

MISSION

Hawaii Institute of Healthcare & Training Services was created to educate and train its students to become professional LEADERS in providing EXCEPTIONAL and ethical care with the highest principles of INTEGRITY in their chosen career.

VISION

To be recognized as the prime health care training center and to become the foundation for new professional careers in the health care and other training industries.

OUR STAFF

Our staff includes Registered Nurses (RN), Licensed Practical Nurses (LPN), and Certified Nurse Assistants (C N A), Lab Technician and other professionals who are well versed in their areas of specialization.

All of our staff are very helpful and friendly in assisting our students throughout their course.

Nurse Assistant Training Course

This prepares the student to become Certified Nursing Assistants. After six weeks of successful completion of the course, students are eligible to take the OBRA (Omnibus Budget Reconciliation Act), state of Hawaii certification exam.

Students are trained the basic nursing procedures, laboratory settings and practices, hospital experience, working in private homes, life care centers, and clinics.

Course Date: Please see schedule

Location: Hawaii Institute of Healthcare & Training Services
PO Box 395
Hilo, Hawaii 96721
Tel: (808) 933-1295/933-1266
Fax: (808) 933-2722

Tuition Fee: \$1,250

Student per Class: 8-12 students

To Pre-Register:

Complete Registration Form
Non Refundable Pre-Registration Fee \$250.00

Schedule: M-W varies

Lecture: 41.5 Hours

Laboratory: 48.5 Hours

Clinical: 30 Hours

Mail application at:

HIHTS
PO Box 395
Hilo Hawaii 96721
Or apply online at www.hihts.net

Textbook:

Nursing Assistant Care, The Basics 3rd Edition
By: Hartman Publishing, Inc

Admission Requirements:

- Eighteen (18) years of age or older
- TB clearance; 2 steps
- High School graduate or G E D
- Physical Check-up
- Application Forms (completed)
- Enrollment Agreement
- CPR/ First Aid Certificate
- Pre-Registration Fee (Non-refundable)
- Immunization Record or Health Records

Other Requirements:

- 1) Nurse Assistant’s Scrub uniform (any color but H I H T S uniform must be worn during the clinical rotation).
- 2) White Shoes
- 3) Notebook/ Pen/ Pencil
- 4) Stethoscope
- 5) Blood Pressure Cuffs

Schedule of Charges: (Payment Plan)
 \$250.00 Non-Refundable Pre-Registration
 \$500.00 2nd week of class
 \$500.00 4th week of class

Payment Plans

Payment incentive programs offered
TFC payment plan offered
(Please see Registrar or call for more details)

Tuition Disclaimer:

Tuition charges are subject to change by the administration of Hawaii Institute of Healthcare & Training Services. All tuition and charges should be paid on time and schedule. Failure to pay may result in cancellation of registration. Cash , Checks, and Credit Cards are accepted. Please make check payments to **Hawaii Institute of Healthcare & Training Services or H I H T S.**

H I H T S shall provide an equal opportunity for all students to achieve their maximum potential goal through the offered training course regardless of race, color, creed, religion, sex, ancestry, national origin, place of residence within the district, social or economic condition or handicap.

STUDENT’S CODE OF ETHICS

1. Respect the rights and dignity of all individuals.
2. Treat one another with respect regardless of gender, race or creed.
3. Comply with all laws, regulations, and standard governing the practice of health information management.
4. Protect the confidentiality and security of health records and health information.
5. Truthfully and accurately represent professional training, education, and experience.
6. Adhere to the mission, vision and values of the Institute.
7. Strive for professional excellence through self-assessment and continuing education.
8. Share accurate and timely information with other students to ensure effective class participation.
9. Practice confidential and ethical health information management system utilization. Health Insurance portability and Accountability Act of 1996 (**HIPAA**).
10. Avoid conflicts of interest in the performance of professional responsibility.
11. Learn and practice excellence with effective Leadership, Exceptional, and ethical care, with the highest standard of professional Integrity.

GRADING POLICY:

Performance is evaluated by written and practical exams. Students must score at least 80% on each lesson submitted and 80% on the final exam to receive their certificate. If a student fails a lesson and quiz, he/she may re-take the lesson or quiz one time, and scored at least 80% for a passing grade.

A 90-100
B 80-99
C 70-79

DRUGS AND ALCOHOL:

Students of H I H T S are not allowed to use, distribute, possess, dispense, or be under the influence of illegal drugs and alcohol as prohibited by State and Federal law.

SMOKING:

Smoking is prohibited in any of the training rooms, laboratory, restrooms and other covered areas of the training facility.

SEXUAL HARASSMENT

Students of Hawaii Healthcare Institute and Training Services are expected to treat one another and staff members with respect, regardless of gender, race, color or creed, religion, socio-economic status, national origin or sexual orientation. Touching of a sexual nature, gender based or racial comments, name calling or jokes by students are not tolerated on training facility or while involved in any training practice or activity. Such nature of harassment shall be reported to the School Management.

TUITION REFUND POLICY:

Non-Refundable Registration Fee

No Refund on the 4th week (payment plan)

Tuition fees include Registration and books. A scrub uniform is provided compliments of H I H T S. One-time Background and drug screening tests are provided and included in the cost of the tuition. Testing, other educational materials, CPR certification and personal items, replacement (broken or lost) of laboratory equipment are not included.

BALANCE DUES:

All balances are due on or before the last week of the course. Final exams and clinical rotation will be withheld if not paid.

TUITION ASSISTANCE:

May be available to qualified students. Specific information can be obtained at the school's administration office.

Hands-on Clinical Practice which consist of approximately thirty (30) hours will be taught at a long term care facility, or may include home and health care agencies. Students must pass a written and skills test prior to clinical practice.

COURSE DESCRIPTION:

The objective of the program is to prepare students with the necessary education for safe, effective and sensitive role as a Nurse Assistant in nursing centers, hospitals, clinics, home care home health and care home agencies. The course covers the following topics:

- Art of Care Giving; Ethics
- Working in Long Term Care; Health Care Team
- Protecting Patient's Rights
- Communication: Language of Care Giving
- Safety
- Infection Control
- Vital Signs
- Positioning and Transferring
- Activities of Daily Living (ADL)
- Providing Care for the Person's Surroundings
- Oral and Denture Care; Shaving
- Hand/ Foot Care/ Hair Grooming
- Dressing and Undressing; Bed Bath; Shampoo
- Admission, Transfer and Discharge
- Healthful Eating
- Elimination
- Restorative Care
- Care for People with Specific Illness
- Care for People with HIV/AIDS, Hepatitis/ TB
- Care for People with Alzheimer's
- Care for People with Mental Health and Disabilities
- Death and Dying
- Career Planning
- Code of Ethics
- Documentation
- Clinical

GRIEVANCE PROCEDURE

1. If a student believes that H I H T S instructors/Trainer has failed to meet any of its responsibilities or has acted arbitrarily to meet any of its responsibilities, the student may initiate action as a remedy.
2. Grievant shall attempt to resolve the problem with H I H T S Instructor or Trainer who is involved.
3. If a student failed to attempt to resolve the problem with his/her instructor, the grievant shall prepare a formal complaint in writing addressed to the School Administrator.
4. School Administrator will meet separately with Grievant and the Instructor or may meet both parties if they agree in a joint discussion of the complaint.
5. Within seven (7) working days of receipt of the formal complaint, the School Administrator shall complete, and notify in writing the Grievant and Instructor of the decision.
6. Failing to achieve a satisfactory solution in Procedure No. 5, Grievant may file an appeal in writing to H I H T S Grievance Committee. Filing must be done within seven (7) working days after the Grievant has been notified to the decision or action.
7. Findings and decisions of the H I H T S Grievance Committee are final.

The Grievance Committee has the authority to execute all remedies specified in the decision.

CRIMINAL HISTORY AND RECORD CHECK

As required to all persons providing services to and/or receiving clinical instructions to long term care facilities such as hospitals, criminal history checks for federal and state convictions are conducted by the clinical facility's Human Resources personnel. Criminal history record checks may include fingerprinting.

DRUG TESTING:

A random drug testing will be scheduled to students by the clinical or long term care facility staff before students can participate in the clinical instructions.

GENERAL POLICES

STUDENT'S RIGHTS—*Students shall have the right to receive all educational data pertinent to Training, Guidance, and Counseling.*

1. Right to obtain education records, inspect or review them.
2. Right to request an explanation or interpretation of records.
3. A training that offers the students the opportunity for inquiry and development to become a successful Nurse Assistant.
4. A student shall have the opportunity to develop and express opinions, beliefs and values, provided such expression is not disruptive, slanderous or insubordinate.
5. A training staff that provides a positive model for Nurse Assistant's development.
6. The opportunity to approach Instructors and administrators with reasonable requests and questions concerning the training course.

CLASS ATTENDANCE/ PARTICIPATION

Regular, on time attendance is expected. It shall be the student's responsibility to inform the Administration or Instructor of unavoidable absences.

Class Participation

Textbook reading assignments, written homework: (Information Review, Questions to Ask Yourself, Terminology List, Lecture/Video).

Quizzes: Passing grade of 80% on each quiz and test
Skills Test: Passing return demonstration for performance skills.

Regular, on time attendance is mandatory.

- You will be allowed only one (1) excused absences and one (1) unexcused absence. To request an absence, write a brief explanation and give to instructor immediately.
- Three (3) absences will receive NO credit in class attendance.
- Four (4) absences will result to dismissal.

NO SHOW:

It is the student's responsibility to attend the first week session of the training. If a student misses the second week, he/she maybe dropped from the course by the Instructor.

Grading:	Quizzes	30%
	Skills Test	30%
	Finals	20%
	Class Attendance	10%
	Participation	10%

MUST PASS WRITTEN FINALS TO GRADUATE THE COURSE

AGENCY SPONSORED STUDENTS MUST MEET ALL OF THEIR SPECIFIC AGENCY'S REQUIREMENTS

Students must observe the H I H T S Student Code of Ethics at all times.

Cell phone and pagers are not to be activated in classroom, laboratory and healthcare facilities.

Students should not bring children to class, laboratory and healthcare facilities.

Students should not be chewing gum during clinical rotations.

“English Only” policy in classroom, lab and clinical facilities

Use of foul language in the classroom and other training facilities is strictly prohibited.

Student Assistance is available by contacting:

Course Instructor
H I H T S Administrator

STUDENT SUPPLIES:

1. White Close-Toed shoes
2. C N A Scrub uniform
3. Notebook, pencil, pen
4. Stethoscope
5. Blood Pressure Cuffs

APPEARANCE:

- Students must be well groomed at all times.
- Hair must be combed, brushed, long hair secured and off-collar.
- Minimal face make-up and fragrance may be worn.
- Uniform must be clean, intact and pressed.
- Nametags should be placed at the proper location of the uniform.
- Clean hands and fingernails short and edges squared. Infection Control measures includes no solid- colored fingernail polish, acrylic, gel, overlays or other unnatural material.
- Jewelry should be restricted to watch, wedding bands (no sharp stone settings) and earrings that dangle no more than ½ inch.

DISMISSAL:

1. Repeated class absences (3 times or more) without prior notification.
2. Excessive tardiness (5 times or more) without prior notification.
3. Possession of illicit drugs, alcoholic beverages, lethal weapons.
4. Disruptive behavior, abusive language, sexual harassment.
5. Theft of property, dishonesty, cheating.
6. Not wearing proper uniforms during class sessions and clinical procedures.

STANDARDS OF PERFORMANCE:

1. Attend classes regularly.
2. Pass all written and practical test.
3. Follow instructions and inter-act well with others.
4. Communicate well with others.
5. Complete the required number of hours on the clinical practice.
6. Knowing the importance of you job.

NOTE: Successful graduation from this Nurse Assistant Training course is dependent on each student’s commitment and effort.

PHYSICAL EXAMINATION

A physical check-up within the last six- (6) months from your doctor is required to perform the clinical course. This will show evidence that you don’t have any physical limitations in becoming a nurse assistant and that you are free from any communicable disease.

State Certified

Morning and Evening Sessions

Scholarship Program

Optional Payment Plans

Financial Aid (TFC)



Professional Nurse Assistant Training Program



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Telephone: (808) 933-1295/1266
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