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**4285 SW Martin Highway**

**Palm City, FL 34990**

**(ph) 772-247-4734**

**(website)** [**www.kairinstructors.com**](http://www.kairinstructors.com)

**(email)** **gerri.banister@kairwell.com**

**HHA Course Syllabus and Program Outline insert included**

***Licensed by the Commission for Independent Education, Florida Department of Education.***

***Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll-free Telephone number (888) 224-6684***

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**School Approval, regulation, and Accreditation**

KairInstructors Healthcare Training Center is a postsecondary school as defined by Florida’s Department of Education. We will provide the necessary 75 hours of training to prepare students for employment with Medicare, Medicaid, and ACHC/AHCA certified agencies as a Home Health Aide. The course includes 12hours of annual training and onboarding requirements to include but not limited to BLS, HIPAA, Domestic Violence, Abuse & Neglect, HIV/AIDS/bloodborne pathogens, Patient Rights and Alzheimer's Disease and Related Disorders. At the end of training with KairInstructors Healthcare Training Center, students will have the knowledge necessary to be successful on the Florida HHA Competency Test established by AHCA and receive a Certificate of Completion for Home Health Aide Training.

**Mission and Purpose**

 **Mission:** Provide quality education and life skills training to those entering the healthcare industry that will follow them throughout their career.

**Purpose:** To provide students with employable skills as a Home Health Aide ( SOC code 31-1011) with training and evaluation requirements consistent with the Florida Department of Education’s academic standards. Content includes but is not limited to learning the role of the Home Health Aide, academic foundation, Communication and Interpersonal Skills, Maintaining a clean and healthy environment, Body mechanics, Basic anatomy, Personal care procedures, healthcare systems, legal responsibilities, critical thinking, etc.

**History**

 In 2018, Gerri Bannister opened KairCoach Health Instructors, instructing in CPR, BLS, and Babysitting training, in a mobile and classroom setting. KairInstructors Healthcare Training Center was founded in 2021 as Gerri wanted to expand her services to creating a learner-centered educational program that cultivates autonomy, skills, critical thinking, competence, and passion for Home Health Aides to improve the quality of care for those aging in place.

**Facilities**

KairInstructors Healthcare Training Center is located at 4285 SW Martin Highway, Palm city, FL 34990. We occupy 300sqft of space for Clinical practice; 800sqft of conference room space for lecture and teaching equipped with internet access, TV, whiteboard, and projector; 500 sqft waiting area; and a bathroom and kitchen. We are easily found in the Palm City Professional Office Suites in Sands Commerce Center, and conveniently located immediately west of exit 133

on the Florida Turnpike and between the northbound and southbound exits at I-95. Our Location allows for ample parking with a restaurant, and FedEx on site.

**Faculty Listing**

Gerri Bannister, Registered Nurse, received an Associate’s Degree in Nursing from Excelsior College in Albany NY and currently serves as the Admission’s Coordinator, Instructor, and Clinical Coordinator

**Cancellation and Refund Policy**

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

1. Cancellation can be made in person, by electronic mail, by Certified Mail, or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the (3rd) Business Day, but before the first class, results in a refund of all monies paid, except for the cancellation fee of $150.
4. Cancellation after attendance has begun, through 40% completion of the program will result in a Pro Rata refund computed on the number of hours completed on the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: In calculating the refund date due to a student the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students’ enrollment or receipt of Cancellation Notice from student.

 **Training included in course fee**

ADRD for Home Health

Bloodborne Pathogens/HIV/AIDS

Patient Rights

Abuse and Neglect

HIPAA

75 hours HHA training hours with Certificate of Completion

**Course title and Description**

This program offers a sequence of courses that provides coherent and rigorous content aligned with the academic standards set forth by Florida’s Department of Education curriculum, Course Number HCP0330, SOC Code 31-1011. Students are prepared for employment as a Home Health Aide, or to provide supplemental training for persons previously or currently employed in the occupation.

The course curriculum focuses on the theoretical combined with clinical hands-on aspects of assisting patients. Clinical practice is where the student may demonstrate and perform the procedures associated with bedside client care. This include but not limited to Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies will be provided to enhance hands-on experiences for students. Upon successful completion of 75 hours of training, the student will receive a certificate indicating the completion of the Home Health Aide Program.

###

**Home Health Aide Program Duration**

Course offerings include a combination of self-study, evening and weekend training consisting of 2 weeks. Students must meet the minimum requirements for graduation within the program period. When both classroom and clinical portions of the course are met, and financial obligations to the school will receive their Home Health Aide certificate in the State of Florida. You may work at your own pace to complete subject material. Certificate of Completion will be awarded when all course material is completed.

**Class dates and registration deadlines**

Aug 2-15 register by 26 Jul

Sep 6-19 register by 28 Aug

Oct 4-1 register by 27 Sep

Nov 1-14 register by 25 Oct

Dec 6-19 register by Nov 29

**Program Curriculum**

|  |  |
| --- | --- |
| **Course Number: HCP0330****Occupational Completion Point: B****Home Health Aide-75 Hours-SOC Code 31-1011** | **Hours** |
| Lesson 1 |  |
| **12.0: Use Verbal and written communications:** * 12.01- Obtain specified data from patient and family.
* 12.02- Utilize verbal and written information to assist with the patient’s plan of care

**13.0: Demonstrate Legal and Ethical responsibilities specific to home health aide*** 13.01- Demonstrate legal and ethical behavior within the role and scope of home health aide responsibilities
* 13.02- Follow policies and procedures concerning care as directed by the employer affecting the health, safety, and well-being of patients in the home setting
* 13.03- Recognize and report signs of substance abuse
* 13.04- Follow legal guidelines in documentation
* 13.05- Exhibit behavior supporting and promoting resident’s rights.
* 13.06- Recognizes and follows scope of proactive and role limitations for a home health aide
* **Hartman Video Library 6th ed #1, #2, #3**
* **ZOOM Review- Review Corresponding workbook pages**
 | 40 min40 min1hr1hr20 min20 min1hr1hr **1.5hrs** |
| **Lesson 2** |  |
| **14.0: Perform physical comfort and safety functions specific to home health aide*** 14.01- Maintain a clean and safe home environment for the patient
* 14.02- Adjust bed and side rails
* 14.03- Transfer patient using mechanical lifters using proper body mechanics and patient safety measures
* 14.04- Demonstrate proper turning and positioning according to care plan
* 14.05- Implement fall prevention measures as directed, i.e. clutter free pathways, locked wheelchair, etc.
* 14.06- Apply supportive comfort devices as directed (e.g. foot-board, overbed cradle, alternating pressure mattress).
* 14.07- Assist Patient to dangle
* 14.08- Assist patient in ambulation, including the use of crutch, cane, or walker
* 14.09- Demonstrate proper wheelchair safety technique and assist the patient as needed with use.
* 14.10- Assist patient with care and use of prosthetic/orthotic devices
* 14.11- Describe emergency evacuation procedures with adaptations to the home setting.
* 14.12- Implement appropriate regulatory and accrediting agency patient safety guidelines.
* **Hartman Video 6th ED #4,#5, #6, #7, #8, #31**
* **ZOOM Review-Review Corresponding workbook pages**
 | 30 min30 min30 min30min30min30min30min30 min30min30min30min30min**1.5 hrs** |
| **Lesson 3** |  |
| **15.0: Provide Personal Patient Care*** 15.01- Give bed bath; observe and report changes in patient
* 15.02- Perform back rub
* 15.03- Demonstrate procedures for safety in the bathroom including the use of adaptive shower equipment such as shower chairs, long handled bath sponge, grab bars, extended shower hose, rubber mat in tub or shower, and rubber-based rug outside the shower
* 15.04- Assist with shower or tub bath, including use of specialty tubs
* 15.05- Assist patient with sink, tub shower, or bed shampoo
* 15.06- Demonstrate the use of a safety and/or electric razor to shave the patient
* 15.07- Demonstrate how to groom patient, including hair, skin, foot, and nail care
* 15.08- Assist with and/or administer oral hygiene
* 15.09- Assist patient with toileting, using various types of restorative and rehabilitative equipment
* 15.10- Assist patient to dress
* 15.11- Assist patient with meals
* **Hartman Video 6th ED #12, #13, #14, #15, #16, #17, #18, #19, #20, #25, #30, #32**
* **ZOOM Review-Review Corresponding Workbook Chapters**
 | 1 hr30 min30 min30 min30 min30 min30 min30 min30 min30 min30 min **1.5 hrs** |
| **Lesson 4** |  |
| **16.0: Perform patient care procedures*** 16.01- make unoccupied/occupied bed
* 16.02- Provide passive range-of-motion exercises
* 16.03- Apply anti-embolic hose and sequential compression devices
* 16.04- Understand and demonstrate collection or urine, strained, timed urine and/or routine urine specimen
* 16.05- Observe skin while bathing for allergic reaction to catheter or any leaking
* 16.06- Monitor fluid intake and output (I&O), including forcing and restricting fluids
* 16.07- Observe, record, and report patient’s emesis
* 16.08- Assist with ostomy care and alert nurse of unusual odors, colors, or character
* 16.09- Collect stool specimen and alert nurse of unusual odors, colors, or character
* 16.10- Care for patients receiving oxygen therapy making sure patient receives correct flow of oxygen
* **Hartman Video 6th ED #10, #11, #26, #27, #28**
* **ZOOM Review- Review Corresponding Workbook chapters**
 | 30 min30 min30 min30 min30 min1 hr30 min30 min30 min1hr  **1.5 hrs** |
|  |  |
| **Lab on-site- Skills and theory review** | **9hrs** |
| **Lesson 5** |  |
| **17.0: Apply principles of nutrition*** 17.01- identify nutrients and food groups.
* 17.02- Explain regional, cultural, and religious food preferences
* 17.03- Describe special diets
* 17.04- List factors that must be considered when purchasing food
* 17.05- Follow the prescribed basic food plan
* 17.06- List factors that must be considered when storing food
* 17.07- Identify methods of maintaining fluid balance including encouraging and restricting fluids
* 17.08- Identify methods of food preparation
* 17.09- Discuss preparation and serving of trays in the home
* **ZOOM Review-Review Corresponding Workbook chapters**
 | 45 min1 hr45 min30 min30 Min30 Min1 hr30 min30 min**1.5 HRs** |
| **Lesson 6** |  |
| **18.0: Provide care for geriatric patients*** 18.01- identify safety principles, as related to the elderly
* 18.02- Describe general characteristics, particular needs, and problems of elderly
* 18.03- Identify attitudes and living habits that promote positive mental and physical health for the elderly.
* 18.04- Distinguish between fact and fallacy about the aging process
* 18.05- Identify community resources and services available to the elderly and their caregiver
* 18.06- Apply reality Orientation techniques and validation therapy
* 18.07- Provide and involve patients in diversional activities
* 18.08- Identify common alterations in elderly patient behavior or health status and follow up within the home health aide scope of performance
* 18.09- Provide care for patients with special needs (e.g., impaired hearing, impaired vision, immobility, impaired body functions).
* **ZOOM Review-Review Corresponding workbook chapters**
 | 30 min1 hr30 min30 min30 min30min30 min1 hr1 hr**1.5 HRs** |
| **Lesson 7** |  |
| **19.0: Apply the principles of infection control specific to home health aide*** 19.01- Provide care for patients with infectious diseases in the home
* 19.02- Follow isolation procedures with food tray, personal protective equipment (PPE), supplies/equipment, and other materials in the home.
* 19.03- Utilize universal (standard) precautions in all home care
* 19.04- Discuss transmission-based precautions
* 20.0: Provide bio-psycho-social support
* 20.01- Discuss family roles and their significance to health
* 20.02 -Respond to patient and family emotional needs.
* 21.0: Perform supervised management functions, following the patient plan of care
* 21.01- Organize patient-care assignments
* 21.02- Complete assignments accurately and in a timely manner
* **Hartman Videos 6th ED #9,#20, #21, #22**
* **ZOOM-Review corresponding workbook chapters**
 | 30 min1 hr40 min20 min30 min30 min30 min30 min30 min1 hr**1.5 hrs** |
| Lesson 8 |  |
| **22.0: Assist with rehabilitative activities*** 22.01- List the purpose of restorative (rehabilitation) programs.
* 22.02- Assist patient with specified restorative (rehabilitation) needs
* 22.03- Assist patients/residents to reach the optimum level of independence

**23.0: Perform home health-care services*** 23.01- Follow an established work plan with the patient and family
* 23.02- Perform patient-related cleaning tasks and laundry per care plan
* 23.03- Identify methods for medication storage
* 23.04- Assist patient with taking self-administered prescribed medication in the home
* 23.05- Demonstrate how to improvise equipment and supplies in the home
* **Hartman Video 6th ED #29**
* **ZOOM Review-Review Corresponding Workbook chapters**
 | 30 min30 min30 min1hr30 min1 hr1.5 hr30 min**1.5 hrs** |
|  |  |
| **Lab on-site-theory review, skills check off, graduation** | **9hrs** |
|  |  |

**Evaluation of Knowledge and Skills**

KairInstructors Healthcare Training Center is responsible for ensuring that each Home Health Aide trainee is competent in each skill, procedure, and lessons taught in the training program.

Evaluation of theory and clinical work will be conducted and recorded. A written 100-question exam testing theoretical knowledge will be administered. Skills demonstration by the trainee using a detailed skills checklist focusing on concrete tasks and scenario-based role playing, return demonstration, and other interactive exercises will be conducted in a laboratory setting.

**Academic Requirements for Completion of the Home Health Aide Program**

To graduate, students must earn a 70% or above on the written exam and complete at least 36 of the 38 assigned skills from the procedure checklist covered in skills labs. All hours for skills labs are mandatory and must be attended to graduate. There will be no charge for make-up sessions. Students must schedule any make-up time with the instructor.

**TEXTBOOKS/LEARNING RESOURCES**

*Textbooks and learning resources are only written in English*

Providing Home Care: A Textbook for Home Health Aides (6th Edition) by

 William Leahy MD (Author), Jetta Fuzy RN MS (Author), Julie Grafe RN BSN

 (Author). By Hartman Publishing, 2021

The Home Health Aide Handbook (6th Edition) by Hartman Publishing Inc, 2021

Hartman Video Library #1-32, (Hartman online access will be provided by instructor)

Merriam-Webster.com. Merriam-Webster, 2021

**The following school holidays will be observed:**

|  |
| --- |
| New Years Day |
| Thanksgiving Day and Day After |
| Christmas Eve |
| Christmas Day |
| 4th of July |
| Good Friday |

Students are not required to report to school on these holidays.

**Hours of Operation**

***ZOOM Monday-Thursday*** 9p-10:30p; ***Saturdays Week* 1&2** 9a-6p

**Emergency Closings**

Any hours not completed by students in the event of an emergency delaying or closing the institution will be made up by the institution at the expense of the institution. Each instructor will be supplied, at the beginning of each class, contact information on each student. Instructors will be notified by the Program Coordinator when the students will need to be notified of the institute closing due to an emergency. We will work with any clinical sites to secure a secondary location to hold classes in the event that the institution is unavailable for use. Virtual learning through google classroom or blackboard can be utilized.

**Admissions and Application**

1. Prospective students require proof of successful completion of public, private, or home schooling at the high school level, or GED or complete high school diploma or GED before receiving Certificate of Completion.
2. Be 18 years of age when course is completed. If under 18 must have a parent or guardian’s consent. Certificate of Completion will not be provided until 18 years of age.
3. Able to read, write, understand, and speak English.
4. Be in good health and able to bend, twist, lift at least 50lbs, and be free from communicable disease.
5. Have a current TB test or current CXR within last 12 months showing no active TB or communicable disease processes and have a current COVID test within 1 week or COVID vaccination card with 2nd dose administered if applicable.
6. Be able to successfully pass the admission’s interview.
7. Those interested or know someone interested in attending KairInstructors Healthcare Training Center, please call 772-247-4734 or email gerri.bannister@kairwell.com.

**Credit for Previous Education, Training, or Experience**

KairInstructors Healthcare Training Center will not accept Education, Training, or Experience from any other institution and do not transfer any hours to other facilities.

**Equal Opportunity**

KairInstructors Healthcare Training Center provide equal employment, admission, and educational opportunities without regard to race, color, religion, handicap, sex, age, or national origin.

**Attendance**

The state does not make allowances for students that do not complete the required coursework set forth by the Department of Education. Therefore, each student must agree to make up any material missed. There is no flexibility in this area.

**Make-Up Work Policy**

All make-up work will be coordinated with the instructor; Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session; be completed before the last day of class; Be documented by the school as being completed, recording the date, time, and duration of the make-up session; And be signed and dated by the student to acknowledge.

**Conduct**

It is the policy of this institution to require students to use professional, courteous behavior in the classroom. See the expectations below:

1. You are expected to be on time to class dressed in school uniform. Face mask covering mouth and nose are part of your uniform and required when in the classroom and on school premises at all times until otherwise advised.
2. Cell phones are to be put away, switched to vibrate in the classroom. If a call needs to be made or accepted, you must quietly exit the classroom to take your call.
3. You are expected to clean up after yourself in the break area and skills room.
4. No illegal drugs, alcohol, weapons, or un-approved guests are allowed during class time or on the property.
5. Smoking is not permitted in or around the school.

**Dress code**

Clothing shall be worn in such a manner to not disrupt class atmosphere. Short shorts, halters, or other wearing apparel with suggestive messages are not appropriate. Uniforms will be worn when in class and during clinical.

**Personal Appearance**

The Home Health Aide student should be well groomed, and showered with no body odor. Hair should be kept up off shoulders when in uniform, and jewelry should be limited.

**Certificate of Completion**

Students must meet the 75hr requirements to receive a Certificate of Completion for the Home Health Aide Training Program which qualifies them to work for Medicare/Medicaid certified Home Health Agencies.

**Job Placement**

Students are encouraged to research the local job market for placement opportunities. Sites to search include indeed, craig’s list, LinkedIn, google, monster, etc. KairInstructors Healthcare Training Center will make every effort to assist in job placement with participating agencies. There is no guarantee of job placement.

**Grievance Policy**

All complaints will be documented on the Student Grievance form. The institution’s directed will review all completed complaint forms, and investigate for resolution. The school will diligently work to resolve all complaints in a timely manner.

**Financial Aid**

At this time no financial aid is offered or provided.

**Student Input to Academic Policies, Procedures, and Curriculum Planning**

We encourage all students to provide feedback via evaluations, and comments to the institution’s director. Students are our best evaluators and their input is not only welcome, but

extremely valuable to us. At the end of your course, you will be asked to complete a course and instructor evaluation form.

**Subject Hours and Instructional Methods**

Subject Hours: 57 hours Classroom/Self Study/Online,

18 Clinical hours

75 Total Clock hours

Instructional Methods: Lecture

 Lab

 PowerPoint

 Role Playing

 Video

 Self-Study

 ZOOM