**PLAN, COMMIT, BELIEVE, and ACHIEVE!**

**HARRIS TRAINING INSTITUTE**

**CLASS TODAY, CAREER TOMORROW!**



**2016 -2017 Catalog Volume 5 Issue 1**

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[www.harristraininginstitute.com](http://www.harristraininginstitute.com)

2310 S. Miami Blvd. Suite 135, Durham, NC 27703

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Welcome to HTI,

This catalog has been prepared to help you navigate the courses and programs Harris Training Institute offers.

Our continuing education courses will help you develop specialized skills and grow professionally. Many of the courses are the first step on your career path to advanced studies in healthcare.

Classroom and skills laboratories are designed to provide practical and hands-on learning experiences that prepare students for certification and entry level employment in the health care field. Class sizes are small to promote individual attention.

We believe you’ll find the options you need here at Harris Training Institute, and we hope to share in your exciting journey ahead.

Sincerely,

Chinauwa Harris, Administrator

# About The Catalog

The Harris Training Institute Catalog is an information and reference guide on the Institution policies, facilities and course offerings. The statements in the catalog are for informational purposes only, and should not be considered the basis of a contract between the institution and the student.

Generally, the provisions outlined in the catalog are applicable as stated, but Harris Training Institute reserves the right to initiate changes, including but not limited to admission requirements without direct notification to individuals. Any statement in this catalog is subject to change by the institution.

# Equal Access

Harris Training Institute is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

# Change in Student Data

Changes of name, address, telephone numbers, or e-mail must be reported, in writing, to the Registration and Student Records Services Division immediately upon change. Send changes to Harris Training Institute, Registration and Student Records Division, 2310 South Miami Boulevard, Suite 135, Durham, NC 27705

# Governing Body

Chinauwa Harris, Executive Director

Harris Training Institute

2310 South Miami Boulevard, Suite 135

Durham, NC 27703

Office: (919) 224-8081

Fax: (919) 224-8066

# Officials

Executive Director

Chinauwa Harris, BSN, MHA

Receptionist

Kyona C. Chaney

# Faculty

Brubaker, Brenda Nurse Aide Instructors

Harris, Chinauwa Nurse Aide Program Coordinator

Neal, Mary, Nurse Aide Instructors

# Mission Statement

Our mission is to be a model institute for student success by providing quality education using a holistic approach that focuses on knowledge, skills, and human resource development.

# Philosophy

We believe allied health care workers are a vital part of the healthcare team. Harris Training Institute is committed to the professional development of its students and the continual improvement of its programs to ensure that our programs are responsive to the current workforce needs.

# Vision Statement

We aim to produce quality professional health care team members that will be able to positively impact the quality of today’s healthcare and fill the gap associated with health care worker shortages.

# Academic Calendar

**2016 Summer Term**

July 2-10 Summer Break (School closed)

July 11 Summer Term begins

September 5 Labor Day Holiday (School closed)

September 30 Summer Term ends

**2016 Fall Term**

September 2-10 Fall Break

September 11 Fall Term begins

November 24-27 Thanksgiving Holiday (School closed)

December 16 Fall Term ends

December 19-31 Winter Break

**2017 Winter Term**

January 1 New Year’s Day Holiday (School closed)

January 16 Martin Luther King, Jr. Holiday (School closed)

January 23 Winter Term begin

March 31 Winter Term I ends

**2017 Spring Term**

April 1 Spring Term begins

April 14-16 Easter Holiday (School closed)

May 26-29 Spring Break (School closed)

June 30 Spring Term ends

# Admissions Policy

Harris Training Institute shall maintain an open-door admission policy to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age.

1. A student who does not have a high school diploma or equivalent (GED) will be required to complete a test approved by the State Board of Proprietary Schools, which demonstrates ability to benefit instruction.
2. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older
3. An undocumented immigrant shall be admitted to the institute only if he or she attended and graduated from a United States public high school, private high school, or home school that operates in compliance with state or local law. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older

## General Admission requirements include:

A student must meet the following criteria in order to be admitted to the institute:

* 18 years of age or older
* High school transcript, GED, or ability to benefit testing
* Two forms of government issued identification (i.e. government- issued photo ID and Social Security Card)

Harris Training Institute reserves the right to refuse admission to any applicant who has been suspended or expelled from another educational institution. Such applicants will be evaluated on individual basis.

## Program Specific Entrance Requirements

Some health science programs have unique admission requirements. Admission to these programs is conditional, based on the receipt of the program specific requirements including but not limited to:

* Proof of negative TB skin test
* Hepatitis B vaccine, or signed Vaccine Declination form
* Application with the schools designated vendor for a criminal background
* Proof of immunizations, including influenza vaccine

# General Enrollment Information

A course schedule is published and made available to the public prior to the beginning of each semester. Information about course offerings may be obtained on the website: [www.harristraininginstitute.com](http://www.harristraininginstitute.com) or by calling the Institution. The student may register for any course section that has been published on the website.

A student identification card will be provided to each registered student. The ID card must be carried by the student at all times.

## Steps to Enrollment

1. Submit the copy of general admission requirements.
	1. 18 years of age or older
	2. High school transcript, GED, or ability to benefit testing
	3. Two forms of government issued identification (i.e. government- issued photo ID and Social Security Card)
2. Submit the registration form, general admission requirements, and program specific requirements along with an acceptable form of payment by:
	1. Mail to Harris Training Institute, 2310 South Miami Boulevard, Suite 135 Durham, NC 27703, or
	2. Fax the Registration form to (919) 224- 8066, ATTN: Registrations, or
	3. Submit the Online registration form and payment at <http://www.harristraininginstitute.com>

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# Attendance/ Leave Policy

Regular class attendance is an important part of the students success. Students are expected to arrive to class on time and stay for the entire class period. Arriving late or leaving early disrupts the learning environment. A pattern of tardiness and/ or early departure will have consequences.

## Tardy:

Students will be considered tardy when the student is not present at the scheduled start of class, lab, or clinical. A student who is repeatedly tardy will be placed on an Action Plan.

## Absence:

Students will be considered absent when the total hours missed is equivalent to the scheduled class hours.

## Conditions for Expulsion or Suspension for Unsatisfactory Grades

A student may be dismissed from the program for “Unsatisfactory Attendance”. The definition of Unsatisfactory attendance may vary based on program regulations. Refer to specific program to determine the attendance policy.

## Accommodating Absences Due To Religious Observances

Harris Training Institute recognizes its legal and ethical responsibilities to accommodate students who must miss classes to participate in religious observances. North Carolina law requires that students be permitted at least two excused absences per year for these purposes. Harris Training Institute students are allowed up to two class days of excused absences per academic year for religious observances.

It is the students responsibility to contact the instructor for each course in which work will be missed. The student must provide written notification to the instructor within the first two weeks of the semester, identifying the religious observance and date of the planned absence.

Faculty members must provide a suitable accommodation for affected students. Specific accommodations may vary, depending on course regulatory bodies, course content, mode of instruction, and size of class. Examples of suitable accommodations include but are not limited to:

• Establishing a class policy allowing all students to drop one exam or assignment grade

• Providing an opportunity for a makeup exam or equivalent assignment

• Allowing extra-credit assignments to substitute for missed class work; and

• Other reasonable accommodations determined by the course instructor

Students are responsible for requesting and completing any missed class content. Upon request, the student will be provided with any instructional materials given out during their absence.

##

## Make-Up Assignments

It is the students responsibility to obtain make-up assignments from the instructor.

The student is required to complete all make up assignments for time missed from class in order to successfully complete the course.

# Policy Regulations – Re: Standards of Progress

## Grading Scale for Continuing Education Courses

“A” 100 – 92

“B” 91 - 84

“C” 83 - 75

“D” 74 – 66

“F” 65 or below

“S” Satisfactory

“U” Unsatisfactory Progress

“DR Dropped Student dropped course prior to the 25% date.

“W” Withdrew Student withdrew from course beyond the 25% date

“I” Incomplete Student request this grade due to inability to complete

the course due to extenuating circumstances.

## Explanation for Special Grades

### DR: Dropped

This grade is assigned when the student registers and attends the course, but request to drop the course *prior* to the 25 percent date. Refer to refund policy

### **I: Incomplete – Makeup Work Required**

The special grade of “I” is assigned when the student has performed at a satisfactory level and has made significant progress toward the completion of course objectives but is unable to complete all prescribed work by the end of the course/semester due to extenuating circumstances such as accident, illness, or comparable unavoidable developments. Under normal circumstances, the grade of “I” is not assigned to a student who fails to appear for the final examination.

To receive the grade of “I”, the student must confer with the instructor and request the “I” grade on or before the last class day of the course/ semester. The student must provide the instructor with documentation of particular circumstances necessitating the “I” grade. The instructor and director will review each student’s circumstance on an individual basis. If such circumstances are considered legitimate, the instructor provides the student with written instructions specifying the work to be completed and the completion deadline.

If the student completes the work according to the instructors’ requirements, a grade for that work is assigned and computed in the final course grade. If the course work is not completed during the subsequent semester, the “I” grade is changed to an “F” grade.

### **NS: Student Never Attended Course**

A student who registers for a course but never attends the course before the 10 percent point in attendance is designated as a “no-show” (NS) in the course. A student who never attends a course receives the NS grade.

### U: Unsatisfactory:

Unsatisfactory progress is defined as receiving a final grade of “74” or less, or failure to complete make-up work, failure to pass the lab or clinical portion of the course.

### W: Withdrew:

This grade is assigned when the student withdraws from the course beyond the 25 percent course date. Refer to refund policy

## Academic Probation

##

The student may be placed on academic probation at any time the student’s grade average falls below 75 in the classroom, fails to participate fully in skills lab or is unprepared for clinical. The student will be provided guidelines to assist with progression in the identified areas.

Students who fail to make satisfactory progress will receive an “Unsatisfactory” grade and will not be eligible to receive a certificate of program completion.

## Conditions for Expulsion or Suspension for Unsatisfactory Grades

A student may be dismissed from the program for “Unsatisfactory Progress”. Unsatisfactory progress is defined as receiving a final grade of “74” or less, or failure to complete make-up work, failure to pass the lab or clinical portion of the course.

# Policy/ Regulations Re: Student Conduct

Students are expected to:

1. Conduct them self in a courteous and respectful manner and a professional manner, as is customary of the healthcare profession.
2. Demonstrate honesty and integrity; refrain from cheating, or plagiarism when submitting course work.
3. Follow the policies of Harris Training Institute, the respective hospitals, and clinical sites and as they pertain to conduct, dress, grooming, jewelry, ornaments and related matters.
4. Refrain from use of cell phones, in the class, lab and clinical environment.
5. Refrain from eating/ drinking in identified areas.
6. Refrain from smoking on the school’s campus and/ or clinical sites.
7. Obtain a doctor’s note with any necessary restrictions stating the student may attend class/clinical when medical conditions including but not limited to pregnancy are present.
8. Immediately, report to your instructor the use of prescription or over-the-counter medication that may alter your ability to perform required duties.

## **Conditions for Expulsion or Suspension for “Unsatisfactory Conduct**”

A student may be dismissed from the program for ‘Unsatisfactory Conduct”. Unsatisfactory conduct is defined as but not limited to: harassing or threatening behavior towards another person; behavior which is inappropriate for the health care profession (neglect or abuse); dishonesty, cheating, or stealing

The following conditions will result in dismissal from the program and expulsion from the school:

1. Failure to adhere to the school’s conduct policy.
2. Failure to adhere to policy requirements set by clinical affiliation.
3. A student demonstrates abuse or neglectful behavior towards a client. In addition, the incident will be reported to the Division of Health Services Regulation, Health Care Personnel Registry and Center for Aide Regulation and Education.
4. Use of loud, discourteous, or profane language.
5. Use of alcohol or un-prescribed drugs while in clinical may result in dismissal from the program,
6. Insubordinate behavior towards the instructor, or employees at the clinical site.
7. Harassment and/or assault – verbal, physical, or sexual in nature – of an employee, student, or visitor.
8. Failure to obtain a doctor’s note with any necessary restrictions stating the student may attend class/clinical when medical conditions, including but not limited to pregnancy are present.
9. Possession of firearm or other weapons on the school or clinical premises.

## Conditions of Reentrance for Students

Any student who has been dismissed for “Unsatisfactory Progress” may be considered for readmission at any subsequent semester, upon a review of the student's situation and approval by the Executive Director.

Students dismissed for “Unsatisfactory Conduct” will not be eligible for reentrance into the school.

**Students expelled from the school will not be eligible for reentrance into the school.**

# Policy/ Regulations Re: Student Dress Code

Students are required to wear the school ID badge at all times.

Students are expected to dress neatly and appropriately for class and other school functions.

* No sagging- the wearing of one’s pants or shorts low enough to reveal undergarments or secondary layers of clothing. No clothing with derogatory, offensive and /or lewd messages either in picture or words. Pajamas will not be worn in the classroom.
* There are to be NO head coverings, (i.e. caps, bandanas, doo-rags and /or hoods), worn during class, lab, or clinical, unless this is part of your religious dress.
* Sunglasses may not be worn in the classroom, lab or clinical area unless prescribed by a physician or optometrist.

Students are expected to adhere to the following guidelines when in lab and clinical:

* Students will wear the designated uniform, black rubber soled shoes, and white socks (*pants with drawstring are not acceptable*). A white undershirt or a white lab coat may be worn with the school uniform.
* School issued identification badge must be worn in lab and clinical.
* Students (male and female) are required to arrange or restrain their hair so that it does not fall forward. Hair pieces are permitted if conservative, clean and secure, and if no safety hazard is presented.
* Jewelry may not be worn in the lab / clinical setting with the exception of a watch, 1 pair of small stud earrings and a plain wedding band only. Non-functional ornaments may NOT be worn with the uniform.
* Artificial nails *are not allowed* in the lab or clinical setting. Fingernails must be clean and cut so they do not extend beyond the fingertips. Additional restrictions may be required based on clinical facility policy.
* All visible tattoos must be covered.

Students found in violation of the dress code may be asked to leave the class, lab, or clinical. Students have the option of returning to class, lab, or clinical dressed appropriately. Class hours missed will be recorded in the students’ attendance record.

# Policy Re: Student Records Maintenance/ Transcripts

The student record is the property of Harris Training Institute. The school will maintain student records for up to 5 years.

## Transcripts

Harris Training Institute awards Continuing Education Units (CEU's) for specific non-credit courses. A permanent transcript will be established for each non-credit student. The transcript will be updated each time the student completes a non-credit course. CEU's will be awarded for non-credit courses satisfactorily completed on the basis of one CEU for each 10 hours of instruction. Fractions of CEU's will be awarded. Thus, a 75-hour course will earn 7.5 CEU's.

CEU's will not be awarded to students who fail to complete a course satisfactorily.

## Requesting Student Transcripts

The student will be required to submit the “Transcript Request” form to Harris Training Institute, ATTN: Student Records Services, 2310 South Miami Boulevard, Suite 135, Durham, NC 27703. The cost of the transcript will be $5 and must be paid at the time of the request.

The student may pick up the requested transcript within 3 business days of the request.

The student may request to receive the requested transcript by mail. The record will be mailed within 3 business days.

## Control Provisions on Student Records and Student Information

Harris Training Institute, in the execution of its responsibilities to students, maintains accurate and confidential student records. The school staff recognizes the rights of students to have access to their educational and personal records in accordance with college policy and the Family Educational Rights and Privacy Act of 1974.

## Definition of Term “Educational Records”

The term “educational record” as defined under the provisions of the act includes files, documents, and other materials that contain information directly related to students and that are maintained by an educational institution or an authority on behalf of the institution.

The term “educational record,” under the provision of the act, *does not* include the following:

1. Records of institutional, supervisory, and administrative personnel that are in the sole possession of the maker and that are not accessible or revealed to any other person except a substitute for the above named personnel.
2. Records and documents of security officers of the institution that are kept apart from such educational records.
3. Records on students that are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professionals or paraprofessionals acting in their official capacity and that are made, maintained, or used only in connection with a provision for treatment of the student and not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of a given student’s choice.
4. Alumni or former student records.

## Procedure for Examination of Records

Students have the right to inspect their own records covered by the Act whether recorded in hard copy, electronic data processing media, or microfilm. The Program Administrator has been designated by the school to coordinate the inspection and review procedures for student education records.

Requests to review records must be made in writing, specifying the item or items of interest. Records will be made available for review within thirty (30) days of the request. Upon inspection, students are entitled

to an explanation of any information contained in the record.

Students may have copies of their records except:

When the copy requested is a transcript of an original or source document that exists elsewhere.

The student must submit a written request for copies of records other than the student’s transcript(s) of academic records. A fee of $0.50 per page will be charged and must be paid at the time of request. The student may pick up the requested record within 3 business days of the request; or the student may request to receive the requested record by mail. The record will be mailed within 3 business days.

Transcripts and other information are released only with the written consent of the student, except as provided by the Act. Confidential information requested by other than federal or state agencies as specified above will be released only under the following conditions:

1. An official order of a court of competent jurisdiction.

2. Subpoena (students will be notified immediately by registered mail that their records are being

 subpoenaed).

3. To parents of students upon the parent providing a certified copy of the parent’s most recent

 Federal Income Tax Form in which the student is identified as a dependent.

Requests for confidential information will be honored without prior consent of the student in connection with an emergency, if the knowledge of such information by appropriate persons is necessary (in view of a responsible person) to protect the health or safety of the student or other persons.

Faculty and administrative officers of the school who demonstrate a legitimate educational need will be permitted to look at the official student record for a particular student.

Students may *not* review or inspect:

 1. Financial records of the parents of the students or other information therein contained.

 2. Confidential recommendations if a given student has signed a waiver of the students’ rights of

 access, provided that such a waiver may not be required of the student.

## Record of Who Has Access

A record of access to the official student record will be maintained within the record itself. This record will show the name, address, date, and purpose of the person who has been granted access. All persons who have access will be included in this record except those institutional employees who, because of the nature of their duties, have been granted access.

## Student’s Rights to Question Contents of Official Records

A student has the right to view his official records maintained by the college. Furthermore, a student may question any inaccurate or misleading information and request correction or deletion of that data from the official records. All such requests will be sent to the executive director and will become a part of that students’ record.

All requests for correction of a student record will be acted upon within 45 days of receipt of that request. If the executive director can verify that such data is, in fact, in error, appropriate corrections will be made and the student will be notified in writing when the correction has been completed. In the event the Administrator fails to resolve the students’ requests to the students’ satisfaction, the student may continue the grievance through compliance with the grievance procedure contained in this catalog. If the outcome of the grievance is in agreement with the students’ request, the student will be permitted to review his record to verify that the change has been made correctly. If the students’ request is denied, he/she will be permitted to append a statement to the record in question, showing the basis for his disagreement with the denial. Such appendages will become a permanent part of the record.

# Detailed Schedule of Cost

## Tuition Rates for Continuing Education Courses

**Medication Technician $199**

This course is designed to teach unlicensed personnel to administer medication in a safe, competent manner. The course focuses on the six rights of medication administration for non-licensed personnel, medication administration via oral, topical and instillation routes, medical asepsis, hand hygiene, terminology and legal implications.

Upon completion of the course, students should be prepared to take the NC Adult Care Medication Aide Exam, under the NC DHHS/ Division of Health Services Regulation- Adult Care Licensure section. Current listing on the NC Nurse Aide I Registry may be required by some hiring agencies but is not a requirement to register for the class. This course requires students be in attendance one hundred (100 %) percent of the class hours in order to successfully complete the course. (No Clinical)

The participant must pass the competency exam to be listed as a Med Tech on the North Carolina Medication Aide Registry. (15 Hours)

**Nurse Aide I $569**

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. The program includes classroom lectures, a hands-on skills lab and an offsite clinical rotation. Upon successful completion of the course, the student is eligible to make application for the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing on the North Carolina Nurse Aide I Registry. (100 hours)

**Nurse Aide I Refresher $249**

This course is designed to provide individuals with a review of the knowledge, skills, and abilities that must be demonstrated on the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing on the North Carolina Nurse Aide I Registry. No Clinical. (40 hours)

# 2016-2017 Student Fee Schedule

Lab Fees\* $30

Technology Fee (online classes) $80

Replacement Transcripts $ 5

Replacement Student ID $10

Service Charge for returned checks $30

Duplicate Certificates of Completion $ 5

Professional Liability Insurance\* $30

**\*Fee is included in the cost of registration**

\*Professional Liability Insurance must be purchased at time of registration

## Student Expense

Students enrolled in the allied health programs may incur additional expenses related to clinical requirements, such as uniforms, equipment and travel, and criminal background check.

Uniforms cost may vary

Criminal Background Check $28

## Books

Textbooks are not included in the registration fee and must be purchased by students as they are needed. Costs of textbooks vary, depending upon the curriculum in which the student is enrolled.

## Returned Checks

Any student who has a returned check shall be notified in writing. If the returned check is not cleared within a specified time, the student will be dismissed from the program. Students who develop a pattern of payment by returned checks will have this payment option revoked. There will be a $30 fee for returned checks.

The Administration of Harris Training Institute reserves the right to change at any time without notice; graduation requirements, fees and other charges, curriculum, course structure, and content; and other such matters as may be within its control, notwithstanding any information set forth in this catalog.

## MILITARY TUITION

Upon request of the student, the institution shall grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignment as a result of military operations then taking place outside of the state of North Carolina that make it impossible for them to complete their course requirements.

## Tuition Payment Plan

##

Students may submit an application requesting approval for the Tuition Payment Plan. Payments received are specifically intended for use as a tuition payment only for eligible program at Harris Training Tuition Payment Plan.

Students may submit an application requesting approval for the Tuition Payment Plan. Payments received are specifically intended for use as a tuition payment only for eligible program at Harris Training Institute. The student will be responsible for any additional cost associated with books, background check and uniforms.

The terms of the plan allows the student to pay for tuition with in a series of three (3) designated payments. The total cost will include a *non-refundable* processing fee of twenty ($20) dollars. Payments may be submitted on line or by “cashier check” or “money order” made payable to Harris Training Institute. Note: The student may be charged an additional fee by the hosting company when submitting online payments.

The tuition must be paid in full in order for the student to proceed to the clinical portion of the program. The student will be dismissed from the course if the tuition has not been paid in full prior to the first scheduled clinical date. Failure to complete the clinical portion of the course will result in a final grade of “Unsatisfactory” and student will not be eligible to receive a Certificate of Completion.

Students who default on the Tuition Payment Plan will not be eligible to use this option of payment in the future.

# Policy/ Regulations Re: Refund

A refund shall not be made except under the following circumstances:

1. A 100 percent refund shall be made if the class in which the student is officially registered is cancelled due to insufficient enrollment.
2. A 100 percent refund shall if the student officially withdraws prior to the first day of class as noted in the school calendar.
3. A 75 percent refund shall be made up to the 25 percent point of any term defined by quarters or clock hours for a student who officially withdraws from class.
4. The student activity fee, lab fee, technology fee, and professional liability insurance fee (if applicable) will be 100 % refunded when a student officially withdraws prior to the first day of class. *These fees are not refundable once the class begins.*

# Description of Space, Facilities and Equipment

## Space

Harris Training Institute’s Campus is 1,040 square feet office suite located at 2310 South Miami Boulevard, Suite 135. The campus is situated near Research Triangle Park and is accessible from major highways such as Highway 70, Highway 40, and Highway 85. The campus offers courses that prepare student for certification and entry level employment in the health care field. Courses are offered days, evenings and weekends in the traditional classroom as well as via distance education technologies.

## Facilities

Refer to Attachment \_\_F\_\_

## Equipment

Refer to Attachment \_\_E\_\_\_

# COURSE OUTLINE MEDICATION TECHNICIAN

COURSE TITLE: MEDICATION TECHNICIAN

COURSE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL CONTACT HOURS: \_\_15\_\_ CEU’s: \_x\_\_\_\_ YES / \_\_\_\_ NO # CEU’s: \_\_1.5\_\_\_

# COURSE DESCRIPTION:

This course prepares unlicensed medical personnel in adult care homes, assisted living facilities, and group homes to take the Medication Administration Exam, administered by the NC Division of Facility Services. Students receive basic information needed to perform basic competencies required to safely administer medications by the following routes: oral, buccal, sublingual, optic, ophthalmic, nasal, topical, inhalant, vaginal and rectal.

Other topics include, but are not limited to, drug interactions, side effects, and the administration of subcutaneous injections, dosage calculations, and controlled substances and their documentation.

15 Hours (No Clinical)

### RESOURCES AND MATERIALS: Medication Administration Simulation

REQUIRED TEXT: Medication Administration: A Medication Aide Training Course, Student Manual

### OTHER: Instructor/ Student ratio is 1 to 10

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

\_\_x\_ Lecture \_\_x\_ Role-Playing \_x\_\_ Small Group Discussion

\_x\_\_ Audio Visual \_\_x\_ Lab \_x\_\_ Demonstration

Does your course require completing a special project or assignment or passing a certain test? \_\_x\_ Yes

Student must demonstrate understanding of the “six rights” and be able to safely and proficiently administer medication in the lab setting. In addition, student must be able to document medication administration appropriately on the Medication Administration Record (MAR) prior to completion of the training program.

COURSE OUTCOMES:

Upon completion of this course, the student should be able to:

1. List the members of the health care team;
2. Understand the role and limitations of the Medication Tech;
3. Explain the client’s right to privacy, confidentiality, independence and refusal;
4. Demonstrate understanding of the “six rights” safely and proficiently to administer medication;
5. Demonstrate appropriate documentation of medication administration on the Medication Administration Record (MAR);
6. Understand the concepts of medication administration, including terminology and abbreviations;
7. Understand how to document and report medication errors;
8. Display the awareness that health care workers must have in order to avoid legal dilemmas;
9. Understand and practice effective communication with supervising licensed nurse.

METHODS OF EVALUATING OUTCOMES:

\_x\_\_ Assignments \_\_x\_ Demonstration Skills

\_\_x\_ Written Post-Tests \_x\_ Instructor Assessment & Observation

\_\_x\_ Class Participation \_\_x\_ Class Performance

PRIMARY METHOD OF EVALUATION:

Student will achieve a grade of 75 or greater on the post-test in addition to passing the lab portion of the course which includes the performance of medication administration and documenting on the Medication Administration Record.

ATTENDANCE:

This course requires students be in attendance eighty (80 %) percent of the class hours in order to successfully complete the course.

# COURSE OUTLINE NURSE AIDE I

COURSE TITLE: NURSE AIDE I

COURSE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_

TOTAL CONTACT HOURS: 100

CEU’S: \_x\_ YES / \_\_ NO # CEU’S: 10.0

COURSE DESCRIPTION: This course introduces basic nursing skills required to provide

personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the course, the student is eligible to make application for the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing on the North Carolina Nurse Aide I Registry.

RESOURCES AND MATERIALS**:**

Gait Belt, nursing uniform for clinical to include white shoes.

REQUIRED TEXT:

Nurse Aide I Student Manual (may be purchased from the school “Bookstore”) .

### OPTIONAL TEXT:

Essentials for Nursing Assistants: A Humanistic Approach to Caregiving, 3rd edition by Pamela Carter, Published by Lippincott. (ISBN 978-1-60913-750-2)

SUPPLEMENTARY REFERENCES:

GUEST SPEAKERS: TBD

VIDEOS:

### TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

\_\_x\_ Lecture \_\_\_ Exercises \_\_x\_ Role-Playing \_x\_\_ Small Group Discussion

 \_\_x\_ Modeling \_\_x\_ Clinical \_\_\_x\_ Skills Lab \_\_x\_ Video Tapes

\_x\_\_ Demonstration

Other (Describe):

Does your course require completing a special project or assignment or passing a certain test?

\_\_x\_ Yes \_\_\_ No (If yes, please explain.)

Course includes passing a laboratory and clinical component. To pass the laboratory and clinical components, the individual must be proficient in demonstrating all skills. Proficiency is defined as the ability to perform a skill in a competent and safe manner. All skills in this course must be successfully performed prior to completion of the training program.

COURSE OUTCOMES**:**

Upon completion of this course, the student should be able to:

 1. List the members of the health care team and describe their role.

1. Understand the responsibilities of the nursing assistant.

 3. List and observe patient / resident rights.

 4. Display the awareness that health care workers must have in order to avoid legal

 dilemmas.

 5. Describe and display basic safety methods designed to prevent accidents in a health

 care facility.

 6. Describe and perform activities of daily living used in caring for patients/residents.

 7. Understand the human body anatomy and physiology and the systems and common

 diseases seen in the elderly.

 8. Understand and practice effective communication in the provision of quality health

 care.

 9. Perform the basic nursing skills listed in the skills handbook competently and

 proficiently in both the lab and clinical settings.

10. Provide organized, safe, and complete care for a minimum of 2 patients in a health

 care facility.

METHODS OF EVALUATING OUTCOMES**:**

\_x\_\_ Assignments \_\_\_ Oral Tests \_\_x\_ Demonstration Skills

\_\_x\_ Written Tests \_\_\_\_ Oral Reports \_x\_ Instructor Assessment & Observation

\_\_x\_ Class Participation \_\_\_ Projects \_\_\_ Class Performance \_\_\_ Other

THE PRIMARY METHOD OF EVALUATION IS \_4\_written tests with overall average of 75 or greater in addition to passing the lab and clinical portion of the course which includes skill performance and instructor assessment and observation.

ATTENDANCE:

Successful completion of the program is dependent upon the completion of 90 clock hours (or 90%) of instruction. The instructor will documents the number of class hours missed in increments of one (1) hour for any portion of the class hour missed.

Students will be considered absent when they have missed a total of 5 hours of the scheduled class hours.

Students who exceed the 3 allowed absences will be dismissed from the program. Extenuating circumstances will be reviewed by the director.

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# COURSE OUTLINE NURSE AIDE I REFRESHER

COURSE NUMBER: \_\_\_\_\_\_\_\_\_70591\_\_\_

COURSE TITLE: \_Nurse Aide I Refresher

TOTAL CONTACT HOURS: \_\_\_40\_\_ CEU’S: \_\_x\_\_\_\_ YES \_\_\_\_\_ NO # CEU’S \_\_4.0\_

COURSE DESCRIPTION:

This course is designed to provide individuals with a review of the knowledge, skills, and abilities that must be demonstrated on the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing on the North Carolina Nurse Aide I Registry.

RESOURCES AND MATERIALS: None

REQUIRED TEXT: Nursing Assistant Care, The Basics by Jetta Fuzy, Published by Hartman

 Publishing.

Refresher Nursing Assistant Skills Manual

OPTIONAL TEXT: Nursing Assistant Care, The Basics Workbook by Jetta Fuzy, Published by Hartman Publishing.

SUPPLEMENTARY REFERENCES:

GUEST SPEAKERS: None

VIDEOS: YouTube videos,

OTHER: All skills are demonstrated by instructor.

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

\_\_x\_ Lecture \_\_x\_ Exercises \_x\_ Role-Playing \_x\_\_ Small Group Discussion

\_x\_\_ Audio Visual \_x\_ Videos \_x\_ Skills Demonstration \_\_x\_ Guided Skills Practice

\_\_x\_ Select Teachable Moments \_x\_ Moodle Enhanced

Does your course require completing a special project or assignment or passing a certain test?

 \_\_\_\_ Yes \_\_x\_ No (If yes, please explain.)

COURSE OUTCOMES:

Upon completion of this course, the student should be able to:

 1. Understand the responsibilities of the nursing assistant.

 2. Describe and display basic safety methods designed to prevent accidents in a health care

 facility.

 3. Describe and perform activities of daily living used in caring for patients/residents.

 4. Understand and practice effective communication in the provision of quality health care.

 5. Perform the basic nursing skills listed in the skills handbook competently and proficiently in

 both the lab and clinical settings.

METHODS OF EVALUATING OUTCOMES:

\_\_x\_ Demonstration Skills \_x\_ Written Tests \_\_x\_ Class Participation

\_x\_ Instructor Assessment & Observation

THE PRIMARY METHOD OF EVALUATION IS:

To pass the practical (laboratory and clinical) component of your nurse aide program, the student must be proficient in demonstrating all twenty-two (22) skills. Proficiency is defined as the ability to perform a skill in a competent and safe manner.

ATTENDANCE: Student attendance at 90% is required for certificate of completion.

COURSE OUTLINE:

See attached course schedule.

# Policy/ Regulations Re: Granting Credit

The student shall provide an official copy of the transcript in order to receive credit for previous educational training. The transcript will become a permanent part of the student record.

# Policy/ Regulations Re: Graduation Requirements

Students who successfully complete a course of program are eligible to receive a Certificate of Completion. In addition, specified programs may require a grade of satisfactory in the clinical portion of the course.

There is no fee for the original certificate of completion. There will be a $5 processing fee to cover the cost of a duplicate certificate and the required administrative work. Payment of the fee is required at the time of request.

# Policy/ Regulations Re: Inclement Weather

During the academic year, the following steps and procedures will be in effect to allow for timely and well-communicated college closing decisions.

In the event of hazardous weather, including such events as heavy snow or ice accumulation on a day prior to a regular class day, the initial decision to cancel or delay the next day's classes will be made prior to 7 a.m. of the class day in question. A notice will be placed on the school's web site [www.harristraininginstitute.com](http://www.harristraininginstitute.com) or the school’s voicemail (919) 224- 8081.

On days when classes have been cancelled due to hazardous weather, heavy snow, or ice accumulation, decisions on the following day's classes will be made prior to 6 p.m., if possible. Decisions regarding evening classes will be made prior to 3 p.m. on the day the evening classes are scheduled.

# Policy/ Regulations Re: Smoking

In support of our commitment to a safe and healthy environment for our employees, students and visitors Harris Training Institute, Inc. is a smoke free environment. For the sake of this policy the institution’s campus is understood to include the clinical site.

# Policy/ Regulations Re: Student Grievance

The student is required to make the attempt to resolve the matter directly with those involved. If attempts to resolve the matter fail, the student shall submit a *Student Grievance* form to the executive director for review. The grievance shall be reviewed and a decision made by the executive director within a reasonable timeframe. During the entire process, the burden of proof rests with the student making the complaint. Students are advised to keep written notes and maintain documentation to provide evidence of complying with each level of this process.

## Grievance Procedure

The process involves specific deadlines for pursuing a grievance. Student should pursue a grievance within 10 business days of the circumstance. Complaints presented past the deadlines are not considered unless there are specific, extenuating circumstances which made pursuing the complaint by the deadline extremely difficult. Extenuating circumstances include but are not limited to medical illness, death of a family member, or work or family situations that have significantly interfered with normal life functions. Should these extenuating circumstances be present and documented, it is expected that the student would have initiated the grievance process as soon as possible after resolving the extenuating circumstances.

 **2016-2017**

**Certificate Programs**

**Med Tech**

**Nurse Aide I Training Programs**

**Nurse Aide Refresher**

**@**

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