

**HEALTH & TECHNOLOGY
TRAINING INSTITUTE**

Program #3950059

1974 – 2023



Nurse Aide Student Handbook

COURSE DESCRIPTION

This course introduces students to the nurse aide's role and functions within a variety of settings. Additionally, students focus on developing basic care and nursing skills through lectures, handouts, discussions, and learning exercises. The course includes classroom work and clinical practice in an institutional setting. Students who complete the course are prepared to pass the nurse aide competency examination.

COURSE PREREQUISITES

- Acceptable score on the CASAS/GOALS test administered by HTTI staff.
- Ability to read and write English at the 7th grade level.
- Attend the general Health & Technology Training Institute Orientation Program.
- Resident for the past two or more consecutive years:
 - Criminal background checks from the State Police will be in compliance with Act 14.
 - Criminal background checks must be processed and completed BEFORE the first day of the nurse aide training class.
- Non-resident:
 - Non-residents and those who have not been a resident of PA for the past two consecutive years must obtain a FBI background check and PA State police report that are in compliance with Act 14. **Please see attached procedure for an applicant to procure an FBI Report from the PA Department of Education.*
- Ability to:
 - Sit, stand, walk, bend, and squat for prolonged periods of time.
 - Ability to frequently push and pull objects and lift and carry up to 20 pounds unassisted.
 - Ability to occasionally lift and carry up to 50 pounds assisted.
 - Full use of hands, arms, and legs.
 - Ability to see numbers on thermometers, printed and written words on charts, and scales and numbers on test equipment
- Submit a satisfactory HTTI Medical Clearance Form with Two-step PPD and Physical exam **completed** and **signed** by an authorized health care provider **before** the applicant may start class.
- If positive TB skin test: Results of a Chest X-ray must accompany the HTTI Medical Clearance Form.
- Meet requirements stipulated by the agency or organization that is funding the class.
- ***Grant funded programs require a high school diploma or GED.***

COURSE OBJECTIVES

- Students will successfully complete the course within the time allotted.
- Students will be able to verbally describe the role and function of a Nurse Aide in the state in which they are enrolled on state registry.
- Students will practice acceptable employability skills.
- Students will practice their nursing skills within the laws and regulations of the state in which they are employed.
- Students will apply principles of health care ethics in their work as a Nurse Aide.
- Students will pass the competency exam for Nurse Aide within 1 month after completing the classes.
- Students will obtain a job as a Nurse Aide within 4 weeks of passing the Nurse Aide Competency exam.
- Students will be retained employed as a Nurse Aide one year after graduation.

STUDENT DRESS CODE

It is expected that all students, staff, and teachers will come to the HTTI dressed in a professional manner appropriate for an office setting. Dress should be clean, neat, and in accordance with what is considered acceptable clothing and accessories for a professional office environment.

In classroom situations, Union members coming from or going to work may wear their work uniforms and shoes. There are times when staff may make specific requests regarding student dress. Examples include shortened nails for typists and nurse aide, ties for men during clinical internships in work settings, or no hanging jewelry for nurse aide and others who may have close patient contact.

Uniforms are required in the classroom and clinical settings. Safety and infection control concerns always exist in clinical situations. Nurse aide students will only wear the white uniform and required name tag during clinical rotation at all times. Shoes must be clean and in good repair. The use of cosmetics should be minimal, and jewelry should be limited to a wedding band and one small ball earring in each ear.

STUDENT NURSE AIDE RESPONSIBILITIES

Most students are aware and appreciative of the fact that the HTTI offers a unique opportunity for advancement. Once accepted and placed in a Fund-sponsored program, students must be aware of their responsibilities. In the beginning of the course, the teacher will inform students of the requirements that must be met to satisfactorily complete the course.

TUITION Grants and other forms of financial aid pay the cost of the classes for most students. However, some students who are not eligible for grants are required to pay tuition. These students are expected to make their payments to the Finance Office according to the agreed upon payment schedule. Students who do not make scheduled tuition payments will not be permitted to continue attending classes.

TUITION REFUND POLICY

A. For a student cancelling his or her enrollment within five calendar days of signing this enrollment agreement, the school shall refund the entire application fee in full.

B. For a student completing up to and including 10% of the total clock hours in the level or course, the school shall refund 90% of the total cost of tuition for the level or course.

C. For a student completing over 10% and up to 25% of the total clock hours in the level or course, the school shall refund 55% of the cost of tuition for the level or course.

D. For students completing 26-50% of the total clock hours in the level or course, the school shall refund 30% of the cost of tuition for the level or course.

E. For students completing 51% or more of the total clock hours in the level or course, the school shall refund 0% of the cost of tuition for the level course.

TUITION REIMBURSEMENT A student who pays tuition or for the Competency exam is eligible for reimbursement, if employed by or receive an offer of employment from a facility that participates in Medicare and/or Medicaid within 12 months of completing the training course and passing the Competency exam. You will receive only one original receipt letter to submit for reimbursement to the facility.

MISCONDUCT Cheating, plagiarism, unprofessional and/or unsafe behavior will not be tolerated. Violations will result in disciplinary action which may include dismissal from the program. Suspected incidents of verbal or physical abuse of a resident and/or misappropriation of a resident's or facility's property will be thoroughly investigated. Proven incidents mandate immediate termination of the trainee.

ATTENDANCE Regular attendance and punctuality are essential traits of the healthcare worker. All absences and lateness **must not exceed 16 hours**. Absences in excess of two days (8 hours) will result in a meeting with the program manager. If a student misses time from class as a result of being absent or late, the student will be required to make up **all missed time** prior to entering clinical. Any missed clinical hours must be made-up prior to completing the NATCEP. **Students are required to email program Administrative Assistant tkinsler@1199Ctraining.org in advance of an absence from class. Students are required to email program coordinator/manager bjackson@1199Ctraining.org in advance of an absence from clinical.**

ABSENCES Students are required to attend all classes and clinical assignments on a regular basis. All absences must be made up before attending the clinical rotation. Students are required to call the Nurse Aide Training Staff at 215-568-2220 to report their absence before the start of class and/or clinical. Provide your name, date of the absence, length of the absence, and your assignment location when you call the school. ***Students who are absent more than 16 hours will be terminated from the program.**

LATENESS Lateness must also be made up. Students who arrive late to class will need to complete a late slip with signature by Nurse Aide staff member and submitted to the instructor once admitted to class. Students are required to notify the Nurse Aide Staff at 215-568-2220 in advance of lateness.

DROPPING A CLASS Any student who finds it necessary to withdraw from a class is required to have an exit interview with his or her HTTI manager. It is the student's responsibility to make an appointment to meet with their case manager. Failure to notify a manager and teacher of an extended absence or withdrawal from class may render a student ineligible to participate in classes for the following semester.

CELL PHONE CELL PHONES use is prohibited. CELL PHONES must be turned off. The STUDENT agrees that this prohibition of cell phone or similar devices use while attending class includes receiving or placing calls, text messaging, surfing the internet, receiving or responding to email, and checking for phone messages. Designated CELL PHONE usage area is out by the elevators.

TUTORING Tutoring along with academic and personal counseling is available to all students enrolled in HTTI Nurse Aide classes. It is the student's responsibility to request help from their case manager and/or teachers and other HTTI staff in the event that they are experiencing academic difficulty.

ASSIGNMENTS AND HOMEWORK Students are expected to complete reading and writing assignments prior to class. Students who are having difficulty with assignments are expected to consult with their teacher prior to the date and time the assignment is due.

EVALUATION & GRADING Students are evaluated by written examinations, laboratory skills, and clinical performance. Students must receive an overall score of **80%** or higher is required after completing all written examinations in order to proceed into their clinical rotation. Labatory and clinical are graded with a satisfactory (S) or unsatisfactory (U). Only those students who successfully complete classroom, laboratory skills and clinical will be eligible to take the state competency evaluation examination.

All missed class, clinical and skills lab time must be made up according to the State Regulations.

The final theory grade is composed of:

70%- Exams (7)

15%- Mid-term

15%- Final

Grades are computed according to the scale of:

A	=	95 – 100%
A-	=	90 – 94%
B+	=	88 – 89%
B	=	85 – 87%
B-	=	82 – 84%
C+	=	80 – 81%
F	=	79 – below (Failure)

Additionally, students are graded on their performance checklist as either satisfactory or unsatisfactory. Students who are graded as unsatisfactory are given an additional opportunity to develop the skills and competencies needed to earn a satisfactory grade. If, after an additional attempt has been made, and the student cannot achieve a grade of satisfactory, the student will be terminated from the program.

LAB SKILLS

Using the Procedure Evaluation Checklist of 50 skills, each student must perform each procedure step by step and achieve a pass before going into clinical.

CLINICAL EXPERIENCE Students must be free of communicable diseases and **are required to complete 16 hours of federal OBRA before starting their clinical rotation.** Students are expected to be prepared for clinical experience by being on time, in complete uniform, and having necessary equipment and supplies. Students will only perform tasks in the clinical environment in which they have been instructed and approved by the instructor to do so. Students will receive daily clinical evaluation on competency of skills performed during the clinical rotation.

ABSENT FOR AN EXAM Students who miss an exam will be permitted to take a make-up exam. Make-up exams will be given to students who miss an exam within one (1) week of the original examination. The date of the examination is determined by the instructor.

LEARNING RESOURCES Among the resources available to students are teachers, case managers, computers with internet access, textbooks, and computer programs. Students are encouraged to use all available resources to increase learning opportunities.

Communication of MAB 99-11-05 Bulletin

Department of Public Welfare, Medical Assistance Bulletin, 99-11-05

During Program Orientation, all students will be informed of the Pennsylvania Department of Public Welfare (“DPW”), Office of Medical Assistance Programs (“OMAP”) issued Medical Assistance Bulletin (“MAB”) 99-11-05.

This bulletin is applicable to all Medical Assistance providers and reminds providers of the necessity of screening employees and contractors for determination of exclusion from participation in Federal health care programs in order to avoid billing for services provided directly or indirectly through excluded persons.

A copy of this bulletin is posted upon entry of the school.

RESTRAINT POLICY

The Omnibus Budget Reconciliation Act of 1987 sets guidelines for the use of restraints in long term care and various other health care facilities. These guidelines require that all nurse aides receive instruction and training in the proper use and application of restraints.

In the course of instruction in the Health & Technology Training Institute programs, students will learn the proper use of alternative measures to restraints, how to apply restraints, and how to use various safety devices. Students will practice applying these various skills in laboratory simulations.

In the clinical setting, students will be encouraged to use measures that make physical restraints unnecessary. Students will also be expected to observe rules of safety and to create a safe environment for residents who are living in the facility. If a situation arises in the clinical setting in which physical restraints have been ordered by the physician, the student will be permitted to apply these restraints only under the following conditions:

- The instructor and the student must comply with the facility policies regarding restraints.
- The instructor and the student must together apply the restraint on the resident.
- The instructor must ask the staff RN to check for proper placement and application.
- The instructor must document, according to facility policy, the application of the restraint.
- The instructor and the student must check the resident and the instructor must document findings at the frequency required by facility policy.
- The instructor must verbally report off to the Charge Nurse concerning the restrained resident before leaving the unit and/or at the end of the shift.

The HTTI policy mandates that students are not permitted to apply restraints unless under the direct supervision of the Primary Instructor or the Assistant instructor.

NON-DISCRIMINATION POLICY

Through the policies and programs set forth, Health & Technology Training Institute strives to comply fully with all federal, state, and local laws relating to equal opportunity, equal employment opportunity, affirmative action, harassment, disabilities, and student's right to privacy.

This policy specifically addresses obligations of HTTI under Title VI and VII, The Civil Rights Acts of 1964, as amended; Executive Order 11246, as amended, Revised Order No. 4; the Equal Pay Act of 1963, The Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; The Vietnam Era Veterans Rehabilitation Act of 1974; and Title IX of the Education Amendments of 1972.

The HTTI does not discriminate against any employee, applicant for employment, independent contractor, and recipient of services or any other person because of race, color, religious creed, marital status, ancestry, national origin, age, sex, sexual preference, or the presence of a non-job-related medical condition or disability. The HTTI will take action to assure that applicants are employed and that the employees or agents are treated during employment without regard to their race, color, religious creed, marital status, ancestry, national origin, age, sex, sexual preference or the presence of a non-job-related medical condition or disability. Such action shall include, but is not limited to the following: employment, upgrading, demotion or transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training.

It is the policy of HTTI to make the benefits and services of its educational programs available to students, and to provide equal opportunities to all employees and applicants for employment, regardless of their race, color, religious creed, marital status, ancestry, national origin, age, sex, sexual preference or the presence of a non-job-related medical condition or disability. Questions concerning violations should be addressed to EEO Compliance Officer at 215-568-2220.

GRIEVANCE AND CONCILIATION

Students participating in the program who believe that decisions regarding their access to training or receipt of support services have been made in a discriminatory or unjust manner may grieve the problem or dispute.

The grievance procedure is a three (3) step process. The first step is part of a conciliation process in which the student raises the dispute or problem with the Program Coordinator/Manager, Mrs. Bernadette Jackson at bjackson@1199ctraining.org in the form of a grievance. The student is requested to put the grievance in writing. If she/he is unable to do so, the case manager is responsible for formally writing up the details of the grievance as described by the student. The student signs and dates the statement. The case manager should attempt to resolve the dispute within three (3) working days. The first step concludes with a written summary of actions taken. The summary is signed and dated by the student and the case manager and is made a part of the formal record.

If the student is not satisfied and wishes to pursue the second step in the grievance procedure, she/he must do so within two (2) working days of the end of step one. In step two, the student writes a simple description of the grievance and submits that grievance to Mrs. Shona Murphy, Chief Administrative Officer of HTTI at smurphy@1199ctraining.org. If the Chief Administrative Officer of HTTI is unable to resolve the dispute through conciliation in five (5) working days, then step three begins. In the third step, the grievance is submitted to Mrs. Teresa Collins, Executive Director at tcollins@1199ctraining.org. Step three must be resolved within thirty days (30) from the initial written letter of grievance.

SEXUAL HARASSMENT POLICY

Sexual harassment or harassment of any kind will not be tolerated, and the Health & Technology Training Institute intends to vigorously enforce this prohibition.

As part of the Institute's nondiscrimination policy, it is illegal for any employee, male or female, to sexually harass another individual in the workplace. Sexual harassment includes, but is not limited to the following:

- Creating an uncomfortable, intimidating, hostile or offensive work environment by verbal or physical conduct of a sexual nature.
- Making unwelcome sexual advances or requests for sexual favors.
- Making submission to or rejection of such conduct the basis for employment decisions affecting the employee.

Should an individual believe he or she is being subject to any form of sexual harassment, the alleged act should be reported in writing immediately to a supervisor and/or the Sexual Harassment Officer.

If the immediate supervisor is the source of the alleged harassment, the problem should be reported to the next level of management and the Sexual Harassment Officer.

Investigation of all complaints will be undertaken immediately. After appropriate investigation, any employee, agent or other employee found by the Institute to have sexually harassed another individual in the workplace will be subject to discipline, up to and including discharge.

ACKNOWLEDGEMENT OF POLICIES

I have read, understand, and agree to abide by all policies contained in this handbook. I have had an opportunity to ask questions about these policies and I have been given my own copy of these policies. **All policies are subject to revision.** I understand that violation of the policies of the Health & Technology Training Institute may result in termination from the Program.

The HTTI safety guidelines are intended to help the students, faculty, staff and visitors to maintain safety. The contents will be reviewed annually by faculty or more often, if necessary and revised as needed. All students, staff, and faculty will be advised of these revisions.

I understand that my signature below indicates that I have read, understand and have received a copy of the Nurse Aide Handbook.

Student Name (Print): _____

Student signature: _____

Date: _____