



**77 Graterford Road  
Limerick, PA 19468**

**NURSE AIDE PREPARATION TRAINING & COMPETENCY EVALUATION PROGRAM  
AND MEDICAL ASSISTANT  
POLICY MANUAL**

**HEALTH SCIENCE TECHNOLOGY PROGRAM**

**2022-2023**



**77 Graterford Road  
Limerick, PA 19468**

Health Science Technology Program provides training for the following career choices:

**NURSE AIDE: 355.674-014**

Under the direction of the Registered Nurse, the Nurse Aide will perform any number of duties in order to provide optimum care for the patient in a hospital or nursing home setting. Duties include, but are not limited to the following: answering call lights, dressing and undressing patients, bathing, feeding patients, serving and collecting food trays, transporting patients, draping and positioning patients for treatments, obtaining and charting vital signs and intake and output, along with cleaning and sterilizing equipment.

**MEDICAL ASSISTANT 079.362-010**

The Medical Assistant performs various duties under the direction of the physician to assist in examination and treatments of patients. Tasks include interviewing patients, obtaining and charting vital signs, preparing treatment rooms, draping and positioning patients. The student understands use and care of instruments. They may be responsible for inventory and ordering of medical supplies. They may operate EKG machines, oxygen tanks and other equipment. Gives injections and performs routine lab tests. Individuals may schedule appointments, check patients in and out of the office. They may also perform other clerical duties and complete insurance forms. Computer skills are favorable.

## **HEALTH SCIENCE TECHNOLOGY PROGRAM CURRICULUM OBJECTIVES:**

- To develop the attitude necessary to become an entry level worker in the health field.
- To develop the skills necessary to become an entry level worker in the health field.
- To prepare the student for additional education and the necessity of life-long learning in specialized areas of the health field.
- To develop the ability of the student to work cooperatively as part of the health care team.
- To assist the student in developing leadership skills.
- To have the student develop safe work practices.

## **HEALTH SCIENCE TECHNOLOGY PROGRAM CURRICULUM OBJECTIVES**

### **PURPOSE AND PHILOSOPHY**

Health care today remains one of the fastest growing industries in the United States. Future projections indicate greater than 34% of all jobs will be in the health field. According to recent reports of the Bureau of Labor Statistics, over 10% of the total workforce is employed in the health field. Through technological and biomedical advances, the U.S. is now considered to have the finest health care system in the world. Despite the honor, many challenges await in the decades ahead, such as increasing technology, remodeled delivery systems and a diverse client population. To meet these challenges, the health services of tomorrow will be strikingly different from those of today. Inpatient or hospital care will be only for the seriously ill, while most care will be delivered in out-patient centers and in the clients own home.

The health care professional of the future must be multi-skilled and able to perform in a variety of settings. With this in mind, the goal of the Health Science Technology Program is to prepare students to enter the work world in the health care field with particular emphasis placed on Nurse Aide, Medical Assisting and Home Health Care. Through monitored independent learning and numerous clinical hours with hands-on-training, the student will develop the necessary skills to become a member of the health care team. This training will enable the student to care for the physical and psychosocial needs of the person in a hospital, long-term care facility or at home.

Students considering placement in the Health Science Technology Program must have a strong commitment in wanting to help others. Due to the complexity of patient care, which includes the use of monitors and equipment, students must be able to read and interpret technical information. Therefore, manual dexterity is required. Most importantly, for success in the health field, the student must be able to gather information from all those providing care for the patient and apply that knowledge for the good of the patient. The fields of math and science are an integral part of the program as will as the ability to communicate effectively with others. The capability of being a "team player" is essential.

## **HEALTH SCIENCE TECHNOLOGY PROGRAM**

### **COMPETENCY BASED PHILOSOPHY**

As a student of the Health Science Technology Program, you will be expected to work hard to obtain and maintain a strong base of knowledge, skills and ethics in order care for others as a competent health care professional. This goal should not be taken lightly, but with dedication and pride for the service that you provide.

As individuals, each student learns in different ways and at different rates of speed. It may take longer for some students to achieve competencies than their peers. The implementation of module instruction will allow for the differences in method and rate of learning ability.

Students will receive a course syllabus with for each competency to be attained. Learning guides have been developed to allow the student to choose a learning style that best enables them to acquire the knowledge to become competent. As the student works independently, with other students and with the instructor, he or she will learn the knowledge, skills and attitude it requires to be considered competent in that unit of health care instruction. When the student completes the required assignments, projects, research, skills and test to the required level of achievement, the student will be deemed competent in that area.

At the beginning of the school year, the student will be given a course outline and competency list that is to be the goal of instruction for the year. The goals and rate of instruction may vary from student to student and there will be a minimum level of achievement expected to achieve a passing grade. In some aspects of the course, the student will be expected to move at a rate that will keep him or her on track with clinical experience and/or be ready for the Nurse Aide examination given by the American Red Cross. If the student is unable to move at that minimum required pace due to identified learning disabilities, extended time periods will be given to achieve the same competencies. For that reason, it may be necessary for some to take two years to complete what another student may complete in one year.

Competency based instruction allows the student to be responsible for his or her learning. The student is expected to obtain and maintain a minimum level of achievement in order to be deemed competent to provide care to other human beings. The instructor guides the student and helps the student achieve goals to become a member of the health care team. Success and ability can be achieved with determination and persistence.

### **HEALTH SCIENCE TECHNOLOGY PROGRAM CURRICULUM COMPONENTS**

Few people entering the health care field fully understand the complexity of preparation. One will quickly discover that a Health Science Technology Education is not simply the acquisition of classroom knowledge. Neither is it limited to copying my technique. Rather, it is unique type of preparation which integrates several kinds of learning experiences, all directed toward gaining competency in the health care field.

If a student were to organize these different kinds of learning into working definition of the Health Science Technology education, it might look something like this:

Knowledge (30%)

Skills (50%)

Attitude (20%)

**KNOWLEDGE:** The acquisition of knowledge is crucial but more important is the practical use of the knowledge. Much information will be given in the form of reading assignments and completing projects. Remember that learning never stops. Keep an open mind and gain as much knowledge as possible from others. We're all teachers.

**SKILLS:** In short, skill requires DOING. One never acquires a skill simply by reading about it or by sitting back and being interested in it. Thus, the mastery of a skill requires repeated attempts and diligent persistence.

**ATTITUDE:** Your attitude influences the interest you have in your assignments and in various learning experiences. Your interest affects your achievement; that means you learn more easily and perform better when you are interested in what you are doing. This is reflected in the familiar saying, "The difference between a dull job and an interesting job is the person doing it." There will be times of discouragement during the course of the year. There will also be times when you experience the satisfaction that comes from doing well. You will have a sense of accomplishment as you draw on your knowledge to solve problems and use your skills to provide care that reflects the highest standards. Remember: attendance is a major part of your attitude grade. Poor attendance may result in a failing attitude grade.

### **CONFIDENTIALITY PLEDGE HIPPA**

Patients have the right to confidentiality of personal and clinical records. This right pertains to information that is medical and personal in regards to the patient. It is never appropriate for a student or other health care worker to discuss these matters with anyone other than those directly involved with patient care. Due to the fact that we have students from three schools, it has often been the case that when in the clinical setting, one or more of the students have known someone receiving care. It violates that patient's right if the student returns to the school from clinic and discusses anything about that patient, even saying that you saw the person is in violation of the right to privacy. Therefore, the following guidelines are listed for your benefit:

- Any information about a resident/patient is used only with those involved directly with patient care.
- When speaking or writing about a resident/patient, use initials only.
- Avoid talking about residents/patient when on break or in an elevator as visitors may overhear your conversations.
- Avoid talking about residents/patients to other patients in the facility.

**Failure to comply with this confidentiality may result in termination of the student's clinical rotation. Any further discipline will be discussed between the appropriate parties at that time.**

STUDENT INITIALS \_\_\_\_\_

PARENT/GUARDIAN INITIALS \_\_\_\_\_

## **CLASSROOM SAFETY RULES**

1. Report all accidents to your instructor immediately.
2. Wear goggles when working with the autoclave or any chemical disinfectant.
3. Keep hands away from eyes, mouth, face or other body parts when caring for others.
4. Know where to locate the fire extinguisher and blanket in the shop.
5. Handle all glass with care and never with bare hands. Never place glass in regular trash cans.
6. Perform only those experiments and procedures authorized by your Instructor.
7. Secure long hair so it is out of your face. Be careful of neckties, necklaces, earrings, chains or bracelets when working.
8. Always keep your work area and the rest of the laboratory clean and neat. Put equipment away when you are finished with it.
9. Always fan the vapors in the direction of your nose when smelling something rather than putting your nose into the container.
10. Dispose of *all* needles and blades in sharps containers.
11. Replace frayed and worn electrical cords.
12. Immediately clean up spills.

## **SAFETY IN THE RESIDENT'S ROOM**

- Put bed cranks back in their original position when not in use. Lower the bed when finished with care.
- Be sure to lock the brakes so the bed will not roll. Know who is to have the side rails up.
- Always leave resident with the call bell.
- Keep the room neat and clean at all times. Wipe up liquid and dry spills immediately.

## **SAFETY IN THE BATHROOM**

- Always check bath water temperature *before* using on the *resident*. Clean up water and powder spills immediately. Frequently check *residents* left for privacy.
- ***Residents are not to be left alone in the tub.***

## **SAFETY DURING TRANSFERS**

- Always use two people when making transfers. The Instructor must be present for all transfers.
- Never push/pull someone backwards in a wheelchair except on ramps.
- The brake should be on when students leave residents in wheelchairs.
- Each student must be passed off on using the INVACARE or PARKER lifts before being able to transfer residents.
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## **FACILITY SAFETY**

- Watch for caution signs warning of wet floor. Keep drawers closed when not in use. Watch for unintentional smokers. Never run in the hallway, keep handrails clear.

STUDENT INITIALS \_\_\_\_\_

PARENT/GUARDIAN INITIALS \_\_\_\_\_

**NURSING ASSISTANT TRAINING PHILOSOPHY**

Western Montgomery Career and Technology Center presents a state approved Nurse Aide Training Prep Program in compliance with Federal and State regulations. This program supports and reinforces the philosophy of any and all facilities the program utilizes for experience in order to protect residents' rights and deliver the necessary care and services which allow the residents to maintain their sense of well-being.

STUDENT INITIALS \_\_\_\_\_

PARENT/GUARDIAN INITIALS \_\_\_\_\_

**ADMISSION POLICY:**

Requirements for admission to the Nurse Aide Training Prep Program are based on the individual's physical, mental, and emotional ability as evidenced by interview, physical examination, clean Criminal History Records information report as documented by the Administrative Director or her/his designee, and recommendation by the home school. Any disabled individual will be evaluated by the Education Coordinator and the School Director to determine whether the course objectives are attainable based upon the specific disability. In addition, the student should possess reading and writing abilities which allow for satisfactory charting and performing duties within the scope of practice as a Nurse Aide. The ability to sit, stand, walk, bend and squat for extended periods of time as well as the ability to push and pull objects and lift people up to 40 pounds is necessary. All trainees must have full use of their hands, arms and legs in order to be able to feed and dress residents and operate equipment.

STUDENT INITIALS \_\_\_\_\_

PARENT/GUARDIAN INITIALS \_\_\_\_\_

**NON-DISCRIMINATORY CLAUSE POLICY:**

Western Montgomery Career and Technology Center is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and disability in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and the Americans with Disabilities Act. For more information regarding civil rights of grievance procedures, contact the Director at Western Montgomery Career and Technology Center (610) 489-7272.

STUDENT INITIALS \_\_\_\_\_

PARENT/GUARDIAN INITIALS \_\_\_\_\_

**PHYSICAL EXAMINATION POLICY:**

All perspective trainees will submit to a physical examination by a practicing physician at their own expense. The examination must be completed before beginning clinical instruction. An examination completed sixty days prior to the beginning of school will be acceptable. This physician's statement of health must verify that the trainee be:

- Free of contagious infections and communicable disease
- Free of any history of back injury and able to lift 40 pounds
- Found to have a negative two-step Tuberculin Mantoux or chest x-ray
- Acceptable for all work.

Trainees must remain in good health throughout the program and employ proper body mechanics as per instruction. Trainees are requested to inform the Education Coordinator regarding infections or illness. Any missed time from class due to illness must be made-up, if possible, in order to complete the training program.

STUDENT INITIALS \_\_\_\_\_

PARENT/GUARDIAN INITIALS \_\_\_\_\_

**INFECTION/EXPOSURE CONTROL POLICY:**

The program strives to protect our students from infections by using the principles of Standard Precautions. Standard Precautions simply means that when working with any body fluids, a barrier is placed between the body fluids and the person caring for that person.

The focus of our program in regard to infection and exposure control is to stop the transmission of fluid or disease-producing organisms. This is done through education of the students and engineering controls, work practices and protective barriers. All students are also encouraged to receive the Hepatitis B vaccine.

The Instructor has the overall responsibility for infection/exposure control instruction in the classroom. Protective barrier equipment will be provided for all students. The student's responsibility is to follow procedures accurately, maintain good personal hygiene habits and report exposure incidents immediately.

Any student exposure will be handled confidentially amongst the school Director, Education Coordinator, student, parent/guardian and physician. A post exposure follow-up evaluation will be completed to insure that all measures were taken appropriately by all concerned.

STUDENT INITIALS \_\_\_\_\_

PARENT/GUARDIAN INITIALS \_\_\_\_\_

**UTILIZATION OF TRAINEE:**

Supervised clinical training of at least thirty-eight hours will be performed at state approved long-term care facilities which are licensed by the Pennsylvania Department of Health. Long-term care facilities must be in compliance as outlined by Omnibus Reconciliation Act (OBRA).

Clinical instruction, as instructed by law, will have a ratio of 9 students to one instructor. This is to provide quality instruction and close supervision in performance of all clinical skills which will assure safe health care delivery.

The Western Montgomery Career and Technology Center' Nurse Aide Prep Program ensures that students will not perform any services for which they have not been trained and found proficient by a state approved nurse aide instructor. Prior to any direct involvement with a nursing facility resident, each nurse aide prep trainee will receive 16 hours of education in the areas of role and function, infection control, communication and interpersonal skills, resident's rights, safety and emergency procedures including the Heimlich maneuver and basic nursing skills. The student will also shadow an experienced nurse's assistant during AM care for a minimum of two half-days as availability allows. An in-depth orientation to the facility and appropriate personnel will also be instituted before any resident contact occurs as directed by the facility or faculty.

STUDENT INITIALS \_\_\_\_\_

PARENT/GUARDIAN INITIALS \_\_\_\_\_

**MISCONDUCT AND ACADEMIC HONESTY POLICY:**

Academic dishonesty, unprofessional and/or unsafe behavior will not be tolerated. Violations will result in disciplinary action, which may include dismissal from the program or clinical area. Suspected incidents of verbal or physical abuse of a resident or another student and/or misappropriation of resident/facility property will be thoroughly investigated and handled by Western Montgomery Career and Technology Center administration along with the Education Coordinator. Additionally, the student is expected to comply with all other school policies as outlined in Western Montgomery Career and Technology Center' handbook. The student is to remember that all clinical sites are an extension of the classroom and behavior will be graded accordingly.

STUDENT INITIALS \_\_\_\_\_

PARENT/GUARDIAN INITIALS \_\_\_\_\_



**CRIMINAL HISTORY RECORD INFORMATION**

The Criminal History Record Information (CHRI) will be kept on file and reviewed by the Administrative Director or her/his designee and will be secured in a locked area. These records will be accessible to designated personnel only. Students may not start the program if they have offenses that are listed in the prohibitive offenses list. Students may not start the program until they have received clearance.

STUDENT INITIALS\_\_\_\_\_

PARENT/GUARDIAN INITIALS\_\_\_\_\_

No student will be enrolled in the Nurse Aide Prep Training Program who has been convicted of offenses found in Act 14 of 1997

STUDENT INITIALS\_\_\_\_\_

PARENT/GUARDIAN INITIALS\_\_\_\_\_

Documentation of Criminal History Record Information will be noted on the graduate report.

STUDENT INITIALS\_\_\_\_\_

PARENT/GUARDIAN INITIALS\_\_\_\_\_

An applicant's status of residency of two years within the state of PA is determined by reviewing school transcripts prior to entering the Health Science Technology Program and a copy of the document will be kept on file, along with other essential Nurse Aide Training Program (NATP) information.

STUDENT INITIALS\_\_\_\_\_

PARENT/GUARDIAN INITIALS\_\_\_\_\_

As of May 1, 1998, an enrollment list will be established by the Primary Instructor and kept on file along with other essential NATP information for each student entering the outside Nurse Aide Training Program.

STUDENT INITIALS\_\_\_\_\_

PARENT/GUARDIAN INITIALS\_\_\_\_\_

**ATTENDANCE POLICY:**

Negligence regarding attendance will reflect upon the trainees' reliability as an employee as well as his/her ability to learn the material presented in the Prep training program and thus, complete the course. The comprehensiveness of this program and related time constraints requires perfect attendance and punctuality. Absenteeism greater than 8 days for the school year may place the Nurse Aide Training Prep candidate in jeopardy of completion regarding the Nurse Aide Training Prep program. Student absences will fall under WESTERN MONTGOMERY CAREER AND TECHNOLOGY CENTER guidelines and can be found in the WESTERN MONTGOMERY CAREER AND TECHNOLOGY CENTER handbook. Attendance will be taken daily and students will be required to sign in for verification of attendance and hours. Make-up work or experience will be given at the discretion of the Instructor and will be addressed only with the student and parent/guardian involved. Tardiness and poor attendance will be reflected in the attitude grade.

STUDENT INITIALS\_\_\_\_\_

PARENT/GUARDIAN INITIALS\_\_\_\_\_

**GRADING SYSTEM POLICY:**

The grading system is based on examinations given at the end of each section of course material, class participation, attitude and a written final examination. Performance during the clinical setting and skill practice is also evaluated and calculated when establishing a grade for each student.

The following letter grades will be given in relation to the numerical grades achieved in the above areas:

- A 93-100
- B 85-92
- C 77-84
- D 70-76
- F Below 70

It is not the intention of the school to fail the student for poor exam grades when comprehension of class material and mastery of skills is noted. Therefore, instructors will work with the student(s) who do not achieve an 85% or better in examinations or a 75% in the final examination. Special help will be obtained from the Special Education Instructors when deemed appropriate. If necessary, the Instructor will speak with the involved student(s) to choose the appropriate method of testing offered by the American Red Cross in conjunction with the Education Testing Service in order to become certified.

STUDENT INITIALS\_\_\_\_\_

PARENT/GUARDIAN INITIALS\_\_\_\_\_

**HEALTH SCIENCE TECHNOLOGY UNIFORM POLICY 2022-2023**

As an employee in any health care facility, it is important to present an appearance that inspires confidence and a positive self-image. All health related occupations dress in a uniform that identifies the employee as a professional. Therefore, all students will be expected to wear a uniform to class after the first few weeks of school. Uniform ordering information will be available on the first day of school.

The uniform color identifies the school the student attends while on the clinical unit. A picture school name badge is also mandatory both in the classroom and the clinical area. Failure to wear the proper uniform or the name badge will result in three demerits and a discipline referral. **HOODED SWEATSHIRTS OR SWEATERS are not permitted.** In addition to their lab jacket, students may wear a white long sleeved tee under the scrub top if they are cold. The required uniform package may be purchased through the web site for WMCTC or a uniform store of convenience. It is recommended that each student purchase two to three full uniforms so that clean uniforms are available while others are being laundered. There will be no exceptions to this uniform policy and any student not in uniform will receive the appropriate discipline referral.

There will be designated "dress down" days when students may wear clothing other than the required uniform. The instructor announces the days in advance.

STUDENT INITIALS\_\_\_\_\_

PARENT/GUARDIAN INITIALS\_\_\_\_\_

**HEPATITIS B ACKNOWLEDGEMENT**

My son/daughter has received the Hepatitis B vaccine. I am aware that it is mandatory for all school students to have this vaccine.

STUDENT INITIALS\_\_\_\_\_

PARENT/GUARDIAN INITIALS\_\_\_\_\_