



HOHA 0000 Home Health Aide Orientation

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Introduction

Welcome to the Home Health Aide program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any questions you may have with your instructor. You may also review college policies on the Davis Tech website (www.davistech.edu), or in Student Services.

Program Description

The home health aide is an important part of the health care team directly involved with patient care of the sick and elderly. The Home Health Aide program prepares students to seek employment in a home care or hospice setting. During the program, students will develop strong communication techniques. Also, students will demonstrate proficiency in giving personalized care, recording vital signs, and performing restorative services. Home health aides perform rewarding work as they care for physically, mentally or emotionally ill or injured people who wish to receive care in the comforts of their own home. Upon successful completion of the program, students will be recommended to take the UNAR State Certification exam to become a certified home health aide in the State of Utah.

Program Objectives

The mission of this program is to enable home health aide to demonstrate the knowledge, skills and professionalism required by employers and residents, protect certified home health aides' rights to practice, and promote effective, efficient healthcare delivery. In this course you will participate in hands-on skills practice, take written assessments, and review textbook and vocabulary assignments. Upon completion of this program, students will have received specialized training to

be a home health aide. In the Home Health Aide program, students will be enrolled in 115 hours of course-specific home health aide training (90 in classroom instruction and 25 in clinical practice) in which students will have the opportunity to:

- Apply basic nursing skills necessary to gain employment in long-term care facilities, home health, hospice, and acute care settings
- Develop and enhance communication and interpersonal skills necessary to function as a caregiver and member of an interdisciplinary healthcare team
- Perform tasks that meet the psychological, social, physical, and spiritual needs of those they are caring for
- Demonstrate competency in basic nursing skills in preparation for completion of UNAR state certification testing

General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

Program Requirements

- You will be required to complete a minimum number of hours of instructional training in a classroom setting to meet the Utah Nurse Assistant Registry mandate for nurse assistant certification in the state of Utah (See the Home Health Aide Program Orientation attendance requirements for specific information). Instructional training will consist of classroom learning, simulation lab exercises, and CPR training and certification.
- You will also be required to complete a clinical externship in a long-term care facility (nursing home). Your clinical extern hours may only be completed at a facility that is contracted with the Davis Tech Home Health Aide program.



Learning Resources

Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

First Aid Supplies

The classroom also includes first aid kit, and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

UNAR State Certification Testing

Upon successful completion of the Home Health Aide program, you will be eligible for recommendation to take the UNAR State Certification exam to become a Certified Nursing Assistant in the State of Utah. There are additional fees associated with this certification that are not included as part of your tuition and fees at Davis Tech.

Your instructor will provide you with directions on how to register for this testing once you have completed your coursework and met all necessary UNAR hours and certification requirements. For additional information regarding the UNAR State Certification exam, please visit the following website: <http://www.utahcna.com/>.

Advisement

Teacher advisement is important for your success at Davis Tech. Students who receive regular advisement are more likely to achieve their goals and complete their training program on schedule. Your instructor is available to meet with you during the advisement hours listed at the beginning of this orientation. These meetings are used for you and the instructor to accomplish the following tasks:

- Update contact information in Northstar, the Student Information System
- Review performance and attendance
- Define and clarify training and career goals
- Select courses that achieve program completion requirements
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior, and communication
- Discuss challenges with referral to appropriate institutional support systems that can help improve your success



In this environment, the instructor will work with the students in small groups. You are expected to take active responsibility for your learning and work with the instructor in meeting your educational goals.

Scheduling

Courses in this program have a defined-start/defined-end schedule. You will begin and end courses on designated start/end dates. Course end-dates are determined by the number of classroom hours attended per week, and these dates may vary based upon individual schedules.

Campus Technology

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You can access Canvas from any internet-connected computer at the following URL: <https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructor or email online.support@davistech.edu. If you encounter technical problems while in Canvas, use the Help button in Canvas and the "Report a Problem" link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class.

Students with Disabilities

If you have a disability and have questions about the process of obtaining accommodations or need further explanation of these requirements, please meet with your program counselor at Student Services to discuss your concerns.

Performance Standards

Students are expected to complete course work according to a timeline in the course curriculum. The timeline shows the maximum number of hours it should take you to complete each unit and module of the course. If you are not able to maintain this progress, you should meet with the instructor or a College counselor. Your curriculum packet for the class includes a syllabus, a copy of the UNAR Nurse Assistant Candidate Handbook, and other supplemental materials including a course timeline. This timeline serves as a guide to complete the course in the time required.

Grading/Skills Demonstration

Davis Tech courses are competency-based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and students must be present for the full course length to meet UNAR certification requirements. At the beginning of your course, you will purchase or receive course curriculum, which provides guided learning modules for you to follow. This guide outlines the amount of time that should be spent on each learning activity. This will help you to meet industry time standards and to complete course work in an appropriate amount of time.



Each course has specific requirements in the course curriculum. However, for all courses, you are required to achieve 80 percent or higher to pass all assignments and assessments. If you don't pass an assessment or skill demonstration, you will be required to retake or repeat it. The assignments and activities that will be used to calculate your grade will vary according to the course. The specific details for each course can be found in the course syllabus.

Grade Scale:

A	95-100%	A-	94-90%	B+	87-89%
B	83-87%	B-	80-82%	C+	77-79%
C	73-76%	C-	70-72%	D+	67-69%
D	63-66%	D-	60-62%	F	0-59%

Progress

Classroom progress must be maintained at 85% or better. There is a direct correlation between attendance and progress. If your classroom attendance drops below 85%, you will be unable to meet the certification requirements set by the UNAR. 100% clinical attendance is required. If you fail to meet attendance and/or the UNAR requirements, you will be required to retake or re-enroll in the course. If you are having difficulty meeting the progress requirement, you are encouraged to discuss the difficulty with the instructor. Please note that respective sponsors may have varied progress requirements.

Academic Performance

Your success in this program is important to us. We will work with you to help you succeed, but if we feel that you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve. The following steps may be taken if you fail to meet the minimum performance, progress and attendance standards or violate the Nursing Assistant program policies and procedures:

Academic Probation

Students who are on academic probation may lose scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

If you are unable to complete a course for any reason, which includes meeting the state mandated minimum hour requirements, you must meet with your instructor to re-enroll or retake the course. You will be placed on academic probation and given a Student Improvement Plan at this time.

If you are unable to correct the unsatisfactory performance or complete the repeated course by the repeated course end date, you must meet with your instructor and a college counselor to modify and further define the Student Improvement Plan. The instructor and counselor may also evaluate barriers that might prevent your success in the program and whether or not other training options should be considered. Your continued participation in the program beyond the second enrollment is at the sole discretion of the program coordinator and your counselor at Student Services.



Termination

You may be dismissed from the program for failure to meet the academic standards stated in this orientation or for inappropriate conduct as defined by Davis Tech, the School of Health Professions, the program, or the medical profession.

The following are some reasons that you may be terminated from the Home Health Aide program:

- Failure to maintain 85% attendance.
- Failure to progress through the program in a timely manner (85% standard time).
- Being under the influence of any drugs, alcohol, or medication that will alter one's mental status.
- Failure to acquire clinical skills.
- Actions that are not safe in the classroom, lab, and/or at the clinical site that place you, other students, staff, or residents at risk for injury.
- Breach of confidentiality. (For example, HIPPA violations, etc.)
- Displays of behavior that are considered harassment, sexual or otherwise.
- Cheating on tests.
- Failure to complete clinicals due to lack of professionalism, absenteeism, and/or skills. (If you are asked to leave a clinical site, you will not complete the program.)

Problem Resolution

If you are not satisfied for any reason with classroom management, grading or academic disciplinary actions taken, discuss your concerns with faculty in your program. If this does not resolve your concerns, please contact Student Services.

If you have attempted to resolve the complaint to your fullest ability with the training program, testing site or UNAR unsuccessfully, fill out the complaint form located on www.utahcna.com Upon receipt of the complaint UNAR will determine what, if anything, can be done to resolve the issue.

Please note that under no circumstances will your testing results, renewal or certification be impacted if you file a complaint, even if that complaint is against the UNAR.

Attendance

Attendance is calculated by the number of scheduled course hours versus the number of hours you are present in the classroom. The Home Health Aide program requires 85% minimum classroom attendance (76 classroom hours) and 100% clinical attendance (24 clinical hours). Classroom attendance requirements may be higher depending on scholarship or sponsorship stipulations.

You are responsible to sign in to Northstar at the beginning of your first class period and sign out at the completion of your last class period. Problems with signing in must be reported to an instructor immediately.



You are expected to attend class according to your schedule. Attendance guidelines for the Home Health Aide program are based upon that of a working environment. If you are unable to attend class, you need to communicate with your instructor as would be expected on the job. Attendance guidelines are as follows:

- Clock-in window is 10 minutes before and after the bell.
- If you clock-in 10-20 minutes late, you will be marked tardy.
- If you clock-in more than 20 minutes late, you will be marked absent.
- If you leave before the bell, you will be marked absent.
- If you are loitering in the hallway, talking on your cell phone, visiting, or engaging in activities that are not approved by an instructor, you will be issued an “N” on your attendance for a nonproductive day. Nonproductive attendance marks result in a loss of hours in the class period for which they are issued.

Student Policies and Procedures

You may find further information on institutional student policies and procedures here:
<http://www.davistech.edu/student-policies>.

Instructor Response Time

Your instructor will respond to questions regarding the program, assignments, or assessments within 24 hours during the Davis Tech operational schedule.

Placement Services

Placement services are available to you when you complete your program. These services include resume review, interview skills and job placement assistance.

Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify us of your employment status. If you are already employed, become employed, or if your employment status changes, please notify your instructor. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we don't receive a response from you, a Davis Tech employee will contact you to request your employment status.

Program Safety

You will receive instruction on occupational safety in the HOHA 1100 Home Health Aide course. Topics on occupational safety include infection control and prevention, how to maintain proper body mechanics to avoid injury, workplace safety, emergency preparedness, and CPR certification training.

Course Evaluations

At the end of each course, your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback.



Although you will be asked to enter your student number, responses are anonymous and this information is used to verify that an evaluation is completed only once per student. Your feedback is used for program improvement and professional development.

Work-based Learning

You are required to complete at least 24 hours of hands-on clinical training at a designated long-term care facility clinical site. You are responsible to schedule these shifts with your instructor and to arrange personal travel to and from these sites. Upon completion of your clinical hours, you must provide course instructors with clinical evaluations and proper documentation of hours and attendance.

Program Code of Conduct

Student Conduct & Work Ethic

The focus of our educational programs is to prepare you for employment. This means that we promote good employability practices as well as instruct you on particular job skills. Prospective employers are far more interested in your attendance, punctuality, initiative, and attitude than what your academic achievement scores are.

In the classroom, practices that demonstrate good work ethics are as follows:

- **Good attendance:** Employers want workers they can depend on to show up and to stay at work for their entire shift.
- **Punctuality:** Employers want workers to show up on time, ready to work, and to return from breaks and lunch in a timely manner.
- **Responsibility:** Employers want workers that take responsibility for doing a job correctly, for learning new skills, and for asking for assistance when necessary.
- **Initiative:** Employers want workers that make an effort to go above and beyond the minimal acceptable standard and that show pride in their careers.
- **Cooperation:** Employers want workers that can work with other people in all types of situations. This is especially important in healthcare careers where each member must remain focused on the resident or patient regardless of the stressfulness of the situation.
- **Dedication:** Employers want workers who are dedicated to their profession and their place of employment; who are continually learning new skills; and most importantly, who are dedicated to the resident or patient who has placed his/her life in their hands.

Academic Honesty

Davis Tech views academic honesty as a reflection of your personal integrity; consequently, you are required and expected to maintain the highest standards of academic honesty while completing all examinations, assignments, tests, projects, and fieldwork. Most professions have codes of ethics—standards to which you will be expected to adhere when you are working. At Davis Tech you



practice the integrity you must demonstrate later in the work environment. For all of these reasons, academic misconduct is considered a serious offense.

Dress Code

Health sciences students, staff, and practitioners are required to place a high value on personal appearance, including attire. The reasons for these practices are rooted in concerns for safety, infection control, communication, and cultural sensitivity. Recent trends in clothing, body art (tattoos), and body piercings may not be generally accepted by your residents or patients. The following guidelines for dress and appearance must be maintained in both classroom and clinical settings:

Classroom Dress Code

The following are prohibited:

- Extreme or slovenly clothing, including, but not limited to baggy or “sagging” pants or shorts; excessively oversized jackets or coats; inappropriately short, tight or revealing shorts, skirts, dresses, shirts, etc.; clothing that is torn, ripped, or frayed.
- Short Shorts: Shorts must be the dress or walking type and shall reach to at least mid-thigh when sitting down.
- Bare or stocking feet.
- Clothing which displays obscene, vulgar, lewd, or sexually explicit words, messages, or pictures.
- Clothing attachments/accessories which could be considered weapons, including, but not limited to, spikes on boots, bracelets or chokers, chains on wallets or belts.
- Exaggerated cosmetics, body paint, or body piercing.
- Clothing that exposes bare midriffs, buttocks, or undergarments. No tube tops, or any inappropriate clothing as per instructor’s discretion.
- Clothing that advertises substances students cannot legally possess or use.
- Excessive jewelry, perfume, or makeup.

Clinical Dress Code

- Your name tag is part of your uniform. You must wear a name tag during all clinical rotations.
- Students are expected to dress in scrubs while at clinicals. Scrubs must be clean and neat. Men are required to wear a T-shirt under scrub tops; women are required to wear a T-shirt or camisole under scrub tops. Scrub bottoms should be worn at the waist and be an appropriate length (they should not touch the floor or be dragging under your shoes).
- Athletic style, close-toed shoes that offer good foot support are also required.



- Students are required to wear a watch with a second hand.
- Hair must be pulled back and secured. Extreme hairstyles and/or colors are prohibited.
- All tattoos must be covered. No exaggerated cosmetics, body paint, or body piercings will be allowed.
- For ear piercings, you may wear one pair of stud earrings. Gauges and facial piercings must be removed, clear or pink spacers for tongues/noses are permitted.
- Fingernails should be clean, short and free of polish--no fake fingernails are allowed.
- Students need to be clean and freshly showered. Good personal hygiene must be followed.
- All students are to wear deodorant, and should not wear excessive perfume or cologne.
- Scrub uniforms consist of a loosely fitting scrub top and scrub pants. Other combinations of scrub wear are NOT permitted, i.e., scrub pants and t-shirt, or scrub top and sweat pants. These are considered inappropriate attire.

If you are not dressed appropriately, you will be **immediately sent home** from clinicals and there will be re-enrollment fees associated with rescheduling your clinicals at a future date.

Misconduct Warning

You are expected to refrain from foul or abusive language, and act respectfully towards other students and instructors. In particular, you ***must*** treat the residents at our clinical sites with the utmost consideration. If you are asked to leave a clinical site by the clinical instructor or administration of that site due to reasons of attitude, lack of personal hygiene, or endangerment of residents, you may be dropped from the course and program.

Classroom Cell Phone Usage Policy

Cell phone usage (including text messaging, social media, or browsing the internet) in the classroom is unprofessional and not allowed. Text messaging in class or leaving the classroom to chat on a cell phone will result in a nonproductive day. Ringers and/or speakers must be turned off.

If you do not abide by this policy, you will be given one warning. A second warning will result in a nonproductive attendance mark. A third warning will result in a written warning from Davis Tech, and you will be placed on probation.

Clinicals Cell Phone Usage Policy

Cell phone use is prohibited during clinical rotations and absolutely no text messaging is allowed. Because cell phone usage in a clinical setting is prohibited, failure to comply can result in disciplinary action by both the clinical instructor and the clinical site. If you are using your cell phone for any reason, you may be sent home from clinicals immediately. Re-enrollment fees may be associated with rescheduling your clinicals at a future date.

Confidentiality



Federal law protects the confidentiality of those for whom we provide care. HIPAA regulations state that it is illegal and unethical **to** release **any** information about a patient/resident or their care plan to anyone not involved in that person's medical care. Patient condition may be discussed in an educational setting; however, this information is not to be discussed with anyone outside the educational or clinical setting. As a student of Davis Tech, you must agree to adhere to all contracted clinical facilities' HIPAA agreements. Failure to comply with the codes of confidentiality will result in immediate dismissal from this program and could result in legal action at the discretion of the clinical facility.



Home Health Aide Program Student Awareness Form

After you have read the program orientation listing the policies and rules of this course, the instructor will answer any questions you may have. You will then be asked to read this form, initial each statement, sign and date the form, obtain the other required signatures and return the form to the instructor.

1. I have read and understand that the program admissions requirements, tuition and fees, and campus refund policy are available and accessed on the Davis Tech website as needed. _____
2. I have read and understand the program requirements (including classroom, clinicals, and graduation requirements) _____
3. I have read and understand that if I have any misdemeanors or felony offenses, I may not be able to find gainful employment as a Nursing Assistant upon completion of the program. _____
4. I have read and understand the performance standards for this program (including progress, academic performance, and skills demonstration). _____
5. I have read and understand the attendance policy and hours requirements for this program. _____
6. I have read and understand the classroom and clinical dress code policies and agree to comply with them. _____
7. I have read and understand the classroom behavior expectations. _____
8. I have read and understand the classroom and clinical cell phone policies. I understand that cell phones are prohibited at clinical sites and absolutely no text messaging is allowed. _____
9. I have read and understand that I must provide documentation of a current PPD/TB skin test and initial Hepatitis B vaccine before beginning any clinical rotations for this course. _____
10. I have read and understand the physical demands necessary to participate in clinicals for the Home Health Aide program. _____
11. I have read and understand the confidentiality policy and as a student of Davis Tech, I agree to comply with all contracted clinical facilities' HIPAA agreements. _____
12. I understand that I must successfully complete all program completion requirements. _____
13. ****HIGH SCHOOL STUDENTS** I am a senior in high school/or in the 2nd Semester of my Junior Year, and at least 16 years of age.** If I am a student under 18 years of age, my parent or legal guardian has signed the disclosure agreement related to the sensitive content of this program before starting the Home Health Aide program and any clinical time. _____



Student signature: _____

Date: _____

Parent signature: _____
(If under 18 years old)

Date _____

Instructor signature: _____

Date: _____



Home Health Aide Program Minor Student Consent Form

Student's Name: _____

Due to the nature of the healthcare provider's duties and responsibilities to clients and patients, the reproductive system, information regarding sexuality issues including sexual interaction between patients, masturbation, abuse situations and sexually transmitted diseases will be discussed in the classroom. I give permission for my student to participate in discussions and study regarding the basic anatomy and physiology of the reproductive system and the duties and responsibilities of a healthcare provider during class and in his/her clinical rotation.

Any student who is under the age of 18 requires the signature of a parent or legal guardian for permission to enter a certified home health aide program in the state of Utah.

Utah State Office of Education Clinical Experiences/Consent Form

Clinical experiences are vital in the preparation of healthcare workers who will work with patients. This course has a required clinical experience component in which the student will observe and/or perform specific healthcare procedures in direct contact with patients that may include:

- Personal care
- Patient bathing
- Bathroom assistance
- Questioning patients about bodily functions
- Specimen collection
- Other types of personal contact between student and patient

Each high school student who participates in a course-required clinical experience must have the signature of a parent or legal guardian in order to participate in and complete the clinical experience.

I give permission for my student _____ to participate in discussions, study and experiences regarding personal care. I acknowledge that these are duties and responsibilities of healthcare providers. I also understand that if I do not consent to have my student participate in these discussions and experiences, my student may not be eligible to become licensed or certified in the program in which he/she is enrolled. I understand that he/she will be completing clinicals at a long term care facility under the supervision of a clinical instructor.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

If you are the parent of a minor child enrolled in this course and have any questions, please call the program coordinator at (801) 593-2357.

