

Application for Approval of a Curriculum or a Course

1. Type of Application

New - Complete and apply for a NEW CURRICULUM on the BPSS System upload this application under the **coursework** tab in the digital application.

Reapproval - Be sure to update textbooks and/or instructional aids as well as contact information at renewal time. Apply for a CURRICULUM RENEWAL on the BPSS System and upload this application under the **coursework** tab in the digital application.

2. School Name: _____ **3. Amount paid:**
 \$ _____

4. Street: _____ **5. E-mail Address:** _____

City: _____ **State:** _____ **Zip:** _____

6. Total Instructional Hours: 41 **7. Curriculum/ Course ID No.: BPSS ONLY**
 C _____

8. Title of Curriculum/ Course:
 PERSONAL CARE AIDE

9. Entrance Requirements (Check all that apply):

- A. High School Diploma/ GED
- B. Ability to Benefit Exam
- C. ESL Placement Test
- D. Other (Identify here and in catalog)

10. Graduation Requirements:

Ability to Benefit/ESL Placement Exam Title and Score:

	Exam Name	Score	
Ability to Benefit			
ESL		Entrance:	Exit:

11. Method of Instruction:
Classroom

12. Language of Instruction:

13. Definition of One Instructional Hour:

60 minutes

14. Briefly Describe Any Changes: (attach a letter on school letterhead if necessary)

15. Name of Curriculum Contact Person:

Title: _____ Telephone: () _____

16. Original Signature of Director:

Print/ Type Name: _____ Date: _____

17. Occupational/ Non-occupational Objectives

List entry-level job titles for which a student will qualify upon completion of the curriculum:

PERSONAL CARE AIDE

18. Breakdown of Theory, Skill and Internship Hours

List the courses/ units in the order in which instruction will take place. Place an asterisk (*) next to any courses/ units which can be offered in any sequence within the curriculum. List the number of hours offered for each course/ unit in the second column. In the third column list the predominant focus of the course/unit, either "T" for theory, "S" for skill, or "I" for internship/ externship. List only one letter for each course/ unit. Use additional sheets if necessary.

Course/ Unit Title	Hours	"T", "S", or "I" (see above)	Bureau Use Only	
			Student - Teacher Ratios	Teacher Licensure Area
Module I. Introduction to Home Care	1.5		:1	
Module II. Working Effectively w/ Homecare Clients	3.0		:1	
Module III. Working with the Elderly	2.0		:1	
Module IV. Working with Children	1.0		:1	
Module V. Working w/People who are Mentally Ill	1.0		:1	
Module VI. Working with People w/Develop. Disab.	1.0		:1	
Module VII. Working w/ People w/ Physical Disab.	1.0		:1	
Mod. VIII. Food, Nutrition & Meal Preparation	4.0		:1	
Mod. IX. Family Spending & Budgeting	0.5		:1	
Mod. X. Care of the Home & Personal Belongings	1.5		:1	
Mod. XI. Safety & Injury Prevention	1.5		:1	
*Universal Precautions now covered Mod. XII,Unit B,if you keep it, curriculum remains at 41 hours	1.0		:1	
Mod. XII. Personal Care Skills (End PCA part)	22		:1	
*See revised PG 18-0301 for conditions for higher ratios			:1	
			:1	
			:1	
TOTAL	41		:1	

Bureau Use Only

Curriculum/ Course ID Number:

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.

Unit/Course Title: Note here a textbook of your choice. The DOH curriculum is not a textbook, but a curriculum intended for your instructor. The DSS book is obsolete.	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Unit/Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Unit/Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Unit/Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Unit/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		
	<u>3. FOOD PREPARATION & SERVICE CENTER (for Module 8 and Unit C)</u>		
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		
4. UTILITY AND HOUSEKEEPING CENTER (Module X and XII-B-K) 1)			
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
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		
Curriculum/ Course ID Number:		Bureau Use Only	

21. Curriculum Application Information

Course Title: PCA (40 or 41 hours)

The school will use the DOH curriculum. **Personal Care Aide** consists of:

The Health-Related curriculum (the first half for PCA):

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

Permissible Activities for PCAs and HHAs:

https://www.health.ny.gov/facilities/home_care/docs/activities_matrix.pdf

Internships: Your sites of internship must be approved by BPSS. A **skills checklist** must also be attached to your application. Please go to the links below to review requirements for internships and affiliation agreements:

Internship information: There is no internship requirement for Personal Care Aide.

Skills checklist: <https://www.acces.nysed.gov/sites/acces/files/bpss/pca-skills-checklist.pdf>

Affiliation Agreement: There is no internship requirement for Personal Care Aide.

Home Care Registry:

You cannot start instruction until you can register your students on the HCR.

1. School must contact BPSS curriculum by email at BPSSCurriculum@nysed.gov and provide the following:
 - a) Name of school director to be assigned to the Home Care Registry
 - b) Nurse instructor's NYS RN license
 - c) Nurse instructor's BPSS teacher's license
2. BPSS Curriculum will establish the school on the Home Care Registry
3. BPSS Curriculum will email the Health Commerce Management Unit (CAMU) and School Director with the Change of Status (COS) notification for the school.
4. School Director will work directly with CAMU to set up the Health Commerce Account
5. Questions should be directed to:
 - a. For Health Commerce Account: contact CAMU
Help Desk: 1-866-529-1890
Email: camu@health.ny.gov
 - b. For Home Care Registry:
Help Desk: 1-877-877-1827 Monday through Friday 8:30 AM to 4:30 PM
Email: HCRreg@health.ny.gov

NOTE: If you are an existing school adding a new HHA, PCA or upgrade program you must contact BPSSCurriculum@nysed.gov requesting to have your school added to the HCR as well as provide the name of school director to be assigned to the Home Care Registry, the nurse instructor's NYS RN license and the nurse instructor's BPSS teacher's license.

Teaching in a Language Other Than English (LOTE):

If you plan to teach this curriculum in a LOTE, you need to send a translated curriculum (your answers only) through section 20.

Translation: All translated material **must** be accompanied by a notarized affidavit and include the following:

- 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 the latter was learned)
- 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).

Teaching: Personal Care Aide/Home Health Aide teachers must apply for subject area BPSS teacher's license in language of instruction. Your teacher must speak the language of instruction fluently; no translators are allowed in class.

Books: Books must align with the NYS DOH curriculum. NYS DOH has approved and affirmed as consistent with the curricula the following texts:

- **Mosby's** Textbook for the Home Care Aide and Mosby's Textbook for the Home Care Aide Workbook Third Edition. Authors: Joan Birchenall, Eileen Streight.
- **Hartman-** Providing Home Care A Textbook for Home Health Aides, 3rd, 4th, 5th, and 6th editions. Authors: William Leahy, Jetta Fuzy, Julie Grafe

Spanish or Chinese: The translated books currently available in Spanish (Hartman, by Fuzy, ed. and Medifecta, by Marion Karpinski), or Chinese (Medifecta, by Karpinski) do NOT cover all the material found in standard English textbooks. The Karpinski books only cover PCA and therefore cannot be used for PCA Upgrade to HHA curriculum. The Hartman Spanish Guia/Handbook covers most, but not all, required subjects. Hartman provides a crosswalk for the Guia/Handbook to the NYS DOH curriculum. In your application for curriculum approval/reapproval, list all videos and hand-outs in Spanish you will provide to students to cover these missing subjects, ordered by unit in the curriculum.

Other languages: The school is responsible for providing material for students in the language of instruction regardless of whether a published textbook is available in that language.