



Division of Licensing and Certification
Certificate of Completion

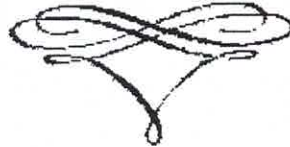


Courtney L Allen



Effective 1/23/2020

has successfully met the requirements for
Personal Support Specialist Training (PSS)
(2019 Curriculum Revision)



Dow, Diane M
PSS Training 2019
Instructor

William Montejo, Acting Director
Division of Licensing and Certification



Division of Licensing and Certification
Certificate of Completion



Courtney L Allen



Effective 1/13/2020 through 1/13/2022
Certified Residential Medication Aide Course
40-Hour course



Dow, Diane M
CRMA Training
Instructor

William Montejo
William Montejo, Acting Director
Division of Licensing and Certification

Courtney Allen

1-11-20

DIABETIC TRAINING

~~STAFF MEMBER~~

DATE OF TRAINING: July 1st every year with all staff

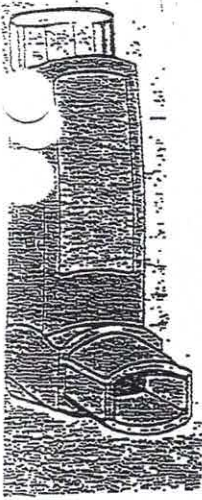
PRESENTED BY: Diane Dow, RN
Administrator

TRAINING CONTENT:

1. Dietary Requirements
 - a. Portion control
 - b. Limiting concentrated sweets
 - c. Awareness of carbohydrates
2. Anti-Diabetic Oral Medications
3. Insulin mixing, action, and storage
 - a. Refrigerator all insulin
 - b. Date all insulin when opened
 - c. Insulin must be discarded 30 days after opening, except Lantus which must be discarded after 28 days
 - d. When mixing insulin, clear insulin then cloudy insulin
 - e. Sliding scale insulin administration
 - f. Assure correct kind/type of insulin
4. Injection techniques and site rotation
 - a. Keeping lancet device clean
 - b. Remove lancet after use
 - c. Do not recap needles
5. Review of hypo and hyperglycemia, signs and symptoms and treatment, prevention
6. Foot care
7. Lab testing, urine testing, and blood glucose monitoring
8. Standard Precautions

Courtney Allen
1-11-20

Inhalers and Spacers



Inhalers are medication prescribed by the resident's physician to open airways that may be blocked due to asthma, emphysema and many other lung diseases.

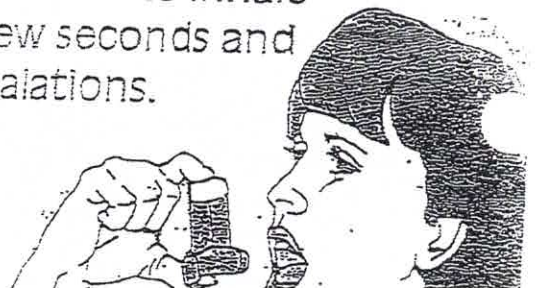
Inhalers come in many different types and are used to dilate the airways, decrease the inflammation in the airway and also to prevent future episodes of airway constriction.

How to use an inhaler:

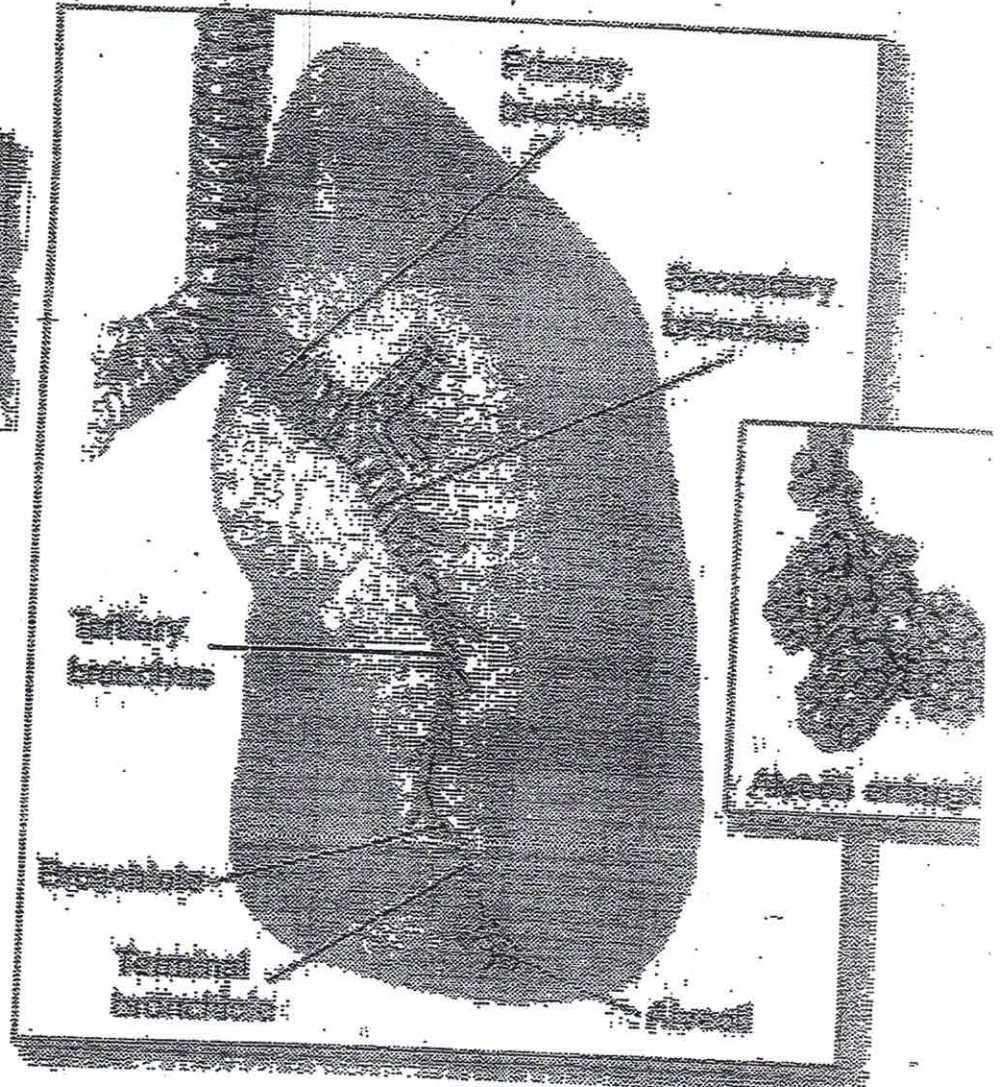
1. Shake the inhaler before each inhalation.
2. Remove the cap from the mouthpiece.
3. Hold the inhaler up to 2 inches away from your open mouth. Least preferably, use the closed-mouth method by placing the mouthpiece of the inhaler in the resident's mouth and closing lips tightly.
4. Instruct resident to breathe in deeply and slowly through their mouth while pressing firmly down on the canister. Resident will continue to inhale, then try to hold their breath 5-10 seconds before breathing out. Wait one minute between the next inhalation.
5. Clean inhaler thoroughly after each use by rinsing under warm, running water.

Use of a spacer with the inhaler.

Spacers are used so that the resident is able to receive the full dose of medication and to prevent yeast infections in the mouth when using a steroid inhaler. Attach the inhaler to the spacer and shake well. Press the canister releasing the medication into the chamber. Place the mouthpiece in resident's mouth and ask resident to inhale slowly. Instruct resident to hold breath a few seconds and then exhale. Wait one minute between inhalations.



COURTNEY ALLEN
1-11-20



PADA

Nebulizer Training:

Courtney Allen

1-11-20

1) How to assemble

- a) power source
- b) wash hands
- c) flat surface
- d) connect tubing
- e) assemble parts

2) Medication

- a) follow all protocol
- b) regulations- follow all regulations
- c) unit dose vial-administer per doctor's order

3) Caring for the nebulizer

- a) taking nebulizer apart
- b) washing parts

4) Trouble shooting

- a) machine won't mist

5) Replacing Tubing, parts and pieces

Oxygen:

1) Different Modalities

- a) Concentrator
- b) Portable tanks
- c) Large nonmobile tank
- d) Cleaning all
- e) Replacing tubing, parts, and pieces, etc.

Courtney Allen

1-11-20

- 2) Hooking up and turning on
- 3) Following doctor's orders
- 4) Frequent safety checks
- 5) Planning ahead for oxygen needs
- 6) Knowing what to do in different situations

RECEIVED 01/16/2020 08:38AM 12075361096

Courtney Allen

Applicant Information

Personal

First Name:
COURTNEY

Middle Name:
L

Last Name:
ALLEN

Suffix:

Phone:
607-426-0747

Applicant ID:
666666666

State ID or Drivers License #: 12087

State Matched: NC

Date of Birth: 12/27/1982

Email:

Address

Address:
11 Haskins Rd

Address 2:

Zip Code:
26448

City:
Cecil

County:
Harford County

State:
MD

Aliases
No aliases added

Registry Checks

Professional License(s) and/or Certification(s)

INFO
There is no professional license or certification number to verify.

Required Registries

Registry Name	Where there are adverse findings?	Date Updated																		
Office of Inspector General																				
<table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>License Category</th> <th>Specialty</th> <th>Expiration</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>ALLEN</td> <td>COURTNEY</td> <td>MD - DC MC SERV PRO</td> <td>PHYSICIAN</td> <td>11/20/20</td> <td>NO</td> </tr> <tr> <td>ALLEN</td> <td>COURTNEY</td> <td>NURSING PROFESSION</td> <td>APRN</td> <td>11/20/20</td> <td>NO</td> </tr> </tbody> </table>	Last Name	First Name	License Category	Specialty	Expiration	Status	ALLEN	COURTNEY	MD - DC MC SERV PRO	PHYSICIAN	11/20/20	NO	ALLEN	COURTNEY	NURSING PROFESSION	APRN	11/20/20	NO	NO	1/2/2020 8:04:26 AM
Last Name	First Name	License Category	Specialty	Expiration	Status															
ALLEN	COURTNEY	MD - DC MC SERV PRO	PHYSICIAN	11/20/20	NO															
ALLEN	COURTNEY	NURSING PROFESSION	APRN	11/20/20	NO															
<p>Page 1 of 1</p> <p>Access Office of Inspector General search</p> <p>National Sex Offender Public Website</p>	NO	1/2/2020 8:04:26 AM																		

Registry Name	Where there are adverse findings?	Date Updated																		
Maine DMV & DMV																				
<table border="1"> <thead> <tr> <th>Name</th> <th>Number</th> <th>License</th> <th>Expiration</th> <th>Status</th> <th>Registry Date</th> </tr> </thead> <tbody> <tr> <td>ALLEN COURTNEY</td> <td>123456789</td> <td>MD - DC MC SERV PRO</td> <td>PHYSICIAN</td> <td>Active</td> <td>1/2/2020 8:04:26 AM</td> </tr> <tr> <td>ALLEN COURTNEY</td> <td>123456789</td> <td>NURSING PROFESSION</td> <td>APRN</td> <td>Active</td> <td>1/2/2020 8:04:26 AM</td> </tr> </tbody> </table>	Name	Number	License	Expiration	Status	Registry Date	ALLEN COURTNEY	123456789	MD - DC MC SERV PRO	PHYSICIAN	Active	1/2/2020 8:04:26 AM	ALLEN COURTNEY	123456789	NURSING PROFESSION	APRN	Active	1/2/2020 8:04:26 AM	NO	1/2/2020 8:04:26 AM
Name	Number	License	Expiration	Status	Registry Date															
ALLEN COURTNEY	123456789	MD - DC MC SERV PRO	PHYSICIAN	Active	1/2/2020 8:04:26 AM															
ALLEN COURTNEY	123456789	NURSING PROFESSION	APRN	Active	1/2/2020 8:04:26 AM															
Maine Excluded Providers	NO	1/2/2020 8:04:26 AM																		
Maine Sex Offender																				
<table border="1"> <thead> <tr> <th>Photo</th> <th>Law Firm</th> <th>Sex</th> <th>Birth Date</th> <th>Date of Birth</th> <th>Type of Offense</th> <th>Registry Type</th> </tr> </thead> <tbody> <tr> <td colspan="7">No matching records</td> </tr> </tbody> </table>	Photo	Law Firm	Sex	Birth Date	Date of Birth	Type of Offense	Registry Type	No matching records							NO	1/2/2020 8:04:26 AM				
Photo	Law Firm	Sex	Birth Date	Date of Birth	Type of Offense	Registry Type														
No matching records																				

Page 2 of 6

RECEIVED 01/16/2020 08:38AM 12075361096

Criminal History

Letter	Date Received	Status
NM Occupying Offense Found	01/02/2020	Non Occupying Offense Found

Application Information

Application ID: []

Agency: []

Priority Name: []

QUICK RESPONSE []

Category: []

CR and Street Care Registry []

Position: []

PERMID Personnel Number: []

Date Entered: []

Last Updated: []

STATUS: []

NOTE: []

Final Decision

Decision: []

Reason for denial: []

Application Status: []

Next: []

Employment Start Date: []

Decision Date: []

Issue Date: []

Issue Class: []

Notes

Initial Comments: There are no notes entered for this application.