

## **ASSISTED LIVING ADMINISTRATOR TRAINING**

*This training meets regulation 2800 mandatory training requirements by the  
Pennsylvania Department of Public Welfare.*

**Each day begins at 9:00 am**

*Tardiness more than 20 minutes will result in non-credit for class session*

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**January 11 & 12, 2012**

**February 7 & 8, 2012**

**March 15 & 16, 2012**

### **Course Content:**

Neurological Impairments §2800.64(b)(10)

Infection Control §2800.64(b)(18)

Resident Composition §2800.64(b)(19) §2800.64(b)(20)

Informed Consent §2800.64(b)(20)

Person Centered Care §2800.64(b)(20)

### **MUST HAVE ONE OF THE FOLLOWING QUALIFICATIONS TO ATTEND COURSE:**

- A license as an RN from the Department of State and 1 year, in the prior 10 years, of direct care or administrative experience in a health care or human services field.
- An associate's degree or 60 credit hours from an accredited college or university in a human services field and 1 year, in the prior 10 years, of direct care or administrative experience in a health care or human services field.
- An associate's degree or 60 credit hours from an accredited college or university in a field that is not related to human services and 2 years, in the prior 10 years, of direct care or administrative experience in a health care or human services field.
- A license as an LPN from the Department of State and 1 year, in the prior 10 years, of direct care or administrative experience in a health care or human services field.
- A license as a nursing home administrator from the Department of State and 1 year, in the prior 10 years, of direct care or administrative experience in a health care or human services field.
- With the exception of administrators qualified under § 2600.53(a)(5) (relating to qualifications and responsibilities of administrators), experience as a personal care home administrator, if the following requirements are met:
- Employed as a personal care home administrator for 2 years prior to January 18, 2011.

***Photo identification is required the first day of class.***

### **The Trainers**

*Due to DPW requirements and the variety of topics taught and requirements of DPW, trainers will vary from day to day based upon course content.*

*Session includes course manual and all instructional materials.*

*Continental Breakfast and lunch provided daily.*

### **Fee Schedule:**

*\$279.00 for 2 days of training*

*Fax completed course application to 215-348-4240 to reserve your seat.*

*All payments must be received one week prior to the session(s). If payment is not received one week prior to session, space may not be available on day of session(s).*

**COURSE APPLICATION**  
**ASSISTED LIVING ADMINISTRATOR TRAINING COURSE**

FIRST NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST NAME \_\_\_\_\_

PERSONAL ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PERSONAL PHONE# \_\_\_\_\_ CELL PHONE# \_\_\_\_\_

PERSONAL E-MAIL: \_\_\_\_\_

FACILITY: \_\_\_\_\_

FACILITY ADDRESS : \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

FACILITY PHONE#: \_\_\_\_\_ FACILITY FAX#: \_\_\_\_\_

FACILITY EMAIL: \_\_\_\_\_ COUNTY OF FACILITY: \_\_\_\_\_

DESIRED COURSE START DATE: \_\_\_\_\_

AMOUNT FOR AL ADMINISTRATOR COURSE IS \$279.00  
Business/Corporate Check, Personal Check, Money Order, Visa, Master Card & Discover Accepted

**QUALIFICATIONS OF APPLICANT (CHECK ONE)**

\_\_\_\_\_ A license as an RN from the Department of State and 1 year, in the prior 10 years, of direct care or administrative experience in a health care or human services field.

\_\_\_\_\_ An associate's degree or 60 credit hours from an accredited college or university in a human services field and 1 year, in the prior 10 years, of direct care or administrative experience in a health care or human services field.

\_\_\_\_\_ An associate's degree or 60 credit hours from an accredited college or university in a field that is not related to human services and 2 years, in the prior 10 years, of direct care or administrative experience in a health care or human services field.

\_\_\_\_\_ A license as an LPN from the Department of State and 1 year, in the prior 10 years, of direct care or administrative experience in a health care or human services field.

\_\_\_\_\_ A license as a nursing home administrator from the Department of State and 1 year, in the prior 10 years, of direct care or administrative experience in a health care or human services field.

\_\_\_\_\_ With the exception of administrators qualified under § 2600.53(a)(5) (relating to qualifications and responsibilities of administrators), experience as a personal care home administrator, if the following requirements are met:

\_\_\_\_\_ Employed as a personal care home administrator for 2 years prior to January 18, 2011.

\*\*\*I can provide proof of the above qualifications to be an Assisted Living Administrator in the State Of Pennsylvania.

Signature of Applicant: \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

CONFIRMATION LTR (DATE E-MAILED) \_\_\_\_\_ PAYMENT RECEIVED: DATE: \_\_\_\_\_ CHECK#/CREDIT CARD: \_\_\_\_\_

# P.E.P.P. UNLIMITED



INNOVATIVE RESOURCES FOR THE ASSISTED LIVING INDUSTRY

252 West Swamp Road, Unit #1  
Doylestown, PA 18901

Phone: (215) 348-3112 Toll Free Phone: (800) 944-5459

Fax: (215) 348-4240

[www.peppunlimited.com](http://www.peppunlimited.com)

**From 309:** At the Five Points (where Routes 309, 202, and 463 intersect) go North on Route 202 for approximately 9 miles. Before Doylestown Hospital, turn LEFT onto 611 North (the 611 Bypass). Continue North to the Dublin/Route 313 exit. Take the Route 313 exit and make a LEFT. About ¼ mile on the left, you will see the Bailiwick Office Complex (there is a statue of a black mule with a red tail and mane at the entrance & across the street is the Hyundai Dealership). Make a LEFT into the complex. Turn RIGHT into the first parking lot. We are in Unit #1.

**From the PA Turnpike:** Exit at the Willow Grove interchange (Route 611). Take 611 North for approximately 10 miles. When 611 North Splits, follow the signs to EASTON. (Stay in the LEFT lanes!) Continue North to the Dublin/Route 313 exit. Take the Route 313 exit and make a LEFT. About ¼ mile on the left, you will see the Bailiwick Office Complex (there is a statue of a black mule with a red tail and mane at the entrance & across the street is the Hyundai Dealership). Make a LEFT into the complex. Turn RIGHT into the first parking lot. We are in Unit #1.

**From the Northeast Extension:** Exit at the Quakertown Exit Rout 663. When you cross over Route 309, Rout 663 becomes Route 313. Take this through Quakertown and Dublin into Doylestown (approximately 15 miles). Before you reach Route 611, turn RIGHT into the Bailiwick Office Complex (there is a statue of a black mule with a red tail and mane at the entrance & across the street is the Hyundai Dealership). Turn RIGHT into the first parking lot. We are in Unit #1.

## **HOTELS NEAR TO P.E.P.P. UNLIMITED, DOYLESTOWN, PA**

### **Court House Inn**

625 North Main Street  
Doylestown, PA 18901  
Phone: 215.348.9222  
Fax: 215.345.5072  
courthousein.net

### **Hampton Inn Warrington**

1570 Easton Road  
Warrington, PA 18976  
Phone: 215.343.8400  
Fax: 215.343.8493  
Hampton\_AGM@yahoo.com

### **Golden Plough Inn**

Peddler's Village  
Routes 202 & Street Road  
Lahaska, PA 18931  
215-794-4004  
www.goldenploughinn.com

### **Days Inn Horsham/Willow Grove**

245 Easton Road  
Horsham, PA 19044  
Phone: 215.674.2500  
Fax: 215.674.0879  
the.daysinn.com/horsham06707

### **Extended Stay America Hotel**

114 Welsh Road  
Horsham, PA 19044  
215-784-9045  
215-784-9039

### **Courtyard by Marriott**

1500 Easton Road  
Willow Grove, PA 19095  
215.830.0550

### **Hampton Inn/Willow Grove**

1500 Easton Road  
Willow Grove, PA 19095  
215.659.3535

### **Hampton Inn/Quakertown**

1915 John Fries Highway  
Quakertown, PA 18951  
Phone: 215.536.7779  
Fax: 215.536.8280

### **Holiday Inn Express Hotel & Suites**

Located at Exit 44 of I476 & Rt 663  
Quakertown, PA 18951  
215.529.7979  
7.800.HOLIDAY

### **Comfort In Comfort Inn & Suites**

1905 John Fries Highway Rt 663  
Located at Exit 44 (I-476) Rt 663  
Quakertown, PA 18951  
Phone: 215.538.3000  
Fax: 215.538.2311

### **Best Western Motor Inn**

1446 West Broad Street  
Quakertown, PA 18951  
215-536-2500 Tel.  
215-536-2508 Fax  
1-800-WESTERN – Reservations

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### ASSISTED LIVING ADMINISTRATOR COURSE 2012

#### Each Day Begins at 9:00 am

*Tardiness more than 20 minutes will result in non-credit for class session*

<p><b>3 hrs</b></p>	<p><b>Neurological Impairments</b>          Understanding and addressing behavioral changes as a result of cognitive impairments</p> <ul style="list-style-type: none"> <li>▪ Screening process and the geriatric assessment team</li> <li>▪ Working with members of the geriatric assessment team</li> <li>▪ Neurobehavioral rehabilitation due to cognitive impairments</li> <li>▪ Rehabilitation and Support Plans</li> </ul> <p>Understanding the causes and types of brain injuries</p> <ul style="list-style-type: none"> <li>▪ Understanding and addressing behavioral changes as a result of brain injuries</li> <li>▪ Screening process and the geriatric assessment team</li> <li>▪ Neurobehavioral rehabilitation due to brain injuries</li> <li>▪ Rehabilitation and Support Plans</li> </ul>	<p><b>January 11, 2012</b>  <b>February 7, 2012</b>  <b>March 15, 2012</b></p>
<p><b>4 hrs</b></p>	<p><b>Assisted Living Resident Composition</b>          Understanding the physical and cognitive changes with aging          Provision of skilled services in a community setting          Serving residents with skilled service needs          End of Life Care/Hospice          Adults with disabilities          Excludable conditions</p>	
<p><b>2 hrs</b></p>	<p><b>Infection Control</b>          How pathogenic organisms are spread          Strategies for preventing transmission of pathogenic organisms          How to apply infection control concepts in an assisted living resident          Professional responsibility to adhere to infection control standards          Communicable diseases in communal settings</p>	<p><b>January 12, 2012</b>  <b>February 8, 2012</b>  <b>March 16, 2012</b></p>
<p><b>2 hrs</b></p>	<p><b>Informed Consent</b>          What is informed Consent?          The informed consent process          Recognizing potential risk relating to resident choice          Negotiation techniques</p>	

<p><b>4 hrs</b></p>	<p><b>Person Centered Care</b>  Consumer choice philosophy  Training staff to support resident choice and independence  Engaging residents <ul style="list-style-type: none"> <li>▪ Developing activities</li> <li>▪ Support plan development and implementation</li> <li>▪ Respecting resident decision-making</li> </ul> Engaging families  Conflict resolution  Managing an assisted living residence while respecting a resident’s choice and privacy  Introduction to informed consent</p>	<p><b>January 12, 2012</b>  <b>February 8, 2012</b>  <b>March 16, 2012</b></p>
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