

Tennessee Instructor Newsletter

February 2014

D & S D I V E R S I F I E D T E C H N O L O G I E S

CHANGES TO CANDIDATE HANDBOOK EFFECTIVE MARCH 1ST, 2014

Policy Reminder:

Students should check their notifications to be sure their name matches EXACTLY what is listed on both ID's that will be brought with them to testing. If students notice any discrepancy in their name, they should contact D&S immediately. Any name changes must be completed with our office at least 48 business hours before the scheduled test event. After this point no changes will be permitted to be made and students will be considered a No Show if their name does not match what the observer has listed on the testing paperwork.

Changes to Skills:

For all skills that require the use of gloves, the gloves must be put on **after** gathering all supplies and preparing the area. These steps are order dependant and must be done in the proper sequence to receive credit.

Catheter Care:

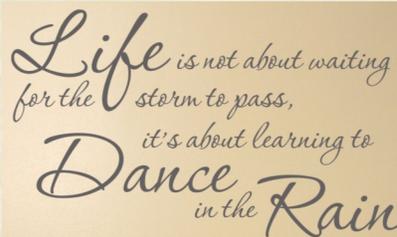
The candidate must fill the **BASIN** with comfortably warm water.

The resident must be covered with a bath blanket or clean sheet before putting on gloves. This is a change in order and

are order dependant.

Perineal Care:

Bath blanket must be placed over resident before putting on gloves. This is a change in order and are order dependant.



Workshops for Eastern Tennessee in July are scheduled. Please visit our website to print the registration form and reserve your spots now. Seats are limited so sign up today!!!

UPDATE FROM THE TENNESSEE DEPARTMENT OF HEALTH

Certifications will be suspended for the following reasons:

- Failure to pay Student Assistance Loans
- Failure to pay child support

Remember:

It is always good practice to check the certification status of your aides at least once a quarter.

FIXED TESTING SITES STILL NEEDED

We are still looking for facilities that would be willing to be a fixed testing site and test once a month or more. If you would be interested in becoming a testing site, please contact Heather for any other day! It is a great benefit to your students to test where they trained and also free advertising for your facility for any other classes you may offer.



*"It's easy to stand with a crowd; it takes courage to stand alone."
-Mahatma Gandhi*

D & S DT TENNESSEE STAFF

Your contacts in the D&S office are:

Kelly Buerger, Program Manager

Heather Yingling, Program Manager

Shandra Holsinger, Program Coordinator

Marcia Price, Billing Clerk

Please don't hesitate to call us with any questions you may have!

ORDERING CANDIDATE HANDBOOKS

Candidate handbooks will be updated effective March 1st, 2014. These handbooks can be printed off of the website at hdmaster.com 24 hours a day. You can also order a group of candidate handbooks from our office by printing the Can-

didate Handbook Order Form from our website and faxing or emailing it to us. You can also call our office and place your order over the phone. Please allow 5 -7 business day for processing and shipping of your order.