



HEALTH ALLIANCE TRAINING CENTER

Quality Training for Quality Care Since 2017

A proud member of International Vocational Educational Training Association

CAREGIVER & NURSE ASSISTANT PROGRAM

TRAINEE HANDBOOK

Start your Future with us!
& be part of the in-demand
profession in Healthcare System
in the world nowadays!



TRAI-CEE

H-ANCE



IVETA

INTERNATIONAL MEMBERSHIP
REFERENCE ID: 41534960

Welcome Trainees!

Health Alliance Training Center is your partner training center in preparing you to become a Certified Caregiver & Nursing Assistant. Our ultimate goal is to increase the level of theoretical knowledge and practical training in the Healthcare Industry.

The program also includes Nursing Skills & Fundamentals on some medical equipments training and a lot more.

Furthermore, you will be working with other healthcare professionals in doctor's offices or hospital settings on our internship programs.

WHAT WILL YOU SEE IN TRAINEE HANDBOOK

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Health Alliance Training Center Student Handbook

INTRODUCTION

Health Alliance Training Center (HATC) is a non-stock, non-profit and non-government organization composed of Filipino nationals with different specialties in field of healthcare, aiming to help our compatriots who are in need of information about health promotion and individuals who wanted to learn the art of care giving.

HATC will uphold the standard of training for the benefit of fellow Filipinos who seek to pursue a career in Care Giving/Nursing Aide that will enable them to execute their duties and responsibilities in accordance with the current Evidenced Based Practice.

Objectives

1. To provide quality Training and Technical Assistance
2. To Provide Community Service
3. To Collaborate with other organizations in promoting the welfare of Filipinos

HATC VOLUNTEERS

HATC is a group of individual with different specialties and expertise in the healthcare profession, drawn together by the deep passion of teaching and in training. With vast experiences and expertise, we are committed to providing quality Nurse Aide and Caregiver training. We boldly respond to the needs of our Kababayans here in the Kingdom of Saudi Arabia, who are searching for better quality of life. We firmly believe that by the quality training we provide, we open doors of opportunities for our countrymen, and thus contribute to the betterment of the society we live in and our country as a whole.

HATC MISSION, VISSION & VALUES

MISSION

To be a training center of choice for Filipinos, leading in competency-based Nursing Assistant/Aide and Caregiving through constant innovation and application of current trends and practices, while maintaining our commitment to community service and social responsibilities.

VISION

To contribute to the society by producing well-trained, highly qualified Nurse Assistants/Aides and Caregivers, surpassing the requirements of excellent care.

VALUES

QUALITY TRAINING FOR QUALITY CARE
with Integrity, Compassion and Excellence.

The Caregiver & Nurse Assistant Program prepares graduates for a career in the healthcare industry/field such as:

Nursing Assistant	Home Health Aide
Caregiver	Personal Care Aide
Personal Care Attendant	Patient Care Assistant
Companion Care Provider	

The Graduate Certificate offers the flexibility they need to work and study at the same time, here at The Health Alliance Training Center, we will help you organize your studying schedule to balance between work arrangements and studying. Completing this course will help develop new knowledge, learn to think critically and progress in their career; that will open up new global job opportunities.

Criteria for Admission

- Must be Filipino National
- Must be over 18 years of age
- At least High School graduate
- With proper documents here in KSA
- Commitment to attend all classes

Requirements for Admission

- 1 Fully Filled Trainee Registration Form
- 1 Copy of High School or College Diploma or Transcript Of Records (if College Level)
- 1 Copy of Valid Iqama (KSA Residence Certificate)
- 1 Copy of Valid Passport
- 5 pcs ID Picture White Background (passport size or 2 x 2 size)

IVETA INTERNATIONAL MEMBERSHIP

IVETA Reference ID: 41534960

Health Alliance Training Center is officially a member of IVETA (International Vocational Education and Training Association) on September 18, 2017. IVETA is a network of vocational educators. The network includes vocational skills training organizations, business and industrial firms, and other individuals and groups interested or involved in vocational education and training worldwide.

IVETA is dedicated to the advancement and improvement of high-quality vocational education and training throughout the world. IVETA is working to create a new era in communication among vocational educators across the globe. Members include practitioners, researchers, and students in the field of vocational education and training as well as institutions, organizations, and companies actively engaged in human resource development.

IVETA is an international network of vocational educators and service providers dedicated to the advancement and improvement of high-quality vocational education and training wherever it exists and wherever it is needed.

What can Trainees expects from Health Alliance Training Center?

1. Provide an environment conducive for learning.
2. Receive high quality training based on the current evidence based practice and TESDA competencies.
3. Will have the essential equipment and learning materials (resource handbook and procedural manual) required for the training.
4. Provide appropriate time allocation for each subject matter.
5. Will have a diverse method of teaching to meet individual learning needs.
6. Will receive timely feedback on their training performance.
7. Flexibility with trainee's schedule as needed as long as it will not compromise learning.
8. To be treated with respect.
9. Allowed to verbalize own opinion without retribution.
10. Will have open communication with the trainers.
11. Be given equal opportunity to participate in community activities that will enhance learning experience.
12. The instructor will provide information regarding fire and safety hazards.

What can Health Alliance Training Center expects from Trainees?

1. Adhere to the mission and vision of Health Alliance Training Center.
2. Come to the training center on time.
3. Inform the training center if she/he is unable to come through official facebook group.
4. Complete assigned learning task in a timely manner.
5. Be courteous and respectful.
6. Respect diverse ideas and opinions of others.
7. Smoking is not allowed within the training center vicinity.
8. Avoid noise within the training center vicinity.
9. Avoid using mobile phones while the training is on going.
10. Follow the rules and regulation and respect the culture of Saudi Arabia.

Class Schedule

Morning Session

08:30 - 09:00 – Assembly

09:00 - 12:00 – Morning Classes Starts

12:00 - 12:30 – Lunch Break

Afternoon Session

12:45 - 03:00 – Afternoon Classes Starts

03:00 - 03:15 – *Coffee Break

03:15 - 05:00 – *Classes Resumed

05:00 – *Class Dismissed

Note:

* Schedule may extend when needed.

* Breaks may be adjusted.

HATC GRADING CRITERIA

Knowledge – 40 %

1. Component Exams
2. Case Presentation

Skills – 50%

1. Actual Skills demonstration
2. Written Skills Evaluation

Attitude – 10%

1. Class Participation
2. Class Behavior

COMPETENCY RATINGS		ATTRIBUTES
5	E	Excellent - able to perform with accuracy.
4	VS	Very Satisfactory - able perform without supervision
3	S	Satisfactory - able to per with minimal prompting
2	NS	Not Satisfactory - can perform only with supervision. Needs reassessment.

- Note Competency Rating Below 3 requires reassessment

TO PASS THE TRAINING , TRAINEE MUST HAVE A TOTAL AVERAGE OF 80% OUT OF THE THREE MAIN GRADING CRITERIA

STUDENT TRAINING SCHEDULE PLANNER

<i>DAYS OF THE WEEK</i>	<i>HOURS</i>	<i>TYPE</i>
Sunday	4	Assignment
Monday	4	Assignment
Tuesday	4	Assignment
Wednesday	4	Assignment
Thursday	4	Assignment
Friday	8	Lecture/Skills/Demo
Saturday	Off	

DRESS CODE

1. Female are expected to wear their Abaya in coming to the training center.
2. Trainees will provide their own classroom uniform (optional).
3. Trainees must dress appropriately that is acceptable to the culture.
4. Trainees must be well groomed.
5. For Female hair must be well kept, no heavy makeup, short finger nails and no nail colors.
6. For Male hair must be clean cut, no ear/nose piercing, short finger nails and no nail colors.

TRAINEE'S GUESTS **(Family Members/Relatives/Friends)**

1. Prior arrangements to HATC Admin shall be done when bringing or receiving guests/family members/relatives/friends, at least an hour in advance.
2. Once allowed Trainee Guests are expected to behave as the house rules of HATC.
3. OTHER NATIONALS are not allowed, unless it is your husband or wife.

HATC TRAINEE COMMUNITY

Trainees are invited and encouraged to be part of different activities outside HATC which the training center is supporting.

- * HATC Alumni Community
- * HATC-POLO-OWWA Outreach Program for Distressed OFW's in Bahay-Kalinga
- * Filipino Community Events in Philippine Consulate General in Jeddah
- * Caregivers Association in Jeddah (Optional)



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