

# Nurse Aide Admission Criteria

## What Must I Do Before I Begin Class?

You must bring documentation of these requirements with you the first day of class. You will NOT be admitted to class if these items are not complete. More information on each of the requirements follows.

### 1. PHYSICAL– No older than **one year** from the class start date

Documentation of the physical **must include that the student is:**

- a. able to lift 40 pounds to waist level without any physical limitations or restrictions
- b. free from communicable disease
- c. Form signed by M.D., P.A., N.P., or D.O. (Signature of midwife not acceptable)

### 2. PPD – 2-step Tuberculin must be administered and results read within **one year** of the start of the class. A PPD expiring during the course of the class will require an annual (one-step) PPD in addition to proof of the two-step PPD.

- a. documentation of (2) separate PPD tests (include dates and signature when administered and read)
- b. second PPD should be administered 7-21 days after the first PPD is read. Both steps must be administered and read prior to the class start date
- c. written report of chest x-ray, if PPD is positive

### 3. CHRI –Criminal History Record Information must be less than 1 year old from class start date.:

- a. Must be a Pennsylvania State Police Background Check. No other state or online record check service will be allowed.
- b. Background check can be obtained through the mail and will take approximately 3-4 weeks to receive results or it can be obtained online at the Pennsylvania State Police Web site at <https://epatch.state.pa.us/Home.jsp>
  - i. If using the Pennsylvania State Police Web site please be sure to make a note of the control number and once the report is processed you can click on the link that says Certification Page and print the page that contains the Pennsylvania State Seal.
  - ii. If your name has changed after obtaining the background check, proof of name change must accompany the report i.e. copy of marriage license or official court documentation.
  - iii. If you have any questions regarding any items on your background check or what offenses are prohibited, please contact our office.

### 4. Purchase all white uniforms or white scrubs, white shoes and socks, a watch with a second hand, notebook, a pen and pencil and a highlighter.

5. **Identification** – You must bring two (2) forms of Identification to the first day of class. One must be a photo ID with signature (example: Driver's license, Passport, Government issued ID); the other needs only your signature (example: credit card, social security card)

**If you have not been a resident of Pennsylvania for the past two consecutive years you are required to complete a Federal Background Check. You must contact the Dept. of Education at (717) 772-0814 or the Department of Aging at (717) 265-7887 to obtain this information. It takes approximately 90 days (3 months) to complete the process.**

If you have not had a physical exam, 2-step PPD (Tuberculin) test and Criminal History Background Check in the past year these are the recommended timelines for admission to your Nurse Aide class.

- **Four (4) weeks** before class start date request Pennsylvania State Police background check
- **Three (3) weeks** before your scheduled start date have your physical performed
- **Three (3) weeks** before your scheduled start date have your **first** PPD test
- **One (1) week** before your scheduled start date have your **second** PPD test.

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## Nurse Aide Essential Qualifications

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All individuals, including persons with disabilities, who apply for admission to the nurse aide program must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and complete, the nurse aide program at HACC. These are standards of admission.

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program coordinator or the director of noncredit healthcare to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the noncredit healthcare training office if you have any questions about this matter.

**Any candidate *not* meeting these criteria will be denied admission into the program.**

- **Hearing** - Able to hear and understand residents and staff, to interpret conversation, to assess and monitor residents.
  1. Communicate and interact with residents, staff and families from a variety of cultural backgrounds.
  2. Follow verbal instructions.
  3. Use a stethoscope to hear blood pressure sounds.
  4. Detect and discriminate between sounds of normal conversation.
  5. Ability to hear sounds of a variety of equipment alarms; i.e. bed/chair alarms and call bells.
- **Mobility** - Mobile and strong enough to support and move residents. Able to move quickly from place to place to perform resident care.
  1. Support and transfer residents safely from bed to wheelchair, and modify resident position in bed.
  2. Lift 40 lbs. to waist level.
  3. Reach above shoulder height to manipulate equipment.
  4. Reach below waist level to manipulate equipment.
- **Visual**- Able to monitor and assess resident, to read fine print on monitors ,devices and gauges.
  1. Read written instructions.
  2. Ability to see and discriminate between a variety of equipment visual alarms.
  3. Ability to observe demonstrations and residents close up and at a distance to learn skills and to gather resident data (e.g., observe a resident and the resident's gait, appearance, posture, etc.).
- **Motor Skills (fine and gross)** - Perform multiple motor tasks simultaneously. Fine and gross motor skills sufficient to handle equipment and provide safe and effective resident care; steady arm and hand movements while manipulating objects or assisting residents.
  1. Operate and manipulate equipment; i.e. mechanical lifts, wheelchairs/gurneys.
  2. Push/pull beds; transport residents.

3. Lift and move residents safely.
4. Able to chart/write in medical records/record resident data.

- **Tactile** - Able to assess resident's vital signs.
  1. Distinguish pulse rate, textures, firmness and strength.
- **Communication – verbal, nonverbal, reading and writing**
  - Able to communicate in English orally and in legible writing with clients and members of the health-care team using correct grammar, punctuation and spelling.
    - Able to quickly, accurately, and independently follow verbal and written instructions
    - Actively participate in group discussions
  - Verbal communication must be clear and easily understood.
  - Able to accurately read and comprehend written material in English
  - Able to quickly and accurately clarify information and reconcile conflicting information
  - Able to accurately convey and interpret nonverbal communication
  - Able to use communication equipment – telephone, computer, translation device
- **Intellectual and Cognitive Abilities:** Candidates must be able to measure, calculate, reason, analyze, and apply information.
- **Behavioral and Social Attributes:** Candidates must possess the emotional health required to use their intellectual abilities fully, such as exercising good judgment, promptly completing all responsibilities attendant to the care of residents, and developing mature, sensitive and effective relationships with residents and other healthcare workers. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many residents. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are personal qualities that will be assessed during the education process.
- **Ethical Standards:** A candidate must demonstrate professional demeanor and behavior and must perform in an ethical manner in all dealings with peers, faculty, staff and residents and their families.

**Candidate must meet the above criteria to be admitted into the Nurse Aide Program.**

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