

Prestige Nurse Aide Training Academy
Basic Nursing Assistant Training Program

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Course Catalog



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PRESTIGE NURSE AIDE TRAINING ACADEMY

Catalog Guide for Students

COURSE TITLE: BASIC NURSING ASSISTANT TRAINING PROGRAM (BNATP)

DAYS AND TIMES COURSE MEETS: 8 WEEK OPTIONS

Morning Hours:

OPTION I.

FIRST TWO WEEKS: MONDAY, WEDNESDAY, FRIDAY 8:30 AM - 1:30 PM

WEEK THREE-EIGHT: MONDAY and FRIDAY 8:30 AM - 1:30 PM

6 WEEK CLINICALS: WEDNESDAY (starting week 3) 8:00 AM - 3:30 PM

- **80HRS THEORY/ 40HRS CLINICAL/ 0.5HRS BREAK EACH DAY**

Evening Hours.

OPTION 11.

FIRST TWO WEEKS: MONDAY, WEDNESDAY, FRIDAY 5:00 pm - 10:00 pm

WEEK THREE-EIGHT: Monday and FRIDAY 5:00 pm – 10:00 pm

6 WEEK CLINICALS: WEDNESDAY (starting week 3) 2:30 pm – 10:00 pm

- **80HRS THEORY/ 40HRS CLINICAL/ 0.5HRS LUNCH EACH DAY**

Prestige Nurse Aide Training Academy is a private vocational program, offering the Basic Nursing Assistant Program (BNATP), to individuals that meet qualification. Upon successful completion of this 8 week course students will be eligible to take the mandatory state competency exam for certification. This is a non credit hour course. Prestige has not been recognized by an Illinois Department of Education accrediting body.

MISSION STATEMENT:

Prestige Nurse Aide Training Academy is committed to “Educating Tomorrow’s Care Takers”. We train health care leaders today to support the community in need tomorrow.

OBJECTIVE:

This course is approved by the Illinois Board of Higher Education and the Illinois Department of Public Health and designed to prepare individuals to work as a nursing assistant in long term care facilities, hospitals, and private homes. This course focuses on the basic nursing knowledge and skills needed to care for individuals with dignity and respect. Upon successful completion of this 120 hour course, students are eligible to take the required written competency exam. Students have successfully passed the course when the following conditions are met a) attendance requirements met for all theory, lab, and clinical b) passed the theory and clinical portion c) successfully demonstrated the 21 manual performance skills d) does not have a background disqualifying conviction e) pass the written competency exam

COURSE DESCRIPTION:

This course is designed to prepare individuals to work as a nursing assistant in long term care facilities, hospitals, and private homes. This course focuses on the basic nursing knowledge and skills needed to care for individuals with dignity and respect. Under the direction and supervision of a Registered Nurse, the nursing assistant will learn and return demonstrate the twenty-one manual performance skills through a combination of theory lectures, lab, and supervised clinical experiences in a long term health care facility, location to be announced. The nursing assistant performs functions and procedures relating to the safety, nutrition, personal hygiene, range of motion exercises, and elimination needs. The program is 120 hours broken into 80 hours of theory and 40 hours of clinical. Theory and lab will be held at the schools primary location.

❖ *This course is also taken as part of the Patient Care Technician Program.*

PREREQUISITES: 16 years of age, High School Diploma, GED equivalent, or Satisfactory Score of 75% on completion of a 8th grade basic math and reading placement exam; Authorization for a fingerprint criminal background check (required by Illinois law); physical exam with a TB test current within a year; Submit proof of health insurance or signed release of liability waiver, passing of a 10 panel drug screen, submission of immunization records or titers for the Varicella and MMR vaccinations.

CRIMINAL BACKGROUND CHECKS: Illinois Department of Public Health code (77 Ill. Adm. Code, Section 395) states that a nurses’ aide cannot work for a hospital, nursing home, or health agency if they have been charged with certain convictions. A list of disqualifying convictions that will prevent a student from participating in the nurse aide training program can

be reviewed on the IDPH website: <http://www.idph.state.il.us/nar/home.htm>. Hyperlink: **Disqualifying Convictions.**

However, if you have a conviction, a waiver procedure may be optional. This waiver must be granted from the Illinois Department of Public Health. A waiver allows employment despite a criminal record. A waiver is granted at the discretion of IDPH on a case by case analysis.

Authorization for a criminal background check must be initiated before the start of class. Refusal to participate in a criminal background check will result in immediate disenrollment from the course. Any concerns can privately be discussed with the instructor.

REQUIRED TEXT AND SUPPLIES:

Sorrentino, Sheila. (2012). Mosby Textbook for Nursing Assistants. (8thEd). St. Louis, MO. ISBN: 978-0-323-08067-5

Watch with a sweep second hand, Gait Belt, Stethoscope and Blood Pressure cuff, lab manual and name badge (will be supplied by facility), white nurse's shoes and white scrubs (TOPs and BOTTOMs) are the students responsibility.

TEACHING METHODOLOGY: Lecture, reading assignments, homework assignments, discussion, return demonstration, group assignments, videos, lab and clinical.

EVALUATION METHODOLOGY: Theory -

5 Tests worth 100 points each = 500 points

Comprehensive final exam = 200 points

Homework Assignments = 100 points

Total = 800 points

Lab – Successful return demonstrations of the 21 mandated skills per IDPH regulations. The demonstrations will also include instructor questioning and rationales. Students will be given a maximum of three attempts.

❖ PARTICIPATION IN ALL CLINICALS IS MANDATORY

GRADING POLICY: Students must achieve a grade “C” or better for satisfactory passing of the Prestige Basic Nursing Assistant Training program. Upon successful completion of the course, a certificate of completion will be awarded. In order to work as a CNA the student must successfully pass the written competency exam. Applications for the written exam will be completed prior to the completion of the Basic Nursing Assistant Training Program.

A =	100% - 95 %	(800-760 points)	Theory/Lab	50% of grade
B =	94% - 88%	(759-704 points)	Clinical	50% of grade (Pass/Fail)
C =	87% - 80%	(703-640 points)		
F =	79 % - BELOW	(639 or below)		

UNSATISFACTORY PROGRAM COMPLETION

In the event a student does not successfully pass the Basic Nursing Assistant Program, students will be granted the opportunity to repeat the course for a discounted rate. Students will be charged \$600.00. However, this offer will only be granted for the participation in the next class session.

ATTENDANCE POLICY: Attendance will be taken at the start of theory, lab, and clinical. As prescribed by Illinois Department of Public Health, it is mandated that a student must participate in a minimal 80 hours of theory and 40 hours of clinical experience. Personal appointments that include, but not limited to (doctor's appointments, child physicals, attorney meetings, and parent-teacher conferences) should be scheduled so that there is not a conflict with the nursing assistant training course. Punctual and regular attendance is mandatory. Habitual tardiness will not be tolerated, it is a distraction to the instructor and other students, violates the states mandated allotment of theory/clinical hours, and forfeits the learning objective of accountability and responsibility.

In the event a student is ill, and must miss a theory/clinical, only one make up day will be granted at the instructors' discretion. A physician note must accompany the absence and the student must notify the training academy two hours before the scheduled class/clinical. A make up day will be scheduled the following week, and it is the students' responsibility to make the necessary arrangements to be present.

NO EXCEPTIONS WILL BE GRANTED.

A student may not miss any of the mandatory curriculum content, which includes: Communication and interpersonal skills, Infection Control, Safety/Emergency procedures, including the Heimlich maneuver, CPR, Promoting resident's independence, Promoting residents' rights, and 12 hours of Alzheimer's disease and related dementias. There will be **NO EXCEPTIONS** to this policy due to federal regulations.

STUDENTS RESOURCES:

Prestige Nursing Assistant Training Academy employs committed staff that takes a professional and personal approach in helping facilitate an optimal learning experience for

the students. The instructors are required to provide availability outside of the classroom/clinical setting to provide additional instruction or clarification to our students. Instructors can also be reached by email during off hours, which is provided at the beginning of class. Letters of recommendation and resume writing assistance is also available.

The instructors integrates lecture, discussion, demonstrations, and return demonstrations in the learning process and uses a variety of instructional aides such as videos, laboratory practice with the use of mannequins, role play, and various clinical assignments to help facilitate comprehension.

Students are responsible for his/her own learning with guidance by the facility. An open mind and being receptive to new ideas and experiences are necessary in fostering growth and understanding. Prestige Nursing Assistant Training Academy is equipped with state of the art technology and resources to help aide in the students' success and comprehension while participating in the course.

HEALTH REQUIREMENTS:

A students' current health status must enable them to fulfill the requirements of the nursing assistant training program. The necessary functional abilities required for optimal performance include gross motor, fine motor, physical strength, physical endurance, mobility, hearing, visual, tactile, and emotional stability.

A current TB and physical exam must be on file prior to any clinical experience. Failure to submit these documents on time will result in clinical absences and possible failure of the training course.

Students must notify the instructor of any health status change.

Students with health restrictions must have a physician documented note on file, stating that the student can safely participate in the nursing assistant training program, accomplish the learning objectives and meet the physical demands of the course.

Emergency care needs of a student while in the clinical setting will be obtained either through the health facility in which the clinical is scheduled or the nearest health care facility. **It is strongly recommended that students have health care insurance coverage.** The fees accrued for health care treatment while at Prestige Nursing Assistant Training Academy or a clinical setting is the student's responsibility.

Students who are pregnant should notify the instructor immediately upon verification. Information will be kept confidential. Pregnancy does not forfeit your participation in the nursing assistant training program. The student may participate at her own risk and will be made aware of the possible environmental dangers in the clinical setting. A physician documented approval will need to be kept on file. Instructors will be considerate when making clinical assignments, however the clinical setting and resident's behavior can be unpredictable.

PHYSICAL APPEARANCE:

Students are required to report in complete uniform for all clinical days. The academy rules and the policies of the clinical site will be enforced.

- Uniforms tops and bottoms are to be kept clean and wrinkle free.
- Name badges are to be worn at all times while on the clinical site.
- White socks and nursing/tennis shoes should be kept clean.
- No clogs or open toe shoes allowed.
- Only white or black undergarments should be worn under white scrub uniform.
- Hair should be pulled back and above the shoulders.
- Beards must be clean and well-trimmed.
- One pair of stud earrings may be worn, no hoops.
- Tattoos and other body piercings may not be visible in the clinical area.
- No artificial nails or nails longer than ¼ inch allowed in the clinical setting.
- Nail polish should not be chipped or bold in color.
- Perfumes/colognes are not to be worn to the clinical site.
- Personal oral and body hygiene is necessary.
- Students are not allowed to chew gum at the academy or clinical site.

Full compliance to the above criteria is mandated and will result in dismissal from clinical if not obliged.

Clinical Conduct Policy:

The nursing faculty at Prestige Nursing Assistant Training Academy believes that professional conduct and safe patient care in the clinical setting are vital. Therefore, any student who places a patient at risk of physical and/or psychological compromise, or exhibits patterns of unacceptable behaviors that continues to impose these risks will be dismissed from the program without refund. **SAFE PRACTICE IS NOT AT OPTION.** The following is a list of policies under the Clinical Conduct Policy;

1. Students are responsible for providing their own transportation to the clinical site.

2. Students are required to have successfully demonstrated all mandated skills prior to clinical in lab.
3. Students are required to deliver care within the nurse's aide scope of practice as outlined in theory by the instructor. **THIS IS THE LAW.**
4. Students are expected to dress in the required uniform (see physical appearance).
5. Students will not discuss personal problems with the residents or develop personal relationships.
6. Students are not to take gifts, food, money, etc from residents in lieu of care. **THIS WILL RESULT IN PROGRAM DISMISSAL.**
7. Students are expected to demonstrate mature behavior and to show respect to all persons in the clinical facility.
8. Students are responsible for keeping residents information confidential as explained in class about *HIPAA*. **VIOLATION TO THIS POLICY WILL RESULT IN PROGRAM DISMISSAL.** Residents name shall not be used in narrative documentations, plan of care, or class discussions.
9. All clinical concerns regarding patient care are to be directed to the instructor, your clinical resource.
10. Students are not allowed to switch assignments or refuse an assignment. Students should notify the instructor immediately if the resident is a family member, friend, or acquaintance.
11. Students are expected to participate in pre and post conferences and reflect on their strengths and weakness, however this time is not counted in the mandatory theory/clinical hours.
12. All breaks must be pre approved by the instructor.
13. Students are not allowed under any circumstance to be on the clinical site without the instructor.
14. Students may not leave the clinical site early for personal affairs; this will result in a clinical make-up.

ACADEMIC INTEGRITY:

Honesty and academic integrity is essential to the credibility of Prestige Nurse Aide Training Academy's, CNA program curriculum. Therefore, any acts of cheating, plagiarism, falsification of academic records, theft, or violations of confidentiality is classified as a major offense and **will result in immediate disenrollment from the training program.**

**PRESTIGE NURSE AIDE TRAINING ACADEMY
TUITION PAYMENT PLAN OPTION
AND REFUND POLICY**

Prestige Nurse Aide Training Academy is dedicated to maintaining academic success and progression. Tuition payments can place a burden on some and have potential of delaying one's career advancement. Our program has implemented a payment plan option to those that choose to take advantage of it.

Individuals enrolled in the Payment Plan Option, must have an active checking account at time of registration. A down payment of \$350.00 is due one week prior the start of class and two post dated checks must be filled out and endorsed to the Prestige Academy two weeks apart. One week prior each deposit a courtesy reminder notice will be issued to you in writing that your next payment is coming up and will state your unpaid balance as of date.

There is no charge for setting up a payment plan agreement; however there will be a \$50.00 charge added to your tuition for any returned checks or insufficient funds notices plus any late fee occurring at \$50.00 per week.

Program Cost; includes Registration, Lab Fee, Textbook, CPR certification, and State Exam Review.

Registration 25.00 Lab 100.00 CPR 30.00 TextBook 80.00 Tuition 600.00 Total: 835.00

Tuition is payable in cash, check, Visa/MC, or money order.

BUYERS RIGHT TO CANCEL

- The student has the right to cancel the initial enrollment agreement until 5:00pm of the fifth business day after the student has been accepted; and if the right to cancel is not given to any prospective student at the time of the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 15 days of cancellation.
- Any Cancellation should be in writing and must be delivered to school management.

SCHOOLS REFUND POLICY

1. When notice of cancellation is given before 5:00pm of the fifth business day after the date of enrollment, but One week prior to the first day of class, all fees minus the registration processing fee shall be refunded to the student.
2. Should a student's enrollment be terminated after the start of class or less than one week prior the course beginning, the student will be entitled to a prorated refund.

3. Refunds shall be based on when written notice of cancellation from the student is submitted.
4. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made. The refund amount will show the registration fee of \$25 deducted.
5. Deposits or down payments shall become part of the tuition.
6. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
7. A student's refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
8. The student's registration, textbook, Lab fee, and CPR are non-refundable expenses.
9. A school shall refund all monies paid to it in any of the following circumstances:
 - A) The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalogue or bulletin;
 - B) The school cancels or discontinues the course of instruction in which the student has enrolled;
 - C) The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

Tuition Reimbursement Scale

Day Withdrawal Occurred	% of Term Enrolled	Entitled Refund- Minus CPR/Lab Fee Registration/TextBook Remaining Balance \$600
1	4%	\$576
2	8%	\$552
3	13%	\$522
4	17%	\$498
5	21%	\$474
6	25%	\$450
7	29%	\$426
8	33%	\$402
9	38%	\$372
10	42%	\$348
11	46%	\$324
12	50%	\$300
13	54%	\$276
14-24	60-100%	\$0.00

❖ *Discounts issued due to payments in full will not be honored if a student withdraws.*

Comments, suggestions, or complaints may be submitted in writing at the school address or via email addressed to the chief manager. Complaints against the school may also be registered at the addresses listed below:

Illinois Board of Higher Education
Private Business and Vocational Schools Division
1 N. Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1394
www.ibhe.org

Illinois Department of Public Health
Nurse Aide Training
525 W. Jefferson, 4th floor
Springfield, IL 62761
(217) 785-5569

TRANSCRIPTS:

Transcript request must be in writing addressed to the school with the student signature and year of program completion. There may be up to 3 business days processing time in some cases. Transcripts are \$5.00 each for official copies and \$3.00 each for unofficial copies.

ACADEMIC CALENDAR:

Prestige Nurse Aide Training Academy will be closed on the following recognized federal holidays; **New Years Day, Martin L. King Holiday, Presidents Day, Memorial Day, Labor Day, Independence Day, Veterans Day, Thanksgiving, and Christmas.** The day following Thanksgivings, Christmas, and New Years will also be observed. Lecture and clinical schedules will be made accordingly to accommodate the holidays.

- ❖ Classes are held three days a week Monday, Wednesday, and Friday day and/or evening for a duration of 8 weeks. Day classes are held from 8:30am until 1:30pm or evening classes from 5:00pm until 10:00pm. Students should call the academy to discuss start dates. Dates are subject to change.

Prestige Nurse Aide Training Academy 2015 Projected Calendar of Course Offerings:

January 6- February 24- CNA
February 17- March 14-Phlebotomy
April 6 –June 1- CNA
March 24-May 28 –EKG
March 31– May 2- Phlebotomy
May 11- June 13 - Phlebotomy

June 15 – August 7- CNA
June 23- August 1-Phlebotomy
August 25 -October 27- EKG
August 31- October 23- CNA
September 28- November 20- CNA
August 25- September 26- Phlebotomy
November 10 – January 21, 2016-EKG
November 30- February 5, 2016-CNA

**Certificate of Approval to Operate Issued by the Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Suite 333
Springfield, Illinois 62701**

NOTICE TO THE STUDENT

- Do not sign this catalog before you read it or if it contains any blank spaces.
- This is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admission officer at the school's principal place of business. Read all pages of this contract before signing.
- You are entitled to receive an exact copy of the catalog, enrollment agreement, and any disclosure pages you sign.
- Any changes in the agreement shall not be binding on either the student or the school unless such changes have been approved in writing by an authorized official of the school and by the student or the student's parent or guardian if the student is a minor.
- The terms and conditions of the catalog are not subject to amendment or modifications by oral agreement.
- The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

The following contains information for the most recent 12 month reporting period of July 1 through June 30 for the Basic Nursing Assistant Program.

FY 2014-2015

1. <u>The number of students who were admitted in the course of instruction as of July 1 of that reporting period</u>	<u>20</u>
2. <u>Additions during the year due to:</u>	
a. <u>New Start</u>	<u>52</u>
b. <u>Re enrollment</u>	<u>8</u>
c. <u>Transfers in the course of instruction from other courses of instruction of the school</u>	<u>0</u>
3. <u>Total number of students admitted during the reporting period (the number of students reported under item (1) plus the additional reported under parts (A), (B),and (C) of item (2)).</u>	<u>78</u>
4. <u>Of the total course of instruction enrollment, the number of students who:</u>	
a. <u>Transferred out of the course of instruction to another course of instruction</u>	<u>0</u>
b. <u>Completed or graduated from a course of instruction</u>	<u>40</u>
c. <u>Withdrew from the school</u>	<u>4</u>
d. <u>Are still enrolled</u>	<u>34</u>
5. <u>The number of students listed in item (3) who:</u>	
a. <u>Were placed in their field of study</u>	<u>34</u>
b. <u>Were placed in a related field</u>	<u>0</u>
c. <u>Placed out of the field</u>	<u>0</u>
d. <u>Were not available for placement due to personal reason</u>	<u>6</u>
e. <u>Were not employed</u>	<u>0</u>
6. <u>The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.</u>	<u>40</u>
7. <u>The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.</u>	<u>38</u>
8. <u>The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence</u>	<u>4</u>
9. <u>The average starting salary for all school graduates employed during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence</u>	<u>\$38,200</u>

I have read in its entirety and received the exact signed Prestige Nursing Assistant Student Catalog. I understand the severity of its content. I understand that I am not exempt from any part of the student responsibility contract. I understand that any breach in academic honesty will result in a program disenrollment at my expense.



PRESTIGE ACADEMY

Student signed agreement to the course content and academic policy.

Signature: _____ **Date:** _____

Instructor witness: _____ **Date:** _____

PRESTIGE NURSE AIDE TRAINING ACADEMY

WAIVER OF RESPONSIBILITY

I, the undersigned, do agree to assume full and complete responsibility, financial, and otherwise, for injuries or illnesses, loss of income, pain and suffering or any other types of damages while participating in a certified nursing assistant clinical or in any facility having an agreement with Prestige Nurse Aide Academy. Prestige Training Academy or its Board of Trustees and/or employees and any cooperating agencies will not be held responsible for any accidents or injuries involved in any clinical training. I am fully informed of the risks involved and that I will be exposed to many types of infectious diseases and injuries, including but not limited to; Radiation exposure, Herpes Simplex 1 and 2, HIV and AIDS, Resistant Organisms MRSA and VRE, and Hepatitis A, B, and C. This waiver shall extend to each of the above, but not limited to them solely.

PRESTIGE ACADEMY

Student Signature

Date

Student Name (PRINTED)