

Free Annual Training for Administrators & Staff Spring 2019

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			

* *Fall only*

** *Spring only*

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

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 does not discriminate on the basis of race, color, national origin, sex, gender identity, disability or age in its programs or activities.



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

One source. Countless solutions.

2018-2019 - 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.

Spring 2019 Continuing Education Class Schedule

Date	Location	Day	Time	Course Title	Course Code
March 19, 2019	Philadelphia	Tues.	9:00AM-Noon	Behavioral Issues with Dementia	DHS123.2
March 19, 2019	Philadelphia	Tues.	1:00-4:00PM	The Gift of Music in Dementia	DHS175.3
March 28, 2019	Harrisburg	Thurs.	9:00AM-Noon	Best Practices in Medication Safety & Prevention of Drug Diversion	DHS159.5
March 28, 2019	Harrisburg	Thurs.	1:00-4:00PM	Documentation Exposé	DHS131.1
March 29, 2019	Harrisburg	Fri.	9:00AM-Noon	Bloodborne Pathogens & Hazard Communication	DHS158.12
March 29, 2019	Harrisburg	Fri.	1:00-4:00PM	Walking & Working Surfaces in PCH	DHS110.2
April 1, 2019	Harrisburg	Mon.	9:00AM-Noon	Impact of Aging Boomers in the Workplace	DHS177.2
April 1, 2019	Harrisburg	Mon.	1:00-4:00PM	Best Practices for Care of Patients with Dementia	DHS114.2
April 4, 2019	Philadelphia	Thurs.	9:00AM-Noon	End of Life: Hospice & Bridge Care Programs	DHS116.9
April 4, 2019	Philadelphia	Thurs.	1:00-4:00PM	Person Centered Care & Aging in Place	DHS122.2
April 11, 2019	Philadelphia	Thurs.	9:00AM-Noon	Emergency Action & Fire Prevention Plans - Part I	DHS154.4
April 11, 2019	Philadelphia	Thurs.	1:00-4:00PM	Emergency Action & Fire Prevention Plans - Part II	DHS155.4
April 24, 2019	Tannersville	Weds.	9:00AM-Noon	Impact of Aging Boomers in the Workplace	DHS177.3
April 24, 2019	Tannersville	Weds.	1:00-4:00PM	Person Centered Care & Aging in Place	DHS122.3
April 26, 2019	Bethlehem	Fri.	9:00AM-Noon	The Gift of Music in Dementia	DHS175.4
April 26, 2019	Bethlehem	Fri.	1:00-4:00PM	Caregiver Burnout - Stress & Time Management	DHS176.3
May 1, 2019	Monroeville	Weds.	9:00AM-Noon	Emergency Action & Fire Prevention Plans - Part I	DHS154.5
May 1, 2019	Monroeville	Weds.	1:00-4:00PM	Emergency Action & Fire Prevention Plans - Part II	DHS155.5
May 1, 2019	Monroeville	Weds.	6:00-9:00PM	Best Practices for Care of Patients with Dementia	DHS114.3
May 2, 2019	Monroeville	Thurs.	9:00AM-Noon	The Gift of Music in Dementia Care	DHS175.5
May 2, 2019	Monroeville	Thurs.	1:00-4:00PM	The Life Story & Its Benefit in Dementia Care	DHS168.5
May 3, 2019	Monroeville	Fri.	9:00AM-Noon	Walking & Working Surfaces in PCH	DHS110.3
June 18, 2019	Johnstown	Tues.	9:00AM-Noon	Emergency Action & Fire Prevention Plans - Part I	DHS154.6
June 18, 2019	Johnstown	Tues.	1:00-4:00PM	Emergency Action & Fire Prevention Plans - Part II	DHS155.6
June 18, 2019	Johnstown	Tues.	6:00-9:00PM	Documentation Exposé	DHS131.2
June 19, 2019	Johnstown	Weds.	9:00AM-Noon	Common Medical Emergencies	DHS163.6
June 19, 2019	Johnstown	Weds.	1:00-4:00PM	Walking & Working Surfaces in PCH	DHS110.4
June 20, 2019	Johnstown	Thurs.	9:00AM-Noon	Best Practices in Medication Safety & Prevention of Drug Diversion	DHS159.6

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Spring 2019 Diabetes Overview Classes

Date	Location	Day	Time	Course Title	Course Code
March 14, 2019	Norristown	Thurs.	10:00AM-1:00PM	Diabetes Overview	DIABS106.172
March 18, 2019	Bethlehem	Mon.	10:00AM-1:00PM	Diabetes Overview	DIABS106.173
March 20, 2019	Williamsport	Weds.	1:00-4:00PM	Diabetes Overview	DIABS106.174
March 27, 2019	Greensburg	Weds.	1:00-4:00PM	Diabetes Overview	DIABS106.175
March 29, 2019	Harrisburg	Fri.	9:00AM-Noon	Diabetes Overview	DIABS106.176
March 29, 2019	Harrisburg	Fri.	1:00-4:00PM	Diabetes Overview	DIABS106.177
April 1, 2019	Harrisburg	Mon.	1:00-4:00PM	Diabetes Overview	DIABS106.178
April 3, 2019	Altoona	Weds.	9:00AM-Noon	Diabetes Overview	DIABS106.179
April 4, 2019	Philadelphia	Thurs.	9:00AM-Noon	Diabetes Overview	DIABS106.180
April 4, 2019	Philadelphia	Thurs.	1:00-4:00PM	Diabetes Overview	DIABS106.181
April 11, 2019	Philadelphia	Thurs.	10:00AM-1:00PM	Diabetes Overview	DIABS106.182
April 12, 2019	Tannersville	Fri.	9:00AM-Noon	Diabetes Overview	DIABS106.183
April 15, 2019	Bethlehem	Mon.	10:00AM-1:00PM	Diabetes Overview	DIABS106.191
April 26, 2019	Danville	Fri.	9:00AM-Noon	Diabetes Overview	DIABS106.185
April 26, 2019	Danville	Fri.	1:00-4:00PM	Diabetes Overview	DIABS106.186
May 1, 2019	Monroeville	Weds.	9:00AM-Noon	Diabetes Overview	DIABS106.187
May 1, 2019	Monroeville	Weds.	1:00-4:00PM	Diabetes Overview	DIABS106.188
May 1, 2019	Monroeville	Weds.	5:00-8:00PM	Diabetes Overview	DIABS106.189
May 1, 2019	Johnstown	Weds.	9:00AM-Noon	Diabetes Overview	DIABS106.190
May 3, 2019	York	Fri.	10:00AM-1:00PM	Diabetes Overview	DIABS106.197
May 16, 2019	Greensburg	Thurs.	9:00AM-Noon	Diabetes Overview	DIABS106.193
May 17, 2019	Dickson City	Fri.	9:00AM-Noon	Diabetes Overview	DIABS106.194
June 3, 2019	Altoona	Mon.	1:00-4:00PM	Diabetes Overview	DIABS106.196
June 10, 2019	Bethlehem	Mon.	10:00AM-1:00PM	Diabetes Overview	DIABS106.195
June 12, 2019	Johnstown	Weds.	1:00-4:00PM	Diabetes Overview	DIABS106.198

*** Note: additional sessions will be held in Harleysville in April and May. Please check website for updates.***

2018-2019 - FREE Annual Training Classes

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New! Behavioral Issues with Dementia

Shadowing. Hoarding. Repetitive Questions. Exit-Seeking. What causes individuals living with Alzheimer's and other dementia-related diseases to behave this way, and what can caregivers do when faced with these challenging behaviors? Find out during this session!
Course Code: DHS123

New! Best Practices of Care for Residents with Dementia

What's the difference between Alzheimer's Disease and Lewy Body Dementia? How can I get my resident to put his pants on? Why will she do it today, when she refused to do it yesterday? Alzheimer's and other dementia-related diseases can seem like a mystery when we are responsible for the day-to-day personal care needs of those living with the diseases. This session reviews types of dementia, how the brain changes with the disease, and provides best practices for assisting residents with daily living activities.
Course Code: DHS114

Spring only! 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

Bloodborne Pathogens and Hazard Communications

This course provides basic regulatory information related to blood borne

pathogens and infectious diseases. Additionally, it offers chemical hazard awareness while discussing the 2012 Hazard Communication Standard and the Global Harmonized System (GHS) of labeling, pictograms and safety data sheet requirements. Discussion of issues and concerns pertinent to personal care homes will provide opportunity for awareness of policy, procedure and training requirements needed to minimize or eliminate associated risks. The use of personal protective equipment along with safe practice policies and plans will be included to verify or modify existing site-specific procedures or conditions. Emphasis is placed on site Exposure Control Plans and Hazard Communication regulatory requirements.
Course Code: DHS158

New! Caregiver Burnout- Stress and Time Management

Millions of caregivers in the US are living with the stress that comes from helping the elderly, ill, or disabled at their jobs every day. Often, these individuals are also providing unpaid caregiver support to their own family members and not taking the time to rest and recharge. This session reviews the effects of caregiver burnout, the emotional and physical signs, and ways to prevent and relieve the stress that comes with caring for others.
Course Code: DHS176

Common Medical Emergencies

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

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 preferred.
Course Code: DIABS106

New - Spring only! Documentation Expose

Learn the rights of medication administration, medication administration audit tools, and how to spot and stop falsification of MAR. The importance of prescriber follow-ups, DME and completing the RASP in a timely manner while keeping confidentiality of records.
Course Code: DHS131

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

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New! Emergency Action and Fire Prevention Plans (PART 1)

This course will provide emergency action and fire prevention plan awareness as it relates to personal care homes. Discussion of required compliance plans will provide the participants awareness of various roles and responsibilities that will facilitate preparation and implementation of functional site emergency action and fire prevention plans. It will further provide information that will guide appropriate action to control, reduce or eliminate risks and threats. Discussion will include self-sustaining actions along with integration functions to assist external emergency responders. Participants will be made aware of their individual performance expectations that will be critical to achieve desired outcomes.

Course Code: DHS154

New! Emergency Management and Business Continuity (PART 2)

This course will provide basic information to assist participants in the development and implementation of an effective emergency management plan that includes aspects of functional recovery. Discussion of emergency management procedures will include actions to mitigate destructive or damaging forces that endanger an organization's ability to function. Prescribed actions will consider measures that will provide for the safety of personnel and, if possible, property and facilities. Discussion of assessment techniques needed to determine the severity of an incident will offer awareness of recovery options. A comprehensive approach of exposure and risk identification along with appropriate remediation actions will provide participants awareness of performance expectations that will be critical to achieve normal business operations.

Course Code: DHS155

New! Impact of Aging Boomers in the Workplace

They have been called "The Silver Tsunami," but no matter how you describe the group of individuals born between 1945 and 1960, they have had a huge impact on our society throughout their lives. This trend continues as the Boomers enter long-term care facilities. Find out what makes this age cohort tick, how their expectations differ from "The Greatest Generation," and what other impact they will have on the long-term care industry!

Course Code: DHS177

Person Centered Care and Aging in Place

In this course the participant's basic skills and knowledge base will be enhanced as they relate to the core values of compassionate care, lifelong wellness and vitality, passion about service, embracing diversity, fostering the community home as the neighborhood; all while valuing older adults and supporting them through their journey. Overall understanding of person directed thinking, home environment awareness – personal and community sanctuary, as well as support of the older adult lifestyle will be outcomes.

Course Code: DHS122

The Life Story and Its Benefits in Dementia Care

This course will provide staff with an understanding of what Life Story is and how it differs from an oral history and the value of Life Story in dementia care. Participants will learn techniques and tips for conducting Life Story work and how to use triggers in Life Story work.

Course Code: DHS168

New! Walking Working Surfaces for PCH

The newly revised 29 CFR1910 Sub Part D is the standard related to workplace walking-working surfaces. Discussion of this standard will be viewed from two major categories: One relates to the hazards associated with falls at the same level; and the other relates to the hazards associated with falls from elevated surfaces. This course will discuss several areas of consideration such as maintaining a clean workplace, providing safe access to and egress from any horizontal or vertical surface on or through which a person walks, works, or gains access to a workplace location. Through a review of the standard, awareness of regulatory responsibilities will provide understanding of the requirements pertaining to surfaces inside facilities as well as on organization property. Focus of all discussion will center on the primary purpose of this standard which is to provide adequate protection from falls by addressing conditions in the personal care home and other on-property building structures.

Course Code: DHS110

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

Quality Inn & Suites
(formerly Clarion Inn & Suites)
3306 Pleasant Valley Blvd.
Altoona, PA 16602

Lutheran Home at Johnstown
807 Goucher St.
Johnstown, PA 15905
(Diabetes Overview Classes Only)

Holiday Inn - Downtown Johnstown
250 Market Street
Johnstown, PA 15905
(Continuing Ed. Classes Only)

Capital Area Intermediate Unit
55 Miller Street
Summerdale, PA 17093
(Harrisburg)

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

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

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

Southeast Region

Peter Becker Community
Maplewood Estates
800 Maplewood Drive (Main Building)
Harleysville, PA 19438

Montgomery County
Norristown Public Library
1001 Powell Street
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

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

Holiday Inn Monroeville
2750 Mossdale 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.

Healthcare Education

*Date of Birth

(M)	(M)	(D)	(D)	(Y)	(Y)	(Y)	(Y)

*E-mail Address _____ @ _____

*Last Name

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*First Name

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 Middle Initial

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*Home Street Address or P.O. Box _____

*City

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 *State

--	--

 *Zip Code

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*Primary Phone

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 Alternate Phone

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County in which you reside:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

*School district where you live: Bangor Bethlehem Easton Nazareth Northampton Pen Argyl
 Saucon Valley Wilson Monroe County Other PA Out of State

*Have you registered for any non-credit classes at NCC since July 1, 2012? Yes No

* Required fields, please do not leave these blank.

Employer Information

Employer Name _____ Employer Phone _____

Employer Address _____

*Student Signature: _____

Course Information

Course Code and Sec #	Course Title	Meeting Days							Start Date and Time
		Su	M	Tu	W	Th	F	Sa	

Register on-line at www.northampton.edu/lifelearn