

# ELIM OUTREACH TRAINING CENTER

**1820 Ridge Rd. Suite 300-301  
Homewood, Illinois 60430  
P: 708-922-9547 F: 708-922-9568  
E-mail: [elim1820@elimotc.com](mailto:elim1820@elimotc.com)  
Website: [elimotc.com](http://elimotc.com)**



## BASIC NURSE ASSISTANT PROGRAM

**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.**

---

ALL RIGHTS RESERVED. NO PART OF THIS HANDBOOK MAY BE REPRODUCED OR USED IN ANY FORM OR BY ANY MEANS GRAPHIC, ELECTRONIC, OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR TAPING WITHOUT THE WRITTEN PERMISSION OF ELIM OUTREACH TRAINING CENTER.

# **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.

# **BASIC NURSE ASSISTANT ADMISSION REQUIREMENTS**

## **Prerequisites:**

1. **High school diploma of equivalent**
2. **Pass a standardized exam Reading and Math at minimal 9<sup>th</sup> 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.**

# 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 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 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**

## **BASIC NURSE ASSISTANT ...TUITION**

### 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.

<b>Tuition/Registration</b>	\$670.00	
<b>Book(s)</b>	\$120.00	
<b>Fees</b>	\$60.00	
		<b>\$850.00</b>

### \*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

<b>Total</b>	<b>\$264.00</b>
--------------	-----------------

<b>Total Cost of Course:</b>	<b>\$1,114.00</b>
------------------------------	-------------------

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.

# **BASIC NURSE ASSISTANT COURSE MATERIAL....TEXTBOOK**

## **THE TEXTBOOK IS:**

**Mosby's Nursing Assistants / Seventh Edition 1  
Shelia a. Sorrentine, RN, MSN, PHD  
Copyright © 2004, Mosby, Inc**

### **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 (7<sup>th</sup>) 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

# BASIC NURSE ASSISTANTS UNIT HOURS

<b>UNIT 1</b>	THE HEALTH CARE SYSTEM	10
	THE NURSING ASSISTANT	
	PROFESSIONALISM AND JOB-SEEKING	
	LEGAL AND ETHICAL ISSUES	
	COMMUNICATION SKILLS	
	THOSE WE CARE FOR	
<b>UNIT 2</b>	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	
<b>UNIT 3</b>	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	
<b>UNIT 4</b>	CARING FOR PEOPLE WHO ARE TERMINALLY ILL	5
	CARING FOR PEOPLE WHO ARE DYING	
<b>UNIT 5</b>	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	

<b>UNIT 6</b>	CARING FOR PEOPLE WITH REHABILITATION 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	
<b>UNIT 7</b>	CARING FOR THE SURGICAL PATIENT	10
	CARING FOR MOTHERS AND NEWBORNS	
	CARING FOR PEDIATRIC PATIENTS	
<b>UNIT 8</b>	INTRODUCTION TO HOME HEALTH CARE	
	SAFETY AND INFECTION CONTROL IN THE HOME HEALTH SETTING	
	<b>CLINICAL HOURS TOTAL</b>	<b>40</b>
<b>Total Clock Hours</b>		<b>120</b>

# BASIC NURSE ASSISTANTS CLASS SCHEDULE

<b>Sunday</b>	<b>Monday</b> Introduction to BNA ELIM's Rules/Policy/ Catalog Book and Handouts Visit IDPH: <a href="http://www.nurseaidetesting.com">www.nurseaidetesting.com</a> Lecture 1,2	<b>Tuesday</b>	<b>Wednesday</b> Lecture 3,4,38 Lab: Video's 1,2 Skills demonstration :instructor Bed-making, Feeding and Hand- washing	<b>Thursday</b> Skills Assessment Day Return demonstration by Students. Introduction to Vital Signs.	<b>Friday</b>	<b>Saturday</b>
<b>Sunday</b>	<b>Monday</b> Test: 1,2,3,4,38 Lecture: 5,6,7,12 CPR , Video	<b>Tuesday</b>	<b>Wednesday</b> Test: 5,6,7,12 Lecture: 11,13,14 Lab: Video	<b>Thursday</b> Clinical # 1	<b>Friday</b>	<b>Saturday</b>
<b>Sunday</b>	<b>Monday</b> Test: 11,13,14 Lecture: 15,18,19 Lab: Video	<b>Tuesday</b>	<b>Wednesday</b> Test: 15,18,19 Lecture: 8,9,10 Lab Video	<b>Thursday</b> Clinical # 2	<b>Friday</b>	<b>Saturday</b>
<b>Sunday</b>	<b>Monday</b> Test: 8,9,10 Lecture: 16, 17, 20 Medical Terminology Lab: Video Midterm Study Guide Handout	<b>Tuesday</b>	<b>Wednesday</b> Test: 16,17,20 Medical Terminology Alzheimer's Day Lab: Video	<b>Thursday</b> Clinical # 3	<b>Friday</b>	<b>Saturday</b>
<b>Sunday</b>	<b>Monday</b> <b>Midterm Exam Chapters 1-20 &amp; 38</b> Payments must be current to sit for the <b>Midterm Exam</b>	<b>Tuesday</b>	<b>Wednesday</b> Test: Alzheimer's Medical Terminology Lecture: 21,22,23,24 Lab: Video	<b>Thursday</b> Clinical # 4	<b>Friday</b>	<b>Saturday</b>
<b>Sunday</b>	<b>Monday</b> Test:21,22,23,24 Lecture: 25,26,27,28,29 Lab: Video	<b>Tuesday</b>	<b>Wednesday</b> Test: 25,26,27,28,29 Lecture: 30,31,32,33,34 Lab: Video	<b>Thursday</b> Clinical # 5	<b>Friday</b>	<b>Saturday</b>
<b>Sunday</b>	<b>Monday</b> Test: 30,31,32,33,34 Lecture: 35,36,37,38,39,40 Lab: Open	<b>Tuesday</b>	<b>Wednesday</b> Test: 35,36,37,38,39,40 Lecture: 41,42,43,44,45 Lab: Open	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>Sunday</b>	<b>Monday</b> Test: 41,42,43,44,45 Lecture: 46,47, 48,49, 50, Lab:	<b>Tuesday</b>	<b>Wednesday</b> <b>Final Exam</b> <b>Exit Interview</b> <b>Teachers Evaluation</b> <b>\$65.00 due for State</b> <b>Exam</b> <b>M/O to SIUC.</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>

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 ON 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.**