ELIM OUTREACH TRAINING CENTER

1820 Ridge Rd. Suite 202
Homewood, Illinois 60430
P: 708-922-9547 F: 708-922-9568
E-mail: elim1820@elimotc.com
Website: elimotc.com





BASIC NURSE ASSISTANT PROGRAM
120 Clock Hours

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Revised 11/2026

STUDENT CATALOG/HANDBOOK



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 CURRICULUMS OFFERED ARE AIMED FOR THOSE WHO DESIRE TO ENTER INTO THE ALLIED HEALTH FIELD OR THOSE WHO DESIRES A CAREER CHANGE.

ELIM OUTREACH TRAINING CENTER IS NOT ACCREDITED BY AN ACCREDITING BODY RECOGNIZED BY THE U.S. DEPARTMENT OF EDUCATION.

ELIM OUTREACH TRAINING CENTER IS APPROVED TO OPERATE BY THE PRIVATE BUSINESS AND VOCATIONAL SCHOOLS DIVISION OF THE ILLINOIS BOARD OF HIGHER EDUCATION.

BASIC NURSE ASSISTANTS
PROGRAM

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.

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BASIC NURSE ASSISTANT
ADMISSION REQUIREMENTS

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.**

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BASIC NURSE ASSISTANT SYLLABUS

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 Diviaion 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 ½ 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**

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BASIC NURSE ASSISTANT (BNA) — TUITION

COURSE DESCRIPTION

The Basic Nurse Assistant Program (CNA) is often a prerequisite leading to advancement in several medical careers, particularly entry level position. Nursing Assistants are employed in hospitals, skills facilities, private homes, clinics, physician offices, and ambulatory care settings. Some duties are measuring vital signs, feeding, bathing, grooming, and helping with transfers and ambulation. Also, the student will cover reporting, recording, and communicating patient information to the health team.

The BNA student will complete 120 clock hours (80 theory and 40 clinical).

The Training Duration for the BNA Morning class (AM) is up to 10 weeks.

The Training Duration for the Evening class (PM) is up to 8.5 weeks.

Upon completion of the course, the student will receive a Certificate of Completion.

TUITION & REGISTRATION

Tuition / Registration	$950.00
Books / Handouts	$150.00
Lab Fees	$70.00
Tuition Subtotal	$1,170.00

OTHER REQUIRED ITEMS & FEES

1. Uniform	$35.00
2. Shoes	$35.00
3. Stethoscope	$25.00
4. Watch	$25.00
5. Criminal Background	$40.00
6. CPR	$65.00
7. Gait Belt	$20.00
8. State Exam	$75.00
Other Items Subtotal	$315.00

TOTAL	$1,485.00

PAYMENT & ENROLLMENT TERMS

*Price subject to change without notice. (Any such changes will not affect currently enrolled students unless they agree to such changes in writing.)

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. However, a late fee (10%) will be added to all late payments.

Methods of payment: Cash, Money order, or cashier's check. Sorry, we do not accept personal checks, debit, or credit cards.

Please see your contract regarding payments and amount due on the first day of class or orientation. Books will be issued with the first payment. Also, a criminal background check must be done before class, and a physical exam must be started before clinical.

Supplies may be bought from ELIM, or you may find uniforms and other supplies at Wal-Mart. Please consult the yellow pages or the internet for a location near you.

BASIC NURSE ASSISTANT
COURSE MATERIAL….TEXTBOOK

THE TEXBOOK IS:

Mosby's Nursing Assistants / Seventh Edition [1]
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 11th 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 PRESSSURE DETERMINATION
C. CARDIOPULMONARY EMEGENCIES (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

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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. CLENT CARE PLANNING

A. ADMISSION
B. DISCHARGE
C. TRANSFER
D. HOME HEALTH CARE
E. LONG TERM CAAARE
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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BASIC NURSE ASSISTANTS
UNIT HOURS

UNIT 1	THE HEALTH CARE SYSTEM	10
	THE NURSING ASSISTANT	
	PROFESSIONALISM AND JOB-SEEKING	
	LEGAL AND ETHICAL ISSUES	
	COMMUNICATION SKILLS	
	THOSE WE CARE FOR	
UNIT 2	COMMUNICABLE DISEASE AND INFECTION CONTROL	10
	BLOODBORN AND AIRBORNE PATHOGENS	
	WORKPLACE SAFETY	
	PATIENT SAFETY AND RESTRAINTS	
	POSITIONING, LIFTING, AND TRANSERRING PATIENTS AND RESIDENTS	
	BASIC FIRST AID AND EMERGENCY CARE	
UNIT 3	THE PATIENT RESIDENT ENVIRONMENT	10
	ADMISSION, TRANSFERE AND DISCHARGE	
	BEDMAKING	
	COMFORT AND REST	
	CLEANLINESS AND HYGIENE	
	GROOMING	
	BASIC NUTRITION	
	ASSISTING WITH URINARY AND BOWEL ELIMINATION	
UNIT 4	CARING FOR PEOPLE WHO ARE TERMINALLY ILL	5
	CARING FOR PEOPLE WHO ARE DYING	
UNIT 5	BASIC BODY STRUCTURE AND FUNCTION	20
	THE INTEGUMENTARY SYSTEM	
	THE MUSCULOSKELETAL SYSTEM	
	THE RESPIRATORY SYSTEM	
	THE CARDIOVASCULAR SYSTEM	
	THE NERVOUS SYSTEM	
	THE SENSORY SYSTEM	
	THE ENDOCRINE SYSTEM	
	THE DIGESTIVE SYSTEM	
	THE URINARY SYSTEM	
	THE REPRODUCTIVE SYSTEM	

UNIT 6	CARING FOR PEOPLE WITH REHABILITATGION NEEDS	15
	CARING FOR PEOPLE WITH DEVELOPMENTAL DISABILITY	
	CARING FOR PEOPLE WITH MENTAL ILLNESS	
	CARING FOR PEOPLE WITH DEMENTIA	
	CARING FOR PEOPLE WITH CANCER	
	CARING FOR PEOPLE WITH AIDS	
UNIT 7	CARING FOR THE SURGICAL PATIENT	10
	CARING FOR MOTHERS AND NEWBORNS	
	CARING FOR PEDIATRIC PATIENTS	
UNIT 8	INTRODUCTION TO HOME HEALTH CARE	
	SAFETY AND INFECTION CONTROL IN THE HOME HEALTH SETTING	
	CLINICAL HOURS TOTAL	**40**
Total Clock Hours		**120**

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BASIC NURSE ASSISTANT (CNA)(BNA)

CLASS SCHEDULE FOR 2026–2027 SCHOOL YEAR

COURSE	START DATE	END DATE
MONDAY & WEDNESDAY 9:30 AM – 2:30 PM Clinical: Friday 7 AM Instructor: Ms. D. Philips Clinical Instructor: Mrs. Simpson Up to 10 weeks (120 hours)	May 4, 2026 **Orientation 5/1/26 @ 10 AM** Aug 17, 2026 **Orientation 8/14/26 @ 10 AM** Nov 30, 2026 (Or 11/20/26) (CPR – 11/21/26) March 1, 2026 (Or 2/26/27) (CPR – 2/27/27) **Or = Orientation*	Aug 3, 2026 CPR 5/2/26 @ 9:30 AM Nov 2, 2026 CPR 8/15/26 Feb 24, 2027 May 12, 2027
TUESDAY, THURSDAY & FRIDAY 5:15 PM – 9:15 PM Clinical: Saturday 7 AM – 4 PM Instructor: Mrs. Brown Clinical Instructor: TBA Up to 8.5 weeks (120 hours)	July 28, 2026 (Aug 4, 2026) **Orientation 7/24/26 @ 10 AM** Oct 13, 2026 **Orientation 10/9/26 @ 10 AM** Jan 12, 2027 March 23, 2027	Oct 2, 2026 (Oct 9, 2026) CPR 7/25/26 @ 9:30 AM Dec 18, 2026 CPR 10/10/26 @ 9:30 AM March 12, 2027 May 21, 2027

School will be closed for summer break from June 15, 2027, until July 5, 2027.

Please note: If emergencies occur for any reason(s), the class schedule may be extended as needed.

I understand that dates and times are subject to change with notice. Please refer to the 2026–2027 Academic Calendar for dates when the school will be closed.

_____ _____ _____
Signature Start Date Registration Date

_____ _____
Staff Signature Date