



# **STUDENT ACADEMIC CATALOG**

## **2024-2025**

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**Introduction**

Welcome to Illinois Nursing Academy!

Illinois Nursing Academy Student Handbook provides information about major policies, procedures, and guidelines. If, for any reason, routine progression through the program is interrupted, policies in the student handbook and the school catalog at the time of readmission will apply.

Illinois Nursing Academy values the opinions, observations, and insight from the student's perspective. During your time at Illinois Nursing Academy, we will periodically request that you complete a survey which will assist us in continued evaluation of the program to ensure all of our students receive the best education experience possible.

Every staff at Illinois Nursing Academy is committed to your success. If you need additional assistance, or have questions, our door is always open to you.

Please become very familiar with the handbook. However, remember that it is not a substitute for the Student Services Department or faculty mentoring which is available for every student in all our campuses.

Steve Bianchi, R.N.

Administrator of Academics and Program Coordinator

**PHILOSOPHY**

The philosophy of the program offered at Illinois Nursing Academy is consistent with the mission, goals and objectives of the Illinois educational system. This program provides curricula to develop the knowledge, skills, and abilities necessary before entry level employment as a nurse aide. Our Nursing faculty endorses the following beliefs:

Individuals perceive health exist when needs are met. Health is a dynamic state ranging on a continuum from heights level wellness to death. The goals of health care are to promote, maintain, and restore health.

The Teaching- Learning process is a shared responsibility between faculty and student where faculty serve as the facilitators of learning. The successful teaching-learning process requires an environment that promotes learning, considers the needs of the individual, and provides opportunities for student participation and educational goal attainment. Learning is a life-long process which promotes professionalism and is beneficial for the learner and society.

**MISSION STATEMENT**

Our mission is to prepare students to meet the challenges of the health care system by providing relevant education in a nurturing environment resulting in academic, clinical, technical proficiency. We are dedicated to developing our students to be competent, caring, and compassionate individuals.

## Illinois Nursing Academy Academic Calendar

2024-2025

July 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**Basic Nursing Assistant Training Program****Hours: 80 hours Theory, 40 hours Clinical**

Week	Theory/Clinical	Day	Time	Breaktime	Total Hrs
1	Theory	M/T/W/Th/F	10:00am-6:30pm	1:30pm-2:00pm	8
2	Theory	M/T/W/Th/F	10:00am-6:30pm	1:30pm-2:00pm	8
3	Theory	M/T/W/Th/F	10:00am-6:30pm	1:30pm-2:00pm	8
4	Theory	M/T/W/Th/F	10:00am-6:30pm	1:30pm-2:00pm	8
5	Theory	M/T/W/Th/F	10:00am-6:30pm	1:30pm-2:00pm	8
	Clinical	M/T/W/Th/F	8:00am-4:30pm	12:00pm-12:30pm	8
6	Theory	M/T/W/Th/F	10:00am-6:30pm	1:30pm-2:00pm	8
	Clinical	M/T/W/Th/F	8:00am-4:30pm	12:00pm-12:30pm	8
7	Theory	M/T/W/Th/F	10:00am-6:30pm	1:30pm-2:00pm	8
	Clinical	M/T/W/Th/F	8:00am-4:30pm	12:00pm-12:30pm	8
8	Theory	M/T/W/Th/F	10:00am-6:30pm	1:30pm-2:00pm	8
	Clinical	M/T/W/Th/F	8:00am-4:30pm	12:00pm-12:30pm	8
9	Theory	M/T/W/Th/F	10:00am-6:30pm	1:30pm-2:00pm	8
	Clinical	M/T/W/Th/F	8:00am-4:30pm	12:00pm-12:30pm	8
10	Theory	M/T/W/Th/F	10:00am-6:30pm	1:30pm-2:00pm	8

**BNATP (120 HOURS) 80 hours theory 40 hours clinical**

The Basic Nursing Assistant Training Program (BNATP) combines classroom instruction with clinical experience. Students are taught basic nursing skills, body structure and function, CPR, infection control, universal precautions, medical terminology, wound care, diabetes care, and proper lifting and positioning techniques. Students successfully completing the program are awarded a Certificate of Proficiency and are then qualified to take the skills test and the State Certification Exam to become a Nurse Aide. The certified exam is provided by the Illinois Department of Public Health. Nurse Aide work in various areas of the health care community including long term care facilities, hospitals, and home health.

**Admission Procedure**

A candidate for enrollment in any program must comply with the following admission requirements:

FILL OUT AND SUBMIT AN ADMISSION APPLICATION FORM
REGISTRATION FEE \$75.00
SIGNED ENROLLMENT AGREEMENT FORM
CRIMINAL BACKGROUND CHECK
MEDICAL HISTORY AND PHYSICAL (INCLUDING DRUG SCREENING) <i>(if applicable)</i>
DOCUMENTATION OF IMMUNIZATION (INCLUDING 2-STEP TB TEST) <i>(if applicable)</i>
DOCUMENTATION OF CPR CERTIFICATION <i>(if applicable)</i>

Admission is completed when all requirements have been met, all registration forms have been properly completed, and initial tuition fees have been paid.

The school requires applicants to be capable of successfully completing courses offered. We also expect our applicants to be serious of purpose to study materials selected from our courses. Illinois Nursing Academy also requires emotional and social maturity on the part of the student to be supportive and receptive in class. Full assistance is given to the prospective student in selecting the most appropriate course or courses, instructional level of the course or courses and sequence of study.

### **Background Check**

All students are required to undergo a fingerprint-based criminal history records check prior to start of the program in accordance with the Illinois Health Care Worker Act and the Health Care Worker Check Code. A list of all disqualifying convictions is given to students on the first day of class.

### **Section 955.160 Disqualifying Offenses**

The following offenses are disqualifying under the Act and this Part. Offenses are not considered disqualifying until the effective date of the legislation adding the offenses to the Act, regardless of the date an individual is convicted of the offense.

- a) Violations under the Criminal Code of 1961 or 2012:
- 1) Solicitation of murder, solicitation of murder for
  - 2) First degree murder, intentional homicide of an unborn child, second degree murder, voluntary manslaughter of an unborn child, involuntary manslaughter and reckless homicide, concealment of homicidal death, involuntary manslaughter and reckless homicide of an unborn child, and drug-induced homicide
  - 3) Kidnapping, aggravated kidnapping, child abduction, and aiding and abetting child abduction
  - 4) Unlawful restraint, aggravated unlawful restraint, and forcible detention
  - 5) Indecent solicitation of a child, sexual exploitation of a child, sexual misconduct with a person with a disability, exploitation of a child, and child pornography, promoting juvenile prostitution, custodial sexual misconduct, presence of a sex offender in a school zone, and presence of a sexual predator or sex offender near a public park
  - 6) Assault; aggravated assault; battery; battery of an unborn child; domestic battery; aggravated domestic battery; aggravated battery; heinous battery; aggravated battery with a firearm; aggravated battery with a machine gun or a firearm equipped with any device or attachment designed or used for silencing the report of a firearm; aggravated battery of a child; aggravated battery of an unborn child; aggravated battery of a senior citizen; or drug-induced infliction of great bodily harm
  - 7) Tampering with food, drugs, or cosmetics
  - 8) Aggravated stalking
  - 9) Home invasion
  - 10) Criminal sexual assault; aggravated criminal sexual assault; predatory criminal sexual assault of a child; criminal sexual abuse; aggravated criminal sexual abuse

- 11) Abuse and criminal neglect of a long-term care facility resident
  - 12) Criminal abuse or neglect of an elderly person or person with a disability
  - 13) Endangering the life or health of a child; child abandonment
  - 14) Ritual mutilation, ritualized abuse of a child
  - 15) Theft; theft of lost or mislaid property; retail theft; identity theft; aggravated identity theft; and credit and debit card fraud
  - 16) Financial exploitation of an elderly person or a person with a disability
  - 17) Forgery
  - 18) Robbery, armed robbery, aggravated robbery
  - 19) Vehicular hijacking, aggravated vehicular hijacking
  - 20) Burglary, residential burglary, home invasion
  - 21) Criminal trespass to a residence
  - 22) Arson, aggravated arson, residential arson
  - 23) Unlawful use of weapons, unlawful use or possession of weapons by felons or persons in the custody of Department of Corrections facilities; aggravated discharge of a firearm; aggravated discharge of a machine gun or a firearm equipped with a device designed or used for silencing the report of a firearm; reckless discharge of a firearm; aggravated unlawful use of a weapon; unlawful discharge of firearm projectiles; unlawful sale or delivery of firearms on the premises of any school; unlawful possession of firearm by street gang member; possession of a stolen firearm
  - 24) Armed violence
  - 25) Dismembering a human body
- b) Violations under the Wrongs to Children Act:
- 1) Endangering life or health of a child
  - 2) Permitting sexual abuse of a child
- c) Violations under the Illinois Credit Card and Debit Card Act
- 1) Receiving a stolen credit or debit card
  - 2) Receiving a lost or mislaid card with intent to use, sell, or transfer
  - 3) Selling a credit card or debit card, without the consent of the issuer
  - 4) Using a credit or debit card with the intent to defraud
  - 5) Fraudulent use of electronic transmission
- d) Violation of Section 53 of the Criminal Jurisprudence Act: Cruelty to children
- e) Violations under the Cannabis Control Act: Manufacture, delivery, or possession with intent to deliver or manufacture cannabis; cannabis trafficking; delivery of cannabis on school grounds; delivering cannabis to a person under 18; calculated criminal cannabis conspiracy
- f) Violations under the Illinois Controlled Substances Act: manufacture or delivery, or possession with intent to manufacture or deliver, a controlled substance other than methamphetamine, a counterfeit substance, or a controlled substance analog; controlled substance trafficking; manufacture, distribution, advertisement, or possession with intent to manufacture or



distribute a look-alike substance; calculated criminal drug conspiracy; criminal drug conspiracy; delivering a controlled, counterfeit or look-alike substance to a person under 18; and engaging or employing a person under 18 to deliver a controlled, counterfeit or look-alike substance

- g) Violation under the Nurse Practice Act: practice of nursing without a license
- h) Violations under the Methamphetamine Control and Community Protection Act
- i) Violations under the Humane Care for Animals Act: cruel treatment, aggravated cruelty, and animal torture

### **BNATP Tuitions and Fees**

The total payment of fees includes the course fee, the textbooks, and other materials essential in the training. An initial payment of 50% of the tuition fee is required at the time of registration. The remaining tuition fee balance must be paid before the 4<sup>th</sup> week of the program. Additional fees may apply. All fees related to the State Board exams must be paid in full before the student attends the reviews as provided by Illinois Nursing Academy. Payment schemes are not available for tuition and fees. Students who are not paid in full, to include all tuition, school related fees, and exam fees, will not be allowed to sit for the review or take the State required and/or NHA exams.

Illinois Nursing Academy encourages students to explore optional funding sources that may be available for educational funding. Illinois Nursing Academy will not be responsible for late payment or non-payment of loans according to the obligations entered into by the student with the financing institution or funding source. All registration, exam, tuition, and book fees are to be paid by check or money order only. A returned check fee of \$40.00 will be assessed for any unpaid check. If a check is returned unpaid, the student must pay all future fees with a certified check or money order only.

NON-REFUNDABLE REGISTRATION FEE:	\$ 75.00
TUITION:	\$ 950.00
LABORATORY FEE	\$ 100.00
BOOKS/SUPPLIES	\$ 100.00
UNIFORM/CPR	\$ 100.00
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TOTAL COST FOR PROGRAM/COURSE	\$ 1,325.00

### **BNATP Outcomes**

1. Theoretical Competency: 90% of students will meet the passing standard for the exit examination.
2. Clinical Competency: 90% of the employers and graduates returning surveys will report satisfaction.
3. Graduate Rate: At least 85% of students admitted to the Basic Nursing Assistant Training Program will complete the program within ten (10) weeks of initial admission.
4. Pass Rate: First time test takers will average 92% or higher on the State Certification exam.
5. Job Placement Rate: 95% or greater of those seeking employment are employed within 6 months of program completion.

**BNATP Objectives**

1. Demonstrate professional behaviors and roles of a certified nurse aide upon entry into practice.
2. Demonstrate proficiency in performing basic NA skills, under the supervision of Registered Nurse for individuals with individuals with health alterations in a variety of setting.
3. Apply therapeutic communication techniques in providing basic care for clients throughout the lifespan.
4. Apply foundational knowledge in providing basic care as directed under a Registered Nurse for clients throughout the lifespan.
5. Utilize critical thinking skills in providing collaborative care, under the direction of the Registered Nurse for clients with selected health alterations in a variety of settings.
6. Apply foundational knowledge and empathy for culturally diverse clients with selected health alterations in a variety of settings.
7. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner.
8. Utilize relevant technology for client care and documentation.
9. Demonstrate competencies on State Certification examination and the NHA certification exam(s).

**Prerequisite Courses and other Requirements for Admission to Program/Course:**

1. Student must be at least sixteen (16) years of age by the termination of the program.
2. Student must have completed at least eight (8) years of grade school or provide proof of equivalent knowledge.
3. Student must be able to speak and understand the English language.
4. Student must be in good physical, mental and emotional health.
5. CPR certification (for Healthcare Provider) is required prior to the clinical experience.

**PHLEBOTOMY PROGRAM**

**48 hours** of didactic in-class phlebotomy training

**Program Description:** A phlebotomist, also known as a phlebotomy technician, plays a crucial role in healthcare by collecting blood samples from patients and preparing them for testing. They are primarily employed in hospitals, clinics, and blood donation centers. Phlebotomists are valued members of the healthcare team, responsible for explaining the blood-drawing procedure and ensuring patient comfort during the process. As integral members of the health care team, phlebotomists must be well trained in all aspects of specimen collection and transport. They also must maintain high standards of professionalism and compassion while interacting with patients and their families. After completion of this certificate program, students are eligible to take a national certification exam of their choice.

**Program Objectives:**

1. This course shall train students to utilize necessary scientific principles and to select appropriate phlebotomy actions.
2. This program shall enable students to identify crisis situations in phlebotomy and apply appropriate skills in their control.

3. This school shall provide the educational opportunity for students to become certified with Cardiopulmonary Resuscitation and basic life support.
4. This program shall train students to adapt phlebotomy methods to current developments in related fields.
5. The program shall stress the importance of continuing education in the field of phlebotomy.

#### **Academic Calendar:**

Semester	Cycle 1	Cycle 2
Spring	January-March	March-May
Summer	May-July	July-September
Fall	September-November	November-January

#### **Prerequisite Courses & Other Requirements for Admission to Program / Course:**

1. Fill out and submit an admission Application Form
2. Sign Enrollment Agreement
3. Student must be 18 years of age or older
4. Student must have a High School Diploma, GED or International High School Diploma Equivalency
5. Student must be able to speak and understand the English language.
6. Student must be in good physical, mental and emotional health.
7. CPR certification (for Healthcare Provider) is required prior to the clinical experience.
8. Submit a current documented TB Test Result within 1 year.

#### **PHLEBOTOMY PROGRAM OUTCOMES**

1. Theoretical Competency: 70% of students will meet the passing standard.
2. Graduate Rate: At least 85% of students admitted to the Phlebotomy Program will complete the program within six (6) weeks of initial admission.
3. Pass Rate: First time test takers will average 90% or higher on the national certification exam.
4. Job Placement Rate: 95% or greater of those seeking employment are employed within 6 months of program completion.

#### **Tuitions and Fees:**

*NON-REFUNDABLE REGISTRATION FEE:	\$ 75.00
TUITION:	\$ 900.00
LABORATORY FEE	\$ 50.00
BOOKS/SUPPLIES	\$ 75.00
UNIFORM/CPR	\$ 100.00

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TOTAL COST FOR PROGRAM / COURSE: \$ 1,200.00

#### **USE OF TOBACCO PRODUCTS**

Illinois Nursing Academy provides tobacco-free environment. Tobacco use is not permitted at any time inside the school. Tobacco use is permitted outside and away from buildings in the non-hazardous designated area. Tobacco products are not to be used at any time at any clinical facilities.

**FOOD AND DRINK**

It is the policy of Illinois Nursing Academy that no food or drink is allowed in any of its classrooms, labs, or computer areas.

**CALCULATORS, TAPE RECORDERS, ELECTRONIC DEVICES**

The policy regarding use of calculators, tape recorders, and/or any other electronic devices varies with each course. See each course syllabus for course policy. Use of PDA's and cell phones are not permitted during testing at any time.

**ACADEMIC INTEGRITY**

If a student is found cheating on an exam or committing plagiarism, a grade of "0" will be assigned for that exam or assignment. Further disciplinary action may be taken at the discretion of the Dean of Students.

**COMMUNICATION/GRIEVANCES**

Should a problem arise during the semester, you should first strive to resolve it with the instructor or student involved. If agreement cannot be reached or dissatisfaction results, you should consult with the Dean of Students. If the student finds the Dean of Students' response not sufficient, he/she should communicate with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or call (217) 782-2551, TTY (888) 261-2881 or go to the IBHE website online complaint system at <http://complaints.ibhe.org/>.

*Student complaints must be submitted in writing to the Board* (Section 85(i)(1) of the Act). Information about the complaint may be submitted online through the IBHE website ([www.ibhe.org](http://www.ibhe.org)). Additional information regarding the complaint process can be obtained by contacting the Board at:

Illinois Board of Higher Education  
 Division of Private Business and Vocational Schools  
 1 N. Old State Capitol Plaza, Suite 333  
 Springfield IL 62701  
 Phone Number: (217) 782-2551  
 Fax Number: (217) 782-8548

**STUDENT ACCESS TO INSTRUCTORS**

Students will be able to meet with their instructors by appointment. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule. All instructors keep scheduled office hours.

**COURSE EVALUATION**

A minimum grade of "C" in theory (80 or above) and "satisfactory" clinical performance is required to successfully complete the course.

A = Excellent (94-100)  
 B = Good (88-93)  
 C = Average (80-87)  
 D = Poor (74-79)  
 F = Failure (73 & below)

If clinical performance is “unsatisfactory” and the theory average is 74 or above, a grade of “D” will be assigned for the course. If clinical performance is “unsatisfactory” and the theory average is below 73, a grade of “F” will be assigned for the course.

### **APPEAL PROCEDURE**

Students who wish to appeal a course grade must first attempt to resolve the issue with the instructor of the course. Absent a satisfactory outcome, the student consults with the Dean of Students. The written appeal must be submitted no later than 14 calendar days after the beginning of the course. Appeals submitted after the deadline will be heard only in exceptional cases, as determined by the Dean.

### **ATTENDANCE POLICY/TARDINESS**

Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of his/her career that a mature acceptance of his/her responsibilities is a requisite for accomplishment in higher education; this applies particularly to class attendance. Each student is responsible for all announcements, content covered in class, and for any assignments due. See each course syllabus for course policy regarding attendance.

Students are expected to attend at least 80% of the total classroom hours. Students are required to attend 100% of the clinical training hours. All clinical hours must be made up in accordance with discretion of the clinical instructor. Long absences from class will adversely affect the learning objective of the student. If a student has been dropped from a class due to absences in excess of 20% of the total hours of clinical instruction, the student must retake the course.

### **Make-Up Policy:**

Should it become necessary for Illinois Nursing Academy to cancel classes, a make-up course schedule held during pre-scheduled make-up days will be established.

Each term, Illinois Nursing Academy will establish and include in the Master Schedule a pre-determined day that will serve as the pre-scheduled days for theory and/or clinical make-up. Should it become necessary for Illinois Nursing Academy to establish a make-up theory and/or clinical schedule, it will be held during these pre-scheduled make-up days.

### **STUDENT BEHAVIOR**

If at any time prior to completion of an Institute program and during the course of participation in professional training or in fulfilling other responsibilities as an Illinois Nursing Academy student, the student demonstrates patterns of behavior which constitute unprofessional conduct or which encroach on the student’s ability to fulfill his or her responsibilities as a student, it will result in appropriate correction action which may include suspension or expulsion from any program. Such behavior is defined to include, but not necessarily limited to, any of the following:

- Failure of a student to notify appropriate persons of absence from scheduled learning experiences.
- Dishonesty in interactions with staff or instructors.
- Failure to adhere to required dress code.
- Unsafe practices.
- The use of inappropriate language.
- Being consistently late in fulfilling scheduled responsibilities or failure to fulfill appointments.
- Failure to maintain confidentiality in matters related to educational responsibilities.
- Deliberate destruction or theft of school or student property.

- Obstruction or disruption of classes for unreasonable causes.
- Endangering the health and safety of school personnel and students on site.
- Verbal abuse to school personnel, instructors or other students.
- Using or threatening to use physical force or any form of dangerous arms on school property and/or personnel.
- Imposing discrimination to students and school personnel.
- Dishonesty such as cheating, plagiarism, deliberately giving false information needed for acceptance in taking the course.
- Possession and consumption and/or use of any illegal controlled substances or any alcoholic beverages on its premises. In case of violation, the student may be required to leave the school.
- Unauthorized presence on or use of school property.
- Forging, deliberately altering, or deliberately misusing official school documents.

Abuse of alcohol which interferes with student's ability to fulfill academic or professional responsibilities in any program or the illegal use of other drugs and substances will result in suspension or expulsion from any Illinois Nursing Academy program.

### **CAMPUS ENVIRONMENT AND SAFETY**

Illinois Nursing Academy strives to provide a safe and secure campus environment for all students, employees and visitors. Illinois Nursing Academy is responsible for the following:

- Protecting students, employees and visitors and their property from harm through crisis intervention and conflict resolution.
- Providing assistance at accidents and other emergencies.
- Taking reports of criminal actions and notifying local law enforcement agencies as appropriate.

The following are regulations that are enforced to promote safety and security.

- Admission to any regularly scheduled class, or lab as limited to officially enrolled students.
- Students should not bring children to class or leave them unattended at the Institute.
- Noise shall be kept to normal levels, both within and around, classroom, lab and work areas. Students are requested not to congregate for informal conversational purposes within earshot of classes or lab sessions in progress.

### **EQUAL OPPORTUNITY ASSURANCE STATEMENT**

It is the policy of Illinois Nursing Academy to comply with Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States.

Illinois Nursing Academy complies with Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin.

Illinois Nursing Academy complies with the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities. Illinois Nursing Academy provides persons with disabilities reasonable accommodations and modifications for their disabilities. Auxiliary aids and services are available upon request to individuals with disabilities.

**UNIFORM GUIDELINES IN CLINICAL SETTING**

**Women/Men** Uniforms are required for the BNATP and PN programs while attending Illinois Nursing Academy. Students must wear appropriate uniforms for enrolled programs. If the student purchases their uniforms independently, the color must match that used by the school.

**Shoes** Closed toe and closed heel shoes are required. Gym shoes may be worn. If unsure about shoe selection, have your shoe approved prior to clinical.

**Jewelry** Limited to wedding rings, watch with a second hand, and small plain, non-dangling earrings. Earrings, and other types of jewelry, may be worn only in pierced earlobes and may not be worn in any other area of the body that may be pierced and visible to others.

**Perfume** Perfume or cologne shall not be worn in the clinical area.

**Hair** Clean and confined so it does not interfere with patient care. Hair color must be naturally occurring to humans and style should be within accepted societal norms.

**Nails** Short and clean. No artificial colors, nail tips, or nail overlays.

**Personal** Students are expected to maintain necessary personal hygiene. Underclothing should not be visible through outer clothing.

**Appearance** A professional appearance is expected. Jeans, T-shirts, shorts, or other very casual clothing may not be worn at any time at any clinical agency.

**Tattoos** Tattoos should be covered in the clinical setting.

Students must comply with all policies (including uniform policies) specified by clinical agencies.

**CPR CERTIFICATION**

Each student in the BNATP is required to be certified in the Basic Cardiopulmonary Resuscitation (CPR) at the Health Care Provider (American Heart Association) or Professional Rescuer (American Red Cross) level prior to registration. Certification must be maintained while enrolled in the program. Illinois Nursing Academy will accept proof of current/valid CPR Certification provided by the student.

**CONFIDENTIALITY**

All patient/clinical information is confidential. The Health Insurance Portability and Accountability Act (HIPPA) of 1996 came into effect in April 2003. Noncompliance can result in monetary, civil and criminal penalties.

- Students should not discuss patient/client information with anyone except for clinical personnel and those who are involved in your education and adhere to the same confidentiality (e.g., faculty, colleagues).
- Client records should never leave the clinical agency.
- Students should never save patient/client sensitive information (with identifying information) on their computers.
- E-mail correspondence with faculty should also be treated confidentially and identifying information about patients/clients should not be included.
- All documentation related to clinical clients must be treated as a legal document and confidentiality respected and maintained.

- Client names should not be included in clinical paperwork, case presentations, or on notes.
- Photocopying clients' records is NOT permitted in any clinical setting.

### **SAFETY**

Safety procedures and universal precautions are covered as they relate to the content area and are reinforced throughout the duration of the program. It is the student's responsibility to seek guidance from an appropriate resource if they have doubts, questions or concerns regarding correct procedure.

### **LEGAL RESPONSIBILITIES IN CLINICAL SETTING**

It is the responsibility of the clinical instructor to determine that the student has demonstrated reasonable competence to render safe nursing interventions. If the clinical instructor's evaluation of the student's behavior or health status indicates that the student is unlikely to provide safe care, the clinical instructor has the legal responsibility to deny, and will deny, the student access to clinical learning experience.

### **HEALTH POLICY**

Students entering the Basic Nursing Assistant Training Program must be aware that they may be exposed to various contagious diseases during their clinical education and career. Additional information may be provided by each clinical facility. Students are required to use available protection devices and to use standard (universal) precautions.

Students, upon diagnosis of communicable disease(s), (i.e., chicken pox, measles, flu, etc.), must contact the clinical instructor immediately. Based on current medical knowledge, the instructor will make judgment of communicability and advise the student regarding attendance.

Students who give birth or experience an illness or injury which requires, but is not limited to, hospitalization, surgery, or more than 1 week's absence may be required to provide a physician's statement which verifies:

1. That returning to routine class, lab, and clinical activities does not pose undue risk or harm to the student or others with whom the student will come in contact.
2. Compliance with the essential functions/technical standards established for the program of study.

### **HEALTH QUESTIONNAIRE**

Students in the Basic Nursing Assistant Training Program will be given a health questionnaire to be completed by their personal physician. A 2-step TB skin test and up to date immunizations are expected to be current. A copy of the above must be provided to the Institute upon demand.

The demonstration of severe physiological or psychological disorders which interferes with a student's ability to fulfill academic responsibilities or infringe on the student's future abilities to fulfill professional responsibilities will be a cause for appropriate corrective action to include referral to a proper agency for professional diagnosis and treatment and/or suspension or expulsion. Failure or refusal to cooperate in this type of endeavor can result in suspension or expulsion from the nursing program.



**DRUG TESTING**

Students may be asked at any time to submit a specimen for drug testing while enrolled in the Basic Nursing Assistant Training Program. Drug screens are to be performed by an outside laboratory contracted by Illinois Nursing Academy, or at the clinical setting, if appropriate. The Institute will pay the cost of this screening. A positive drug screen will result in dismissal from the program.

**INJURY DURING CLINICAL**

If you are injured during clinical experience (needle stick, back injury, etc.), you must:

1. Notify your clinical instructor immediately.
2. Complete an appropriate incident report.
3. You will be referred to the hospital's Emergency Room to be examined by a physician. The hospital will provide immediate care.

Students who incur a needle stick or any type of direct risk exposure with a patient may be advised by the clinical agency to begin immediate treatment for HIV. For most effective results, treatment must be started within two (2) hours of exposure.

**CLINICAL EVALUATION**

Purpose: The purpose of ongoing clinical evaluation is to ascertain that the student is meeting measurable objectives deemed necessary for the competent practice of the program for which they are registered.

Clinical evaluations will be made on a satisfactory/unsatisfactory basis. Evaluation will be based on the clinical instructor's final assessment.

Clinical performance must be satisfactory (80%) in each of the separate roles to receive a passing grade in the course. Unsatisfactory performance constitutes clinical failure.

Satisfactory (S) - at least 80% of the clinical objectives in each of the separate roles are satisfactory

Unsatisfactory (U) - less than 80% of the clinical objectives are unsatisfactory on any one role and/or omission/commission of a critical behavior.

**PROGRESSION POLICY**

In order to continue in the Basic Nursing Assistant Training Program, the student must:

1. Maintain a grade of "C" or better in all required general education experiences.
2. Students must have previously completed all required general education courses.
3. Students must successfully complete the program within 12 months from initial semester.
4. Maintain current CPR at the health care provider level.
5. If a student withdraws or makes a "D" or an "F" on the final exam, the student cannot progress to complete the program. Course repetition will be based on instructor availability and program resources.
6. Students whose progression through a program is interrupted and who desire to be reinstated in the program must schedule an appointment with the administrator of academics and program development to discuss reinstatement.
7. Reinstatement to any program is not guaranteed.
8. Reinstatement may be denied to, but not limited to, any of the following circumstances:

- a. Space availability of a course in which a student wishes to be reinstated.
  - b. Grade point average is less than 2.0
  - c. Refusal by clinical agencies to accept the student for clinical experiences
  - d. Failure to demonstrate competency in all previous work.
  - e. Over 12 months have elapsed since the student was enrolled in a program.
  - f. Student has been dismissed from the program.
9. A total of 2 unsuccessful attempts (D, F, or withdrawal) in the program will result in the student being denied further admittance to the program.
  10. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement to the program.

### **REFUND AND CANCELLATION POLICY**

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

The Refund Policy of Illinois Nursing Academy conforms to the guidelines of the Illinois Statutes 105 ILCS 425/12.1a as amended July 24, 1988 and any future amendments to this act. [ILCS Chapter 105: Schools Adult and Vocational Education; Act 425: Private Business and Vocational Schools Act; Section 15.1a: Refund Policy – Rules and Regulations].

When notice of cancellation is given before midnight of the fifth (5<sup>TH</sup>) business day after the date of enrollment, but prior to the first day of class, all registration fees, tuition, and other charges shall be refunded by Illinois Nursing Academy.

When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, Illinois Nursing Academy shall retain no more than the registration fee which may not exceed \$150.00 or 50% of the cost of the tuition, whichever is less.

When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, Illinois Nursing Academy shall retain the registration fee, an amount not to exceed 10% of the tuition fee and other instructional charges or \$300, whichever is less and, subject to these limitations.

When a student has completed in excess of 5% of the course of instruction, Illinois Nursing Academy may retain the registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies.

Illinois Nursing Academy may retain an amount computed prorata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the application/registration fee and the entire tuition and other charges.

When the student has completed in excess of 60% of the course of instruction, Illinois Nursing Academy retains the registration fee and the entire tuition and other charges. The refund policy for short courses up to 20 clock hours will be refunded prorated up to 60% completion of the course.

Applicants not accepted by Illinois Nursing Academy shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made. Deposits or down payments shall become part of the tuition. Application registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.

Illinois Nursing Academy shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if

a refund has been mailed to the student within the 15 calendar days. A student shall give notice of cancellation to the school in writing. The unexplained absence of a student from the school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the date shall be the last day of attendance.

A student, who on personal initiative and without solicitations enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to cancellation provisions of this Section.

Illinois Nursing Academy shall refund all monies paid to it in any of the following circumstances:

- It did not provide the prospective student with a copy of the student's valid enrollment agreement and current catalog
- It cancels or discontinues the course of instruction in which the student has enrolled.
- It fails to conduct classes on days or times scheduled, detrimentally affecting the student.

### **READMISSION**

Students who interrupt the specified progression through any program for any reason must apply for readmission to the program. If readmitted to the program, the policies in the Student Handbook and School Catalog at the time of readmission will apply. Any student who has withdrawn or has been suspended from a program and subsequently is readmitted must meet the standards and curriculum requirement in effect at the time he or she is readmitted.

Readmission requires:

1. Receipt of completed Readmission Form.
2. Space availability.
3. Academic eligibility
  - a. A GPA of 2.0
  - b. No more than 1 grade of "D" or "F" on an exam. If a student withdraws from a program and is not passing, the withdrawal will be treated, for readmission purposes only, as a course failure.
  - c. Successful completion of a program with a clinical component within the past 12 months.
  - d. That no longer than 12 months elapse from initial admission term to date of completion.
4. Ability to meet and comply with the standards and policies in the current Illinois Nursing Academy Catalog and Student Handbook.

### **ADMINISTRATIVE WITHDRAWAL/DROP**

A student may be dropped administratively from the program for:

- failure to complete Institute registration properly;
- failure to fulfill conditions of registration in those cases when a student may have been allowed to register on a conditional basis;
- falsification of application and/or records;
- failure to fulfill other conditions of admissions and/or registration;
- failure to comply with student conduct standards;
- failure to attend class(es);

- Failure to comply with standards of practice as established by regulatory or licensing agencies for the program of study.

### **LEGAL LIMITATIONS FOR CERTIFICATION AND EMPLOYMENT**

While an applicant may meet the qualifications, final approval to take certification examination and become certified in Illinois is subject to action by that licensing body.

### **CAREER PLANNING AND JOB ASSISTANCE**

Illinois Nursing Academy provides students with assistance in career planning and the job search process. The school coordinates with employers for available job vacancies for the students and graduates. These employment opportunities are updated and posted on the bulletin board in the school. It will provide the necessary documents essential for the hiring and reference check of the students and graduates.

The Dean of Students will be available for consultation to students on an individual basis. Students are encouraged to contact the Dean's office to make an appointment.

### **IDPH REQUIREMENTS**

The student must comply with the following requirements or she/he will be ineligible to take the certification exam:

1. Copy of Driver's License or Picture ID
2. Previously submitted copy of Background Check (school responsibility)
3. Proof of successful completion of program (school responsibility)

### **TRANSFERABILITY CLAUSE**

Illinois Nursing Academy cannot guarantee the Transferability of course work to other institutions of higher education. Transfer students, it is important that you make certain that certain courses previously taken from a regionally accredited institution with a grade of "C" or above may be accepted at Illinois Nursing Academy. All transfer students must meet admission requirements as their transfer credits will only be used to satisfying English and math requirements only

### **ARTICULATION AGREEMENT**

Articulation Agreements are formal agreement between two or more colleges and universities to accept credits of transfer toward a specific academic program. At this time, our institution does not have any articulation agreements with other institution. However, any receiving institution that is willing to accept INA credits towards an Associate's Degree Program ultimately makes the final decision regarding credit acceptance as students are responsible for initiating the request. An official transcript will be forwarded to the appropriate institution(s) upon the student's request in writing forwarded to the Registrar's Office.

Please note that many state community colleges and private institutions will "bridge" or "transition" graduates of accredited institutions without individual school-to-school agreements. We strongly suggest that INA graduates inquire about transfer credits before pursuing further education.

### **ACCREDITATION**

Illinois Nursing Academy is not accredited by a US Department of Education recognized accrediting body..

Illinois Nursing Academy is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education and Illinois Department of Public Health.

### **ACADEMIC DISCLOSURE**

#### **Institutional Disclosure Reporting Table July 1, 2023 to June 31, 2024**

DISCLOSURE REPORTING CATEGORY		BNATP	PHLEBOTOMY	
<b>A. For each program of study, report:</b>				
1. The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		389	0	
2. The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories.				
	a. New starts	0	0	
	b. Re-enrollments	0	0	
	c. Transfers into the program from other programs at the school	0	0	
3. The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		389	0	
4. The number of students enrolled in the program or course of instruction during the 12-month reporting period who:				
	a. Transferred out of the program or course into another program or course at the school	0	0	
	b. Completed or graduated from a program or course of instruction	299	0	
	c. Withdrew from the school	0	0	
	d. Are still enrolled	0	0	
5. The number of students enrolled in the program or course of instruction who were:				
	a. Placed in their field of study	228	0	
	b. Placed in a related field	0	0	
	c. Placed out of the field	0	0	
	d. Not available for placement due to personal reasons	0	0	
	e. Not employed	0	0	
B1.) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period		267	0	
B2.) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		228	0	
C.) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period, such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		0	0	
D.) The average starting salary for all school graduates employed during the reporting period, this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		\$47,000 per yr	\$ 42,000 Per yr.	