

# **Illinois Eastern Community Colleges**



## **Basic Nurse Assistant Training Program**

### **Student Handbook**

**2024 - 2025**

Some information in this publication may become outdated due to changes in the Board of Trustees Policy, state law, and Basic Nurse Assistant Training Program guidelines. In such instances current board policy, state law, and Basic Nurse Assistant Training Program guidelines will prevail.

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## **Introduction**

Welcome to Illinois Eastern Community Colleges Basic Nurse Assistant Training Program. It is important that you read the [academic catalog](#), the course syllabus, and this handbook, since you will be expected to adhere to the policies and guidelines found in these documents. IECC reserves the right to change policies and guidelines as needed to facilitate program and student outcomes.

Illinois Eastern Community Colleges Basic Nurse Assistant Training Program is approved by the Illinois Department of Public Health, which is located at 525 West Jefferson Street, Springfield, Illinois 62761, 217/785-5133, website: [www.idph.state.il.us](http://www.idph.state.il.us).

It is our desire to help you meet your educational goals. It is our commitment that you receive quality education while enrolled in the basic nurse assistant training program.

## **Mission of the Basic Nurse Assistant Training Program**

The mission of the Illinois Eastern Community Colleges Basic Nurse Assistant Training Program is to provide educational opportunities for qualified persons to become an Illinois Certified Nurse Aide through the Illinois Department of Public Health. This mission is achieved by providing quality education and clinical skill experience through a community healthcare agency.

## **Professional Licensure Disclosure**

This program prepares students to seek a licensure in the state of Illinois and may not meet minimum requirements for other states. See the Professional Licensure Disclosure at [www.iecc.edu/licensuredisclosure](http://www.iecc.edu/licensuredisclosure) for more information.

## **Nondiscrimination Policy**

Illinois Eastern Community College District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category.

Additional details, including the complaint process, can be found at [www.iecc.edu/nondiscrimination](http://www.iecc.edu/nondiscrimination).

## **Americans With Disabilities Act**

IECC is committed to maintaining an inclusive and accessible environment in compliance with the American with Disabilities Act (ADA) and other applicable federal and state regulations aimed at protecting the rights of individuals with disabilities.

Support is available in the form of accessible facilities, individualized plans, and reasonable accommodations to students who meet the requirements of a person with a disability. A disability requiring additional staff or funding, contractual arrangements through an outside vendor, or structural modifications (such as adaptive or assistive technology) may require several weeks to be arranged. To receive appropriate accommodations in your classes, please see the guidelines at [Disability Support Services](#).

## **SECTION I**

### **GRADING AND ATTENDANCE**

- ◆ **HEA 1203 Course Objectives**
- ◆ **Grading Scale**
- ◆ **Attendance**
- ◆ **Orientation**
- ◆ **Cell Phone Use**

## HEA 1203 Course Objectives

With a comprehensive score of at least 75%, and satisfactory performance in bedside care, the student, upon completion of this course, will be able to:

1. Demonstrate knowledge of the basic needs of the individual throughout the life cycle.
2. Demonstrate knowledge of body structure and function.
3. Utilize knowledge of growth and development in providing care to persons of all ages.
4. Utilize knowledge of the common daily needs and basic skills in providing care to persons of all ages.
5. Employ principles of body mechanics and anatomical alignment in caring for clients.
6. Understand basic principles of nutrition and fluid balance to assist clients with nutrition and elimination needs.
7. Apply basic principles of rehabilitation nursing.
8. Demonstrate effective interpersonal skills in interactions with others.
9. Utilize knowledge of legal concerns and ethical issues in providing care.
10. Apply basic principles of patient centered care or person directed care to any setting (home care, hospital, or long-term care).
11. Demonstrate basic knowledge of the psychological needs of the terminally ill patient and the family.
12. Demonstrate knowledge of postmortem care.
13. Utilize knowledge of dementia in effectively caring for a person with Alzheimer's disease and related disorders.
14. Demonstrate the ability to initiate basic cardiopulmonary resuscitation.

### Grading Scale

100-90	A
89-80	B
79-75	C
74-65	D
Below 65	F

### Attendance

**Students are expected to attend class every day it is scheduled and to be on time.** Consistent attendance is essential to fulfill the Illinois Department of Public Health (IDPH)-mandated 120 hours (minimum) of instruction, making you eligible to take the certification exam.

To ensure instruction hours are met by the student, any work or tests missed when absent must be scheduled for make-up before the next scheduled class time. Students are expected to call or notify the instructor if unable to attend a class and set a time for the make-up. If a student is tardy/missing **15 hours** of the theory portion of the class, he/she will be counseled by the program administration and/or faculty and may be dropped from the class. Clinical attendance is required in full. Students must meet clinical hour requirement specified by the state.

The Illinois Department of Public Health requires the following in order to take the State Certified Nurse Aide exam: Section 395.17 Successful completion of the Basic Nursing Assistant Training Program (BNATP).

A student shall be considered to have successfully completed the BNATP when he or she has:

1. Completed a minimum of 80 hours of theory and 40 hours of clinical instruction, including the required hours of content in accordance with Section 395.150; and
2. Demonstrated competence in the Department-approved performance skills.

To meet the state mandated minimum hours students are not permitted to miss scheduled clinicals.

Missing clinicals may result in failure of the course. Additionally, there are segments of the course that IDPH requires the student to attend; these are mandatory sections for resident safety.

### **Orientation**

All BNATP students are required to:

1. Attend a Scheduled BNATP Orientation - Time and Date TBA at Registration;
2. Provide a copy of their Social Security Card at Registration as directed; and
3. Complete a Background check form at Registration as directed.

Failure to complete the orientation/registration process will result in a forfeiture of the class seat and the student will not attend the class.

### **Cell Phone Use**

Personal cell phone use and/or texting during classroom and clinical experiences is prohibited except on breaks or lunch. Cell phones and smart watches should be turned off or set to silent and put away during classroom and clinical experiences.

## **SECTION II**

### **ETHICAL-LEGAL RESPONSIBILITIES**

- ◆ **HIPAA/Confidentiality**
- ◆ **Critical Areas of Concern**
- ◆ **Social Networking**



## **Health Insurance Portability and Accountability Act (HIPAA)/Confidentiality**

HIPAA protects a person's health information. Students are only allowed to discuss a client's care with his/her instructor or the nurse on duty. Students are not allowed to discuss a client's medical condition or care with a visitor. If a visitor asks questions, the student should direct them to the nurse on duty.

All client records (the chart and any other information, oral or written, and those notes taken from the record) are confidential. Students are not allowed to retain any individually identifiable client information.

## **Critical Areas of Concern**

Critical areas of concern include any actions or inactions on the part of the student that increase the risk of, or exposure to, loss, harm, death or injury of the client or others. Such actions or inactions will result in the immediate removal of the student from the clinical, followed by a faculty review and possible dismissal from the program. Students being considered for dismissal will be notified in writing of such action and will have a meeting with program faculty and administration. The decision to dismiss a student from the program related to a violation of the Critical Areas of Concern belongs to the Dean of Health Professions. If a student is dismissed from the IECC Program related to a Critical Area of Concern violation, the student will not be permitted to pursue readmission with the program at any campus. The student has the right to appeal as specified in the IECC Student Complaint Policy explained in the District Catalog.

Critical concerns include, but are not limited to, the following:

- Theft from clients, visitors or agency employees, or the unauthorized removal of supplies, drugs or other property from the premises of the agency.
- Alteration, falsification, or destruction of any agency records.
- Refusal to perform assignment at the clinical agency for any reason.
- Refusal to follow directions of the instructor or appropriate agency personnel.
- Refusal to follow facility policies and procedures for any reason.
- Reporting to laboratory or performing at laboratory while under the influence of alcohol and/or controlled substances, drugs, or having possession of same on agency property.
- Departure from the assigned department or unit, or the facility during scheduled hours without authorization.
- Willful conduct which could endanger clients, visitors, or others.
- Making false, vicious, or malicious statements concerning the agency, its employees, or its services.
- Use of abusive, threatening, or profane language, or gestures on agency premises.

- Willful, deliberate, violation of or disregard for the agency's safety and security, and its rules and policies.
- Solicitation or acceptance of gifts or gratuities from clients, their significant others or vendors.
- Neglect of duty or incompetence either in quantity or quality of work.
- Breach of confidentiality of the client, significant others, or of the agency and its employees.
- Evidence of disregard or disrespect of the rights of clients or others, or of the agency and its employees.
- Witnessed incivility towards peers or instructors.

### **Social Networking**

Social networking is not permitted during classes, lab, and clinical education. Information about a patient in any context is a possible HIPAA violation. Discussing any clinical information on a social network site is a potential HIPAA violation. If a social networking issue should arise during enrollment in the course, the student may be administratively withdrawn.

## **SECTION III**

### **CRITICAL GUIDELINES FOR CLINICAL**

- ◆ **Healthcare Agency (Clinical) Requirements**
- ◆ **Clinical Student Conduct**
- ◆ **IECC Student Code of Conduct**
- ◆ **Dress Code**
- ◆ **Standard Precautions**
- ◆ **Bloodborne Pathogen Exposure**
- ◆ **Substance Abuse at Agency Laboratory**
- ◆ **IECC Alcohol-free/Drug-free Campus Policy**
- ◆ **Guidelines for Latex Allergy**

## Healthcare Agency (Clinical) Requirements

Prior to going to the clinical setting, students must have documentation of a **two step TB test** that is less than one year old. The student is also required to have a **Live Scan Fingerprint Background Check** done (at student's or fee paying agency's expense) due to Illinois standard that a fingerprint-based criminal history records check is required for the individual to work as a direct access worker, a CNA or a Direct Support Person in Illinois. Students who are minors are not required by the state of Illinois to complete fingerprinting. Additionally, students who currently work in healthcare may or may not be required to complete the Live Scan Fingerprint Background Check. Class faculty will notify the students of their individual background check requirements during class orientation.

Students are required to comply with any additional agency requirements, such as vaccinations. Cost of receiving vaccinations is at the student's expense. Refusal of the vaccine may impact the student's ability to complete a clinical rotation at certain sites and therefore, may impact his or her ability to complete course clinical requirements.

The following link explains the current list of disqualifications from the State of Illinois [Disqualifying Convictions](#).

### **For Minors (Secondary Students)**

Secondary students are exempt from a fingerprint based criminal records check. However, all students' training dates must be entered into the HCWR to meet IDPH compliance. Secondary students or guardian (if minor) must complete an Authorization and Disclosure form to have the required information added to the HCWR to input training dates of course. A fingerprint-based criminal history records check is required for the individual to work as a direct access worker, a CNA.

**For students with previous criminal based fingerprinting:** If FEE\_APP or CAAPP appears under the IDPH Determination of Illinois State Police Background Check field, there is no need to complete another background check. If either of the above appears under the field with a date, subsequent convictions will be loaded automatically into the HCWR.

If there is a disqualifying conviction, that student CANNOT enroll until s/he has obtained a waiver. **Students will not be allowed to proceed into the course until a waiver is granted.** Students waiting on waivers must be removed from class and reenroll when waiver is granted.

The Health Care Workers Registry will be monitored weekly during the course to ensure no new disqualifying conviction appears for a student. Should one appear, the student will be removed from the course until a waiver is granted. This loss in theory and clinical time may result in failure of the course.

## Clinical Student Conduct

In addition to meeting the IECC Student Code of Conduct expectations students must meet the standards of the clinical agency. In the event that the clinical agency refuses to allow a student to complete clinical hours, the student may be administratively withdrawn from the course.

## IECC Student Code of Conduct

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment,

retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services.

IECC's Student Conduct Policy 500.8 establishes the [Student Code of Conduct](#) to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations. IECC sanctions are independent of other sanctions that may be imposed by other agencies as a result of civil or criminal prosecution.

Students, through the act of registration at Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations published in the college catalog, program, and student handbooks, and/or on the website. It's highly recommended that all students review the Student Code of Conduct immediately upon enrolling.

### **Dress Code**

In order to attend clinical, students must wear navy blue scrub top and bottom uniform with picture ID badge. The clinical instructor has the right to refuse to allow students to participate in clinical if they are not properly dressed. All students are expected to practice personal hygiene including a daily bath, good oral hygiene, use of deodorant, frequent hair washing, and shaving as necessary. Anyone with long hair will need to secure it so that it will be off the face and up off the back of the neck.

The following are not acceptable for clinical:

No fingernail polish.

No long fingernails. (Nails must be short and neatly trimmed.)

No acrylic, ceramic or press-on nails. (This is an infection hazard.)

No perfume or strong cologne.

No dangle earrings. (One pair small studs may be worn.)

No visible piercing jewelry other than a single stud earring each earlobe.

No jewelry. (Wedding rings are OK.)

No heavy make-up. (Light make-up is OK.)

No visible tattoos. (Check with instructor.)

No sweatpants.

No jeans of any kind.

No sleeveless or see-through shirts or blouses.

No shorts or short skirts.

No dirty, ragged shoes. (Clean, white, leather tennis shoes, running shoes or clinical shoes are OK).

No T-shirts with pictures or lettering.

### **Standard Precautions**

Standard Precautions are guidelines recommended by the Centers for Disease Control and Prevention (CDC) to reduce the risk of the spread of infection in a healthcare agency. These precautions include: handwashing and wearing personal protective equipment (PPE) when coming in contact with blood or any body fluids.

## **Bloodborne Pathogen Exposure**

Students should immediately report to their clinical instructor any exposure or suspected exposure to bloodborne pathogens. Students are expected to follow the written protocol of the institutions in which they are performing their clinical work. The student is responsible for physician, lab, and treatment costs for services rendered. Students will be responsible for meeting the prescribed follow-up care of the clinical agency.

## **Substance Abuse at Clinical Agency**

Any student who arrives at the clinical agency and is suspected of drug or alcohol use will not be allowed to continue the clinical assignment. The instructor will ask another nurse to validate the student's behavior and/or odor of alcohol-like substance. The other nurse shall be another IECC instructor or the nurse in charge of the unit, or a nurse appointed by the leader of the nursing department. If the two nurses concur that the student may be under the influence of drug or alcohol, the clinical agency policy for drug screening will be implemented.

If the student is determined to be under the influence of inappropriate drug use, the instructor will attempt to arrange transportation home for him/her. The instructor shall notify program administration as soon as possible. The student will receive no credit for the clinical lab experience.

Inappropriate drug use means: Impaired ability to function safely in the clinical agency.

Prescribed medication may be used as long as judgment or coordination are not impaired.

The following actions will be taken for a student with suspected and/or confirmed drug/alcohol use:

1. The student will be required to have an evaluation by a substance abuse specialist and follow the recommended plan of care. This will be at the student's expense.
2. Each case will be reviewed by the site instructor and the Dean of Health Professions, who will make a decision regarding the student's continuation in the program.

## **IECC Alcohol-free/Drug Free Campus Policy**

The BNATP Program adheres to the Illinois Eastern Community College District 529 Alcohol-free/Drug-free Campus Policy:

In accordance with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988, the Board of Trustees of Illinois Eastern Community Colleges (IECC) is committed to providing a college environment free of substance abuse. Measures taken in support of this commitment include: 1) Drug and alcohol abuse awareness, prevention, and treatment initiatives. 2) Prohibiting the unlawful manufacture, sale, distribution, possession, or use of alcohol and use/misuse of drugs while on IECC property or while performing/participating in an IECC-sponsored/related off-site event or function. The complete policy and available resources can be found at [www.iecc.edu/drugfree](http://www.iecc.edu/drugfree).

## **Guidelines for Latex Allergy**

Latex allergy is a serious threat to health care workers as well as clients. Allergic reactions to latex may be mild, such as skin disturbances, to severe reactions resulting in death. Exposure to latex products may cause hypersensitivity responses either locally or systemically. A systemic reaction may occur even with trivial exposure to latex and may result in cardiopulmonary arrest within minutes.

Students are asked to self-identify known latex sensitivity or allergy. This allows the student, faculty and administration to collaborate regarding potential exposures in campus or agency laboratory experiences. The Basic Nurse Assistant Training Program cannot guarantee a latex free laboratory environment at the college or agency.

### **PROCEDURE:**

1. Students should become knowledgeable of latex allergy causes and potential clinical manifestations.
2. Students should immediately report to the nursing instructor actual (or suspected) latex allergy incidences.
3. Students should seek medical care for EARLY diagnosis and treatment of hand dermatoses and symptoms suggestive of latex allergy. Precautions recommended by the practitioner, if any, should be reported to the instructor.
4. The Basic Nurse Assistant Training Program provides latex-free gloves for campus laboratory practice and for use in health care agencies if unavailable in the agencies.

## **SECTION IV**

### **FORMS**

- ◆ **Health Form**
- ◆ **Release of Liability Form**
- ◆ **Authorization to Release Information Form**
- ◆ **Student Handbook Review Verification Form**
- ◆ **Student Release Form**
- ◆ **HEA 1203 – Mandated Manual Skills  
Performance Verification**



**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529  
BASIC NURSE ASSISTANT TRAINING PROGRAM**

**HEALTH FORM**

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

**(Note: It is the responsibility of the student to notify the instructor of any changes in his/her health condition throughout the course)**

List all allergies and type of reaction to each:

List all acute illnesses:

List all chronic illnesses:

List all medications (prescription and over the counter) you are currently taking and the purpose of the medication. Include dose and frequency.

Emergency Contact Information:

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ or \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ or \_\_\_\_\_

02/2011

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529  
BASIC NURSE ASSISTANT TRAINING PROGRAM**

**RELEASE OF LIABILITY FORM**

Students should immediately report to their clinical instructor any exposure or suspected exposure to bloodborne pathogens or hazardous products, or any injury sustained in the clinical agency. In the event of an untoward incident, students are expected to follow the written protocol of the institution in which they are performing their clinical work. The student is responsible for physician, diagnostic, and treatment costs for services rendered by a clinical facility. Students are also responsible for meeting the prescribed follow-up care of the institution and for treatment costs of such care.

It is recommended that all students carry their own personal health insurance. Each student is responsible for his/her own health care costs including costs related to incidents occurring in the clinical agencies.

I, \_\_\_\_\_, hereby release and hold harmless Illinois Eastern Community Colleges and all clinical agencies from any and all medical expenses or liability claims that may arise in relation to clinical experiences.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529  
BASIC NURSE ASSISTANT TRAINING PROGRAM**

**AUTHORIZATION TO RELEASE INFORMATION FORM**

I, \_\_\_\_\_, hereby authorize Illinois Eastern Community Colleges to give appropriate information regarding my scholastic and clinical performance to prospective employers. I realize that the inquiry from such individual(s) might be over the telephone or by letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529  
BASIC NURSE ASSISTANT TRAINING PROGRAM**

**STUDENT HANDBOOK REVIEW VERIFICATION FORM**

I have read the IECC Basic Nurse Assistant Training Program Student Handbook in its entirety. I acknowledge and understand the policies printed in the handbook and agree to abide by them.

I understand that I must abide by the policies and procedures of all clinical facilities that I attend as a student. I am aware that it is absolutely mandatory that I comply with the Confidentiality/Health Insurance Portability and Accountability Act (HIPAA) statement of the Illinois Eastern Community Colleges Basic Nurse Assistant Training Program and clinical facilities I attend.

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Student Signature

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Date

After this form is signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529  
BASIC NURSE ASSISTANT TRAINING PROGRAM**

**STUDENT RELEASE FORM**

Through your association with IECC, you are likely to participate in events that are recorded on behalf of the college. By submitting this release, you authorize Illinois Eastern Community Colleges and those acting on its behalf to copyright, publish and use audio, photographs, video and other recordings or representations of you for promotional and educational purposes. You release and discharge the Illinois Eastern Community Colleges Board of Trustees, its assigns, and those acting on its behalf from any liability arising from such use.

Publications can include:

IECC catalog

IECC poster/brochure

IECC homepage; Intranet, or internet link, including multi-media electronic presentations

IECC printed and electronic marketing materials

IECC newspaper and magazine advertisements

IECC television advertisements

IECC social media pages, including FCC, LTC, OCC and WVC social media pages.

This form verifies that I do not have on file any restrictions prohibiting the release of student information.

Student Name (please print) \_\_\_\_\_

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

Date \_\_\_\_\_

Parent's Name (please print) \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529**  
**BASIC NURSE ASSISTANT TRAINING PROGRAM**  
**HEA 1203 – MANDATED MANUAL SKILLS PERFORMANCE VERIFICATION**

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

PROCEDURE	DATE OF COMPLETION	FACULTY INITIALS	
		CAMPUS LAB	AGENCY LAB
1. Wash hands			
2. Perform oral hygiene			
3. Shave a resident			
4. Perform nail care			
5. Perform perineal care			
6. Give partial bath			
7. Give shower or tub bath			
8. Make occupied bed			
9. Dress a resident			
10. Transfer resident to wheelchair using a transfer belt			
11. Transfer using mechanical lift			
12. Ambulate with a transfer belt			
13. Feed a resident			
14. Calculate intake and output			
15. Place a resident in a side-lying position			
16. Perform passive range of motion			
17. Apply and remove personal protective equipment (PPE)			
18. Measure and record temperature, pulse, and respirations			
19. Measure and record blood pressure			
20. Measure and record weight			
21. Measure and record height			

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

**Faculty Signature** \_\_\_\_\_ **Initials** \_\_\_\_\_