

**MADE FOR CARE LLC**  
**POLICY & PROCEDURE MANUAL**  
**Home Health Aide Training Program - 75 Hours**

# **MADE FOR CARE LLC - Home Health Aide Training Program**

## **1.0 GOVERNANCE & ADMINISTRATION**

### **1.1 Mission Statement**

MADE FOR CARE LLC is committed to delivering high-quality, compassionate, and compliant training that prepares students to provide safe, ethical, and professional home care services.

### **1.2 Program Oversight**

The Program Director oversees all instructional, administrative, and compliance functions of the HHA Training Program.

### **1.3 Regulatory Compliance**

The program adheres to CMS Federal HHA Training Requirements, OSHA Safety Standards, HIPAA Privacy Regulations, State training requirements, and agency policies.

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## **2.0 ADMISSIONS & ENROLLMENT**

### **2.1 Admission Requirements**

Students must submit: application, ID, SSN verification, proof of education, payment, background screening.

### **2.2 Enrollment Procedures**

Application review, document verification, enrollment agreement signing, orientation attendance.

### **2.3 Non-Discrimination Policy**

MADE FOR CARE LLC does not discriminate based on race, gender, religion, age, disability, or national origin.

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### **3.0 ATTENDANCE & CONDUCT**

#### **3.1 Attendance Requirements**

75 hours required; absences must be made up; excessive absences may result in dismissal.

#### **3.2 Code of Conduct**

Students must maintain professionalism, respect, and safety at all times.

#### **3.3 Grounds for Dismissal**

Unsafe behavior, harassment, dishonesty, confidentiality violations, repeated absences.

## **4.0 SAFETY & INFECTION CONTROL**

### **4.1 Standard Precautions**

Students must follow CDC Standard Precautions.

### **4.2 PPE Use**

Students must demonstrate proper donning and doffing of PPE.

### **4.3 Incident Reporting**

Any injury, exposure, or safety concern must be reported immediately.

### **4.4 Emergency Procedures**

Students must follow facility emergency protocols.

## **5.0 CONFIDENTIALITY & HIPAA**

### **5.1 Privacy Standards**

Students must protect all client information.

### **5.2 Prohibited Actions**

Sharing client information, discussing cases outside care setting, posting client info online.

### **5.3 Consequences**

Violation may result in immediate dismissal.

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## **6.0 CURRICULUM & INSTRUCTION**

### **6.1 Curriculum Structure**

59 hours classroom/skills, 16 hours clinical, competency-based instruction.

### **6.2 Instructional Methods**

Lecture, demonstration, skills practice, simulation, clinical application.

### **6.3 Instructor Qualifications**

Instructors must be licensed RNs with appropriate experience.

## **7.0 EVALUATION & TESTING**

### **7.1 Written Examination**

Minimum passing score: 75%.

### **7.2 Skills Evaluation**

Students must demonstrate 100% competency.

### **7.3 Clinical Evaluation**

Students must receive satisfactory evaluation from supervising RN.

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### **8.0 STUDENT SUPPORT & RIGHTS**

#### **8.1 Student Rights**

Safe environment, fair treatment, access to policies, confidentiality.

#### **8.2 Student Responsibilities**

Follow policies, maintain professionalism, complete assignments.

#### **8.3 Grievance Procedure**

Concerns may be submitted in writing to Program Director.

## **9.0 RECORDKEEPING & DOCUMENTATION**

### **9.1 Student Records**

Application, enrollment agreement, attendance, skills checklists, evaluations, exam results, certificate.

### **9.2 Document Retention**

Records maintained for minimum of 5 years.

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### **10.0 PROGRAM COMPLETION**

#### **10.1 Requirements**

Complete 75 hours, pass written exam, pass skills evaluation, complete clinical training, submit documents.

#### **10.2 Certificate Issuance**

Students receive Certificate of Completion upon meeting all requirements.