

# HOME HEALTH AIDE PROGRAM OUTLINE



# PROGRAM OVERVIEW

**Home Health Aide is a career training program that covers the knowledge and skills needed to obtain an entry-level home health aide position working in home or community settings. The Home Health Aide program is comprised of 17 Lessons, offering a comprehensive education for students interested in providing home health care to the ill, elderly, and disabled.**

# PROGRAM OUTLINE

**Unit 1 | Blackstone's Skills for Success**

**Unit 2 | Introduction to Computers, the Internet, and Electronic Communication**

**Unit 3 | Anatomy and Medical Terminology 1: An Introduction**

**Unit 4 | Anatomy and Medical Terminology 2**

**Unit 5 | English Usage and Written Communication**

**Unit 6 | Anatomy and Medical Terminology 3**

**Unit 7 | Anatomy and Medical Terminology 4**

**Unit 8 | Time and Stress Management**

**Unit 9 | Home Health Aide 1**

**Unit 10 | Home Health Aide 2**

**Unit 11 | Nutrition**

**Unit 12 | Home Health Aide 3**

**Unit 13 | Home Health Aide 4**

**Unit 14 | Interpersonal Communications**

**Unit 15 | Critical Thinking Skills**

**Unit 16 | Professional Development & Medicolegal Ethics**

**Unit 17 | How to Find a Job in Healthcare**

**Unit 18 | Externship - 120 Hours**

# Blackstone's Skills for Success

## UNIT 1



In this lesson, you will discover how you learn as well as your learning style. You will understand how you learn best by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self determination. Visual, auditory, and kinesthetic learners will be discussed along with the differences between them. You will also receive some tips regarding your study space, the best time to work, and goal setting. Also, basic keyboarding skills will be introduced. Learning strategies, along with note-taking and memory tricks, are also an important part of this lesson. **You will receive access to the Blackstone Typing Tutor.**

# Introduction to Computers, the Internet and Electronic Communication

## UNIT 2

Lesson 2 covers how computers are used in the office today, the different types of computers, and the parts of a computer system. In this lesson you will also learn about the Internet, URLs, search engines, and e-mail. Office technology will be discussed, including office networks, different types of servers, PDAs, scanners, digital cameras, and wireless communication.

# Anatomy and Medical Terminology 1: An Introduction

## UNIT 3



This lesson begins your study of medical terminology. The lesson explains how medical terms are constructed and analyzed to determine meaning; the parts of medical terms, including roots, prefixes, and suffixes; the function of combining vowels; and how terms are pluralized. The lesson also introduces the basic organization of the human body and discusses the body cavities, planes of the body, and directional terms. **You will receive access to the eBook: *Stedman's Medical Dictionary for the Health Professions and Nursing.***

# Anatomy and Medical Terminology 2

## UNIT 4

In this lesson, you will study four of the body systems—skeletal, muscular, integumentary (skin), and respiratory—and the relevant medical terms and abbreviations, as well as common injuries and diseases.

# English Usage and Written Communication

## UNIT 5



In this lesson, you will gain knowledge about the English language and written communication. This information is important to the successful allied health professional. Begin with parts of speech, then review parts of a sentence, pronouns, verbs and finally sentence types and punctuation. This lesson is a great grammar tutorial or refresher. You will also learn about writing in active versus passive voice, paragraph formation, and topic sentences; plus valuable tips for business communication.

# Anatomy and Medical Terminology 3

## UNIT 6

This lesson covers the anatomy and physiology of the cardiovascular, urinary, digestive, and nervous systems, including the relevant medical terms as well as common diseases, tests and procedures, and terminology abbreviations.

# Anatomy and Medical Terminology 4

## UNIT 7



This final anatomy and medical terminology lesson completes the study of the body, covering the endocrine and sensory (eyes and ears) systems; the blood, lymphatic and immune systems; and the male and female reproductive systems. The lesson discusses diseases associated with these body systems and also lists common abbreviations for terms related to these systems.

# Time and Stress Management

## UNIT 8

This final anatomy and medical terminology lesson completes the study of the body, covering the endocrine and sensory (eyes and ears) systems; the blood, lymphatic and immune systems; and the male and female reproductive systems. The lesson discusses diseases associated with these body systems and also lists common abbreviations for terms related to these systems.

# Home Health Aide 1

## UNIT 9



This Lesson introduces the home care industry, the role of home health aides, how to communicate effectively and understanding the client's needs. It also covers systems in the human body, how to observe and report client information and working with ill and disabled clients. **You will receive access to the eBook: *Mosby's Textbook for the Home Care Aide*.**

# Home Health Aide 2

## UNIT 10

This Lesson discusses how to manage the home environment as a home health aide. You will learn your responsibilities for maintaining a healthy environment, the basic principles of nutrition and how to develop safety-conscious behavior.

# Nutrition

## UNIT 11



This Lesson presents an introduction to Nutrition, Choosing a Healthy Diet, Calculation of Nutrition Information along with Food Choices for Illnesses. You will learn about the relationship between nutrition and health, meal planning and maintaining a balanced diet.

# Home Health Aide 3

## UNIT 12

This Lesson provides information on safety factors including how to Prevent Infection and procedures for moving, positioning and transferring clients. Unit 12 also includes detailed information on bed making, personal care, elimination, collecting specimens, measuring vital signs and more.

# Home Health Aide 4

## UNIT 13



This Lesson discusses the special needs of the client. It includes the changes that occur in a mother after delivery, infant and child care, the aging process and care for older adults. An overview of dealing with emergency situations is presented along with Caring for Clients with Mental Illness, Caring for Clients with Illnesses Requiring Home Care and Caring for the Clients at the End of Life.

# Interpersonal Communications

## UNIT 14

Lesson 14 provides an overview of how interpersonal communications affect workplace strategies, including how the various roles in the office can function together and how to use feedback, goals and incentives for increasing productivity. This lesson will introduce you to the fundamentals of effective communication, including maximizing your speaking and listening skills and proper use of body language to communicate messages. You will also learn about the benefits of working in a culturally diverse environment, and how to overcome communication barriers caused by diversity. Finally, this lesson will explore team building strategies.

# Critical Thinking Skills

## UNIT 15



This lesson helps students develop their critical thinking skills, including use of inference and judgment, identifying strong conclusions, persuasive strategies, and deductive reasoning. You will also read about metacognition, the process of thinking about thinking, and how it builds critical thinking skills, as well as interpreting and using critical theories.

# Professional Development & Medicolegal Ethics

## UNIT 16

In Lesson 16, you will read about professional development and medicolegal ethics. Attitude, self-esteem, professional attire, and grooming are all topics presented in this lesson. Also, business etiquette; verbal and nonverbal communication; proper introductions; and continuing education will be discussed. You will read about ethics in healthcare, codes of ethics, and the purpose of healthcare records. Important information about making corrections, timeliness, and confidentiality is explored in this lesson. This lesson also presents the HIPAA guidelines, discussing the Privacy and Security Rules, Protected Health Information, access control, de-identified information, and 8 work area security.

# How to Find a Job in Healthcare

## UNIT 17



Lesson 17 focuses on finding a job in the healthcare field. Learn about job search correspondence such as writing resumes and cover letters, and how to conduct a job search including networking, online searches, and proactive job search techniques. You will learn how to prepare for an interview, including what to wear, what to expect, common questions that you might be asked, questions that you should ask, and how to follow up after an interview.

## Externship

The final requirement of your Home Health Aide program is to successfully complete a 120 hour externship which will provide the opportunity for you to work directly with patients and a variety of healthcare professionals. Because you will be in a clinical setting, there are may be prerequisites set forth by the externship site which must be completed before you can begin your externship.

### **Prerequisites:**

- Current Resume
- Physical exam including health history/immunization record
- Copy of valid driver's license and current auto insurance
- CPR certification
- Student liability coverage
- Criminal Background Check
- Drug Screen

Note: Externship hours are subject to the discretion of the location and may include evenings and weekends.

# PROGRAM OUTCOMES

Identify common learning strategies

Describe how computers, internet and electronic communication impact the workplace today

Explain the responsibilities of the home health aide to accurately observe, record, and report information about the client, family and home environment

Demonstrate knowledge of common medical terms

Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence

Apply time mastery and productivity skills in professional and personal settings

Develop effective oral and written communication skills as well as critical thinking skills

Describe the importance of medical ethics in regard to the home health aide

Identify ways of meeting client's needs in each developmental stage

Explain the role of the home health aide in maintaining a clean, safe, and healthy home environment

# PROGRAM OUTCOMES

Plan basic diet modifications for patients with specific dietary needs and restrictions

Demonstrate the correct practice of standard (universal) precautions in a client's home to prevent spread of infection

Demonstrate the procedures for moving, positioning, and transferring clients

Demonstrate personal care procedures such as oral hygiene, bathing, grooming and range of motion exercises

Apply standard procedures for measuring vital signs

Demonstrate special procedures such as heat/cold applications, medication administration, collecting specimens, oxygen use, intravenous infusions, dry dressings, and infection control

Discuss the role of the home health aide in caring for clients with special healthcare needs such as the elderly, infants and children, and those with mental illnesses

Explain how the home health aide meets the physical, emotional, social, and spiritual needs of the dying client

Follow appropriate emergency procedures when required

Consider ways to proactively search for work as a healthcare professional



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info@blackstone.edu 800-826-9228