



# HPI School of Allied Health

979 Lehigh Ave, Union, New Jersey 07083

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## School Catalog

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## **About Us**

HPI School of Allied Health is a private career school established in 2006. The school is owned by the Health Promotion Information Corporation. HPI was developed to provide instruction and facilitate professional development for individuals interested in the health service industry.

Our core principles are based on our belief in human growth and their ability to develop and change. The founders believed that in a supportive environment, individuals can grow to reach their maximum potential and become contributing members of society and lifelong learners.

## **Mission**

To prepare individuals with entry level knowledge, skills and competencies to function as a member of an interdisciplinary healthcare team. This preparation is designed to set the stage for career advancement and lifelong Learning. HPI School of Allied Health accomplishes its mission by executing the following actions:

1. Recruit and admit eligible students to its healthcare programs
2. Provide instruction through teaching and learning in the selected programs
3. Mentor students in professional development and professional socialization
4. Facilitate externship experiences for students who have completed the requirements
5. Facilitate graduates to become certified
6. Assist its graduates to prepare for job opportunities
7. Work with industry partners to provide employment opportunities for graduates of our program

### **Approvals**

HPI is approved by New Jersey Department of Education, Labor and Workforce Development, New Jersey Board of Nursing, New Jersey Department of Health and Human Services.

HPI is an approved testing center for National Health Career Association and National Center for Competency Testing and New Jersey Department of Health.

### **Accreditations**

The school is currently approved by the State of New Jersey Department of Education, Labor and Workforce Development, New Jersey Board of Nursing and Department of Health and Human Services to provide career training for individuals with an interest in healthcare. There are no current institutional accreditations.

## **Academic Calendar**

### **Observed Holidays**

Holidays are not counted as part of the contracted time schedule. The school will observe the following holidays and classes will not be held on these days:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving
Independence Day	Christmas
Memorial Day	

### **Program Start Dates**

October 2<sup>nd</sup> – Fall Term  
January 2<sup>nd</sup> – Winter Term

April 3<sup>rd</sup> – Spring Term  
July 5<sup>th</sup> – Summer Term

### **Class Schedules**

Business hours are from 8:00 a.m. until 5:00 p.m. Monday through Friday.

The total hours for each program vary depending on the curriculum.

- Classes are scheduled Monday through Thursday 9:00 a.m. –2:00p.m.
- Evening classes are Monday through Thursday 5:00 p.m. – 9:30p.m.
- Make-up Sessions are Tuesdays and Fridays (please make an appointment with the administrative staff for advice and academic support).

**Administration & Faculty**

School Director.....Anetta Wilson-Barnett  
RN BSN MSN

Education Coordinators.....Anetta Wilson-Barnett RN  
BSN MSN

Instructors.....Myrna Scott MSN RN

Instructors..... Claire Cicchone  
RN

Instructor Assistant .....Simmone Small CPT

Administrative Assistant.....Verna Christie

Student Representatives..... Darin Earl 11

Marketing Representatives.....T. Robinson

### **Hours of Operation**

Secretaries and attendance staff are available Monday to Friday from 8:30 am –5:00 pm. The attendance office can be reached at 908-687-0808.

Administrative

Attendance Officer/ Secretary

### **Admission Requirements**

Students may register up to one week (5 business days) prior to the start of classes. Students who are sponsored will need to register two weeks (10 business days) before the start of classes. Students must register in person with the Admissions Officer. Please bring the following with you at the time of registration:

- Identification (driver's license, birth certificate or passport)
- High School Diploma or G.E.D. Certificate(Signed attestation of High School Diploma)
- Initial payment for registration and tuition fees (we accept cash, personal checks and all major credit cards)
- Students being sponsored must bring a notarized letter stating that their school fees will be paid by the sponsor. The sponsor must sign the student enrollment agreement.

## **PROGRAMS OFFERED**

Students who apply to the school will be given a tour of the facilities, a copy of the school catalog and application papers. Registration requires meeting with the admissions officer to complete all necessary documents for entry into the school. There is a non-refundable administrative fee due at this time. The primary mission of HPI School of Allied Health is educational; individuals are equipped with knowledge and skills required for careers in healthcare. HPI does not guarantee employment, but has several resources to assist students in job placement.

### **Course Listing**

#### **Certified Nurse Aide CNA0301 (90 Hours) 2 Hours Outside Preparation Hours /Daily**

This six weeks (90) hours program prepares individuals with skills and competencies required to be certified as a nurse aide in the State of New Jersey and to gain an entry level position in a healthcare setting as a direct care giver.

Instructions include basic safety in health care, communication, laws and ethics in health care, instruction in caring for clients experiencing disease processes, disability, and changes of aging as well as fundamental nursing skills. The program provides information on how to care for elderly clients, clients who are disabled as well as clients needing rehabilitation and restorative care. Instruction is provided for students in professional development, basic interviewing skills, resume writing and how to conduct job searches.

#### **Objectives Of this Program:**

1. Prepare individuals with knowledge, skills, competencies and work habits to gain entry level jobs in healthcare in the role of Certified Nurse Aide
2. Provide clinical experiences in performing the duties of a Certified Nurse Aide by; preparing patient care areas, monitoring, observing and reporting changes in clients condition to the Registered Nurse, Physician Assistant or Medical Doctor
3. Prepare students to be successful on State or National Credentialing Exam
4. Teach courses in fundamentals of the legal aspects of healthcare, patient bill of rights, HIPAA, OSHA Regulations, communication in healthcare; introduction to the body systems with changes of aging and caring for clients with common disorders as well as safety in healthcare

#### **Medication Aide Certification 01324 30 Hours**

**This program** prepares individuals to administer prescribed medications; observe and report patient reactions and side effects; and perform related emergency and recording duties under the supervision of nurses and/or physicians. Includes instruction in basic anatomy and physiology, common medications and their effects, taking vital signs,



oxygen administration, medication administration and application, record-keeping, and patient observation.

Individuals are eligible for admission to this program based on possession of a current Certified Nurse Aide or Home Health Aide Certificate.

### **Program Outcomes**

Upon successful completion of this program graduates will

1. Be eligible to challenge the State Certification Exam
2. Gain jobs in Assisted Living personal Care Settings or correctional settings a Medication Aide
3. Engage in lifelong learning

### **Home Health Aide/ Personal Care Attendant 80 Hours 00102**

**Definition:** A program that prepares individuals to provide routine care and support services for homebound disabled, recovering, or elderly people. Includes instruction in basic nutrition, home sanitation, infection control, first aid, taking vital signs, personal hygiene, interpersonal communication skills, supervised home management, emergency recognition and referral, geriatric care, and legal and ethical responsibilities.

### **Patient Care Technician PCT 2011 600 Hours 20 Hours Outside Prep Hours**

This program prepares individuals with entry level skills and competencies to perform routine patient care activities in hospitals, urgent care centers, doctors office and emergency room settings under the supervision of Registered Nurses and Medical Doctors . Graduates function in the role of patient care technician in a multidisciplinary care setting to assist in providing care for patients with complex health problems. Students are prepared with skills to perform basic patient care, transport, set up and monitoring, EKG and phlebotomy procedures, the training and supervision of nurses and doctors.

Instruction includes basic medical terminology, safety health care regulation, communication, managing patient emergency, sterile technique, observing and reporting signs and symptoms, basic nursing skills, electrocardiograph and phlebotomy techniques, as well as specimen collection, safety in transport and transfer of clients.

### **Program Objectives**

1. Prepare individuals with entry level knowledge, skills and competencies to work as a novice patient care technician in acute care settings; to perform the following functions, set up patient care unit, assist with basic patient care and monitoring equipment, safely transport clients between departments, assist in performing diagnostic tests such as phlebotomy and electrocardiograph procedures.
2. Provide clinical experience activities for students to practice in the role of patient care technicians and learn behaviors desirable for professionals who function in this role

3. Teach courses in introduction to basic anatomy and physiology, medical terminology, introduction to patient care, safety, communication, HIPAA OSHA Regulations, basic electrocardiograph, phlebotomy procedures
4. Prepare students for success on State and National Credentialing Exam

### **Credit Conversion**

Clock hours are converted to credit hours as per U.S Department of Education requirement one credit is equivalent to 37.5 hours with 7.5 hours per unit of allowable outside preparation hours. Outside preparation work involves hours for projects, workbooks and research related to presentations.

### **Program Delivery**

HPI School of Allied Health provides residential instruction; students are encouraged to attend each class, and make-up sessions must be scheduled for missed classes. Students may communicate with the school staff via email, the school website; blog or text messages. Classes may also be facilitated with the use of a designated learning management system or Google classroom, zoom sessions or Microsoft meet; Assignments may be submitted via email as arranged with classroom instructors especially in adverse weather conditions.HPI does not provide housing arrangements for students at this time.

## **SCHOOL POLICIES**

### **Entrance Requirements**

1. All students must be at least eighteen (18) years of age on or before the first day of class.
2. Students must be in possession of a High School Diploma or General Education Development Diploma (G.E.D.) Certificate
3. An interview with the admissions officer to review the application, Prerequisites and be given a tour of the facility.
4. HPI Does not accept Ability to Benefit Students at this time
5. All Students must be able to speak read write and understand English at the time of admission

## **Attendance**

Students must sign class register daily as proof of attendance. Missing signatures will be interpreted as absence and will be dealt with according to the school's absenteeism policy. Attendance to all parts of each program is mandatory; there are multiple opportunities for make-up sessions during each program. Students are encouraged to make every attempt to attend each class session. Failure to meet attendance requirement may result in inability to obtain certificate of completion or meet graduation requirements.

## **Absenteeism**

HPI School of Allied Health records daily attendance of each student in accordance with State guidelines. Records of student attendance will be kept on file and are available for student review. The New Jersey Department of Education requires students to be in attendance for 80% of each program. Absenteeism for more than 20% of the total program constitutes cause for dismissal. Students who have greater than 20% absence will be reviewed by the director with the likelihood of being dropped from the program.

Students who realize that their absence will extend beyond the allowable 20% have the option of requesting an official leave of absence. Leave of absence must be requested in writing, unexplained absences can contribute to cause for dismissal for the school.

## **Leave of Absence Policy**

Students will be granted a leave of absence upon written request. The following guidelines must be adhered to:

1. The request for a Leave of Absence must be submitted to the attendance officer in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. Leave-of-Absence will be honored within the student's enrollment contract and will not extend beyond the contract. Should a leave of absence take the student beyond the contracted completion date, the student may be subject to reentry under a new or amended contract. If the student does not reenter within the contracted schedule and does not arrange for a contract amendment then the student's contract will be terminated. When appropriate the student may be entitled to a refund based on the School's refund policy.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the attendance officer before returning to class. Leave of absence that extends beyond the original contract may be subject to additional tuition cost.

### **Make-up Work**

In order for students to meet their educational goals they must receive instruction in all aspects of the program. Classes missed due to absence or a leave of absence needs to be made up. The student must make-up missed classes and assignments within five (5) business days of returning to school. Please refer to the school's make-up policy schedule for days and times available. Students must meet with the instructor to get missed assignments.

Students who do not take advantage of the school's makeup policy will need to arrange for private instruction at an additional cost to the student. Private instruction will incur additional fees at a rate of twenty-five dollars (\$25.00) per hour. When applicable, should the student request to wait until the missed lesson is offered in another class, the student must be aware that this will change their completion date. This action will need permission from the school director and may result in a contract amendment.

### **Class Cuts**

Hours lost due to cutting class will be recorded as absences. Students will be responsible for making up for time lost, class work and assignments. Time and lessons missed must be made up in order to meet minimal attendance and graduation requirements. Students will need to meet with the attendance officer prior to returning to class.

### **Tardiness**

Developing good work ethics is an important part of the training offered at HPI. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness:

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late students who arrive more than an hour late will be counted absent for the day.

Tardiness is recorded as unexcused absence; it is the responsibility of the student to make up for lost time and assignments. HPI encourages students to arrive at school at least 10 minutes before the start of class. A phone call does not constitute or count as dropping from a program. Students

must officially withdraw from the school to avoid failing grades and additional financial obligations to the school.

### **CODE OF CONDUCT**

The following is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin and creed as demonstrated through verbal and written communication and physical acts
2. Sexual harassment including hostile environment and coercing an individual to perform sexual favors in return for something
3. All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with the intent to defraud
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings, other programs or school activity
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in performance of their duties
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes but is limited to, the use of alcoholic beverages and /or controlled dangerous substances on school premises.

### **Conditions for Dismissal**

Students may be dismissed from the school for the following reasons:

1. Not adhering to the schools rules, regulations, policies and Code of Conduct
2. Missing more than 20% of instructional time
2. Not maintaining the grade point average failure to meet SAP
3. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate institution and sponsor if the student has been sponsored. Prepaid tuition will be refunded according to the school's refund policy.

### **Reentry Policy**

Students that have been dismissed from the school and are requesting reentry must put the request in writing to the school director. Depending on the reason for the dismissal the student may be able to reapply to the school for readmission. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring in an attempt to meet standards of Satisfactory Academic progress and then reenter the school.

In cases where the student was dismissed for excessive absences (greater than 20%), or financial concerns, it may be possible to re enter within the same school term, this may affect graduation dates, students are expected to complete programs within 6 months of program end date.

In cases where the student was dismissed for unacceptable conduct, the student will have to meet with a review panel before re-entering the school. The decision of the review panel is final and the student will receive a letter within five (5) business days from the school director stating the decision of the panel.

### **Credit for Previous Training**

Health Promotion Information LLC is committed to helping students reach their educational goals as quickly as possible. Previous learning may assist students to excel in our program; however, in order to ensure the quality of the training and competence in all aspects of the program, the school does not award credit for previous training except where the student was enrolled in a similar program at HPI. Students wishing to receive recognition for previous training must be able to pass the school administered competency exam with a grade of 75% or higher. We award recognition for previous training up to 1/3 of the program, but not to exceed 20 instructional days. Tuition will be prorated accordingly.

### **Student Complaint/Dispute Resolution Policy**

Students who have a complaint or who would like to appeal a dismissal must make an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name, social security number and current address,
2. Statement of concern including dates, times, instructors or other students involved;

3. Student's signature, date three dates in which the student would be available for a meeting with the school director and or appeal panel.

These dates should be within ten (10) business days of the complaint. The school director will notify the student in writing of the appointment date in which the concern or appeals will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concern and will be asked to assist in bringing a resolution to the concern or appeal. The student will be notified in writing within five (5) business days of the outcome of the meetings. The decision of the director and or appeals panel is final. Should either the student or the school cancel the contract, the date on the complaint letter will be used to calculate any refunds in accordance with the school's refund policy.

### **GRADING SYSTEM**

<u>Letter Grade</u>	<u>Grade Percentage</u>	<u>Description</u>
A	93-100	Excellent
B	87-92	Above average
C	75-86	Average
F	74 or less	Failure
WP	Withdrawal	Withdraw Passing

A student's Grade Point Average (G.P.A.) is based on the summary of the grades received through testing. The G. P.A. is determined first by multiplying the number of tests by the sum of test grades.

### **Incomplete Grades**

Incomplete grades are given when a student is unable to complete a course because of illness or serious problems. If students have failed to turn in assignments after two weeks (10 business days), the student will be assigned a grade of F. Students who fail to take exams and has not contacted the instructor to make arrangements for a make-up exam within 24 hours will be assigned an F. Students who withdraw and are passing the course will be assigned a withdraw passing grade. If the student returns to class the student will be required to verify a passing status by retaking the course exam.

### **Probation for Below Average Grades and Satisfactory Academic Progress**

Students who fail to maintain the minimum grade point average of 75 % on course materials required for graduation will enter a probationary period of ten (10) days. The student will be scheduled for in school instructor-led assistance for ten (10) hours without additional cost to the student. This is an attempt to assist students in achieving satisfactory academic progress. Should

it become necessary to continue this instructor-led assistance beyond the 10 hours provided by the school, students will be asked to pay for private instruction at a cost per hour. Students unable to increase their grade point average will be dismissed from the program at the end of the course. Refunds will be given in accordance with the school's refund policy, refunds are made within forty five days after the written request has been received by the school administrative office.

### **Withdrawal from the School**

Students who wish to withdraw from the program must complete a withdrawal form; this written document must be submitted to the school director. Students can request a response and expect a written response within ten business days. The withdrawal document should contain the student's name, student identification number and date of withdrawal.

All financial obligations will be calculated based on the date of withdrawal. It is the student's responsibility to withdraw officially from the school. Failure to withdraw officially may result in failing grades, breach of contract dismissal and additional financial obligations.

## **STUDENT RECORDS**

The school will maintain student records indefinitely, in the event of any unforeseen circumstance and/or the school is no longer in existence, the student records will be forwarded to the New Jersey Department of Labor and Workforce Development and Department of Education Career Technical Education Unit (CTU).

Upon graduation, students will be given a copy of their transcript. The student should maintain these records indefinitely. The records that the school will maintain are as follows:

### **Attendance Records**

1. Academic Records
2. Financial Records
3. Copy of Certificate of Completion
4. Transcript
5. Placement Data
6. The Enrollment Agreement

#### **B. Records of meetings, appeals, disciplinary actions and dismissals**

1. A copy of the graduation certificate
2. Medical records where applicable



Student records are maintained by the school secretary and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as change in address and or change in sponsor. All records are private and are handled according to State and Federal Regulations(FERPA).HPI School of Allied Health does not bear responsibility to reproduce student medical records. Students are required to make copies of their original records for safekeeping.

**PROGRAMS OFFERED**

Students who apply to the school will be given a tour of the facilities, a copy of the school catalog and application papers. Registration requires meeting with the admissions officer to complete all necessary documents for entry into the school. There is a non-refundable administrative fee due at this time. The Programs offered are:

• Patient Care Technician
• Certified Nurse Aide
• Certified Medication Aide
• Certified Home Health Aide

**Additional Costs**

• Textbooks and workbooks
• Supplies and materials
• Laboratory use
• Private tutoring (optional)
• Liability Insurance
• Exam Fees

HPI provides career training for individuals who are in possession of a High School Diploma or GED who are interested in obtaining entry level knowledge, skills and competencies to work in the health service industry.

The administrative fees are nonrefundable. Additional costs are due the first day of class. Private tutoring can be paid on an hourly basis. Students who withdraw from the program may be able to sell the textbook back to the school if it is in excellent condition. The student workbook is not returnable. The fees for materials, supplies and laboratory use fees are non-refundable.

Students who damage school property or equipment will be required to pay the repair or replacement cost. Students must meet all financial obligations to the school before a certificate of completion will be issued.

**REFUND POLICY**

Should a student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following schedule.

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. The letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by the admissions officer or mail the letter by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after both parties sign the enrollment agreement, even if instruction has begun.
3. Cancellation after the third (3<sup>rd</sup>) business day, but before the first class will result in a refund of all monies paid, with the exception of application and registration fees.

**Reimbursement Scale**

<u>If Withdrawal or Cancellation Occur</u>	<u>The School Will Retain</u>
During the first week	10% of the tuition
During the second or third week	20% of the tuition
After the 3 <sup>rd</sup> week before completion of 25 % of the course	45% of the tuition
After 25% but not more than 50% of the course has been attended	70% of the tuition
After completion of more than 50 % of the Course has been attended	100% of the tuition
<u>For Classes Less Than 300 Hours</u>	<u>The School Will Retain:</u>

Application Fees	Non Refundable
Registration Fees	Non Refundable
During the first week	20% of tuition
After 2-4 Weeks	100% of tuition

Students who have been sponsored, who withdraw from the program are responsible for notifying the sponsoring agent of their withdrawal. This notification should be done in writing and should include the date of withdrawal and the student's social security number. The date on the letter to the school director should be the same on the letter to the sponsor.

All fees are payable before classes are completed, no certificate will be conferred or students will not be cleared for Certification exams until all financial obligation to the school has been met.

### **Grants Scholarships and Student Loans**

HPI does not award grants or scholarships, nor do we accept student loans at this time. We do honor grants and scholarships that our students have been awarded from outside organizations.

A student who withdraws from the program or who has been terminated will receive refunds based on the school refund policy.

If the student has been funded, then refunds will go to the funding agency according to the school refund policy. All balances owed to the sponsor, regardless of whether or not the student completes his educational goal, will be the sole responsibility of the student.

Refunds to student will be paid within 45 days of the date of withdrawal from the school.

## **COURSES OFFERED**

### **Patient Care Technician 16 Weeks (600 Hours)**

This program prepares individuals, under the supervision of physicians, to perform clinical duties including patient intake and care, assist with routine diagnostic and recording procedures, pre-examination and examination assistance, as well as first aid. It includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical electrocardiography and phlebotomy procedures, testing and treatment procedures as well as transport

### **Certified Nurse Aide: 6 Weeks ( 90 Hours)**

This program provides instruction in basic patient care, introduction to healthcare settings, infection control, patients' rights and legal issues affecting the provision of health care. Students will gain knowledge in basic anatomy and physiology, communication, safety, handling emergencies. The program covers the requirements for certification by Omnibus Reconciliation Act.

### **Medication Aide Certification 01324 30 Hours**

**This program** prepares individuals to administer prescribed medications; observe and report patient reactions and side effects; and perform related emergency and recording duties under the supervision of nurses and/or physicians. Includes instruction in basic anatomy and physiology, common medications and their effects, taking vital signs, oxygen administration, medication administration and application, record-keeping, and patient observation.

Individuals are eligible for admission to this program based on possession of a current Certified Nurse Aide or Home Health Aide Certificate.

### **Program Outcomes**

Upon successful completion of this program graduates will

1. Be eligible to challenge the State Certification Exam
2. Gain jobs in Assisted Living personal Care Settings or correctional settings a Medication Aide
3. Engage in lifelong learning

### **Home Health Aide/ Personal Care Attendant 80 Hours 00102**

**Definition:** A program that prepares individuals to provide routine care and support services for homebound disabled, recovering, or elderly people. Includes instruction in basic nutrition, home sanitation, infection control, first aid, taking vital signs, personal hygiene, interpersonal communication skills, supervised home management, emergency recognition and referral, geriatric care, and legal and ethical responsibilities.

### **EVALUATION**

Weekly tests will be administered after each unit of study to measure the amount of learning that has taken place. Test scores below 75% are an indication that the cognitive skills necessary for employment were not acquired. Students should make arrangements for additional practice, make up sessions, independent study, or private tutoring to meet satisfactory academic progress. Students will be tested in cognitive, psychomotor and affective domains. Cognitive testing measures the amount of information that has been learned. Psychomotor testing includes observed performance of learned skills, measured against industry standards. The affective domains examine attitudes and behavior displayed by the student, the student's ability to relate to others and function within the defined role. Records of student scores are available at the student's request. Students are kept informed of their progress and are encouraged to take advantage of private instruction offered by the school.

## **FACILITIES**

Health Promotion Information LLC is a fully air-conditioned, well-lighted facility, with a reception area, administrative offices, two major classrooms, two skills laboratories and a small library. The classrooms are equipped with clocks, desks and chairs, white board and posters to aid in learning. Each classroom is able to accommodate 20 students, making our student/teacher ratio 20:1. The skill laboratory accommodates 10 students at a time. HPI's laboratory ratio is 10:1.

The Learning Resource Center contains books, catalogs, professional journals and computers which support the curriculum at HPI and are available to students; assistance to utilize the learning resource is available upon request.

The school has a break area for students; it contains a coffeepot, water and a small refrigerator. The lunchroom has a small lounge chair where students who are feeling ill can rest. HPI does not employ a medical provider, but the school is staffed by nurses and other healthcare professionals who can provide first aid and access emergency medical service, should the need arise. Male and female lavatories are located in the hallways, away from the classrooms.

Exit signs are located at the entrances, exits and in the hallways at HPI. The school's fire escape plan is located in classrooms and the school conducts fire drills annually. Free parking is available in the school's parking lot.

### **Transfer of Credits :**

HPI School of Allied Health will award credit for previous training based on the condition that the student has achieved a C or better in a comparable course in an institution accredited by HPI accreditors, recognized by Council of Higher Education Association(CHEA). The student must demonstrate knowledge and skills in the portion of the program for which credit will be awarded.

Students requesting to transfer out of HPI School of Allied Health must put the request in writing , transcripts will be provided based on the requirement that all financial obligations to the school have been satisfied.

### **Privacy Procedures**

HPI administration, faculty and staff are under obligation to safeguard the privacy of student information in accordance with State and Federal Regulations(FERPA)

Students are asked to sign waivers for publications, obligatory sharing of information with employers and clinical agencies as well for any pictures, statements or portraits used in school advertising.

### **Emergency Plan**

The school conducts annual fire drills in collaboration with the local fire department; the fire exit plan is mounted on classroom walls throughout the building. HPI orientation package include discussion of a fire escape and emergency procedures.

Additional emergency procedures including; workplace violence, terrorism as well as local and national disaster response procedures are covered as part of a comprehensive orientation to the school environment. In the event of an emergency caused by workplace violence, terrorism or other manmade disasters, school administrative assistant is directed to contact the emergency response system and local law enforcement.

Medical emergencies are referred to the local emergency response team for management. Students are asked to provide documentation of existing medical problems and contact information for next of kin.

### **Visitors Policy**

Individuals are welcome to visit the school and tour the facility and campus during normal hours of operation and during orientation procedures. All visitors must sign the visitors log and be accompanied by staff. Administration staff or another member of the school community will accompany visitors while they are on campus. Family members who are waiting for students to complete exams or classroom exercises will be asked to return when the exercise is completed. Minors will not be allowed to wait on school premises while classes are in session, during normal business hours or after class.



**HEALTH PROMOTION INFORMATION LLC**  
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