Health & Technology Training Institute (HTTI)

Student Catalog & Handbook 2019-2020

100 South Broad Street, 9th Floor Philadelphia, PA 19110
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Welcome

We are pleased to welcome students to the Health & Technology Training Institute (HTTI). HTTI was established in 1987 to create new educational opportunities for both working and unemployed people who reside in the Philadelphia area. Our goals are to train the unemployed and underemployed, and to retrain and upgrade workers' skills and abilities. We encourage students to make the most of your time with us. You have been selected to enter HTTI because we believe that you have the potential for success in a healthcare or human services career pathway.

Time spent at HTTI is a "dress rehearsal" for students' future employment in healthcare and human services. You must prepare by approaching your educational program as if it is your job. Adopting this attitude will greatly benefit your job search, ultimate employment, and future educational pursuits. During your enrollment at HTTI, you will have opportunities to achieve the specific skills and knowledge required in order for you to meet your program's outcomes and competencies. HTTI administrators and faculty will identify and coordinate all necessary classroom and clinical learning experiences so that you may reach your educational and training goals. The purpose of this catalog is to acquaint you with general information and school policies that will be your responsibility throughout your enrollment. You will receive a handbook with guidelines to use as a reference to consult when policy clarification becomes necessary. Every student is responsible for knowing, understanding and acting in compliance with the contents of this document, as well as all other HTTI student policies and publications.

Welcome to HTTI,

Cheryl Feldman   Karen Poles M.Ed., MSN, BSN, RN
Executive Director   Director Of Nursing
                           Chief Administrative Officer

DISCLAIMER: HTTI's faculty and administration reserve the right to amend or add policies at any time during your enrollment. Students will be informed in writing about any changes, and will be required to sign a document acknowledging the amended policy change. If a student does not or refuses to sign, it is still school policy.

OPERATIONAL POLICIES & PROCEDURES
Mission & Vision

Mission: It is the mission of the Health & Technology Training Institute (HTTI) – a non- profit healthcare educational institution – to help students develop the knowledge, skills and abilities they will need to access career pathways in healthcare and human services, and to provide quality care in high-performing workplaces.

Vision: To become the Delaware Valley's premier health and human services educational institution for quality, affordable occupational programs; and to be recognized by workers and jobseekers alike as a sustainable gateway to career pathways to family-sustaining employment, and by employers as an elite training facility producing a skilled frontline healthcare workforce that reflects the full diversity of Philadelphia and the surrounding region.

Educational Objectives

Our commitment at HTTI is to provide an educational climate which encourages each student to work towards developing occupational knowledge and skills, along with poise, confidence and self-esteem. We expect our graduates to:

- *Pass certification and licensure exam on the first attempt.*
- *Be clinically ready to practice.*
- *Successfully complete the program of choice & all of its requirements.*
- *Obtain employment at the credential level for which the individual was trained as an indicator of meeting industry standard.*

Institutional Goals

- *To alleviate shortages of healthcare personnel and provide workers and jobseekers with increased opportunities for skill improvement, promotion, advancement and upgrading in their respectful training practice.*
- *To plan, develop, establish and implement programs and procedures for training, retraining, educating and upgrading of workers' and jobseekers' skills.*
- *To conduct ongoing research into the healthcare workforce needs of healthcare, human services and related industries.*
- *To search for financial support from federal, state, and municipal governments, as well as private agencies, in order to meet the ever-growing training needs of the healthcare workforce.*

Physical Facilities

HTTI is located at 100 South Broad Street, 9th Floor, Suite 900 Philadelphia, Pennsylvania, 19110. Administrative offices and training facilities are centrally located, and easily accessible by public transportation. The mailing address is 100 south Broad Street, 10th Floor, Philadelphia, Pennsylvania, 19110.

HTTI training facilities include classrooms, nursing laboratories, office space, storage space, a computer library, a lounge area, and restrooms located on the floors 8 & 9 of 100 South Broad Street. Classrooms are equipped with educational aids, computers, calculators, audio-visual aids and LCD projectors. Nursing labs are equipped to aid students with clinical skills and educational outcomes. Financial counseling services, career counseling and placement assistance are onsite and through community links.

Licensure & Competency

HTTI is currently licensed with the Pennsylvania Department of Education. Inquiries regarding this status should be addressed to:

The Pennsylvania Department of Education State Board of Private Licensed Schools
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333

The Nurse Aide program is authorized and overseen by:
Nurse Aide Division Department of Education
Bureau of Career & Technical Education 333 Market Street
Harrisburg, PA 17126-0333

The Practical Nursing Program is authorized and overseen by the Pennsylvania Department of State. Inquiries regarding this status should be addressed to:
The Pennsylvania Department of State, State Board of Nursing
P.O. Box 2649, Harrisburg, PA 17105-2649

Accreditation
HTTI is accredited by the **Commission of the Council on Occupational Education.**
Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898 / FAX: 770-396-3790
www.council.org

Hours of Operation
HTTI is open Monday through Thursday from 8:00 AM until 7:00 PM, Fridays from 8:00 AM until 5:00 PM. For computer labs and library, please check the hours that are posted. Please remember that computer labs may be in use for meetings or classes, or testing which take precedence over individual use. Note library/ computer rules & expectations.

Calendar
HTTI programs have cohorts that begin at different times of the year. Specific beginning and ending dates are published on flyers and the website when recruitment begins.

Holidays
The following holidays are observed, provided they fall within the dates of a particular program: New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Norman Rayford Day (August 28th), Labor Day, Thanksgiving Day and Christmas Day.

School Closings
In the event of inclement weather, such as snow or ice storms or hurricanes, students should contact their program coordinator at least one hour in advance to determine whether classes are cancelled, since final cancellations are made at the discretion of HTTI administrators. Students will be notified of any additional system of notification at the beginning of the program.

With regard to clinical days at affiliating agencies, program directors or program coordinators will make all cancellation decisions, and students will be notified by their clinical instructors or staff. Canceled days will be made up by extending the length of the program as deemed necessary by program directors to meet the number of classroom and/or clinical hours required for graduation.

Transportation
Students residing within Philadelphia and surrounding areas are within easy reach of HTTI. The

location of the school at Broad and Chestnut Streets in central Philadelphia is at the hub of the Philadelphia public transit system.

Clinical sites are easily accessible by public transportation. Students will provide their own transportation when assigned to cooperating agencies, the school, or field operations.

Students who drive into Center City must realize that parking opportunities are extremely limited and can be quite expensive. Students will not be permitted to leave class or clinical skills lab to attend to parking issues.

Emergency Procedures

Fire & Emergency Evacuation: Fire and Emergency Evacuation procedures/routes are posted in all HTTI classrooms. Students are encouraged to acquaint themselves with the location of exits, fire alarm switches and available fire extinguishers throughout the HTTI facility. Whenever a fire alarm sounds, students should follow the procedures/routes posted in their classroom, proceeding to the closest fire exit and assembling at the designated rendezvous point for a head count. Students at clinical sites should follow Fire and Emergency Evacuation procedures posted at their sites. Procedures are reviewed with students at the beginning of each program.

Police: To summon the police, dial 9-1-1 from any telephone, and the operator will alert the police department.

Theft: If a theft has taken place, please report it immediately to a program coordinator, director or instructor.

Accidents or Illness: In case of a student accident or illness, immediately notify a program coordinator, director or instructor. When there is doubt as to procedure in the case of medical emergency, immediate medical advice should be secured by dialing 9-1-1 from any telephone. First aid kits are kept at the front desk on the 8th and 9th floor.

Weapon-Free Learning & Working Environment

HTTI seeks to maintain a positive, safe and secure learning and working environment. Therefore, no weapons will be tolerated in any area of HTTI. Carrying concealed or unconcealed firearms or any potentially dangerous weapons anywhere on the premises is strictly prohibited and will result in immediate expulsion from the program in which the student is enrolled. Students who become aware of a weapon being brought onto the HTTI premises must immediately notify a faculty or staff member.

Drug-Free Learning & Working Environment

The unlawful sale, purchase, distribution, possession or use of any controlled substance or the unlawful possession and use of alcohol is prohibited in or on HTTI premises. No staff member or student is to report to work, class, Clinical or any school activity while under the influence of illegal drugs or alcohol. Violation of these policies by a staff member or student shall be reason for referral for treatment for a drug/alcohol use disorder or for disciplinary action up to and including termination of employment or immediate expulsion. No student of staff shall be allowed to enter the program while using medical Marijuana, or CBD products. Vaping or cigarette smoking is prohibited in or at HTTI this is a smoke free environment.

All students will receive a review of the Safety Guideline Manual which contains detailed information regarding emergency procedures and working environment safety during program orientation

<u>**Counseling**</u>

The guidance and counseling program plan is designed to assist the student in identifying issues and concerns that may pose a barrier to learning and success in the program of study. The students are encouraged to seek guidance when needed for academic, financial, personal or professional matters. Our guidance counselor is Mrs. Harriet Smith who is available Tuesday and Wednesday by appointment only.

Guidance and counseling is provided by:
- A confidential process.
- Access to academic counseling and tutoring within the school.
- Links to community support services-(students will be responsible to follow through with all community services links).

PN students will be mentored staff, faculty or director during their course of study. NA students will be mentored by the program coordinator.

Process:
1. Student will contact their advisor or program coordinator with their request for guidance either by email or through a request for guidance form. Once the request is received, a mutual date and time will be set up for student to meet with advisor/program coordinator.
2. Advisor /program coordinator will meet with the student.
3. Advisor /program coordinator will complete an encounter form and submit to the Director.
4. If further counseling is needed, Director will meet with student.

<u>**Counseling Resources:**</u>

This is a partial list of resources. An extensive list can be obtained from the front desk on the 9th floor.

Academic and Clinical: Group or personal tutoring services available depending on the need of the student.

Pennsylvania Health Law Project 215 625 3663 or 1 800 274 3258 Provide legal services and advocacy to individuals having trouble accessing publicly funded health care coverage or services. Assist in obtaining public health care, finding a doctor, getting prenatal and OB/GYN care, appealing denials of services, and other health related concerns.

Homeless Advocacy Project 215 523 9595

Community Legal Services 215 981 3700

Women Against Abuse Legal Center 215 686 7082
Provides legal services for victims of domestic violence including help filing a PFA, support when going to court, etc.

Philadelphia Legal Assistance 215 981 3800
Provides legal services to low income individuals and families concerning, welfare, food stamps, medical assistance, family law including divorce, child custody, child support and protection from abuse, unemployment compensation and bankruptcy.

Philadelphia County Housing Authority 215 684 4000
Develop, acquire, lease and operate affordable housing for city residents with limited incomes.

Housing

Housing for students is not provided. Staff provides students with help to find adequate housing.

Student Government

A class organization allows an opportunity for student input into the educational program. Each class not until level 2 or 3 will be provided an opportunity to elect class officers (President, Vice-President, Secretary and Treasurer) and a representative and an alternate to sit on faculty committees when requested. Students will be given information on how to complete the process of election as well as the appropriate maintenance of such leadership at the beginning of Level 2 or 3. Class officers are elected by their classmates. Those seeking office should have enthusiasm for the Practical Nursing Program, a strong interest in the class and its success, and a desire to increase class participation at events. They must also have an ability to work as part of a team with other class officers, willingness to represent the school and respond to questions and needs of classmates and a commitment to make the annual pinning ceremony memorable.

They serve as long as the class exists unless there is another election. The class must ask the Director of the Program or one of the faculty members to act as an advisor or consultant.

President: The Class President provides leadership to the class. The President:
- schedules and leads meetings for the class officers (executive committee) as well as the class as a whole
- oversees the schedule of class events
- is empowered to appoint assistants (or chairpersons) for any and all class projects.
- collaborates with class officers to establish regular communication with classmates about class business through print and electronic communications.
- maintains contact with the executive committee and advisor/consultant during the planning and scheduling of class events
- keeps records of important class communications with officers, class members and the advisor
- plans and implement strategy for class initiatives (fundraising, class activities, graduation ceremony) in consultation with fellow class officers

Vice-President: The principle duty of the Vice President is to work with the President and act for the President if s/he is unable to fulfill the responsibilities for the position. The President:
- attends meetings for the class officers (executive committee) as well as the class as a whole
- assists with the schedule of class events
- collaborates with the president and other class officers in establishing regular communication with classmates about class business through print and electronic communications.
- plans class activities in cooperation with fellow class officers
- acts as a principal source of information for classmates

Secretary: The Class Secretary maintains correspondence and records for the class. The Secretary:
- attends meetings for the class officers (executive committee) as well as the class as a whole
- maintains files of class business (minutes, contracts etc.) that is of value to the class
- stays and keeps classmates informed of class activities during the course of the program

Treasurer: The treasurer serves a critical role for the class. While the president is responsible for overall leadership and for coordinating with all officers, the treasurer is the most called-upon officer involved in strategic planning and finances for every program the class

undertakes. The other class officers, classmates, and the Alumni Association rely on the treasurer's attention to detail, patience, and diplomacy. The treasurer:
- attends meetings for the class officers (executive committee) as well as the class as a whole
- opens and maintains a checking account for the class
- budgets and disburses class funds to pay necessary and authorized bills and invoices of the class
- gives a financial report setting forth the amount, management, and disposition of the class funds at each meeting of the class.
- closes all financial accounts within ten days after graduation.

The graduation/pinning ceremony is not funded by the Training Fund since a large graduation ceremony is conducted each June. If Practical Nursing Students desire a separate ceremony, it must be done at their own expense. Each class must decide what it will do about a graduation/pinning ceremony. Any expenses must be borne by the class itself. The class must maintain its own bank account(s) and may not use the Practical Nursing Program or the Training Fund's name or tax identification number in the process. The Practical Nursing Program will not take responsibility for planning the ceremony, but will work diligently to help students plan a memorable event. Program administrators, faculty and staff may be consulted for information and advice as needed.

Placement and Follow up plan

HTTI will make every effort to ensure that 90 days from completion of licensure/competency attainment students will be placed into employment. HTTI will also make every effort to support non-completers in obtaining employment.

After placement follow up will occur monthly for 12 months. Individuals who need continued placement support will be able to access ongoing services from HTTI.

HTTI Responsibilities:
Placements and Follow up is the responsibility of HTTI occupational staff teams.
- One month prior to program completion students are supported in resume development
- Employment workshop will be facilitated by the HTTI occupational staff team and offered quarterly for current students as well as completers
- Semiannual job fair will be organized by HTTI teams
- HTTI will identify job opportunities with support from the Greater Philadelphia Healthcare Industry Partnership and District 1199C
- HTTI will track initial placement, and retention of employment for the 12 month period utilizing internal tracking systems.
- HTTI will conduct annual employer survey assessing effectiveness of modes of delivery and relevance to job requirements. This report will be shared with instructional and administrative staff annually as part of a faculty meeting and the occupational advisory committee to support quality improvement efforts and outcomes.
- HTTI will obtain employment verification from employers and completers to document job placement. This will be documented by a pay stub, signed statement from employer or verification form.

Student Responsibilities:
- Provide proof of employment immediately following hire
- Participate in resume workshops, employment workshops and job fairs
- Work with staff to develop employment plan
- Sign the verification form agreeing that HTTI will be able to contact employers for

verification
- Students are responsible for notifying HTTI of changes to phone number, address and email
- Job seekers are expected to make job placement a priority and actively engage with staff and employers until placement is achieved.
- Will inform HTTI staff of barriers that may impact their ability to maintain employment

ACADEMIC POLICIES & PROCEDURES

Transfer within HTTI

HTTI does not permit transfer between the NA program and the LPN program due to the regulations of the certification/licensure authorities.

Transfer from another Institution

HTTI is a clock hour program and does not accept college credits from other institutions. Applicants to the HTTI Practical Nursing Program who have attended a Pennsylvania State Board of Nursing Approved Practical Nursing Program within one year may transfer into the HTTI PN program by requesting advanced standing. Advanced standing requests will be considered on an individual basis. Evaluation of clinical skills, a comprehensive tests scoring (55% or better) and proficiencies in the level entering will be used to assess the knowledge and skills of the applicant requesting advanced standing.

PROCEDURE TO APPLY FOR ADVANCED STANDING

Students who wish to apply for advanced standing must do the following:
1. Register and attend an information session. If there are no information sessions scheduled, student will request and meet with the Admissions Coordinator for an individual information session.
2. Student will have a sealed transcript sent to HTTI from the school attended within the last year along with course descriptions. Transcript will be reviewed by the Director and a faculty member. Placement into the HTTI PN program will be dependent upon grades received and clock hours completed.
3. Students must have a passing grade of 80% (B) or better to receive credit for each course to be considered for any level. The Director will review the transcript and match the courses successfully completed to HTTI's curriculum chart and course descriptions.
4. Based on review of transcript, student will be notified of decision of acceptance and level placement. If accepted, student will be invited to interview with the Director.
5. If student accepts admission and placement, student will receive an admission packet.
6. Entrance exam will be waived.
7. Student will be required to submit all application forms, documents and tuition payments before the first day of class.
8. Student will be required to demonstrate fundamental skills in the lab and pass a proficiency exam. Depending on the level, student may be required to demonstrate other proficiencies such as medication and IV skills.
9. Student will purchase all books, uniforms and supplies as needed.

All revisions and changes in the advanced standing policy are subject to the approval of the State Board of Nursing (revised 4/5/2017)

Admission Requirements

HTTI applicants must meet the following requirements before being considered for admission:
- Required by the program, applicants must have a high school diploma or possess a high school equivalency certificate such as a General Education Development (GED®) certificate.
- Required, applicants must meet a minimum requirement on the CASA GOALS test or minimum requirement on the TEAS Test
- All applicants must attend a personal interview with the director or program coordinator and other staff members.

HTTI program-specific admissions requirements (detailed explanations of all program- specific admissions requirements are available upon request from all Program Directors and/or Coordinators) include:

CATEGORY	REQUIREMENT	DOCUMENTATION
Academic Readiness	**Proof of high school graduation or equivalent** *NOTE: Foreign students must obtain proof of graduation or equivalent from a PA Dept. of Ed-approved organization*	**Nurse Aide:** Not required, provided all other requirements are met **Practical Nursing:** Sealed transcript required
	Admissions Examination *NOTE: Students falling marginally short of exam minimums may be accepted on the overall strength of their application, at the Program Director's discretion*	**Nurse Aide:** 7th grade CASA GOALS test result **Practical Nursing:** TEAS test (55% or better total score with a minimum of 55% in Reading and Math and a minimum of 50% in Science and English). Students may opt if available to take a math and science course given by the CCR Department to receive credit for the TEAS math & science. Students must pass the course with an 80% and have the required attendance in order to receive credit. The PN program will receive an official transcript from CCR once student completes the math, science or both courses.
	Essay/Personal Statement	**Nurse Aide:** Attached to agency application **Practical Nursing:** Type Written essay required.
Commitment to Program	**Interview**	**Nurse Aide:** Required **Practical Nursing:** Required
	Application Fee	**Nurse Aide:** None **Practical Nursing:** $50 (non-refundable)
Clearance to Practice	**Criminal Record**	**Nurse Aide:** Pennsylvania (FBI required if PA resident less than two years) **Practical Nursing:** Pennsylvania and FBI both required on admission.
	Child Abuse	**Nurse Aide:** Not required **Practical Nursing:** Required (annually as a student in the program)

	Health	**Nurse Aide:** Physical, 2-step PPD test & flu vaccine (during flu season)
	NOTE: Consult with Program Director to determine time range during which previous physicals, vaccinations, etc. will be accepted as current	**Practical Nursing:** Physical, blood titers, 2-step PPD (annual), flu vaccine (annual), Tdap, Hepatitis vaccine (or waiver) required.
	Physical Abilities	**Nurse Aide:** 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. 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
		Practical Nursing: students will complete the essential functional abilities and qualities which refer to physical, behavioral and cognitive abilities required to satisfactorily complete the practical nursing curriculum. (please see program coordinator for copy)

Admissions Procedures
Nurse Aide

1. Prospective student expresses interest in an HTTI program (via phone, email, in- person, etc.).
2. HTTI catalog is made available to prospective student for review (posted permanently online; hard copies available in-person).
3. Prospective student invited to program information session with Program Director or Coordinator.
4. Examination and application (precise order determined by Program Director, and outlined at program information sessions):
   a. *Examination:* Prospective students are invited to take admissions examinations.
   b. *Application:* Prospective students whose examination results meet minimum admission requirements are invited to complete program application(s); initial program application fees may be applied.
5. Applications are received and reviewed by Program Manager(s). Prospective students whose applications [1] are complete and [2] demonstrate compliance with minimum admissions requirements, are invited to schedule personal interviews with Program Manager(s) and/or Coordinator(s).
6. Applicants found to meet all requirements for admission published in the HTTI catalog receive written notification of *contingent* acceptance; contingently accepted students may be required to provide additional documentation (background checks, physical, vaccinations, etc.) at this time, prior to enrollment.
7. Accepted students are invited to review the HTTI catalog, program-specific student handbooks, and Enrollment Agreement.
8. Accepted students complete and sign Enrollment Agreement.
9. Program Manager signs Enrollment Agreement on behalf of HTTI.
10. Accepted students receive a letter confirming their acceptance to and enrollment in the program of their choice; students are notified of tuition payment schedule (as appropriate).
11. Students begin attending class.

<u>Practical Nursing Program</u>

1. Prospective student expressing interest in an HTTI program (via phone, email, in- person, etc.).
2. HTTI catalog is made available to prospective student for review (posted permanently online; hard copies available in-person).
3. Prospective student registers online at www.httiphila.org for an information session. Students are required to attend an information session before they apply to the program.
4. Application and Examination:
    a. Student submits application after attending the information session.
    b. Student registers for TEAS test online at www.httiphila.org Student will pay the prevailing rate for the TEAS test. If student has taken the TEAS test at another institution, student may submit the results for review (results submitted can be no more than 12 months old; older results will not be accepted). Students must have an overall TEAS score of 55 with a minimum score in each of the content areas as follows:
        ➢ Reading 55
        ➢ Math 55
        ➢ Science 50
        ➢ English 50
    c. Students may opt if available to take a math and science course given by the CCR Department to receive credit for the TEAS math & science. Students must pass the course with an 80% and have the required attendance in order to receive credit.
    d. Prospective students whose examination results meet minimum admission requirements are invited to an interview with the director.
    e. *Transfer:* Prospective Practical Nursing students requesting Advanced Standing when transferring from another practical nursing program must submit transcript(s) from program attended within the last 12 months; transcripts are reviewed by the Practical Nursing Director, which will rule to grant (or not to grant).

    Students granted Advanced Standing/transfer must pass the admissions examination as explained in the transfer from another institution on page 14. Depending on the level entering, student may be required to demonstrate proficiency in skills, course content, and proficiency of that level. Prospective students whose applications [1] are complete [2] demonstrate compliance with minimum admissions requirements and [3] have a successful interview will receive a letter of acceptance into the PN program. Acceptance is contingent on receipt of all required documentation (background checks, physical, vaccinations, titers, etc.) and meeting the financial obligations.

5. Students are required to attend the transition/orientation program prior to the first day of class.
6. During the transition/orientation program, students will sign the enrollment agreement and receive a copy of the program specific handbook and safety manual which the director or admissions coordinator will review with the students.
7. The orientation phase also includes ATI requirements & assessments to be completed before orientation ends.
8. Student signs Enrollment Agreement and Program Director signs on behalf of HTTI.
9. Students begin attending PN classes after the transition/orientation program is completed and all required documents have been completed and submitted. Entering into the PN program includes ATI requirements for all four levels that will count as 30% of your overall grade.

NOTE: The Health & Technology Training Institute has the authority to accept or reject any applicant based on fair, effective and consistently-applied criteria outlined in the HTTI catalog. Rejected applicants have the right to request and explanation of their rejection; reasons for rejection will be documented and kept on file for a minimum of five years. Every effort will be made to ensure that applicants who are not accepted to HTTI programs are referred to or provided with information about alternative educational options.

Physical & Cognitive Requirements

To be successful in the Practical Nurse Program, applicants and students must demonstrate abilities and qualities expected of a licensed practical nurse. The Essential Functional Abilities and Qualities are distinct from academic standards required for admission to the Practical Nurse Program and successful progression through and completion of the practical nurse program. The essential functional abilities/qualities are in the following areas: Motor abilities, communication skills, sensory/observation abilities, and intellectual/cognitive skills. All students must complete the Essential Functional Abilities and Qualities check list, sign and submit to the admissions coordinator. Immediately after being accepted into the PN program.

Non-Discrimination Policy

Through the policies and programs set forth, the 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 students' rights 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.

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 orientation, gender identity or the presence of a non-job related medical condition or disability. Questions concerning violations should be addressed to Elizabeth Hammond, EEO Compliance Officer, at 215-568-2220 ext. 5105, or ehammond@1199ctraining.org.

Criminal Background Policy

Practical nursing students are required to obtain, submit and maintain updated Criminal History Record Information (CHRI) and Child Abuse History Clearance reports. In addition to the Pennsylvania State criminal check, the PN student will be required to obtain an FBI check with fingerprints upon entering the program. CHRI reports must be clear of Prohibited Offenses contained in Act 14 of 1997 and the Child Abuse History Clearance report must indicate no record of prohibited offenses. **The Child Abuse clearance results are valid for one year. Students must submit updated copies of Child Abuse History Clearance reports in the first year of the program**. Students who are not compliant with updating these documents will be terminated from the program. Students should make and retain a copy of the reports since the Pennsylvania State Police and Department of Public Welfare do not maintain copies of the criminal record check or child abuse history clearances.

Act 34 and Sections 6354-6358 (Act 151) of the Public Welfare Code requires that all applicants, both Pennsylvania residents and non-residents, who will be having contact with children obtain a Child Abuse History Clearance. Applicants are also required to obtain a criminal background check from the Federal Bureau of Investigation (FBI).

A student who is convicted of a prohibited offense as listed in Act 14 of 2000 or an offense related to child abuse while enrolled in the program will be immediately terminated from the practical nursing program.

Please also note that in order to complete the program, it is necessary for all program objectives be achieved. In order to do so, students will be required to complete clinical hours in an acute and long term care facilities for which there are affiliating agreements. These agreements include denying approval of students to deliver care if they have been convicted of certain offenses as designated under Act 14, 1972, known as "The Controlled Substance, Drug, Device and Cosmetic Act" and offenses under one or more of the provisions of Title 18 of the Pennsylvania Consolidated Statutes. Therefore, in no case shall an applicant for enrollment be approved for admission into the program if the applicant's criminal history record information indicates that the applicant has been convicted of any of these offences.

Students must understand that the **authority to permit a person to take the practical nursing licensing examination and the authority to grant a license to practice as a practical nurse in Pennsylvania is vested in the Pennsylvania State Board of Nursing.** The Health and Technology Training Institute Practical Nursing Program cannot and does not make any representations or guarantees regarding a student's ability to obtain a license as a Practical Nurse or to obtain employment. The Health and Technology Training Institute, Practical Nursing Program will not reimburse any tuition or monies paid to it when a student leaves the program because of having committed offenses described in these various Acts.

Academic Rules & Regulations

Each student is responsible for observing and complying with HTTI's basic rules and regulations. Adherence to these rules and regulations is necessary to ensure students' responsibility for their personal progress, relationships with other students, instructors and administrative personal, and ability to meet financial obligations.

Attendance Policy – Nurse Aide

Students enrolled at HTTI must meet strict attendance guidelines dictated by the Pennsylvania Department of Education:
- Students are required to attend class regularly as scheduled that is a component of the grade for each course, and to make-up all lost instructional time in order to graduate. Missed time includes tardiness, early dismissal, or failure to attend class. All missed instructional time *must* be made up in consultation with the Nurse Aide Staff. Students must meet strict attendance guidelines dictated by the Pennsylvania Department of Education.
- Students are required to make arrangements to complete make-up work and exams in a timely manner. Failure to complete make-up work will result in a zero (0) grade for that assignment or exam.

Students enrolled in any program may be dismissed for willful destruction or defacing of school property, or for improper or illegal conduct, *only* after review of the case by the HTTI Executive Director.

Attendance Policy – Practical Nursing

The Pennsylvania State Board of Nursing regulates this program. It requires HTTI to enforce established and approved attendance policies. Satisfactory attendance and punctuality is necessary to attain the program objectives and is thus mandatory for graduation and future employment. **A**

maximum of one (1) day excused or unexcused classroom absence per level will be considered as a normal absence rate.

General absences must be called in at least one hour prior to the start of the class. This notification must be via email, calling, or texting. Students will be placed on attendance probation for excessive classroom absent time that occurs during the **course of the program.**

Student may be charge a $25 dollar fee for making up excessive absences.

First Absence – a verbal warning with documentation in the student's file via an encounter form. Written assignments in addition to missed classwork must be submitted as directed by faculty.

Second Absence –Written warning in students record. Written assignments in addition to any missed class work must be submitted as directed by faculty.

Third Absence – Written warning in students record. Make up time equal to the amount of time missed from class. Written assignments in addition to any missed class work must be submitted as directed by faculty. Student must present documentation for absence.

Fourth Absence - Written warning in students record. Make up time equal to the amount of time missed from class. Written assignments in addition to any missed class work must be submitted as directed by faculty. Student will be placed on probation. Student must present documentation for absence.

Fifth Absence- Student will be required to go before a board of review and must present documentation for the absence. The board of review will include the program director, faculty and staff members. The board will have the authority to terminate student after review or make recommendations that student will have to abide by in order to stay in the program which will include make up time equal to the amount of time missed from class. Written assignments in addition to any missed class work must be submitted as directed by faculty and the program director. If the student does not abide by recommendations, they will be immediately terminated from the program.

Sixth Absence- Automatic termination from the program. There will be no exceptions to these rules/regulations.

Clocking in and out is **mandatory; this includes break times.** Habitual or consistent clocking out early or failing to clock out will cause the student to be subject to the absent policy and may lead to termination from the program.

In addition to clocking in, any student who is late to class will also sign the late sheet. The sheet must be cosigned by a faculty member or the admission coordinator. The same policy will apply to students leaving class early.

Special consideration may be given to those students with satisfactory progress of at least a "C+" in each course of the program prior to developing "extenuating circumstances" such as prolonged personal illness, death in the immediate family, or court actions that leads to excessive absences. To request consideration of extenuating circumstances, the student must provide documented verification of these circumstances to the Director of the program prior to the absence, and they must be approved.

Absences of three or more consecutive days require written verification. Medical forms will be validated upon submission and further evaluation may be required. The student may also have to go before a board of review.

Clinical Attendance Policy Regular clinical attendance is mandatory because of the nature of the educational experience required for practical nursing. Any student who misses more than

three (3) clinical days in the program will fail clinical experience and will be immediately terminated from the program.

Any student that is a no call, no show **will require a meeting with the director the first class day following the clinical weekend.** Clinical absences are cumulative **throughout the PN program.**

<u>First absence</u> – verbal warning with documentation in the student's file.

<u>Second absence</u> – a written warning will be given to the student and placed in the student's file.

<u>Third absence</u> – a written warning will be given to the student and placed in the student's file. The student will make up the clinical as follows:

- The student must pay $100.00 per clinical day depending on the availability of a clinical site. A clinical instructor must be with the student in the clinical area.
- Clinical make-up fees must be paid before the student is assigned to go to the clinical area.

<u>Fourth Absence</u> - a written warning will be given to the student and placed in the student's file. The student will make up the clinical as follows:

- The student must pay $200.00 per clinical day depending on the availability of a clinical site. A clinical instructor must be with the student in the clinical area.
- Clinical make-up fees must be paid before the student is assigned to go to the clinical area.

<u>Fifth Absence-</u> Student will be required to go before a board of review and must present documentation for the absence. The board of review will include the program director, faculty and staff members. The board will have the authority to terminate student after review or make recommendations that student will have to abide by in order to stay in the program which will include make up time equal to the amount of time missed from clinical:

- The student must pay $200.00 per clinical day depending on the availability of a clinical site. A clinical instructor must be with the student in the clinical area.
- Clinical make-up fees must be paid before the student is assigned to go to the clinical area.

If the student does not abide by recommendations, they will be immediately terminated from the program.

Sixth Absence-Immediate Termination from the program.

Lateness Policy

Excessive and consistent lateness is unacceptable. Coming to class late disrupts the learning environment. The time for classes will be posted at the beginning of each level. Everyone should be clocked in and in their seats before class begins. If a student knows s/he will be late, s/he is expected to call at least **30 minutes before the start of class.** Dinner breaks are assigned according to class schedules. Lateness for class or clinical will result in the following disciplinary action. Students are required to contact the clinical instructor if they are going to be late.

Students will not be permitted on the <u>clinical site</u> or in the <u>classroom</u> if they are more than 15 minutes late or at the discretion of the clinical and classroom instructor. Lateness is cumulative

throughout the program. Lateness is defined as not reporting to class or clinical by the scheduled time.

1. **First time** – no action since things do sometimes occur that are beyond our control
2. **Second time** – a verbal warning which will be noted in the student file
3. **Third time** – a written warning which will be noted in the student file
4. **Fourth lateness** – a written warning which will be noted in the student file
5. **Fifth lateness**- student will receive a written warning and be placed on probation. This will count as an absence from class. The student will go before a board of review. If the lateness continues see sixth lateness.
6. **Sixth lateness**- Any student who is late more than five times will be considered to have a habitual lateness issue and will be required to go before a board of review. The board of review will include the program director, faculty and staff members. The board will have the authority to terminate student after review or make recommendations that student will have to abide by in order to stay in the program which will include make up time equal to the amount of time missed. If the student does not abide by the recommendations, they will be immediately terminated from the program.
7. **Seventh lateness**- Termination from the program

Make-Up Policy

Arrangements for make-up time will be provided solely through the Practical Nursing Program Director. Students who are assigned make up schedules will be required to conform to all existing program rules and regulations, including wearing the complete student uniform.

Students reporting to the HTTI for make-up time will be expected to bring books, pencils, and paper in order to complete assignments. Students assigned to clinical make-up must pay a fee and arrive and leave on time. They must also have a clinical instructor on the unit at all times. Combined allowed classroom and clinical absences (excused or unexcused), lateness and early dismissals must be made up in order to graduate from the program. The Director **will not sign the Application for Licensure** for any student until all attendance requirements have been met.

Grading System

Numerical grading is used at HTTI. Letter grades are assigned based on a 100% numerical rating system; however, grading scales are used in [a] the Nurse Aide programs and [b] the Practical Nursing program.

The following academic grading scale is used in the **Nurse Aide** program:

The passing grade for the Nurse Aide program is 78%.

A	93% to 100%
A-	90% to 92%
B+	87% to 89%
B	83% to 86%
B-	80% to 82%
C+	78% to 79%
F	77% and below

The following academic grading scale is used in the **Practical Nursing** program:

A	93% to 100%	4.0 points
A-	90% to 92%	3.7 points
B+	87% to 91%	3.3 points
B	83% to 86%	3.0 points
B-	80% to 82%	2.7 points
C+	78% to 79%	2.3 points
F	77% and below	0.0 points

- *Students must achieve a minimum academic grade average of 80% at the completion of all courses, at the completion of each Level, and on all examinations, to progress in the program.*
- *Written clinical evaluation rates student performance as either satisfactory, needs improvement, or unsatisfactory in the areas related to clinical objectives. Students must receive a satisfactory grade in all clinical skills in each level.*
- *Clock hours are awarded for completion of a course. No credit hours.*

Academic Failure

Course Failure
A course failure indicates unacceptable performance. The student must pass each course in all four (4) levels with a minimum grade of 80%.

Termination for Academic Failure
Students will be terminated from the program for academic failure for any one or more of the following:
- Failure of any course during any level.
- Final clinical grade of U in any level.

Students who have a failing average in 50% or more of the course work at midpoint in any Level may be placed on academic probation and will be required to meet with faculty and the director to develop a remedial plan to help raise their grades.

Any student who fails two quizzes will be offered tutoring. It is the student's responsibility to attend tutoring sessions as they are available.

Clinical/Lab Failure

Students will receive feedback on their performance, demonstration and the application of skills and critical thinking. Clinical evaluations and lab skill proficiencies that indicate a need for improvement and failures in clinical performance must be corrected by demonstrating significant improvement on the next clinical evaluation, proficiency or on final evaluation. Any student failing final evaluations or proficiencies will result in termination from the program.

Criteria for Graduation

In order to graduate from any program of study, the following requirements must be met:
- Minimum grade averages of, respectively, **78%** (Nurse Aide program) or **80%** (Practical Nursing program in all courses), must be maintained over the duration of the program.
- Students must complete the total number of hours of instruction required by course curricula.
- Make-up assignments must be completed.
- All financial obligations to HTTI must be satisfied.
- Any other programmatic requirements stipulated in the student handbook or enrollment

agreement relevant to the program in question, and signed by all incoming students, must be satisfied.

Students will receive a certificate or diploma upon graduation from a program offered by HTTI, depending on the program of study.

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Additional Graduation Requirements for Practical Nursing
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Graduation and submission of the student's application to the State Board of Nursing for the Practical Nursing Licensure Examination is contingent upon successful completion of all program requirements and full payment of all tuition and fees, as noted above, as well as:

- Completed all ATI requirements beginning in level one see ATI Mandatory Companion & the ATI policy.
- Completion of all classroom and clinical make-up hours
- Satisfactory achievement in all clinical/lab evaluation areas.
- Completion of all required forms and evaluations
- Returning or replacing all temporarily issued materials such as library books, timecards, and special equipment.
- Completing the program evaluation and the senior exit interview.

Graduation/Pinning is the ceremony that culminates the end of the program. Diplomas and the submission of the educational verification to the Pennsylvania State Board of Nursing will only be awarded after all program requirements outlined above have been satisfied. Students plan and pay for their Graduation/Pinning ceremony separately.

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Applications for Licensing/Credentialing Examinations
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HTTI will provide information regarding the relevant licensure/credentialing application processes to graduating students. Each student is responsible for the accuracy of information on the various applications, and for submitting any required fees not covered under the conditions of their HTTI enrollment agreement. Licensure/credentialing applications will not be approved by the Program Director until all requirements for graduation/completion have been met by the student.

Students who have successfully completed the Nurse Aide Training program will be registered with Pearson VUE for the competency exam by Nurse Aide Staff. Once the Nurse Aide student passes the competency exam they will be placed on the Pennsylvania Department of Health Nurse Aide Registry.

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Academic Records
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HTTI maintains a written record of all student training. This record includes past education and current training progress. A final record of academic achievement is placed in each student's permanent record.

Students who have met all their program's completion requirements will receive an official copy of their HTTI transcript. Students requesting official transcripts in the future will pay the prevailing rate at the time of their request. Complete files for Practical Nursing students will be kept onsite for 5 years. After 5 years, medical records will be destroyed and the admission and achievement file will be maintained ad infinitum in accordance with Pennsylvania State Board of Nursing requirements.

Nurse aide student files will be kept onsite for 2 years. After 2 years, medical records will be destroyed and the admission and achievement file will be maintained ad infinitum in accordance with Pennsylvania Department of Education requirements.

Accommodations

HTTI shall make reasonable modifications as required by law with respect to its policies, practices or procedures for individuals with documented disabilities, so long as the changes do not fundamentally alter the nature of the program offered and are otherwise in accordance with all licensure requirements. Students are required to notify HTTI during the orientation process (or after acceptance to the program)

Reasonable accommodations will also be made for students with respect to religious observances, practices or beliefs of which HTTI faculty and administration are aware, and which do not fundamentally alter the nature of the program offered.

Please contact Elizabeth Hammond EEO Compliance Officer, at 215-568-2220 ext. 5105, or ehammond@1199ctraining.org, for information or questions regarding reasonable modification, educational services, activities, programs or facilities that are accessible to or usable by students with disabilities.

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FINANCIAL POLICIES & PROCEDURE
Program Costs & Fees

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The tuition and fee schedules for all programs are listed in this catalog. The full tuition for each class (Nurse Aide) or level (Practical Nursing) is due prior to the start of the class or level. When public or private funding is covering the cost of the class, a contract will stipulate the payment arrangements as required by the funder.

Nurse Aide Program Costs

Nurse Aide tuition is $1,617.00 due at the beginning of the program.

Tuition	$1325.00 *10/2/19
(Union members in good standing: the Training fund will pay your tuition)	
Lab/Materials	$20.00
Books	$63.00
Criminal Background Check	$22.00 *10/2/19
(FBI required if PA resident less than two years)	
Name Badge	$10.00
Blood pressure cuff/ Stethoscope	$40.00 *10/2/19
CPR Health Professional Certification	$35.00 *10/2/19
Competency Examination	$102.00
Total	**$1617.00**

All fees subject to change

Practical Nursing Program Costs: The costs for the Practical Nursing Program total $18,803.60 and are detailed below.

Pre-Admission Expenses
Initial Application Fee $50.00
Admission Testing Fees (TEAS TEST) $65.00
Total $115.00

Admission Expenses

Criminal Background Check (done online by student)	$22.00
Child Abuse Clearance (done online by student)	$13.00
FBI background Check (done online by student)	$22.60
Drug Screening (Paid by cash or credit card to Lab Company)	$58
CPR Certification – class fees vary depending on site	$65.00
Medical Exams with Lab work	Varies
Total	*$180.60*

Level I Expenses

Tuition	$4300.00
Uniforms	$110.00
Textbooks	$350.00
Total	*$4760.00*

Level II Expenses

Tuition	$4300.00
Textbooks	$275.00
Total	*$4575.00*

Before entering into the second year of the program, there will be annual fees for the following items not covered as part of level expenses. These fees are in addition to level fees:

Child Abuse Clearance	$13.00
Uniforms (if needed)	$110.00
Total	**$123.00**

Level III Expenses

Tuition	$4300.00
Textbooks	$175.00
NCLEX Prep	$25.00
Total	***$4500.00***

Level IV Expenses

Tuition	$4300.00
Textbooks	$225.00
NCLEX Prep	$25.00
Total	***$4550.00***

These fees are not included in the level IV expenses or in program total. They are paid directly to the state and to Pearson Vue:

State Board Application	$42.00 (Subject to change)
Licensing Exam (NCLEX)	$200.00
Total	***$242.00***

Estimated Total Cost of program $18,803.60*
**Estimated total does not include NCLEX & licensure fees of $242.00*
**All fees subject to change depending on vendor prices at the start of each level.*
**All level expenses must be paid by the first day of class for each level.*

***All fees paid to HTTI must be paid by Cash, Money Order or Certified Check ONLY* in 10th Floor Finance Office. NO personal checks or credit cards are accepted. A copy of all receipts will be given to the Admissions Coordinator.**
**All level expenses must be paid by the first day of class for each level.*
**Balance from any one level must be paid in full before student can move onto the next level.*

Students who are eligible for tuition reimbursement from District 1199C Training and Upgrading Fund must make application for funds through the Tuition Reimbursement Office. A schedule of tuition reimbursement and student payment will be provided upon establishment of student's status.

Tuition Assistance for District 1199C Members: Eligible District 1199C union members may take advantage of their Tuition Reimbursement benefit to cover full or partial tuition charges for all HTTI programs. Call the Tuition Reimbursement office at 215-568-2220, ext. 5502 to determine your eligibility, or email Stacy Campbell.

Tuition Assistance for Community Residents: Limited financial support for community residents and District 1199C members not covered by the Training & Upgrading Fund depends upon the availability of public and private grant funds. Sources of support may include Individual Training

Accounts (ITAs) for eligible Career Link enrollees, and limited scholarships from the District 1199C Training & Upgrading Fund. Further information is provided at program information sessions.

FINANCIAL AID

Financial Aid is available for Practical Nursing Students.

Financial Aid Eligibility

Each applicant for Federal Financial Assistance must complete and submit the Free Application for Federal Student Aid (FAFSA) for processing. The FAFSA application is available on-line at www.fafsa.ed.gov. It can be completed on-line or a paper copy can be downloaded from the website by selecting the FAFSA Filing Options located on the homepage or obtained by contacting the U.S. Department of Education at 1-800-433-3243.

Financial Aid recipients must meet the following minimum eligibility requirements in addition to demonstrating need.

1. Have a high school diploma, GED, or be home schooled in a setting that meets state law.
2. Be enrolled as a regular student working toward a diploma or certificate in an eligible program.
3. Be a U.S. Citizen or Eligible Non-Citizen.
4. Have a valid Social Security Number.
5. Maintain Satisfactory Academic Progress.
6. Maintain Satisfactory Attendance.
7. Register with Selective Service, if required. Men born before 1960 are exempt from this requirement.
8. Have a financial aid transcript on file, if required.
9. Not be in Default on a Previous Student Loan

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or go to the *FAFSA on the Web* site, click on "Before Beginning A FAFSA" in the left column, then click on "Drug Worksheet" to find out how this law applies to you

Financial Aid Determination

The school cannot determine your financial aid eligibility until your financial aid applications have been processed and verified if required. Once you have completed and submitted your financial aid applications AND the Office of Financial Aid has received all required paperwork from you, our office will have everything required to determine your financial aid eligibility.

Financial Aid Process

➢ Before you begin completing the FAFSA application, you will want to gather the information required to apply. You will be notified in writing if your application is flagged for verification.
- ♦ Your Social Security Number and your parents' if applicable.
- ♦ Your driver's license number if you have one.
- ♦ Your Alien Registration Number if you are not a U.S. Citizen.
- ♦ Information on savings, investments, and business and farm assets for yourself, your spouse and parents if applicable.
- ♦ Child Support Received or Paid

➢ Complete the 19-20 Free Application for Federal Student Aid (FAFSA).

Go to www.fafsa.gov and select "Start a New FAFSA". **School Code -- 042750**

Please refer to the Financial Aid FAQ on the website for additional information and assistance.

Textbooks & Supplies

Nurse Aide Program

Students will be notified if they are responsible for obtaining books, uniforms, and specific supplies identified on the cost list for each program. Personal school supplies such as pencils, notebooks, etc. are the responsibility of the student.

Practical Nursing Program

Text books and student kits which include stethoscope, B/P kit and other supplies needed to practice fundamental nursing are included in the total level fees for level one. Two sets of uniforms are included in the level one fees. If student needs to replace uniforms after level one, they must replace the school uniform out of pocket at the prevailing rate from the vendor.

Students are responsible for having a second hand watch and personal school supplies such as pencils, pens, notebooks, etc.

Library Guide

Students are invited to use the HTTI library's books, periodicals, audiovisuals, instruction resources and computers to enhance classroom instruction. Staff is available to assist as needed. Students must have assigned library time and sign in and out on the sheets provided. Students must reserve audiovisual resources and computer time with a faculty or staff member; Students must also sign in with the computer number used and time in/out in the book provided. A faculty member will supervise the use of audiovisuals. Students may also have access to affiliating agency medical and nursing libraries as permitted by the affiliating agency; students will abide by the policies set forth by the affiliating agencies and act in a professional matter whenever accessing these resources.

PERIODICALS: There is a relevant selection of periodicals. Students may also search nursing central for periodicals.

BORROWING: All students and faculty from HTTI may borrow from the library upon request. Books and periodicals must be signed out/ in by completing the form in the Log Book located in the library.

BOOK RETURN: Books are to be returned to the HTTI Library before the student leaves for the day. Students must return borrowed books to the library to satisfy program completion requirements. Remembering to sign them in and out in the appropriate book.

LOST BOOKS: Please notify the Practical Nursing Library Staff immediately in the event that a book is lost or missing. Please note that if you were the last person to sign the book out and did not sign it back in you are responsible for the book.

Cancellation, Termination & Refund Policy

I. **CANCELLATION PRIOR TO STARTING CLASS**
   A. The application fee is nonrefundable up to one hundred dollars.
   B. An applicant may cancel his or her enrollment in writing at any time before the start of the class. Any tuition paid by the applicant will be fully refunded to the applicant.
   C. Other payments will be refunded only if the applicant has not received the goods or services for which these payments were made such as books, lab supplies, etc.

II. **WITHDRAWING AFTER STARTING CLASSES**

The finance department will be notified within 24 hours of any student who withdraws or is terminated from any program.
   A. 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.

B. For a student completing over 10% and up to 25% of the total clock hours in the level or course, the school shall refund 50% of the cost of tuition for the level or course.
C. For students completing 26-50% of the total clock hours in the level or course, the school shall refund 25% of the cost of tuition for the level or course.
D. 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.

III. TERMINATION/WITHDRAWAL DATE
The termination/withdrawal date for refund computation purposes is the last date of recorded attendance of the student. Students are expected to advise the school in writing if they intend to withdraw from the class.

IV. METHOD OF OBTAINING REFUNDS
Refunds will be made to students without requiring a request when due and are made within 45 days of the last day of attendance based on:
A. Written notification from the student or
B. The date the institution terminates the student or determines withdrawal by the student.
This refund policy covers tuition charges only. Student fees including but not limited to application fees, test fees and fees for supplies or books that were received by the student will not be refunded.

Cancellation Prior to Starting Class: An applicant may cancel his or her enrollment in writing at any time before the start of class. The full amount of tuition paid by the applicant will be refunded to the applicant.

Other payments will be refunded only if the applicant has not received the goods or services for which those payments were made.

Termination Date: Students are expected to advise their Program Director or Coordinator in writing if they intend to withdraw from class. The termination date for refund computation purposes is the date official written notice of withdrawal is received from the student.

Method of Obtaining Refunds
Students who fail to enter, leave the program, or fail to return from a leave of absence will, if qualified under the above refund policy, receive a refund within forty-five (45) days of their last date of recorded attendance.

Leaves of Absence
A leave of absence *may* be granted for personal or medical reasons at the discretion of a student's Program Director. A letter stating the reason for requesting the leave of absence must be submitted to the Program Director and must bear the signature of the student and the date of the request. Medical reasons must be verified by a physician's report. The Program Director, with consultation from Program Coordinators and faculty, will review the request and respond to the student with a formal letter, granting or not granting the student a leave of absence from their program of study.

To return from a leave of absence, the student must submit a written request to return by the date specified in the letter granting the leave of absence.

Practical Nursing Program Leave of Absence Policy: A leave of absence may be granted only after a

student enrolled in the Practical Nursing program has successfully completed at least one full level. The leave of absence is contingent upon the program schedule. Some of the criteria for a leave of absence include a "B" average or better in each course, no failing grades, no failing clinical evaluations, and satisfactory classroom and clinical attendance with a minimum of lateness.

Any Practical Nursing student granted a leave of absence must complete the program within two (2) years from the original date of readmission. Student may be required to show clinical proficiency upon their return to the program after a leave of absence.

Clinical/Lab Policy

Skills Competency Lab
Students will be required to pass the fundamental assessment skills lab before attending clinical affiliating agencies. Students will have the opportunity do a return demonstration and practice skills on each level of the PN program before taking the mandatory skills test for that level. If the student does not pass on the first attempt they will have 2 weeks before taking the assessment examination again. If the student cannot pass the exam after the second attempt, the student will fail the Level and will be terminated from the Practical Nursing Program.

MEDICATION COMPETENCY LAB EXAM POLICY
All students must pass the Medication Competency Exam prior to giving medications from levels 1 to 3 of the PN program. Students are given two (2) opportunities to pass the medication exam. If the student does not pass the exam on the first attempt, they will have two (2) weeks before having to take the medication exam again. If the student cannot pass the exam after the second opportunity, the student will fail Level II and will be terminated from the Practical Nursing Program.

MEDICATION ADMINISTRATION POLICY
Medication will be administered by the Student Practical Nurse only under direct supervision of the Clinical Instructor.
The Student Practical Nurse will become familiar with the action, adverse effects, nursing implications and dosages of assigned medications.

Intravenous Therapy Proficiency
Students will receive training in intravenous therapy as required by the PA State Board of Nursing in level 4. This is not a substitute for IV certification. Students will be required to do a return demonstration of IV peripheral insertion on one of the practice demonstration arms in the lab and pass a written exam.

CLINICAL EXPERIENCE POLICY
Students are expected to
1. Submit and maintain all required personal documents
2. Attend clinical experience and labs when scheduled, and be on time for all clinical experiences.
3. Be in the complete appropriate uniform at all times during the clinical experience
4. Come to the clinical area prepared with the following
    a. knowledgeable about the required clinical skills
    b. have knowledge of the condition and status of the client assigned the previous day
    c. tools (clinical skills sheets, supplies – stethoscope, watch, pen, books)
5. Sign the attendance sheet daily
6. Complete appropriate assessments (head to toe, focused) as directed by instructor
7. Perform nursing care in a timely and organized manner
8. Administer and document medications knowledgably ("rights", classification, dosage, side effects, nursing implications, labs, vital signs)

9. Make all necessary arrangements for making up the clinical day, according to policy, when absent from the clinical area. See the fee for clinical makeups.

Students may not be on any clinical unit within any clinical agency without an instructor present and must remain on the premises of the assigned clinical facility at all times until dismissed by the instructor. Students are not allowed to leave the clinical sites for breaks.

Students may not socialize on the clinical units. No one may visit students, including other students, former students, current or former instructors, friends or staff members or interfere with the directions of the clinical instructor while the student is on the clinical site.

Telephones/Cell phones are **NOT** permitted on clinical units unless at the discretion of the clinical instructor and used as a tool to research information. Students may not use cell phones in the lab, on the clinical units and at clinical sites for personal use such as texting, social media or emailing.

Please be aware that students who are employed by participating clinical agencies, if you are terminated and the agency prohibits you from their facility, you may be asked to withdraw from the program if another clinical site is unavailable. You must complete all required clinical hours and meet program outcomes.

Sexual Harassment Policy

Sexual harassment or harassment of any kind will not be tolerated at HTTI, and HTTI intends to vigorously enforce this prohibition.

As part of HTTI's nondiscrimination policy, it is illegal for any employee, student, male or female, to sexually harass another individual in the educational environment and 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 Affirmative Action Officer, Elizabeth Hammond at ehammond@1199ctraining.org.

If the immediate supervisor is the source of the alleged harassment, the problem should be reported to the next level of management and/or the Affirmative Action Officer, Elizabeth Hammond.

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.

Federal Educational Rights & Privacy Act (FERPA) Notification of Student Rights

Notification of Student Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, Health and Technology Training Institute respects the privacy rights of students and their families. These rights include:

1. ***The right to inspect and review the student's education records within 45 days of the day the organization receives a request for access.***
A student should submit a written request to the Administrative Assistant/Records Coordinator or Director of the Practical Nursing Program that identifies the record(s) the student wishes to inspect. Either official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. ***The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.***
A student who wishes to ask the school to amend a record should submit a written request to the Administrative Assistant/Records Coordinator or Director of the Practical Nursing Program, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the
designated school official will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. ***The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

All students have records in that are maintained onsite or in archives. The privacy of student records may be broken at a time of emergency defined in terms of the following considerations:
- the seriousness of the threat to health or safety
- the need for access to the records in meeting the emergency
- whether the person requesting the records is in a position to deal with the emergency
- the extent to which time is of the essence in dealing with the emergency.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.
The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

Health Insurance Portability & Accountability Act (HIPAA)
HTTI takes the required steps to maintain any documents according to the regulations of the Health Insurance Portability & Accountability Act of 1996. All health records are stored in a separate file viewed only by those individuals permitted by law. Records are retained in accordance with the relevant governing body for each program.

Health Services Policy
A pre-admission physical examination is required of all students who seek enrollment with HTTI. When the results of the physical examination indicate the need for corrective action, it is the responsibility of the student to show valid evidence that correction was made.

A physical examination is required by a healthcare provider before admission. All official documentation of exams, tests, reports and any disabilities must be sent to the Admissions Coordinator. It is the responsibility of the student to ensure that all physical examination and other required health documentation (e.g. immunizations) is completed before the start of their chosen HTTI program of study; students will have received the health records documentation requirements in their admission packet. No student will enter the class or clinical area without all health requirements completed. Students who do not comply with the submission of required documents will be terminated.

Clinical affiliations may request copies of health, immunization and criminal check documents from the student file. Students are required to sign a permission form giving the school permission to submit these documents.

Students enrolled with HTTI are encouraged to carry personal health insurance. HTTI assumes no responsibility for medical costs incurred for any reason. Emergency services will be provided for the usual fee of the affiliating hospitals. Treatments for emergencies occurring at the school are available

for the usual fee at neighboring hospitals. Students are responsible for any and all fees.

Student Safety Policy

GENERAL GUIDELINES

1. All faculty, staff, and students must know and practice the safety guidelines at all times while using the skills labs, classroom, library and anywhere on the premises. Failure to adhere to general guidelines can result in disciplinary action. This manual will be available in the lab and library.
2. All labs are locked unless occupied by faculty and/or students during class or practice.
4. Students are expected to come to lab prepared by having read the scheduled lab objectives and assignments prior to the start of the lab period. Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory and library. Faculty, staff and students are expected to practice universal precautions in all exposure prone procedures.
5. Students, staff and faculty should report any illnesses or injuries sustained while at the school or the clinical rotation. A physician's release may be required to participate in class, lab or clinical depending on the illness and injury.
6. The Director or Program Coordinator will check that all equipment listed on the inventory sheet for each program is in adequate working order and meets safety standards. This will be done annually in July and as needed.

SKILLS LAB/LIBRARY/CLASSROOM GUIDELINES

1. There shall be no eating or drinking in the labs, classroom, or library at any time.
2. Access to the doorway in the labs will be evident at all times. Furniture will not be placed to obstruct the exits.
3. All doors and cabinets shall remain closed when not in actual use.
4. The skills lab will not be used as a health center for ill students, staff, faculty or visitors.
5. Children or unauthorized personnel are not allowed in the labs at any time.
6. All students shall practice proper hand washing technique while utilizing skills lab.
7. Gloves are worn by students and faculty during any contact with body fluids. Gloves are utilized for practice and demonstration of skills. Gloves are utilized for personnel using harsh disinfectants to clean the lab.
8. The lab, classroom, or library are not to be used as a social area.
9. Students are not allowed to sit on desks or place heavy items on the tops of desks.
10. Please do not apply povidone-iodine, ink or any substance to the mannequins or patient simulators unless specifically identified as compatible for use with the equipment.
11. No regular trash is to be placed in red containers marked medical waste.
12. All individuals using the school facilities are expected to leave the facilities in an orderly and clean condition, including disposing of trash, returning equipment to designated locations and organizing the laboratory, classroom and library after each use.

SKILLS LAB SAFETY

MEDICATION/FLUID ADMINISTRATION (Practical Nursing Students)

1. Students will be instructed to practice and return demonstrate only those skills for which they have had prior instruction, and viewed/tested on ATI and gained familiarity with content and proper procedure. Students are expected to come to the laboratory prepared according to the prior instruction on the procedure. No student will be allowed to attend skills lab without completing the assigned ATI for that specific skill.
2. Students should at all times practice safe techniques while learning in the skills labs. Standard

precautions, including use of gloves and uniforms, shall be followed at all times.
3. When breaking ampules for practice, students should protect their fingers by using a gauze covering or an alcohol wipe and should break the ampule in the opposite direction of their face.
4. Needles provided for practice of injections are used in the skills laboratories ONLY when instructors are present for assistance. Immediately dispose of all used sharps/needles in sharp container.
5. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Any irresponsible use of needles will result in disciplinary action and possible failure to pass that skills lab.
6. Students are to practice injections ONLY on the manikins and injection pads provided in the skills lab.
7. Students are never to recap needles and must discard used needles in the sharps disposal container provided in the skills lab immediately after use.
8. Needles and other sharp objects **must not** be discarded in the trash or left out openly in the lab at any time.
9. All cabinets containing practice medication, syringes, needles and IV supplies will be locked at all times and only accessed by faculty.
10. Placebos (candy pieces, commercially prepared practice med and water) will be used for simulation of oral/topical medications. I.V. fluids with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are NOT for internal use, but for practice with manikins and IV practice arms only. Any IV fluids and tubing which have been used will be discarded at the end of each course.

STUDENTS WILL NOT BE ALLOWED TO PRACTICE VENIPUNCTURE, FINGERSTICKS, GIVING INJECTIONS OR ANY INVASIVE PROCEEDURE ON EACH OTHER.

ELECTRICAL SAFETY
1. Wet materials may not be used around electrical outlets or equipment.
2. Instructors, staff and students are responsible for reporting to the appropriate instructor/staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
3. No electrical cords will be left in the pathway of walking traffic.
4. Electric hospital beds in the skills lab will be inspected regularly and as needed for repairs.
5. Electric beds shall be maintained in the lowest position.
6. Only three-prong plugs that contain a ground wire should be used to power equipment in the skills labs, classroom or library.
7. Ensure that access to exits are unobstructed at all times.

PHYSICAL SAFETY
1. Students will be instructed in principles of proper body mechanics prior to practice and return demonstration of patient moving, lifting, and transferring skills.
2. Student should use caution when practicing patient lifting skills and should not lift another student without assistance.
3. Students practicing lifting techniques will not perform these procedures in an unsafe manner. Irresponsible behavior will result in the student's failure to pass that particular skills lab.
4. Equipment used for body mechanics practice (bed, wheelchairs, etc.) will be maintained in good working condition. Any broken part will be reported immediately to Director, Program Coordinators or faculty.
5. The wheels of all equipment (wheelchairs, beds, etc.) are to be locked during practice and return demonstration.

CLINICAL SAFETY

1. The policies and procedures of the specific clinical agency/site will be adhered to as well as those policies and procedures of Health & Technology Training Institute by both faculty and students during the clinical experience.
2. Each student will submit evidence of a health certification, vaccinations and labs as required by each program
3. Evidence of current PPD (2 step), as well as any other requirements indicated by affiliating clinical agencies must be submitted annually.
4. A syllabus will be provided for each clinical nursing course with additional clinical safety guidelines, as appropriate to each clinical site.

REPORTING OF AN INJURY

1. Any incident occurring at the school to staff, faculty, visitors and students, or clinical site during school hours must be reported to the faculty, Program Coordinator or Director immediately.
2. An incident report must be filled out for the injury. The report must be signed by the persons involved and staff investigating the incident as soon as possible after the incident. Incident forms are available from administrative assistants and program coordinators. PN clinical incident forms are separate from the school onsite incident form.
3. Protocol for a physical injury/occupational exposure to:
   - Report the incident to staff, faculty, Program Coordinator and/or Director.
   - Persons involved are advised to receive medical assessment and care immediately following injury. Staff will be available to assess the situation and make recommendations to appropriate medical resources as needed depending on the nature of the injury. Depending on the severity of the injury, staff will call 911 as necessary.
   - The office of finance administration and human resources will follow up with the individual within 3 working days.
   - A copy of the incident report will be kept in the office of finance administration and human resources.

NOTE: ALL COSTS INCURRED RELATIVE TO ANY INCIDENTS INCLUDING EXPOSURE INCIDENTS, INITIAL AND FOLLOWUP, ARE THE RESPONSIBILITY OF THE INDIVIDUAL INVOLVED.

CLEANING OF LABORATORY AND EQUIPMENT

1. The Director, Program Coordinator or faculty will be responsible for the disinfection and maintenance of equipment, and monitoring of the labs at all times.
2. The Director or Program Coordinator may delegate this task, but will be responsible for the overall performance of these duties.
3. Students and instructors are responsible for the cleanliness of the lab during and after each use.
4. Floors, counters and furniture will be cleaned by appropriate personnel at the end of each lab day and more frequently if needed.
5. Equipment located in the skills lab will be cleaned after each skills lab and more often as necessary with the appropriate cleaning agent.
6. Linen on beds will be changed when soiled, after extensive use, and at the end of each skills lab.
7. All soiled linen will be cleaned using a cleaning service designated by the Director or Program Coordinator and stored in a clean, closed cabinet upon return to the school

HAZARDOUS WASTE DISPOSAL

1. Potential infectious wastes are collected, contained, stored, and disposed of according to the Occupational Safety and Health Administration (OSHA) guidelines, under the Blood borne pathogen Safety Standard, 29 CFR 1910.1030.

2. Biohazard contaminated supplies used during competency labs are collected and stored in designated area of skills lab. All biohazard waste will be picked up by a designated biohazard waste disposal company.

FIRE EVACUATION POLICY

1. If you discover fire or smoke, sound the building fire alarm; this requires knowledge of the location of the alarm signals stations and how they operate. (Directions are located on the alarm signals)
2. The person stationed at the lobby will immediately notify the Fire Department when the alarm is transmitted by dialing 911.
3. When the alarm sounds, LEAVE AT ONCE. Close doors behind you. Proceed into the Fire Exit and leave the building.
4. DO NOT USE ELEVATORS. They will stop if power fails, causing occupants to become trapped. Elevator shaft ways are like chimneys. Smoke could enter the elevator shaft thereby asphyxiating the occupants trying to evacuate the building.
5. Feel the doors that lead from classrooms to corridors before opening. If it is hot or smoke is seeping in, do not open. If you become trapped in the classroom and cannot reach the fire exit, keep the door closed and seal off any cracks. Use the telephone (if one is available) to the Fire Department (911), and give the name and location of the department and the floor you are on and the classroom number.
6. If the door feels cool, open it cautiously. Be braced to slam it shut if the hall is full of smoke or if you feel heat pressure against the door. If the hall is clear, proceed with the escape plan
7. Physically Challenged: Call 911 and ask for rescue. All rooms are equipped with fire doors and sprinkler systems. You are safest waiting behind a closed door. Seal any cracks in the doors.
8. If caught in smoke or heat, stay low, where air is better. Take short breaths (through nose) until you reach the fire exit.

IMPORTANT: Be sure the fire exit doors are kept closed at all times so smoke cannot enter the stairway.

Shelter in Place

The term, shelter in place means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Shelter in place is only used when an evacuation is not safe. Certain events may necessitate the initiation of shelter in place.

The decision to Shelter in Place will be made at the direction of building security and management. Once the decision has been made to shelter in place, the notification will be made using all means of communication.

Upon receiving notification to Shelter in Place:

- Stay in your rooms/ offices/ classrooms/labs.
- Notify those around you, and encourage others to remain in your room/ office rather that to try to leave the building.
- Lock the doors, cover the door window, pull down the blinds, turn off the lights and stay calm.
- Stay away from the windows.
- Check your email or visit the school website, if a TV is available, turn it on, turn the volume off.
- Report any suspicious activity, sounds or smells to building security and management.
- Only come out when you recognize the authority directing you to do so.

ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases active shooters use firearm(s) and there is no pattern or method to

their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both physically and mentally to deal with an active shooter situation.

When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.

1. <u>Evacuate</u>

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Warn other individuals against entering an area where an active shooter may be
- Keep your hands visible
- Follow the instructions of any law enforcement officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. <u>Hide Out</u>

If evacuation is not possible, find a hiding place where the active shooter is less likely to find you. Your hiding place should:
- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:
- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise
- Remain quiet
- Hide behind any large items of furniture or equipment

3. <u>Alternatives</u>

If neither evacuation nor hiding out are possible:
- Remain calm
- Dial 911, if possible, to alert law enforcement to the active shooter's presence
- If you cannot speak, leave the line open to allow for the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
- Acting as aggressively as possible
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. <u>When Law Enforcement Arrives</u> Remember the following guidelines:
   - Remain calm and follow instructions
   - Put down any items in your hands
   - Immediately raise hands and spread fingers
   - Keep hands visible at all times
   - Avoid making quick movements toward officers
   - Avoid pointing, yelling, and screaming
   - Do not stop to ask for help or directions while evacuating

Medical Emergency

Fully stocked first-aid kits will be maintained at the front desk on both the 8th and 9th floor.

- If student or visitor becomes sick, has a health emergency, or an accident occurs, a staff member shall take charge.
- The situation is assessed and a call to 911 is made immediately.
- The injured individual should be made as comfortable as possible. This is at the direction of the staff person in charge
- If bleeding is evident, using appropriate PPE, the wound shall be covered and direct pressure applied to control the loss of blood.
- Every effort shall be made to keep the injured person as calm as possible. [Symbol]Stay with the person and wait for paramedics to arrive!
- Notify the Director immediately.
- Initiate CPR if appropriate.

WORK PRACTICE CONTROLS & COMPLIANCE METHODS

Standard precautions and transmission based precautions will be observed in the skills lab, at the clinical site and whenever students are exposed to potentially infectious materials and body fluids. Controls will be utilized to eliminate or minimize exposure to faculty, staff and students on this school site and at the clinical agencies. Instructors and students will attend any required presentation on Standard Precautions and transmission based precautions at each of the individual clinical facility sites.

Handling and Disposal of Needles and Sharps (Practical Nursing Program)
- Needles and other sharps will not be bent, recapped, broken or reused.
- Contaminated sharps shall be disposed of immediately after use in an appropriate container.
- These sharps containers are puncture resistant, labeled as biohazard, and leak proof on sides and bottom.
- Sharps containers that are moved from one location to another must have fully sealable caps.
- Sharp containers must be disposed of when 2/3 full.
- No attempts should be made to force sharps into a sharps container that is 2/3 full.
- No attempts should be made to remove any disposed of sharps from a sharps container.
- Students must maintain sharps safety at all times when utilizing sharps of any kind.

The container used for this purpose will be labeled or color coded in accordance with the requirements of the OSHA standard. The Director or Program Coordinator handles the disposal of biohazard waste when notified by faculty via email that the containers are full.

COMMUNICATION OF HAZARDS

Education regarding safety and hazards will be discussed at the beginning of each program for students at orientation for instructors and at least annually thereafter. Additional information shall be made

available to instructors and students when changes such as modifications of tasks or procedures or institution of new tasks or procedures affect the instructor's/students occupational exposure.

RECORD KEEPING

Student, staff and faculty health records are maintained in a separate file according to the individual program policy. The Director or Coordinator of HTTI shall establish and maintain an accurate record for each faculty, staff or student with an occupational exposure. Records are kept under lock and key at all times. Confidentiality is maintained in that only the Director and/or Program Coordinator have access to these records.

PLEASE NOTE: Refer to Policy and Procedure Manual of each clinical facility for review of complete Policies and Procedures.

LATEX SENSITIVITY

Wherever available, latex free items have been ordered; however some items within the lab including mannequins may contain latex. It is the responsibility of the individual student, staff or faculty to make it known if they have a latex sensitivity and to take appropriate precautions.

MEDICAL MARIJUANA

Students must be able to participate in and complete clinical rotations in order to meet outcomes for program completion. Students using medical marijuana will not be eligible for clinical placement in any HTTI clinical program. This is in response to the current discrepancy between state and federal law regarding Drug Free Work Place Act. Businesses who are not in compliance with federal law are at risk for criminal or civil charges; and additionally, may find issue with eligibility for federal contracts and grants.

Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Positions involving direct patient care will be considered safety-sensitive positions.

<u>Student Responsibilities Policy</u>

One of the prime responsibilities of the student is that he or she must understand that their Program Director is responsible for enforcing rules and regulations that are appropriate and necessary to achieve the educational goals of the program. HTTI programs operate with strict adherence to regulations imposed by the Pennsylvania Department of Education and State Board of Nursing. *Additional student responsibilities may be imposed by students' Program Directors and/or Instructors; students will be fully informed of any program-specific responsibilities.*

Students will be respected as adults in academic courses of study. Success requires diligent application and sacrifice of time for intensive study.

Students are expected to:
1. Exhibit the desirable character traits and behaviors that will reflect favorably upon themselves, their classmates, future graduations, HTTI, and the healthcare and human services professions.
2. Respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Express their ideas and opinions in a respectful manner, so as not to offend or slander others.
4. Accept responsibility for their own behavior and demonstrate accountability for their own actions.

5. Volunteer information in matters relating to the health, safety and welfare of the community and protection of HTTI property.
6. Dress and groom themselves to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational process.
7. Know that until a rule is waived, altered or repealed, it is in full effect.
8. Assist staff in operating a safe environment for all enrolled students.
9. Exercise proper care when using public facilities and equipment.
10. Attend class daily, except when excused, and be on time for all classes and other program functions.
11. Make all necessary arrangements for making up work when absent from class.
12. Report to their Program Director and instructor(s) any significant changes of status such as name, telephone number, address or illness.

Code of Conduct: Student responsibilities include regular class attendance, conscientious effort in classroom work, and conformance to program rules and regulations. Most important, students share with the administration and faculty an obligation to develop a climate within their program(s) that is conducive to wholesome learning and living.

The following are examples of conduct which are prohibited and may result in discipline up to and including dismissal from the program and, in some instances, be subject to criminal prosecution:

- Resident/patient/client abuse
- Engaging in, or threatening, acts of violence
- Fighting or assaulting another
- Threatening or intimidating another
- Engaging in any form of sexual or other harassment
- Reporting to class or clinical under the influence of alcohol, illegal drugs or narcotics; or using, selling, dispensing or possessing alcohol or other illegal drugs
- Disclosing resident/patient/client information
- Falsifying or altering any clinical record or report such as medical reports, time records or classroom assignments
- Refusing to follow instructor's direction concerning a school or clinical matter
- Smoking where prohibited by local ordinance
- Using profanity or abusive language
- Academic dishonesty, including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration or misuse of documents

Any harmful behavior (action) towards a resident/patient/client in the clinical area due to negligence will result in termination from HTTI.

Failing to exhibit personal and professional integrity in classroom and clinical areas as well as failure to promote and maintain resident/patient/client safety and confidentiality is unacceptable student behavior and could result in probation, suspension or automatic termination from HTTI. Unacceptable behavior may also include but is not limited to academic or clinical failure, inappropriate language/communication, failure to dress appropriately, causing unsafe conditions for others (patients or classmates), failure to respect the rights of others, cheating, use of alcohol or illegal drugs, and involvement in verbal or physical altercations.

Cell phones, beepers, iPods and PDAs must be turned off and not utilized in the classroom unless the instructor is utilizing such devices as learning tools. Students must ask for and receive permission from faculty members to record lectures and lessons. There may be times when students are discussing

events of a personal nature; under no circumstances will students be permitted to record discussions of a personal nature. Students are prohibited from recording discussions in pre- and post-conferences at clinical sites.

Students who participate in sidebar conversations, monopolize class discussions, read newspapers, and/or move frequently in and out of the classroom while class is in session will be asked to leave class, and such behavior will be deemed an absence. Students who display disruptive behavior will also be asked to leave the classroom, and will be considered absent. Dismissed students must meet with their Program Coordinator or Director to discuss their behavior and determine further action, including but not limited to conduct probation or dismissal from their program.

Computer Services Policy: HTTI computer labs are open to HTTI students according to the hours posted. Whether using this service for academic or personal reasons, the following rules apply.

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:
- Discriminatory or harassing
- Derogatory to any individual or group
- Obscene, sexually explicit or pornographic
- Defamatory or threatening
- In violation of any license governing the use of software
- Engaged in for any purpose that is illegal or contrary to HTTI policy or business interests

Social Media Policy: Social media are powerful communications tools that have a significant impact on organizational, personal and professional reputations. Students are liable for anything they post to social media sites. Students are not permitted to post confidential or proprietary information about HTTI students, employees or affiliating agencies. Students must adhere to all policies applicable to privacy and confidentiality laws.

Generally, electronic information created and/or communicated by a student using email, social media platforms, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by HTTI. However, HTTI reserves the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure that electronic media and services are being used in compliance with the law, this policy, and other HTTI policies.

Students should not assume electronic communications are completely private. Accordingly, if students have sensitive information to transmit, they should use other means.

Any student who violates these policies will be required to have a meeting with a board of review.

Complaint & Grievance Procedure

Under certain circumstances, students have the right to appeal/grieve by filing a written complaint(s) regarding any disciplinary action or circumstance of the Practical Nursing Program.

If issues arise during a course, or at any point in a program of study, please follow the chain of command to attempt to resolve concerns. For theoretical or classroom concerns, first see the instructor who is teaching the course; for clinical concerns, first see the instructor directly involved in the issue; and if the concern is not resolved, make an appointment with the Program Director.

Informal Resolution of Disputes: Students are encouraged to informally discuss issues or problems that may arise, with their instructors and/or Program Coordinators, in an effort to obtain assistance or resolution. The purposes and objectives of HTTI can be most effectively achieved through the processes of cooperative problem solving.

Appeal/Grievance Policy for Disciplinary and/or Academic Issues: Students have the right to appeal/grieve by filing a written complaint(s) regarding any disciplinary action or circumstance of an HTTI program of study. The grievance procedure is a standardized set of procedures to follow when a student has an issue, problem or complaint concerning another student, a faculty member, a Program Coordinator or Director, or their program's policies and procedures.

Students must follow the procedure as outlined below. At any point in this procedure, students may request assistance from the HTTI's Affirmative Action Officer if the complaint concerns issues of discrimination or harassment. The student may also request, in writing to their Program Director, the presence of a peer or a faculty member of their choice.

Step 1 – initiate within seventy-two (72) hours following the aggrieved incident.
   a. The student will make an appointment with a Program Coordinator or faculty advisor to informally discuss the issue, problem or complaint. The Program Coordinator or faculty advisor will assist the student in developing a plan of action of try to resolve the issue.
   b. The student will make an appointment to discuss the problem with the person(s) directly involved. The parties will document the nature of the grievance, summarize the discussion and record the date and time the meeting took place using a Faculty- Student Encounter form. This document will be signed by all involved parties.
   c. If the problem is not resolved or the student is not satisfied, he or she should then proceed to Step 2.

Step 2 – Initiate within one (1) week following the completion of Step 1.
   a. The student will put his or her grievance in writing and will the state grievant name(s) and express the reason(s) why he or she considers himself/herself aggrieved. This is a formal statement that is typed – not handwritten – and signed by the grievant.
   b. The formal grievance will be submitted to the Program Director.
   c. The Program Director will act as a mediator during a meeting of all involved parties. This meeting will be held within seventy-two (72) business hours following receipt of the formal written grievance statement.
   d. Suggestions for resolution made during the meeting will be summarized by the mediator and added to the original written grievance document, with signatures of all persons present during the meeting.
   e. If the problem is not resolved or the student is not satisfied, he or she should then proceed to Step 3.

Step 3 – Initiate within one (1) week following the completion of Step 2.
   a. The student will file a written request for his or her complaint to be heard by the Grievance Committee. The Grievance Committee includes the following people: a faculty member who has no direct involvement with the issue/complaint, a student representative selected by the grievant who has no direct involvement with the issue/complaint, and the Program Director, who will act as Committee chairperson. A staff member will be present to record the proceedings both in writing and electronically.
   b. The Grievance Committee will convene within seven (7) business days after notification of the desire for a hearing by the grievant. The Grievance Committee is empowered to request the

presence of any party considered to have significant data related to the grievance.

Students who have a complaint about their HTTI program of study, or who wish to request a review of their suspension or termination from the program, should begin at Step 3.
If the grievance cannot be resolved internally through the HTTI Grievance Procedure, grievant(s) may contact:

Board of Private Licensed Schools, 333 Market Street, 12th Floor, Harrisburg, PA 17126 State Board of Nursing, P.O. Box 264, Harrisburg, PA 17105

Grievant(s) may contact HTTI's accrediting body, the Council on Occupational Education. Grievant(s) may phone 800-917-2081; mail a description of their grievance to the Council on Occupation Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350; or fax a description of their grievance to 770-396-3790 or contact them at www.Council.org

At any point in this procedure the student may request assistance from the Health and Technology Training Institute Affirmative Action Officer if the complaint concerns issues of discrimination or harassment. The student may also request, in writing to the Program Director/Coordinator, the presence of a peer or a faculty member of their choice.

Limits of Liability

Neither HTTI nor any of its participating clinical affiliations will be legally responsible for any pre-existing physical conditions, or for damage, injury or loss of any nature sustained by any student while participating in an HTTI program of study. The student agrees to release HTTI, its agents, employees and participating clinical affiliations from any and all causes of action, claims or demands that may arise as a result of damage, injury or loss of any nature sustained by any student while participating in an HTTI program.

The student must accept the regulations of HTTI, their chosen program of study, and cooperating clinical affiliations concerning attendance, safety, fire drills, lunch break periods, study assignments, clinical assignments, and personal appearance and/or dress code. Specific regulations are issues at the first class meeting.

Uniform Policy and Dress Code

Students are required to wear the school uniform while attending clinical and may wear scrubs to class and will follow the policy as outlined below:
1. A clean nurse's uniform/blue scrubs with the practical nursing program patch in the style designated by the Practical Nursing Program. The uniform with the program patch may only be worn to and from the Program and clinical sites and while in class or in clinical. Students in the Nurse Aide Program must wear clean, pressed scrubs in any color for class. All white scrubs & shoes only are required for clinical rotation.
2. Undergarments must be appropriate (only nude color or white).
3. Clean white or black nurse's shoes or all white or all black sneakers (white only for Nurse Aide students during clinical).
4. The student or hospital ID badge is to be clearly visible at all times at the clinical site
5. No jewelry is permitted except one plain wedding band, a wristwatch, one set of ear posts and one nose post. The ear posts and nose post may not be larger than ¼ inch in diameter. No other jewelry (such as body piercing) may be worn. No tattoos or body art may be visible.
6. Chewing gum is not permitted.
7. Nails must be kept short, clean, and well-manicured with neutral colors.
8. Extreme hairstyles or make-up are not permitted. Hair is to be worn OFF of the uniform collar.

9. Men are to be either clean shaven or wear a neatly trimmed beard or mustache.
10. Students will be expected to comply with clinical agency dress policies if the agency policies exceed these policies.

Any student violating the above rules will be dismissed immediately from the clinical area and they will be recorded absent for the day.

The uniform dress code must be adhered to whenever the student is in clinical and class. During other periods of time when not in uniform, the following non-uniform dress code must be followed without variation.

Students must dress in a professional manner, appropriate for an office setting.

<u>Acceptable dress includes:</u> dress slacks, blouses, sports shirts with collars, sweaters, turtlenecks, loafers, boots, flats, dress sandals, leather deck shoes, skirts, dresses, hats or headdresses for spiritual or cultural reasons, scrub suits, nurse's uniforms, or clean work uniforms.

<u>Unacceptable dress includes:</u> sweatpants, shorts, bib overalls, jeans of any color, spandex or other form fitting pants, Capri pants, T-shirts, tank tops, halter tops, shirts with large lettering or logos, and tops with bare shoulders, sheer blouses, mini-skirts, spaghetti-strap dresses, athletic shoes, sneakers, thong "flip flops", slippers, hats not worn for spiritual or cultural reasons.

Program Requirements and Course Descriptions
NURSE AIDE TRAINING
152 Clock Hours

This program is designed for individuals to attain the knowledge and skills to pass the state nurse aide examination. Program objectives include:
1. The ability to practice nursing skills within the laws and regulations of Pennsylvania, and apply principles of healthcare ethics.
2. The ability to pass the Pennsylvania certification test.

Curriculum	Total Clock Hours	
Didactic Instruction	……………………………………	70
Laboratory Skills	……………………………………	26
Clinical Experience	……………………………………	<u>56</u>
Total Hours		**152**

CREDENTIAL AWARDED: Certificate

Nurse Aide Program Description and Educational Objectives

This program introduces students to the role of Nurse Aide and provides instruction in the basic skills and competencies required of Nurse Aides in long term care, hospital, and community based settings. Students participate in clinical instruction, laboratory practice and theory instruction over the course of 152 hours. Course content includes didactic and clinical instruction in the following:
1. Function in the role of a nurse aide within the legal and ethical standards set forth by the Profession of Nursing, as regulated by the State Board of Nursing of the Commonwealth of PA.
2. Demonstrate appropriate and effective communication skills.
3. Apply basic principles of infection control.
4. Assist with basic emergency procedures.
5. Demonstrate behavior that maintains resident's/or client's rights.
6. Demonstrate behavior that promotes resident's/client's independence and prevents abuse.

Course Name	Course Description	Theory Hours	Clinical and Lab Hours
Role and Function	Discusses how the nurse aide functions as an unlicensed individual in the role of a nurse aide within the legal and ethical standards.	2.0	
Communication	This course helps the nurse aide demonstrate appropriate and effective communication skills through speaking, writing and social skills.	7.0	2.0
Infection Control	The nurse aide learns how to apply the basic principles of infection control that includes identifying how disease are transmitted, handwashing techniques, standard precautions, isolation techniques, PPE and knowledge of the immune system protects the body.	3.0	1.0

Safety /Emergency	Describes how the nurse aide assists with basic emergency procedures. Proper body mechanics, proper use of safety devices, identify signs of choking, managing airway obstruction, disaster procedures and use of restraints are also covered.	2.0	1.0
Client's Rights	Demonstrates behaviors that maintain client rights. Includes privacy and confidentiality, promotion of client choices, accommodation, resolving grievances, identifying abuse, methods to prevent abuse, reporting abuse and strategies in response to abusive behavior towards nurse aide.	6.0	1.0
Clients Independence	This course helps the nurse aide to promote client independence and prevent abuse. It includes demonstrating care to the sensory challenged client and meeting the individualized needs of the client	3.0	
Basic nursing and personal Care skills	This course is subdivide into sections covering nutrition, identifying and reporting conditions of the body, clients environment, personal care skills, and caring for a client when death is imminent,	20.0	17.0
Restorative Care	Describes how to care for clients with basic restorative needs. It includes bladder and bowel training, assisting client with activities of daily living, ambulate, and transfer, dangling, standing, walking and maintaining proper skin turgor and prevention of skin breakdown.	7.0	2.0
Behavioral Health	Demonstrate basic skills by identifying the psychosocial characteristics of the populations being served in the nursing facility and by health care agencies including persons who are developmentally or intellectually disadvantaged. Or individuals with Alzheimer's disease and related cognitive disorders.	3.0	2.0
Care of the cognitively Impaired Clients	Describes the appropriate care of cognitively impaired clients. Validation therapy, intervention strategies and changes reported to the licensed professional are covered.	7.0	0.0
Clinical	Demonstrate skills in five core content areas including assisting two residents' assigned with personal care, ADL's, grooming and meals.		56
NATCEP Review	Theory and skills practice	10.0	
	TOTAL	**70.0**	**82.0**

PRACTICAL NURSING PROGRAM

PHILOSOPHY OF THE PRACTICAL NURSING PROGRAM

The faculty of the Practical Nursing Program believes that:

Humankind has worth and dignity with inherent differences in physical, psychological, emotional, social, spiritual, intellectual, and cultural development. Maximum human potential can be achieved only when these inherent differences are valued.

Society gives nurses the right to nurse. In return, the nursing profession has an obligation to society to prepare and license safe, effective, efficient, and economical providers of nursing services which meet the various nursing needs of the community.

Nursing is an art and science which promotes health maintenance, health restoration, and rehabilitation throughout the life cycle. Nursing includes administering to the physical, psychological, emotional, social, spiritual, intellectual, and cultural needs of individuals in a variety of settings.

Practical nursing is the performance of selected nursing acts utilizing therapeutic communication techniques along with the nursing process, and sound nursing judgment based on knowledge and nursing skills. Practical nurses function under the direction of a licensed physician, registered nurse, or dentist in a variety of health care settings. The practical nurse is an integral member of the health care team.

Education is observed through changes in behavior that occur as a result of acquiring knowledge, developing skills, attitudes, interests, and values. Learning is facilitated when material is presented from the simple to the complex and proceeds from the known to the unknown.

Instruction is meaningful when there is active participation in the learning process and when satisfaction is derived from the experience. Teaching techniques and methods must consider the learning needs of individual students. Specific core content common to all levels of health and nursing education is identifiable. Within the occupation of nursing the depth and scope of specific therapeutic functions is identifiable for each level of nursing education. Nursing education must take into account these common core and therapeutic functions to facilitate moving from one level of nursing to the next.

Practical nursing education encompasses classroom instruction, laboratory demonstration, practice, and practical applications in the clinical setting. It is the responsibility of the qualified faculty to facilitate the vocational and personal learning process of each individual student, and to plan, implement, and evaluate each student's learning experience and progress. Faculty and students are continuously involved in self-evaluation as well as evaluation of the total Practical Nursing Program.

Nurses practice in a society in which there are rapid advances in research, technology, treatment regimens, and in health care delivery systems. Nurses must recognize that education is a life- long process and must accept personal responsibility for maintaining competency in their field of nursing practice.

The overall purpose of the Practical Nursing Program is to produce graduates who are prepared to meet the licensure requirements established by the Pennsylvania State Board of Nursing. Program outcomes are derived from the National Association for Practical Nurse Education and Service, Inc. *Standards of Practice and Educational Competencies of Graduates of Practical/ Vocational Nursing Programs*.

At the end of the program, graduates will be able to:
1. Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent licensed practical nurse
2. Communicate with patients, significant other(s), and members of the interdisciplinary health care team incorporating interpersonal and therapeutic communication skills in an effective manner
3. Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate client responses to interventions.
4. Collaborate with the members of the health care team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.
5. Demonstrate a caring and empathic approach to the safe, therapeutic, and individualized care of each client
6. Use critical thinking processes for clinical decision making when solving problems surrounding client care issues.
7. Implement patient care, at the direction of a registered nurse, licensed physician or dentist through performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel.
8. Demonstrate employability skills.

Curriculum Level	Theory Hours	Clinical Hours	Total Hours
Level I	220	110	330
Level II	230	240	470
Level III	110	295	405
Level IV	90	251	341
		Total Clock Hours	**1546**

This curriculum is measured in clock hours and must meet the minimum number of hours and content required by the Board of Nursing of the Commonwealth of Pennsylvania.

CREDENTIAL AWARDED: Diploma

Practical Nursing Course Descriptions

General course descriptions for each Practical Nursing Program course are presented in the following paragraphs. The specific content of each course is at the discretion of the program administration and faculty members and will be based on the most current nursing education practices and trends, as well as the National Council Licensure Examination for Practical Nursing (NCLEX-PN®).

Practical Nurse theory class size is generally 20-25 students with a maximum of 45. The clinical and lab ratio is 8 students to one instructor.

LEVEL I

Anatomy and Physiology I – This course includes an overview of the normal structure and function of the human body. Basic principles of chemistry and microbiology are also incorporated. Detailed study cells, tissues, and selected systems within the human body are included.

Psychology – This course provides an introduction to behavioral psychology in which the basic principles of human behavior are explored; emphasis is placed on concepts of personality structure, psychosocial growth and development, the learning process, and therapeutic communication skills.

Basic concepts of abnormal psychology as well as methods of treatment are explored.

Fundamentals Of Nursing – This course is an introduction to the fundamental skills of nursing practice. The student will learn to recognize patient needs and perform related skills progressing from the simple to the complex. Procedure demonstrations, return demonstrations and skills practice provide opportunities for students to become proficient. The nursing process and critical thinking skills are introduced as important tools for effective nurse-patient interaction. With faculty guidance, the student will have the opportunity to utilize newly acquired nursing skills in the acute and/or extended care clinical setting as a beginning member of the health care team.

Nursing Issues – The Nursing Issues course shows the evolution of practical nursing in the health care delivery system. It includes concepts of personal and community health development, a study of the philosophy of nursing, and the ethical and legal responsibilities of practical nurses. Topics may also include cultural competence, spiritual care needs, the health care team and the health care delivery system.

Principles Of Pharmacology And Dosage Calculations - This is an introduction to pharmacological mathematics including a basic arithmetic review and an introduction to metric and apothecary systems. Students are introduced to routes of administration of medications and medication dispensing systems as well as documentation strategies.
Students will learn principles for determining medication dosages and will be introduced to calculation of intravenous flow rates. With faculty guidance, the student will have the opportunity to utilize newly acquired nursing skills in the acute and/or extended care clinical setting as a beginning member of the health care team.

LEVEL II

Anatomy And Physiology II – This course is a continuation of Anatomy and Physiology I. It includes a study of the structure and function of the cardiovascular, respiratory, gastrointestinal, nervous, sensory, digestive, urinary, reproductive, and endocrine systems. Normal interrelationships between body systems as well as fluid, electrolyte and acid-base balance are explored.

Medical/Surgical Nursing I – This course progresses from Fundamentals of Nursing and provides information necessary for the student to apply the biological and behavioral sciences and the nursing process to meet the needs of the adult patient with a cardiovascular, respiratory, gastrointestinal, genitourinary, or reproductive disease or disorder. An introduction to trends in health care, predisposing and direct causes of illness, the body's physical defenses against illness, pain and comfort, immobilization, and
infection are included in this course of study. The student will have the opportunity to apply didactic information in the clinical setting as a beginning member of the health care team.

Pharmacology I - This course introduces the science of pharmacology. Principles of medication administration with more emphasis on precision than was covered during Level I is primary. Major classes of therapeutically relevant drugs grouped according to body systems with a focus on action, uses, adverse reactions, drug interactions, nursing implications and patient teaching are included. Calculating and regulating intravenous and tube feeding rates are included. The nursing process will be used as a focus for nursing implications and patient/family teaching concerns. Clinical lab practice and field experience will enable students to develop knowledge and skill in giving medications efficiently and effectively.

Sociology – The Sociology course provides an analysis of the social nature of people as individuals, as

members of the family unit, and as members of society. Social problems related to health care are presented and community resources outlined.

Nutrition Essentials - This course is an introduction to basic principles of nutrition and diet therapy. Students learn to view nutrition as a fundamental aspect of their own health as well as recognizing that it is essential for the health and well-being of patients. Students acquire knowledge regarding basic nutrition and the role it plays in a maintaining wellness. Principles of digestion and absorption, the function of nutrients, lifecycle nutritive needs, disease prevention, diet modifications, and weight control are included. The nursing process is used as an important tool for assessing nutritional status and diagnosing and planning care for a variety of nutritional problems throughout the life cycle. With faculty guidance, the student will have the opportunity to utilize newly acquired knowledge in varied clinical settings.

LEVEL III

Medical/Surgical Nursing II – This course is a continuation of Introduction to Medical/Surgical Nursing I and provides information necessary for the student to apply the biological and behavioral sciences and the nursing process. Pathophysiology, etiology, incidence, nursing assessment, medical, surgical pharmacological, dietary, and nursing interventions for common illnesses will be presented. The student will have the opportunity to apply didactic information in the clinical setting.

Mental Health Nursing - This course provides students with an opportunity to recognize and respond to mental health issues. Basic principles of human behavior are explored; concepts of personality structure, psychosocial growth and development, the learning process, and therapeutic communication skills introduced in general psychology are expanded. Basic concepts of abnormal psychology as well as methods of treatment are explored. Threats to mental health and selected psychological disorders and their treatment modalities, including psychopharmacology, are covered. The nursing process in mental health is incorporated through acute and long-term in-patient and out-patient clinical settings.

Pharmacology II – Major classes of therapeutically relevant drugs grouped according to body systems with a focus on action, uses, adverse reactions, drug interactions, nursing implications and patient teaching continues. Additionally, students will learn the basic concepts of intravenous therapy including selection of equipment, starting intravenous therapy, and solving problems related to the flow of fluids or medications. Students will also learn how to withdraw blood samples. Experience in these skills will be provided in the nursing laboratory.

LEVEL IV

Gerontology – This course introduces the student to geriatric nursing and it's growing importance in today's society. It places emphasis on aging as a normal process. The role of the practical nurse in health maintenance and in the care of the residents in long-term care facilities will be addressed. The student will have clinical experience in a facility or agency that primarily provides services to older people. Students will be given opportunities to function in leadership positions in the long-term care facilities.

Nursing Of The Childbearing Family - This course encompasses family-centered nursing care with a focus on fetal development, the pre-, peri-, and postnatal periods, and growth and development from birth through adolescence. Emphasis is placed on wellness with consideration given to deviations from the normal. Preventative as well as restorative nursing care will be stressed. The student will be given the opportunity to utilize this knowledge in selected clinical settings.

Nursing Of Children – This course is an overview of the role of the practical nurse in pediatric nursing. It provides students with an opportunity to use the nursing process in the delivery of nursing care to the pediatric patient incorporating knowledge of common elements of nursing and growth and development throughout the stages of childhood. The student will gain a basic knowledge and beginning skill in the promotion of health in the well child as well as specific nursing interventions used for the ill child. The student will be given the opportunity to apply this knowledge in selected clinical settings.

Nursing Management - This course is an overview of the role of the practical nurse in a leadership or management position. It provides students with an opportunity to learn requisite skills needed as first line leaders (charge nurses) in directing and supervising other health care providers in extended care facilities. The student will be given the opportunity to practice these skills and apply this knowledge in the long term care clinical setting.

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ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)
COMPREHENSIVE ASSESSMENT AND REVIEW PROGRAM (CARP) POLICY AND PROCEDURE

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What is ATI?
1. Assessment Technologies Institute (ATI) offers a Comprehensive Assessment and Review Program (CARP) designed to increase student pass rates on the nursing licensing exam and to lower program attrition.
2. CARP is required and is used in all levels (1, 2, 3 & 4) in the nursing program.
3. ATI tools can help students prepare more efficiently, as well as increase confidence and familiarity with content and computerized NCLEX-PN® testing.
4. CARP includes on-line tutorials, content review modules, NCLEX-PN® style practice and proctored examinations, remediation templates, individualized exam reports and study plan for review.
5. ATI will be given from levels 1 through 4 and will count as 30% of your overall grade for each proctored exam/level.

What is a Proficiency Level?
Nurse-educator content experts from around the U.S. participated in setting a National standard for the ATI scores on each Content Mastery examination (not the Comprehensive Predictor examination) that relate to different levels of proficiency. Listed below you will find a description of what each proficiency level means:
- Proficiency Level 3—indicates student is likely to exceed NCLEX-PN® performance standards in this content area. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content.
- Proficiency Level 2--indicates a student is fairly certain to meet NCLEX-PN® performance standards in this content area. Students are encouraged to engage in continuous focused review in order to improve their knowledge of this content.
- Proficiency Level 1-- indicates a student is likely to just meet NCLEX-PN® performance standards in this content area. Students are encouraged to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.
- Below Proficiency Level 1-- indicates a student is not likely to meet NCLEX-PN® performance standards in this content area.

What is Remediation?
Remediation means to review what you got correct on an examination and to clarify or improve

knowledge in areas in which your knowledge is deficient. **Focused-Review** is specifically targeted content. In addition, deficient areas should also be reviewed using respective textbooks and lecture notes. You will work with your faculty to determine an appropriate remediation plan. Examples (not a complete list) of remediation strategies that may be used are:

- Small Group Review Sessions: A group session for remediation may be held, and the program counselor/tutor or academic advisor may assist the group in reviewing the topics that were commonly missed. The format for this may vary. A posttest may or may not be used after the session.
- Open My Results and Remediation tab.
- Select the Focused-Review icon that corresponds to the examination you wish to review.
- Utilize links provided to video clips and relevant pages in the respective Content Review Modules for review of specific content.
- Faculty may monitor Focused-Reviews including time spent in the review process.
- Students are also encouraged to utilize their required course textbooks and lecture notes in the review process.

The faculty, Program Director or designee will verify that the student has achieved the appropriate individual score on the practice examination prior to the scheduled date for testing. Following verification- Entrance into the examination environment will be permitted at the scheduled time for the proctored examination.

ATI Policy: *This policy is effective as of January 1, 2018.*
ATI will be worth 10% of the grade for the following content areas:

Level I	Level II	Level III	Level IV
Proctored ATI Fundamentals Anatomy & physiology, each counting as 30% of your overall grade.	Proctored ATI Medical/surgical nursing & pharmacology each counting as 30% of your overall grade.	Proctored ATI Mental health nursing, Medical surgical nursing 2, and Pharmacology all counting as 30% of your overall grade.	Proctored ATI Nursing Care of Childbearing Families/Maternal Newborn Management & Geriatrics comprehensive.

The grade will consist of a combination of the ATI Content Mastery Series practice and proctored assessments.

Students will complete the practice exam A and practice exam B, remediate with a two hour focused review for each content area according to the rubric and for each topic missed, complete an active learning template and/or identify three critical points to remember. Focused reviews will be handed in according to schedule posted by Instructor or Director.

At the end of each level for the specific content areas above, the student will take a proctored exam. Students who do not earn a level 2 will be required to retake the exam after they have completed the minimum focused review and for each topic missed, complete an active learning template and/or identify three critical points to remember. Points are earned according to the rubrics below.

Content Mastery Series | Grading Rubric: Using a combination of the CMS practice and proctored assessments to achieve 10% of the course grade in Fundamental, Med Surg, Pharmacology, Mental Health, Care of the Childbearing Family, Care of Children and Management.

Practice Assessment

4 points	
Complete Practice Assessment A *Remediation:* • Minimum two-hour Focused Review • **For each topic missed, complete an active learning template and/or identify three critical points to remember.**	**Complete Practice Assessment B** *Remediation:* • Minimum two-hour Focused Review • **For each topic missed, complete an active learning template and/or identify three critical points to remember.**

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Standardized Proctored Assessment			
Level 3 **4 points**	**Level 2** **3 points**	**Level 1** **1 point**	**Below Level 1** **0 points**
Remediation: • Minimum one-hour Focused Review • **For each topic missed, complete an active learning template and/or identify three critical points to remember.**	*Remediation:* • Minimum two-hour Focused Review • **For each topic missed, complete an active learning template and/or identify three critical points to remember.**	*Remediation:* • Minimum three-hour Focused Review • **For each topic missed, complete an active learning template and/or identify three critical points to remember**	*Remediation:* • Minimum four-hour Focused Review • **For each topic missed, complete an active learning template and/or identify three critical points to remember**
2 points	**2 points**	**2 points**	**2 points**
Proctored Assessment Retake*			
No Retake (optional)	**No Retake (optional)**	**Retake required**	**Retake required**
10/10 points	**9/10 points**	**7/9 points** ***8/10 level 2** **If level 1 or below, student will be required to complete a 3-week success plan developed by director and instructor. This only applies if student is not failing course.**	**6/9 points** ***7/10 Level 2** **If level 1 or below, student will be required to complete a 3-week success plan developed by director and instructor. This only applies if student is not failing a course.**

If the student meets the program benchmark of level 2 on the retake, that student can earn additional percentage points.
If student does not do the required retake, student will receive a zero for the ATI Assessment portion of the grade and not receive any points towards the 10%.
* If student refuses to complete required retake or complete the success plan, student will receive no points towards*

course grade.

Comprehensive Predictor | Grading Rubric: The procedure for the Comprehensive Predictor regarding practice tests and focused reviews will be different from the other assessments. Students will complete the practice test and focused assessment. if students do not achieve a 96% probability of passing the NCLEX on the first proctored comprehensive predictor, they will follow the success plan outlined below, using a combination of the CMS practice and proctored assessments to achieve 10% of the course grade for Geriatrics:

Practice Assessment	
4 points	
Practice assessment A *Remediation:* • Minimum two-hour Focused Review • **For each topic missed, complete an active learning template and/or identify three critical points to remember.**	*Practice assessment B* *Remediation:* • **For each topic missed, complete an active learning template and/or identify three critical points to remember.** • Minimum two-hour Focused Review

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Standardized Proctored Assessment			
96 percent or above Passing predictability 6 points	**94 percent or above Passing predictability 4 points**	**92 percent or above Passing predictability 3 points**	**91 percent or below Passing predictability 0 points**
Remediation: • Minimum two-hour Focused Review • **For each topic missed, complete an active learning template and/or identify three critical points to remember.**	*Remediation:* • Minimum three-hour Focused Review • **For each topic missed, complete an active learning template and/or identify three critical points to remember.** Must wait 2 weeks before retake	*Remediation:* •Minimum four-hour Focused Review • **For each topic missed, complete an active learning template and/or identify three critical points to remember.** Must wait 2 weeks before retake	*Remediation:* *Must meet with Director for a success plan* • Minimum five-hour Focused Review • **For each topic missed, complete an active learning template and/or identify three critical points to remember.** Must wait 3 weeks before retake
	2 points	**1 points**	**1 points**

Proctored Assessment Retake*			
No Retake	**Retake Required**	**Retake required**	**Retake required**
10/10 points	**8/10 points- if score does not increase. 96%-10 points**	**6/10 points- If score does not increase. 96% -10 points**	**5/10 points If above 91% achieved student earns 7/10 points**

	If student does not retake the exam, student will receive no points towards the geriatric grade.	If student does not retake the exam, student will receive no points towards the geriatric grade.	*If below 91%, student will be required to complete a 4-week success plan developed by director and instructor.

The success plan will be determined based on assessment results. It can include other resources and retesting. Student will be required to adhere to the plan and successfully complete. If student does not complete the 4-week success plan in its entirety or required retake, student will not have met the requirements for submission of their name to the SBON.

Graduates who are within 30 days of final course completion will be enrolled in the Virtual-ATI NCLEX Review. This is a mandatory preparation for NCLEX and is considered part of the ATI requirement for program completion. Students will be given information regarding enrollment.

HTTI Faculty & Staff

Administration

Executive Director: Cheryl Feldman, MSW, University of Pennsylvania Finance Director: Elizabeth Hammond, MBA, LaSalle University

Chief Administrative Officer: Nancy York, RN, MSN, Thomas Edison State University

IT Support Specialist: Haomin Tian, Community College of Philadelphia Certifications: CCNA, ACMT, MCSA, CCENT Comp TIA A+,CCNA, CompTIA Network+ CompTIA Security+ ,Network and Systems Administration Proficiency Certificate, Dell CompTIA Security+ certified, Dell Network and Systems Administration Proficiency Certificate

Nurse Aide Program

Full Time Nurse Aide Staff

Director: Juliet Fink Yates, M.Ed

Program Manager: Bernadette Jackson, MHS, Lincoln University

Administrative Assistant: Traci Kinsler, AA, Berean Institute

Full Time Faculty

Shona Murphy, RN, Jersey College

Part Time Faculty

Natalie McGraw, RN, BSN, Immaculata University

Markeya Johnson-Williams, RN

Velecia Selby, RN, MSN, LaSalle University

Alberta Jones, LPN, Harcum College

Tamara Jarrett, LPN, James Martin School of Practical Nursing

Practical Nursing Program

Full Time Practical Nursing Staff

Director: Karen Jacob Poles, RN, BSN, M.Ed., Pennsylvania State University

Director Emeritus, Consulting: Nancy York, RN, MSN, Thomas Edison State University

Admissions Specialist/Administrative Assistant: Denice Clark Price, MSA, Lincoln University

Part Time Faculty

Deborah Madonna, RN, MSN, Gwynedd-Mercy University

Don Reppert, RN, BSN, RD, Pennsylvania State University

Diane Parrish,RN, BSN, Hampton University

Markeya Williams, RN, MSN, LaSalle University

Linda Webster,RN, MSN, Temple University

Nicole Blount, RN, BSN, LaSalle University

Calvin Pressley, RN, BSN Gwyneth-Mercy University

APPENDIX A
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 polices 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 student, 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 Catalog/Handbook

Student Name (Print): _____

Student Signature: _____

Date: _____

HONOR STATEMENT

The honor statement must be signed and dated by all students.

By signing this statement, I agree that I will not engage in any cheating on any quizzes, tests, or exams, etc. I also agree that I will not plagiarize (use someone else's work as my own without giving credit for it) any material submitted to the program as an assignment.

Student Name (Print): _____

Student Signature: _____

Date: _____

* If a student chooses not to sign, the student is still obligated to abide by the rules, and will be held accountable.

Pregnancy Release Form

A pregnant student in the nursing program is required to make her condition known to the Director of the PN Program and to her clinical instructor and to submit appropriate documentation from her attending physician or healthcare provider. As a result of learning activities, the student may be exposed to risk factors such as but not limited to communicable diseases, strenuous activity, toxic substances and radiation. Neither the Health & Technology Training Institute nor its affiliating clinical agencies assume responsibility for any harm that might occur to a fetus or a pregnant student.

My signature below indicates that I have read and I understand the Pregnancy Release Form.

Student Signature: _____

Date: _____

_____is _____months pregnant and currently under my care. She may continue to participate in the laboratory and clinical experience to meet the objectives of the practical nursing program curriculum.

The student can provide you with a copy of the course objectives if you so desire.

_____

Date

_____

Signature of Physician or Nurse Practitioner

APPENDIX B
Enrollment Agreements

ENROLLMENT AGREEMENT NURSE AIDE
HEALTH & TECHNOLOGY TRAINING INSTITUTE
100 S. BROAD STREET, 9TH FLOOR PHILADLEPHIA, PA 19110, 215-568-2220

This is an agreement between the Health and Technology Training Institute (HTTI) and Student
Name:
_____to enroll in the Nurse Aide Program. This program consists of 152 clock hours of classroom,
laboratory and clinical training over a 15-week period. At the end of this program you will receive a
completion certificate from HTTI and will be eligible to sit for the NATCEP Exam. The tuition for this
program is
$1600. There are no additional costs for uniforms, books, exams. Tuition is due at the beginning of
the program.

This program begins in_____(Month)_____(Year). Your estimated completion date is
_____(Month)
_____(Year).

Should you decide to leave the program or if you are asked to leave the program, please refer to the
policies and procedures regarding termination that can be found in the Student Handbook and
Catalog.
Refunds will be made to students without requiring a request when due and are made within 45
days of the last day of attendance based on:
a Written notification from the student or

b The date the institution terminates the student or determines withdrawal by the student.

There is a sliding scale refund policy where students can receive between 25 and 90 percent in
refund depending on when they leave the program. The refund policy is carefully detailed in the
Student Handbook and Catalog.

HTTI will make every effort to ensure that 90 days from completion of licensure/competency
attainment students will be placed into employment. HTTI will also make every effort to support
non-completers in obtaining employment. PERMANENT EMPLOYMENT CANNOT BE GUARANTEED.
Should you have any questions or concerns regarding this enrollment agreement, please contact
Makeeda Holley, Director of the Nurse Aide Program. A copy of the HTTI complaint procedure can
be found in the Student Handbook and Catalog. Questions or concerns that are not satisfactorily
resolved by the school or through the complaint procedure should be addressed to:
State Board of Private Licensed Schools Pennsylvania Department of Education 333 Market Street,
12 Floor Harrisburg, PA 17126-0333

By signing this document, I certify to the following: that I have received and read the HTTI Student
Handbook and Catalog and I further certify that I have read and understand this enrollment
agreement.
This agreement is effective this_____day of_, 20____.

_____   _____

Signature of Student   Signature of School Representative

ENROLLMENT AGREEMENT PRACTICAL NURSE
HEALTH & TECHNOLOGY TRAINING INSTITUTE
100 S. BROAD STREET, 9ᵀᴴ FLOOR PHILADLEPHIA, PA 19110, 215-568-2220

This is an agreement between the Health and Technology Training Institute (HTTI) and Student Name: _____ to enroll in the Practical Nurse Program. This program consists of 1546 clock hours of classroom, laboratory and clinical training over a 22-month period. At the end of this program you will receive a diploma from HTTI and will be eligible to sit for the NCLEX-PN Exam. The tuition and fees for this program is $18,803.60. There are no additional costs for books. There is no additional cost for uniforms for the first year. There is an additional cost for uniforms and criminal background checks in the second year, paid directly to vendor. Pre-admissions and admission expenses total $295.60 with 180.60 of that fee paid directly to vendor.

There is an additional NCLEX Exam fee paid directly to SBON and Pearson Vue by the student (determined by SBON & Pearson Vue). Tuition is due at the beginning of each of the four levels of the program as follows: $4760.00 Level 1; $4575.00 Level 2; $4500 Level 3; and $4550.00 Level 4. This program begins in_____(Month)_____(Year). Your estimated completion date is _____(Month) _____(Year).

Should you decide to leave the program or if you are asked to leave the program, please refer to the policies and procedures regarding termination that can be found in the Student Handbook and Catalog. Refunds will be made to students without requiring a request when due and are made within 45 days of the last day of attendance based on:
   a Written notification from the student or
   b The date the institution terminates the student or determines withdrawal by the student.

There is a sliding scale refund policy where students can receive between 25 and 90 percent in refund depending on when they leave the program. The refund policy is carefully detailed in the Student Handbook and Catalog.

HTTI will make every effort to ensure that 90 days from completion of licensure/competency attainment students will be placed into employment. HTTI will also make every effort to support non-completers in obtaining employment. PERMANENT EMPLOYMENT CANNOT BE GUARANTEED. Should you have any questions or concerns regarding this enrollment agreement, please contact Nancy York, Director of the Practical Nurse Program. A copy of the HTTI complaint procedure can be found in the Student Handbook and Catalog. Questions or concerns that are not satisfactorily resolved by the school or through the complaint procedure should be addressed to:
   State Board of Private Licensed Schools, Pennsylvania Department of Education
   333 Market Street, 12ᵗʰ Floor
   Harrisburg, PA 17126-0333

By signing this document, I certify to the following: that I have received and read the HTTI Student Handbook and Catalog and I further certify that I have read and understand this enrollment agreement.

This agreement is effective this_____day of_, 20____.

_____   _____

Signature of Student   Signature of School Representative

HTTI CALENDAR
July 1, 2019-June 30, 2020

July 4, 2019- Holiday, School Closed
July 7, 2019- PN Class of 2019- Level IV begins
July 18, 2019- PN Class of 2020- Level III begins
August 28, 2018- Norman Rayford Day, School Closed
September 2, 2019- Labor Day, School Closed
October 28, 2019- PN Class f 2019 Level IV ends
November 14, 2019- PN Class of 2019 Graduation
November 25, 2019-PN Class of 2021 Transition class begins
November 28, 2019-Thanksgiving School Closed
December 18, 2019- PN Class of 2021 Transition Class ends
December 19, 2019- PN Class of 2020 Level III ends
December 23, 2019 through January 3, 2020- Winter Break, No classes or clinical for PN program
January 6, 2020- PN Class of 2021 Level I begins
January 7, 2020-PN Class of 2020- Level IV begins
January 20, 2020- Martin Luther King, Jr., School Closed
February 17, 2020-Presidents Day School Closed
April 10, 2020, -Holiday School Closed
April 11, 2020- Holiday, No PN Clinicals
April 12, 2020-Holiday, No PN Clinicals
April 25, 2020- PN Class of 2020 Level IV ends
May 15, 2020- PN Class of 2020 Graduation (Tentative)
May 25, 2020- Memorial Day, School Closed
June, 2020- Student Recognition and Annual Graduation Ceremony- Date to be announced
June 24, 2020 - PN Class of 2021-Level I ends

Please note: The Nurse Aide Program start and ending dates vary. Please call 215-568-2220 Ext 5402 for nurse aide program start dates.