



2017 Student Catalog

1326 East International Speedway Blvd., Suite D-9
Deland, FL 32724

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“ALPI Technical Education Center (ATEC) is not accredited.”

**Licensed by the Commission for Independent Education,
Florida Department of Education. License No. 3269**

For additional information, contact the Commission at:

325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
Toll Free: (888) 224-6684 • Fax: (850) 245-3234

ALPI Technical Education Center

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GENERAL INFORMATION

SCHOOL HISTORY

ALPI Technical Education Center was established in November of 2004 to provide career and employability skills training in high demand occupations.

PURPOSE

The purpose of the ALPI Technical Education Center is to provide State approved training programs to equip the graduating students with the skills and knowledge needed to pursue employment in the occupation trained for; or continue into other educational opportunities.

CAMPUS INFORMATION

The school campus (approximately 1,600 square feet) is located on a major highway on the northside of Deland with easy access to dining and other businesses. Many of the services are located within one mile of the campus. The location has an office/waiting area along with classroom space, a skills lab, and a resource library.

Free parking is available and the facility is handicap accessible. Access to public dining is within walking distance, a common dining area is provided, and the facility is routinely patrolled by Volusia County Sheriff's Office and the Deland Police Department.

NOTE: Request for auxiliary aids or services in accordance with the ADA should be made prior to enrollment.

SCHOOL PHILOSOPHY AND OBJECTIVE

The ALPI Technical Education Center's philosophy believes that all individuals want access to career opportunities for the purpose of reaching their educational career goals. The school's objective is to provide a State approved training program to assist qualified individuals in becoming eligible for employment in the healthcare field or other professions.

NON-DISCRIMINATION POLICY STATEMENT

The school does not discriminate regarding race, color, creed, national origin, or religion. Training offered by the school is also recommended to handicapped individuals who are unable to undertake strenuous vocations or lack the mobility required by other occupations.

LICENSING AND ACCREDITATION

ATEC is licensed on an annual basis by the Florida Department of Education, Commission for Independent Education. ATEC is neither licensed nor accredited by any other organization.

LEGAL OWNERSHIP

The Agricultural and Labor Program, Inc. is the governing body and sole owner of the ALPI Technical Education Center.

BOARD OF DIRECTORS

William Holt, Board Chairperson
David Walker, Board Vice-Chairperson
Josephine Howard, Board Secretary
Marjorie Gaskin, Treasurer
Patricia Brown, Board Member
Stacy Campbell-Domineck, Board Member
Annessa Chilous, Board Member
Katie Clarke, Board Member
Dorothy Curry, Board Member
Mercedes Estime-Connelly, Board Member
Patricia Gamble, Board Member
Marva Hawkins, Board Member
LaVita Holmes, Board Member
Commissioner Kim Johnson, Board Member
Glenda Jones, Board Member
Chester McNorton, Board Member (ATEC Representative)
Vernon McQueen, Board Member
Lester Roberts, Board Member
Annie Robinson, Board Member
Kimberly Ross, Board Member
Ruby Willix, Board Member

FACULTY AND STAFF

Chief Executive Officer, Deloris Johnson
School Administrator, Pa Houa Lee-Yang
Community Services and Economic Development Deputy Director, Al Miller
Program Coordinator/Academic Advisor, Pa Houa Lee Yang
Admissions Coordinator/Financial Advisor, Claudia Sanchez

Instructional Staff:

Patty MacCollister - AS Nursing: Daytona Beach Community College; Registered Nurse Specialist (RNS), Pediatrics Certification, University of Miami; Practical Nursing (LPN), Venango County; and, CPR Instructor and CPR PRO Provider, American Safety & Health Institute: BLS & First Aid Instructor; Instructor Trainer.

HOURS OF OPERATION

The School is open Monday – Friday, 9:00 a.m. to 5:00 p.m.

Student Services Office is open 9:00 a.m. – 5:00 p.m.

Classroom/Lab is open 9:00 a.m. – 5:00 p.m. (weekdays)

Library is open 9:00 a.m. – 5:00 p.m. (weekdays)

Classes/labs may be offered weeknights from 6:00 pm to 10:00 p.m.

Facilities are available during other times when required.

SCHEDULED SCHOOL CLOSINGS

The following holidays are observed by ATEC. During these Holidays the school facilities and offices will be closed.

NEW YEARS DAY	JANUARY 1 & 2, 2017
DR. MARTIN LUTHER KING'S BIRTHDAY	JANUARY 15, 2017
GOOD FRIDAY	APRIL 14, 2017
MEMORIAL DAY	MAY 29, 2017
INDEPENDENCE DAY	JULY 4 & 5, 2017
LABOR DAY	SEPTEMBER 4, 2017
VETERAN'S DAY	NOVEMBER 10, 2017
THANKSGIVING DAY	NOVEMBER 23 & 24, 2017
CHRISTMAS DAY	DECEMBER 22 & 25, 2017

UNSCHEDULED SCHOOL CLOSINGS

The School Administrator determines school closings due to an emergency, inclement weather, or unforeseen circumstances. Students will be notified as soon as possible, prior to the start of class. The instructor determines rescheduled hours. All required program hours must be completed prior to Graduation.

PROGRAM ENROLLMENT PROCEDURE

A Student Admission Application may be obtained from the Student Services office and submitted at any time during the year. The school provides Open Registration. Once the Student has submitted a completed application, an appointment for registration is made with the Student Services Office. Classes are scheduled based on minimum class sizes as determined by curriculum requirements.

Official Enrollment is granted when the student has met all Eligibility/Enrollment Requirements as determined by the Student Services Office.

SATISFACTORY ACADEMIC PROGRESS GRADING

Students are graded on a numeric grade scale for all programs; however, some required classes (ie: CPR) are graded on a pass/fail or complete/incomplete basis, as appropriate. A student with an overall score of 70% or above and successfully passes or completes all required classes, will graduate and receive a diploma. The Instructor, throughout the program, monitors students for success. Students who are in the unsatisfactory range (69 percentile and below) will be placed on academic probation. The school will assist the student to improve to at least a minimum 70 percentile (satisfactory).

The following Numeric and Alpha Grade Scales/Systems will apply:

NUMERIC GRADE SCALE

A = 90-100%	Excellent
B = 80-89%	Good
C = 70-79%	Satisfactory
D = 60 – 69%	Unsatisfactory
F = <60%	Failing

ALPHA GRADE SYSTEM

P/F	Pass / Fail
I	Incomplete
C	Complete
AD	Academic Dismissal
W	Student Withdrawal

STUDENT RULES AND REGULATIONS

The following rules and regulations apply to all students attending classes at the school.

1. Leave of Absence

A written request for a Leave of Absence must be submitted to the Program Coordinator (Student Services Office). The request shall have the expected date of the Students return. The leave may be granted up to 60 days. If a Leave of Absence is approved, the student may resume classes in the next scheduled class.

Students who do not return at the specified time, and do not notify the Program Coordinator of such, shall be terminated and will be given a refund (if applicable) according to the Refund Policy.

2. Make-Up Work

Students are required to make-up class time and work missed prior to advancing to the next course. Arrangements may be made with the individual Instructor.

STUDENT RULES AND REGULATIONS (cont'd)

3. Tardiness

Attendance is taken at the beginning of each class. Students arriving up to 15 minutes after attendance will be considered late. Students arriving after 15 minutes will be considered absent at the discretion of the Instructor. All late and absent time must be made-up prior to completion of the program.

4. Unauthorized Absence and lost Class Time

Students who receive a third unauthorized absence from the Instructor are referred to the Program Coordinator for counseling and placed on Academic Probation. Should another unauthorized absence be obtained, the student is referred to the Administrator and will be placed on Academic Warning prior to an Academic Dismissal. Unauthorized lost class time without prior instructor notification may constitute an unauthorized absence.

5. Interruptions in Training/Termination

Students are not terminated based on a failure to learn. Students who do not successfully complete an examination are encouraged to attend additional class sessions to obtain competency. Whenever possible, a student will be allowed to re-take a missed exam one time, as arranged with the instructor. If the student fails the re-take, he/she will be referred to the Academic Advisor to discuss continuation in the program. Students who choose to continue are advised they will not receive a diploma.

6. Probation

Students may be placed on probation status by the Administrator for failure to comply with attendance requirements or failure to achieve a satisfactory academic progress. Re-evaluation of the student on probation will be conducted after 14 days. If satisfactory progress has not been made, the student will be subject to academic dismissal. If the student is eligible, a partial refund of payments made will be made by the school.

7. Program Re-Entry

Students who cancel their program enrollment and elect to re-enter at a later date must notify the Academic Advisory in writing. Re-admission will follow standard admissions procedures. Students terminated under Academic Dismissal by the Administrator will not be allowed re-entry.

8. Conduct

Students are required to conduct themselves as professionals. Disrespect, illegal, or harmful behavior toward the staff, peers, clinical community, etc. are grounds for termination (academic dismissal).

Theft, illegal drugs, alcohol and weapons are not allowed on school or clinical property. Violation will result in a report to the local law enforcement agency.

GRIEVANCE POLICY

All students have the right to have their complaints recognized, reviewed, and addressed without fear of discrimination or reprisal. Student satisfaction is a priority. Individuals who wish to express their concerns or complaints may do so in writing, or by telephoning, at the following location:

ALPI Technical Education Center
1326 East International Speedway Blvd., Suite D-9
Deland, FL 33724
Phone: (386) 624-6912
(386) 624-6916
Fax: (386) 624-6917

The complaint/appeal procedure is as follows:

- Documentation of the nature and specifics of the complaint, along with any pertinent documents, shall be submitted, in writing, to the School Administrator within seven (7) business days of the occurrence in accordance with the following:
 - Unless otherwise identified, all complaints shall be directed to the School Administrator. He/She will respond within seven (7) business days, via U.S. Mail; email; or, telephone, to said complaint.
 - Any complaints concerning the School Administrator may be directed to the Deputy Director of the Agricultural and Labor Program, Inc. (ALPI), the owner and operator of ATEC. The Deputy Director, or his/her designee, will respond to the complaint within seven (7) business days. Contact will be via U.S. Mail; Email; or, telephone.
- All complaints have the right to a prompt and equitable resolution. When the matter cannot be resolved at the school level, the individual may contact:

The Commission for Independent Education
Department of Education
325 West Gaines St., Suite 1414
Tallahassee, FL 32399-0400
Telephone: 850-245-3234
Toll Free-888-224-6684

STUDENT SERVICES

A. Housing

The school does not provide housing for the students. A list of realtors and copies of local papers or publications are available in the Student Services Office for review by students to assist them in obtaining housing.

B. Student Records

Hard copies of student records are permanently retained on the premises in a safe, confidential, and fire proof file cabinet. Duplicate digital records may be kept on a secured computer system. Students may submit a written request for records and must sign a written request for release to potential employers.

C. Student Placement

- Students are assisted with job placement and provided contact information of employment opportunities through the Program Coordinator.
- Job postings are placed on a bulletin board in the Student Services Office when received.
- ATEC is a Volusia/Flagler Country Workforce Board Career Link resource with a computer system offering job search assistance available in the Student Services Office.
- Although assistance is provided there is no expressed guarantee of employment.

D. ATEC Catalog Information

The student catalog will be on display at the site and a copy will be provided upon enrollment. There is also a copy of the ATEC catalog on the web at: www.ALPI.org, click on ATEC and then click catalog.

E. Student Financial Aid

Student Financial Aid is not available for students enrolling into any of the programs offered by ATEC.

F. Course Numbering System

ATEC measures the length of its programs in clock hours and follows an independent numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title (ie: HHA = Home Health Aide).

G. Advisement of Students

In accordance with Rule 6E-2.004(10), ATEC offers student academic advisement and placement services through current staff. Personal advisement is offered through local

organizations, including, but not limited to, CareerSource Volusia and referral to qualified local counseling agencies on an “as needed” basis.

GENERAL ADMISSION REQUIREMENTS

The completed application is reviewed by the Student Services Office and sent to the Admissions Coordinator/Financial Advisor. The Test of Adult Basic Education (TABE), if required, is scheduled at that time. The application is then forwarded to the Program Coordinator/Academic Advisor. An applicant must have a minimum TABE Test Score of 7 for admission. The Advisor and Student will discuss plans, goals, and pathways for success. At the completion, the Student will be enrolled for the next scheduled class. The Student will be provided a tour and given a catalog at the time of enrollment.

DENIAL OF ADMISSIONS

A student applicant may be denied admission if he/she does not meet the applicable program Admissions and Eligibility Requirements outlined in this catalog. An applicant who has been academically dismissed by the school previously may not be readmitted.

CANCELLATION AND REFUND POLICY:

Should a student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant; if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment; or, if class is cancelled by an authorized representative.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Any eligible refunds will be made within 30 days of termination of the student’s enrollment or receipt of a Cancellation Notice from the student.

PROGRAM AND COURSE DESCRIPTION

HOME HEALTH
AIDE PROGRAM

HOME HEALTH AIDE PROGRAM

PROGRAM OBJECTIVE

Provide students with 75 hours of instruction in the delivery of home health care services to allow the student to obtain employment as a Home Health Aide. Students graduating from this program will qualify to work with agencies that provide service to Medicare/Medicaid eligible patients.

PROGRAM DESCRIPTION

The program is comprised of a total of 75 hours of instruction and practical experience in all phases of a Home Health Aide's responsibilities in accordance with a patient's "Plan of Care". Classroom hours include instruction in: (1) Understanding Home Health Aide services; (2) Before client care; (3) Holistic approach to understanding clients; (4) Caring for Special Clients with special needs; (5) Practical knowledge and skills in home management; and, (6) Caring for yourself and your career. The skills lab will include personal care and basic healthcare skills.

PROGRAM ENROLLMENT AND ELIGIBILITY REQUIREMENTS

The student applicant must be:

1. A US citizen or registered alien
2. 18 years of age or older at the time of admission or by Graduation
3. Able to communicate using the English language
4. Able to pass the Criminal Background Screening as required by regulation.
5. A High School Graduate, GED, or score (7) on the Test of Adult Basic Education (TABE), students under 18 years of age must have parental consent.
6. Able to meet the financial obligations prior to enrollment.
7. Able to provide medical and communicable disease health clearances
8. Pre-registered and have completed application on file.
9. A community member of good moral and ethical character

GRADUATION REQUIREMENTS

A diploma is granted to students who have:

1. Successfully completed and passed all required components of the program
2. Completed the full 75 clock hours required
3. Fulfilled all monetary obligations to the school

TOTAL COSTS

Following is a list of the total costs to the student. Items 1 through 4 are payable directly to the School by the student prior to enrollment. Item 5 are estimated costs that may be incurred solely by the student, but not payable to the School, for successful completion of the curriculum.

Costs Payable to the School Prior to Enrollment	
1. Tuition	260.00
2. Fees (Application)	50.00
3. Books & General Practice Supplies	140.00
4. Any Other Costs – Payable to the School	
a. Uniforms	30.00
b. CPR Certification	25.00
TOTAL COSTS PAYABLE TO ATEC	505.00
Additional Costs to the Student	
5. Any Other Costs – For detail listing see Additional Costs on page 12.	125.00
TOTAL ESTIMATED PROGRAM COSTS	630.00

ADDITIONAL COSTS TO THE STUDENT

In addition to the fees identified above that are payable to ATEC, following is a list of additional fees and approximate costs that will be the responsibility of the student. This schedule is for the purpose of providing the student with a total estimated cost for completing the Home Health Aide Program:

Additional Fees/Costs	Amount (approximate)	When required
Physicals/Vaccines (including TB Testing) For TB test this cost may be higher if a chest x-ray is required.	\$ 50.00	Students are required to be approved by a physician and have received all required series of tests prior to completion of the curriculum
Background Checks	\$75.00	ATEC does not require a background check; however, most employers will require a satisfactory criminal background check as a condition of employment. This is the sole responsibility of the student.

The fees reflect current costs and may be subject to change. Prior notice of any changes in fees will be posted and provided to the students upon enrollment. Price increases shall not affect currently enrolled students.

FEE PAYMENT SCHEDULE

Payment of School Fees is due in accordance with the following schedule:

1. Full payment at time of signing Enrollment Agreement

2. Registration Fee at time of signing Enrollment Agreement and balance of fee prior to first day of class.

TOTAL CLASS TIME AND DEFINITION OF “CLOCK HOUR”

The ALPI Technical Education Center is a 75 Clock Hour Program for Home Health Aide. Clock hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. This includes time spent in a classroom as well as a lab. The total curriculum is comprised of 2 different courses with multiple components.

COURSE GRADE/COMPLETION REQUIREMENTS

All components of the two (2) courses must be successfully completed prior to graduation from the program and receipt of a 75 Hour Home Health Aide Diploma. The Instructor will evaluate the Academic, Hands on Skills, and Professionalism achieved to determine the final grade. Grading will be a combination of Pass/Fail and Numeric Grades in accordance with the following scales.

HHA 100	Home Health Theory - 70% minimum on numeric scale
HHA 101	Home Health Skills Lab - Pass on Pass/Fail Scale

*A written mid-term exam may be given midway through the class. A written final exam is given prior to completion of the program.

ADDITIONAL PROGRAM INFORMATION

Program Instruction: Consists of verbal lectures, audio/visual support, and hands on demonstrations taught by a qualified instructor.

Transfer of Credits: Transferability of credit is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits from ATEC will be accepted by another institution of the student's choice. ATEC does not accept transfer credits from other institutions.

Criminal Background Check: Individuals seeking employment as a Home Health Aide may be required by potential employers to undergo a criminal background. Individuals with criminal backgrounds may not be eligible for employment with many employers.

HOME HEALTH AIDE PROGRAM - CURRICULUM SUMMARY

<u>Course Number</u>	<u>Course Name</u>	<u>Total Clock Hours</u>
HHA 100	HOME HEALTH THEORY (comprised of the following)	50

Section Names and Components

Understanding Home Health Aide Services (includes 4 hrs of HIV/Aids Awareness/Safety) (8 Clock Hours)

- The Healthcare System
- The Home Health Aide's Role in the Home
- HIV/AIDS Awareness (4 hrs)
- Verbal and Written Communications

Building a Foundation: Before Client Care (8 Clock Hours)

- Communicable Disease and Infection Control
- Workplace Safety/Fire Safety
- Adequate Nutrition
- Client's Rights
- Elements of Body Functions

Holistic Approach to Understanding Clients (8 Clock Hours)

- Difference in Families
- Client Plan of Care
- Emotional Support
- Documentation

Caring for Clients with Special Needs (8 Clock Hours)

- Care of Geriatric/Alzheimer's/Dementia/Parkinson's Patients
- Development Disabilities Patients
- Cancer Patient Care
- AIDS Patient Care

Practical Knowledge/Skills in Home Management (10 Clock Hours)

- Recognizing Emergencies
- Recording of Vital Signs
- Personal Client Care
- Safe Transfer Techniques
- Bed Making
- Domestic Violence
- Rehabilitative Activities ROM
- Hypertension and Diabetes
- CPR

Caring for Yourself and Your Career (includes 2 hrs – Prevention of Medical Errors) (8 Clock Hours)

Professional and Job Seeking Skills

Legal and Ethical Issues

HOME HEALTH AIDE PROGRAM - CURRICULUM SUMMARY (cont'd)

<u>Course Number</u>	<u>Course Name</u>	<u>Total Clock Hours</u>
HHA 101	HOME HEALTH SKILLS LAB (comprised of the following components)	25
	<u>Personal Care and Basic Healthcare Skills</u>	
	Interpersonal Skills Hand washing/Gloving Pulse/Respiration/Blood Pressure/Temperature/2 Step Blood Pressure Mouth Care and Dentures Transfers Hair/Nail Care Range of Motion Upper/Lower Extremities Bed making/Changing an Occupied bed Height and Weight Repositioning of Patient Bedpan/Disposable briefs/Colostomy care Dressing AM/PM Perineal Care Feeding Bathing/Partial Bed Bath Isolation Techniques Patient Environments CPR Catheter Care/ Urinary Drainage Bag, Measuring and recording Contents	

HOME HEALTH AIDE PROGRAM - COURSE DESCRIPTIONS

Course Number

Course Description

HHA 100: HOME HEALTH THEORY-- 50 Total Clock Hours

Classroom instruction provided to assist students in learning essential information to permit them to successfully function as a home health aide. Courses are comprised of the following components:

Section/Component Descriptions

UNDERSTANDING HOME HEALTH AIDE SERVICES (INCLUDES 4 hrs of HIV/Aids Awareness/Safety) (8 Clock Hours)

Provides students with a basic foundation that will assist them in succeeding as a Home Health Aide.

The Healthcare System

Healthcare delivery, organization and insurance with specific focus on home healthcare delivery.

The Home Health Aide's Role in the Home

Care, comfort, monitoring and safety of clients in the home environment. Preserving independence and dignity of patients.

HIV/AIDS Awareness

Four (4) hours of HIV/AIDS Awareness. Microorganisms, pathogens, and non-pathogens. Universal precautions in the client's home.

Verbal and Written Communication

Importance of clear and accurate communication. Types of communications. Special techniques for effective communication with clients. Listening skills.

BUILDING A FOUNDATION: BEFORE CLIENT CARE (8 Clock Hours)

Provides students with a basic foundation to allow them to quickly learn the needs and responsibilities of home health aide services to clients.

Communicable Disease and Infection Control

Immune system, medical asepsis, isolation procedures, infection control in home healthcare setting.

Workplace Safety/Fire Safety

Lifting, falls, fire safety.

Adequate Nutrition

Importance of nutrition in maintaining health. Food categories. Food preparation. Meal planning. Intake and Output. Therapeutic diets. Feeding techniques.

Client's Rights

Clients' rights and responsibilities.

Elements of Body Functions

Understanding how the body works. Organization of the human body. Body systems and functions. How body systems work together.

HOME HEALTH AIDE PROGRAM - COURSE DESCRIPTIONS (Cont'd)

Section/Component Descriptions

HOLISTIC APPROACH TO UNDERSTANDING CLIENTS (8 Clock Hours)

Provides students knowledge of the various elements involved in delivering home health services as well as basic service delivery.

Difference in Families

Sociologic changes, cultural difference, and family roles.

Client Plan of Care

Adhering to content format. HHA participation. Forms used. Outcomes

Emotional Support

Support groups, Community/Religious Activities, Family interaction.

Documentation

Purpose, accuracy, and technique for recording client care. Types of observation. Basic medical terminology and abbreviations.

CARING FOR CLIENTS WITH SPECIAL NEEDS (8 CLOCK HOURS)

Provides understanding of care of clients with special needs/disease involvement.

Care of Geriatric/Alzheimer's/Dementia/Parkinson's Patients

Common physical changes in older adults. Warning signs of suicide. Adjusting to growing older. Safety factors. Client Behaviors. Elopement precautions.

Development Disabilities Patients

Types of disorders, special needs, communication rights.

Cancer Patient Care

Types, treatments, physical/emotional needs, care.

AIDS Patient Care

Risks, rights, physical/emotional needs, care.

Death and Dying

Grief, dignity, effective care, Hospice, physical/emotional needs, post-mortem care.

PRACTICAL KNOWLEDGE/SKILLS IN HOME MANAGEMENT (10 Clock Hours)

Provides instruction for the actual delivery of home health services.

Recognizing Emergencies

Preparing for medical emergencies. First Aid procedures. Importance of recording and reporting your actions to the agency in an emergency. Rules to follow in an emergency. Common emergencies.

Recording of Vital Signs

Importance of measuring vital signs. Normal range of vital signs. Guidelines for taking pulse, temperature, and respiration. Recording and reporting.

HOME HEALTH AIDE PROGRAM - COURSE DESCRIPTIONS (Cont'd)

Section/Component Descriptions

Personal Client Care

Bathing. Promoting independence. Safety factors while giving personal care. Oral hygiene, grooming, caring for nails and feet. Helping the client to dress.

Safe Transfer Techniques

Good body mechanics. Procedures for moving, transferring, and positioning clients. Using assistive devices. Types of Positions such as Fowler's, spine, lateral.

Bed Making

Occupied and unoccupied bed. Handling bed linens. Types of beds.

Domestic Violence

Signs of abuse (physical, emotional, financial, spiritual), Reporting.

Rehabilitative Activities ROM

Benefits of Range of Motion (ROM) activities. Assistance with ROM.

Hypertension

Measuring and recording blood pressure. Factors affecting blood pressure.

Diabetes

Insulin and non-insulin dependent diabetes. Symptoms. Diet. Safety. Recording.

Cardio-Pulmonary Resuscitation (CPR)

Certification in CPR.

CARING FOR YOURSELF AND YOUR CAREER (includes 2 hrs-Prevention of Medical Errors) (8 Clock Hours)

Providing students with basic job and employment skills related to employment as a home health aide.

Professional and Job Seeking Skills

Development of professional demeanor. Maintaining appropriate records. Preparation of resumes. Interviewing for jobs.

Legal and Ethical Issues

Client rights, ethic guidelines for behavior, prevention of medical errors

HOME HEALTH AIDE PROGRAM - COURSE DESCRIPTIONS (Cont'd)

Course Number

Course Description

HHA 101: HOME HEALTH SKILLS LAB -- 25 Total Clock Hours

It is in the skills lab setting that students acquire the knowledge and hands on experience of performing the various skills and procedures required of home health aides.

Section/Component Descriptions

Personal Care and Basic Healthcare Skills – as follows:

Interpersonal Skills

Communicating with patients and team members

Hand washing/Gloving

Techniques and types

Pulse/Respiration/Blood Pressure/Temperature/2 Step Blood Pressure

Techniques, recording and reporting

Mouth Care and Dentures

Morning/evening care techniques, safety with denture cleaning and storage

Transfers

Equipment, techniques, patient/Aide's safety, restraints

Hair/Nail Care

Cleansing, maintenance, patient choices

Range of Motion Upper/Lower Extremities

Assisted exercises and reporting pain

Bed Making/Changing an Occupied Bed

Types, handling of linens, comfort

Height and Weight

Purpose, technique, recording, reporting

Repositioning of Patient

Equipment, technique, recording frequency, pressure ulcer prevention

Bedpan/Disposable Briefs/Colostomy Care

Equipment, techniques, recording/reporting

Dressing AM/PM

Assistance with dressing, decision-making, patients with weakness independence

Perineal Care

AM/PM Post Elimination, cleansing techniques/equipment

Feeding

Techniques equipment, measuring, recording/reporting

Bathing/Partial Bed Bath

Techniques, comfort, skin care, reporting

Isolation Techniques

Purpose, equipment, infection control

Patient Environments

Privacy, Rights, Cleanliness, Comfort

HOME HEALTH AIDE PROGRAM - COURSE DESCRIPTIONS (Cont'd)

Section/Component Descriptions

CPR

Students will learn adult, child, infant Basic Life Support for the Healthcare Provider.

AED training, Certification will be granted upon successful completion.

Catheter care/Urinary Drainage Bag (Measuring and Recording Contents)

Maintenance, types, precautions, reporting/recording contents of drainage bag.

HOME HEALTH AIDE PROGRAM - RESOURCES

Equipment

Hospital beds with rails
Overbed Tables
Bedside Tables
Practice Mannequins
Bedside Commode
Wheelchair
Cane
Pair of Crutches
2-sided Stethoscopes
Blood Pressure Cuffs
Blackboard
Dry Erase Board
Overhead projector
13" Color TV
Dell Computers with monitors and
internet access
Bookcase
Oxygen equipment
14 Foley Catheter

Supplies

Ace Wraps
Airway Demos
Wash/Emesis Basins
Fracture Bedpan
Standard Bedpan
Catheters
Under pads/chuxs
Colostomy Demos
Isolation Packs
Elastic Stockings
Enema Kits
Gloves
Graduated containers
Hospital food trays
Linen (towels, sheets, etc.)
Hair/Nail care sets
Paper towels
Specimen cups
Personal care items (combs, soap)
Urinals
Patient clothing
Transfer belts
Clipboards
Student tables and chairs
Mouth care sets

TEXTBOOKS/WORKBOOKS

The Home Health Aide Handbook (4th Edition);
Hartman Publishing, Inc.; Fuzzy, Jetta ©2015

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