

# MSAD #1 Adult & Community Education

## Personal Support Specialist

This 60-hour program is designed to prepare individuals to provide direct support to consumers in assisted living programs, residential care facilities, adult day services programs, and home care settings. This course replaces the Personal Care Attendant (PCA) and Residential Care Specialist (RCS) trainings.

### **The Personal Support Specialist is expected to:**

- ✓ Provide personal care and hygiene to consumers
- ✓ Feed consumers
- ✓ Assist consumers with maintaining their personal environments
- ✓ Assist consumers with a variety of Activities of Daily Living (ADL) skills and aspects of personal care
- ✓ Be confidential
- ✓ Be self-motivated
- ✓ Be able to follow directions
- ✓ Be honest
- ✓ Be trustworthy

### **Entry Requirements:**

1. Good physical and mental health
2. completion of ninth grade (High School or High School Equivalency (GED) Diploma preferred
3. Ability to read and write English
4. Good grooming, speech and personal hygiene

### **Course Requirements:**

1. The student is allowed to be absent from Theory Class no more than two classes. The instructor and the Director of Adult and Community Education may consider special exceptions only with prior approval.
2. The student must maintain a grade of no lower than 70% on module tests. Students may re-take a module test two times. The highest grade assigned for a re-take is 70%.
3. No absences from the clinical are allowed.
4. Passing grade for the PSS course is 80%.

### **Grading and Evaluation:**

Classroom and Clinical:

Written Exams (30%)

Class participation and preparation (30%)

- Attitude and behavior
- Attendance and punctuality
- Grooming and personal hygiene
- Safe Practice/Work habits
- Cooperation with fellow students/instructor

Performance of Skills (30%) Pass= 100%

Final Exam (10%) Passing grade is 80%, one (1) retake is allowed

**Payment:**

Upon acceptance in the program payment of \$275.00 is required.

Personal Support Specialist  
**STUDENT DISMISSAL POLICY**

I: **CRITERIA FOR DISMISSAL:**

A: **More than two (2) absences:**

If a student is absent more than two times, his/her standing in class will be reviewed by the instructor(s) and the Health Program Coordinator. A course of action will be determined.

B. **Unsatisfactory Performance in the Classroom and/or Clinical:**

The student must maintain an average of no lower than 70% on the module tests and the passing grade for the course is 80%. If the student's grades are below 70% on a module test, the student may re-take. If the student's module test grades and skills averages appear that they will fall below the passing mark of 80 for the course, the instructor will confer with the student and steps will be suggested to help the student improve. If the student's grades do not improve within a probationary period, the student will be terminated from the program.

**Minimum score required on the course final exam is 80%. No exceptions will be made.**

C. **Poor Attitude and Behavior:**

The student must demonstrate interest in learning and motivation to learn, in both the classroom and clinical. He/she must demonstrate a willingness to practice the team approach to health care by cooperating with his/her fellow students and co-workers. The student must always perform within the realm of safe practice. The student's behavior must be characteristic of acceptable adult behavior.

D. **Impaired Physical or Mental Health:**

If the student exhibits a physical or mental health impairment, he/she will confer with the instructor and the extent of the impairment will be discussed. Appropriate recommendations and referrals will be presented, in writing, to the student.

II: **BREACH OF CONFIDENTIALITY**

- A. There will be an immediate dismissal from the program if a student is caught breaching confidentiality