of Education requirements. If you have an event that requires missing class or clinical, please register for the next semester.

How Do I Apply?

Step 1. **Review:**
- Go to Course Offerings to choose your class: https://www.bucks.edu/healthcare/nurse-aide/program-info/
- Print the **Nurse Aide Policy and Admission Procedures Handbook**

Step 2. **Completion**
- Complete **ALL** of the required steps as outlined the Admission Procedure handbook.

Step 3. **Submission**
- Contact the Program Coordinator at **nurseaide@bucks.edu** with your name/choice of class.
- Scan **ALL** of the following documents (JPEG or PDF format). *Do not submit forms randomly.*

Step 4. **Enrollment**
- An enrollment form will be issued once your documents have been approved.

Step 5. **Confirmation**
- An email confirming your placement in the class of your choice will be issued once required forms, payment and a negative drug screen have been received.

What Other Qualifications Do I Need to Enter the Program?

The **occupational responsibilities** of the Nurse Aide candidate require having full use of their hands, the ability to stand for extensive periods of time (approximately 5+ hours), and the ability to perform bending, pushing, pulling, and **lifting a minimum of 40 pounds** without restrictions.

If you have questions, require further information or are unable to download the Policy Handbook/Admissions packet, please contact the Program Coordinator at Karen.Souvigney@bucks.edu

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Nurse Aide Training Program Policies

A. Attendance Policy

In compliance with Regulation Section 483.152 of the Omnibus Budget Reconciliation Act (OBRA) and Section 3 of Act 14, a student must complete a minimum of 16 hours of instruction in the five (5) content areas listed below *before any resident contact*. These are as listed below:

      a. Communication and Interpersonal Skills
      b. Safety and Emergency, including the abdominal thrust
      c. Infection Control
      d. Resident Rights
      e. Resident Independence

To complete the program, students must satisfy ALL 120-hours of instruction. The curriculum includes classroom lecture (theory), skills laboratory, and clinical hours at a long-term care facility. Attendance will be documented daily to reflect the number of theory, lab, and clinical hours as per the program calendar.

To meet this requirement, students must:

   i.   Arrive on time for all clinical and classroom scheduled hours. Students absent are expected to call and inform the coordinator and instructor one (1) hour prior to the beginning of class/clinical. Notifying a classmate is not acceptable; instructor or coordinator must be notified.
   ii.   Inform coordinator and instructor as soon as possible if running late for class/clinical.
   iii.   Refrain from leaving the classroom or clinical site early.
   iv.   Refrain from making *any* appointments during school hours. If student leaves class early, *for any reason*, it is counted towards missed clocked hours.
   v.   Refrain from sleeping clinical/class. Student will be asked to leave, and it will be counted as missed clocked hours.
   vi.   Remain on the premises for lunch/breaks while at the clinical sites.
   vii.   Attend scheduled make-up. *See specified make-up policy.*

If a student fails to call, and does not show to class or clinical, it is considered a 'No Call/No Show'. First offense will result in probationary status. Second offense will result in dismissal from the program. Serious documented extenuating circumstances may be taken into consideration.

Absenteeism and Make-up Policy

a) To successfully complete the program, and be eligible to take the NNAAP Exam, all 120-hour clocked hours must be satisfied. **Absenteeism exceeding seven (7) clocked hours will result in dismissal from the program.**

b) To ensure students have satisfied all required clocked hours, and are eligible to take their National Nurse Aide Assessment Program Examination (NNAAP), class/lab make-up and clinical make-up days have been incorporated into the program. **Prior to the scheduled make-up day, the student will be required to pay a make-up fee of $40.00/missed hour.** Payment shall be made via credit card and submitted to the Program Coordinator.

c) No refund will be issued for students who are dismissed from the program based on absenteeism. Documented extenuating circumstances (student hospitalization and/or COVID related issues) ***will be considered.***

d) A student may re-enroll but will incur the full cost of tuition. The decision to re-enroll is at the discretion of program management.

e) ***Please note make-up fees are non-refundable for a missed scheduled make-up day. Students will not receive their certificate of completion and be eligible for the NNAAP certification exam if missed hours are not satisfactorily completed on the scheduled make-up day.***

B. Level of Achievement Policy

1. Students will be given a copy of their final grade, performance checklist and, if applicable, a Certificate of Completion.

2. To successfully complete the program, the student must fulfill the following requirements:
   a. *Theory* ~ The student must have a **final cumulative average of 80%** that includes two (2) quizzes and four (4) module tests.

      i. Students must achieve a score of 80% on quizzes and module exams.
      ii. Students may **re-test one module exam**. If a failing grade is issued to subsequent module exams, the student will be dismissed from the program.

   b. *Skills Lab* ~ the student must satisfactorily demonstrate all the required skills and procedures listed in the Pennsylvania Nurse Aide Curriculum.

      i. All procedures must be performed at a satisfactory level.
      ii. An "S" satisfactory level of achievement is attained if no more than one (1) step are missed.
      iii. Missing more than one (1) step will result in a "U" unsatisfactory level that will result in a failure of the procedure.
      iv. Students have two (2) opportunities to achieve a satisfactory rating.
         Students, who do not receive a satisfactory rating after the two (2) additional opportunities, will receive a unsatisfactory rating in the Lab component of the program and will not matriculate to the clinical portion of the program.

   c. *Clinical* ~ the student must achieve an overall score of 80 points or greater in order to complete the clinical portion of the program.
      i. Performance is based on a numerical value system related to behaviors associated with the following content:
         ➢ Appearance
         ➢ Safety
         ➢ Privacy
         ➢ Resident Rights/Independence
         ➢ Communication Skills
         ➢ Infection Control
         ➢ Work Quality
         ➢ Professionalism
         ➢ Documentation
      ii. *Mid –Point Evaluation-* Students are provided with a mid-point score and evaluation and should reflect cumulative average of 40 – 50 points. Student is provided an opportunity to reflect and respond to instructor assessment.
      iii. Students provided an opportunity to remediate in order to bring the clinical performance to a satisfactory level.
      iv. *Final Evaluation-*A cumulative average of 80 – 100 points is deemed passing. A student who does not improve or is not deemed competent by the instructor will receive a failure of the clinical requirement.
      v. Student may re-take the clinical portion one time after the initial unsuccessful attempt. A third attempt will not be issued.
      vi. Students cannot perform any skill/procedure in which they have not been instructed and deemed competent by the instructor.

3. **Academic Honesty** It is the expectation of Bucks County Community College and the Nurse Aide Training Program that the principles of honesty and truth will be rigorously followed. In the event of academic dishonesty which includes but is not limited to copying another student's test answers, the consequences incurred shall be as followed:

   a. *First Offense:* Written warning as issued by program management
   b. *Second Offense*: Dismissal from program

C. Nondiscrimination Policy

1. Bucks County Community College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, veteran status, union membership, or any other legally protected category.

2. This policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

3. The College will not tolerate any behavior by staff or students that constitutes sexual harassment of a student.

4. If a student feels that his/her rights under the aforementioned laws and regulations have been violated, contact the Campus Coordinator for Equal Employment Opportunity (EEO) in advance to request or clarify accommodations or to address issues concerning equal opportunities at 215-968-8090. The EEO Office is located in Room 130 of Tyler Hall.

D. Physical Examination/Health Condition Policy

1. The program requires that a <u>physical exam be performed within one (1) year prior to the course start date</u> indicating the student is free from communicable diseases and has no conditions that would affect the student's performance.

   a. <u>Change in Health Status</u>: - Student safety is always paramount. Should a student's health status change after enrollment or during the class session, an updated physical form will be required to support the student's ability to satisfy the program's occupational responsibilities.

2. The student must have and submit documentation of negative test for tuberculosis: Two-Step Mantoux or QuantiFERON. An applicant can submit documentation of a negative Two-Step Mantoux dated within one (1) year of the course start date. If the Two-Step Mantoux is documented as a positive result or if student has a history of a positive reaction, a negative chest x-ray less than three (3) years old must be submitted.

   a. For enrollment candidates currently employed in a health care setting and are issued annual PPD testing, proof of the baseline 2 –step and subsequent annual PPD results must be presented.

3. The **occupational responsibilities** of the candidate require having full use of their hands, the ability to <u>stand for extensive periods of time, and the ability to perform tasks that include bending, pushing, pulling, and lifting a minimum of 40 pounds without restrictions</u>.

4. <u>**Flu Vaccines**</u>   ***(*For clinical rotations commencing from October – March only)*
   For those participating in a clinical rotation during the months of October – March,
   a flu vaccine will be mandated prior to any resident contact. Documentation must be
   provided as proof of vaccination and must contain your name, date, and vaccine information.

   ➢ **Proof of the flu vaccine should be submitted by the first day of class**. A**ny student who does not submit the documentation prior to the first day of class will not be permitted to begin the clinical portion of the Nurse Aide Training Program.**

   The Department of Health (215-345-3318) does offer flu vaccines during the year at specific locations. Flu vaccines are also offered at many local drugstore chains. Students can check their county health departments for more information regarding vaccines.
   a. Bucks County: http://www.buckscounty.org
   b. Philadelphia County: http://www.phila.gov/health/
   c. Montgomery County: http://health.montopa.org/health
   d. State of Pennsylvania: www.health.state.pa.us/

5. <u>**COVID Vaccines**</u> In response to federal mandates, all Medicare funded facilities are requiring students to be **fully vaccinated** against COVID-19. Fully vaccinated status shall be defined by current government guidelines.

Nurse Aide clinical training is conducted in Medicare funded long term care facilities. As such, students are required to submit proof of full COVID-19 vaccination to the Program Coordinator during the registration process. Because students are not employees of the clinical facility and are considered guests, medical and/or religious allowances are not recognized.

To find locations or schedule a vaccine appointment, please visit www.vaccines.gov. Although Bucks County Community College *highly encourages* full vaccination, at this time it is not a requirement for campus classes or activities.

E. Standards of Conduct Policy

1. Students are to conduct themselves with a positive attitude and a willingness to learn. Academic honesty is expected student behavior. Cheating at any time will not be tolerated and will result in the student being terminated from the program. Students will perform only those tasks for which they have been supervised and deemed competent by the instructor. Confidentiality with resident information is to be maintained at all times according to Health Insurance Portability and Accountability Act **(**HIPAA) regulations.

2. At the clinical site, students are required to wear a *Bucks Nurse Aide Training Student* identification nametag.

3. Professional behavior is to be displayed at all times. **Administrative and instructional staff are NOT to addressed by first name**. Please use surnames.

4. <u>**Dress code**</u>: Students are required to wear a white scrub top and black scrub pants throughout all program instruction. This includes classroom, lab and clinical. In keeping with professional standards, it is expected that each student report to clinical in a clean uniform and is neat, well groomed, and presentable at all times. The following is a detailed list of professional clinical dress code requirements:

   a. Bucks' Student ID badge must be worn at all times in the clinical setting. It is recommended that ID is carried when on campus.
   b. Only white garment may be worn under clinical top

    c. White, supportive, comfortable, closed toe shoes (no clogs allowed).
    d. In order to maintain infection control no jewelry (including bracelets, anklets, necklaces, and naval rings) may be worn, with the exception of a plain wedding band and watch with second hand.
    e. Only one pair of stud earring may be worn in ear lobes. Loops or dangling earrings may not be worn. Gauges must be replaced with skin-tone colored gauges. No other visible piercings are permitted, including tongue or nose piercings. No tongue splitting is permitted.
    f. No visible body art is permitted (tattoos, branding, henna tattoos). Tattoos, if on visible area, are to be covered while at clinical. Exception will be made for tattoos on hands
    g. Nails are to be short (no longer than 1/8th inch beyond finger tips). NO nail polish of any color (including clear), rhinestones, or designs are permitted. No acrylic nails, silk wraps, or extensions are permitted
    h. Hair to be clean and off the collar. Hair sparkles and colored hair colorings such as pink, green, purple, etc are unprofessional in the clinical setting and therefore not permitted. Beards and mustaches must be kept short and neatly trimmed.
    i. Conservative makeup is permitted (no false eyelashes or bright eye colored shadow**)**

5. **Conduct code:**

   Cooperation is expected of each student to present neat at all times. Throughout the Nurse Aide Training Program, students are expected to dress appropriately and in a manner that is consistent with shaping professional credibility. Professional, adult behaviors are expected and include the following:

       a. Excellent personal hygiene
       b. Limited fragrances/scents as it may adversely affect patients and staff
       c. Good eye contact, engaging & articulate communication, pleasant and cooperative disposition
       d. Respectful conduct
       e. Goal directed, self-motivated behavior
       f. Gum, food and drink are not permitted in the clinical area, except in designated areas
       g. Photo Identification

6. Students will have the opportunity to have their Bucks Photo ID Badge provided by the Safety & Security Department at Bucks, at no charge to the student. Lost ID Badges will be the responsibility of the student and must be replaced for $5.00 fee. As stated previously, ID badges must be worn at all times in the clinical facilities. It is strongly encouraged that students carry them while also on campus.

7. **No cell phone use** (calls, text, social media, internet, taking photos, etc.) during class or clinical time.

8. Leaving the clinical area without permission or performing procedures without the instructor present could result in immediate dismissal from the program

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

10. Evidence of behavior related to drug or alcohol use will not be tolerated. The student will be sent home and dismissed from the program.

11. After graduation or "off hours," a student cannot return to the clinical facility to visit the residents.

12. Violations of these standards of conduct will result in disciplinary action, which may include being asked to leave the clinical facility or dismissed from the program.

13**.** <u>**Substance Abuse Policy**</u>

As part of the admission protocol and in keeping with the requirements of our clinical affiliates, **all students must complete the 11-panel drug screen, with negative results.**

The Nurse Aide Training Program reserves the right to randomly administer drug/alcohol testing at any time. A student on school grounds clinical settings, or any school sponsored activity that is suspected of being under the influence of alcohol, drugs, or mood-altering substances or possesses, uses, dispenses, sells, or aids in the procurement of any restricted substance shall be dismissed from the program.

The Nurse Aide Training Program will cooperate with the State and Federal law enforcement bodies. In addition, we will abide by the structure set down by the Bucks County Community College policy, school code and affiliating institutional policies, and the Pennsylvania Department of Education.

Students who wish to seek counseling for the use of drugs and their effects are urged to seek information from the administrator and/or faculty. Conferences with faculty members conform to the standards of privacy established within the health care profession.

14. <u>**Confidentiality Policy**</u>

During the Bucks County Community College Nurse Aide Training Program. Students come in contact with confidential information, in written and spoken form, regarding patients and their families. Federal legislation mandates the confidentiality of all resident information. All resident information accessible to the student shall be held in the strict confidence. Failure to comply with this Confidentiality policy and HIPAA regulations will result in dismissal form the program.

Confidential information includes but is not limited to: resident identity, agency record numbers, DOB, room number, test results, diagnosis, prognosis, treatments, and results. Conversations regarding any of the stated confidential information should not take place in any clinical or public areas such as facility elevators, corridors, etc. Any discussions in a public place that jeopardizes resident confidentiality is prohibited. Written assignment a may not include information that could identify a resident.

F.Grievance Policy

This procedure has been developed to allow the student to express a grievance or complaint
1. Step One:
    ii. The student submits the grievance and/or complaint in a written manner to the primary instructor.
    iii. The primary instructor will review and respond within three (3) business days.
    iv. The primary instructor documents in writing the grievance, the review and the resolution.
    v. The primary instructor meets with the student to share the resolution to the grievance. The student is entitled to a private and confidential counseling; however, another instructor/staff member may witness the counseling session.
    vi. If the student and instructor are not able to resolve the issue, <u>or if the grievance is against the instructor</u>, the grievance should be brought to the attention of the Nurse Aide coordinator within three (3) days and proceed with Step Two.
2. Step Two:
    i. If the student and instructor are unable to resolve the grievance, a meeting between the coordinator and the student will take place within three (3) business days of the receipt of the complaint. (Student should put the grievance in writing if it was not required at this point)
    ii. The coordinator reviews the documentation submitted by the primary instructor and investigates as needed.
    iii. The coordinator documents the review process and the resolution to the grievance.
    iv. A meeting is to be scheduled with the coordinator, primary instructor, and student to disclose the resolution.

      v.   If the decision rendered by the coordinator is not brought to a satisfactory conclusion, the student may appeal the grievance with the Administrator of the Nurse Aide Training Program within two (2) business days.

3. Step Three:
      i.   All documentation is submitted to the Administrator for review and consideration.
      ii.   The decision of the Administrator is final.

G. Tuition/Refund Policy

1. Students are responsible for the full tuition at the time of registration. A textbook, workbook, and supplemental materials are included in the tuition fee. *There is no additional cost for out-of-county students.*

2. Bucks County Community College does not have a payment plan for the Nurse Aide Training Program and students are not eligible for Financial Aid.   However, students are eligible to apply for a Sallie May Personal Loan. See page 3.

3. NO refund or pro-rated refund will be granted for students who are dismissed due to academic and/or attendance issues.

4. Students may re-register for future nurse aide classes. Permission for re-registration will be at the discretion of program management.

5. **Once program is successfully completed, students will register for their certification exam, National Nurse Aide Assessment Program (NNAAP)**. The fee for this exam is $135.00. This is *in addition to* the initial Nurse Aide Training Program tuition. This fee is paid <u>online</u> when registering for the exam through Credentia.

6. **Class Cancellation**

    a. In the event a course is canceled due to low enrollment or extenuating circumstances, every attempt will be made to enroll student in another course, or a full tuition refund will be issued.

7. **Student Withdraw**

    a. *There is a $25 non-refundable withdrawal processing fee if a student withdraws their enrollment from the nurse aide course before the registration deadline.* A request must be received by the Program Coordinator via email BEFORE this deadline. **There is no refund for a student who withdraws AFTER the registration deadline**. Please note there is no refund for students dropped from the program due to attendance/academic issues.

8. **Tuition Reimbursement**

    a. In accordance with 55 PA Code § 1181, training and testing costs will be reimbursed for those individuals employed *or* offered employment by a nursing facility within 12 months of course completion. The student will be issued an official reimbursement letter by Bucks County Community College if they personally incurred the cost and successfully completed the Nurse Aide Training Program. **By law, the Nurse Aide graduate will receive only <u>one original reimbursement letter</u>**. This letter is valid for **one-year** after course completion.

       COURSE REFUNDS WILL NOT BE HONORED AFTER THE REGISTRATION DEADLINE.

H. Utilization of Students Policy

1. Nurse Aide students will not be utilized for any services or functions for which they have not been supervised or passed as competent by the instructor. Learning opportunities will be sought by program instructors to guide student learning.

2. Students will be supervised in the performance of resident care tasks, which have been taught in class and/or lab.

I. Admission and Student Policies Signature Page

1. The student is required to sign this document stating that they have read and understood the policies outlined in the Admission and Training Policies handbook. The student must sign and date the signature page for registration (page 36). If there are any questions concerning the policies or handbook, please contact the Coordinator, Nurse Aide Training Program via email at nurseaide@bucks.edu.

2. The student will retain a copy of the Nurse Aide Training Program Handbook.

3. The signature portion of the document will be kept in the student's file for the length of the program.

J. Health Risk Waiver Policy

1. During participation in the classroom, lab or clinical rotation experience, the Bucks County Community College student must be aware of the actual and/or potential health risks.

2. The occupational responsibilities of the candidate require having full use of their hands, arms and legs; the ability to stand for extensive periods of time (approximately 5+ hours); the ability to perform tasks that include bending, pushing, pulling, and **lifting a minimum of 40 pounds** without restrictions.

3. While in the program, the student will be required to attend clinical practice in a long-term care facility. In case of accidents or illness during a clinical practice experience, if medical treatment should become necessary, the facility is willing to give **emergency care**.

4. Please be advised the college and the long-term care facility **do not** carry medical insurance on students or visitors. Payment for medical treatment, including emergencies, is the responsibility of the student or visitor.
   a) Students, who have health insurance, must accept financial responsibility for care rendered because of illness/injury that is not covered by their health insurance.
   b) Students who do not have health insurance must accept financial responsibility for care rendered because of injury/illness.
   c) Bucks County Community College and the official contracted clinical agencies are not responsible for any treatment or care given to nurse aide students while in the program.

Admission Policies
&
Procedures

A. <u>Admission Policy</u>

1. Read thoroughly the *Policies and Admission Procedure Handbook*. You must <u>sign and date the signature page</u> (page 36). If you have any questions concerning the policies, please contact the Program Coordinator via email at <u>Karen.Souvigney@bucks.edu</u>

2. Complete the Verification of Pennsylvania Residency Form (page 23) and Attestation of Compliance with Act 14 (page 24) and submit **original forms and <u>copies </u>of two forms of identification** – one with a photo – on the first day of class. Approved forms of ID include but are not limited to: PA Driver's License, Passport, Library Card, Green Card, PA State-issued Identification Card, Voters Registration and Vehicle Registration

> **a.** If applicant is not a citizen of the U.S., the applicant must submit a copy of their Visa, I-94, or Resident Alien card (green card) at the time of registration.

3. A physical exam and evidence that the applicant is free of communicable disease is required <u>within one-year of Nurse Aide Training Program course start date.</u> A Physician, Physician's Assistant or Nurse Practitioner must sign, date and complete both the Medical Examination Form (page 31) and Mantoux Record Form (page 32) in its entirety.

> a. This form affirms that the applicant is free of communicable diseases and is able to perform the occupational responsibilities of the program.
> > i. Documentation of a negative Two-Step PPD (Mantoux) <u>OR</u> negative QuantiFERON TB Gold test <u>OR</u> T-SPOT test dated within a year of starting class. A negative chest x-ray completed *in place of a PPD,* and dated within three (3) years of the course start date, can be submitted for those with a history of positive PPD. For enrollment candidates currently employed in a health care setting and are issued annual PPD testing, proof of the baseline 2 –step and subsequent annual PPD results must be presented
> > ii. Occupational responsibilities: full use of hands, arms and legs; the ability to stand for lengthy periods of time (approximately 5+ hours); the ability to perform tasks that include bending, pushing, pulling, and lifting a minimum of 40 pounds without restriction.

> **5.** 11-panel drug screen is required and implemented through Concorde Inc. and should be completed prior to the start of the program. The cost of the drug screen is $66.00. **In keeping with the requirements of our clinical affiliates, a negative drug screen must be rendered to enter the program.**
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B. Criminal Background Check Policy & Procedure

In compliance with the Act 14, it is the policy of Bucks County Community College that each applicant completes a PA Criminal History Record Information (CHRI) report. *The results must be within one year prior to the Nurse Aide Training Program course start date.*

> 1. Applicants must obtain and submit a Criminal History Record Information (CHRI) report with a watermark seal from the Pennsylvania State Police dated within one year of the nurse aide training program start date. The CHRI report must be free of prohibitive offenses as cited in Act 14 of 1997 [63 P.S. §§ 675 (a) (1)-(3)].

2. **Both the PA State Police CHRI and a FBI report** with a clearance letter from the PA Department of Education must be completed <u>before</u> registering for the program by
   - applicants residing in Pennsylvania for **LESS than two years**, prior to the date of admission,

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   -OR-

   </div>

   - applicants who are not certain whether a crime committed in another state is similar to those crimes listed on the Prohibitive Offenses Contained in 63 P.S. § 675.

     i. The FBI and CHRI (PA check) must comply and not contain prohibitive offenses as cited in Act 14 (see #1)
     ii. For instructions about the FBI process, please refer to the Admissions Packet
         a. *Only the stamped original FBI report that is issued by the PA Department of Education can be used for enrollment purposes*
         b. *FBI reports obtained through the Department of Aging that are under one year old may also be accepted*

3. If the applicant **has lived in the Commonwealth of Pennsylvania for TWO OR MORE CONSECUTIVE YEARS,** prior to entering the Nurse Aide Training Program, the student must complete a **PA Criminal Background Check (CHRI) from the Pennsylvania State Police.**

   a. The only acceptable **website** to process the CHRI electronically to **epatch.pa.gov.**

   b. Do **NOT** use New Record Check for Volunteers.

   c. The electronic version has a state seal embedded in the final report.

4. If the applicant has **NOT lived** in the Commonwealth of Pennsylvania for two or more years, or **is not certain whether a crime committed in another state is similar to those crimes listed on the Prohibitive Offenses contained in 63 P.S. § 675**,

   a. Applicant must complete both the CHRI from the Pennsylvania State Police (item #1)

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   and

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   b. A FBI check through IDEMIA at http://uenroll.identogo.com. For additional details, please see pages 27 -28.

5. The Coordinator, Nurse Aide Training Program or Administrator is responsible to:
   a. Receive the applicant's original CHRI report or copy the applicant's original CHRI report;
   b. Review the CHRI report for prohibited offenses contained in 701.13 (relating to the non-acceptance of certain applicants);
   c. Sign with complete signature and date the original or a copy of the original and place it in a locked file cabinet;
   d. Ensure that only those individuals who are designated in the "Right to Know" policy for NATCEP and state or federal employees involved in monitoring the program have access to these files;
   e. Notify the applicant in writing whether the decision not to admit the applicant is based in whole, or in part, on the CHRI report.

6. Bucks County Community College will not enroll a Nurse Aide applicant whose CHRI report indicates that the applicant has been convicted of any of the offenses designated as
    a. A felony under the Controlled Substance, Drug, Common Device, and Cosmetic Act (P.S. 780-101, 780-144); or
    b. Any offense listed under Act 14; **or**
    c. A Federal or out-of-State offense similar in nature to those crimes listed under a. or b. above.

7. PA CHRI checks and FBI reports will be maintained by the Coordinator, Nurse Aide Training Program in a secured location for three years.

8. Individuals designated to review and approve application for enrollment into the program who willfully fail to comply with §701.12 (2) and (3), or 701.13 of Act 14, shall be subject to a civil penalty as provided for in §701.21.

9. Representatives from the Pennsylvania Department of Education, State or Federal Departments will be permitted to view all PA CHRI and FBI reports.

Policy and Process for Criminal History Record Information (CHRI)

Student Procedure and Responsibility for Procuring CHRI:

All applicants must complete a PA Criminal Background Check (CHRI) for the Pennsylvania State Police. This is completed through the E-patch website. The fee is $22.00 and a credit or debit card will be needed for the transaction. The following are the step-by-step directions to be followed:

- Go to **epatch.pa.gov**
- Click 'Submit a New Record Check' (Do Not Use New Record Check for Volunteers)
- Follow the prompts
- Print Results ~ most results can be printed immediately
- ***Procure the original results for registration***
- ***You must bring the CHRI Certificate. Please do not just provide the control number***.

If for some reason you did not print out your CHRI Certificate, you must re-enter the epatch system using the following steps:
- Select *Record*
- Select *Check Status*
- Type in your Control Number, Name (case sensitive) and Date of Request
- Click on the '*Record Check' Details* screen
- At the bottom of the page, click on '*Certificate Form'*.
- Print the certificate (be sure the state watermark seal appears).

Reports that indicate a "pending" or "under review" status may not be used to enroll. If a record exists, the results will be mailed to the applicant within 2 – 4 weeks. Your RAP sheet must be presented at time of registration

Administrative Procedures and Responsibility for Processing CHRI:

The Nurse Aide Training Program Coordinator or Administrator is responsible to:
- Receive the applicant's original CHRI report or copy the applicant's original CHRI report.
- Review the CHRI for a disseminated date within one year from the start of the class.
  - Verify the CHRI no less than one day prior to the start of class.
- Review the CHRI certificate for proof of state seal; Volunteer reports cannot be accepted.
  - Verify for "No Record" status
  - Identify the CHRI with a "pending" or "under review "status; Suspend enrollment until disposition is clarified and applicant is not in violation of Act 14.
  - Review the CHRI report for prohibited offenses contained in 701.13 (relating to the non-acceptance of certain applicants).
  - If offenses are not 'graded', refer applicant back to municipality for the grading of unreported or non-graded offenses.
  - Direct applicant to present proof of expungement (if applicable).
  - Direct applicant to produce proof substantiating identity fraud (if applicable).
- Indicate that the CHRI report has been viewed and verified. Sign with complete signature and date the original or a copy of the original. Place document in a locked file cabinet.
- Ensure that only those individuals who are designated in the "Right to Know" Policy for NATCEP and state or federal employees involved in monitoring the program have access to these files.
- Based on the CHRI outcome, notify the applicant in writing if admission is denied.

Policy and Process for Procuring Federal Criminal History Report (FBI Clearance)

Student Procedure and Responsibility for Procuring Federal Criminal History (FBI Clearance)

For applicants who have not resided in PA for at least the past two (2) years, an FBI clearance must be done *in addition* to the PA Criminal Background Check (CHRI). This is completed through the Identogo. The fee is $23.00 (approximate) and a credit or debit card will be needed for the transaction. The following are the step-by-step directions to be followed:

Step 1 REGISTRATION	Registration online at: https://uenroll.identogo.com/ or 844-321-2101 Monday through Friday, 8am to 6pm EST • **USE SERVICE CODE: 1KG6NX (Pennsylvania PDE-AVTS)** • You will be issued an **UEID number**
Step 2 PAYMENT $23.00(approx)	Major credit card or Money orders/cashier's checks/personal checks payable to **MorphoTrust**. • *Retain a record of the UEID number issued to you*
Step 3 FINGERPRINTING LOCATIONS	• A list of approved ID types may be found on the IDEMIA website https://uenroll.identogo.com/. • **Keep your receipt that contains your UEID number** • State or Federal photo ID is required
Step 4 CONTACT DEPARTMENT OF EDUCATION(PDE)	Provide to PDE a legible **written request of FBI results:** **Fax** 717.783.6672 **OR email ra-natcep@pa.gov** the following: (1) Your full name (2) Current mailing address and (3) Universal Enrollment Identification (UEID) number (4) Email address and (5) Telephone number *Only stamped original of the FBI report will be issued via certified mail to applicant **within 30 calendar days of written request***
Step 5 REGISTRATION APPROVAL PROCES	Provide copy of FBI report at time of appointment • **Only the original, stamped report relinquished by the Department of Education is acceptable for enrollment** • Eligibility will be determined upon review of findings

Administrative Procedures and Responsibility for Processing Federal Criminal History (FBI Clearance)

The Nurse Aide Training Program Coordinator or Administrator is responsible to:

- Receive the applicant's stamped, original FBI report; Unofficial reports cannot be accepted.
- Evaluate and determine eligibility for enrollment in NATCEP and in compliance with Act 14.
  - Verify for "No Record" status
  - If assistance with the evaluation and determination is required (for issues such as out of state crime codes), guidance will be sought from the Bucks County Community College's Solicitor.
- Review the FBI Report and verify that it is no more than one year from the start of the class.
- Review the FBI Report for the ORIGINAL FBI report or copy of the ORIGINAL FBI report that is stamped "original" in red ink in the student's file.
  - Record their full signature and date as an attestation of compliance with Act 14
  - Retain the signed and dated ORIGINAL or copy of the ORIGINAL FBI report that is stamped "original" in red ink on the student's file in a locked cabinet.
  - Ensure that only those individuals who are designated in the "Right to Know" Policy for NATCEP and state or federal employees involved in monitoring the program have access to these files.
  - Based on the FBI report outcome, notify the applicant in writing if admission is denied

- *Exceptions for current LTC employees who want to enroll:*

  - Employer is responsible to evaluate the CHRI/FBI report to determine eligibility for employment in compliance with PA Act 13 of 1997. Prior to enrollment, must provide:

    - CHRI, and when applicable, letter from Department of Aging or FBI report with a full signature and date on each document to verify compliance with PA Act 13,
    - 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.

  - Coordinator or Administrator 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.

C. Exclusion from Participation in Federal Health Care Programs

Long-term care facilities are not permitted to hire an employee who is excluded from participation in Medicare, Medicaid or any other federal health care program. A list of excluded persons can be found at http://www.dhs.state.pa.us/publications/medichecksearch/index.htm.

Admission Process

Before You Begin…

The admission process is a multi-step procedure. The design of this manual is to help guide you through this process. A number of documents will need to be printed. A credit card is required for fees related to criminal background clearance, drug screening and tuition.

There is an enclosed checklist to help keep you on track and organize your forms.

STEPS 1- 4

Identification and Verification

Step 1:   Identification- 2 Forms Required

- Proof of current PA residency such as a Driver's License or state ID
- Both IDs MUST contain your signature; one photo ID is required

Acceptable Forms of ID (Valid)	Not Accepted
1. PA Driver's License 2. PA State ID 3. Passport 4. Military ID 5. Signature bearing Library/CPR Card 6. Resident Alien Card/ Permanent Residency Card 7. Voters Registration 8. Vehicle Registration 9. Certificate of Naturalization	1. Birth Certificates 2. Social Security Cards 3. Credit Cards 4. ID badges that do not contain a signature.

Step 2: Citizenship

U.S. Citizenship– original IDs required

- *If you are not a U.S. Citizen, submit your Visa, I-94 or Green Card to the interview.*

Step 3: PA Residency Verification

- Fill out the Verification of Pennsylvania Residency Form (See page 23)
  - Complete the form and print
  - Original form is required for registration

Step 4: Attestation of Compliance with Act 14

- Fill out the Attestation of Compliance Form (See page 24)
  - Complete the form and print
  - Original form is required for registration
- Refer to the List of Prohibited Offenses (See page 25)
- If you do not possess any of the offences listed, check the box and sign

** If you have **NOT** been a resident of PA for the least two years, you are required to obtain FBI Clearance.

pennsylvania
DEPARTMENT OF EDUCATION

Verification of Residency
for Enrollment into a Nurse Aide Training Program

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
correct. I make this declaration subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsificati
authorities.

Signature _____   Date _____
                                                               (MM/DD/YYYY)

_____

(For NATCEP Staff)

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

☐ I verified the applicants residency for the last 2 consecutive years or more.

Signature _____   Date _____
                                                               (MM/DD/YYYY)

Revised 12/24/2019

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pennsylvania
DEPARTMENT OF EDUCATION

Attestation of Compliance with PA Act 14
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 a 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)

Revised 12/24/2019

Prohibitive Offenses Contained in 63 P.S. § 675

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

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

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

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

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

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

Revised 12/24/2019

STEPS 5 and 6

Criminal Background Clearance

Step 5: Criminal Background Clearance (fee)

All applicants must complete a PA Criminal Background Check (CHRI) for the Pennsylvania State Police. This is completed through the epatch website. *A fee is required, and a credit card will be necessary for this step of the process.*

- Go to **epatch.pa.gov.**

- Click <u>Submit a New Record Check</u>

    o ***(Do not use New Record Check for Volunteers)***

- Most results can be printed immediately

- **<u>Certificate form</u> must be presented at time of registration**

    o Be sure the state watermark seal appears.

- <u>If your copy only has a control number but not a record determination i.e. "no record exists" or a printout of prior offenses, you need to go back to the Epatch website. Please follow the steps below to gain access to your record:</u>

    i. Go *to* **epatch.pa.gov.**
    ii. Select *Check Status of a Record*
    iii. Type in your Control Number, Name (case sensitive) and Date of Request
    iv. Click on the *Record Check Details* screen
    v. At the bottom of the page, click on *Certificate Form*.
    vi. Print the certificate (be sure the state watermark seal appears).

Step 6: FBI Clearance (fee)***
 (Only required for those whose recent PA residency is under 2 years)

If you have NOT lived in PA for the last two years, an FBI clearance must be done *IN ADDITION* to a Pennsylvania Criminal Background Check (CHRI).

- **See Step by Step Chart for easy processing (page 28)**

PROCEDURAL CHART FOR FINGERPRINTING (FBI CLEARANCE)

Step 1 *REGISTRATION*	Registration online at: https://uenroll.identogo.com/. -OR- Telephonic registration is available at 844-321-2101 Monday through Friday, 8am to 6pm EST **USE SERVICE CODE: 1KG6NX (Pennsylvania PDE-AVTS)** You will be issued an **UEID number**
Step 2 *PAYMENT* *Fee: $23.00(approx)*	Major Credit card -OR- Money orders or cashier's checks payable to **MorphoTrust**. • Cash not accepted • Personal checks are accepted. *Retain a record of the UEID number issued to you*
Step 3 *FINGERPRINTING LOCATIONS*	State or Federal photo ID is required • A list of approved ID types may be found on the IDEMIA website https://uenroll.identogo.com/. • Applicants *will not be processed* if they cannot produce an acceptable photo ID. • All ten fingers are scanned to complete the process. • Process take approximately five minutes. • **Keep your receipt that contains your UEID number**
Step 4 *CONTACT DEPARTMENT OF EDUCATION(PDE)*	Provide to PDE a legible **written request of FBI results:** **Fax** 717.783.6672 **OR email ra-natcep@pa.gov** the following: (1) Your full name (2) Current mailing address and (3) Universal Enrollment Identification (UEID) number (4) Email address and (5) Telephone number **Only the stamped original of the FBI report will be issued via certified mail to the applicant within 30 calendar days of the written request*
Step 5 *REGISTRATION APPROVAL PROCESS*	Provide copy of FBI report at time of appointment • **Only the original, stamped report relinquished by the Department of Education is acceptable for enrollment** • Eligibility will be determined upon review of findings

Steps 7 and 8
Physical/TB Clearance
Drug Screening

Step 7: Physical & TB Clearance

- A physical must be done and the healthcare provider must complete the <u>entire</u> physical chart and sign where indicated.
- ***Original forms are found on pages 31-32 and are required at time of registration***
- A 2 step PPD or QuantiFERON or T-SPOT test must be completed

How to Conduct a Two-Step PPD / Mantoux Test (For your Health Care Provider)

The Two-Step PPD* / Mantoux is used to detect individuals with past Tuberculosis (TB) infection who have diminished skin test reactivity. This procedure will reduce the likelihood that a boosted reaction is later interpreted as a new infection.

There are **four (4) required visits** when following the Two-Step Mantoux protocol:

Visit 1 – Step 1 Injection Administered
Place the 1st skin test and have the patient return to the doctor's office in 2 – 3 days (48 – 72 hours) to read the results.

Visit 2 – Step 1 Results Read and Documented in mm (48 – 72 hours after initial injection)
Read the 1st skin test results (48-72 hours of visit one). If the first test is positive, the patient may have (had) a TB infection. Refer the patient for a chest x-ray and physician evaluation. An asymptomatic patient, whose chest x-ray indicates no active disease, may begin work.

*Visit 3** – Step 2 Injection Administered (**Administered 7 days after initial Step 1 RESULTS but no longer than 21 days).*
Place a 2nd skin test on patients whose 1st test was negative at 48 – 72 hours**. As per the PA Department of Education regulation, the 2nd test is given no earlier than 1 week (7 days) from the initial date of results** but no longer than 21 days. Have the patient return to the doctor's office in 2 – 3 days (48 – 72 hours) to read the results.

Visit 4 – Step 2 Results Read and Documented in mm (48 – 72 hours after initial injection)
Read the 2nd skin test results (48–72 hours of visit three). A positive 2nd test indicates TB infection in the distant past. Refer the patient for a chest x-ray and physician evaluation. An asymptomatic patient, whose chest x-ray indicates no active disease, may begin work.

Important Information
- The test results for Test 1 and Test 2 must be read within 48-72 hours. If it is longer than 48-72 hours, the PPD test and results are invalid.
- The maximum time allowed between Test 1 and Test 2 is 2.5 weeks. If the patient receives Test 2 after 2.5 weeks, the Two-Step method and testing is invalid.

Sensitivity of this Method
The majority of significant PPD skin test reactions will remain "positive" 7 days after application. Those that have diminished or disappeared by Day 7 will be boosted back to positive by the 2nd skin test.
*PPD means "purified protein derivative." It is the substance used in the Mantoux TB skin test, which is the accepted standard method of TB skin testing. TB skin tests are commonly referred to as a PPD.

Institution Consultation Services / effective TB solutions
Francis J. Curry, National Tuberculosis Center
http://www.nationaltbcenter.edu

****For those who have history of sensitivity to the PPD, QuantiFERON or T-SPOT results or a Chest –x –ray, (done in place of the PPD), that is no more than 3 years old can be used. The Chest x-ray report must indicate that it was performed to rule out TB infection in place of a Mantoux (PPD). A copy must be submitted at the time of registration.

Bucks County Community College
Nurse Aide Training Program

Physical Examination Form

Student Name: _____   **Date:** _____

Please complete all sections below or the form will be returned. Thank you.

Temp	Pulse	BP
Height	Weight	Vision
Heart	Lungs	Eyes

Healthcare Provider Review:

The <u>occupational responsibilities</u> of the candidate is to have full use of their hands, arms and legs; the ability to stand for extensive periods of time (approximately 5+ hours); the ability to perform tasks that include bending, pushing, pulling, and <u>lifting a minimum of 40 pounds</u> without restrictions.

The undersigned, being a licensed Physician, Physician's Assistant or Nurse Practitioner, does hereby certify that I have reviewed the above information and believe this person is able to attend training, perform physical duties at the clinical site and is free from communicable disease, including Tuberculosis infection.

Healthcare Provider Signature: _____   **Date:** _____
(Signature and date must be provided)

Print Name: _____

Practice: _____

Address: _____

Office Phone: _____

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There are **four (4) required visits** when following the Two-Step Mantoux protocol:

Visit 1 – Step 1 Injection Administered
Place the 1st skin test and have the patient return to the doctor's office in 2 – 3 days (48 – 72 hours) to read the results.

Visit 2 – Step 1 Results Read and Documented in mm (48 – 72 hours after initial injection)
Read the 1st skin test results (48-72 hours of visit one). If the first test is positive, the patient may have (had) a TB infection. Refer the patient for a chest x-ray and physician evaluation. An asymptomatic patient, whose chest x-ray indicates no active disease, may begin work.

Visit 3** – Step 2 Injection Administered (**<u>Administered 7 days after initial Step 1 RESULTS but no longer than 21 days</u>).
Place a 2nd skin test on patients whose 1st test was negative at 48 – 72 hours**. As per the PA Department of Education regulation, the <u>2nd test is given no earlier than 1 week (7 days) from the initial date of results</u>** but no longer than 21 days. Have the patient return to the doctor's office in 2 – 3 days (48 – 72 hours) to read the results.

Visit 4 – Step 2 Results Read and Documented in mm (48 – 72 hours after initial injection)
Read the 2nd skin test results (48–72 hours of visit three). A positive 2nd test indicates TB infection in the distant past. Refer the patient for a chest x-ray and physician evaluation. An asymptomatic patient, whose chest x-ray indicates no active disease, may begin work.

<u>**Important Information**</u>
- The test results for Test 1 and Test 2 must be read within 48-72 hours. If it is longer than 48-72 hours, the PPD test and results are invalid.
- The maximum time allowed between Test 1 and Test 2 is 7 to 21 days *from the date of TEST 1 results*. If the patient receives Test 2 after 21 days, the Two-Step method and testing is invalid.

****For those who have history of sensitivity to the PPD, QuantiFERON results or a Chest –x –ray (no more than 3 years old) can be used. A copy must be submitted at the time of registration

Two-Step Mantoux/PPD Test Recording

TEST #1: Date Administered:_____   Reaction*****:_____mm   Date Read: _____
- **Reaction must be recorded in mm of induration and be read within 48 – 72 hours. Beyond 72 hours will be considered invalid test.*

2nd PPD must be administered **no sooner than 7 days from the 1st reading.*
If not, test results are invalid which will impact the student's enrollment.

*Must be administered 7 to 21 days
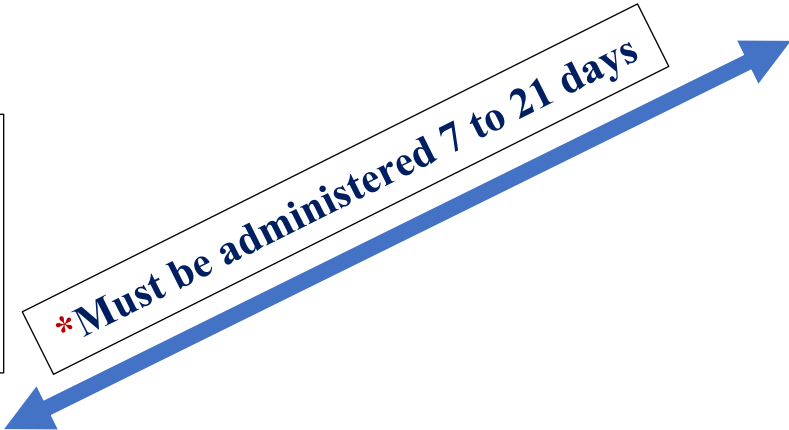
TEST #2: Date Administered:**_____   Reaction*****:_____   Date Read: _____
        ** (must be 7 – 21 days <u>after the 1 step READ</u> or not considered valid)
- **Reaction must be recorded in mm of induration and be read within 48 – 72 hours. Beyond 72 hours will be considered invalid test.*

If a QuantiFERON or Chest x-ray (due to history of positive PPD within 3 years) was obtained, a copy of the result must be attached. Provider Initials: _____

Healthcare Provider Signature:_____ Date: _____
(Signature and date must be provided)

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Step 8: Drug Screening (Fee)

Concorde Inc. is our partner to provide you with a hassle-free process for completing your required 11 panel drug & alcohol screen. **This must be completed and yield a negative response to enter the program**. *The cost of the drug screen is $66.00*. Please follow the below process to schedule your drug screen:

➢ **Please contact Nicole Washington at Concorde** by emailing her at **nicole.washington@Concorde2000.com**

  o *Please allow 2 -3 business days for a response*

➢ Have a credit card ready to order and pay for the drug screen.

➢ Be sure to tell Concorde that you **are applying to the CNA program**

➢ Have your email address ready so that the receipt can be provided

➢ A link to schedule your drug screen at your local Quest Diagnostics will be provided
  o You must **schedule your appointment online** using **the link.**
  o *Walk-ins at Quest are not accepted.*
  o
➢ Bring your receipt and provide this **program code number (10661730)** to your Quest appointment

  o When you arrive at Quest:
    ▪ **Emphasis that you are enrolling into the CNA program**
    ▪ **Provide them with the program account number #10661730**

➢ Concorde Inc. confidentially submits results directly to the Program Coordinator, Nurse Aide Training at Bucks County Community College.

  ➢ ***Please forward a copy of the authorization form as proof of payment to*** *Karen.Souvigney@bucks.edu*

Steps 9 to12
Final Steps

Step 9: Vaccines

- Proof of full vaccination status against COVID-19
- Current seasonal Flu vaccine required (October-March clinicals)

Step 10: Admission and Training Policies

- Read policies and sign signature page (see page 36).
- Original signature form must be signed for registration

Step 11: Tuition

- Tuition $1450.00
- Credit Card is required.
- Cash/check is not accepted.

Step 12: Document Submission

- Review Checklist, Organize Documents
- Use the check sheet issued on page 37.
- **Please email Karen.Souvigney@bucks.edu** with your name, class of choice for further instructions.

All registrations are processed electronically. Walk-in registrations are not accepted.

I. Training Program Policies

    A. Attendance Policy

    B. Level of Achievement Policy

    C. Nondiscrimination Policy

    D. Physical Examination / Health Conditions Policy/Vaccines

    E. Standards of Conduct Policy/Drug Screen Policy

    F. Student Grievance Policy

    G. Tuition Policy

    H. Utilization of Students Policy

    I. Admissions and Student Signature Policy

    J. Health Risk Waiver Policy

II. Nurse Aide Admission Requirements

    A. Admission Policy

    B. Criminal Background Check

    C. Exclusion from Participation in Federal Health Care Programs

I have received a copy of the Nurse Aide Training Program handbook. I have read, understand and agree to comply with the above policies that are necessary requirements for admittance into and successful completion of the Nurse Aide Training Program.

I am aware that the occupational responsibilities require having full use of hands, arms and legs; an ability to stand for extensive periods of time (approximately 5+ hours); an ability to perform tasks that include bending, pushing, pulling, and lifting a minimum of 40 pounds without restrictions.

In addition, I accept the financial responsibility for any medical treatment, including emergencies, while in clinical practice as a Nurse Aide Trainee. I am aware that the college and long-term care facility do not carry medical insurance on students or visitors.

Print Name:_____

*Signature:_____

Date:_____

*Parent/Guardian Signature (If student is under 18):_____

Admissions Checklist

Students must complete **ALL** of the following admission requirements prior to registration.
Please use the checklist to organize your documentation.

☐ **Step 1: Two forms of identification (both signature bearing and one photo ID is required)**
- *__COPIES__ of IDs required for registration*

☐ **Step 2: U.S. Citizenship–** *original IDs required*
- *If you are not a U.S. Citizen, submit your __Visa, I-94 or Green Card__*

☐ **Step 3: Fill out the Verification of Pennsylvania Residency**
- **See page 23 for actual form**

☐ **Step 4: Fill out the Attestation of Compliance with Act 14 Form**
- **See page 24 for actual form**

☐ **Step 5: Pennsylvania Criminal Background Check – PA State Police (additional fee – see page 27)**

☐ *****Step 6: FBI Criminal Background Check (additional fee – see pages 27-28)**
- ***ONLY COMPLETED IF you have NOT lived in PA for last TWO __consecutive__ years.**
- Select "Pennsylvania Department of Education"

☐ **Step 7: Physical Examination and Test for Tuberculosis (2-Step PPD or QuantiFERON or T-SPOT) (page 29-31)**
- The healthcare provider must complete the __entire__ physical chart and sign where indicated –

☐ **Step 8: Panel Drug Screen (additional fee – see page 33)**
- ***You must provide a copy of your authorization form from Concorde Inc*. to the Coordinator**
- A *negative* Drug Screen must be completed before entering class.

☐ **Step 9: Proof of Vaccine Status**

☐ **Step 10: Nurse Aide Admission and Training Policies ~ Signature Page (Page 36)**

☐ **Step 11: Tuition $1450 – Credit Card (Check or cash is not accepted)**

☐ **Step 12: Review Checklist (page 37), Gather/Organize Documents**
- **Email Karen.Souvigney@bucks.edu with your name, choice of class and further instructions.**

PLEASE NOTE

*Original forms, __including copies of vaccines and 2 forms of signature bearing ID's__, will be required and collected by the Program Coordinator on the first day.

Registration and Enrollment

Step 1. Review

Review and print the **Nurse Aide Policy and Admission Procedures Handbook**

Step 2. Completion

Complete all of the required documentation included in the handbook.

Step 3. Submission

Once **ALL** of the required documents have been completed, please contact the Program Coordinator at **Karen.Souvigney@bucks.edu** with your name and choice of class.

Please scan **ALL** of the following documents. *Do not submit forms randomly:*

- 2 forms of signature bearing IDs
- Verification of PA Residency
- Attestation of Compliance with Act 14
- PA Criminal Background (CHRI) – **Certificate form**
  - *FBI clearance (*only for those who have not lived in PA for the last 2 years)
- Physical form
- TB Clearance: 2 step PPD/QuantiFERON/T-SPOT or CXR (only if done in place of PPD and is under 3 years)
- *Drug Screen Receipt
- Sign Policy Form (Must be signed by parent/guardian if applicant is 18 years old)
- Flu Vaccine (Only for clinical rotations commencing October to March)
- Proof of COVID Vaccine (Booster highly recommended).

Drug screen results are sent directly and confidentially to Bucks

NOTE: The original forms (including copies of IDs) will be submitted to the Program Coordinator on the first day of class. All forms must be completed in blue/black ink.

Step 4. Enrollment

Once your forms have been reviewed and meet enrollment requirements, an enrollment form will be issued. Please have a credit card ready.

Step 5. Confirmation

An email confirming your placement in the class of your choice will be issued once required forms, payment and a negative drug screen have been received.

If you have questions, require further information or are unable to download the Policy Handbook/Admissions packet, please email nurseaide@bucks.edu

All registration documents are to be scanned and sent to **Karen.Souvigney@bucks.edu**

Nurse Aide Training Program Contact Information
Department of Health Sciences
275 Swamp Road – Office 112
Newtown, PA 18940

Website	www.bucks.edu/nurseaide
Email	nurseaide@bucks.edu
Mailing Address	See above

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Pennsylvania Department of Health Nurse Aide Registry and NNAAP Examination
(*Managed by Credentia*)
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