

Nurse Okeke Training Center (NOTC)

2016 Catalog

Welcome NOTC Home Health Aide Training Program

Nurse Okeke Homecare Service LLC.
Training Center
595 East Broad Street Suite 115
Columbus, Ohio 43215
614-354-4187

www.okeketrainingcenter.webstarts.com

PREFACE

The purpose of this handbook is to provide students with information that they will need while enrolled at Nurse Okeke Training Center. It will be your guide regarding academic policies and competency evaluation requirements. Please read the handbook carefully and keep it as a resource during your academic progression. You must sign the Receipt of Handbook located at the back of this handbook, indicating that you have read and understand the content. The receipt of handbook agreement must be returned to the business office and will be maintained as a permanent part of your student file. Although every effort has been made to ensure the accuracy of this handbook, its content is subject to change without prior notice.

RIGHTS RESERVE STANEMENT

This handbook is a compilations of the latest information about Nurse Okeke Training Center. It is to serve as a guide to the program, services, and regulations of the Home Health Aide Program. Any information here supersedes all other Home Health Aides Student Handbook. Nurse Okeke Training Center reserves the right to change it regulations, fees and

announcements without notice whenever such action become necessary

Welcome Letter from the President

Welcome:

It is my pleasure to welcome you to the Nurse Okeke Home Health Aide Training Center (NOTC). Thank you for selecting our Home Health Aide Program as part of your future. I believe you will enjoy your training experience with us. We have some exciting, challenging classroom discussion, projects and practical, demonstration in store for you this year. The NOTC faculty and staff are eager to assist you on your learning journey.

To make your training experience more pleasant and convenient, our Student Handbook is an easy reference tool you can carry with you "point you in the right direction". It will provide you with important rules, guidelines, and procedures for your academic and competency evaluation training as Home Health Aide at the NOTC.

Should you need any assistance regarding this program, please do not hesitate to set up a meeting with me. Again, welcome to the Home Health Aide program at Nurse Okeke Training Center.

Best Wishes,

Joyce Okeke LPN
President/ Owner

Nurse Okeke Home care Service LLC. & Training Center
595 East Broad Street, Suite #115
Columbus, OH 43215

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MISSION STATEMENT

The mission of the NOTC is to provide a highly effective teaching and learning experience designed to meet the individual's needs, interest, and abilities of each student.

VISION STATEMENT

The Nurse Okeke Homecare Service Training Center (NOTC) is committed to excellence at all levels in order to provide quality education for each student. All students will receive the respect, encouragement, and educational opportunities need to enable them to be successful, contributing member of a changing global society.

EQUAL OPPORTUNITY STATEMENT

The Nurse Okeke Homecare Service Training Center (NOTC) subscribes to the policies on Equal Opportunity for all individuals without discrimination based on race, color, religion, national origin, Age, sexual orientation in its educational programs activities or employment practices as required by Title IX of the Educational Amendment of 1972.

ABOUT US

The Nurse Okeke Homecare Service Training Center (NOTC) was established with the purpose of providing unique educational training opportunities to any individual seeking new training opportunities. We offer the next generation entry-level health care professionals more inexpensive and convenient integrated training program. The Home Health Aide Program is a division of Nurse Okeke Homecare Service LLC. The founder of Nurse Okeke is Joyce Okeke, Licensed Practical Nurse with over twenty-five years of experience long term and home health care.

HISTORY OF THE SCHOOL & ACCREDIATION STATUS

The Nurse Okeke training Center is a division of the Nurse Okeke Homecare Services LLC. Was founded in 2002 by Joyce Okeke LPN and President. It is Ms. Okeke's vision to open a Home Health Aide School to help others in the community become certified home health aides. We are approved school for Home Health Aide Training through the Ohio Board of Career School and College.

FACILITIES & EQUIPMENT

We are located at 595 East Broad Street, Columbus, Ohio 43215. The location of the training center is in a prime location close to downtown freeway 71 exit, and easily accessible to the bus line. The training center is fully equipped instructor-led classroom. Our facilities include instructor's office, lecture room, lab skills room, and practice room. The lab/skills room is set up with equipment comparable to long-term facilities (e.g., hospital bed, night stand, walker, mechanical lift, wheel chair, beside chair and mannequin.

OWNERS

The Nurse Okeke Homecare Service LLC & Training Center, LLC is a for-profit limited liability corporation), and Joyce Okeke LPN is the Founder and the President of the Board.

Founder and President

Of the Board

BOARD IF TRUSTEE

Joyce Okeke LPN

Armenda Lee Daye

Business Manager MA

SCHOOL DIRECTOR

Joyce Okeke LPN

RN EVALUATOR/INSTRUCTOR

Doris Bower RN BSN

Disclaimer Clause

The Home Health Aide Training At NOTC reserves the right to make change in the rules and procedures in the catalog. If changes are made, the student will be notice of that change in writing.

Program Description

The Nurse Okeke training Center Home Health Aide Training Program is 80 hours course fulfilling the requirements for certification as a Home Health Aide. The course combines online, on site classroom instruction, and laboratory skill instruction. This course builds on the skill learned in the HHA program curriculum that assists the student learning theory content and mastering skills that are needed in home care and assisted living setting.

HOME HEALTH AIDE PROGRAM OBJECTIVES

AFTER COMPLETING THE Home Health Aide program, students will be able to:

Describe the role of the home health aide, outline the responsibilities involved in caring for home-bound patients, and differentiate the home health aide's role from other care providers.

Explain how to create a safe environment for the home health aide and the patient by identifying and describing OSHA regulations and other safe care requirements.

Identify and describe proper communication skills with patients, families, other health care providers, and insurance companies.

Describe typical duties and care responsibilities for patients of all ages and levels of health, with a focus on identifying issues and care concerns for specific populations.

Identify credible sources of dietary information and describe how to plan, purchase, store, and serve food to patients with different dietary restrictions and health concerns.

Identify and describe specific care regimens performed by the home health aide.

Identify and describe exercises designed to help patients gain and maintain strength and flexibility.

Explain how to take and record vital signs.

Home Health Aide: Program Outline

Introduction: Class outline, Policy and Procedures	1 Hour
"A Day in the Life" Core skills overview	1 Hours
Medicare and Other Payers: Skills Practice	2 Hours
Agency Structure: Private Duty vs. Skilled	1 Hours
Care Foundations: Communication/customer service	2 Hours
Infection Control: HIV/AIDS: Infection control	5 Hours
Body Mechanics in the Home Setting: Home Care Safety	2 Hours
Emergent Care/Disaster Planning: First Aide	2 Hours
Basic Human Needs	2 Hours
End of Life Care: Death and Dying: Intro to Hospice	2 Hours
Maintaining Mobility	2 Hours
Personal care review: Vitals, core skills practice and	12 Hours
Home Equipment/adaptive equipment	2 Hours
Understanding Alzheimer's	2 Hours

Common chronic diseases Modules: 15 study modules	15 Hours
Hip and Knee Replacements	1 Hours
Ethics: Management of Time and Money	2 Hours
Self Care	2 Hours
Home Management:	4 Hours
Practical Lab	14 Hours
Final Exam/ Skills and Written	4 Hours
Total Hours 80	

PROGRAM DESCRIPTIONS:

1 Hour	Introduction: Class Expectations, Policy and Procedures
1 Hour	Group "Day in the Life of an Elderly Person" students will participate in a group activity that will send them through various stations, sensory impaired. Skills overview/ check off list reviewed
2 Hour	Medicare and Other Payers: Students will be educated in the payment systems that cover the services of a Home Health Aide. Students will study Medicare agency regulations, documentation, following the plan of care, and chain of command. Private pay companies, Nurse Registries. The student will have a basic working knowledge of the systems that pay for their services and what is expected from each. View Skills Video's and demonstrations.
1 Hour	Agency Structure Private Duty vs. Skilled: Students will be educated regarding the different clinical expectations from Medicare Agencies, Personal Care, Private Duty and Nurse Registries. Students will understand clinical expectations of each
2 Hour	Care Foundations: Communication/Customer Service: Students will be educated in all types of communication, oral reports, documentation, telephone communication, email communication and non-verbal communication. Customer Service Module
5 Hour	Infection Control: HIV/ AIDS: Students will review infection control, hand washing and Universal Precautions. The HIV/AIDS training meets the 4 hour initial requirement. They will be introduced to clean "bag Technique", Personal Protection equipment, Spread of infection, breaking the cycle of infection. Hand washing and bag technique will be checked off at

	<p>the end of this lesson. (HIV Video/Infection Control Module/Hand washing Module)</p> <p>Body Mechanics in the Home Health Setting: Principles of Body mechanics, accident prevention, travel safety, fall prevention. Students will be well versed in the safety of ambulation and traveling with an elderly client.</p>
4 Hours	<p>Emergent Care/Disaster Planning: Medical emergencies will be reviewed and proper actions to take. Disaster guidelines will be reviewed with students and information on community resources will be distributed. First aide video module/ test</p>
2 Hours	<p>End of Life Care: This class deals with the end of life issues of the home health patient. Body systems, common disorders, observing and reporting, human development, stages of death and dying, Hospice Care, comfort measures, post mortem care, patient's rights and responsibilities, Advanced Directives, DNR. Students will have a working knowledge of the issues legal, ethical and emotional at the end of life for patient and their loved ones.</p>
2 Hours LAB	<p>Maintaining Mobility: This course reviews, ROM, positioning, skin Care, comfort Measures, tricks to assist with mobility and safety in the home setting, Safe transfer and ambulation. Students will demonstrate their skill levels with this topic.</p>
12 Hours LAB	<p>Personal Care Review: Vitals, and Essential Skill Overview: This lesson reviews and corrects habits in regard to assessing patients; Vital signs, proper recording of vitals, what to report to who and when Student will understand Intake/ Output recording, significance of accurate reporting. Core skills check off</p>
2 Hours	<p>Home Equipment / adaptive equipment: This course will review the scope of practice for the HHA as it relates to the equipment in a patients home. All skills relating to use of such equipment will be reviewed and demonstrated. Including, Oxygen, Hoyer Lift, electric hospital bed,</p>
2 Hours	<p>Bedside commode, shower chair, wheelchair, canes, gait belts, shampoo boards, transfer boards. Students will demonstrate competency in use off all patient care equipment and be versed in the equipment and procedures that are not of their scope of practice: IV systems, wound systems, Wound dressings, and other items that require the skills of a nurse.</p> <p>Understanding Alzheimer's: Students will be instructed on managing patients with Alzheimer's, dementia and metal illnesses.</p>
	<p>Common Chronic diseases Self Study Modules: This section will cover the common chronic diseases that the Home Health Aide will most likely deal with, including, arthritis, cancer, diabetes,</p>

15 Hours	CVA/strokes, circulatory disorders (cardiac, vascular), and respiratory disease, wounds ostomies and other chronic diseases that may effect patients. Students will have a basic working knowledge of each of the system disorders and how they manifest in an elderly person. Each student will understand how to assist demented patients with ADL's and will have some techniques for deferring difficult behaviors.
1 Hours	Hip and Knee Replacements: The students will get brief instruction regarding the surgical procedures, post-op precautions and expectations of care for this large population of patients. Students will demonstrate proper positioning of knee and hip patients.
2 Hours	Ethics, Management of Time and Money: The student is taught the proper management of time and money; Ethical treatment of a patient's assets and legal consequences of disregard in this area. Students will understand the importance of honesty with the patients' care they are trusted with.
2 Hours	Self Care: Students will review requirements of licensure and continuing education, stress management, Career choices and job opportunities. They will be taught how to interview and produce a one- page resume
4 Hours	Home Management: This course teaches the student in the private duty setting how to best manage their time and the home environment. Nutrition and Meal preparation along with proper storage of foods and medications. Housekeeping, infection control, laundry, bed making, bed pads, draw sheets:
	Practical Supervision Lab.
16 LAB	Final Exam / Skills and Written Total Hours: 80 Hours
4 Hours	

HOME HEALTH AIDE PROGRAM TUITION & FEE

Tuition and fees are as follows. Course text is included.

Home health Aide Training Course Fee: Total cost of program at current tuition and fee rates \$300.00 (cash, check, credit card, pay-pal)

Students may pay the full tuition upon enrollment or opt for a three payment option. Those opting for the three –payment option must pay 50% of fee at the time of enrollment. The other payment which is the balance due or 50% of total payment is due two weeks prior to course completion. No interest is charged by the school.

TUITION REFUND POLICY

If the student is not accepted into the training program, all monies paid by the student shall be

refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 80 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

- (1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- (3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for the Home Health Aide programs that is 80 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio administrative Code section 3332-1-10:

- SUPPLIES NOT INCLUDED IN COURSE FEES
REQUIRED SUPPLIES
- White Duty Shoes – no open toe, clogs, or canvas
 - Watch with a second hand
 - Flesh-colored hose, or plain white anklets (with pants)
 - 3-ring 2" or 3" loose leaf notebook
 - Notebook paper
 - #2 pencil
 - Pens (back only)
 - Highlighter
 - Blood pressure cuff and stethoscope
 - *Items are subject to cost change

SCHOOL CALENDAR
The academic year begins January 1 and ends December 31. The following course dates are offered:

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Course Name	Course #	Enrollment Period	Class Days
HHA Training Course	HHA 101 Tradition course	Every Four Weeks	MTWTHF DAY SESSION
HHA-Hybrid Training Course	HHA 102 Blended online/LAB	Open/Ended	24/7 accessibility LABS EVENING M/W ,T/TH

Total Clock Hours 80 Hours

Tentative 2015-2016 Class Schedule

Classes will be forming for our training program

9/28/15

10/29/15

12/1/15

1/30/16

On site Day Classes

Classes will begin at 9:00 am and end at 1:00 pm – Daytime Session

Students will receive a 10 minute morning and evening break. There will be approximately 20 class days. The traditional classroom program is 4 weeks in length.

Online Classes/LAB

Online Classes are accessible 24/7, Student must attend (2) Lab Session every week in the evening from 4:00 pm to 8:00 pm. There will be approximately 30 hours of face to face session. The hybrid blended online and face to face session runs for five week session.

Students who successfully complete both the classroom/online, lab portions of the course will received a Certificate of completion for 80 hours Home Health Aide Training.

OBSERVED HOLIDAYS

New Year Day	Martin Luther King Day
Presidents Day	Good Friday
Memorial Day	4 th of July
Labor Day	Thanksgiving Day & Day After
Christmas Eve	Christmas Day

HOURS OF OPERATION

The school office shall be open Monday through Friday from 8:30 am to 4:30 pm.

EMERGENCY CLOSINGS

In the event severe weather conditions, such as hurricanes, ice storms or other acts of nature create hazardous conditions and/or extended power outages, the school may find it necessary to close the school. During emergencies, unexpected closings or school holidays an emergency number will be posted on the outside door of school and posted on Facebook.

ADMISSION REQUIREMENT

Criminal Background Check (BCI Report) no felonies
Minimum of 18 years of age
Reading comprehensives 8th grade level, write, and speak English
Successful interview
Good health and able to bend, twist, lift at least 50 pounds and be free from communicable disease

GENERAL POLICIES AND PROCEDURES

Attendance:

All students are expected to be regular and punctual in attendance the attendance will be recorded at the beginning of class and during practical clinical. Since this program is only 80 hours it is essential to obtain in both classroom time and practical time, it is essential that the student not be absent or tardy during the entire course. All requirements must be met in order to successfully complete the course.

Excused Absence (These count toward the 25% of the total program hours a student misses before they are terminated.)

Illness of the student (medical evidence may be requested)

Death in the family

Emergency in the family

Religious holiday

Subpoena by any law enforcement agency

Justifiable reasons approved in advance

Tardy

Students are expected to be in class, and prepared to work at the beginning of the school day and Lab session. Students who are not on time will be marked tardy by the instructor who will track tardiness and report 3 tardiness as an absence. If you arrive more than 5 minutes after class time begins, this considered tardy.

Readmission after termination for unsatisfactory attendance

It is the policy of this school that a student may be granted readmission privileges after termination for unsatisfactory attendance if the following criterion is/are met:

The student has rectified the issue causing the attendance problem to begin with (i.e. not having transportation, illness, etc.)

The student commits to arriving on time to classes

The student may not reenter before the start of the next enrollment period if terminated for violation of the attendance policy.

LEAVE OF ABSENCE

Students may be considered for a leave of absence under the following circumstances:

Medical or Extended illness- students will be considered for a leave of absence due to extended illness.

Family – a leave of absence for pregnancy, paternity, adoption leave, or parental care will be granted consistent with the family leave act.

Military – a leave of absence will be approved for students to perform military service or receive military training.

MAKE-UP ASSIGNMENTS

All assignments are due when schedules unless the instructor has given different

instructions. If a student misses an assignment or needs more time to complete and assignment, the student must get prior approval from the instructor. However, makeup work will not remove an absence on the student's record and will be placed in the student's file. Students who need to repeat any part of the theory will be required to retake both the theory and clinical and pay the full tuition rate. If a passing grade of 75% or above is not attained upon the second attempt, a student is suspended from the HHA Program for a period of one calendar year.

GRADING SCALE:

There will be various tests throughout the course. Grading scale will be as follows:

100-90% Excellent

89-80% Good

75-75% (Passing) Satisfactory

(The grade that must be achieved to pass/graduate)

Satisfactory progress is defined at least 75% passing grade in each subject. Practical Clinical grading will be based on Satisfactory/Unsatisfactory to meet requirement for Competency Evaluation Program. See Program Student Handbook and course syllabus for additional information

PROGRESS EVALUATION

The school shall record a student's grades at the midpoint (40 hours) and end of each progress period (80 hours) the student will be given progress report at midpoint (1/2 way through the entire class period which is after 40 hours. A student not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the probationary period, the student's enrollment shall be terminated.

When a student is placed on academic probation, the school shall counsel the student prior to the student returning to class. The date, action taken, and terms of probation shall be clearly indicated in the student's permanent file. Any remedial work undertaken will be noted in the student record.

CERTIFICATE COMPLETION/GRADUATION

To participate in NOTC graduation and/or receive a certificate from NOTC Home Health Aide Program students must complete all of the required home health aide courses, listed in the program. Clinical/Laboratory must be satisfactory to receive a passing grade in the course. Upon completion of the 80 hour curriculum and competency evaluation students will receive a Letter of Completion Nurse Okeke Training Center (NOTC) Graduate students successfully met the requirement for home health aide training to provide hands on-care to attend Medicare and Medicaid clients.

DISHONEST:

Academic dishonesty such as plagiarism and cheating is prohibited. Any student who found to be cheating will be dismissed from the program.

DISMISSAL:

Students may be dismissed from the program for any of the following reasons:

Failure to respect confidential nature of resident information, records, or condition.

Missed attendance and excessiveness tardiness

Failure to maintain at least 75% passing grade.

Insubordination, including failure to follow directions, and instructions

Causing a state of endangerment to students, instructor or residents.

Neglect of duty during clinical internship

Sexual harassment

Substance abuse

Intoxication or being intoxicated in the training center and clinical site.

Willful destruction of Nurse Okeke property.

CELL PHONE POLICY

Please turn off cell phones during class/lab session. Cell phone use is limited during breaks only.

SMOKIN POLICY

Smoking is prohibited inside the Nurse Okeke Training Center. Designated smoking areas will be announce.

VISITORS POLICY

No student's children, relatives, friends, or employees are allowed in the classroom or on the premises while the student is in class. Student will only be interrupted in the classroom if the center receives a call and told that a student has a family emergency. Otherwise, the center will not take personal call for the students. All students should use their breaks and/or lunch period to handle personal business. Students should not bring any valuables to class. NOTC is not responsible for any student lost or stolen items.

***ALL CHILD CARE ARRANGEMENTS MUST BE MADE BEFORE Enrollment**

CREDIT FOR PREVIOUS EDUCATION

The Home Health Aide Program does not accept transfer credit or nor allow credit for prior experience. The student must repeat the entire course for a certificate of completion in which to be evaluate competency as HHA.

FINANCIAL AID

At this time the school is not Title IV approved. No federal financial aid is offered or provided. The school also does not have a contract with Workforce solutions for the home health aide program.

GRADUATION REQUIREMENTS

In order to be awarded a workforce certificate, students must have met the following requirements.

Students must fulfill the specific program requirements as outlined in the Nurse Okeke Training Catalog.

Earned 75% cumulative grade point on all courses attempted at Center or online.

Completed the total clock hours as outlined 80 hours, and passed competency evaluation program.

JOB PLACEMENT ASSISTANCE

Students are encourage to research the local job market for placement opportunities. The school has a job posting board and links on the school website to assist students with possible employment opportunities. The school also offer employment workshop to all graduate

student who complete the training program.

GRIEVANCE POLICY

This policy aims to ensure that students are treated justly and fairly, by providing a straightforward process dealing with complaints of discrimination, sexual harassment and violation.

The process for dealing with complaints or grievances is as follows:

A complaint can be made to any Instructor, employee of Nurse Okeke online. The complaint does not have to be in writing. It can be made via telephone by calling 614-327-8896. The complaint will be dealt with fairly and in good faith. The official complaint will be investigated with 24 hours (excluding weekends and holidays) of the complaint being lodged, and the complaint process be completed within 7 working days. If the outcome is not acceptable to the parties, and appeal can be made to Joyce Okeke, President to review the complaint. She can be reached via email: nurseokeke@aol.com or by phone message by calling 614-354-4187

Unresolved Grievances should be directed to:

State of Ohio

Board of career colleges and schools

30 East Broad Street, Suite 2481

Columbus, Ohio 43215-3414

Toll Free (877) 275-4219