

Health and Technology Training Institute

Student Catalog

2016 – 2018

**Breslin Learning Center
100 S. Broad Street 10TH Floor
Philadelphia, PA 19110
Phone: 215-568-2220
Fax: 215-563-4683**

Published January 1, 2013
Revised June 4, 2015
Revised March 28, 2016

TABLE OF CONTENTS

Board of Trustees.....	3
Educational Objectives.....	4
Physical Facilities.....	4
Admission Requirements	4
Admission Procedures.....	5
Non-Discrimination Policy.....	5
Previous Life Experience.....	6
Tuition and Fees.....	6
Cancellation, Termination and Refund Policy.....	6
Tuition Charges.....	7
Textbooks and Supplies.....	7
Academic Rules & Regulations.....	7
Conduct and Attendance.....	7
Grading System.....	8
Criteria for Graduation.....	8
Training Records.....	9
Make-Up Training	9
Housing.....	9
Transportation.....	9
Placement.....	9
Counseling.....	9
Calendar.....	9
Holidays.....	9
School Closing	9
Certified Nurse Aide Training.....	10
Behavioral Health Technician Program.....	11
Transfer of Credits.....	13
Sexual Harassment Policy.....	13

HEALTH AND TECHNOLOGY TRAINING INSTITUTE

Cheryl Feldman, Executive Director

Board of Trustees

EMPLOYER TRUSTEES

Cheryl Whitfield, Co-Chair
Vice President, Human Resources
Inglis Foundation

Megan Nessel, Board Secretary
Chief Human Resources Officer
Cadbury Senior Services

Betty Boyd
Vice President of IDD Services
The Association of Independent Growth, Inc. NHS

Richard Coyle
Executive Director
Simpson House

John Lasky
Vice President, Human Resources
Temple University Health System

Mark S. Mungan
Senior Manager, Human Resources
Crozer Chester Medical Center

Susan Shaffer
Manager, Learning and Development
Thomas Jefferson Hospital

DISTRICT 1199C TRUSTEES

Henry Nicholas, Board Chair
President
District 1199C— NUHHCE, AFSCME

Salima Pace, Board Treasurer
Executive Assistant
District 1199C— NUHHCE, AFSCME

Sheila Bennett
Vice President
District 1199C— NUHHCE, AFSCME

Elyse Ford
Administrative Organizer
District 1199C— NUHHCE, AFSCME

Peter Gould
Executive Vice President Emeritus
District 1199C— NUHHCE, AFSCME

John Hundzynski
Executive Vice President
District 1199C— NUHHCE, AFSCME

Darlene Lawrence
Administrative Organizer
District 1199C— NUHHCE, AFSCME

Gary McCormick
Administrative Organizer
District 1199C— NUHHCE

Dionne Riddick-Gary
Executive Board, District 1199C
Hahnemann-Tenet Employee

Chris Woods
Executive Vice President
District 1199C— NUHHCE, AFSCME

EDUCATIONAL OBJECTIVES

Our commitment at the Health and Technology Training Institution is to provide an educational climate which encourages each student to work toward developing occupational knowledge and skills along with poise, confidence and self-esteem.

We expect our graduates to:

Have an interest in education as a life-long process which fosters career advancement, personal growth, and social awareness.

Make use of our placement service to fulfill their goals in pursuing healthcare careers.

Develop their potential for career advancement by preparing themselves to meet the challenges of the competitive health care industry.

Understand the health manpower needs of the health care industry and prepare themselves for high skill, high wage jobs.

PHYSICAL FACILITIES

The Health & Technology Training Institute is located at 100 S. Broad Street, 10th Floor, Philadelphia, Pennsylvania, 19110.

The administrative office building and the Training Institute are centrally located and easily accessible by public transportation.

The Training Institute facility, includes classrooms, nursing laboratories, office space, storage space, a small library, a lounge area, and rest rooms located on the 8th, 9, and 10th floors. Classrooms are equipped with educational aids, computers, calculators, audio-visual aids and LCD projectors. Additional instructional space is located in the administrative office building and includes additional classrooms and an auditorium. Financial counseling services, career counseling, and placement assistance is available in the administrative office building.

ADMISSION REQUIREMENTS

An applicant must meet the following requirements before being considered for admission:

1. If required by the program, applicants must have a high school diploma or possess a General Educational Development (GED) certificate.
2. All applicants must meet a minimum requirement on the Test of Adult Basic Education (TABE).
3. All applicants must attend a personal interview designed to evaluate the applicant's knowledge of the importance of good attendance and being on time for all classes.

ADMISSION PROCEDURES

1. The applicant contacts staff in writing or in person to express an interest in admission to a Health & Technology Training Institute course.
2. The Health & Technology Training Institute provides the prospective student a catalog and an application for admission.
3. Upon receipt of the completed application, an appointment is made for admission testing and a personal interview by a member of the admission office staff. An applicant under the age of 18 must have a parent or guardian present at the interview.
4. If the applicant is found to be qualified for admission, a copy of the Enrollment Agreement and the Catalog is reviewed with the applicant.
5. The applicant signs the Enrollment Agreement.
6. The authorized Health & Technology Training Institute executive signs the Enrollment Agreement.
7. The applicant receives a letter notifying him or her of acceptance.
8. Requests for transfer of credit from other schools will be evaluated upon request.
9. Health & Technology Training Institute admission representatives have the authority to accept or reject any applicant based on admission criteria.

NON-DISCRIMINATION POLICY

Through the policies and programs set forth, the Health and Technology Training Institute (HTTI) strives to comply fully with all federal, state, and local laws relating to equal opportunity, equal employment opportunity, affirmative action, harassment, disabilities, and student's right to privacy.

This policy specifically addresses obligations of HTTI under Title VI and VII, The Civil Rights Acts of 1964, as amended; Executive Order 11246, as amended, Revised Order No. 4; the Equal Pay Act of 1963, The Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; The Vietnam Era Veterans Rehabilitation Act of 1974; and Title IX of the Education Amendments of 1972.

HTTI does not discriminate against any employee, applicant for employment, independent contractor, recipient of services or any other person because of race, color, religious creed, marital status, ancestry, national origin, age, sex, sexual preference, or the presence of a non-job related medical condition or disability. HTTI will take action to assure that applicants are employed and that the employees or agents are treated during employment without regard to their race, color, religious creed, marital status, ancestry, national origin, age, sex, sexual preference or the presence of a non-job related medical condition or disability. Such action shall include, but is not limited to the following: employment, upgrading, demotion or transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training.

It is the policy of HTTI to make the benefits and services of its educational programs available to students, and to provide equal opportunities to all employees and applicants for employment,

regardless of their race, color, religious creed, marital status, ancestry, national origin, age, sex, sexual preference or the presence of a non-job related medical condition or disability. Questions concerning violations should be addressed to Stephen Ridley, EEO Compliance Officer at 215-568-2220.

PREVIOUS LIFE EXPERIENCE

Class assignments will be adjusted where feasible to give credit for a student's previous education. If previous education is documented, students will be placed in the program with scholastic and monetary credit given for subjects already mastered.

TUITION AND FEES

The tuition and fee schedules for all courses are listed in this catalog. The full tuition for each class is due prior to the start of the class. When public or private funding is covering the cost of the class, a contract will stipulate the payment arrangements as required by the funder.

CANCELLATION, TERMINATION AND REFUND POLICY

Cancellation Prior to Starting Class

In the event that the school does not accept the application, a full refund of all tuition paid by the applicant will be made to the applicant.

An applicant may cancel his or her enrollment in writing at any time before the start of the class. The full amount of tuition paid by the applicant will be refunded to the applicant.

Withdrawing After Classes Start

For a student completing up to and including 10% of the total clock hours, the school shall refund 90% of the total cost of the program.

For a student withdrawing from or discontinuing the program within the first 25% of the program, the tuition charges refunded by the school shall be 55% of the total cost of the program.

For a student withdrawing or discontinuing after 25% but within 50% of the program, the tuition charges refunded by the school shall be 30% of the total cost of the program.

For a student withdrawing or discontinuing after 50% of the program, the student is entitled to no refund.

Termination Date

The termination date for refund computation purposes is the last date of recorded attendance of the student. Students are expected to advise the school in writing if they intend to withdraw from the class.

Method of Obtaining Refunds

Applicants who do not enroll in a class must request a refund of tuition in writing as soon as possible prior to the start of the class in which he or she expected to enroll.

Enrolled students must request a refund of tuition in writing within ten (10) days of their last date of attendance in a class.

Students who fail to enter, leave the program or fail to return from a leave of absence will, if qualified under the above refund policy, receive a refund within thirty (30) days of their last date of recorded attendance.

TUITION CHARGES

Course	Tuition	Fee*
Nurse Aide Training	\$1,125.00	\$275.00
Mental Health and Mental Retardation	\$2,200.00	\$268.00

*Fee charge is for tools, materials, supplies, laboratory fees, and expendable items.

TEXTBOOKS AND SUPPLIES

Students will normally be furnished with most of the equipment and supplies that will be needed in the course. Students are responsible for obtaining books, uniforms (if needed), specific supplies identified on the cost list for each program, and personal school supplies such as pencils, notebooks, etc.

ACADEMIC RULES & REGULATIONS

Each student is responsible for observing and complying with the Health & Technology Training Institute basic rules and regulations. Adherence to these rules and regulations is necessary to ensure the student's responsibility for personal progress, relationships with other students, instructors, and administrative personnel, plus meeting financial obligations.

CONDUCT AND ATTENDANCE

Students are:

- Required to attend class regularly as a component of the grade for each course. No student will be permitted to miss more than 15% of instruction. Students who accumulate more than 15% of instruction will be required to repeat a course if it is feasible within a reasonable time period. Missed time includes tardiness, early dismissal, or failure to attend class. In addition, all missed instructional time must be made up in consultation with the instructor.

- Encouraged to meet with the instructor during office hours immediately following an absence and obtain notes from other students.
- Required to make arrangements to complete make-up work, quizzes and exams in a timely manner. Failure to complete make-up work will result in a 0 (zero) for that assignment, quiz, or exam.
- Placed on probation for failing to maintain passing grades. In the event of a failure to improve, the student will be subject to dismissal.
- Permitted to apply for leave of absence in the event of emergency.
- Dismissed for willful destruction or defacing of school property.
- Dismissed for improper or illegal conduct.
- Dismissed only after review of the case by the Executive Director of the Health & Technology Training Institute.
- Required to make up all lost instructional time in order to graduate.

GRADING SYSTEM

Numerical grading is used in the Health & Technology Training Institute. Letter grades are assigned based on a 100% numerical rating system. These letter grades correspond to numerical grade points as follows:

- A --- 90% to 100% --- Excellent
- B --- 80% to 89% --- Very Good
- C --- 75% to 79% --- Average
- D --- 70% to 74% --- Passing, needs improvement
- F --- 69% & below --- Failure

Students who earn less than 70% at the end of any reporting period will be placed on probation for the next period. Should grades fail to improve, the student may be subject to dismissal.

All students will be required to review their monthly training progress with their instructor and/or case manager at the end of each reporting period.

CRITERIA FOR GRADUATION

In order to graduate from any program of instruction, the following requirements must be met:

- An average of 70% or above must be maintained over the duration of the course.
- The student must complete the total number of hours of instruction required by the course curriculum.
- Make-up assignments must be completed.
- All financial obligations to the school must be satisfied.

Students will receive a certificate or diploma upon graduating from a program offered by the Health & Technology Training Institute, depending on the course of study.

TRAINING RECORDS

The school maintains a written record of student training. This record includes past education and a monthly report of current training progress. A final record of academic achievement is placed in each student's permanent record.

MAKE-UP TRAINING

Make-up time is available because all required hours and assignments for courses must be satisfactorily completed.

HOUSING

Housing for students is not provided. Staff provides students with help to find adequate housing.

TRANSPORTATION

Students residing within the Philadelphia area are within easy reach of the school. The location of the school at Broad and Sansom Streets in central Philadelphia is a location that is at the hub of the Philadelphia public transit system.

PLACEMENT

The Health and Technology Training Institute has access to the District 1199C Training and Upgrading Fund Placement Service, which has collective bargaining agreements with health care and behavioral health facilities throughout greater Philadelphia and southern New Jersey. Use of this service does not constitute a guarantee of employment.

COUNSELING

Since personal, academic or financial problems detract from the ability of the student to learn and retain instruction, the Health and Technology Institute staff and faculty are available at any time to counsel students. A financial counselor is available by appointment free of charge.

CALENDAR

Health and Technology Training Institute programs generally begin in the fall and spring of every year. Specific beginning and ending dates are published on flyers when recruitment begins.

HOLIDAYS

The following holidays are observed by the school, provided they fall within the dates of a particular program: New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Norman Rayford Day (August 28), Labor Day, Thanksgiving Day, and Christmas Day.

SCHOOL CLOSING

In the event of inclement weather which might require closing of school, a message on the school's answering machine will provide notice of school closing.

CERTIFIED NURSE AIDE TRAINING
152 Clock Hours

This program is designed for individuals to attain the knowledge and skills to pass the state nurse aide examination. Program objectives include:

1. The ability to practice nursing skills within the laws and regulations of Pennsylvania, and apply principles of healthcare ethics.
2. The ability to pass the Pennsylvania certification test.

Curriculum	Total Clock Hours
Didactic Instruction	86
Laboratory Skills	18
Clinical Experience	48
	Total Hours 152

CREDENTIAL AWARDED: Certificate

Nurse Aide Program Description and Educational Objectives

This program introduces students to the role of Nurse Aide and provides instruction in the basic skills and competencies required of Nurse Aides in long term care, hospital, and community based settings. Students participate in clinical instruction, laboratory practice and theory instruction over the course of 152 hours. Course content includes didactic and clinical instruction in the following:

1. Function in the role of a nurse aide within the legal and ethical standards set forth by the Profession of Nursing, as regulated by the State Board of Nursing of the Commonwealth of PA.
2. Demonstrate appropriate and effective communication skills.
3. Apply basic principles of infection control.
4. Assist with basic emergency procedures.
5. Demonstrate behavior that maintains resident's/or client's rights.
6. Demonstrate behavior that promotes resident's/client's independence and prevents abuse.

BEHAVIORAL HEALTH TECHNICIAN PROGRAM
375 Clock Hours

This program is designed for individuals with previous direct care experience to attain the knowledge and skills to work as mental health and mental retardation behavioral health direct care workers. Program objectives include:

1. The ability to practice behavioral health skills within the laws and regulations of Pennsylvania, and practice acceptable employability skills.
2. The ability to apply principles of healthcare ethics.

Curriculum	Total Clock Hours
Didactic Instruction.....	300
Clinical Field Placement Experience.....	75
Total Hours	375

CREDENTIAL AWARDED: Diploma

Mental Health and Mental Retardation Behavioral Health Course Descriptions/Objectives

mhr 101 English: Foundation of Reading and Writing

This course has been designed to teach Reading, Writing, and Study Skills. The course will enhance verbal and written communication skills as well as enhance study skills, which will be utilized throughout the Behavioral Health program.

mhr 102 Foundations in Mental Health Care

This course has been designed to teach the history and current status of mental health care in the United States. The course will cover topics such as the roles and types of mental health workers, the settings, common treatment modalities, and the role of managed care in mental health.

mhr 103 Computer Basics

This course has been designed to teach the basics in computer literacy. The course will enhance the student's ability to utilize the computer as an educational and professional resource.

mhr 104 Normal Growth and Development

This is a basic introductory course on normal human growth and development. The purpose of this course is to provide a basic knowledge of the normal characteristics, milestones, and range of human development. The course will also include alternative theories of development, and a foundation for identifying developmental abnormalities.

mhr 105 Abnormal Psychology

This course has been designed to teach the basics in abnormal psychology. It will provide an introductory awareness into common psychological/psychiatric disorders as well as the most common treatments.

Mental Health and Mental Retardation Behavioral Health Course Descriptions Continued

mhr 106 Mental Retardation

This course has been designed to teach students about mental retardation. The course will cover the history, diagnosis, classification, and categories of mental retardation. The course will also discuss concepts and terms such as normalization, socialization, and other associated developmental anomalies.

mhr 107 Drug and Alcohol Issues

This course has been designed to teach students about the basic definitions, problems, and characteristics associated with alcohol and drugs. This course will include information on addictions medications, and treatments.

mhr 108 Direct Care Skills

This course has been designed to teach the necessary direct care skills. The course will focus on skills such as working in a multidisciplinary environment and on a multidisciplinary team, documentation, and effective client interventions.

mhr 109 Safety in the Workplace: Preventing and Managing Unsafe Behaviors

This course has been designed to teach safety in the workplace: preventing and managing unsafe behaviors. The course will enhance the student's worksite skills. They will become familiar with skills such as fire safety, conflict resolution and problem solving skills, developing therapeutic relationships, and crisis management and prevention. The course will also teach and certify the students in First Aid and CPR.

mhr 110 Client Rights

This course has been designed to teach students about client rights. It will include discussions on ethics and ethical responsibilities, confidentiality, and privacy. The course will also focus on client advocacy.

mhr 111 Field Placement

This course has been designed to provide the student with "hands on" practical experience. The student will be exposed to various mental health care workers positions. Thus, the student will be able to incorporate the knowledge and skills learned throughout the Behavioral Health Program in a variety of roles.

TRANSFER OF CREDITS

The Health and Technology Training Institute does not offer college credits, and there is no guarantee that coursework completed under the auspices of the Health and Technology Training Institute will be recognized for credit at another educational institution.

SEXUAL HARASSMENT POLICY

Sexual harassment or harassment of any kind will not be tolerated and the Health & Technology Training Institute intends to vigorously enforce this prohibition.

As part of the Institute's nondiscrimination policy, it is illegal for any employee, male or female, to sexually harass another individual in the workplace. Sexual harassment includes, but is not limited to the following:

- Creating an uncomfortable, intimidating, hostile or offensive work environment by verbal or physical conduct of a sexual nature.
- Making unwelcome sexual advances or requests for sexual favors.
- Making submission to or rejection of such conduct the basis for employment decisions affecting the employee.

Should an individual believe he or she is being subject to any form of sexual harassment, the alleged act should be reported in writing immediately to a supervisor and/or the Affirmative Action Officer.

If the immediate supervisor is the source of the alleged harassment, the problem should be reported to the next level of management and the Affirmative Action Officer.

Investigation of all complaints will be undertaken immediately. After appropriate investigation, any employee, agent or other employee found by the Institute to have sexually harassed another individual in the workplace will be subject to discipline, up to and including discharge.