Bucks County Community College

CENTER FOR ALLIED HEALTH

Nurse Aide Training Program

275 Swamp Road
Newtown, PA 18940
215-968-8482
www.bucks.edu/nurseaide
Dear Nurse Aide Candidate,

Thank you for your interest in our 100-hour State Approved Nurse Aide Training Program. Please read this letter in its entirety before you proceed to the Nurse Aide Training Program handbook. The handbook contains a thorough review of the Nurse Aide Training Program along with Frequently Asked Questions, Program Requirements and Admission and Training Policies.

Please note that there is a strict attendance policy due to the intense course schedule. If you have a vacation or special event planned that requires taking time off during the 13-week course, please register for the next 13-week course.

By the accordance of the Pennsylvania Department of Education, a criminal background check and a physical with Two-Step Mantoux test (TB skin test) must be completed and reviewed by the Bucks County Community College Coordinator, Nurse Aide Program before any student can register for the program. Prospective students must also interview with the Coordinator, Nurse Aide Program to discuss the program and requirements in detail.

You will need to purchase the following PRIOR to the first clinical:

- Nursing scrub uniform
- A pair of sturdy, non-skid white shoes
- A watch with a second hand

A Nurse Aide career can be both rewarding and challenging. Taking care of the elderly takes a special commitment and the ability to give compassionate and dignified care. You must understand the responsibility that will be required of you. Good communication skills and respect for the elderly are qualifications that are of the upmost importance to do this job well. As a student, you will represent the Bucks County Community College in the clinical arena, and are expected to abide by all rules and regulations of the college and clinical site.

If you have any questions, please do not hesitate to contact me at 215-968-8482.

Thank you,

Janet Baker
Director, Center for Allied Health
What is a Nurse Aide?
A Nurse Aide assists nurses in providing basic patient care. A Nurse Aide handles routine tasks related to patient care such as taking vital signs (blood pressure, heart rate, temperature, etc.), assists with bathing and other personal hygiene needs, changing bed linens, and keeping the patient’s room neat and orderly.

Where does a Nurse Aide work?
Nurse Aides usually work in a nursing home, under the direct supervision of a licensed nurse. With further training, a Nurse Aide may work in a hospital setting, move into advanced nursing or other allied health careers.

What is the Nurse Aide Training Program like?
The Nurse Aide Training Program is a state-approved 100-hour program. The class schedule is one day or evening a week from Week 1 through Week 9. Clinical sessions take place in a nursing home where students meet one day a week from Week 4 through Week 13. The topics covered are personal care skills, vital signs, infection control, feeding and body mechanics.

How much does the Nurse Aide Training Program cost?
The cost of the Nurse Aide Training Program is $749.00. You may have this fee reimbursed if you choose to work in a nursing home setting after graduation. For more information, contact the nursing home administration department.

How much money does a Nurse Aide make?
In this area, Nurse Aides can make an average of $10 to $16 per hour.

Are there jobs available for Nurse Aides?
Yes, there is a shortage of all types of nurses, particularly Nurse Aides.

What are the requirements before I apply?
The requirements prior to applying to the Nurse Aide Training Program are detailed in this handbook on page 2 and in the Admission and Training Policies, Section A on page 3. PLEASE NOTE: It is the responsibility of the student to read this handbook and sign the last page of the Nurse Aide Admission and Training Policies. You cannot register for the training program if you do not provide the signature page to the program office.

What are the requirements after successful completion of the program?
After successfully completing the program, students must pass the National Nurse Aide Assessment Program (NNAAP) in order to enroll on the Pennsylvania Nurse Aide Registry. To be eligible to work as a Nurse Aide, you must enroll on the Nurse Aide Registry.

How can I get more information about the Nurse Aide Training Program at Bucks County Community College or request a registration packet?
Please contact Janet Baker, Director, Center for Allied Health, at 215-968-8324 or via email bakerj@bucks.edu. You may also visit our website www.bucks.edu/nurseaide.
The following requirements must be met prior to registering for the Nurse Aide Program:

**Level of Education**
1. Bucks County Community College requires all Nurse Aide students have a high school diploma or GED. The candidate needs basic math, reading, and writing skills in English.
   - Please provide a copy of your high school diploma, GED or if you attended college, a copy of your diploma or semester transcript(s).

**Entrance Exam**
- Prior to acceptance into the program, you must take an Academic Assessment Exam to determine your skill and comprehension level. You will receive information about upcoming test dates once all required paperwork is submitted.
  - If you attended college (even for one semester) and received a passing grade, you may not have to take the Academic Assessment Exam.

**Medical**
- You must have a physical and a Two-Step Mantoux (sometimes called PPD or TB test)
  - Please make an appointment with your primary care physician for a physical and Two-Step Mantoux test.
  - Your physician must complete and sign the Medical Examination Form on page 15.
    - Findings from the brief physical must be documented along with proof of negative results through the Two-Step Mantoux or chest x-ray
  - If your physician does not stock the Two-Step Mantoux, ask the medical office staff or contact your local Department of Health Office for options.
  - For additional details see the Admission and Training Policies, Section A on page 3 and How to Conduct a Two-Step Mantoux Test on page 16.

**Criminal Background Check**
- A criminal background check is conducted by the Pennsylvania State Police if you have lived in PA for over two (2) years, if you are a resident for less than two (2) years, you need BOTH the PA State Police and FBI background check.
  - The website and directions for both sites are on page 14 of this packet.
  - The Verification of Pennsylvania Residency form must be completed by each student. This form is located on page 13.
  - There is a fee for the criminal background check(s).

**Citizenship**
- If you are not a Citizen of the US, you must provide a copy of your Visa, I-94, or Resident Alien Card (Green Card) at time of registration.

**Signature**
- Please read and understand the policies outlined in the Nurse Aide Training Program handbook. You must sign, date and bring the signature page (page 10) with you when you register for the program. If you have any questions concerning the policies or handbook, please contact Janet Baker, Director, Center for Allied Health at 215-968-8324 or email bakerj@bucks.edu.
Nurse Aide Admission and Training Policies

A. Admission Policy

1. Applicants residing in the Commonwealth of Pennsylvania for the last two years must complete and submit a Pennsylvania State Police – Criminal History Record Information (CHRI) report before the student can register for the Nurse Aide Training Program.
   
a. Act 14 of 1997 (63 P.S. 671-680) requires the individual to obtain a criminal history report, with a watermark seal, from the Pennsylvania State Police prior to admittance to the Nurse Aide Training Program.
   
b. An applicant’s CHRI report must be in compliance. It may not contain prohibitive offenses as cited in Act 14.
   
c. Applicants residing in the Commonwealth for less than two (2) full years, prior to the date of application, must complete and submit a PA CHRI and an FBI report before registering for the program.
   
d. Act 14 of 1997 (63 P.S. 671-680) requires the individual that has not resided in the Commonwealth for the last two (2) years to obtain an FBI clearance prior to admittance to the Nurse Aide Training Program.

2. A physical exam is required prior to registering for the Nurse Aide Training Program. The Medical Examination Form (page 15) must be signed by a physician and include:
   
a. Evidence that the applicant is free of communicable disease
      
i. Documentation of a negative Two-Step Mantoux must be dated within a year of starting class. If the Two-Step Mantoux is documented as positive, a negative chest x-ray must be submitted.
      
ii. The signed Medical Examination Form (dated within one year of admission) affirms that the applicant has received a Physical, a Two-Step Mantoux (or negative chest x-ray), and has been found free of communicable diseases.

3. High School diploma or GED is required. The candidate needs basic math, reading, and writing skills in English.

4. Entrance exam is required unless applicant has completed at least one college level class (applicant is required to show proof of any post high school education).

5. If applicant is not a citizen of the U.S., the applicant must submit a copy of their Visa, I-94, or Resident Alien card (green card) at the time of registration.

6. Please read and understand the policies outlined in the Nurse Aide Training Program handbook. You must sign, date and bring the signature page (page 10) with you when you register for the program. If you have any questions concerning the policies or handbook, please contact Janet Baker, Director, Center for Allied Health at 215-968-8324 or email bakerj@bucks.edu.
B. Attendance Policy

1. All students must complete the entire 100 hours of the program curriculum. This includes all classroom, laboratory, and clinical time.

2. In compliance with Regulation Section 483.152 of the Omnibus Budget Reconciliation Act (OBRA) and Section 3 of Act 14, a student must complete a minimum of 16 hours of instruction in the five (5) content areas listed below before any resident contact. Therefore, if the student is tardy or absent on a day when the following content is taught, the student must make-up the class prior to being permitted to attend clinical.
   a. Communication and interpersonal skills
   b. Safety and emergency, including the abdominal thrust
   c. Infection control
   d. Resident rights
   e. Resident independence

3. Attendance will be documented on a daily basis and reflect the number of classroom, lab and clinical hours as per the program calendar.

4. If a student needs to miss a scheduled class or clinical session, the student must contact the Coordinator, Nurse Aide Program at 215-968-8324 to report the absence. The student is responsible to contact the Coordinator, Nurse Aide Program to schedule a make up for the class or clinical missed.

5. Any absence for class, lab or clinical time MUST be made up. The student must complete the approved program hours, class for class, lab for lab, and clinical for clinical.
   a. Make-up fee charges for class and/or clinical absences:
      i. 1st offense $25.00 per day
      ii. 2nd offense $35.00 per day
      iii. No refunds if student misses scheduled make-up day
   b. More than 2 unexcused absences may result in failure or dismissal from the program.
   c. The student is responsible for contacting the Nurse Aide Program, Center for Allied Health at 215-968-8324 to schedule a make-up session.

C. Level of Achievement Policy

1. Students will be given a copy of their final grade, performance checklist and, if applicable, a Certificate of Completion.

2. To successfully complete the program, the student must fulfill the following requirements:
   a. Theory ~ The student must have a final cumulative average of 75% that includes two (2) quizzes, two (2) tests, and a final exam (test may be given via the computer and/or paper).
      i. Make-up tests are at the discretion of the instructor.
Nurse Aide Admission and Training Policies (cont.)

ii. Students who receive a cumulative average below 75% will receive a failure of the Theory requirement.

b. Skills Lab ~ The student must satisfactorily demonstrate all the required 46 skills and procedures listed in the Pennsylvania Nurse Aide Candidate Handbook.
   i. All 46 procedures must be performed at a satisfactory level.
   ii. An “S” satisfactory level of achievement is attained if no more than two (2) non-critical steps are missed.
   iii. Missing more than two (2) non-critical steps and/or missing a critical step will result in a “U” unsatisfactory level that will result in a failure of the procedure.
   iv. Students will be given two (2) opportunities to achieve a satisfactory rating on each procedure.
   v. Students who do not receive a satisfactory rating after the two (2) additional opportunities, will receive a failure of the Skills Lab requirement.

c. Clinical ~ The student must satisfactorily demonstrate all the required skills/procedures listed in the Pennsylvania Nurse Aide Candidate Handbook during the clinical portion of the program.
   i. All procedures must be performed at a satisfactorily level.
   ii. An “S” satisfactorily level of achievement is attained if no more than two (2) non-critical steps are missed.
   iii. Missing more than two (2) non-critical steps and/or missing a critical step will result in a “U” unsatisfactory level that will result in a failure of the procedure.
   iv. Students will receive support to bring the clinical skill to a satisfactory level. A student who does not improve or is not deemed competent by the instructor will receive a failure of the Clinical requirement.
   v. Students cannot perform any skill/procedure in which they have not been instructed and deemed competent by the instructor.

D. Nondiscrimination Policy

1. Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally-protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, disability in accordance with the Americans with Disabilities Act (ADA).

2. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity sponsored by the College. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any educational program or activity sponsored by the College, and Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race in any educational program or activity sponsored by the College.

3. The College will not tolerate any behavior by staff or students which constitutes sexual harassment of a student.
4. If a student feels that his/her rights under the aforementioned laws and regulations have been violated, contact the Campus Coordinator for Equal Employment Opportunity (EEO) in advance to request or clarify accommodations or to address issues concerning equal opportunities at 215-968-8090. The EEO Office is located in Room 130 of Tyler Hall.

E. Physical Examination/Health Condition Policy

1. The program requires that a physical exam be performed within one (1) year of admission indicating the student is free from communicable diseases and has no conditions that would affect the student's performance.

2. The student must have and submit documentation of a Two-Step Mantoux (TB) test prior to acceptance into the program. An applicant can submit documentation of a negative Two-Step Mantoux that is dated within one (1) year of admission. If the Two-Step Mantoux is documented as a positive result or history of a positive reaction, a negative chest x-ray less than five (5) years old must be submitted.

3. The occupational responsibilities of the candidate may involve having full use of their hands, the ability to stand for extensive periods of time, and the ability to perform bending, pushing, pulling, and lifting a minimum of 40 pounds without restrictions.

F. Standards of Conduct Policy

1. Students are to conduct themselves with a positive attitude and a willingness to learn. Academic honesty is expected student behavior. Cheating at anytime will not be tolerated and will result in the student being terminated from the program. Students will perform only those tasks for which they have been supervised and deemed competent by the instructor. Confidentiality with resident information is to be maintained at all times according to Health Insurance Portability and Accountability Act (HIPAA) regulations.

2. While in the clinical setting, students must wear an identification tag at all times. The tag identifies the student until he/she satisfactorily completes the state competency exam.

3. Professional and safe behavior is expected of all Nurse Aide students.

4. **Dress code:** while in the clinical setting, students must abide by the dress code of their assigned clinical site. The instructor will provide detailed information regarding the clinical attire. All clinical sites state the following; Jewelry: no dangling earrings, excessive chains, bracelets or rings are permitted. Body jewelry: no facial or tongue jewelry is permitted. Body art: tattoos must be covered at all times. Fingernails: must be cut to a moderate length; artificial nails are not permitted. Hair: must be styled above the collar (cut short or in a hairstyling device).

5. No cell phones are to be used or turned on during class or clinical time.

6. Leaving the clinical area without permission or performing procedures without the instructor present could result in immediate dismissal from the program.
1. Destructive behavior (i.e. profane language, insubordination, lack of respect to classmates or staff, sleeping or talking in class) will result in disciplinary action.

2. Evidence of behavior related to drug or alcohol use will not be tolerated. The student will be sent home and dismissed from the program.

3. Violations of these standards of conduct will result in disciplinary action, which may include dismissal from the program.

G. **Student Grievance Policy**

1. This procedure has been developed to allow the student to express a grievance, complaint, or dissatisfaction:

   a. **Step One:**
      
      i. The student submits the grievance and/or complaint in a written manner to the primary instructor.
      
      ii. The primary instructor reviews and responds to the grievance within three (3) days.

      iii. The primary instructor documents in writing the grievance, the review and the resolution.

      iv. The primary instructor meets with the student to share the resolution to the grievance. The student is entitled to a private and confidential counseling, however, another instructor or staff member may be asked to witness the counseling.

      v. If the student and instructor are not able to resolve the issue, or if the grievance is against the instructor, the grievance should be brought to the attention of the Coordinator of Nurse Aide Training within three (3) days and proceed with Step Two. Please see the attached Center for Allied Health department list with contact information.

2. **Step Two:**

   i. If the student and instructor are unable to resolve the grievance, a meeting between the Coordinator of Nurse Aide Training and the student will take place within three (3) days of the receipt of the complaint. (The student should place the grievance in writing if it has not been required at this point).

   ii. The Coordinator, Nurse Aide Program reviews the documentation submitted by the primary instructor and conducts an investigation as needed.

   iii. The Coordinator, Nurse Aide Program documents the review process and the resolution to the grievance.

   iv. A meeting is to be scheduled with the Coordinator, Nurse Aide Program, primary instructor, and student to disclose the resolution.

   v. If the decision rendered by the Coordinator, Nurse Aide Program is not brought to a satisfactory conclusion, the student may appeal the grievance with the Director, Center for Allied Health within two (2) days.
3. **Step Three:**
   i. All documentation is submitted to the Director, Center for Allied Health for review and consideration.
   ii. The decision of the Director, Center for Allied Health is final.

**H. Tuition Policy**

1. Students are responsible for the full tuition at the time of registration. Textbooks are included in the tuition fee.

2. There are no refunds of tuition.

3. If you personally incurred the cost of the program and successfully complete the Nurse Aide Training Program, you will be issued a receipt. By law, only one original receipt will be given to the graduate student.

4. There will be an additional fee for the state competency exam provided by the American Red Cross. This fee is in addition to the initial Nurse Aide Training Program tuition and must be paid to the American Red Cross not Bucks County Community College. The American Red Cross will issue a receipt of payment to each student who pays for the state competency examination.

**I. Utilization of Students Policy**

1. Nurse Aide students will not be utilized for any services or functions for which they have not been supervised or passed as competent by the instructor. Learning opportunities will be sought by program instructors to guide student learning.

2. Students will be supervised in the performance of resident care tasks, which have been taught in class and/or lab.

**J. Student Signature Policy**

1. The Nurse Aide Training Program Policies will be read and discussed at the time of registration. The student will be required to sign this document stating that they have read and understood the policies outlined in the Nurse Aide Training Program handbook. You must sign, date and bring the signature page (page 10) with you when you register for the program. If you have any questions concerning the policies or handbook, please contact Janet Baker, Director, Center for Allied Health at 215-968-8324 or email bakerj@bucks.edu.

2. The student will retain a copy of the Nurse Aide Training Program Handbook.
3. The signature portion of the document will be kept in the student’s file for the length of the program.

K. **Health Risk Waiver Policy**

1. During participation in the clinical rotation experience, the Bucks County Community College student must be aware of the actual and/or potential health risks to the student and to any unborn child during participation in the clinical rotation experience.
   a. The occupational responsibilities of the candidate may involve having full use of their hands, the ability to stand for extensive periods of time, and the ability to perform bending, pushing, pulling, and lifting a minimum of 40 pounds without restrictions.

2. While in the program, the student will be required to attend clinical practice in a long-term care facility. In case of accidents or illness during a clinical practice experience, if medical treatment should become necessary, the facility is willing to give emergency care. Please be advised the college and the long-term care facilities do not carry medical insurance on students or visitors. Payment for medical treatment, including emergencies, is the responsibility of the student or visitor.

3. The student will be required to sign a waiver stating, “I will accept the financial responsibility for any necessary emergency medical care while in clinical practice as a Nurse Aide trainee.”
A. Admissions Policy
B. Attendance Policy
C. Level of Achievement Policy
D. Nondiscrimination Policy
E. Physical Examination / Health Conditions Policy
F. Standards of Conduct Policy
G. Student Grievance Policy
H. Tuition Policy
I. Utilization of Students Policy
J. Student Signature Policy
K. Health Risk Waiver Policy

I have received a copy of the Nurse Aide Training Program handbook. I have read, understand and agree to comply with the above policies that are necessary requirements for admittance into and successful completion of the Nurse Aide Training Program. In addition, I accept the financial responsibility for any necessary emergency medical care while in clinical practice as a Nurse Aide Trainee.

Print Name:________________________________________________________

Signature:__________________________________________________________

Date:_____________________________________________________________
In compliance with the Act 14, it is the policy of Bucks County Community College that each applicant completes a PA Criminal History Record Information (CHRI) report. The results should be for the year prior to enrolling in the Nurse Aide Training Program.

1. If the applicant has lived in the Commonwealth of Pennsylvania for at least two years, prior to entering the Nurse Aide Training Program, a CHRI request is made to the Pennsylvania State Police. A form titled SP4 - 164 can be obtained at a police station or online. The only acceptable website to process the CHRI electronically is [https://epatch.state.pa.us](https://epatch.state.pa.us). The electronic version has a state seal embedded in the final report.
   a. Most results can be printed immediately
   b. If your copy only has a control number but not a record determination i.e. “no record exists” or a printout of prior offenses, you need to go back to the Epatch website. Please follow the steps below to gain access to your record:
      i. Select Record Check
      ii. Select Check Status
      iii. Type in your Control Number, Name (case sensitive) and Date of Request
      iv. Click on the Record Check Details screen
      v. At the bottom of the page, click on Certificate Form.
      vi. Print the certificate (be sure the state watermark seal appears).

2. If the applicant has NOT lived in the Commonwealth of Pennsylvania for at least two years, the applicant must request a CHRI from the Pennsylvania State Police and an FBI check through the Department of Education at [www.pa.cogentid.com](http://www.pa.cogentid.com).
   a. To begin, click on the Department of Education (PDE) and follow the prompts
   b. Applicants who need an FBI report will receive a separate packet developed by the Pennsylvania Department of Education entitled “FBI Criminal History Record Information Procedures” along with a fingerprint card in the mail. The Pennsylvania Department of Education forms contain all the information needed to obtain the CHRI and FBI report.
   c. The Pennsylvania State CHRI and FBI reports are valid for one year.
3. The Coordinator, Nurse Aide Training Program or the Director, Center for Allied Health is responsible to:
   a. Receive the applicant's original CHRI report or copy the applicant's original CHRI report;
   b. Review the CHRI report for prohibited offenses contained in 701.13 (relating to the non-acceptance of certain applicants);
   c. Sign and date the original or a copy of the original and place it in a locked file cabinet;
   d. Ensure that only those individuals who are designated in the "Right to Know” policy for NATCEP and state or federal employees involved in monitoring the program have access to these files;
   e. Notify the applicant in writing whether the decision not to admit the applicant is based in whole, or in part, on the CHRI report.

4. Bucks County Community College will not enroll a Nurse Aide applicant whose CHRI report indicates that the applicant has been convicted of any of the offenses designated as a felony under the Controlled Substance, Drug, Common Device, and Cosmetic Act (P.S. 780-101, 780-144); or any offense listed under Act 14.

5. PA CHRI checks and FBI reports will be maintained by the Coordinator, Nurse Aide Training Program in a secured location for three years.

6. Individuals designated to review and approve application for enrollment into the program who willfully fail to comply with §701.12 (2) and (3), or 701.13 of Act 14, shall be subject to a civil penalty as provided for in §701.21.

7. Representatives from the Pennsylvania Department of Education, State or Federal Departments will be permitted to view all PA CHRI and FBI reports.

8. For more information, please see the Admission and Training Policies, Section A.
VERIFICATION OF PENNSYLVANIA RESIDENCY

Please type or print legibly in ink.

Date of Application: ________________ Proposed Date of Nurse Aide Class Enrollment: ________________

I. Personal Information
   a. Name: ________________________________________________
   b. Current Address: _______________________________________
      City: _______________________________ State: ________ Zip Code: ________
   c. Months/Years at Current Address: _________________________
   d. Telephone Number: _______________________________________

If you have resided at your current address for less than two years:
Previous Address: __________________________________________

________________________________________________________

Months/Years at this Address: _________________________________

*If necessary, attach a list of other addresses to demonstrate that you have lived in PA for the past two (2) years.

II. Forms of Identification – this will be verified by program representative
   a. Birth Date: Month / Day / Year __ __ / __ __ / __ __ __ __
   b. Please provide two (2) additional forms of official, signature-bearing identification (one must be a current photo identification document). Examples of proper identification include:
      *Driver’s License  *Clinic Card  *Credit Card  *State-issued Identification Card
      *Passport  *Library Card  *Green Card  *Other ____________________

III. Education
   a. Do you have a high school diploma or GED? YES_______ NO_______
   b. Name of high school: _________________________________
      City: _______________________________ State: ________ Zip Code: ________
   c. Did you attend an educational institution beyond high school? YES_______ NO_______

If yes, enter the name of the school(s): _______________________________________

IV. Nurse Aide Signature
   I understand that by submitting this completed form for Verification of Pennsylvania Residency to enroll in a Nurse Aide Training Program, I certify that all of the information I provided on this application is complete, accurate, true and correct. I make this declaration subject to the penalties of 18 PA.C.S 4904 relating to unsworn falsification to authorities.

   Signature: ___________________________________________ Date: ________________
## Procedural Process for Procuring a FBI Report and Letter of Approval for Nurse Aide Training

### PROCEDURAL PROCESS

#### Step 1  Applicant Registers with Cogent Systems
- **a.** 1-888-439-2486 Monday - Friday 8:00 AM - 6:00 PM EST
- **b.** [www.pa.cogentid.com](http://www.pa.cogentid.com) - available 24 hours/day
- Select the Pennsylvania Department of Education (PDE) service
- Select any item listed for reason for fingerprinting

- Credit/debit card acceptable for on-line registration
- $33.00 Money Order/Cashier’s Checks ONLY
  - Payable to Cogent System at the print location
- Have demographic information available (i.e., Name, Address, Social Security number, etc.)
- Have a pen/pencil and a piece of paper available
- Request a copy for $2.50 extra
  - The COPY is NOT AN OFFICIAL COPY. It is for the Applicants Use Only and cannot be used for admission into a nurse aide training program.

**Follow Steps #2, #3, #4, #5.**

### PREPARATION

- **Registration ID Number** will be given to applicant i.e. PA1028035159067
- **FBI reports are not transferable between Departments.** If another Department, such as Department of Public Welfare is accidentally selected, the PDE **cannot** process the FBI report. The applicant will be required to complete a second registration process and fee.
- **Students** who are employed or offered employment by a long term care facility must access FBI reports through the Department of Aging. 717-265-7887

- Report is available (on-line) within 2 days.

### OUTCOME

- 1 reprinting is available, if needed. Cogent will contact applicant.
- If fingerprints are rejected or unreadable, reprinting can be applied one time only after which a name check would be performed through the FBI.

### Step 2  Applicant goes to a Fingerprint Location
- [www.pa.cogentid.com](http://www.pa.cogentid.com) - to view listings
- Location determined during phone call
- Applicant Livescan Operator (ALO) will identify the applicant and scan all 10 digits

- No scheduled appointments
- Have Registration Number available
- Have photo identification available (driver’s license)

**To see other types of ID go to [www.pa.cogentid.com](http://www.pa.cogentid.com)**

### Step 3  Cogent forwards Fingerprints to FBI and FBI returns Report to Cogent

### Step 4  Applicant Contacts PDE designated and approved staff
- Arthur Richardson 717-772-0814 arichardson@state.pa.us

- Have Registration Number available
- Valid demographic information

**PDE reviews reports then determines eligibility for enrollment into a nurse aide training program.**

### Step 5  PDE mails Applicant an Official Letter of Approval

**Effective June 1, 2009**

**Applicant submits an official letter of approval on state letterhead to the state-approved nurse aide program.**
# Medical Examination Form

**Bucks County Community College – Nurse Aide Training Program**

Student Name: ________________________________

## Two-Step Mantoux Test

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Reaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Examining Nurse: __________________________ Date: __________

## Physical Exam

Please complete all sections of the chart below

<table>
<thead>
<tr>
<th>Temp</th>
<th>Pulse</th>
<th>BP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height</td>
<td>Weight</td>
<td>Vision</td>
</tr>
<tr>
<td>Heart</td>
<td>Lungs</td>
<td>Eyes</td>
</tr>
</tbody>
</table>

Notes:

**Physician Review:**
The undersigned, being a licensed Physician or Physician Assistant, does hereby certify that I have reviewed the above information and believe this person to be free from communicable disease, including Tuberculosis infection.

Signature of Physician or Physician Assistant: __________________________ Date: __________

Print Name: ________________________________

Practice: ________________________________

Address: ________________________________

Office Phone: ________________________________
How to Conduct a Two-Step PPD / Mantoux Test

The Two-Step PPD* / Mantoux is used to detect individuals with past Tuberculosis (TB) infection who have diminished skin test reactivity. This procedure will reduce the likelihood that a boosted reaction is later interpreted as a new infection.

There are four (4) required visits when following the two-step Mantoux protocol:

**Visit 1, Day 1**
Place the 1st skin test and have the employee return to the doctor’s office in 2 – 3 days (48 – 72 hours) to read the results.

**Visit 2, Day 3 or 4**
The 1st skin test is read 2 – 3 days (48 – 72 hours). If the first test is positive, it indicates that the employee is infected with TB. Refer the employee for a chest x-ray and physician evaluation. An asymptomatic employee, whose chest x-ray indicates no active disease, may begin work.

**Visit 3, Day 7**
Place a 2nd skin test on all employees whose 1st test was negative at 48 – 72 hours. The 2nd test is given seven (7) days from the first test (day 1) and not from the first reading.

**Visit 4, Day 9 or 10**
Read the 2nd test at 48 – 72 hours. A positive 2nd test indicates TB infection in the distant past. Refer the employee for a chest x-ray and physician evaluation. An asymptomatic employee, whose chest x-ray indicates no active disease, may begin work.

**Sensitivity of this Method**
The majority of significant PPD skin test reactions will remain “positive” 7 days after application. Those that have diminished or disappeared by Day 7 will be boosted back to positive by the 2nd skin test. Reducing the number of visits from 4 to 3 will not reduce the sensitivity of the two-step test.

*PPD means “purified protein derivative.” It is the substance used in the Mantoux TB skin test, which is the accepted standard method of TB skin testing. TB skin tests are commonly referred to as PPDs.

Institution Consultation Services / effective TB solutions
Francis J. Curry, National Tuberculosis Center
http://www.nationaltbcenter.edu
**Center for Allied Health Contact Information**
Telephone Number 215-968-8482
Fax Number 215-497-8765
Website [www.bucks.edu/nurseaide](http://www.bucks.edu/nurseaide)
Mailing Address See above

**Nurse Aide Training Program Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Location</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole Armani</td>
<td>215-968-8482</td>
<td>Allied Health 004</td>
<td><a href="mailto:armanin@bucks.edu">armanin@bucks.edu</a></td>
</tr>
<tr>
<td>Coordinator, Nurse Aide Training Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kimberly Murray</td>
<td>215-968-8316</td>
<td>Allied Health 004</td>
<td><a href="mailto:murrayki@bucks.edu">murrayki@bucks.edu</a></td>
</tr>
<tr>
<td>Coordinator, Center for Allied Health Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeanne Turner-Brady</td>
<td>215-968-8106</td>
<td>Allied Health 004</td>
<td><a href="mailto:turnerbr@bucks.edu">turnerbr@bucks.edu</a></td>
</tr>
<tr>
<td>Coordinator, Center for Allied Health Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janet Baker</td>
<td>215-968-8324</td>
<td>Allied Health 007</td>
<td><a href="mailto:bakerj@bucks.edu">bakerj@bucks.edu</a></td>
</tr>
<tr>
<td>Director, Center for Allied Health</td>
<td></td>
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