

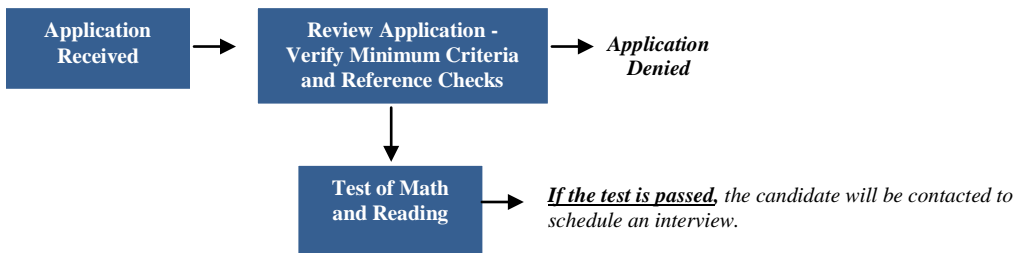
# PATIENT CARE ACADEMY

## APPLICATION

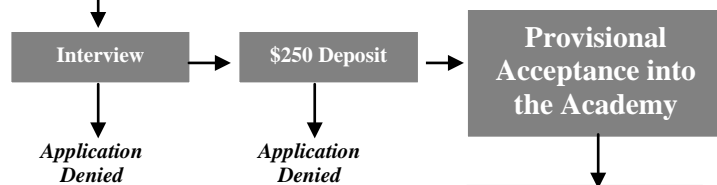
The Patient Care Academy is a fast-track career training program that provides education and job skills for Certified Nurse Assistant, Patient Care Technician, Ward Clerk, Medical Records Clerk, Phlebotomy, and Patient Transport. Graduates of the Academy are prepared for employment in a number of jobs in long-term care, rehabilitation, hospice, medical offices, and hospitals. This intensive training program requires a full-time commitment for 10 weeks.

We require an application, references, and interview for consideration. The Patient Care Academy staff selects candidates based on health care industry employment requirements. There are several steps to the application process. Michigan Technical Education Center (M-TEC) at Kalamazoo Valley Community College will notify candidates by mail, should their application be denied for any reason. Applications will be reviewed to determine whether the candidate meets the minimum criteria for consideration. Candidates will receive additional instruction for the remaining steps in the application process after initial screening.

### Step One



### Step Two



### Step Three



## STEP ONE: MINIMUM CRITERIA

### Application:

**Applicants must possess a desire to work with the public, a desire to work in a health care setting, and have strong communication skills.**

This position requires the ability to work directly with the public. Patient care professionals work closely with residents and patients in nursing homes, emergency rooms, hospitals, behavioral health facilities, physical therapy offices, doctor's offices, and assisted living facilities.

**Applicants are required to have a High School Diploma or GED and must be at least 18 years old.**

This is a requirement for employment in the health care industry.

**Applicants should have no felonies within the past 15 years and no misdemeanors in the past 10 years.**

Individuals with criminal records are denied access to nursing homes and other health care facilities and therefore will not be accepted into the Patient Care Academy.

**Applicants should have no visible tattoos or piercings (must be able to cover with clothing).**

Most employers do not allow visible tattoos or piercings on employees working directly with patients.

### Testing:

**Applicants must possess a basic working knowledge of math and be able to speak and read the English language. Instructions regarding math and reading testing will be provided by Michigan Technical Education Center (M-TEC) staff.**

Proper communication skills are important for work in the health care field. Health care professionals are responsible for accurate documentation of patient information. Math skills are required to perform calculations necessary for patient records. Applicants will be required to achieve a minimum score on a math and reading test. **Applicants will be contacted by M-TEC staff to schedule testing.**

**Only applicants who pass the testing will move on to the interview.**

## STEP TWO: INTERVIEW, CONTINGENT SELECTION, AND DEPOSIT

### Interviews:

**Only those applicants who successfully pass the testing will be contacted for an interview.**

Interviews will be conducted by small teams. Through these interviews, the interviewer looks for the same personal qualities and interpersonal skills health care employers would seek in a prospective employee.

### Contingent Acceptance and Deposit Payment:

Applicants who receive provisional acceptance into the program will be admitted to the Patient Care Academy. The candidate will be required to pay a \$250 deposit to reserve their seat in the Academy. The deposit is non-refundable.

**Only applicants who receive contingent acceptance and pay the \$250 deposit will move on to step three.**

## STEP THREE: TUBERCULOSIS TEST, PHYSICAL EXAM, IMMUNIZATION RECORD, AND LIVE SCAN SCREENING

The tuberculosis test, physical examination, immunization record, and criminal background check requirements are determined by state of Michigan mandates for on-site clinical training and employment in the health care industry. **KVCC will provide the necessary forms to complete.**

### Negative TB Test:

Applicants will be required to obtain a Tuberculosis (TB) test and provide documentation of a negative record to be considered for the program. This is a requirement to work in any medical facility in a clinical capacity. Applicants can contact their local Health and Community Services Department to schedule a TB test.

The Kalamazoo County office for TUBERCULOSIS CONTROL can be reached by calling (269) 373-5267. The office is located in the 1st Wing, 1st Floor at the County building at 3299 Gull Road, Kalamazoo, MI 49048. TB tests are done on a walk-in basis Monday, Tuesday, Wednesday and Friday, 8:00 a.m. - 4:00 p.m. To use this location, an applicant must be a Kalamazoo County resident. Information is also available online at <http://www.kalcounty.com/hcs/tbcontrol.htm>. TB tests range in cost from \$15 – \$20.

### Physical Exam and Immunization Record:

**A Physical Exam and Immunization Record will be required if applicants are selected to take part in the Patient Care Academy.** Both the physical exam and immunization record/immunization updates will be required prior to clinical experience; therefore, prior to final admission into the Academy. Clinical experience is required to complete the Certified Nurse's Assistant examination with the state of Michigan and to successfully meet the competencies required in the Patient Care Academy.

Documentation of a physical examination and immunization record will be required to verify a candidate's ability to work in a health care setting and the candidate's physical capacity to safely perform the tasks required in the classroom, laboratory, and clinical experience. **KVCC will provide the necessary forms.**

### LiveScan Fingerprint and Criminal Background Screening:

Applicants should be aware of the concerns employers have with the criminal history of care givers. Though each case is managed individually, most health care organizations require a negative criminal background as a condition of employment. There are legislations in the Public Health Code that impact multiple types of health care facilities including, but not limited to, long-term care facilities, psychiatric facilities, nursing homes, and home health agencies. Several clinical sites also require a negative criminal history prior to clinical placement. As such, we are complying with these regulations by using a comprehensive review of students' backgrounds prior to acceptance into the Patient Care Academy. M-TEC requires a LiveScan fingerprint, which checks the state and national criminal data.

*The State of Michigan recently passed legislation (Public Act 303) prohibiting the clinical placement or employment of individuals who fall within the following categories: Convicted of a felony or an attempt or conspiracy to commit a felony within the 15 years immediately preceding the date of application for employment or clinical privileges or the date of the execution of the independent contract. A misdemeanor involving abuse, neglect, assault, battery, or criminal sexual conduct or involving fraud or theft against a vulnerable adult as that term is defined in Section 145m of the Michigan penal code, 1931 PA 328, MCL 750.145m, or a state or federal crime that is substantially similar to a misdemeanor described in this subdivision, within the 10 years immediately preceding the date of application for employment or clinical privileges or the date of the execution of the independent contract.*

### FINAL PAYMENT

Applicants who successfully fulfill the requirements of Step Three will receive full acceptance into the Patient Care Academy. The total cost for the Patient Care Academy is **\$1,995**. The remaining balance must be paid on the non-refundable registration fee, due NO LATER THAN one week before the start of the Academy.

## COMPLETE THE APPLICATION

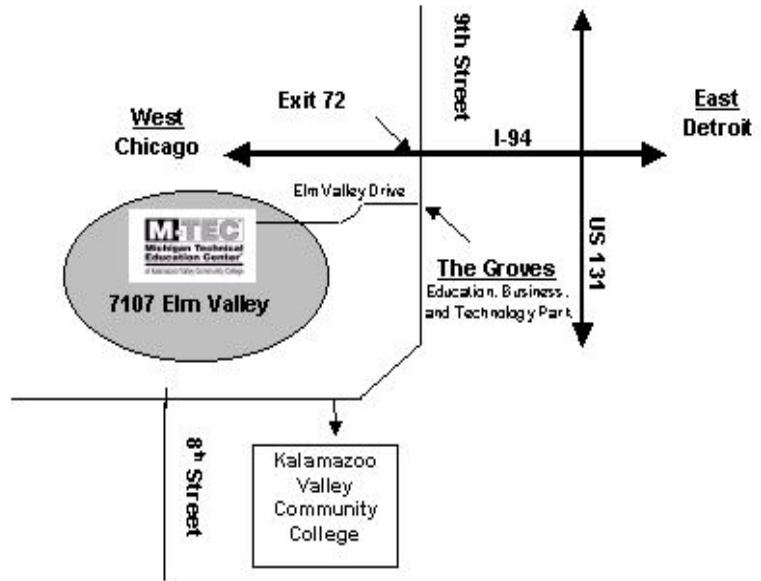
### ***FOLLOW THESE INSTRUCTIONS CAREFULLY***

1. Read every question carefully. Answer every question. If the question does not pertain, write "N.A." within the appropriate space. An extra page has been provided if more space is needed to answer the question. Be sure to include question number when using this extra page.
2. If you have any questions, please call 269.353.1282.
3. **Completed applications to:**

**Mail or delivery:**

Patient Care Academy  
M-TEC at KVCC  
7107 Elm Valley Drive  
Kalamazoo, MI 49009

**Fax:** 269.353.1580



Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Nickname

Current Address: \_\_\_\_\_  
Address City State Zip Code

Home Phone: (\_\_\_\_) - \_\_\_\_\_ Work Phone: (\_\_\_\_) - \_\_\_\_\_

Other Phone: (\_\_\_\_) - \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

I understand that employment in Patient Care is likely to require me to work directly with patients and customers in the health care system. I am willing and able to accept this type of employment.  Yes  No

I understand that this occupation requires the ability to perform strenuous work, have stamina, good physical condition, good health, and personal hygiene, and provide the most basic level of patient care – from those who need only minimal assistance to those who are totally dependent.  Yes  No

I understand that employment in Patient Care is likely to require that I have no visible tattoos or piercings.  Yes  No

I understand that clinical training and employment in a health care setting requires that I have a clean criminal background.  Yes  No

In your own words, tell us why you have applied to the Patient Care Academy and how this training fits into your professional goals.

**EDUCATION HISTORY:**

Place a check by the highest level of education you have attended? (Check only one)

	✓	Name of School/College Attended	Course of Study/Degree	Diploma/Degree Completed
GED Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No
High School Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No
Some College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Technical Training Schools				<input type="checkbox"/> Yes <input type="checkbox"/> No
Two Year Degree				<input type="checkbox"/> Yes <input type="checkbox"/> No
Four Year Degree				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you earned any occupational licenses or certificates?  Yes  No

If yes, list them here:

Are you legally able to work in the United States?  Yes  No

If you answered no, please explain.

Have you ever been convicted of a felony or misdemeanor involving abuse, neglect, assault, battery, or criminal sexual conduct or involving fraud or theft against a vulnerable adult?

Yes  No

*If yes, please explain (include dates and details):*

**EMPLOYMENT HISTORY:** List all the places you have been employed. Start with your present or most recent employer and continue listing all the places you have worked. Add additional pages, if needed.

\_\_\_\_\_  
Present Employer ( ) -  
Phone

\_\_\_\_\_  
Immediate Supervisor ( ) -  
Phone

\_\_\_\_\_  
Address City State Zip Code

From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Job Title/Position Hours per week \$ Earnings  Annual Salary  Per Hour

Duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_  
Present Employer ( ) -  
Phone

\_\_\_\_\_  
Immediate Supervisor ( ) -  
Phone

\_\_\_\_\_  
Address City State Zip Code

From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Job Title/Position Hours per week \$ Earnings  Annual Salary  Per Hour

Duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Phone

\_\_\_\_\_  
Immediate Supervisor ( ) -  
Phone

\_\_\_\_\_  
Address City State Zip Code

From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Job Title/Position Hours per week \$ Earnings  Annual Salary  Per Hour

Duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_



Additional space for question answers. **Please reference appropriate question number.**