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Lori A. Shibanette
Commissioner

Lori A. Weaver
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9200 1-800-852-3345 Ext. 9200
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

June 10, 2021

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, to enter into an educational tuition agreement and to pay said costs in an amount of \$3,000 as follows:

Institution:	Vermont Technical College 145 Billings Farm Road White River Junction, VT 05001
Course Title(s):	Principles & Practices of Nursing I with Lab The Nurse-Client Relationship
Course Date(s):	Begin: 08/23/2021 End: 12/23/2021
Employee:	Malena D. Hatch
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$3,000
State Share:	\$3,000
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

These courses, Principles and Practices of Nursing I with Lab and The Nurse-Client Relationship will benefit the Department and the employee by increasing Ms. Hatch's understanding of the dynamics of Practical Nursing. Principles and Practices of Nursing I provides the selected knowledge and skills necessary to meet the basic self-care needs of the assigned client in both long-term and acute care settings. It focuses on application of the nursing process in the care of clients with self-care deficits and emphasizes data collection and the role of the practical nurse in the recognition, description, and maintenance of health. The Nurse-Client Relationship delves into the human relations challenges encountered in a nursing career and implements the philosophy and objectives of the program by stressing the importance of Orem's self-care deficit theory for the psyche as well as the body. It presents basic principles, concepts, and information regarding communication, listening, and assertiveness to stress the importance of confidentiality and ethical behavior as part of the interdisciplinary team. Discussions encourage the student to broaden their views and develop an awareness of the uniqueness of humanity. These are core courses in the Practical Nursing Program in which Ms. Hatch is currently enrolled as she is eager to help cure the current shortage of nursing staff at Glenclyff Home.

Malena Hatch has been employed by the Department of Health and Human Services, Glenclyff Home (GH) for five almost (5) years and is currently a part-time Licensed Nursing Assistant (LNA) and a full-time Cosmetologist. As an LNA Ms. Hatch assists and delivers direct care to psychiatric and/or developmentally delayed residents as assigned. She also assists residents with Activities of Daily Living (ADL) and performing related tasks to provide a safe, clean environment. She documents in resident records any changes, occurrences, and observations on a routine basis; guides and assists residents in participating in activities, groups, special functions, appointments, and consultations; serves and assists in feeding residents nutritious meals assuring their proper dietary intake and adequate hydration; reports all unusual conditions/findings concerning the residents to the supervisor to include psychological as well as physiological changes; and records nursing care activities provided to each resident assigned during her shift for accurate documentation of care rendered. Ms. Hatch is passionate about helping the residents of Glenclyff Home and these courses will allow her to do that as a professional Practical Nurse.

The Department of Health and Human Services encourages and supports employees who wish to further their professional growth through continuing education in disciplines that are mutually advantageous. Successful completion of the courses will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

This course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Lori Weaver
Deputy Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 9th day of June, 2021 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Malena Hatch (hereinafter referred to as the "Recipient"). The State and the Recipient do hereby mutually agree as follows:

- 1. The State shall pay to the named institution the sum of \$3,000, which monies shall be used for the purpose of enrolling the Recipient in: Principles & Practices of Nursing I with Lab and The Client-Nurse Relationship (course name), which course(s) is being offered by Vermont Technical College and which course(s) shall commence on August 23, 2021 and terminate on December 23, 2021.
- 2. The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
- 3. Should the Recipient fail to complete or achieve a passing grade in each course named in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, provided, however, that if more than one course is named in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
- 4. Upon the satisfactory completion of the courses named in paragraph 1, the Recipient shall continue in the employ of the State in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for a period of six (6) months.
- 5. The Recipient shall work in any area of the State to which he/she may be assigned, provided that such assignment will not constitute a severe hardship to said Recipient.
- 6. Should the Recipient breach any of the conditions set forth in paragraphs 4 and 5, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to the Agreement, provided, however, that the Recipient shall receive a credit for each month in which he/she is employed by the State subsequent to the date upon which the named course(s) are satisfactorily completed, the value of said credit to be calculated on a pro rata basis.
- 7. The Recipient shall not raise any setoff or counterclaim against the State in any action brought by the State to collect any amount due under this agreement.
- 8. Should any amount be found to be due the State in any action brought against the Recipient pursuant to this Agreement, the State shall, in addition to said amount, be entitled to an award of costs and a reasonable amount in "attorney" fees.

IN WITNESS WHEREOF the representatives of the State, in his/her official capacity only, and without personal liability, and the Recipient, have hereunto set their hands on the date first above written.

RECIPIENT

(signature)

[Handwritten Signature]

(printed name) Malena Hatch

NOTARY State of New Hampshire, County of Grafton:

On this the 9th day of June, 2021, before me, Dawn Horton, the undersigned officer, personally appeared, Malena Hatch (recipient) known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

DAWN L. HORTON
NOTARY PUBLIC

STATE OF NEW HAMPSHIRE

In witness whereof I hereunto set my hand and official seal.

[Handwritten Signature]
Notary Public/Justice of the Peace

My Commission Expires Jan. 24, 2023

THE STATE OF NEW HAMPSHIRE

(signature)

[Handwritten Signature]

(date)

6-10-21

(printed name, title)

Lori Weaver, Deputy Commissioner