

Free Annual Training for Administrators & Staff Fall 2016

Northampton Community College is conducting FREE statewide training for Personal Care Home staff and administrators and staff licensed agencies serving individuals with intellectual disabilities. The training is funded by the Department of Human Services Bureau of Human Services Licensing and each continuing education and diabetes class is equal to 3 annual training hours. Participation is limited to staff persons working in Pennsylvania's licensed Personal Care Homes, Assisted Living Residences, Community Homes for Individuals with Intellectual Disabilities, Family Living Homes, Adult Training Facilities and Vocational Facilities for Individuals with Intellectual Disabilities.

Classes Locations & Schedules

Classes are being held in four regions throughout the Commonwealth: Central, Southeast, West and Northeast Pennsylvania. Class locations and schedules are located below:

| Central Region | Northeast Region | Southeast Region | West Region |
|------------------------|-------------------------|-------------------------|--------------------|
| Altoona | Bethlehem | Harleysville | Erie |
| Johnstown | Danville | Norristown | Greensburg |
| Summerdale/Harrisburg* | Dickson City/Scranton | Philadelphia | Monroeville* |
| York | Tannersville | | |
| Williamsport | | | |

Location sites can be found at the end of this document.

** Classes are available only in the Spring semester.*

Registration Information

Although these classes are being offered free of charge, registration is still required for attendance. To register, please view the Registration/Withdrawal/Frequently Asked Questions page.

Questions

Please review our "Frequently Asked Questions" section or visit www.northampton.edu/pcha. For additional inquiries, please e-mail healthcare@northampton.edu.



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

One source. Countless solutions.

2016-2017 - FREE Annual Training Classes

Training is funded by Adult Residential Licensing, Pennsylvania Department of Services. Participation is limited to staff persons working in Pennsylvania's licensed Personal Care Homes. All courses equal three contact hours.

Fall 2016 Continuing Education Class Schedule

| Date | Location | Day | Time | Course Title | Course Code |
|----------------|-----------------|------------|-------------|--|--------------------|
| Sept. 8, 2016 | Dickson City | Thurs. | 9:00AM-Noon | Staff Training & Morale | DHS164.3 |
| Sept. 8, 2016 | Dickson City | Thurs. | 1:00-4:00PM | Implementing Organizational Change in PCH | DHS103.3 |
| Sept. 15, 2016 | Dickson City | Thurs. | 9:00AM-Noon | PCH Occupational Safety - Part I | DHS136.4 |
| Sept. 15, 2016 | Dickson City | Thurs. | 1:00-4:00PM | PCH Occupational Safety - Part II | DHS137.4 |
| Sept. 20, 2016 | Erie | Tues. | 9:00AM-Noon | PCH Occupational Safety - Part I | DHS136.5 |
| Sept. 20, 2016 | Erie | Tues. | 1:00-4:00PM | PCH Occupational Safety - Part II | DHS137.5 |
| Sept. 20, 2016 | Erie | Tues. | 6:00-9:00PM | Prevention of Abuse & Neglect: Handling Allegations | DHS105.5 |
| Sept. 21, 2016 | Erie | Weds. | 9:00AM-Noon | Interactive Emergency Preparedness/Active Shooter | DHS160.1 |
| Sept. 21, 2016 | Erie | Weds. | 1:00-4:00PM | Interactive Fire Safety/Emergency Response Interface | DHS166.1 |
| Sept. 21, 2016 | Monroe | Weds. | 9:00AM-Noon | End of Life: Hospice and Bridge Care Programs | DHS116.1 |
| Sept. 21, 2016 | Monroe | Weds. | 1:00-4:00PM | Medication Safety/Prevention of Drug Diversion | DHS159.1 |
| Sept. 22, 2016 | Erie | Thurs. | 9:00AM-Noon | Working with Residents with Special Care Needs | DHS106.1 |
| Oct. 3, 2016 | Bethlehem | Mon. | 9:00AM-Noon | Infection Control and Wound Care | DHS130.5 |
| Oct. 3, 2016 | Bethlehem | Mon. | 1:00-4:00PM | Workplace Violence: Prevention Strategies | DHS111.5 |
| Nov. 8, 2016 | Norristown | Tues. | 9:00AM-Noon | Meal Planning and Dietary Restrictions | DHS104.3 |
| Nov. 8, 2016 | Norristown | Tues. | 1:00-4:00PM | Implementing Organizational Change in PCH | DHS103.4 |
| Nov. 15, 2016 | Norristown | Tues. | 9:00AM-Noon | Common Medical Emergencies | DHS163.1 |
| Nov. 15, 2016 | Norristown | Tues. | 1:00-4:00PM | Working with Residents with Special Care Needs | DHS106.2 |
| Nov. 21, 2016 | Norristown | Mon. | 9:00AM-Noon | PCH Occupational Safety - Part I | DHS136.6 |
| Nov. 21, 2016 | Norristown | Mon. | 1:00-4:00PM | PCH Occupational Safety - Part II | DHS137.6 |

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Fall 2016 Diabetes Classes

| Date | Location | Day | Time | Course Title | Course Code |
|----------------|-----------------|------------|-------------|---------------------|--------------------|
| Sept. 13, 2016 | Dickson City | Tues. | 9:00AM-Noon | Diabetes Overview | DIABS106.49 |
| Sept. 20, 2016 | Harleysville | Tues. | 9:00AM-Noon | Diabetes Overview | DIABS106.50 |
| Sept. 21, 2016 | Erie | Weds. | 1:00-4:00PM | Diabetes Overview | DIABS106.51 |
| Sept. 22, 2016 | Erie | Thurs. | 9:00AM-Noon | Diabetes Overview | DIABS106.52 |
| Sept. 29, 2016 | Norristown | Thurs. | 1:00-4:00PM | Diabetes Overview | DIABS106.53 |
| Oct. 5, 2016 | Altoona | Weds. | 9:00AM-Noon | Diabetes Overview | DIABS106.54 |
| Oct. 12, 2016 | York | Weds. | 10:00AM-1PM | Diabetes Overview | DIABS106.55 |
| Oct. 14, 2016 | Bethlehem | Fri. | 9:00AM-Noon | Diabetes Overview | DIABS106.56 |
| Oct. 17, 2016 | Danville | Mon. | 9:00AM-Noon | Diabetes Overview | DIABS106.57 |
| Oct. 17, 2016 | Danville | Mon. | 1:00-4:00PM | Diabetes Overview | DIABS106.58 |
| Oct. 25, 2016 | Johnstown | Tues. | 1:00-4:00PM | Diabetes Overview | DIABS106.59 |
| Oct. 25, 2016 | Philadelphia | Tues. | 1:00-4:00PM | Diabetes Overview | DIABS106.60 |
| Nov. 1, 2016 | Tannersville | Tues. | 9:00AM-Noon | Diabetes Overview | DIABS106.61 |
| Nov. 3, 2016 | Norristown | Thurs. | 9:00AM-Noon | Diabetes Overview | DIABS106.62 |
| Nov. 3, 2016 | Williamsport | Thurs. | 1:00-4:00PM | Diabetes Overview | DIABS106.63 |
| Nov. 16, 2016 | Harleysville | Weds. | 9:00AM-Noon | Diabetes Overview | DIABS106.64 |
| Nov. 21, 2016 | Greensburg | Mon. | 9:00AM-Noon | Diabetes Overview | DIABS106.65 |
| Nov. 29, 2016 | Johnstown | Tues. | 9:00AM-Noon | Diabetes Overview | DIABS106.66 |
| Dec. 1, 2016 | York | Thurs. | 10:00AM-1PM | Diabetes Overview | DIABS106.67 |
| Dec. 8, 2016 | Philadelphia | Thurs. | 9:00AM-Noon | Diabetes Overview | DIABS106.68 |
| Dec. 16, 2016 | Bethlehem | Fri. | Noon-3:00PM | Diabetes Overview | DIABS106.69 |

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Interactive Fire Safety and Interface with Emergency Response

This course will provide information and techniques that will allow the student to identify and assess fire hazards and threats. Fire prevention will be emphasized within a discussion of regulatory responsibilities. The intention is to provide information that will guide appropriate action to control, diminish and or eliminate fire hazards and threats. Understandably, failed prevention efforts result in an external emergency response. Expectations, communication and interface with emergency responders require a fundamental awareness of the Incident Command System. Within the context of a common management system, discussion concludes with a realistic awareness of interfacing objectives and tactics that define the roles and responsibilities needed for positive outcomes.

Course Code: DHS166

Staff Training and Morale

Conventional training is designed to cover essential work related skills, techniques, and knowledge. Personal development is much more than conventional training. When you develop people, you inspire them to be better, more energized, pursuing goals. All of these things promote performance in life – and on the job. This course will provide the skills for developing your staff through personal growth (enabling learning and development) while creating far more exciting, liberating, motivational opportunities – for your staff, and your Personal Care Home.

Course Code: DHS164

Infection Control Update and Wound Care

Students will learn the fundamentals of infection control with a focus on the personal care facility resident. Content includes transmission of infections and blood borne pathogens, role of immu-

nizations, and practices to keep residents and staff safe.

Course Code: DHS130

Diabetes Overview for Personal Care Home Staff

This course will be offered to personal care home staff as an update and review of the care of residents with diabetes, as required by 2600.190b., and provided by a Certified Diabetic Educator. It will include diabetes updates, care and treatment options for residents with diabetes; instruction on the proper technique for administering insulin, oral medications, and for recognizing signs and symptoms and corrective actions for hypoglycemia and hyperglycemia. Prior experience administering oral medications and insulin in a personal care home setting within the last year is required. Course Code: DIABS106

Personal Care Home Occupational Safety Emphasis – Part 1

The first part of a two-part course is designed specifically for long term care professionals. It will cover many of the current OSHA standards with specific application to the personal care home industry. Topics to be discussed include Introduction to OSHA, Hazard Communication, Bloodborne Pathogens and Prevention of Spread of Infectious Diseases and Electrical Safety. The topics discussed will be beneficial to everyone working in a personal care home environment. Awareness of the potential health and safety hazards will be discussed while offering options as to how these issues can be eliminated or minimized.

Course Code: DHS136

Personal Care Home Occupational Safety Emphasis – Part 2

This second part of a two-part course is designed specifically for long term care professionals. It will cover many of the current OSHA standards with

specific application to the personal care home industry. Topics to be discussed include Walking and Working Surfaces, Exit Routes, Emergency Action Plans, Fire Prevention Plans and Fire Protection, Subparts E & L, Ergonomics and Workplace Violence Prevention. The topics discussed will be beneficial to everyone working in a personal care home environment. Expanding awareness of the potential health and safety hazards will be discussed while offering options as to how these issues can be eliminated or minimized. Course Code: DHS137

Prevention of Abuse and Neglect: Handling Allegations – Item 2600.15,16.

This course will provide information to respond accordingly if there are allegations of resident abuse, neglect or exploitation. Interactive case studies will be provided to allow participants to practice the identification and completion of the reporting requirements in the event of allegations of abuse, neglect or exploitation.

Course Code: DHS105

Workplace Violence: Prevention Strategies

Information learned in this course will help participants to identify and assess security and workplace violence threats as it pertains to personal care home facilities. It offers awareness to guide appropriate actions in order to prevent, control, diminish and/or eliminate workplace violence and security threats. A broad based approach is offered to provide information and awareness of the variety of threats and violence that exist in a modern workplace. Focus is placed on best practices while advocating safety for all mitigating actions taken.

Course Code: DHS111

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Meal Planning and Dietary Restrictions

Discussion is the key to successful meal planning in a personal care setting. Providing good nutrition, menu variety, quality attractive meal presentation continues to be a challenge for every Personal Care Home. Making meal time important, creating an atmosphere and training your staff on the key elements of good nutrition and resident care are paramount to running a successful home. Interactive discussions will include the many options you can explore to making meal planning a special event for your residents.

Course Code: DHS104

Implementing Organizational Change in Personal Care Homes

This new course will provide an introduction and review of theory, concepts as well as vocabulary and training tips on managing change in today's health-care market. Key principles that will be discussed in an interactive setting will include leadership skills, achieving organizational goals, and understanding your PCH's mission and goals. Special emphasis will focus on personal care leaders pursuing effectiveness, improving productivity, and customer satisfaction.

Course Code: DHS103

Common Medical Emergencies (stroke, heart attack, choking, etc.)

Diabetes, stroke, heart attack and choking are just some of the common medical diagnoses direct care givers must deal with in a PCH environment. This course will focus on the fundamentals of providing aid to residents who may experience an emergency complication with these diseases.

Course Code: DHS163

Behaviors of Depression, Dementia and Delirium (Spring only)

This course provides education for personal care home staff on the prevention, identification and care strategies for residents with delirium, dementia, including Alzheimer's disease and depression. It will look at tools that can be used in the personal care home setting and focus will be on the assessment of cognitive issues in adults.

Course Code: DHS108

Interventions of Depression, Dementia and Delirium (Spring only)

In this course, students will further their understanding of identifying cognitive issues and how to apply practical use of interventions and strategies when caring for residents with depression, delirium, and dementia, including Alzheimer's disease.

Course Code: DHS109

Best Practices in Medication Safety and Prevention of Drug Diversion

Narcotics' tampering, known as "drug diversion" has emerged as the leading cause of provider-to-patient transmission of several types of infections and harm to patients. This course will focus on best practices pertaining to medication accountability and security requirements. A review of security requirements will allow participants to identify areas at risk and the ability to follow best practice guidelines for medication safety and diversion prevention compliance in their facility.

Course Code: DHS159

End of Life: Hospice and Bridge Care Programs

This course is intended to provide personal care home administrators and staff with a basic understanding of end of life care and available resources. We will discuss honoring the resident's cultural diversity and the hospice care philosophy of pain management.

Course Code: DHS116

Working with Residents with Special Care Needs

This course provides education for personal care home staff on assessment and identification of residents with special care needs. It will look at target populations that require specific support plans to enable staff to meet the individual needs of each resident. We will also look at interventions to assist staff in addressing those resident's with effective support plan needs.

Course Code: DHS106

Interactive Emergency Preparedness and Active Shooter Training

This modularized course will cover preparedness information techniques that will provide staff awareness of various roles and responsibilities per the site emergency action plan. It will further provide information to guide appropriate action to control or diminish threats. Evacuation methodology is the focus of this modular with special emphasis placed on safety for all actions taken.

Course Code: DHS160

Registration/Withdrawal/Frequently Asked Questions

Although these classes are being offered free of charge, registration is still required for attendance and for processing of your certificate. To expedite the registration process, please adhere to the registration and withdrawal policies listed below:

ONLINE REGISTRATION

Single Registration

All class registrations should be done online through our registration system “LifeLearn.” Go to www.northampton.edu/pcha and click on the link: **View descriptions and course registration information for currently available classes.**

- Click on the title of the class you are interested in and all available sections will show
- Select the section you want by clicking section number (bold blue)
- **Make sure the quantity is always one (1) to register your own seat**
- Select “add to your cart” and checkout
- At this time you will be asked to login. If this is your first time registering, you need to create an account. Please make note of your username and password for future registrations

Multiple Participant Registration

When registering multiple people for a class, **every individual must register separately.** The “Buy for Others” option is not available for these classes. **DO NOT** try to use the Buy for Others.

PHONE REGISTRATION

One to Three Participants

Although online registration is preferred, if you are unable to register online, you may call 1-877-543-0998. Please note: this method is only available for registering one to three participants. Please have the following information available for each person before calling:

- Participant First, Middle and Last Name
- Participant Home Address (including County of residence)
- Participant Birthdate
- Course Title, Code & Section Number (example: Diabetes Overview, DIABS106.2)
- Participant Primary Phone Number

Four or More Participants

Due to high call volumes, our Call Center staff is unable to accept phone registrations for four or more people. You must either register online following the process above, or via fax. To register via fax, complete the Registration Form located on the last page of this brochure.

- A form must be completed in its entirety for each person being registered or it will not be processed.
- Completed forms should be returned via fax to our Records Office at 610-861-5551 or mailed to:
Northampton Community College – Call Center, 3835 Green Pond Road, Bethlehem, PA 18020

***** If a class is full, you will not be added to a wait list. Please make a follow up call or check the online registration site frequently to see if seats have become available.*****

WITHDRAWING

Online

- Login
- Select “My Course Information”. On drop down box select “Current Sections”
- Click “Request Drop”

Phone & Fax

Although online withdrawal is the preferred method, if you do not have access to a computer, you may withdraw one to three participants by phone – please call 1-877-543-0998 as soon as possible to remove your name from the class roster. To withdraw four or more participants – please fax the request to 610-861-5551. **Out of respect for those who wish to attend classes, if you are unable to attend, you must withdraw yourself.**

FREQUENTLY ASKED QUESTIONS

Do the hours spent in diabetes education provided by a Certified Diabetes Educator count towards administrator and direct care staff annual training hours?

Yes, all three (3) hours of class may count toward training hours.

Is lunch provided with the training?

Lunch is not provided and restaurants are not always located near the training site. Please pack a lunch, if applicable.

Can I leave early and still receive my certificate?

As per the Department of Human Services, anyone arriving more than 15 minutes late or leaving the class for more than 15 minutes at a time, will NOT receive a certificate.

Location Sites

Training is funded by Adult Residential Licensing, Pennsylvania Department of Human Services. Participation is limited to staff persons working in Pennsylvania's licensed Personal Care Homes.

Central Region

Clarion Inn & Suites
3306 Pleasant Valley Blvd.
Altoona, PA 16602

Lutheran Home at Johnstown
807 Goucher St.
Johnstown, PA 15905

Capital Area Intermediate Unit
55 Miller St.
Summerdale, PA 17093
(Harrisburg)
(Spring only)

Lutheran Social Services
The Village at Kelly Drive
750 Kelly Drive
York, PA 17404

Genetti Hotel
200 West Fourth Street
Williamsport, PA 17701

Northeast Region

Northampton Community College
Fowler Family Southside Center
511 E. Third Street
Bethlehem, PA 18015

Danville State Hospital
200 State Hospital Dr.
Danville, PA 17821

New! Holiday Inn Express
1265 Commerce Blvd.
Dickson City, PA 18519

New! Northampton Community College
Monroe County Campus
2411 Rte. 715
Tannersville, PA 18372

Southeast Region

Peter Becker Community
Maplewood Estates
815 Maplewood Drive
Harleysville, PA 19438

Norristown State Hospital
1001 Sterigere St., Bldg. 33
Norristown, PA 19401

West Philadelphia Seventh Day
Adventist Church
4527 Haverford Ave.
Philadelphia, PA 19139

West Region

Sheraton Erie Bayfront
55 West Bay Drive
Erie, PA 16507
(fall only)

Ramada Greensburg
100 Ramada Inn Drive
Rt. 30 East
Greensburg, PA 15601

Holiday Inn Monroeville
2750 Mosside Blvd.
Monroeville, PA 15146
(Spring only)

Need directions to the training facility? Please visit www.northampton.edu/pcha or use an online travel site for directions. Please DO NOT contact the training site for details.

Please note: lunch is not provided and restaurants are not always located close to the training facility.

