

# Personal Care Home Administrator

## 100-HOUR TRAINING

The Pennsylvania Department of Public Welfare's  
standardized, department-approved training course

This program consists of 19 courses that vary in length  
from 2 to 9 hours:

- Fire Prevention and Emergency Preparedness
- Medication Procedures, Medication Effects/Side Effects and Universal Precautions
- Personal Care Services and Personal Hygiene
- Local, State, and Federal Law and Regulations Pertaining to the Operations of a Home
- Nutrition, Food Handling and Sanitation
- Certification in CPR and Obstructed Airway Techniques and First Aid Training
- Recreation
- Resident Rights
- Care for Residents with Mental Illness
- Gerontology
- Care for Residents Who Have Developmental Disabilities
- Care of Residents with Dementia, Cognitive Impairments and Other Social Needs
- Community Resources, Social Services and Activities in the Community
- Staff Supervision and Staff Person Training Including Developing Orientation and Training Guidelines for Staff
- Budgeting, Financial Record Keeping and Resident Records
- Writing, Completing and Implementing Initial Assessments, Annual Assessments and Support Plans
- Resident Home Contracts
- Abuse and Neglect Prevention and Reporting
- Cultural Competency

To attend, you must have one  
of the following:

- An associate degree or 60 credit hours from an accredited college or university
- A license as a registered nurse from the Pennsylvania Department of State
- A license as a licensed practical nurse from the Pennsylvania Department of State and 1 year experience in a related field
- A license as a nursing home administrator from the Pennsylvania Department of State
- For a home serving 8 or fewer residents: a general education development diploma or high school diploma and 2 years direct care or administrative experience in the human services field

Let us present these courses at your workplace as professional development opportunities  
for your employees! For more information, contact Theresa Bloom at 215.881.7402.



### Who should attend?

Personal care administrators and  
aspiring administrators

Nurses, caregivers, and healthcare  
professionals who wish to fulfill  
continuing education requirements

### September 5–November 22, 2014

Fridays, 5:00–9:30 p.m. and  
Saturdays, 9:00 a.m.–5:30 p.m.

### Cost: \$1,495

(\$1,395 if you are already CPR  
and First Aid Certified)