

P.E.P.P UNLIMITED

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100 HOURS TRAINING SCHEDULE 2023

Each Day Begins at 9:00 am & Ends by 5:00pm

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

Dates and Times for Sessions are subject to change

RED MODULE

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 9, 2023 April 10, 2023 July 10, 2023 October 16, 2023
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 10, 2023 April 11, 2023 July 11, 2023 October 17, 2023
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 11, 2023 April 12, 2023 July 12, 2023 October 18, 2023
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 12, 2023 April 13, 2023 July 13, 2023 October 19, 2023
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 – <u>This session is in person & held at PEPP Unlimited</u> 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 13, 202 April 14, 2023 July, 14, 2023 October 20, 2023
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YELLOW MODULE

4 hrs	Budgeting, Financial Record Keeping and Resident Records Developing Budgets - Federal Forms - Resident Information Employee Information - Complaints & Unusual Incident Reports	February 6, 2023 May 8, 2023 August 14, 2023 November 6, 2023
2 hrs	Resident Home Contracts Purpose of Contracts - Contract Content - SSI Contracts House Rules	
6 hrs	Abuse and Neglect Prevention and Reporting Definition of Abuse and Neglect - Indications of Abuse Types of Abuse - Reporting Abuse - Abuse Prevention	February 7, 2023 May 9, 2023 August 15, 2023 November 7, 2023
2 hrs	Care for Residents who have Developmental Disabilities The Developmentally Disabled Resident Dealing with Challenging Behaviors	
9 hrs	Care for Residents with Mental Illness Mental Illness - Mental Health & Aging Mental Illness & the Family - Crisis Intervention Techniques Resources	February 8, 2023 May 10, 2023 August 16, 2023 November 8, 2023
8 hrs	Care for Residents Who Have Dementia, Cognitive Impairments and Other Special Needs Dementia - Alzheimer's Disease - Other Special Needs	February 9, 2023 May 11, 2023 August 17, 2023 November 9, 2023

BLUE MODULE

5 hrs	Writing, Completing and Implementing Initial Assessments, Annual Assessments and Support Plans Preadmission Assessment - 15 Day Assessment Support Plan - Frequency of Change	March 6, 2023 June 12, 2023 September 11, 2023 December 4, 2023
3 hrs	Cultural Competency Cultural Issues - Cultural Communication Diversity Training for Staff	
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	March 7, 2023 June 13, 2023 September 12, 2023 December 5, 2023

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 8, 2023 June 14, 2023 September 13, 2023 December 6, 2023
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 9, 2023 June 15, 2023 September 14, 2023 December 7, 2023