



# **CITY COLLEGES OF CHICAGO**

## **SCHOOL OF NURSING**

**BASIC NURSING ASSISTANT PROGRAM**

**STUDENT HANDBOOK**

**Spring 2022**

Disclaimer: The contents of the Basic Nursing Assistant Student Handbook are effective as Spring 2022. Any information contained herein is subject to change. Policies in this handbook supersedes CCC policies to be in compliance with regulations and accreditation standards. If you have any questions or wish to confirm information contained herein, please contact the School of Nursing at 312-850-7159.

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Dear BNA Student:

Welcome to the Basic Nursing Assistant Training Program (BNATP) of Malcolm X College (MXC). We are glad that you have allowed us to participate in your lives through this educational partnership. You have made a timely choice in deciding to join the growing needs of the Healthcare Industry. It is our goal to provide you with authentic and realistic training opportunities and resources to fulfill your educational needs. Your role as a prospective Certified Nursing Assistant is highly valued.

Here at MXC, our students are important and special. You are our priority. We know that you are coming to us with a very positive attitude, an open mind ready to enhance your educational growth and development. I hope that many of you will decide to move further up the career pathway in healthcare upon completion of this program. To achieve this, we encourage you to take full advantage of all the knowledge and experience that is available. We encourage you to do your best and grow with us.

The CCCSON administration, faculty, and staff have developed this nursing student handbook to guide and assist as you navigate through your nursing student journey. Please utilize this handbook throughout your program to facilitate achievement of success. Welcome to the City Colleges of Chicago School of Nursing. We wish you success throughout your course of study. Have a great learning experience.

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Dean of the School of Nursing

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Interim Associate Dean of the School of Nursing  
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BNA Coordinator

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## PROGRAM INFORMATION

The Basic Nursing Assistant Training (BNAT) Program is a partnership among three partners; Illinois Department of Public Health (IDPH) - maintains the healthcare worker registry, Southern Illinois University at Carbondale (SIUC) –issues the state examination and maintains a database of examinees, and Malcolm X College (through City Colleges of Chicago) – provides training and assessment of students with the assistance of its clinical sites. To maintain a harmonious working relationship each partner has its own policies and procedures. These are presented in this handbook.

### Basic Nursing Assistant Program Outcomes

Upon completion of the BNAT program, the graduate will be prepared to:

1. Function as a competent nursing assistant following guidelines established by the State of Illinois.
2. Communicate in a manner appropriate for a nursing assistant as a member of the health care team.
3. Collect data necessary for the healthcare team to make informed decisions regarding the appropriate care plan for the client.
4. Incorporate skills learned into the healthcare environment per the nursing care plan established for the client.

### IDPH – HEALTHCARE WORKER BACKGROUND CHECK ACT & CODE

The Healthcare Worker Background Check Act and the Healthcare Worker Background Check code of Illinois governs who can be employed by healthcare providers.

The [Illinois Health Care Worker Background Check Act](#) (225 ILCS 46) requires employees of health care providers and others identified in the Act to have fingerprint criminal background checks collected through IDPH-approved Live Scan vendors with the results reported electronically to the Illinois Health Care Worker Registry (HCWR).

You cannot work as a nurse's aide for a hospital, nursing home or home health agency if you have specific criminal convictions. The list of crimes that will keep you from working as a CNA is cited on the following 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 may continue this class **only** if you call the number listed below and apply for a waiver from the Department in Springfield, Illinois. If you do not follow the procedures outlined by them, you may continue the class, however, **you will not be granted** state certification.

You may request a waiver application by calling **1-217-785-5133**.

A waiver does not change your criminal record. A waiver allows an employer to “legally” hire you, even though you have a criminal record.

A waiver is **NOT** granted to everyone that applies. The determination is at the discretion of the state. You may send in all the information requested and still not be granted a waiver. Each waiver application is reviewed completely and individually. 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 5 years).
- You have several violent crimes in the last 5 years.
- Your crime is any type of murder or sexual assault.
- You have less than 2 years clean and sober record.

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 3) convictions more than 5 years ago.
- You have a single, non-violent crime in the last 5 years.
- You have more than 2 years clean and sober record.

Again, this is not meant to discourage you. There is a need for responsible, hardworking, and caring nurses’ 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 gain employment.

**Crimes that *disqualify*** (That means that you **cannot work** as a **CNA** with these convictions) you from working as a nurse’s aide (***these include either misdemeanors or felonies***).

- Battery, domestic battery
- Assault
- Theft
- Retail theft
- Robbery, armed robbery, aggravated robbery
- Burglary, residential burglary
- Armed violence
- Criminal trespass to a residence
- Financial exploitation of an elderly or disabled person
- Murder, homicide, manslaughter
- Kidnapping, child abduction
- Unlawful restraint, forcible detention

- Indecent solicitation of a child, sexual exploitation of a child
- Tampering with food, drugs, or cosmetics
- Aggravated stalking
- Home invasion
- Sexual assault, sexual abuse
- Endangering the life or health of a child
- Abuse or gross neglect of a long-term care facility resident
- Criminal neglect of an elderly person
- Ritual mutilation, ritualized abuse of a child
- Vehicular hijacking, aggravated vehicular hijacking
- Arson
- Unlawful use of a weapon
- Manufacture and delivery of controlled substances (drugs)
- Manufacture and delivery of cannabis (marijuana)
- Possession with intent to deliver (either drugs or marijuana)

**Please note:** You may have been convicted and **not** sent to jail. Often people are fined or given probation, but these are still convictions. If you are unsure whether an arrest has ended in a conviction, contact the County in which you were arrested and speak with the person at the Circuit Clerk or State’s Attorney’s Office or your attorney. Some convictions that are not disqualifying (In other words, you can work if these are your only convictions) are:

- Prostitution
- Possession of cannabis or a controlled substance
- DUI
- Deceptive practices (writing “bad” checks on your own account)

## **TRAINING PROGRAM POLICY**

### **Qualifying Exam**

- The college placement exam, which is administered at MXC or English 100 with a grade of “C” or better and verified by an official transcript and Math 98 with a C or better

### **Student ID Badge**

- Required for school and all clinical rotations

### **Criminal Background Check and Fingerprinting**

- Fees are paid directly to the Vendor
- Results are confidential and will be mailed to your home address



- Questions regarding results should be addressed to the Illinois Department of Public Health at 217-782-2913

Basic Nursing Assistant Training (BNAT) is regulated by the Illinois Department of Public Health (IDPH). The focus is the care of the elderly in various healthcare settings.

All instructors are IDPH approved Registered Nurses who are licensed in the State of Illinois with years of Theory and Clinical experience.

## **Training**

### **Classroom Instruction**

- Theory and skills Lab experience

### **Clinical Instruction**

- Hands-on care in both Hospital and Long-Term Care facilities

## **ATTENDANCE AND EMERGENCY POLICIES**

**Attendance is mandatory and is strictly enforced per the Illinois Register- Department of Public Health- section 395.150 (minimum hours of instruction)**

Attendance is extremely important in all portions of this program. No exceptions will be made unless the circumstance is deemed appropriate by the Associate Dean or his/her representative. All of these circumstances require documentation. **Falsification of any documentation necessary for this program will result in expulsion.** If an emergency arises, make-up time may be arranged, but this is not guaranteed. Instructors must be notified prior to the start of class/clinical.

Attendance will be taken and documented for every class and clinical practice. Attendance at theory and clinicals is regulated by Malcolm X College (MXC) and IDPH (Illinois Register- section 394.150). Program hours are divided by one-hundred and twenty hours (120) hours of Classroom/Skills Lab instruction and forty (40) hours of clinical practice. No message relayed from a third party is considered official notification.

### **Hours of instruction-classroom**

It is recommended that students report to class five (5) minutes early. If you are late, you will be marked tardy. Two (2) tardy reports will result in an absence. You are required to make-up lecture/lab hours and content that you missed. **Two absences will be grounds for dismissal from the program.**

### **Hours of clinical practice – external clinical site**

If you are absent from one clinical practice with documentation, the clinical instructor will arrange a date, time and location for the clinical make-up. Students will report to the specific location at the assigned time. If an absence occurs, contact your clinical instructor and BNA Coordinator via phone and email at least one hour prior to clinical. Leave a message and the following information:

- First and last Name
- Contact number
- Instructor's name
- Reason for absence

**Your clinical instructor will contact the BNA Coordinator who will follow-up with you regarding your clinical absence and required documentation.**

Students who miss twelve (12) hours of class or one (1) day of clinical will need to provide documentation to the Associate Dean or his/her representative. Without documentation he/she will be dismissed from the program.

### **DEFINITION OF AN EMERGENCY**

An emergency is considered to be a life-threatening illness/accident or a death of an immediate family member. Please feel free to share the following information with your family or child caregiver, as this routine will be followed.

#### **In-Class emergency**

- Talk to the instructor first before leaving the clinical site
- He/she will contact the BNA Coordinator at 312-850-4639 and relay and relay the emergency situation as a notification.
- Send an email to the BNA Coordinator, [collins35@ccc.edu](mailto:collins35@ccc.edu), letting her know the outcome of the emergency, she will reply with follow-up instructions.

#### **In-Clinical emergency**

- Talk to the clinical instructor first before the leaving clinical site

- He/she will contact the BNA Coordinator at 312-850-4639 and relay an emergency contact number for a family member/significant other
- Send an email to the BNA Coordinator, [collins35@ccc.edu](mailto:collins35@ccc.edu), letting her know the outcome of the emergency, she will reply with follow-up instructions

### **Emergencies that occur at home while students are in class or clinical practice**

- Talk to the instructor and to let him/her know your situation
- Confidentiality will be strictly maintained, but we need to know the nature of the emergency e.g. child or family member with a chronic condition that may require life- saving attention. In this case, a cellular device placed on vibrate will be approved during class time only.

### **NO CELL PHONES ARE ALLOWED IN THE CLINICAL AREA. FOR EMERGENCY CONTACT PURPOSES PLEASE PROVIDE YOUR FAMILY MEMBERS WITH THE PHONE NUMBER OF YOUR ASSIGNED UNIT.**

You must talk with your instructor before leaving the classroom or clinical area. Leaving without permission will be grounds for dismissal from the program.

If an emergency arises, make-up time may be arranged if proper documentation is provided, but this is not guaranteed.

If you are ill and/or contagious, you are expected to use good judgment regarding attendance. The student must notify the BNA Coordinator's Office (312-850-4639) at least one (1) hour before the scheduled start time. A doctor's statement is required. Failure to do so could **jeopardize your completion of the program**.

### **NO CALL /NO SHOW - You may be dropped from our program**

- Instructor(s) responsibility to call and/or email you and BNA Coordinators' office (312-850-4639) at least one (1) hour before the scheduled class or clinical start time, and leave a message indicating the reason(s) for your absence.
- Refer to the call process for clinical in this handbook.

## **STUDENT RESPONSIBILITIES IN THE BNAT PROGRAM**

### **Faculty and Student Relationship**

Faculty and students will maintain a professional relationship. Students should not demean or disrespect nursing faculty, staff or administration. If students are unable to professionally resolve an issue the student must follow the grievance procedure or grade appeal process as applicable. Failure to adhere to this standard may result in disciplinary action.

Students should not ask or expect the instructor to join an individual, group, or class in any social milieu, while a student at the CCCSON. Students should not offer the instructor gifts or money as gratitude for instruction or grades. An instructor may accept cards or notes.

## **Student and Client Relationship**

Students will maintain a professional client relationship. Students must treat clients with dignity and respect and to act in the best interest of the client. The student will abstain from obtaining personal gain at the client's expense and refrain from inappropriate involvement in the client's personal relationships. Nursing students are not to provide excessive personal disclosure nor solicit or offer outside personal or business services to the client.

## **Program Commitment**

Significant time, effort, and commitment are required for successful completion of the CCCSON programs. Home and work commitments must be considered and balanced to meet the rigor of the nursing program. Meeting the needs of a family, work requirements, and outside obligations may contribute to a student's lack of success if not managed properly.

## **Student Conduct**

CCCSON students are expected to conduct themselves in a manner which respects the rights of others and will not violate the mission, vision, and values of the City Colleges of Chicago (CCC). Misconduct will result in disciplinary action which may lead to dismissal from the CCCSON program. Violations include but are not limited to:

1. Disrespectful behavior to Faculty, Staff, and Administration.
  - a. Elevating voice
  - b. Argumentative
  - c. Profanity or any inappropriate language expressed verbally or via email
  - d. Dissemination of negative written or social media correspondences
  - e. Defamation of character
2. Physical and/or verbal abuse, threats, intimidation, harassment, and other misconduct that threatens or endangers the health or safety of any person.
3. Possession of weapons, ammunition, and/or explosives
4. Obstruction or disruption of teaching, research, administration, and/or disciplinary proceedings.
5. Dishonesty, stealing, or forgery.

Refer to Section 8:18 Standards of Conduct in the Academic and Student Policy manual for complete information on the code of conduct and disciplinary process. Academic and Student Policy Manual August 2019.

## Mobile Device and Computer Responsibilities

Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, laptops, or other electronic devices. These may be used only when authorized by faculty and for clinical activities; not personal use.

Students must adhere to the following:

1. Cell phones and mobile devices must be on “airplane mode” or “silent” during class, lab, or clinical experiences.
2. No photos may be taken by students in the clinical agency or lab environments. The exception to taking photos or videos in the laboratory environment is when it is a course assignment.
3. No personal phone conversations or texting allowed at any time while in a client area. A clinical warning will be given for the first violation of using the mobile device during clinical time. A second violation will result in the nursing student being dismissed for the day receiving an unexcused absence. A third violation will result in dismissal from the clinical rotation resulting in a course failure for which the student is registered.
4. Mobile devices can be utilized only in designated areas while on break.
5. Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency.
6. Students may not take any photographs of clients or client records nor make copies of client records.
7. Faculty or hospital staff may ask to see what programs you are using at any time on facility computers. Use of facility computers for personal use is prohibited.
8. You must protect the confidentiality of patient information at all times in accordance with HIPAA.

### Electronic Mail Etiquette (E-mail)

Email has easily become the most popular way to communicate in the workplace. It is a quick and efficient way to disseminate information to several people at once. It further offers recipients the opportunity to read and respond thoughtfully as they have time to process the information. In addition, it creates a legitimate and trustworthy paper trail that may sometimes be beneficial when decisions, assignments, or plans come into question. While email is certainly an efficient means of communicating, it often is a source of confusion, frustration, and anger. Without the benefit of seeing body language and hearing voice tone, recipients may interpret your words as being hostile or condescending, which may lead to conflict.

Students may not demean or disrespect nursing faculty, staff or administration nor interrupt academia processes via electronic correspondences. If students are unable to professionally resolve an issue the student must follow the proper chain of command for professional resolution. Failure to adhere to the electronic mail standard will result in disciplinary action, which includes but is not limited to dismissal from CCCSON program.

## SOCIAL MEDIA POLICY

Students enrolled in Health Sciences and Nursing programs at Malcolm X College must adhere to the Social Media Policy. Students must abide by the Standards of Conduct listed in the Academic and Student Policy Manual.

### **Prohibitions**

Students are prohibited from recording, and/or sharing photos or videos of classroom and lab spaces on campus or at clinical sites at any time. Students are prohibited from making any reference to any patient in their care, any patient in the care of an instructor, or any patient in the clinical facility. Students are prohibited from revealing any information in violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Read more about HIPAA [here](#) and HIPAA for professionals [here](#).

### **Warnings**

Students should be mindful of possible violations of HIPAA laws and the disclosure of individual identifying information. Ignorance of HIPAA laws is not a defense of violations and students who violate the law will be held to the standards of it regardless of knowledge or foreknowledge. Violating the social media policy and/or HIPAA law can result in immediate dismissal from the program and the student may be prohibited from being admitted into another MXC health sciences or nursing program.

As a student enrolled in a health care program, it is your responsibility to be aware that social media posts that reference activities in the classroom, lab, or clinical sessions of your health sciences program may inadvertently disclose protected information. Any inadvertent disclosure is subject to discipline under the prohibitions of this policy.

### **Penalties**

Students in violation of the Social Media Policy are subject to disciplinary measures from their Program and/or the Department of Health Sciences and *depending upon the nature of the violation*, up to and including dismissal from the program and/or college. The judicial process as outlined in the [Academic and Student Affairs Policy Manual](#) will be followed for disciplinary matters. If a student is dismissed from the program/college for violation of this policy, no refund will be made regarding tuition, fees, and/or other Program costs.

## Social Media Etiquette

Be respectful - If you join a social network, like a Facebook group or Blackboard discussion group or blog, make sure you are contributing valuable insights. If you are commenting about a class, avoid the use of judgmental words. Students are strongly cautioned to be aware that inappropriate postings on social media sites may lead to dismissal from the nursing program without the possibility of readmission.

Maintain confidentiality - Do not post confidential or proprietary information about City Colleges of Chicago, clinical affiliates or its students, faculty, and staff. Use good ethical judgment and follow college policies and federal requirements. Students are prohibited from posting, publishing, or distributing any class or course material (including notes, PowerPoint presentations, handouts, or recordings) without written permission from the instructor.

When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site. Keep your interactions professional and error on the conservative side when posting comments and/or pictures. Always be mindful that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments are a reflection of you additionally, many recruiters routinely search the social networking venues when considering an interview or hiring new candidates.

It is never appropriate to post photos or information about a patient. Social network postings may be subject to disciplinary action up to and including expulsion from the nursing program.

For additional information on how to use social media without professional or personal repercussions; you are required to read the guidelines from National Council of State Boards of Nursing [https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf)

## MEDICAL EXAM AND IMMUNIZATION REQUIREMENTS

A release of medical records is required. This will include an annual physical examination, immunizations and CPR/BLS certification. This is an Illinois Department of Public Health (IDPH) and clinical site requirement. All documents are to be submitted by the deadline set by the CCCSON.

**No student will be allowed to participate in the Basic Nursing Assistant Training (BNAT) program without the required proof of immunizations, annual physical, and current BLS for healthcare providers Card.** The immunizations are as follows:

- Proof of immunity: a QuantiFERON Gold blood test or, a PPD two-step verification process - result cannot be over 6 months old. If the result is positive, you need a Chest X-ray, which is less than one (1) year old.
- Blood Titer – Measles, Mumps and Rubella, Hepatitis B and Varicella. In the event of a negative blood titer results, will require proof of immunity by receiving a booster injection from you Healthcare Provider.

- Tetanus Booster (Td) within the past 10 years
- 10 Panel drug screen
- Flu shot is required for Fall and Spring classes only
- CPR/BLS for health care providers certification
- Other as required by the clinical site

A copy of these records is kept on file for each student. An annual physical examination and release of medical records is required for any student that has a pre-existing condition that requires a regular doctor's appointment for care.

### **Pregnancy**

It is our intent to protect you and your family. Therefore, the following guidelines should not be viewed as restrictive:

- A student who is pregnant is required to notify the BNA coordinator and their assigned instructor. A pregnancy waiver will need to be completed as soon as she becomes aware of her pregnancy. In addition, a statement from her healthcare provider certifying the student is physically able to participate in clinical practice without restrictions (i.e. moving, lifting and transferring patients) is required.
- Any change in health status must be reported immediately to the clinical instructor in a written statement from a physician. A clinical agency's policy /protocols concerning pregnancy must be adhered to by all students and faculty.
- Provider limitations must be clearly stated and may require student withdrawal from the course if program objectives cannot be met. Agency policies concerning pregnant students in their clinical facility and measures to avoid potential hazards to mother and /or unborn fetus may supersede the statement above.
- Confidentiality is strictly enforced; however, it is important for your instructor to know of your pregnancy to keep you safe as possible from environmental and physical dangers in the skills lab and clinical area.

### **DRESS CODE**

#### **Classroom**

- **Ceil blue color scrub top and pants** uniforms are to be worn to class and skills lab at all times
- **Clinical Uniform:** Ceil blue color scrub top and pants for men and women. These items may be purchased from CCC's on-line bookstore or the store of your choice.
- **Name Badge:** student ID, which is to be worn at all times while in the clinical setting.
- **Shoes:** All white or Black leather slip resistant shoes must be clean must have a back and must be solid over the toes  
no sandals, clogs, or backless shoes can be worn  
o white or neutral socks must be worn
- **Nails:** must be short, neat, and no nail polish allowed.



- Nails should be fingertip length no longer than ¼ inch.
- No artificial nails or nail ornaments are allowed due to infection control
- **Hair:** only natural hair colors (black, brown, blonde, red, and grey/white), appropriate hairstyles which will not impact patient care. Hair must be clean and neat. Long hair must be tied back and away from the face.
- Violation of the hair policy will not be tolerated.
- Men must be clean shaven, and beards and mustaches must be trimmed and neat.
- **Jewelry:** A plain wedding band, a watch with a second hand, and post-earrings (one post per earlobe only). Neither Malcolm X College nor the clinical site will be responsible for lost stones/gems in rings. Students are prohibited from wearing facial jewelry of any kind, Body piercings, or hoops of any kind. All body artwork must be covered.
- Tattoos: A white long sleeve top may be worn under the scrub top to cover arm tattoos, if not in conflict with clinical agency policy.
- **Perfume:** Due to potential allergies and respiratory conditions of the patients, perfume is not permitted. This includes perfume/scented soaps, lotions, deodorant, and cigarette smoke.
- **PLEASE BE ADVISED** that these requirements reflect MXC BNATP and are in alignment with various clinical site policies. However, the clinical site policies will supersede these requirements. Non-compliance to any policy will result in the Instructor sending you home, this will count as an absence and may jeopardize your standing in the program. Remember:

### EXPECTATIONS IN THE CLASSROOM AND CLINICAL

The Basic Nursing Assistant Training (BNAT) Program is regulated by the Illinois Department of Public Health (IDPH). Students are required to complete one hundred and sixty (160) hours of theoretical and lab skills instruction. This is broken down into one-hundred and twenty hours (120) hours of classroom/skills lab instruction and forty (40) hours of clinical practice. **Failure to complete the required hours in either theory or clinical practice will result in a failure of the program.** Learning the material (text and workbook) and skills is your responsibility. We are here to facilitate your learning experience. **Each student is given three opportunities to achieve the required level for skills practice.**

#### Classroom Instruction with Lab Experience Includes:

**Theory.** Every student will receive a syllabus. There are several ways of learning, and we try to provide a balanced learning environment to reach all learners. Opportunities for learning will be provided through: lectures, active learning in class, required handouts, electronic and other presentations, lab/hands-on activities, worksheets, and tutoring. The amount of class work and content of tests will be at the Instructor's discretion but guided by the BNATP curriculum. If a student fails, their first test (less than 80%) he/she will be referred to the Nurse Education Specialist for mandatory remediation. The nursing tutor is also available for students who request assistance.

**Lab skills.** *Every student is expected to complete assigned worksheets and practice lab skills.* The required skills need to be approved by the lab Instructors in order to pass the classroom portion of the course. Successful completion of the learned skills in the Lab and clinical practice is required. .

**Students are required to participate in all classroom and skills lab activities. Refusal to do so will be grounds for dismissal.**

**Smoking: Smoking is strictly prohibited** in class or at a clinical site. Malcolm X is a Tobacco- Free Campus, and smoking is prohibited at, on, or around the premises.

**Cell phone use.** There will be no cell phone activity in the classroom, lab, or clinical area. Emergency cell phone usage in class will be granted at the discretion of the Instructor.

**Grading Scale:** A satisfactory grade will be given to any student who successfully performs all clinical skills and achieves an average of 80% or higher on classwork. The assessment in the classroom is based on individual presentation(s)tests, exams and lab skills demonstration. Students are to take all exams on the scheduled date and time.

A minimum of 80% is required to pass the course. Quizzes and tests account for 55% of your grade, midterm & final exam account for 40%, workbook/homework chapter completion and special project/s account for 5%.

If a student does not take the exam on the day and time that was scheduled by the BNA Instructor, the student must make arrangements with the BNA instructor to take a Make-Up- exam.

You are responsible for 120 hours of theory, lab skills, and 40 hours of clinical practice. However, missed classroom and clinical (**if space is available**) content can be made up at the discretion of your Instructor and BNA Coordinator. Documentation to support your status is required.

### **Clinical Instruction**

Clinical Instruction consists of hands-on care to residents and patients in both the hospital and residential settings. All instructors are IDPH approved Registered Nurses who are licensed in the State of Illinois. We are privileged to be using the medical facilities as part of our training. We are guests of the medical facilities. Therefore, students are expected to act in a professional manner at all times.

## Clinical Practice

**Clinical instructors are responsible for monitoring students at all times.**

We are guests of the site and not employees. This means you will follow the orders, procedures, instructions, and advice of your Malcolm X College BNATP Instructor. In addition, you will consult with your clinical instructor if you are asked by an employee to render assistance. Never assume anything; always inform your clinical instructor if there is an issue or question to prevent liability to patients, the clinical site, and Malcolm X College. Students must never leave their assigned clinical area without notifying their clinical instructor. If an incident occurs in the clinical setting, the healthcare facility's policy must be followed.

A clinical skills packet will be completed according to IDPH regulations. All skills must be practiced and then observed by a clinical instructor from start to finish. Your performance and professional behavior of the required skills will determine whether you pass or fail your clinical practice.

Skills will be assessed according to federal and state regulations governing patient care and safety. Documented proof of your successful skills competence is recognized by a signature obtained from your clinical Instructor. It is your responsibility to ensure that this documentation is up-to-date and submitted to your clinical instructor. Completion of this portion of your training is verified by this method.

### **BEHAVIORAL EXPECTATIONS IN THE CLASSROOM AND CLINICAL SETTING**

Grounds for sending a student home from the classroom, skills lab, or clinical site are listed below and are at the discretion of the Instructor and BNA Coordinator:

- Consumption of alcohol before or during class and clinical) is strictly prohibited.
- Disruptive, abusive, threatening, or unprofessional behavior towards any staff member, Instructor, clinical site staff, patient, or student.
- Loud verbal confrontations or threats of physical violence towards any staff member, instructor, clinical site staff, patients, or student.
- Refusal of any student to perform any required classroom, skills lab, or clinical procedure or assignment.
- Leaving the clinical site without notifying the clinical instructor.
- Any altercation occurring in or near a patient/nursing area.
- Demonstration of behavior which compromises the safety or confidentiality of the patient/resident.

**Grounds for dismissal from the BNAT Program Includes:**

- Use of illegal drugs or consumption of alcohol before or during class, lab, or clinical training. Impaired students will not be allowed in class or in the clinical area.
- Stealing equipment or supplies from the classroom, lab, clinical area, or from another student or instructor.
- Demonstration of behaviors which compromises the safety or confidentiality of the patient/resident.
- Disruptive, abusive, threatening or unprofessional behavior towards any instructor, student, patient, or clinical staff member.
- Leaving class or clinical training without the Instructor's or BNA Coordinator's permission.
- Failure to complete all required clinical skills in the skills lab or clinical site.
- Cheating in the classroom, skills lab, or clinical areas. **All personal items must be removed from the desk prior to review or testing.**

**The above is at the discretion of the Associate Dean or his/her representative based on the Academic & Student Policy.**

**SOUTHERN ILLINOIS UNIVERSITY (SIUC) - STATE EXAMINATION**

SIUC is responsible for setting the state exam. To sit for this exam, you are required to complete your specified theory and clinical hours and submit an online application fee. If taking the exam as Malcolm X College, the payment options include: credit cards and debit cards. If paying by money order send directly to:

SIUC- Nurse Aide Testing SIU in  
Carbondale  
1840 Innovation Drive  
Carbondale, IL 62903

SIUC will issue a numbered voucher for students paying by money order. Students whose exam fees are part of tuition payments to Malcolm X College will also be issued voucher numbers; SIUC recommends that requests for vouchers be made in advance of exam registration dates. Once a voucher number is used it cannot be applied as payment in any other transaction. You have 3 attempts within the year after completing your program to sit this exam.

**BASIC NURSING ASSISTANT TRAINING PROGRAM COMPLETION REQUIREMENTS**

- Successful completion of theory and lab skills
- Successful completion of clinical practice

- A final average of 80% or higher

The Certificate of Completion cannot be obtained and the State Competency Exam cannot be taken unless both theory and clinical components have been successfully completed.

### **Certificate of Completion for the BNATP**

Once you have successfully completed your BNAT program, your certificate of completion should be requested through the registrar's office.

A student that successfully completes the State approved BNAT program at Malcolm X College is certified only after taking and passing the State Competency Examination for Nursing Assistants.

Your examination result – pass/fail/No Show will then appear in the IDPH registry linked to the student's demographics. This exam status makes you eligible to seek employment in the State of Illinois.

### **RE-ADMISSION POLICY**

Re-admission of students who fail require an exit interview with their instructor and BNA Coordinator.

If a student **FAILS** any portion of the training program, they fail both courses. They may reapply the next semester and pay tuition for the entire program again. Each case will be evaluated by the BNA Coordinator and the Associate Dean of Nursing, and readmission to the program will be at their discretion.

### **WITHDRAWAL AND REFUND POLICY**

**Withdrawal and full refund procedure: Please see the policy on the following webpage**

[www.ccc.edu/services/Pages/Tuition-Refund-Policy.aspx](http://www.ccc.edu/services/Pages/Tuition-Refund-Policy.aspx)

**No official withdrawal from program: Please refer to the policy in your Academic & Student Policy Manual**

Student Initiated Withdrawals & Refunds section <http://www.ccc.edu/menu/Pages/Policies.aspx>

This is in accordance with the City Colleges of Chicago (CCC) Refund Policy.

### **NON-ACADEMIC FORMAL COMPLAINT FILING PROCEDURE**

The Complaints and Compliments Management System is an online portal, whereby City Colleges of Chicago (CCC) students, faculty, staff, and community members can submit a formal complaint or compliment regarding an academic or non-academic matter. Complaints and/or compliments can be submitted [here](#).

#### Procedure for Filing a Formal Non- Academic Complaint

Students, faculty, staff, and community member, once into the system must first select to file a complaint and select the appropriate CCC college location associated with the compliment or complaint. Next, the

individual is required to select the appropriate category and select to provide supporting documents. Once the complaint is submitted, a notification is sent to the arbiter and a copy of the complaint and confirmation of the receipt is sent to the filer.

Each college department with a complaint category assigned to them, has a department lead (arbiter) designated to process the complaint and resolve issues in a timely manner. Per the CCC policy for grievances [or complaints] outside of the grade appeal process, students receive a response within five business days. A response may include, but is not limited to: a request for further information, a suggested resolution, or a final disposition. In the event a student wants to appeal a decision or is dissatisfied with the outcome, an appeal can be filed.

### **Oversight of Complaint Management System**

All complaints are tracked from initial submission to final disposition and archived within Complaints/Compliments System. The Complaints/Compliments System is monitored by Malcolm X College's Ombudsman. Oversight of timely resolution of complaints through the system, in accordance with the CCC Non-Academic Student Complaint Policy is managed by a designated administrator (or Ombudsman) at each college.

### **Grade Appeals**

The CRM system is separate from the process for filing a grade appeal. Grade appeals, as an academic performance only issue continue to be managed through the office of the Vice President at Malcolm X College. Please follow the grade appeal process found in the Academic and Student Policy Manual [here](#).

### **VETERANS READMISSION POLICY**

Limited Admission Programs Higher Education Act of 2008 – Public Law 110-315 ensures entitlement to readmission of military service members returning from active duty who have completely withdrawn from Malcolm X College.

1. Limited Admission Programs include:
  - Basic Nursing
  - Dental Hygiene
  - EMT Paramedic
  - Health Information Technology
  - Medical Assisting

- Mortuary Science
  - Nursing AAS
  - Pharmacy Technology
  - Phlebotomy
  - Physical Therapy Assistant
  - Practical Nursing
  - Radiography
  - Respiratory Care
  - Surgical Technology
2. Readmission requirements apply to those students who perform service under Federal authority under a call to order to active duty.
  3. Readmission requirements apply to those students who have completely withdrawn from an institution.
  4. Readmission requirements do not apply to a service member's absence from class to attend training.
  5. The service member who is eligible for readmission will be readmitted into the next class or classes in the service member's program beginning after the service member provides notice of his or her intent to reenroll to the director and registrar.
  6. The cumulative length of absences due to service must not exceed five years.
  7. A service member's eligibility for readmission terminates upon the occurrence of a dishonorable or bad conduct discharge.

Non-Attendance Due to Military Service In accordance with Illinois Statute (330 ILCS 60/5.2) a service member enrolled in courses and unable, because of his or her military service, to attend classes on a particular day or days has the right to be excused and to reschedule a course examination administered on the missed day or days. The student and instructor are to determine if the student will be able to successfully complete the course due to missed classes or if the student needs to withdraw due to military service. A copy of military leave orders must be presented to each instructor prior to the student's absence(s). Successful completion of the course(s) remains the sole responsibility of the student. For additional information please visit Malcolm X College's Veterans Services Center <https://www.ccc.edu/colleges/malcolm-x/departments/Pages/Veterans-Services.aspx> If a student's military service requires them to take a leave of absence (more than 30 consecutive days of active duty), the student should withdraw due to active military service. In accordance with the Higher Education Act 2008; Public Law (110-315), the service member is entitled to be readmitted in the next class or classes in their program after giving notice to re-enroll. Student may contact program director for additional information.

## Basic Nursing Assistant Training Program (BNATP) STUDENT HANDBOOK

### Acknowledgement form

This student handbook is a guide for students enrolled in the Malcolm X College Basic Nurse Assistant Training Program. This program is designed in accordance with standards established by the Illinois Department of Public Health and the Illinois Community College Board. This handbook also includes Malcolm X College's policies with which the student must comply in order to complete the program.

I have read, understand, and will comply with these stated guidelines and Malcolm X College's policies as explained in orientation and as outlined in this Student Policy Handbook:

- Training Program
- No Call No Show
- Pregnancy
- Dress Code
- Clarification of an Emergency
- Grading Scale
- SIUC Examination
- Clinical and Class Instruction and Practice
- Review of Attendance
- Behavioral expectations
- Grounds for dismissal
- Certificate of Completion
- Withdraw and Refund
- Social Media Policy

I have read, understand and will comply with these State Guidelines and Malcolm X College's policies as explained in orientation and in this handbook. I authorize the release of the following information to Malcolm X College BNATP for contacting me.

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_