ELIM Outreach Training Center, Inc does not discriminate on the basis of race, color, religion, national origin, age, gender, disability, ancestry, marital status, political association, current physical condition, military status or non-merit factors in didactic Programs and activities that it operates.
BASIC NURSE ASSISTANT
(CNA)

AT THE TIME OF PUBLICATION, ALL MATERIAL ENCLOSED HEREIN IS CURRENT, TRUE AND CORRECT AND REPRESENTS POLICIES OF ELIM OUTREACH TRAINING CENTER, INC. ALL CURRICULA OFFERED ARE AIMED FOR THOSE WHO DESIRE TO ENTER INTO THE ALLIED HEALTH FIELD OR THOSE WHO DESIRES A CAREER CHANGE.
CRIMINAL BACKGROUND CHECK

A criminal background check is needed before you start the program. The cost is not included in the tuition fee. Results of this background check will be sent to you. If the results are listed “pending” you may continue in the class. If after a more extensive investigation, the results show evidence of one or more criminal behaviors which prohibits employment in a health care facility; you will be advised in writing of what recourse you will have, until the conclusion of the extensive investigation and possible hearing is held.

PHYSICAL EXAM

Students must fill out a physical exam form. Forms can be obtained from ELIM’s office or see your instructor. Physicals are due the first week of class or before you attend your first clinical.

The physical includes a TB (Mantoux) or chest X-Ray taken within the last six (6) months. Also, a Hepatitis series is recommended. If you decline to take the hepatitis series, you must sign a waiver. Failure to submit this information in a timely manner will result in a clinical absence until the information is returned to ELIM.

When a student has an illness or injury that would not meet the minimum physical requirement, he or she must bring this to the attention of the instructor immediately. It will be necessary to obtain a written doctor’s statement, noting there are no limitations or restrictions to participate in both the classroom and clinical components of the course.

Also, when a student is pregnant, this information must be provided to the instructor immediately. A doctor’s statement must be obtained that states, the student is able to participate without restrictions in both the classroom and clinical components of the course.
**Prerequisites:**

1. High school diploma of equivalent
2. Pass a standardized exam Reading and Math at minimal 9th grade level (optional)
3. Physical ability to lift and move 50-80 pounds
4. Fine motor coordination (good manual dexterity and hand/eye coordination)
5. Good visual acuity to distinguish color
6. Able to hear at normal levels
7. Ability to stand for extended periods of time
8. Criminal background check (IDPH requirement)
9. Current physical exam
10. Tuberculosis (TB) skin test Mantoux or chest X-Ray within the last six (6) months Step 1 and step 2
11. Hepatitis Series

**Basic Nurse Assistants Student must complete**

1. 80 hours of theory/ classroom laboratory
2. 40 hours of clinical (hospital or skill facility)
3. Pass the course with a “C” or better (80%)
4. Clinical attendance requires 100% participation.
COURSE DESCRIPTION:
Certification as a Basic Nurse Assistant (BNA) is often a prerequisite toward advancement for numerous careers in healthcare. This course is an Illinois Board of Higher Education (IBHE)-PBVS Division and Illinois Department of Public Health (IDPH) approved curriculum. It provides intense training in both theory and practical application for nursing assistants in a professional clinical setting. Students will learn basic lifesaving methods: including CPR/First Aid and the Heimlich maneuver. Also, Dementia and Alzheimer's patients care are focused on in this course.

The duration of the program is 6½ - 8 ¼ weeks, which includes 80 hours of theory and 40 hours of clinical. Duration depends on scheduling of morning or evening classes.

COURSE OBJECTIVES:
Graduates of this program shall:

1. Possess the proficiency to successfully pass the required State of Illinois competency exam

2. Have a basic working knowledge of human anatomy sufficient to performed basic tasks assigned to support the physical needs of the patients

3. Have the required knowledge and skill to provide compassionate personal care for patients, including bathing, oral hygiene, nutrition, ROM, and accurate monitoring of vital signs

4. Demonstrate procedures of CPR and the Heimlich maneuver, as approved by the American Heart Association

5. Demonstrate “21 Skills” as required by Illinois Department of Public Health

6. Comprehend what makes a good Certified Nurse Assistant through empathy and caring. Additionally, they would have developed strong communication and attentive listening skills.

7. Better understand their role as a contributing member of a professional health team for his/her patient or resident
Course Description:
The Basic Nurse Assistant Program is often a prerequisite leading to advancement in several medical careers particularly entry level positions. Nursing Assistants are employed in hospitals, skill facilities, private homes, clinics, physician offices, and ambulatory care settings. Some duties are: measuring vital signs, feeding, bathing, grooming assisting with transfers and ambulation. Also, reporting, recording and communicating patient information to the health team.

BNA is a 120 clock hour’s course, Theory 80 hours and Clinical 40 hours.

Tuition/Registration $670.00
Book(s) $120.00
Fees $60.00

$850.00

*Others:
1. Stethoscope $17.00
2. Uniform $25.00
3. Shoes $25.00
4. Watch $20.00
5. Criminal Background $35.00
6. State Exam $65.00
7. CPR $60.00
8. Gait Belt $17.00

Total $264.00

Total Cost of Course: $1,114.00

Under the law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of financial charges if applicable. ELIM does not charge finance charges. A late fee (10%) will be added to all late payments.

Methods of Payment: Money Order, or Cashier’s Check, SORRY, WE DO NOT ACCEPT CASH OR PERSONAL CHECKS.

Please see your contract regarding registration fee and amount due on the first day of class (book(s) will be issued with first payment). Also, a criminal background check must be initiated within the first five (5) days of enrollment. Details will be given out on the first day of class.

*Supplies may be purchased from ELIM or you may find uniforms and other supplies at: Wal-Mart, Work N Gear, and Life Uniform. Please consult the yellow book for a location near you.
THE TEXTBOOK IS:

Mosby’s Nursing Assistants / Seventh Edition
Shelia a. Sorrentine, RN, MSN, PHD
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Book Introduction

The book emphasizes the need of individuals across their life span, from infancy through old age. Patients and residents are presented as people with dignity and value who have a past, a present and a future. Caring, understanding, ensuring the person’s rights are expressed throughout this book.

1 Mosby’s Nursing Assistants (7th) edition
BASIC NURSE ASSISTANTS COURSE OUTLINE

1. ORIENTATION
   A. INTRODUCTION TO COURSE
   B. PROGRAMS POLICIES AND PROCEDURES
   C. ETHICAL AND LEGAL ISSUES
   D. ROLES OF THE NURSING ASSISTANTS
   E. MEDICAL TERMINOLOGY

2. INTRODUCTION TO THE CLIENT
   A. BASIC ANATOMY
   B. GROWTH AND DEVELOPMENT
   C. CARE OF THE ELDERLY
   D. PRINCIPLES OF BODY MECHANICS
   E. BED MAKING
   F. PERSONAL CARE (BATHS, ORAL HYGIENE, HAIR, AND NAIL CARE)
   G. THE PERSON’S UNIT

3. WORKING ENVIRONMENT
   A. COMMUNICATING WITH THE HEALTH TEAM
   B. UNDERSTANDING THE PERSON
   C. INFECTION CONTROL
   D. SAFETY

4. NUTRITION AND FLUIDS
   A. NORMAL NUTRITION NEEDS
   B. DIET ORDERS
   C. FEEDINGS TECHNIQUES
   D. FLUIDS INTAKE AND OUTPUT
   E. SPECIAL FLUID NEEDS OR RESTRICTION
   F. SPECIMEN COLLECTION

5. VITAL SIGNS
   A. TEMPERATURE, PULSE AND RESPIRATION
   B. BLOOD PRESSURE DETERMINATION
   C. CARDIOPULMONARY EMERGENCIES (CPR & ANTI-CHOKING)
   D. ASSESSMENT OF HEIGHT AND WEIGHT

6. HEALTH PROBLEMS
   A. HEARING AND VISION PROBLEMS
   B. COMMON HEALTH PROBLEMS
   C. MENTAL HEALTH PROBLEMS
   D. CONFUSION AND DEMENTIA
   E. DEVELOPMENT DISABILITIES
7. DISEASE AND SPECIAL NURSING NEEDS

A. DISEASE OF THE INTEGUMENTARY, GASTROINTESTINAL, ENDOCRINE, NERVOUS, RESPIRATORY, AND GENITOURINARY SYSTEMS.
B. COMMUNICABLE DISEASE
C. EXERCISE AND ACTIVITY
D. COMFORT REST AND SLEEP
E. SEXUALITY

8. SPECIAL PROCEDURES

A. HEAT AND COLD APPLICATION
B. ENEMAS
C. VAGINAL DOUCHE
D. MANAGEMENT OF URINARY CATHETER
E. ASSISTING WITH PHYSICAL EXAM
F. COLOSTOMY
G. WOUND CARE
H. OXYGEN NEEDS

9. CLIENTS IN SPECIALTY AREAS

A. THE SURGICAL CLIENT
B. THE OBSTETRICAL CLIENT AND NEWBORN
C. DEMENTIA AND ALZHEIMER’S UNITS
D. THE CLIENT IN ISOLATION
E. THE EMOTIONALLY STRESSED CLIENT

10. CLIENT CARE PLANNING

A. ADMISSION
B. DISCHARGE
C. TRANSFER
D. HOME HEALTH CARE
E. LONG TERM CARE
F. REHABILITATION

11. THE TERMINALLY ILL CLIENT

A. THE DYING CLIENT
B. POST MORTEM CARE

12. REVIEW

A. FINAL PROCEDURE TESTING
B. FINAL EXAM
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<td>THE NURSING ASSISTANT</td>
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<td></td>
<td>PROFESSIONALISM AND JOB-SEEKING</td>
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<td>LEGAL AND ETHICAL ISSUES</td>
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<td>BLOODBORNE AND AIRBORNE PATHOGENS</td>
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<td>PATIENT SAFETY AND RESTRAINTS</td>
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<td>POSITIONING, LIFTING, AND TRANSERRING PATIENTS AND RESIDENTS</td>
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<td>BASIC FIRST AID AND EMERGENCY CARE</td>
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<td>3</td>
<td>THE PATIENT RESIDENT ENVIRONMENT</td>
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<td>ADMISSION, TRANSFER AND DISCHARGE</td>
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<td>CARING FOR PEOPLE WHO ARE DYING</td>
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<td>THE INTEGUMENTARY SYSTEM</td>
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<td>THE REPRODUCTIVE SYSTEM</td>
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<td>CARING FOR PEOPLE WITH REHABILITATION NEEDS</td>
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<td>CARING FOR PEOPLE WITH AIDS</td>
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<td>UNIT 7</td>
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<td>CARING FOR PEDIATRIC PATIENTS</td>
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<td>UNIT 8</td>
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<td>SAFETY AND INFECTION CONTROL IN THE HOME HEALTH SETTING</td>
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<td>CLINICAL HOURS TOTAL</td>
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<td>Sunday</td>
<td><strong>Introduction to BNA</strong>&lt;br&gt;ELIM’s Rules/Policy/ Catalog&lt;br&gt;Book and Handouts&lt;br&gt;Visit IDPH: <a href="http://www.nurseaidetesting.com">www.nurseaidetesting.com</a>&lt;br&gt;Lecture 1,2</td>
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<tr>
<td>Monday</td>
<td><strong>Test:</strong> 1,2,3,4,38&lt;br<em>Lecture: 5,6,7,12&lt;br</em>CPR, Video</td>
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<td>Monday</td>
<td><strong>Test:</strong> 11,13,14&lt;br<em>Lecture: 15,18,19&lt;br</em>Lecture: 1,2</td>
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<td>Monday</td>
<td><strong>Test:</strong> 8,9,10&lt;br<em>Lecture: 16, 17, 20&lt;br</em>Lecture: 1,2&lt;br<em>Lecture: 15,18,19&lt;br</em>Lecture: 1,2</td>
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<td>Monday</td>
<td><strong>Midterm Exam Chapters 1-20 $38</strong>&lt;br&gt;Payments must be current to sit for the Midterm Exam</td>
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<td>Monday</td>
<td><strong>Test:</strong> 21,22,23,24&lt;br<em>Lecture: 25,26,27,28,29&lt;br</em>Lecture: 1,2</td>
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<td>Monday</td>
<td><strong>Test:</strong> 30,31,32,33,34&lt;br<em>Lecture: 35,36,37,38,39,40&lt;br</em>Lecture: 1,2</td>
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<td>Monday</td>
<td><strong>Test:</strong> 41,42,43,44,45&lt;br<em>Lecture: 46,47,48,49, 50&lt;br</em>Lecture: 1,2</td>
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Class Calendar is subject to change without notice

Balance must be paid in full to participate in clinical, midterm exam and the final exam. If payments are not paid according to the installment agreement a late fee of 10% will be added to your balance. If you default on your agreement the full balance will be required (missing 1 payment)

Also, if you default on a payment you can be dismissed from the program. (Please see Ms. Taylor or Mrs. Triplett ASAP) You must pass ALL exams with an 80% or better. Please see your instructor immediately if you fail an exam. Class will start at 9:30AM you will have one 30 minute break.

**IF YOU MISS A CLINICAL FOR ANY REASON YOU WILL HAVE TO MAKE IT UP WITH THE NEXT INCOMING CLASS. IF THERE IS ROOM, STUDENTS REGISTERED FOR THE CLASS WILL HAVE FIRST PREFERENCE. IF YOU MISS 1 CLINICAL YOU WILL BE DISMISSED FROM THE CLINICAL PORTION OF THE Class AND WILL HAVE TO RETAKE ALL (5) CLINICALS WITH THE NEXT CLASS. IF YOU FAIL PORTION OF THE CLASS, YOU WILL HAVE TO RETAKE THE ENTIRE COURSE.**

**IF YOU ARRIVE FOR CLINICAL AFTER 7:05 AM YOU WILL BE SENT HOME AND YOU WILL HAVE TO MAKE UP THAT CLINICAL.**