



The Nirvana Institute, Inc.

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Short-Term Healthcare Training “Knowledge and Education that Lasts a Lifetime” Certified Nursing Assistant (CNA) School Catalog 2021



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Basic Nursing Assistant Course Description

The Basic Nursing Assistant Training Program combines classroom instruction with clinical experience. The Nirvana Institute Inc. was formed to assist with career goals and prepare students to meet the challenges of the future in healthcare by providing competent and compassionate care. We are dedicated to educating the community with the delivery of knowledge and quality healthcare. The Nirvana Institute will prepare students with the skills, education and experience needed to render competent and quality healthcare in various settings.

The Basic Nursing Assistant Training Program provides 120 hours of training which consists of basic knowledge and understanding of principles and procedures of nursing care. The mandatory 120 hours required by the State of Illinois consists of 80 hours of theory and 40 hours of clinical. The education and training is obtained through 5 weeks of lecture, manual skills in the laboratory and supervised clinical experiences at a healthcare facility. Students who successfully complete the program are qualified to take the state certification examination.

Basic Nursing Assistant Course Outline:

- Introduction to the Health Care Systems
- Introduction to the Patient
- Working Environment
- Safety
- Privacy
- Lifting, Moving and Transporting Patient
- Basic Anatomy and Physiology
- Personal Care of the Patient
- Nutrition
- Fluid Balance
- Supportive Care
- Fundamentals of Rehabilitation
- Patient Care Planning
- Isolation
- Care of the Terminally Ill Patient
- Alzheimer's Disease and Dementia
- Cardio-Pulmonary Resuscitation

Basic Nursing Assistant Tuition and Fees

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Basic Nursing Assistant Tuition and Payment Plans

Course:	Basic Nurse Assistant Training Program	
Timeframe:	5 weeks (80 hours of theory and 40 hours clinical)	
Theory Class Days:	Monday – Thursday	
Day Hours:	South Campus 9:00am – 1:30pm	& West Campus 8:00am – 12:30pm
Evening Hours:	South Campus 5:00pm – 9:30pm	& West Campus 4:00pm – 8:30pm
Clinicals:	Friday or Saturday	7:00am-3:30pm
Clinical Location:	TBA	
Instructor:	TBA	

COST OF SERVICES for processed payments (\$1200.00 Out of pocket)

Any deposits or down payments shall become part of the tuition. (Weekly or Bi-Weekly Payment Plan)

Tuition: \$1600.00

Includes the following:

Registration Fee:	\$ 500.00
Book Fee:	\$ 80.00
Tuition:	<u>\$ 1020.00</u>
TOTAL	\$ 1600.00

Mandatory items that are not included in tuition: Shoes and a second hand watch. These items can be purchased at your local retail stores. Additional fees students must also pay:

\$40.00 for a mandatory Background Check (Mandated by IDPH)

\$40.00 CPR Card (Optional)

\$75.00 for State Board Exam

Students who are unable to pay tuition in full, may enter into a financial installment plan with The Nirvana Institute, Inc. There are two (2) available options for payment plans listed below:

Plan #1 (Bi-Weekly)

Down Payment (Upon Registration)	\$600.00
1 st Installment (2 nd week of the program)	\$300.00
2 nd Installment (4 th week of the program)	\$300.00

Plan #2 (Weekly)

Down Payment (Upon Registration)	\$600.00
1 st Installment (1 st week of the program)	\$150.00
2 nd Installment (2 nd week of the program)	\$150.00
3 rd Installment (3 rd week of the program)	\$150.00
4 th Installment (4 th week of the program)	\$150.00

Payments are due every Thursday (Weekly Payment Plan) or every other Thursday (Bi-weekly Payment Plan). You will have the option to make your payment on Friday and the following Monday, however, a \$25.00 late fee will be added for each of those days, **NO EXCEPTIONS. Failure to make the tuition payment, will result in termination of the course.**

*****Due to credit card fraud, the last 2 payments for the weekly plan and the last payment for the bi-weekly plan MUST be made in CASH, MONEY ORDER or CASHIER'S CHECK!*****

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Academic Information

Grading Scales:

The Nirvana Institute, Inc. will provide an acceptable standard in which to judge each student's progress within the program. Clinical skills will be graded on a Pass or Fail basis. The following grading scale will be used for all Exams, Homework assignments, Project/Presentation and Final Exam.

A = 100-92%

B = 91-83%

C = 82% You must achieve 82% in each category

Attendance/Make-Up Policy

This is an accelerated, fast paced and intense course, which does not allow for tardiness or absenteeism. 100 percent class attendance is expected from all students. If an emergency arises the student is expected to make arrangements for **ALLOTTED** missed hours to be made up at the end of the program. There is only **ONE (1) day** allowed for missed hours to be made up which can **ONLY** totals 4.5 hours. If a student is not able to make up all hours missed during the scheduled make-up day (**4.5 hours total**) the student will be dropped from the program. Missed hours must be made up in order to complete the required number of hours stipulated by the program. **If any student misses more than one (1) day of class the student will be automatically dropped from the program, NO EXCEPTIONS.** For missed theory hours, arrangements must be made with the instructor and will be completed on the last Thursday of the program if available. Scheduling of another day of duty must be arranged to make up any missed clinical portion of the program. If a missed theory or clinical portion of the program is not made up and the student is not able to complete the required number of hours for both classroom and clinical instructions, the student will not be able to complete the program. Excessive tardiness will not be tolerated. If a student is more than **5 minutes** late for class, it will count as **one absence, NO EXCEPTIONS.** Clinical make-up will be held on Fridays or Saturdays at the same time as regularly scheduled clinical. Students **must arrive to clinical on time.** If a student is more than **5 minutes** late for clinical, the student will be denied clinical training on that day and **MUST** make up the clinical on another scheduled training day, **NO EXCEPTIONS.** Depending on enrollment ratio, facility and instructor availability this make-up may be done during the next session, which may interfere with the student being eligible to take the written competency exam. The date and time will be determined by an authorized school official. If a student does not attend **5 FULL** clinical training days the student will be dropped from the course.

***MAKE UP HOURS LAST THURSDAY OF COURSE ONLY:

South Campus 9:00am - 9:30pm or West Campus 8:00am - 8:30pm

Academic Calendar

Classes meet continuously throughout the year except for the following observed holidays:

- New Year's Day (January 1st)
- Memorial Day (Last Monday in May)
- Independence Day (4th of July)
- Labor Day (1st Monday of September)
- Thanksgiving Day (4th Thursday of November)
- Christmas Day (25th of December)

Exceptions

If in the event of severe weather conditions, emergencies out of the control of the instructors or training facilities, a make-up clinical will be scheduled. The student will be given the make-up date as earliest as possible in order to adjust their schedules accordingly. Make-ups will be held on Saturdays during regularly scheduled clinicals.

Code of Conduct

Students must adhere to a strict code of conduct and generally accepted social standards, forbidding the use of drugs/alcohol, theft, dishonesty, defacement of property, use of foul language and physical/mental abuse of other students, staff and residents. Any student showing evidence of mental/psychological disorder and found threatening co-students, instructor or staff will be dealt with the full force of the law. It is our duty to provide students, clients and community with the most respectful and safest environment as possible. Violators will be subjected to immediate dismissal from the school.

Rules of the Classroom

Students please read over ALL Classroom and Clinical rules thoroughly. These rules are strictly enforced by every staff member and instructor of Nirvana Institute Inc.

1. Cell phones are **NOT** allowed to be visible **at all** during class! If you must make a call or text, you must step out of the class, but not during testing. If your instructor notices a student cellphone visible at **ANY** time during the class the student will be exited from the class on that day. The student must make up the missed hours as stipulated by the program.

IF YOU STEP OUT OF THE CLASS FOR LONGER THAN FIVE(5) MINUTES YOUR NAME WILL BE REMOVED FROM THE ATTENDANCE LIST AND YOU WILL BE MARKED ABSENT. NO EXCEPTIONS

Please refer to the attendance policy.

2. All cell phones must remain silent during theory, lab and clinical.
3. Guests and children are absolutely forbidden in classrooms and hallways at any and all times.
4. Students may use the schools number to give out to family members or friends for important messages that need to be relayed during class time
5. All students must behave in a courteous and professional manner, profanity is prohibited.
6. Sleeping is not permitted during class time (This includes laying your head down)
7. Students are NOT allowed to leave early before the class ends or it will constitute as an absence
8. Students are forbidden to adjust the thermostat in the classroom, please notify your instructor of temp adjustments.
9. Pregnant students MUST seek permission from the physician before taking the CNA Training course
10. Pregnant students must understand that they will be expected to adhere to the same duties as other students
11. All students MUST remain seated during testing. Use the bathroom before and after testing
12. All tests administered will be timed. Your State Competency is timed.
13. Grades are given out EVERY Thursday. Every student must maintain an 82% weekly or see Program Coordinator.
14. Homework is to be completed at home only and not during class time
15. Homework is due at the start of class ONLY
16. Students must use and print their full name on all assignments
17. Excessive talking is forbidden during lab or theory
18. Students should eat before coming to class, food and drinks (except water) is not permitted in the classroom

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19. Plagiarism/copying or cheating from another student's test, homework, handouts, worksheets, project or any other assignments will NOT be tolerated. If a student is found engaging in any of these activities, the student will be automatically dropped from the program.

Rules for Clinical:

Students please read over ALL Classroom and Clinical rules thoroughly. These rules are strictly enforced by every staff member and instructor of Nirvana Institute Inc.

1. Cell phone usage is not permitted during clinical hours at all! If an instructor notices a student cellphone visible **AT ANYTIME** during clinical training hours, outside of breaks, the student will be sent home immediately
2. EVERY student **MUST** arrive on time for clinical
3. If any student leaves clinical early, your attendance will NOT be counted for that clinical training day
4. No hats, scarves, or bonnets are to be worn during clinical training
5. Do not bring **any** items of value to the clinical site
6. Visible tattoos that can be socially offensive must be covered during clinical
7. All students must wear uniforms to every clinical. Uniforms should be neat and clean
8. Students are absolutely forbidden to leave assigned area without instructor's permission
9. Students must be on time for each and every clinical or you will be sent home
10. Fingernails are to be short and clean
11. Perfumes and colognes are to be worn in moderation
12. Smoking is not permitted on clinical site
13. Only studded earrings and/or a wedding band are allowed to be worn to clinical
14. All piercings must be removed prior to arrival to clinical site
15. Students are forbidden to bring ANY guest or children inside the clinical site, hall, lobby or waiting area
16. Students are forbidden to discuss any resident information with anyone outside of the care team
17. Students are not allowed to care for family members or friends during clinical
18. Students are absolutely forbidden to enter into ANY type of confrontation with ANY resident, staff member, co-student or instructor during clinical training hours. This is grounds for immediate dismissal from the training course
19. Lunches and snacks are to be consumed during break time only
20. Pregnant students **MUST** seek permission from the physician before taking the CNA Training course
21. Pregnant students must understand that they will be expected to adhere to the same duties as other students

Clinical training is graded on a Pass/Fail basis.

In order for a student to successfully complete the CNA Training Course, the student **MUST receive a passing grade from the Clinical Instructor or the student **WILL NOT** pass the CNA Training Course.**

Transcripts

A student may request in writing a copy verifying course completion. The student must allow seven (7) business days to pick up the request in person only. The Nirvana Institute, Inc. offers a certification only program and therefore no official grade transcripts are accessed. No request will be mailed unless the student requesting proof of course completion is located out of town. The student will receive a certificate of completion signed by the Chief Managing Officer and stamped with the school official seal. A copy of this certificate will be integrated in the student's file.

The following are the criteria for the issuance of certificates:

- The student successfully completes the required classroom instruction part of the program
- The student completes all the required clinical training portion of the course
- The student shall have all the tuition and other fees paid in full before any certificate or records are released or issued
- The student shall pass the course with a grade no less than 82%
- The cost of a transcript that will be picked up is **\$20.00**. It will be **\$25.00** if the transcript is mailed out within the U.S.

HIPPA PRIVACY RULE

The HIPPA Privacy Rule was finalized in August 2002. It is part of the Health Insurance Portability and Accountability Act (HIPPA) that was enacted by congress in 1996. The Privacy Rule Establishes a set of national standards for the protection of certain health information. The HIPPA Privacy Rule does the following:

- Impose restrictions on use and disclosure of personal health information
- Gives patients greater access to their medical records
- Gives patients greater protection of their medical records

A major goal of the Privacy Rule is to assure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well-being. The Rule strikes a balance that permits important uses of information, while protecting the privacy of people who seek care and healing. The Privacy Rule applies to healthcare providers, health plans, or healthcare clearinghouses. These are called "covered entities." A covered entity may not use or disclose protected health information, except either: (1) as the Privacy Rule permits or requires; or (2) as the individual who is the subject of the information (or the individual's personal representative) authorizes in writing.

Dear CNA Student:

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A law in Illinois says that you cannot work as a nurse aide for a hospital, nursing home or home health agency if you have certain criminal convictions. The list of crimes that will keep you from working as a CNA is on the next page.

While this is not meant to discourage you, it is strongly recommended that, if you have a conviction for one or more of these crimes, you should not continue in this class until you apply and receive a waiver from the Department.

A waiver is **NOT** granted to everyone that applies. You may send in all the information requested and still not be granted a waiver. Each waiver application is reviewed completely. There are no hard and fast rules, but the following may be used as a guide:

You will probably not be granted a waiver if any of the following is true:

- You are still on probation, parole or incarcerated
- Your victim was an elderly or disabled person
- You have several (more than two) similar crimes in the last five (5) years
- You have several violent crimes in the last five (5) years
- Your crime is any type of murder or sexual assault
- You have less than two (2) years clean and sober

A waiver may be granted if:

- You have paid all your court fines and have satisfactorily completed probation
- You only had a few (less than three) convictions, more than five (5) years ago
- You have a single, non-violent crime in the last five (5) years
- You have more than two (2) years clean and sober

Again, this is not meant to discourage you. There is a need for responsible, hardworking and caring nurse's aides. However, it would be a shame if you invested the time, work and money in a nurse aide class and then you were unable to get a job.

You may request a waiver application by calling **(217) 782-2913**

IF YOU HAVE A CONVICTION, IT IS RECOMMENDED YOU INFORM THE COORDINATOR/INSTRUCTOR ON THE FIRST DAY. FAILURE TO DO SO, MAY RESULT IN TERMINATION OF THE COURSE.

Criminal Background Check

The Health Care Worker Background Check Act, amended in August 1996, stipulates that the required background check for nurse aides be initiated at the beginning of the training program. The Nirvana Institute will request a uniform Criminal Information Act (UCIA) report from the state police within 10 days of the start of the training program. A student may be disqualified from the program if the UCIA report indicates a record of conviction for any of the offenses enumerated in the Act. Students with such felony convictions are discouraged from continuing with the program as they will not be hired by nursing facilities.

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 a weapon
- Indecent solicitation of a child
- Murder, homicide, manslaughter
- Financial exploitation of an elderly disabled
- Tampering with food, drugs, cosmetics
- Endangering the life or health of a child
- Abuses or gross neglect of a long-term care facility resident
- Criminal neglect on an elderly person
- Ritual mutilation, ritualized 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/Retail theft
- Assault/sexual assault/abuse
- Aggravated stalking
- Armed violence

WITHDRAWAL FROM COURSES, REFUNDS, DISMISSAL AND CANCELLED CLASSES

The Nirvana Institute Inc. allows student withdrawal from courses, by letter addressed to the school. Failing to attend classes or notifying the instructor does not constitute an authorized withdrawal from courses. Upon processing the withdrawal, the tuition charge will be reduced according to the terms and conditions of the Nirvana Institute Inc.

Refund Policy:

The school shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:

A. The student must give notice of cancellation of the course, to the school in writing before the **FIRST DAY** of the program.

B. When notice of cancellation is given **BEFORE THE FIRST DAY** of the program, a full refund of any deposit, minus the registration fee of **\$250**, shall be refunded to the student; an authorized school official will give the student a copy of a notice as their receipt to cancel the course providing the student with a signature and date of the cancellation request.

C. A school must refund any book and materials fees when:

- (1) The book and materials are returned to the school unmarked;
- (2) The student has provided the school with a notice of cancellation.

D. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.

E. Deposits or down payments shall become part of the tuition.

F. The unexplained absence of a student for more than one (1) school day shall constitute constructive notice of cancellation to the school, and will not receive a refund, no exceptions. For purposes of cancellation the date shall be the last day of attendance.

The Nirvana Institute Inc. reserves the right to dismiss any student whose conduct or attendance does not meet The Nirvana Institute Inc.'s policies. A student can be dismissed if he/she has been absent for more than 10% of the required classes in the applied courses, or has been involved in conduct disruptive to the education process or to school or office property, or has not paid tuition payments as agreed. A student who has been dismissed can apply for new enrollment. The Nirvana Institute Inc. reserves the right to cancel or postpone any course due to low or insufficient enrollment. When this occurs, The Nirvana Institute Inc. will notify the students before the first class meeting and will reschedule courses accordingly.