



Home Health Aide Orientation

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Classroom Hours:
M – F 7:45 am – 11:15 am
Lunch 11:15 am – 12:15 pm
M – F 12:15 pm – 2:45 pm

Advisement Hours:
During Classroom Hours
M – Th 2:45 pm – 4 pm

HOHA Program Faculty:
<https://www.davistech.edu/programs/home-health-aide#faculty>



Faculty

Introduction

Welcome to the Home Health Aide Program at Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any questions you may have with your instructor. You may also review college policies on the Davis Tech website (<https://www.davistech.edu/policies-and-procedures>), or in Student Services. As this course is taught on the Clearfield Job Corps campus, you will also want to be familiar with Clearfield Job Corps policies and procedures.

Program Description

The home health aide is an important member of the health care team, directly involved with patient care of physically or mentally challenged individuals who need help with personal care, activities of daily living, and simple household chores. The Home Health Aide Program prepares students to seek employment in residential care facilities, hospice settings, and clients' homes. During the program, students will develop strong communication techniques and learn the basic nursing skills necessary to become certified as a nursing assistant in the State of Utah. Students will demonstrate proficiency in providing basic personal cares including bathing, showering, grooming, and other personal hygiene tasks, as well as develop skills for basic household tasks such as cooking and meal preparation, light cleaning, and doing laundry. Students will develop an understanding of basic household safety and complete a ServSafe course on food safety. Upon successful completion of the program, students will be recommended to take the UNAR State Certification exam to become a certified nursing assistant in the State of Utah and will receive a food handlers' permit from the Utah Department of Health.

Program Objectives

The mission of this program is to enable home health aides to demonstrate the knowledge, skills, and professionalism required by employers and residents, protect certified nursing assistants' rights to practice, and promote effective, efficient healthcare delivery. In this course, you will participate in hands-on skills, take written assessments, and review textbook and vocabulary assignments. Upon completion of this program, students will have received specialized training to be a home health aide and nursing assistant. In the Home Health Aide Program, students will be enrolled in 300 hours of course-specific training in which students will have the opportunity to:

- Recognize how to safely care for patients and residents in a variety of healthcare settings
- Apply the skills and knowledge necessary to be an essential part of the healthcare team and meet the needs of patients and residents
- Explain proper food handling, preparation, and storage techniques
- Apply the knowledge necessary to obtain a ServSafe Food Handler permit in the state of Utah
- Demonstrate the knowledge, concepts, and skills needed to pass the State of Utah CNA examination administered by UNAR

General Information

You can access current information for the following items on the Davis Tech program website (<https://www.davistech.edu/programs/home-health-aide>):

- Admission and Occupational Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Estimated Cost (tuition, fees, program, and course materials)
- Campus Refund Policy
- Academic Agreements
- Industry Licensing and Certification
- Program Accreditation
- Student Right to Know

Program Requirements

- You will be required to complete a minimum number of hours of instructional training in a classroom setting to meet UNAR's mandate for nursing assistant certification, in the State of Utah (see the Home Health Aide Program Orientation attendance requirements for specific information).
- Instructional training will consist of classroom learning, simulation lab hands-on learning, CPR training and certification.
- **FYI:** If you are enrolling in any health occupation program, any misdemeanor or felony conviction relating to drug offenses, assault/violent crimes, sexual assault, fraud, or theft



that you have on your record, may affect your ability to gain employment in a healthcare setting.

Program and Course Materials

The program and course materials listed on the website show general resources that you will need for this program. Job Corps will provide you with the curriculum bundle study guide, textbook, and workbook necessary for your course work. Job Corps will also supply the required scrubs, watch, stethoscope, and blood pressure cuff. It is required that you return your textbook to your instructor on the last day of your course. Job Corps will issue a student fine should the book not be returned.

Learning Resources

Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, and media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with internet access and software applications that are currently being used in industry.

Electronic Student Resources

Your Canvas course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

First Aid Supplies

The classroom includes a first aid kit and other supplies needed in case of emergency. Evacuation routes from the building will be outlined by your instructor.

Graduation Requirements

The Home Health Aide Program is a lockstep, 300-hour course. It is required that you complete all course requirements by the last scheduled day of your 10-week class to complete your trade through Job Corps. To be eligible for graduation from the Davis Tech Home Health Aide Program, you would need to meet the Davis Tech Home Health Aide grading, progress, and attendance requirements.

Elective Clinical Rotation

Students that successfully qualify for the UNAR state certification exam are eligible for the elective clinical rotation. To be eligible for the UNAR state certification exam, students must complete all coursework with a score of 80% or higher. A minimum of 24 clinical hours in a long-term care facility (nursing home) is also required to take the UNAR state certification exam to become a certified nursing assistant (CNA). Your clinical hours may only be completed with the supervision of a Davis Tech instructor and at a facility that is contracted with the Davis Tech Home Health Aide Program.



Prior to scheduling clinicals, students are required to submit documented proof of the required vaccinations/tests (see the Home Health Aide Program Orientation immunization requirements for specific information).

Utah Nursing Assistant Registry (UNAR) State Certification Testing

Students may complete the Davis Tech Home Health Aide Program but must meet certain qualifications to be eligible for recommendation to take the UNAR state certification exam to become a Certified Nursing Assistant in the State of Utah. To be eligible for the UNAR state certification exam, students must complete all coursework with a score of 80% or higher and complete the 24-hour elective clinical rotation.

Your Job Corps Coordinator will complete payment and scheduling once you have completed your coursework and clinicals and have met all necessary UNAR hours and certification requirements. For additional information regarding the UNAR State Certification exam, please visit the following website: <https://utahcnaregistry.com/>.

Advisement

Teacher advisement is important for your success at Davis Tech. Students who receive regular advisement are more likely to achieve their goals and complete their training program on schedule. Your instructor is available to meet with you during advisement hours listed at the beginning of this orientation. These meetings are used for you and the instructor to accomplish the following tasks:

- Update contact information in NorthStar, Davis Tech's Student Information System.
- Review performance and attendance.
- Define and clarify training and career goals.
- Discuss professional work ethics in performance, attendance, attitude, dress, behavior, and communication.
- Discuss challenges with referral to appropriate institutional support systems that can help improve your success.

In this learning environment, the instructor will work with students in small groups. You are expected to take active responsibility for your learning and work with the instructor in meeting your educational goals.

Scheduling

Courses in this program are lockstep, meaning they have a defined start and defined end date. Course end dates are determined by the number of classroom hours attended per week, and these dates may vary based upon individual courses.

Campus Technology

A Davis Tech student ID number was assigned to you at the time of your Davis Tech registration. You will use your student number to access the Davis Tech Student Portal. Students can access their student portal at <https://portal.davistech.edu/Portal/Student/Login>.

The Davis Tech Home Health Aide Program uses Canvas for students to access course content,



assignments, quizzes, assessments, etc. Your instructor will provide you with information on how to access Canvas during your class orientation. Students can access Canvas from any internet-connected computer at the following URL: <https://davistech.instructure.com/login>. If you experience problems logging in to Canvas, please see your instructor or email online.support@davistech.edu. If you encounter technical problems while in Canvas, use the Help button in Canvas and the “Report a Problem” link.

Students with Disabilities

If you have a disability and have questions about the process of obtaining accommodations or need further explanation of these requirements, please meet with a counselor at Student Services to discuss your concerns. More information can be found at <https://www.davistech.edu/disability-services>. You will also need to work with the disability coordinator at Job Corps.

Performance Standards

Students are expected to complete course work according to a timeline in the course syllabus and your curriculum packet study guide. The timeline shows the maximum number of hours it should take you to complete each unit and module of the course. If you are not able to maintain this progress, you should meet with your instructor or a college counselor. This timeline serves as a guide for completing the course in the time required.

Grading/Skills Demonstration

Davis Tech courses are competency-based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and students must be present for a designated number of hours to meet UNAR certification requirements.

To complete the Home Health Aide Program, students are required to achieve 70% or higher on all assignments, skills demonstration pass-off, quizzes, assessments, and final exams. If you do not pass an assignment, skills demonstration pass-off, quiz, assessment, or final exam, you will be required to retake or repeat it after completing remediation requirements. These assignments, skills demonstration pass-off, quizzes, assessments, and final exams will be used to calculate your final grade. The specific details for each of these course requirements can be found in the course syllabus. ***Please note students must complete each assignment, skills demonstration pass-off, quiz, assessment, and final exam with a score of 80% or higher to be eligible for the elective clinical rotation and to take the UNAR state certification exam.***

Grade Scale:

A	95% - 100%	A-	90% - 94%	B+	87% - 89%
B	83% - 86%	B-	80% - 82%	C+	77% - 79%
C	73% - 76%	C-	70% - 72%	D+	67% - 69%
D	63% - 66%	D-	60% - 62%	F	0% - 59%

Progress

Classroom progress must be maintained at 85% or higher. There is a direct correlation between attendance and progress. If your classroom attendance drops, you may be unable to meet the



certification requirements set by UNAR. 100% clinical attendance is required to meet the certification requirements set by UNAR. If you fail to meet the attendance and/or the UNAR requirements, you will be required to withdraw from the course, re-enroll, and retake the course. If you are having difficulty meeting the progress requirement, you are encouraged to discuss the difficulty with your instructor.

Academic Performance

Your success in this program is important to us. We will work with you to help you succeed, but if we feel that you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve. The following steps may be taken if you fail to meet the minimum performance, progress, and attendance standards or violate the Home Health Aide Program policies and procedures:

Academic Probation

Students who are on academic probation may lose scholarship eligibility, or sponsorship and benefits, as determined in accordance with Davis Tech Financial Aid requirements and Department of Education regulations.

If you are unable to complete a course for any reason, which includes meeting the state mandated minimum hour requirements, you must meet with your instructor to re-enroll and retake the course. You will be placed on academic probation and given a Student Improvement Plan at this time.

If you are unable to correct the unsatisfactory performance or complete the repeated course by the repeated course end date, you must meet with your instructor and the Other Training Provider Coordinator (OTP) to modify and further define the Student Improvement Plan. The instructor and OTP Coordinator may also evaluate barriers that might prevent your success in the program and whether other training options should be considered. Your continued participation in the program beyond the second enrollment would be evaluated on an individual basis by a Job Corps representative and the Davis Tech Nursing Assistant Coordinator.

Termination

You may be dismissed from the program for failure to meet the academic standards stated in this orientation or for inappropriate conduct as defined by Davis Tech, the College of Health Professions, the Home Health Aide Program, or the medical profession.

The following are some reasons that you may be terminated from the Home Health Aide Program:

- Failure to maintain 85% attendance.
- Failure to progress through the program in a timely manner (85% standard time).
- Being under the influence of any drugs, alcohol, or medication that will alter one's mental status.
- Failure to pass quizzes, assessments, or final exams in three attempts.
- Failure to acquire clinical skills.
- Actions that are not safe in the classroom, lab, and/or at the clinical site that place you, other students, staff, or residents at risk for injury.



- Breach of confidentiality. (For example, HIPAA violations, etc.)
- Displays of behavior that are considered harassment, sexual or otherwise.
- Displays of behavior that are disruptive to self and the learning of others.
- Cheating or other academic dishonesty.
- Failure to complete clinicals due to lack of professionalism, absenteeism, and/or skills. (If you are asked to leave a clinical site, you will not complete the program.)
- Per Job Corps policy, receiving 3 or more write-ups at Job Corps.

Problem Resolution

If you are not satisfied for any reason with your instructor, classroom management, grading, or academic disciplinary actions taken, discuss your concerns with your instructor. If a reasonable solution cannot be reached, you may exercise your right to grieve under the Student College Grievance Policy and Procedures, which can be found on the college website.

If you have attempted to resolve the complaint to your fullest ability with the training program, testing site or UNAR unsuccessfully, fill out the complaint form located on <https://utahcnaregistry.com/>. Upon receipt of the complaint UNAR will determine what, if anything, can be done to resolve the issue. Please note that under no circumstances will your testing results, renewal, or certification be impacted if you file a complaint, even if that complaint is against the UNAR.

Attendance

Attendance is calculated by the number of scheduled course hours versus the number of hours you are present in the classroom. The Home Health Aide Program requires 85% minimum classroom attendance (255 classroom hours) and 100% clinical attendance (24 clinical hours) if the student enrolls in the clinical elective course. UNAR requires 76 hours of classroom training and 24 hours of clinical training for the Nurse Assistant Certification requirement of this course.

You are expected to attend class according to your schedule. Attendance guidelines for the Home Health Aide Program are based upon that of a working environment. If you are unable to attend class, you need to communicate with your instructor as would be expected on the job.

Attendance guidelines are as follows:

- Clock-in window is 10 minutes before and after the bell.
- If you clock-in 10-20 minutes late, you will be marked tardy.
- If you clock-in more than 20 minutes late, you will be marked absent.
- If you leave before the bell, you will be marked absent.
- If you are loitering in the hallway, talking on your cell phone, visiting, or engaging in activities that are not approved by an instructor, you will be issued an "N" on your attendance for a nonproductive day. Nonproductive attendance marks result in a loss of hours in the class period for which they are issued.

Student Policies and Procedures



You may find further information on Davis Tech institutional student policies and procedures here: <https://www.davistech.edu/policies-and-procedures> . As this course is taught on the Clearfield Job Corps campus, you will also want to be familiar with Clearfield Job Corps policies and procedures.

Instructor Response Time

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

Placement Services

Placement services are available to you when you complete your program. These services include resume review, interview skills, and job placement assistance.

Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify us of your employment status. If you are already employed, become employed, or if your employment status changes, please notify your instructor. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we do not receive a response from you, a Davis Tech employee will contact you to request your employment status.

Program Safety

You will receive instruction on occupational safety in the Home Health Aide Program. Topics on occupational safety include infection control and prevention, how to maintain proper body mechanics to avoid injury, workplace safety, emergency preparedness, and CPR certification training.

Course Evaluations

At the end of each course, your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, responses are anonymous, and this information is used to verify that an evaluation is completed only once per student. Your feedback is used for program improvement and professional development.

Work-based Learning

To qualify for certification as a nursing assistant in the State of Utah, you are required to complete at least 24 hours of hands-on clinical training at a designated long-term care facility clinical site. Students that successfully qualify for the UNAR state certification exam are eligible for the elective clinical rotation. To be eligible for the UNAR state certification exam, students must complete all coursework with a score of 80% or higher. Upon completion of your clinical hours, you must provide course instructors with clinical evaluations and proper documentation of hours and attendance.

Code of Conduct



Student Conduct & Work Ethic

The focus of our educational programs is to prepare you for employment. This means that we promote good employability practices as well as instruct you on job skills. Prospective employers are far more interested in your attendance, punctuality, initiative, and attitude than your academic achievement scores.

In the classroom, practices that demonstrate excellent work ethics are as follows:

- **Good attendance:** Employers want workers they can depend on to show up and to stay for their entire shift.
- **Punctuality:** Employers want workers to show up on time, ready to work, and to return from breaks and lunch in a timely manner.
- **Responsibility:** Employers want workers that take responsibility for doing a job correctly, for learning new skills, and for asking for assistance when necessary.
- **Initiative:** Employers want workers that try to go beyond the minimal acceptable standard and that show pride in their careers. This includes being dressed appropriately, clean, and neat, hair clean and pulled back (if appropriate), and short nails.
- **Cooperation:** Employers want workers that can collaborate with other people in all types of situations. This is especially important in healthcare careers where each member must remain focused on the resident or patient regardless of the stressfulness of the situation.
- **Dedication:** Employers want workers who are dedicated to their profession and their place of employment; who are continually learning new skills; and most importantly, who are dedicated to the resident or patient who has placed their life in the workers hands.

Academic Honesty

Davis Tech views academic honesty as a reflection of your personal integrity; consequently, you are required and expected to maintain the highest standards of academic honesty while completing all examinations, assignments, tests, projects, and fieldwork. Most professions have codes of ethics—standards to which you will be expected to adhere when you are working. At Davis Tech you are expected to practice the integrity you must demonstrate later in the work environment. For all these reasons, academic misconduct is considered a serious offense.

Dress Code

The Davis Technical College Allied Health dress code policy is designed to help us all provide a consistent, professional, and identifiable appearance to Davis Tech students. Our appearance reflects on ourselves as well as the college. This policy is modeled after what students may be expected to wear at their clinical site. Students must always present a clean, professional appearance.

The following guidelines for dress and appearance must be maintained in both classroom and clinical settings:

Classroom Dress Code

The following rules apply:

- Students are required to wear their trade day clothes as designated by Job Corps every day.



- This will include wearing your issued scrub top and scrub bottoms and closed toe, athletic style non-slip shoes.
- Your name tag is part of your uniform and should be worn at all times.
- Hooded sweatshirts, hats, and beanies are not allowed to be worn in the classroom.
- A long-sleeved solid color black, white, navy, or gray shirt may be worn under the scrub top for added warmth. No words or logos may be visible.
- Clothing must not be worn in a way that exposes bare midriffs, buttocks, or undergarments.
- Clothing attachments/accessories which could be considered weapons, including, but not limited to spikes on boots, bracelets or chokers, chains on wallets or belts are prohibited.
- Exaggerated cosmetics, body paint, or body piercing are prohibited.
- Excessive jewelry, perfume, or makeup is prohibited.
- Acrylic nails are not permitted. Natural nails should be kept short.

Students who are in violation of the above dress code will not be permitted into the classroom and will be sent to the OTP coordinator for a possible write up.

Clinical Dress Code

- Your name tag is part of your uniform. You must wear it as a name tag during all clinical rotations.
- Students are expected to dress in scrubs while at clinicals. Scrubs must be clean and neat. Students may wear a solid shirt under their scrub top; however, no words or logos may be visible. Scrub bottoms should be worn at the waist and be an appropriate length (they should not touch the floor or drag under your shoes).
- Scrub uniforms consist of your issued scrub top and scrub pants. Other combinations of scrub wear are NOT permitted, i.e., scrub pants and t-shirt, or scrub top and sweatpants. This is considered inappropriate attire.
- Athletic style, close-toed shoes that offer good foot support are also required.
- Students are required to wear a watch with a second hand.
- Students need to be clean and freshly showered. Good personal hygiene must be followed.
- All students are to wear deodorant and should not wear excessive perfume or cologne.
- Hair must be pulled back and secured. Extreme hairstyles and/or colors are prohibited.
- No exaggerated cosmetics, body paint, or body piercings will be allowed.
- When at clinical, you may wear one pair of stud earrings. Gauges and facial piercings must be removed, clear or pink spacers for tongues/noses are permitted.
- Fingernails should be clean, short, no fake fingernails are allowed.

If you are not dressed appropriately, you will be **immediately sent home** from clinicals.

Misconduct Warning

Any disrespect of a classroom or clinical instructor will not be tolerated. You are expected to refrain from foul or abusive language, abide by classroom rules, and act respectfully towards other students and instructors. You **must** also treat the residents at our clinical sites with the utmost consideration. Any misconduct that occurs in the classroom or clinical site will result in a student



meeting with the OTP coordinator, who will issue a write-up according to severity of student behavior. If you are asked to leave a clinical site by the clinical instructor or administration of that site due to reasons of attitude, lack of personal hygiene, or endangerment of residents, you may be dropped from the course and program.

Classroom Cell Phone Usage Policy

Cell phone usage (including text messaging, social media, or browsing the internet) in the classroom is unprofessional and **not allowed**. Text messaging in class or leaving the classroom to chat on a cell phone will result in a nonproductive day. Ringers and/or speakers must be turned off.

If you do not abide by this policy, you will be given one warning. A second warning will result in a nonproductive attendance mark. A third warning will result in a written warning from Davis Tech, and you will be placed on probation. Additionally, you will meet with the OTP coordinator for a write-up.

Clinicals Cell Phone Usage Policy

Cell phones or any other personal electronic device (i.e. Apple watches, smart watches, FitBits, etc.) use during your clinical rotations is strictly prohibited. Absolutely no text messaging, video messaging, or photography is allowed. Because cell phone and electronic device usage in a clinical setting is prohibited, failure to comply will result in disciplinary action by the clinical instructor and clinical site. If you are using your cell phone or other electronic device for any reason, you will be sent home from clinicals immediately.

Safety, Medical, Physical Demands, and Immunization Policy

Allied healthcare workers are at risk of acquiring hepatitis and other infectious diseases due to work-related exposure to potentially infected bodily fluids (blood and saliva). In recognition of this risk, Davis Tech informs healthcare students of the modes of disease transmission, methods, and procedures for minimizing transmission, and the appropriate protocol to be followed in the event of exposure to potentially infected bodily fluids. Policy has been established to assure that healthcare students, faculty, and staff do all that is possible to protect themselves and clients from the spread of infectious diseases in the medical environment.

When you participate in a clinical rotation, clinical facilities, and Davis Tech require that you provide documentation of the following vaccinations/screening test prior to scheduling and attending clinicals:

1. Completed hepatitis B series or proof of starting hepatitis B series
2. Current (annual) negative tuberculosis (TB) screening (intradermal PPD skin test, QuantiFERON blood test, or chest x-ray may be provided)
 - a. Negative results must be within the last 12 months and must remain current throughout each student's clinicals.
 - b. If you have a positive TB test result, you must show proof of adequate medical work-up and proof that tuberculosis is currently not communicable (chest x-ray report, physician, or health department written note).
3. Primary COVID-19 vaccination series, including a booster or exemption



- a. Students are considered fully vaccinated if it has been two weeks, or more since they completed the series.
4. Seasonal influenza (flu) vaccine (October 1st to April 30th) or exemption

Proof of immunizations is mandatory. Failure to provide immunization documentation will result in delay of clinical scheduling until you are following this policy.

The physical demands described here are representative of those that must be completed by a student to successfully perform the essential functions of the home health aide/nursing assistant while at clinicals.

- The home health aide/nursing assistant is regularly required to communicate with patients and coworkers through speech and hearing while performing the duties of this job.
- The home health aide/nursing assistant is highly active and requires prolonged periods of standing and walking.
- A home health aide/nursing assistant must be able to bend, kneel, stoop, crouch, crawl, and climb unimpeded.
- A home health aide/nursing assistant must frequently lift or move objects and patients weighing over fifty pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus quickly.

If you feel that your physical status would not allow you to complete these duties, you should seek the advice of your doctor or medical professional before proceeding. If your physical status or condition changes during your program of study, your instructor may be able to offer additional help about how to proceed.

Confidentiality/HIPAA

Federal law protects the confidentiality of those for whom we provide care. HIPAA regulations state that it is illegal and unethical to release any information about a patient/resident, their condition, or their care plan to anyone not directly involved in that person's medical care.

As a student of Davis Tech, you must agree to adhere to all contracted clinical facilities' HIPAA agreements. Failure to comply with the codes of confidentiality will result in immediate dismissal from this program and could result in legal action at the discretion of the clinical facility.



Home Health Aide Program Student Awareness Form

After you have read the program orientation listing the policies and rules of this course, the instructor will answer any questions you may have. You will then be asked to read this form, initial each statement, sign, and date the form, and return the form to the instructor.

1. I have read and understand that the program admissions requirements, tuition and fees, and campus refund policy are available and accessed on the Davis Tech website as needed. _____
2. I have read and understand the program requirements (including classroom, clinicals, and graduation requirements) _____
3. I have read and understand that if I have any misdemeanors or felony offenses, I may not be able to find gainful employment as a Home Health Aide or Certified Nursing Assistant upon completion of the program. _____
4. I have read and understand the performance standards for this program (including progress, academic performance, and skills demonstration). _____
5. I have read and understand the attendance policy and hour requirements for this program. _____
6. I have read and understand the classroom and clinical dress code policies and agree to comply with them. _____
7. I have read and understand the classroom behavior expectations. _____
8. I have read and understand the classroom and clinical cell phone policies. I understand that cell phones are prohibited at clinical sites and absolutely no text messaging is allowed. _____
9. I have read and understand that I must provide documentation of a current TB screening test, complete Hepatitis B series or initial Hepatitis B vaccine, complete COVID-19 series, including booster, and seasonal flu vaccination (October-April). _____
10. I have read and understand the physical demands necessary to participate in clinicals for the Home Health Aide Program. _____
11. I have read and understand the confidentiality policy and as a student of Davis Tech, I agree to comply with all contracted clinical facilities' HIPAA agreements. _____
12. I understand that I must successfully complete all program completion requirements. _____
13. ****HIGH SCHOOL STUDENTS** I am a junior or senior in high school and at least 16 years of age.** If I am under 18 years of age, my parents or legal guardian has signed the disclosure agreement related to sensitive content of this program before starting the Home Health Aide program and any clinical time. _____

Student signature: _____

Date: _____

Instructor signature: _____

Date: _____

