



**SCHOOL CATALOG**

**2012 -2013**

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## Philosophy

The philosophy and Mission of Doctor's Choice Career Academy is to provide quality training that is in compliance with all government standards, rules and regulations. To ensure that each student is provided with the tools to enable them to become a Certified Nursing Assistant. **Vision** Our Vision is to become the number one in providing and producing the Best trained nursing assistants. We aim not only to train but to place our Nursing Assistant's in nursing homes, and other long term care settings.

It's important that students recognize that nursing assistants are **key** players in the lives of people in their care. Each day, **more than 2.5 million caregivers** provide hands-on-care to our nation's frail, elderly, or chronically challenged citizens in nursing homes and other long-term care settings. And the number is growing as an additional **700,000 new positions will need to be filled in the next 25 years.**

These important workers have various titles including: Nursing Assistants, Direct Care Workers, Care Assistants, Home Care Assistants, Caregivers, Hospice Assistants, Geriatric Aide/Assistants, Resident Assistants, Personal Care Assistants, Restorative Aides, Patient Care Assistants and others in nursing homes, home care, hospice, LTC hospitals, prisons, MR Facilities, Workshops and other long term care settings.

Nursing Assistants **provide as much as 80-90% of the direct care** received by residents and clients in long term care facilities.

Because they "stay" in care giving positions, Career Nursing Assistants **provide predictability and stability to care.** This in turn enhances the feeling of security for our aging, frail, or physically challenged citizens. The following findings are from the "Stayers Studies" (funded by the Administration on Aging, National Institute on Aging, 1997-98):

- 28% stay 5 or more years in positions as nursing assistants
- 12.6% stay 10-55 or more years



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- Stayers maintain positive relationships with residents
- Stayers value job security and peer relationships
- Stayers are considered to be health care experts in their own families
- The majority of Stayers had positive experiences with an older person early in life and this factor contributed to their decision to become a nursing assistants.

## **Course/Program**

### **Basic Nursing Assistant Training Program (CNA)**

The Basic Nurse Assistant Training Program is a course designed to train the students the tasks and skills required in the daily care of patients requiring long term care. It will also provide the knowledge needed to function effectively as a member of the nursing team in various setting.

The course is a 120 –hour’s program consisting of 80 hours of theory and 40 hours of clinical instruction. Upon successful completion of the program, the student is qualified to take the Illinois Nurse Aide Competency Examination administered by Southern Illinois University of Carbondale. The program is approved by the Illinois Department of Public Health.

#### Course Outline:

- Introduction to the Health Care Systems
- Introduction to the Patient
- Working Environment
- Safety
- The Patient Unit
- Lifting, Moving and Transport Patient
- Basic Anatomy
- Personal Care of the Patient
- Nutrition
- Fluid Balance
- Observing and Recording Vital Signs

This course uses:

1. Formal classroom teaching to disseminate basic facts and scientific principles of client care;
2. A laboratory setting to allow for the practice and perfection of the mechanics of various patient-care procedures;
3. A long-term care facility or hospital to allow for application of material and skills in a realistic clinical environment under supervision.

**Criminal Background Check**

The Health Care Worker Background Check Act, amended in March, 2009, stipulates that the required background check for nurse aides be initiated at the beginning of the training program. DCCA will request a Uniform Criminal Information Act (UCIA) report from the state police. A student may be disqualified from the program if the UCIA report indicates a record of conviction for any of these offenses enumerated in the Act. Applicants with such felony convictions are not allowed to continue in the program as they will not be hired by any healthcare facility.

Students with the following convictions may be disqualified from attending the program:

- Battery, domestic battery
- Long-term aggravated robbery
- Robbery, armed robbery
- Burglary, residential burglary
- Criminal trespass to a residence
- Kidnapping, child abduction
- Unlawful use of weapon
- Indecent solicitation of a child
- Sexual exploitation of a child
- Murder, homicide, manslaughter
- Financial exploitation of an elderly disabled
- Tampering with food, drugs or cosmetics
- Endangering the life or health of a child
- Abuse or gross neglect of a long-term care facility resident



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- Criminal neglect of an elderly person
- Ritual mutilation, ritualize abuse of a child
- Vehicular hijacking, aggravated or vehicular hijacking
- Manufacture and delivery of controlled substance (drugs)
- Manufacture and delivery of cannabis (marijuana)
- Possession with intent to deliver drugs (including marijuana)
- Theft
- Assault
- Armed Violence
- Home Invasion
- Aggravated stalking
- Arson
- Sexual Assault/Abuse

### **Registration Procedures**

Each student is required to undergo a personal interview prior to enrollment. The admission representative will clearly outline the entire program. The student must complete an application for admission and meet the admission requirement.

### **Admission Requirements**

DCCA accepts individuals from all race, color, age religion and ethnic origin. All applicants must:

- Be at least 17 years old
- Undergo physical examination including immunizations (TD,MMR, Varicella, Hepatitis B, TB/PPD, Drug -test)
- Pass Reading Test
- Read/Speak English
- Verified Pass of Criminal Background Check

**Please note that all Health requirements must be completed before you are allowed to enter the clinical site.**

If the student have a condition that could impact on his/her ability to meet course objectives are required to inform the program coordinator. Student must provide a written statement from their physician stating that, in the physician's professional judgment, the student is physically capable of performing assigned clinical skills. **It**



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**is the student responsibility of the student to inform the instructor and provide written documentation from a licensed physician.**

The Illinois Department of Public Health requires that a student must be able to transfer a patient with the use of a gait belt. This procedure is part of the mandated manual skills required to successfully complete this course. Students with lifting

restrictions must be aware that this skill will require assisting a resident of 100+ lbs. Should a student suspect she is in the early stage of pregnancy, she should notify the instructor immediately.

In the event of confirmed pregnancy the student should:

1. Notify the instructor in writing at the earliest possible date including the expected date of delivery.
2. Provide written documentation from the attending physician indicating any/all restrictions and approval for the patient transfer skill requirement.

We will make reasonable accommodations for students with physical limitations; short-term as appropriate for acute situation, and long-term for those with disabilities. The clinical site has the final work as to whether they will accept liability for students with physical limitations working with residents.

### **Attendance Policy: (Please Read)**

1. Student is considered **tardy** if he/she is enters the classroom after the instructor has closed the door and started the lecture/lab session.
2. Sleeping in class **will** count as a **TARDY**. On the 3<sup>rd</sup> occurrence, the student will be sent home and be required to makeup that day's session. Tardiness at three (3) lecture sessions will count as one (1), four-hour absence.
3. IF a student is tardy for a lab or clinical session, the 3<sup>rd</sup> tardy will constitute an automatic drop from this program.
4. Three (1) lecture session absence is allowed in this program. The second (2<sup>nd</sup>) lecture session absence will be grounds for an automatic "drop" from this program. All student lecture session absences will be made up with an assignment by the instructor. There will be NO exceptions.
5. **Any student absent from a lab or clinical session must withdraw from the program, as there are no make-up sessions available.**



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6. Attendance at the first class session is **MANDATORY** in order to complete the Illinois State Police criminal background check application
7. BNAT withdrawal policy: Any student absent from any lab/clinical session must withdraw from this course.
8. Classroom absences/tardiness: Student must call the clinical site at least 20 minutes prior to the start of the clinical session, ask for the instructor and inform

her of the absence (the instructor will provide the clinical site's telephone number to all students). Classroom absences: Students must call (312) 617-5956 at least 15 minutes prior to the start of the class session to report an absence.

**Class Cancellations:** Should weather or other circumstances force us to cancel class, the instructor will contact the BNAT coordinator and the clinical site (if a clinical session is involved). The instructor will also notify all students of any class cancellations. Therefore, it is imperative that all students provide a correct, working, daytime phone number to the instructor and this office. Cancelled classes must be made up at a time convenient for the instructor and students to fulfill the IDPH requirements. The instructor will discuss the date of the makeup session with the

Students at the following class session. **Students: Please provide your instructor with a current, working daytime phone number.**

### **Supplies/equipment**

- Uniforms: Clean, proper fitting, neat, white scrub top, scrub pants, white closed, rubber soled shoes, white undergarments and hosiery.
- Gait belt: Each student will receive a gait belt. There is a \$10.00 replacement fee if the initial gait belt has been lost, stolen or misplaced.
- Single-head stethoscope
- Wristwatch with (sweep) second hand
- DCCA student photo ID

**Permissible Jewelry:** Wedding and/or engagement ring, wristwatch, and one pair of post-type earrings. **NO OTHER VISIBLE BODY PIERCING IS ALLOWED AT THE CLINICAL SITE. ALL VISIBLE TATTOOS MUST BE COVERED.**

**Hygiene:** Students must practice good personal hygiene in terms of make-up, perfume, hair and nail length. Perfume should not be overbearing, as many patients have existing breathing problems. Hair should be clean, and hair length should not interfere with the student's vision, or be a source of contamination. If hair is long, it should be pinned up.



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**ARTIFICIAL NAILS ARE NOT ALLOWED AT THE CLINICAL SITE** Nails should be trimmed, and nail polished should be a neutral shade.

DCCA photo ID should be worn at all time while at the clinical site.

**Students who refuse clinical experience within their capabilities or exhibit behavior inconsistent with safety or jeopardy of the resident's rights will be**

**asked to leave the clinical facility. Whether the student may return to clinical later and under what conditions will be determined between the BNAT coordinator and the instructor.**

### **Supplementary Materials**

1. Resident bedside units are available for you to use to practice job related skills. Please leave classroom resident unit in the same condition that you would leave the resident unit in a clinical setting.
2. Supplies are available for student use from the storage area. Students are responsible for proper handling, cleaning and returning reusable items to their appropriate place within the storage area.
3. If an item is broken or a student finds it in non-working condition, please report it to the instructor immediately. Cotton balls and alcohol are available for students to clean stethoscope earpieces and diaphragms.

### **Conduct**

- A student whose behavior is unsatisfactory can be dismissed from clinical and dropped from this program. Unsatisfactory behavior can consist of, but not be restricted to, the following:
  - a) Consistent tardiness
  - b) Excessive absence
  - c) Non-compliance with uniform code requirements
  - d) Unprepared to meet objectives for the day
  - e) Consistently inappropriate in decision making
  - f) Non-compliance with assignment completion
  - g) Inappropriate communication/behavior with patients, patient's families and staff
  - h) Inappropriate treatment of a resident
  - i) Other unsatisfactory behaviors, as specified in the Code of Student Conduct.



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- A student, whose behavior(s), skill and/or knowledge base has been evaluated to comprise the safety of the resident(s), will be determined unsafe in the clinical environment. The student who has been evaluated as “unsafe,” may not continue in the clinical/classroom. The student may withdraw, or will receive an “F” for the course. UNSAFE performance does not qualify for a student to receive an “incomplete” for this course.
- Verbal or physical threats in any form to fellow students, instructors, staff or residents will not be tolerated. These are grounds for immediate dismissal from this program.
- Accidents or illnesses that occur during an assigned clinical time must be reported to the instructor at the time occurrence. In the event that emergency assistance is required, the student will be taken to the nearest hospital emergency room. Necessary treatment will be administered with the consent of either the student or parent/guardian. An injury requires completion of an incident report form for the clinical site and DCCA.

Positive, the clinical facility may request that student not be allowed to complete the clinical portion of the course at their

### **Grading Policies/Procedures**

- A. To successfully complete this course, the student must pass the following components of the course with a total percentage of 75% or better:
- Theory quizzes and exams
  - All laboratory skills
  - All clinical skills\*\*

\*\* Any sub-standard skills' performance is grounds for failure. This is a skills based course and the Illinois Department of Public Health mandates that all 21 manual skills must be successfully implemented in order to pass the BNAT program.

- B. Failure to complete assignments, or make-up missed class lecture sessions and assignments may results in a lower course grade.
- C. A passing, but weak, lab or clinical performance may also result in a lowered course grade.
- D. Letter grades will be assigned according to the following scale:

A	=	100-92%
B	=	91-86%
C	=	85-78%



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D = 77-70%

F = 69% or below

- E. The instructor will present and explain the grading policy to students at the first class session. The instructor will then meet with each student to discuss his/her progress at mid-term.
- F. In accordance with the attendance policy, students are required to make-up any missed exams. Students are expected to make-up any missed exams on the next session after any absence. If there is an exam scheduled on a student's first day back to class, he/she will be expected to take this exam.
- G. Assignment of any "extra credit" work will be at the instructor's discretion.
- H. Those students who demonstrate weak laboratory skills will be expected to repeat/practice those skills, and may not be allowed to participate in clinical sessions until the instructor evaluates and determines that the student is SAFE to be in the clinical environment. It will be at the instructor's discretion to determine whether the student is safe to enter the clinical facility.
- I. Reevaluation of clinical assignments may be necessary. Faculty may recommend that a student withdraw from the course due an inability to meet clinical skill requirements. The instructor and coordinator will meet with the student prior to dismissal to explain these reasons.
- J. The instructor may recommend that a student be dismissed from the Basic Nurse Assistant Training Program because of the student's inability to meet the course objectives, or fulfill the attendance requirement.

### **Course Schedule/Calendar**

- a. Each student will receive a calendar at the first class session that specifically outlines dates/times locations of all lecture, lab and clinical sessions.
- b. In keeping with the Illinois Administrative Code for Long Term Care Basic Nurse Assistant Training, students will receive a minimum of 16 hours in the following areas prior to any direct contact with a resident:
  - Communication and interpersonal skills
  - Infection Control
  - Safety/emergency procedures, including the Heimlich maneuver
  - Promoting residents' independence
  - Promoting residents' rights



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- c. In keeping with the Illinois Administrative Code for Long Term Care Basic Nursing Assistant Training, students will receive a minimum of 12 hours of instruction related to Alzheimer's Disease and related dementias.
- d. All the categories covering the required content are located in the module. The text book is arranged in sections and lessons. Each student packet will include the course outline of chapter readings and objectives. Reading assignments correlate with each module. Instructors may adjust the sequence of material as long as they complete all material, and comply with the Illinois Administrative Code. The instructor will advise students of any course sequence adjustments.
- e. The instructor will assist students in completing the certification application at the end of the course. Completion of this application requires a # 2 pencil. Upon verification of successful completion of this course by the instructor, each student will complete this application and return it to the instructor. This office will process, and mail all applications by the appropriate postmarked date for the next scheduled exam. A copy of a packet entitled, Instructions for completing the Nurse Aide Competency Exam application guidelines for students, will be provided for each student. Students should refer to this booklet for information on what to do and who to contact if he/she does not receive confirmation on the exam date.
- f. To locate dates/times of other testing sites, please contact Southern Illinois University Nurse Aide Testing's website at: [www.nurseaidetesting.com](http://www.nurseaidetesting.com) On the left side of the page, left-click on the category entitled, "Testing Sites, insert the zip code of the respective site from the list of the Student Competency Exam Instructions, and all test dates will appear.
- g. Upon successful completing the State certification exam the student will receive a letter form IDPH this is considered the student's official documentation of

certification. If this letter needs to be replacement, the student must contact IDPH's Nurse Aide Registry at (217) 785-5133.

### **Miscellaneous Student Issues:**

- a. Student Records:  
DCCA will maintain a personal file for each student enrolled in the Basic Nurse Assistant Program. Only the instructor and coordinator will have access to the information. In accordance with IDPH regulation, this office will retain these records for the prescribed period of time, and then destroy the documentation. Transcript information on course attendance will remain available through Program Coordinator office.



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b. Title IX Policy:

Doctor's Choice Career Academy does not discriminate against any person on the basis of race, color, national origin, disability, or age in admission, or participation in its programs, services and activities or in employment.

c. Student Responsibilities:

To qualify for the State certification examination, each student must successfully:

- Complete and pass the classroom portion of the course,
- Complete and pass the clinical portion of the course,
- Demonstrate all required skills according to IDPH regulations

The above has been defined as:

- Completion of 80 hours of classroom lecture and lab session curriculum According to the schedule for this course section,
- Completion and attendance at all 40 hours of clinical sessions according to The schedule for this course session.

This page contains the grade breakdown for all students in this program.

This page contains the grade breakdown for all students in this program. Each student will have a sheet in his/her name. The instructor will keep this information and meet the students to discuss their academic progress, or grading policy should be addressed with the program instructor.

### **Basic Nurse Assistant Training Program Grade Breakdown Sheet**

Student Name: \_\_\_\_\_

Category	Total Percentage	Mid-Term Grade	Final Grade
Quizzes	75%		
Final Exam	25%		
Clinical/Lab	Pass or Fail	Pass or Fail	Pass or Fail
Total Percentage	100%		

**\*As per IDPH regulations, competency in all 21 patient care skills is mandatory in order to pass this course. The proper implementation process for each skill is included in the student packet.**



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### Grade Percentage Scale:

100-92	A
91-86	B
85-78	C
77-70	D
69	F

Grades will be computed based on assessments in the following chart. Relative values are calculated as follows.

Quizzes	75%
Lab Skills*	Pass or Fail
Clinical Skills	Pass or Fail
Final Exam	25%
Total	100%

\*Note : Failure to pass all lab/clinical skills and attain 75% (or above) in theory will result in a failing grade for this course.

(Mid-Term) Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_

(Final) Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_



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**NO texting or using Cell phones while in classroom.** This is a disruption to the instructor and other students.

Smoking is permitted in designated areas outside the building entryways. Students must exercise common courtesy by allowing passable space for other individuals to enter and exit the building.

Student and their instructors are responsible for leaving the classroom/lab clean and orderly at the end of each class session. All food and beverage items must be discarded in the waste receptacles.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The following are considered violations of the Code of Student Conduct and can lead to dismissal from the program:

- Cheating
- Disruption or obstruction of any operation of the any operation of BNATP.
- Physical abuse, verbal abuse, threats, intimidation, harassment, fighting and/or other conduct that threatens or endangers the health and safety of any person
- Sexual harassment
- Conduct performed in such unreasonable manner as to alarm another and provoke a breach of the peace.
- Attempted or actual theft of and /or damage to property personal or public property
- Failure to comply with policies of DCCA
- Unauthorized possession, or unauthorized entry to DCCA property
- Violation of federal, state or local laws while on DCCA property
- Gambling
- Use, possession or distribution of a narcotic or other chemical substance except as expressly permitted by law
- Use, possession or distribution of alcoholic beverages
- Illegal or unauthorized possession of firearms, fireworks, explosives other weapons
- Conduct which is disorderly
- Children may not accompany students to class



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**I have read this Syllabus and Basic Nurse Assistant Training Program Guidelines. I fully understand the course requirements, attendance policy and regulations stated that I must adhere to in order to complete this program.**

**I understand that if I do not present the necessary documents confirming completion of all health requirements, before the start of clinical to my instructor, I will be unable to attend the clinical portion of the BNAT program. I further understand that this will prevent me from continuing in the BNAT program and I must contact the program coordinator to officially withdraw from the program.**

**Student Name:**

\_\_\_\_\_

Please print

**Student Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

## **CONFIDENTIALITY OF INFORMATION AGREEMENT**

**STUDENT NAME:** \_\_\_\_\_

### **Confidentiality of Information**

- All information designated confidential that is obtained or generated as a result of your clinical needs is maintained in a confidential manner.
- All information that is gathered maintained or stored by the DCCA becomes DCCA property and cannot be released without proper authorization from the Instructor or Program Coordinator.
- Altering information is prohibited by the DCCA and the law. Correction of any identified erroneous information must be done according to the DCCA policy.

### **How to Maintain Confidentiality of Information**

- In order to protect any individual from invasion of privacy and to protect the interest of the DCCA, any information gathered for patient care or operations will be gathered, maintained and stored in such a manner as to assure confidentiality.
- Access to information will be limited to a need to know basis to perform the scope of one's duties and responsibilities.
- Dissemination of information will be handled according to DCCA policy, and students will be informed during 1<sup>st</sup> day of class at this time they will be ask to sign the confidentiality statement and a this will be placed in their student file.
- Proven violation of breach of the confidentiality agreement may be cause for immediate termination.



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**I understand that I am responsible for following the Confidentiality Policy Agreement and the Guidelines, both written and verbal.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**