

Application for Approval of a Curriculum or a Course

**This form must be completed by all schools. Submit two copies for each curriculum or course. Please type or print.
 Registered business schools seeking approval for TAP funding must also complete form BPSS-30A.**

1. Type of Application (check one)

- New -** Complete and submit entire application (skip items #5, 7, & 14).
- Reapproval -** Complete and submit cover page, breakdown of hours chart (item #18), textbook list (item #19), equipment list (item #20), and all items corresponding to any changes (e.g., item #21a if courses are changed).
- Amendment -** Submit one copy of current approval letter and complete items #2-7, 14-16, and all items corresponding to any changes.

2. School Name E-mail Address:

3. Street City State Zip

4. Title of Curriculum/ Course
PERSONAL CARE AIDE

5. Curriculum/ Course ID No.
C

6. Total Instructional Hours 7. OBRA ID (Nurse Aide/ Assistant Only) 8. Nationally Recognized Vendor Provided Curriculum? Yes

Name of Vendor and web site:

9. Entrance Requirements (Check all that apply)

A. High School Diploma/ GED **OR** Ability to Benefit Exam Score

B. ESL Placement Test Enter Score Exit Score

C. Other (Identify here and in catalog)

10. Curriculum Specific Graduation Requirements, if any

11. Method of Instruction 12. Language of Instruction 13. Definition of One Instructional Hour

Individualized Traditional Correspondence 60 minutes

14. Briefly Describe Any Changes (Use additional sheets if necessary)

15. Name of Contact Person Title Telephone ()	Bureau Use Only
16. Original Signature of Director, Owner, President Date (circle one)	
Print/ Type Name	

19. Textbooks and Instructional Aids

Complete for each course. If no texts or instructional aids are used, enter course title and "NA." Use additional sheets if necessary.

Course Title: Note here a textbook of your choice. The DOH curriculum is not a textbook, but	
Textbook: a curriculum intended for your instructor. The DSS book is obsolete.	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	

20. Equipment List

Describe equipment used by students for this curriculum only. Do not include instructional aids or desks/ chairs. Include manufacturer's name, model, and name of item.

***Location:** _____

<i>*For a class of 20 students, the following quantities are required. (May 2012 version)</i>			
<u>1. PATIENT CARE CENTER (HOME, ADJUSTED HOME) for Module XII</u>			
Quantity	Description	Quantity	Description
2	Adult Practice mannequins	2	Medicine Bottles, medicine glasses and droppers
1	Bed, single, home style, with mattress, 2 sets of linens, blankets and 2 pillows	4	Incontinence pads
1	Bedside Commode	2	Trays
1	Chair, bedside, home-type	1	Emesis/Cleaning basin
2	Bedpans; fracture pans; Urinals	2	Scissors, orange sticks & nail files
1	Table, overbed	2	Wound dressing Supplies- gauze, tape (Mod. XII-34, also for Unit G)
1	Scale (balance or digital scale)	4	Gowns, patient
1	Slide board	1	Layette sheet
1	Gaitbelt	1	Set of male and female clothes for dressing demonstration
1	Hydraulic Lift	2	pitcher/container for measuring intake and output (XII-33)
1	1 safety razor with shaving cream, and 1 electric razor	1	Eye glasses
2	Wash basins and 2 soap dishes	2	Elastic stockings (XII-13)
3	Wheelchairs	As needed	Gloves (non-latex)
1	Walker; 1 cane	2	Infant mannequins, bassinets and baby bottles (for skills XII-35 and XII-36)
1	Condom Catheter and urine drainage bag (Mod. XII-19 to 21, & also Unit E)	1	Box diapers or pampers
1	Garbage bin with bags	As needed	Alcohol-based cleaner/handiwipes
	<u>2. LIVING CENTER</u>		
Quantity	Description (for Module X—equipment optional, as this unit has no skills performances)		
1	Sofa, chair and table		
1	Draperies, blinds, curtains or window shades		
		Bureau Use Only	

Curriculum/ Course ID Number: _____

20. Equipment List (*Continued*)

Describe equipment used by students for this curriculum only. Do not include instructional aids or desks/ chairs. Include manufacturer's name, model, and name of item.

*Location: _____

<u>3. FOOD PREPARATION & SERVICE CENTER</u> (for Module 8 and Unit C)			
Description (The DOH equipment list allows a “mock kitchen,” as the performance objectives only ask the student to “assist” in cooking and safe storage in Module VIII and to “assist” in preparing complex modified diets in Unit C). Demonstration in a working kitchen is recommended if students are unfamiliar with cooking. The dishes, though not the stove & fridge, are also needed for practicing helping patients to eat in Module XII, skill XII-11			
	Kitchen (can be Mock/non-functional)		Helping to Eat (Mod. XII-B)
1	Sink with running water and cabinet*	1	Can opener and 1 Bottle opener
1	Storage unit, wall, base	1	Dispenser, paper towels
1	Range, gas or electric, or hot plate(s)	1	Coffee pot
1	Refrigerator (can be small)	1	Measuring spoon set
1	Toaster	1	Measuring liquid cup
2	Pots and 4 pot holders	4	Water glasses
1	Skillet	4	Knives, forks and spoons
1	Dish drainer with dish pan	4	Plates, cups and saucers
1	Knife, utility and 1 paring knife	1	Dining table with 4 chairs
	*sink must work		
<u>4. UTILITY AND HOUSEKEEPING CENTER (Module X and XII-B-K) 1)</u>			
Quantity	Description: Equipment optional. Skills can be demonstrated with a video, though a quality training program may want to demonstrate the skills live.		
1	Vacuum cleaner unit with attachment	1	Ironing board and steam-dry iron
1	Push broom, pail, wet mop,	1	Cabinet, general storage
		Bureau Use Only	
Curriculum/ Course ID Number: _____			

20. Equipment List (Continued)

Describe equipment used by students for this curriculum only. Do not include instructional aids or desks/ chairs. Include manufacturer's name, model, and name of item.

*Location: _____

5. BATHROOM CENTER (Module XII)		Supplies for Health-Related Training	
Quantity	Description	Wound dressing Supplies- gauze, tape (used for Module XII-34)	
1	Commode or toilet	2 Condom Catheters with urine drainage bag (used in Module XII-19 to 21)	
4	Towels & wash cloths		
1	Toothbrush and toothpaste		
1	Set of Dentures and dentures cup		
As needed	Bars of soap or dispenser; Hand cleanser; Skin Lotion		
1	Comb/brush		
1	Tub (Optional). If used does not need to be connected to water to practice Mod. XII skills Transfer from Wheelchair to Bath XII- & XII-30, Assisting in Bath XII-3		
		Bureau Use Only	
Curriculum/ Course ID Number: _____			

21a. Content Outline

Include an outline of topics to be covered for each course. Attach additional sheets if necessary.

Course Title: /PCA (40 or 41 hours)

The school will use the DOH curriculum and the current DOH unit tests.

The curriculum for the first half (PCA) is at:

http://www.health.state.ny.us/professionals/home_care/curriculum/docs/home_care_curriculum.pdf

Read this, too, about what PCAs and HHAs can do, and what not

https://www.health.ny.gov/professionals/home_care/docs/hhatp_guide.pdf

This revised curriculum incorporates the minor shifts in unit times decided by DOH in January 2007 and in 2008, mainly shifting half-hours among various units in the HRTC, and clarifying times and a few procedures in HCC. The time adjustments within the units can be incorporated at once, the changes in times allotted to the units upon renewal of the curriculum approval.

If you plan to teach this curriculum in a language other than English (LOTE), you need to send a translated curriculum (your answers only) up to 21a. All translated material must be accompanied by a notarized affidavit and include ALL of this:

- Translator is not an employee or partner at the school, or family member to one
- That he/she knows English and the LOTE (and where learned the latter)
- How can I reach the translator (address, email, phone)?
- That this is a "true and complete translation" of the (name of curriculum) from (name of school).

Teachers: If you have an approved curriculum in a language other than English, a license to teach PCA/HHA in these languages must be requested, by including either proof that the teacher completed education in that language (a high school diploma or university diploma, or similar, or an affidavit that the teacher speaks the language of instruction, including where he/she learned it). Check the BPSS teacher application instructions for details.

Books: Students need a textbook that they will own, and use as reference guide after graduation. Currently, there is the Handbook/Guia published by Hartman in Spanish, and another book by Marian Kerpinski published by Medifecta in Spanish and Chinese. The Kerpinski book covers PCA only. You will also need the instructor manual and student workbook for either book. If you have no available textbook at all in your language of instruction for both the core and the health-related parts (Russian and Polish, for example), then you must use an English textbook, and have students document through a standard ESL test that they can read English at an intermediate level, such as by testing for SLEP score 43, or CELSA raw score 35 questions out of 75. It is advisable to add a unit (5 or 10 hours) on Vocational English for Homecare, before teaching in your language of instruction. DOH allows programs in LOTE to use the Hartman textbook Providing Homecare IF Hartman gives you written permission to use its testbank, which exists in several languages.

Home Care Registry: After approval by BPSS, your school, programs, teachers, directors and students must, since September 2009, be registered on the Home Care Registry https://www.health.ny.gov/professionals/home_care/ (Help Desk at 1-877-877-1827 Monday through Friday 8:30 a.m. to 4:30 p.m. or email at HCRreg@health.ny.gov). After approval, BPSS will notify the Health Commerce Management Unit (CAMU, Help Desk at 1-866-529-1890 or hinhpn@health.ny.gov) that you have been approved. CAMU will then contact you, and so will the HCR. If you are a nurse or other medical professional, you have one already and know the procedure. This may take several weeks. You cannot start instruction until you can register your students on the HCR. It is your responsibility to read and follow additional DOH instructions concerning training and reporting requirements. (Added 7/2013).

Internships: There is no internship for Personal Care Aide. For Home Health Aide, your sites of internship and affiliation agreement must be approved by BPSS.

21b. Performance Objectives (Optional)

(Effective October 1, 2002, submission of performance objectives is optional and will not be included in the review of curriculum or course submissions. Schools must still maintain appropriately written Student Performance Objectives for each curriculum at their school location and make them available to all instructors and the Bureau upon request.)

Complete performance objectives for each course include conditions, student behaviors, and standards.

Course Title: Personal Care Aide

Prerequisite Courses: _____

The school will use the **CURRENT** performance objectives (unit tests) of the revised 2006/2007 Dept. of Health curriculum for the Home Care Core Curriculum. The unit tests are on the HCS (Health Commerce System) website. You must log in to see them. They are in the file "Evaluation Documents." After July 1, 2012, per Department of Health, schools can also use test questions from testbanks offered by the HHA school book publisher. You must notify the BPSS curriculum unit by letter if you do so, identifying the publisher and the test bank website.

If you submit an application to teach HHA or PCA in a language other than English, and you do not use the test banks developed by Hartman, the unit tests must be translated if students do not show, through an ESL test, a reading ability in English equivalent to "intermediate" (as in CELSA, scaled score 97 or 35 correct answers of 75), or SLEP, score 43.

After demonstration by the instructor, students should practice skills during skills class (Unit XII) as much as possible **LIVE** on fellow student or volunteer.

At the end of their training, Personal Care Aide students must also demonstrate the skills in the attached checklist, copied from the Appendix in the Homecare Core Curriculum. The student must demonstrate in the lab the 12 required skills (marked with a *) and 2 other skills. Home Health Aide students must demonstrate a further 18 mandated skills that are not on this list. These tasks must be evaluated according to the DOH guidelines. The school should document this on a form including the date, place, and the name/signature of the nurse who evaluated it. That sheet must be in the student file. Beginning with July 1, 2012, the Department of Health requires that a copy given to the student.

To apply for curriculum approval, you fill out this form and upload it under "Coursework Details." You also fill out the various fields. There is one separate application per language of instruction. The information on this application and the online fields must be identical. For example, the instructional hour must be 60 minutes on both. The 85% attendance rule does not apply to this program. The student must finish, in class or through make-up hours, all hours of this curriculum.