



**Healthcare Education
Nurse Aide Training**
Blocker 221, One HACC Dr
Harrisburg, PA 17110
(717)221-1352

In order to meet the timeframe requirements for physical exam, 2-step PPD (Tuberculin) tests and the Criminal History Background Check for admission to your nurse aide class, these are the recommended timelines:

- ✓ **Four weeks (4)** weeks before class start date request PA 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.

You must bring documentation of these requirements with you the 1st day of class. You will NOT be admitted to class if these items are not complete. More information on each of the requirements is listed below.

1. **PHYSICAL** *No older than 1 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 1 year of the start of the class.*
 - a) documentation of (2) separate PPD tests (*include dates & signature when administered & read*)
 - b) second PPD must 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
 - d) If PPD's not given please bring lab results from the IGRA blood test (QuantiFERON® – TB Gold In-Tube test (QFT–GIT) or SPOT® TB test (T–Spot). This test with negative results will be accepted if PPD's are not completed.
3. **CHRI Criminal History Record Information:** *No older than 1 year from the class start date.*
 - a) All students must have 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 Website at:
<https://epatch.state.pa.us>
 - i. If using the PA State Police website 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 PA State Seal.
 - ii. If you have any questions regarding any items on your background check or what offenses are prohibited, please contact our office.
 - c) If you have not been a full time resident of Pennsylvania for the past two consecutive years or have been convicted of a crime other than in Pennsylvania and it is listed on the Prohibitive Offense list, you are required to complete a Federal Background Check **in addition to the PA State Police Background Check**. **You must** follow the “Procedure for Obtaining a FBI Report” on the following page. It may take up to 90 days (3 months) to complete the process.
4. **Verification of Pennsylvania Residency and Attestation of Compliance with Act 14**
 - a) This form must be completed and brought to class on the first day.
 - b) If you were never convicted of a prohibitive offense in Pennsylvania (see list of prohibitive offenses) but have been convicted in another state (no matter how many years ago), then you must obtain an FBI check by following the “Procedure for Obtaining a FBI report”.
5. **Identification** You must bring two (2) forms of Identification to the first day of class. One must be a photo ID with signature and PA address (example: Driver’s License, Passport, Government issued ID); the other needs only your signature (example: credit card, social security card).

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MANDATORY ATTENDANCE The first 24 hours of class time is mandatory. Failure to report at any time during the first 24 program hours will result in an immediate dismissal from the program. **Students must complete the total of 120 hours to receive a “certificate of completion”.** If the student misses any portion of the class other than the first 24 hours the instructor will contact the Nurse Aide Training Program office to discuss make-up time arrangements. A certificate will not be granted until all program requirements are met. In the event there is **inclement weather** your instructor will contact you regarding any possible delays or cancellations.

DRESS CODE:

Failure to follow the dress code requirements may result in dismissal from the program.

Clothing:

Solid white uniform or white scrubs are **mandatory** daily attire unless otherwise specified in writing.

Undergarments:

Appropriate to style of uniform. Neutral color that blends well with skin tone so they are not visible through the white uniform or scrubs.

Shoes:

Clean white polished; clinical, low heel, non-skid soles or clinical style sneaker (no heel strap). No clogs or canvas shoes, sandals, stacked heels, open-toe or open heel shoes. Clean white shoestrings.

Sweaters (not required):

If you wish to wear a sweater it must be washable and a cotton, button down sweater that is not baggy. Acceptable colors are white, navy blue, gray or black.

Fingernails:

Natural nails must be no longer than 1/8 inch. No artificial nail products may be worn (for example, no tips, jewelry, overlays, wraps, polish, etc.).

Hair:

Clean and well groomed. Worn off the collar and secured away from the face. Hats, caps, hoods, bandanas, sweatbands are not acceptable. Head coverings for religious or medical reasons must be discussed with the instructor or call the HACC office at 717-221-1352.

Jewelry/Tattoos/Piercings:

A smooth, plain ring may be worn. Earrings may not dangle below earlobe (a limit of two earrings per ear. A spacer must be worn if ear lobes are stretched. A clear/flesh colored retainer must be inserted for any visible body piercing. Do not wear bracelets, necklaces, or visible body rings. Visible tattoos must be covered

Wristwatch:

A wristwatch is **mandatory** and must have a second hand

Personal Hygiene:

Take a daily bath or shower with soap and water. Use anti-perspirant or deodorant. Men with facial hair should be clean shaven with neatly trimmed beards, mustaches or sideburns.

OTHER INFORMATION:

Study Time: Please be prepared to set aside time to study. Recommended time for studying is 30 minutes for every hour of class time.

Supplies: Bring a notebook, pen, pencil, and highlighter for each day of the class.

All classes have maximum and minimum enrollment numbers, which must be satisfied before a class will be held. Enrollment limits vary depending upon the nature of the class and the available instructional space.

HACC reserves the right to add or delete a course, change times, location or instructor.

NURSE AIDE TRAINING REFUND POLICY:

All refund/withdrawal requests must be made prior to the start of class in person, writing, or by telephone during normal working hours. Students requesting refunds prior to the first class meeting will receive 100% of all tuition and fees (except those noted as nonrefundable), unless an earlier refund deadline is published or otherwise stated. Students who do not notify the Healthcare Education office of withdrawal from a class by the notification deadline, or are deemed a no call/no show will not receive a refund. No refunds will be issued after the class start date. If you request a refund but owe tuition to the college for a previous class you will not receive a refund.

If you have any questions, please feel free to contact our office at 717-221-1352. Thank you for your enrollment in our Nurse Aide Training Program.



Nurse Aide Essential Qualifications

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 Training Program at HACC. These are the 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 Healthcare Education/Workforce Development 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 Healthcare Education/Workforce Development office at 717-221-1352 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.
 5. Ability to bend, stoop and kneel
- **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.

HACC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification.

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