

P.E.P.P. UNLIMITED

INNOVATIVE RESOURCES FOR THE ASSISTED LIVING INDUSTRY

252 West Swamp Road, Unit #1 Doylestown, PA 18901

Phone: (215) 348-3112 Toll Free Phone: 1 (800) 944-5459 Fax: (215) 348-4240 email: info@peppunlimited.com

website: www.peppunlimited.com

PERSONAL CARE HOME ADMINISTRATOR TRAINING

This training meets regulation 2600.64 (a) (2) mandatory training requirements by the Pennsylvania Department of Human Services.

Course can be started **any month**, one of each colored week must be completed and each day begins at 9:00 am

Offered All Year

- JANUARY 16, 17, 18, 19, 20, 2017
- FEBRUARY 20, 21, 22, 23, 24, 2017
- MARCH 13, 14, 15, 2017
- APRIL 3, 4, 5, 6, 7, 2017
- MAY 8, 9, 10, 11, 12, 2017
- JUNE 12, 13, 14, 2017

- JULY 17, 18, 19, 20, 21, 2017
- AUGUST 14, 15, 16, 17, 18, 2017
- SEPTEMBER 18, 19, 20, 2017
- OCTOBER 23, 24, 25, 26, 27, 2017
- NOVEMBER 13, 14, 15, 16, 17, 2017
- DECEMBER 4, 5, 6, 2017

Course Content:

- ~Fire Prevention and Emergency Preparedness 2600.64(b) (1)
- ~Medication Procedures, medication effects/side effects and universal precautions 2600.64(b) (2)
- ~Personal Care Services 2600.64(b) (2)
- ~Personal Hygiene 2600.64(b) (4)
- ~Local State and Federal Laws and regulations pertaining to the operations of a home 2600.64(b) (5)
- ~Nutrition, food handling and sanitation 2600.64(b) (6)
- ~Certification in CPR and obstructed airway techniques and
- ~First Aid Training 2600.64(b) (3)
- ~Recreation 2600.64(b) (7)
- ~Resident Rights 2600.64(b) (9)
- ~Care for Residents with Mental Illness 2600.64(b) (8)
- ~Care of Residents with dementia, cognitive impairments and other social needs 2600.64(b) (10)

- ~Care for Residents Who Have Developmental Disabilities 2600.64(b) (11)
- ~Gerontology 2600.64(b) (15)
- ~Community Resources, Social Services and Activities in the community 2600.64(b) (12)
- ~Staff Supervision and staff person training including developing orientation and training guidelines for staff 2600.64(b) (13)
- ~Budgeting, financial record keeping and resident records 2600.64(b) (14)
- ~Writing, completing and implementing initial assessments, annual assessments and support plans 2600.64(b) (14) (I)
- ~Resident Home Contracts 2600.64(b) (14) (ii)
- ~Abuse and Neglect prevention and reporting 2600.64(b) (16)
- ~Cultural Competency 2600.64(b) (17)

IN ACCORDANCE TO §2600.53a, AN INDIVIDUAL MUST HAVE ONE OF THE FOLLOWING QUALIFICATIONS TO BE AN ADMINISTRATOR:

- (1) A license as a registered nurse from the Department of State.
- (2) An associate's degree or 60 credit hours from an accredited college or university.
- (3) A license as a licensed practical nurse from the Department of State and 1 year of work experience in a related field.
- (4) A license as a nursing home administrator from the Department of State.
- (5) For a home serving 8 or fewer residents, a general education development (GED) diploma or high school diploma and 2 years direct care or administrative experience in the human services field.

Photo identification is required the first day of class.

These courses can be taken as part of the 24 hour continuing education credits. Price is calculated at \$30.00 per hour up to \$179.00 per day.

The Trainers

Due to DHS requirements and the variety of topics taught and requirements of DHS, trainers will vary from day to day based upon course content.

Session includes course manual and all instructional materials.
Continental Breakfast and lunch provided daily.

Ask About
Our
Payment
Plan!

Fee Schedule:

- \$1,980.00 for 100-hr training including CPR and First Aid Certification
- \$1,900.00 for 100-hr training without CPR and First Aide Certification

Fax completed course application to 215-348-4240 to reserve your seat. All payments must be received one week prior to the session(s). If payment is not received one week prior to session, space may not be available on day of session(s).

COURSE APPLICATION
100-HR PCH ADMINISTRATOR COURSE

FIRST NAME _____ MIDDLE _____ LAST NAME _____

PERSONAL ADDRESS: _____

CITY _____ STATE _____ ZIP CODE _____

PERSONAL PHONE# _____ CELL PHONE# _____

PERSONAL E-MAIL: _____

FACILITY: _____

FACILITY ADDRESS : _____

CITY _____ STATE _____ ZIP CODE _____

FACILITY PHONE#: _____ FACILITY FAX#: _____

FACILITY EMAIL: _____ COUNTY OF FACILITY: _____

DESIRED COURSE START DATE: _____

Business/Corporate Check, Personal Check, Money Order, Visa, Master Card & Discover Accepted

AMOUNT FOR PCH ADMINISTRATOR COURSE: [] \$1,980.00 CPR&1st included [] \$1,900.00 no CPR&1st aid
CIRCLE PLEASE: TAKING CPR: YES/NO FIRST AIDE: YES/NO

§2600.53a REQUIRED QUALIFICATIONS OF APPLICANT (CHECK ONE)

_____ A license as a registered nurse from the Department of State.

_____ An associate's degree or 60 credit hours from an accredited college or university.

_____ A license as a licensed practical nurse from the Department of State & 1 year of work experience in a related field.

_____ A license as a nursing home administrator from the Department of State.

_____ For a home serving 8 or fewer residents, a general education development diploma or high school diploma and 2 years direct care or administrative experience in the human services field.

***I can provide proof of the above qualifications to DHS to be a Personal Care Home Administrator in the State Of Pennsylvania.

Signature of Applicant: _____

PLEASE DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

CONFIRMATION LTR (DATE E-MAILED) _____

PAYMENT RECEIVED: DATE: _____ CHECK#/CREDIT CARD: _____

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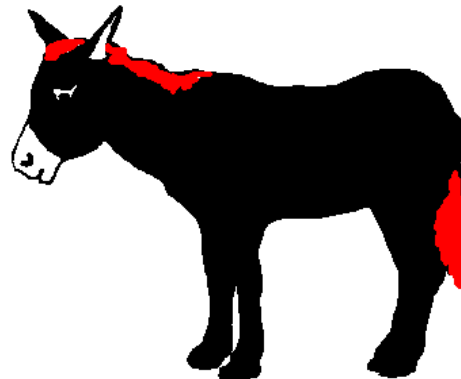
WARNING!

***WHEN USING A GPS DEVICE, YOU MUST INCLUDE
“WEST” IN THE ADDRESS.***

From 309: At the Five Points (where Routes 309, 202, and 463 intersect) go North on Route 202 for approximately 9 miles. Before Doylestown Hospital, turn LEFT onto 611 North (the 611 Bypass). Continue North to the Dublin/Route 313 exit. Take the Route 313 exit and make a LEFT. About ¼ mile on the left, you will see the Bailiwick Office Complex (there is a statue of a black mule with a red tail and mane at the entrance & across the street is the Fred Beans Car Dealership). Make a LEFT into the complex. Turn RIGHT into the first parking lot. We are in Unit #1.

From the PA Turnpike: Exit at the Willow Grove interchange (Route 611). Take 611 North for approximately 10 miles. When 611 North Splits, follow the signs to EASTON. (Stay in the LEFT lanes!) Continue North to the Dublin/Route 313 exit. Take the Route 313 exit and make a LEFT. About ¼ mile on the left, you will see the Bailiwick Office Complex (there is a statue of a black mule with a red tail and mane at the entrance & across the street is the Fred Beans Car Dealership). Make a LEFT into the complex. Turn RIGHT into the first parking lot. We are in Unit #1.

From the Northeast Extension: Exit at the Quakertown Exit Rout 663. When you cross over Route 309, Rout 663 becomes Route 313. Take this through Quakertown and Dublin into Doylestown (approximately 15 miles). Before you reach Route 611, turn RIGHT into the Bailiwick Office Complex (there is a statue of a black mule with a red tail and mane at the entrance & across the street is the Fred Beans Car Dealership). Turn RIGHT into the first parking lot. We are in Unit #1.



HOTELS NEAR TO P.E.P.P. UNLIMITED, DOYLESTOWN, PA

<p><u>Hampton Inn Warrington</u> *Mention PEPP Unlimited and receive a discount! 1570 Easton Road, Warrington, PA 18976 Phone: 215-343-8400 Fax: 215-343-8493 Hampton_AGM@yahoo.com</p>	<p><u>Hampton Inn/Quakertown</u> 1915 John Fries Highway, Quakertown, PA 18951 Phone: 215.536.7779 Fax: 215.536.8280</p>
<p><u>Homewood Suites Hilton</u> *Mention PEPP Unlimited and receive a discount! 2650 Kelly Rd, Warrington, PA, 18976 Phone Number: 1-866-460-7456 www.reservationcounter.com</p>	<p><u>Holiday Inn Express Hotel & Suites</u> Located at Exit 44 of I476 & Rt 663 Quakertown, PA 18951 215.529.7979 7.800.HOLIDAY</p>
<p><u>Golden Plough Inn</u> Peddler's Village Routes 202 & Street Road, Lahaska, PA 18931 215-794-4004 www.goldenploughinn.com</p>	<p><u>Comfort In Comfort Inn & Suites</u> 1905 John Fries Highway Rt 663 Located at Exit 44 (I-476) Rt 663 Quakertown, PA 18951 Phone: 215.538.3000 Fax: 215.538.2311</p>
<p><u>Staybridge Suites</u> 119 Garden Golf Blvd., North Wales, PA 19454 Phone: 215-393-8899 Fax: 215-393-8898 staybridgesuites.com</p>	<p><u>Best Western Motor Inn</u> 1446 West Broad St., Quakertown, PA 18951 215-536-2500 Tel. 215-536-2508 Fax 1-800-WESTERN</p>
<p><u>Days Inn Horsham/Willow Grove</u> 245 Easton Road, Horsham, PA 19044 Phone: 215.674.2500 Fax: 215.674.0879 the.daysinn.com/horsham06707</p>	<p><u>Ramada New Hope</u> 6426 Lower York Road New Hope, PA 18938 Phone: 888-734-8503</p>
<p><u>Extended Stay America Hotel</u> 114 Welsh Road, Horsham, PA 19044 215-784-9045 215-784-9039</p>	
<p><u>Courtyard by Marriott</u> 1500 Easton Road, Willow Grove, PA 19095 215.830.0550</p>	
<p><u>Hampton Inn/Willow Grove</u> 1500 Easton Road, Willow Grove, PA 19095 215.659.3535</p>	

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100 HOURS TRAINING SCHEDULE 2017 (Updated 04/17)

Each Day Begins at 9:00 am

Tardiness more than 20 minutes will result in non-credit for class session

6 hrs	Gerontology The Aging Process, Aging in Place, Sensitivity Training, Age Discrimination Act of 1975, Elder Care Payment Restitution Act, Act 171 of 2002, Elder Abuse	January 16, 2017 April 3, 2017 July 17, 2017 October 23, 2017
3 hrs	Residents Rights DHS Regulations - Healthcare Ethics - Home Rules Fostering a Home-Like Environment - Sensitivity Training Complaint Procedures	
7 hrs	Nutrition, Food Handling and Sanitation Nutrition and the Elderly - Creating & Maintaining PPD Guidelines for Cooking - Menu Planning Personal Hygiene Guidelines for Food Handlers Food Safety & Sanitation Techniques	January 17, 2017 April 4, 2017 July 18, 2017 October 24, 2017
2 hrs	Local, State and Federal Laws and Regulations Pertaining to the Operation of a Home Local/State/Federal Laws	
7 hrs	Medication Procedures, Medication Effects and Side Effects and Universal Precautions DHS Regulations - Common Medical Terminology The Medical/Medication Record Drug Classifications, Purposes, and Precautions Medication Administration - Common Medical Emergencies Common Diseases & Disorders in the Elderly Universal Precautions - Advance Directives Death of a Resident	January 18, 2017 April 5, 2017 July 19, 2017 October 25, 2017
4 hrs	Community Resources, Social Services and Activities in the Community Available Options to Senior Citizens - Resources Caregiver Resources - Community Health & Social Services Emergency Resources - Associations/Organizations Vendor Resources	January 19, 2017 April 6, 2017 July 20, 2017 October 26, 2017
4 hrs	Recreation State Regulations - Resident Centered Programming Identify and Define the 6 Program Scopes - Program Assessment Working with Residents with Special Needs Low Cost, Low Budget Activities - Resources Professional Organizations	

7 hrs	CPR and First Aid American Heart Association Guidelines Rescue Breathing - Good Samaritan Law - Heimlich Maneuver National Safety Council Guidelines - Bleeding & Shock Burns - How to Recognize a Heart Attack Prevention Tips - Bites & Stings - Bone, Joint & Muscle Injuries Heart Related Emergencies - Cold Related Emergencies	January 20, 2017 April 7, 2017 July 21, 2017 October 27, 2017
4 hrs	Budgeting, Financial Record Keeping and Resident Records Developing Budgets - Federal Forms - Resident Information Employee Information - Complaints & Unusual Incident Reports	February 20, 2017 May 8, 2017 August 14, 2017 November 13, 2017
2 hrs	Resident Home Contracts Purpose of Contracts - Contract Content - SSI Contracts House Rules	
8 hrs	Staff Supervision and Staff Person Training Including Developing Orientation and Training Guidelines for Staff: Supervisory Techniques - Hiring Techniques - Staffing Job Descriptions - Staff Related Issues - Staff Training Unemployment Compensation – COBRA – FMLA	February 21, 2017 May 9, 2017 August 15, 2017 November 14, 2017
8 hrs	Care for Residents Who Have Dementia, Cognitive Impairments and Other Special Needs Dementia - Alzheimer's Disease - Other Special Needs	February 22, 2017 May 10, 2017 August 16, 2017 November 15, 2017
9 hrs	Care for Residents with Mental Illness Mental Illness - Mental Health & Aging Mental Illness & the Family - Crisis Intervention Techniques Resources	February 23, 2017 May 11, 2017 August 17, 2017 November 16, 2017
6 hrs	Abuse and Neglect Prevention and Reporting Definition of Abuse and Neglect - Indications of Abuse Types of Abuse - Reporting Abuse - Abuse Prevention	February 24, 2017 May 12, 2017 August 18, 2017 November 17, 2017
2 hrs	Care for Residents who have Developmental Disabilities The Developmentally Disabled Resident Dealing with Challenging Behaviors	
5 hrs	Writing, Completing and Implementing Initial Assessments, Annual Assessments and Support Plans Preadmission Assessment - 15 Day Assessment Support Plan - Frequency of Change	March 13, 2017 June 12, 2017 September 18, 2017 December 4, 2017

9 hrs	Personal Care Services and Personal Hygiene Definition & Understanding Personal Hygiene Assistance with Activities of Daily Living Assistance with Instrumental Activities of Daily Living Management and Communication Related to Personal Hygiene Universal Precautions - Physical Site Safety	March 14, 2017 June 13, 2017 September 19, 2017 December 5, 2017
4 hrs	Fire Prevention and Emergency Preparedness General Information about Fires Personal Care Home Fire Safety Considerations Problems & Solutions to Safe Exiting Working with Local Fire Department Disaster Planning - Policy & Procedures - Record Keeping	March 15, 2017 June 14, 2017 September 20, 2017 December 6, 2017
3 hrs	Cultural Competency Cultural Issues - Cultural Communication Diversity Training for Staff	

**THE ABOVE CLASSES CAN BE TAKEN INDIVIDUALLY AND APPLIED TO THE
REQUIRED 24 ANNUAL TRAINING HOURS.**

Administrator Test Dates

Please note: Nursing Home Administrators are charged \$150 to take the test and are required to bring both photo ID and NHA license at time of testing.

Competency Test for Nursing Home Administrators is scheduled by appointment only.

Contact PEPP Unlimited at 215-348-3112.
