Nursing Home In-service Database Activity

You are an administrative assistant/manager at a nursing home and are responsible for maintaining data to keep the nursing home in compliance with state and federal regulations. Numerous calls are received each day asking for employment verification of employees seeking loans, other employment, etc. To maintain licenses, Certified Nursing Assistants are required to complete 18 hours of training each year. LPNs and RNs are required to complete 18 hours of training every two years to maintain their nursing licenses. Fortunately for you, your nursing home provides this training to its employees and maintains records to show compliance with state regulations.

You will be creating a database that will be utilized throughout the unit that will include relational tables and forms with advanced features. It is important that you complete any missing assignments in order to have accurate data in their database.

Key the Nursing Home Employees table

Key the Inservice Classes word document. Save it as a plain text file.

Create a blank database named: ‘Nursing home’.

Create a table for ‘In-service Attendance –First & Last Name’ with the following fields:

 a. Auto Number (primary Field)

 b. Employee Number – text (5 characters)

 c. InserviceClassNo. – text (5 characters)

Import the Nursing Home Data table in the database and name the table ‘Employees-First and Last Name’.

Import the Inservice Classes text file into the nursing home database as ‘In-services – First & Last Name’.