

MADE FOR CARE LLC - Home Health Aide Training Program

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Home Health Aide Training Program - 75 Hours

STUDENT HANDBOOK

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WELCOME STATEMENT

Welcome to the MADE FOR CARE LLC Home Health Aide Training Program. You are entering a professional learning environment designed to prepare you for safe, compassionate, and competent care in the home setting. This handbook outlines the expectations, responsibilities, policies, and standards required for successful completion of the program.

PROGRAM OVERVIEW

The 75-Hour Home Health Aide Training Program includes:

- 59 hours of classroom and skills-lab instruction
- 16 hours of supervised clinical training
- Competency-based written and skills evaluations
- Professional development and workplace readiness

The program follows federal and state guidelines for home health aide training.

PROGRAM GOALS

The goals of this program are to:

- Prepare students to deliver safe, effective personal care
- Develop strong communication and professional skills
- Ensure compliance with infection control and safety standards
- Promote ethical, client-centered care
- Support students in achieving full competency in all required skills

STUDENT EXPECTATIONS

Students are expected to:

- Attend all scheduled hours
- Participate actively in class and skills lab
- Demonstrate professionalism at all times
- Follow all safety and infection control procedures
- Respect client rights, privacy, and confidentiality
- Complete all assignments and evaluations
- Maintain a positive and respectful learning environment

ATTENDANCE POLICY

Attendance is mandatory.

- All 75 hours must be completed
- Tardiness is documented
- Missed hours must be made up hour-for-hour
- Students may not enter clinical training until all required classroom modules are completed
- Excessive absences may result in dismissal

DRESS CODE

Students must maintain a clean, professional appearance. Required:

- Solid-color scrubs
- Closed-toe, non-skid shoes
- Hair secured away from the face
- Minimal jewelry
- No artificial nails
- No strong fragrances

BEHAVIOR & PROFESSIONALISM

Professional conduct is required at all times. Prohibited behaviors include:

- Disruptive behavior
- Harassment or discrimination
- Use of profanity
- Cell phone use during instruction
- Falsification of documentation
- Boundary violations with clients or staff

CONFIDENTIALITY & HIPAA

Students must:

- Protect all client information
- Never discuss client details outside the care setting
- Follow all privacy and confidentiality rules

Violation of confidentiality may result in immediate dismissal.

SAFETY & INFECTION CONTROL

Students must:

- Follow Standard Precautions
- Use PPE correctly
- Maintain a clean and safe environment
- Report unsafe conditions immediately
- Demonstrate proper body mechanics

Failure to follow safety procedures may result in removal from clinical training.

GRADING & EVALUATION

To successfully complete the program, students must:

- Pass the written exam with a minimum score of 75%
- Demonstrate 100% competency in all required skills
- Receive a satisfactory clinical evaluation from the RN instructor
- Complete all required documentation

CLINICAL TRAINING REQUIREMENTS

Students must:

- Demonstrate readiness before entering clinical
- Follow all facility rules
- Maintain professionalism
- Report changes in client condition
- Document accurately and objectively

Clinical performance is evaluated by the supervising RN.

STUDENT RIGHTS

Students have the right to:

- A safe and respectful learning environment
- Fair and equal treatment
- Access to program policies
- Confidentiality of student records
- Freedom from discrimination

STUDENT RESPONSIBILITIES

Students are responsible for:

- Knowing and following all program policies
- Maintaining professionalism
- Completing all assignments
- Communicating concerns to instructors
- Protecting client safety and dignity

GRIEVANCE PROCEDURE

Students may submit concerns or complaints in writing to the Program Administrator. A written response will be provided within 10 business days.

DISMISSAL POLICY

Students may be dismissed for:

- Unsafe behavior
- Violation of confidentiality
- Harassment or discrimination
- Academic dishonesty
- Excessive absences
- Failure to meet program standards

COMPLETION REQUIREMENTS

To receive a Certificate of Completion, students must:

- Complete all 75 hours
- Pass the written exam
- Pass all skills evaluations
- Successfully complete clinical training
- Submit all required documents