

APRIL 2020

2020-2021 School Catalog



3525 W. Peterson Ave. Suite T-24 Chicago IL. 60659
Tel # (773) 583-8532 FAX # (773) 583-1435
www.careertrainingcenterofchicago.com

Career Training Center of Chicago

“ Where Education Makes It All ”

Career Training Center of Chicago

Table of Contents

Page

General Information & School Officials.....	1
The School.....	2
Faculty.....	2
Organization of the School.....	2
Welcome Letter.....	3
Registration.....	4
Road Map.....	4
Frequently Asked Questions.....	5
Take The Steps.....	6
Class Schedules & the	
Basic Nursing Assistant Program.....	7
School Tuition Fee & Other School Fees.....	8
Admission Requirements.....	8
The Program.....	9
Admission Policies &	
School Rules.....	10
Health Policy.....	11
Safety.....	11
Conduct & Clinical Dress Code.....	11
Freedom from Discrimination.....	11
Conformity with Signs & Emergency Direction.....	11
Grievance.....	12
Attendance Policy.....	12
Refund Policy.....	12
Criminal Background Check.....	13
Grading Scale Policy.....	13
Certificate & Transcript.....	13
Course of Instruction in Clock Hours.....	14
Course Description.....	15
Instructional Materials.....	18
Academic Calendar.....	19
Index.....	21

GENERAL INFORMATION 2020-2021



School Officials:

Career Training Director....Candice C. Nono
Asst. Career Training Director... Charissa M. Cacal

Office & Classroom Location

3525 W. Peterson Ave.

Suite T-21 & Suite T-25

Chicago, IL 60659

Tel # (773) 583-8532 (773) 573-0623 Fax # (773) 583-1435

Clinical Location:

Peterson Park Health Care Center

6141 N. Pulaski Rd.

Chicago, IL 60646

This issue of the Career Training Center of Chicago Catalog is for the academic period 2020-2021. The school reserves the right to change any provision or requirements to the Catalog and Agreement at any time. New modifications will not affect current enrolled students without their notification and/or approval.

Career Training Center of Chicago does not discriminate on the basis of race, color creed, religion, national origin, handicap, age, sex, sexual orientation, marital status, citizenship, veteran status or membership or lawful participation in the activities of any organization in admission to and participation in its educational programs, activities services, or in its educational practices. CTCC does not tolerate sexual harassment by or of its students and employees. Inquiries regarding compliance with state or federal nondiscrimination requirements and/or sexual harassment may direct to the Career Training Director.

<p>NOTICE: "Certificate of Approval to Operate Issued By the Illinois Higher Board of Education, 1 North Old State Capitol Plaza Suite 333 Springfield, IL 62701."</p>

The Career Training Center of Chicago

Mission Statement

Career Training Center of Chicago (CTCC) is dedicated to excellence and quality service. The most important aspects of the school mission are to offer high quality programs to young and adult students and to foster students to attain the success of their chosen career. To these ends, the school attaches primary importance to excellence in teaching –“EDUCATION MAKES IT ALL”.

Unique to CTCC’s mission are the two distinctive characteristics of diversity and community partnership. Because of its location in the Chicago Metropolitan area, the school serves a community which is diverse in age, culture language and race. The diversity, an important asset, means that offered programs utilize number of perspectives to enrich the teachings and for students, to instill a new level of self-confidence and capability to use a past experience rather than ignoring these experiences and to prepare students to interact with different cultures that characterizes our society.

The School

Career Training Center of Chicago is a school serving the Chicago Metropolitan area. CTCC managed and supervised by a family whose goal is to assist students to reach their respective career success. CTCC has a strong commitment to provide educational programs for young and adult learners.

Faculty

CTCC employs instructors who are committed to excellence in teaching. Their nursing and administrative background and professional accomplishments provide students with learning opportunities. It demands a high standard for its instructors and experienced educators.

Organization of the School

The Chief Managing Employee is accountable to the Career Training Center of Chicago (CTTC) Board of Directors for the administration of the school and has full power and responsibilities within the framework of board policies for the organization, management, direction, and supervision of the school. The Career Training Director is also academically and administratively responsible for the Classroom Extension Location.

The Chief Managing Employee, may also be called Career Training (Program) Director, is assisted by the Assistant Managing Employee/ Assistant Career Training Director (Administrative and Student Affairs) and unit heads (Business and Public Affairs).

The Assistant Managing Employee, may also be called Assistant Training Director, assist the Career Training Director with the school’s administrative affairs which include direction of learning resources, copier and computer services, mail/ shipping and receiving, printing services, purchasing/invoice verification, budget, facility management, personal and public safety, as well as administrative review/management of internal audit activities.

The Assistant Managing Employee also assist the Career Training director in its student and public affairs in collaborating with students, faculty, and staff to meet student needs and to support the school’s mission and unique concept in providing a bilateral commitment between the student and instructor.

In addition, the Assistant Managing Employee assist in its public affairs in strengthening CTCC’s image, raising general awareness of the school, promoting programs and events, publicizing the accomplishments of faculty, staff and students, as well as attracting perspective students and employees. Also, assist in coordination and design of school publication and in the processing of freedom information request.

The freedom of information Act requires that public records be made available upon request and they will be processed in accordance with State Law.

CAREER TRAINING CENTER OF CHICAGO
3525 W. Peterson Suite T-21 Chicago, Illinois 60659-3314
Tel. No. (773) 583-8532 Fax. No. (773) 583-1435

WELCOME

An open message from the Director

As a health care educator who has taught at the classroom of adult education and secondary school level for 21 years, and registered nurse who has been a Director of Nursing Services in Long Term Care facilities, I welcome your review of the Basic Nurse Assistant Program of Career Training Center of Chicago.

Our curriculum will provide you with comprehensive theory and clinical training needed for you to acquire the knowledge and skills to successfully complete the program and you will be eligible to sit the Illinois State Certification Examination.

The Career Training Center of Chicago concept is unique for it provides a bilateral commitment between the learner and instructor.

- ❖ A commitment to provide the student with comprehensive theory and clinical training needed to acquire the knowledge and skills that are needed in the caring environment.
- ❖ A commitment to strengthen interpersonal skills for productive work with others.
- ❖ A commitment to provide basic tools and the accompanying (performance) skills so that problems in the student's performance can be identified, solutions generated and/ or methods implemented.
- ❖ A commitment to instill a new level of self-confidence and capability to use a past experience and the use of empathy in caring for others rather than ignoring these experiences as an adult.
- ❖ A commitment to provide curriculum which gives training to acquire knowledge and skills to meet the Illinois Department of Public Health requirements for a CNA.
- ❖ A commitment to maintain a high level of integrity while, at the same time, assisting the learner to attain virtual career opportunities.

We welcome the opportunity to visit with you and show you a learning encounter that will improve the quality of your life and assist you to attain the success of your chosen career.

**“A call for a quality nurse aide is vital to the maintenance and/or attainment of the highest level of functional abilities of person in health care setting:
“EDUCATION MAKES IT ALL”**

Again, Welcome and wish you good luck!

Candice C. Nono, MSN, RN
Career Training Program Director

Charissa M. Cacal, MSN, RN
Program Evaluator

Registration Is Easy...

IN PERSON: Visit our registration office located at 3525 W. Peterson Ave. Suite T-21-24 Chicago, IL 60659. Fill up and complete application form and follow the admission requirements. All students' information, including social security number, is needed when registering. Students may call (773) 583-8532 for more information.

Accreditation

Career Training Center of Chicago is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education; not accredited and under no obligation needed to be accredited by the US Department of Education.

Transferability of Certificate

The certificate is non-transferrable, however, students may use it in compliance to the pre-requisite to enter into a nursing program. Students will be responsible for contacting their transferring school to confirm transferability requirements and approval.

Frequently Asked Questions & Answers

Q. WHAT IS A CERTIFIED NURSE ASSISTANT?

- A. Certified Nurse Assistants are health care providers who have successfully completed a state-approved Basics Nurse Assistant Training Program and passed the Nurse Aide Competency Evaluation given by the state.

Q. HOW CAN I BE A CERTIFIED NURSE ASSISTANT?

- A. You have to undergo a state-approved training program for CNA. This should provide you with a comprehensive theory and clinical training needed to meet Illinois Department of Public Health requirements for Certified Nurse Assistant.

Q. HOW FAST IS THE PROGRAM?

- A. The program will last for five (5) weeks for 120 hours, divided into 80 Hours for theory and 40 hours for Clinical application.

Q. AM I QUALIFIED?

- A. If you have these four (4) qualities ... then you're qualified.
1. At least an 8th grader
 2. Able to speak and understand English
 3. Pass a reading test
 4. Agree to criminal background check.

Q. HOW MUCH WILL IT COST ME?

- A. Think of it as investment compared to vast opportunity that awaits you. It is indeed a wise investment.

Q. WHERE CAN I REGISTER FOR THIS PROGRAM?

- A. Career Training Center of Chicago has a certified nurse assistant program approved by the State. It demands a high standard for its instructors and experiences educators with high percentage record of students who passed the state-administered competency evaluation.

TAKE THE STEPS!!



BECOME A CNA!!

Class Schedules

The class schedules are structured so that the student may attend day, evening or weekend classes in just 5 weeks. Student may just choose the program the best meets their needs.

The Basic Nurse Assistant Training Program

This program is designed for those seeking **Certification** and employment as a **Nursing Assistant**.

The objective of the program is to train students to meet the required skills to perform skills contributing to the care and rehabilitation of patients.

The theory and practical curricula content will provide students with the knowledge base and skill level to safety function as a *Certified Nursing Assistant*.

This Program will provide students with comprehensive theory and clinical training needed to acquire the knowledge and skills to meet the Illinois Department of Public Health requirements for Certified Nursing Assistant.

Upon successful completion of the program, students will be awarded the Certified of Completion and will be eligible to sit for the **Illinois State Certification Examination**.

ADMISSION REQUIREMENTS

All Applicants must:

1. Complete an application form.
2. Must have at least finished 8th grade.
3. Speak and understand English.
4. Pass a reading and writing test.
5. Agree to a criminal background check.

OTHER REQUIREMENTS

A physical examination by a licensed physician is required, which includes a diagnostic and immunization test.

The cost of uniforms, class supplies, books, white shoes, and a watch with a second hand will be student's responsibility.

CNA TUITION & FEES

TUITION	\$850
Registration Fee	
(non-refundable)	\$20
Lab Fee (non-refundable)	\$30
TOTAL COSTS	\$900

OTHER EXPENSES

Criminal Background Check	\$38.25
State Competency Exam	\$75

MISCELLANEOUS EXPENSES

The cost of textbook, uniforms, white shoes, stethoscope, and thermometer will be the student's responsibility,

The Program....

RATIONAL

To train quality nurse aides who will deliver quality care and rehabilitation to persons in health care settings.

PHILOSOPHY

A call for quality nurse aide is a vital to the maintenance and/or attainment of the highest level of functional abilities of persons on health care setting: EDUCATION MAKES IT ALL.

OBJECTIVES

Vocational Objective:

- To train students to become *Certified Nurse Assistants*

Training Objective:

- Career Training Center of Chicago will provide students with comprehensive theory and clinical training needed to acquire the knowledge and skills to meet the Illinois Department of Public Health requirements for Certified Nurse Assistants.
 - To fill the need of trained quality care nurse aides who will work with the growing number of people who needs health care services in Illinois.
 - To provide learning opportunities to the community who wants to register for Basics Nursing Training Program.
 - To properly train individuals to answer the current need of CNA's in the Health Care facilities and at home setting to provide quality and compassionate care and rehabilitation.
 - To prepare students to be able to perform skills safely and demonstrate compliance in the Department of Public Health approved Manual (Performance) Skills.
 - To prepare students to pass the Department of Public Health established Competency Examination.

Admission Policies and School Rules

Basic Nursing Assistant Training Program

Health Policies

1. Physical Examination forms are provided for all students. A complete submission is required. Failure to submit the forms will result in dismissal from the course.
2. Students should keep a copy of the physical examination forms for any jobs search after graduation.
3. Students will not be allowed into the clinical area without authorization from the CTCC office.

Safety

1. Safety procedures must be followed in all areas, especially at the clinical site. Failure to observe safety measures may result in dismissal from the course.
2. Any accident that in work related must be reported immediately to the instructor and an accident report must be filed.
3. In case of an emergency, the student will be transported to the nearest hospital. The student will be responsible for any fees the medical facility and ambulance service will charge.

Conduct

The Basic Nurse Assistant Training is a health related course. Professional and Ethical conduct is expected at all times.

1. Students professional performance and attitude are constantly monitored, evaluated, and will be taken into account when the final grades are given.
 - a. Loitering, sleeping, assembly, the creation of any hazards or things, improper disposal of garbage, spitting of commission of any obscene or indecent act or any other disorderly conduct of property is prohibited; Profanity or abusive language is not tolerated and may be grounds for dismissal.
 - b. Cheating during examinations is not acceptable. Any observed cheating will be grounds for dismissal and failure in the course.
2. No beepers, food or drink are allowed at the lab, clinical site, or during class.
3. Children or companions are NOT allowed in the classroom or clinical areas.
4. **Clinical Dress Code:** White uniform, white shoes, white hose/socks, a wrist watch with a sweep second hand and a glass oral thermometer are required.
5. Students are responsible for all written assignments, examinations and quizzes. Make up quizzes will not be given.

Freedom From Discrimination:

It is the policy of Basic Nursing Assistant Training Program that no citizen of the United States or any other person within the jurisdiction thereof shall on the grounds of race, color, national origin, religion, sex, sexual preference, age or handicaps, be excluded from the participation in, be denied the benefits of, or be subjected to the discrimination under the BNAT program or activities pertinent to the BNAT program.

Conformity With Signs and Emergency Directions:

Students who are in the property of the nursing facility shall comply with all official signs. During emergencies students must comply with directives of the authorized personnel.

Grievance:

1. Students are expected to bring up any concerns or questions to the instructor. Should the instructor or student deem that concerns or questions are not or cannot be satisfactory handled, the Training Program Director may be noticed. He or she will meet the student and instructor together or separately.
2. CTCC shall maintain a written record of its handling of all student complaints.
3. Any student or employee of CTCC shall have the right to file a written complaint within one year of the alleged incident.
4. Any student complaint shall be resolved promptly and fairly. Student shall file the report in writing and shall not be subjected to punitive action because of filing grievances. Complaints against this school may be registered with the Board of Higher Education at:
Illinois Higher Board of Education-Private Business and Vocational Schools Division, 431 East Adams, 2nd Flr. Springfield, IL 62701. Tel. No (217) 782-2251. www.ibhe.org

ATTENDANCE POLICY

1. Students enrolled in the training program are expected to attend all scheduled classes. Unexcused absences will not be tolerated. Each student will be allowed up to two (2) absences from the class throughout the program and will be required to make-up the missed classes prior to the end of the courses.
2. Four (4) minutes late will be listed as being tardy. Three (3) tardy marks will be weighed as one absence. Late 30 minutes or more will be considered an absence.
3. Verbal warning will be given to the student for the absences and the instructor will do the counseling as deemed necessary.
4. Failure for any student to meet the minimum required hours for the course would be grounds for dismissal from the program.

In case the instructor is unable to arrive on time, students will be notified by the Program Office. In the case the instructor is absent; arrangements will be made for another session.

Refund Policy

When notice of cancellation is given after midnight of the fifth business day after the date of enrolment but prior to the first day of class, all registration fees, tuition, and other charges shall be refunded to the student.

When the 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, the school may retain no more than the registration fee of \$20.00

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 in instruction, the school may retain the registration fee (\$20) plus \$50 tuition.

When a student has completed in excess of 5% of the course of instruction the school may retain the registration fee (\$20) but shall refund an amount computed prorata by days in class plus 10% of tuition up to completion of 60% on the course.

When the student has completed in excess of 60% of the course, the school may retain the registration and the entire tuition.

Criminal Background Information

The new legislation entitled Health Care Workers requires all students to submit proof of application for a criminal background investigation. Students are required to submit this proof of application when working in a non-licensed, direct patient care position.

If the criminal background investigation reveals a conviction for one the offenses listed, the student has the right to apply for the waiver, in which circumstances and personal references are taken into consideration by the IDPH. Students will not be allowed to continue in the class until the CTCC office receives notice from the state. Conducting criminal background investigation consists of completing the Illinois Criminal Background Application Form. Students will receive a copy of their results. All information regarding investigation will remain confidential.

The following felonies will be investigated:

- Murder, homicide, manslaughter, or concealment of a homicidal death.
- Kidnapping of child abduction
- Unlawful restraint or forcible detention
- Assault, battery or infliction of a great bodily harm
- Sexual assault or sexual abuse
- Abuse or gross neglect of an elderly or disabled person
- Criminal neglect of an elderly or disabled person
- Theft, robbery, or burglary
- Financial exploitation of an elderly or disabled person
- Criminal trespass---Arson
- Unlawful use of weapons or aggravated discharged of firearm
- Manufacture delivery or trafficking of cannabis or controlled.

❖ **Convicted felon will not be accepted**

Grading Scale Policy:

The Basic Nursing Training Program adapts the **PASS** and **FAIL** grading system. Students who obtained a grade of 80% and above (with the highest grade of 100%) will receive a grade “**PASSED**”. Students with a grade below 80% will receive a grade of “**FAILED**”

Progress report will be discussed individually with the student by the instructor as needed. Students will be graded during midterm and final written examination. Likewise, Manual Skills evaluation will abide with the PASS and FAIL grading system.

Certificate & Transcript Policy:

Certificates will be awarded when the student has:

1. Completed at least eighty (84) hours of theory and forty (42) hours of clinical instruction.
2. Demonstrated competence of the Department of Public Health Approved Manual Skills and passed the theory portion of the program.

Certificates will be awarded to student upon completion of the course and is free at this time.

There will be charge of \$20.00 per copy request of re-issuance of certificate as well as per transcript. A written request from the student is required together with a self addressed stamped envelope. Students may call the office to arrange pick up of the certificate and/or transcript.

CTCC shall maintain permanent records suitable for transcript purposes for all students. CTCC shall not release transfer, disclose, or otherwise distribute student record or information contained within unless upon the written request of the student, except: 1) to an authorized employee or an official; 2) To a representative of the school's nationally recognized accrediting agency; 3) To persons authorized or required to have such information by state/ federal law or to a court order.

Basic Nursing Assistant Training Program

Course of instruction in clock hours

		Time
1. Course # 101	Fundamental of Nursing for Nurse Assistant	
Module 1	Introduction to Health Care Systems	4
Module 2	Introduction the Patient	4
Module 3	Your Working Environment	4
Module 4	Safety	4
Module 5	The Patient's Care	3
Module 6	Lifting, Moving, and Transporting Patients	4
Module 7	Basic Anatomy	8
Module 8	Personal Care of the Patient	12
Module 9	Nutrition	3
Module 10	Fluid Balance	3
Module 11	Observing and Recording Vital Signs	4
Module 12	Supportive Care	4
Module 13	Fundamental of Rehabilitation	2
Module 14	Patient Care Planning	1
Module 15	The Patient in Isolation	2
Module 16	Care of the Terminally III	2
Module 17	Alzheimer's Disease and Related Dementias	12
Module 18	Cardiopulmonary Resuscitation	4
	Theory Hours (Module 1-18)	90
2. Course # 102	Clinical Nursing for Nurse Assistant	
	Clinical Hours	48
	Total Hours	138

- Theory Hours will be held in the classroom.
- Clinical Hours will be held in the nursing facility.

Textbook to be used.
Sorentino, Sheila. "Mosby's Textbook for Nursing assistant". (Mosby 2016-9th Edition)

COURSE TITLE: FUNDAMENTALS OF NURSING FOR NURSE ASSISTANT –101

Admission to the basic Nursing Assistant Training Program Required. This course is part of the curriculum designed to prepare individuals to work in the health care industry as Certified Nurse Assistants (CNAs). Concurrent enrolment in other CNA Program classes may be required. The student is introduced to the discipline of nursing and the basic approaches of nursing practice, multi-cultural society, and communication are studied for the purposes of assisting persons to meet their basic needs. The role of the CNA as an assistant to the licensed nurse and the member of the health care team is studied and practiced in the classroom and laboratory. The method of instruction will include lecture, discussion, role play, games, demonstration and return demonstration. Reading and writing assignments are utilized. The course is presented through modules 1-18.

Introducing to Health Care System – 1

Studying the functions of the Health care facilities, home health agencies and the health care Professions; Philosophy of patient care and the role of the multidisciplinary health care team. Emphasis is placed on the duties and personal qualities of the nursing assistant; Medical terminology and principle of accurate observation and recording. Reading assignments, as appropriate, are part of the course. 4 Hours.

Introduction to the Patient – 2

Issues on Resident's right, communication and interpersonal relationship with patients' families and other; Psychological needs of patient and family; Normal growth and development. Reading and writing assignment, as appropriate, are part of the course. (Theoretical concept and performance (manual) skills of this course are consistent with skills standard developed for the state of Illinois.) 4 Hours.

Your Working Environment – 3

Principles of Medical Asepsis. Hand washing and sterilization. Cleanliness in care setting; Principles and Techniques of Disinfections and maintaining equipment and supplies. Reading and writing, as appropriate, are part of the course. Theoretical concept and performance (manual) skills of this course consistent with skills standard developed for State of Illinois. 4 Hours.

Safety – 4

Techniques of proper body mechanics and relate use of body mechanics to basic muscular-skeletal anatomy; fire safety, disaster and Heimlich maneuver. Reading and writing assignments, as appropriate are part of the course. 4 Hours.

The Patients' Unit – 5

Bed-making – purpose and procedures for making the unoccupied and occupied bed. Reading and writing assignments, as appropriate, are part of the course. Theoretical concepts and performance (manual) skills of this course are consistent with skills standard development of the State of Illinois. 3 Hours.

Lifting, Moving, and Transporting Patients – 6

Brief discussion of muscular-skeletal system. Emphasizes discussion on maintenance of good body alignment of persons in bed, safe ambulation with demonstration of proper body mechanics; identification and application of safety principles involved in transporting person using wheelchair and stretcher. Theoretical concept concepts and performance skills contained in this course are consistent with the skills standard developed for the State of Illinois. Reading and writing assignments. As appropriate are part pf the course Skills are learned in class, lab, and clinical settings. 4 Hours.

Basic Anatomy – 7

Understanding of Human Anatomy and its relationship to normal functions, discussion of simple disease process and how body works together. Reading and writing assignments as appropriate are part of the course. 8 Hours.

Personal Care of the Patient – 8

Identification of Basic Human Needs; demonstrate proper medical asepsis technique and skills Oral Care, Bathing Procedure, Care of back, feet, and skin. Observing and reporting care. Reading and writing assignments as theoretical concept and performance skills are as part of the course consistent with skills standard developed for the State of Illinois skills are learned in class lab and clinical setting. 12 Hours.

Nutrition – 9

Brief discussion of Basic Nutrients and Fluids requirements of the body and brief review of anatomy of digestion; Understanding intermittent nourishment and Dietary Supplements; Demonstrate proper feeding techniques. Reading and writing assignments as theoretical concept and performance skills are as part of the course consistent with skills standards developed for the State of Illinois skills are learned in the class lab and clinical setting. 3 Hours.

Fluid Balance – 10

Focuses on measuring and reporting fluid intake and output; identifying problems associated with Bowel and Bladder Management; Demonstrate of specimen collection like stool, urine, and other specimens. Reading and writing assignments. Theory concept and manual skill are consistent with skills standard developed for State of Illinois skills are learned in class lab and clinical setting. 3 Hour.

Vital Signs – 11

Focuses on Measuring, Observing, and Recording temperature, pulse, respiration, and blood pressure; Accurately measuring and recording height and weight. Reading and writing assignments, as appropriate, are part of the course. Theory concept and performance skills are consistent with skills standards developed for the State of Illinois. Skills are learned in class, lab, and clinical settings. 4 Hours.

Supportive Care – 12

Understanding, Demonstrating, reporting, and recording heart and cold applications. Brief discussion/description of anatomy of elimination. Basic understanding of enemas, use of catheters and tubings. Reading and writing assignments as theoretical concept and performance skills are as part of the course consistent with the skills standards developed for the State of Illinois skills are learned in class lab and clinical settings. 4 Hours.

Fundamentals of Rehabilitation Nursing – 13

Focuses in identification of methods of treating the whole persons for restoration of function and motivating the person to work toward independence and self care; demonstrating of an understanding of the concept of Rehabilitation Nursing. Reading and writing assignment as theoretical concept and performance skills are as part of the course consistent with skills standards developed for the State of Illinois skills are learned in class lab and clinical settings. 2 Hours

Patient Care Planning – 14

Understanding emotional implication of admission transfer and discharge. Demonstrating the procedures reporting and recording observation. Reading and writing assignments as theoretical concept and performance skills are as part of the course consistent with skills standards developed for the State of Illinois skills are learned in class lab and clinical settings. 1 Hour.

The Patient in Isolation – 15

Discussion of Communicable Disease and Nature of Isolation Techniques. Understanding psychological aspects and physiological aspects of isolation. Demonstration of isolation procedures, application of learned techniques for Isolation in home. Reading and writing assignments as theoretical concept and performance skills are as part of the course consistent with skills standards developed for the State of Illinois skills are learned in class lab and clinical settings. 2 Hour.

Care of the Terminally III – 16

Understanding psychological need of the patient/person and the family. Discussion of attitudes and feelings about death and dying, the grieving process of the patient and family. Post Mortem Care, Reading and writing assignments as the theoretical concept and performance skills are as part of the course consistent with skills standards developed for State of Illinois skills are learned in class lab and clinical settings 2 Hours.

Alzheimer's Disease (AD) and Related Dementia Disorder (RD) – 17

Identification of the difference between normal aging process and cognitive dysfunction disease processes; Identification of the potential health, social, and economic impacts of AD and RD to Society, Family, and Persons; Discussion of signs, symptoms, and associated features of AD and RD; Care and Treatment Modalities. Understanding Behavior Issues, Effective Communication, and Management Techniques. Reading and writing assignments, as appropriate are part of the course. 12 Hours.

Cardiopulmonary Resuscitation – 18

Understanding the demonstration and/or simulation of Basic Cardiopulmonary Resuscitation. After the training, certification in the provision of Basic Life Support by an American Heart Association or American Red Cross Certified Training Program may be offered as an option for this course but such certification is not a pre-requisite for the students' satisfactory completion of this course of instruction. Reading and writing assignments, as appropriate are part of the course. 4 Hours.

COURSE TITLE: CLINICAL NURSING FOR NURSE ASSISTANT – 102

Prerequisite: successful completion of or dual enrollment in Fundamentals of Nursing of Assistive Personnel.

This course is part of the curriculum designed to prepare individuals to work in the health care environment as a Certified Nursing Assistants (CNAs). Concurrent enrollment in other CNA Program courses may be required. The student applies the principles of patient/resident care in a clinical setting. The concepts of caring for the whole person, nursing practice, multi-cultural society, and communications are refined as students assist the licensed nurse to assist the persons in meeting their basic needs and rehabilitation. The methodology will include clinical practice, discussion, demonstration, and return demonstration. Reading assignments and written assignment will be utilized.

Clinical Class –

Reinforcements of skills learned in classroom and lab. Focuses on application of manual skills and understanding of theoretical concept learned in class and lab. Demonstration of performance (manual) skills consistent with skills standards developed for the State of Illinois. 40 Hours.

INSTRUCTIONAL MATERIALS:

Sorrentino, Sheila. “Mosby’s Textbook for Nursing Assistants”. (Mosby 9th Edition-2016)

Illinois Department of Public Health Performance
Skill Checklist and other materials selected by the
Instructor.

APRIL – MAY 2020

Registration and Testing	April 2-10
Classes Begin	April 14
Classes End	May 16

MAY – JUNE 2020

Registration and Testing	May 4-15
Classes Begin	May 19
Memorial Day (Holiday) No Classes	May 25
Classes End	June 20

JUNE – JULY 2020

Registration and Testing	June 1-12
Classes Begin	June 16
Independence Day (Holiday) No Classes	July 4
Classes End	July 18

JULY- AUGUST 2020

Registration and Testing	July 6-17
Classes Begin	July 21
Classes End	August 22

AUGUST-SEPTEMBER 2020

Registration and Testing	August 8-20
Labor Day (Holiday) No Classes	September 7
Classes Begin	August 26
Classes End	September 25

SEPTEMBER-OCTOBER 2020

Registration and Testing	Sept. 9-17
Classes Begin	September 19
Classes End	October 18

OCTOBER – NOVEMBER 2020

Registration and Testing	October 5-16
Classes Begin	October 21
Classes End	November 20

NOVEMBER – DECEMBER 2020

Registration and Testing	November 10-22
Classes Begin	November 25
Christmas (Holiday) No Classes	December 25
Class Ends	December 28

Academic Year Calendar

Career Training Center of Chicago

JANUARY – FEBRUARY 2021

Registration and Testing	Dec. 26-29
Classes Begin	January 6
Martin Luther King (Holiday) No Classes	January 16
Classes End	February 6

FEBRUARY – MARCH 2021

Registration and Testing	January 30 – Feb 4
Classes Begin	February 10
Classes End	March 14

MARCH – APRIL 2021

Registration and Testing	March 1-10
Classes Begin	March 16
Classes End	April 18

APRIL – MAY 2021

Registration and Testing	April 3-14
Classes Begin	April 21
Classes End	May 24

MAY – JUNE 2021

Registration and Testing	May 8-20
Classes Begin	May 26
Memorial Day (Holiday) No Classes	May 29
Classes End	June 28

HOLIDAYS TO BE OBSERVED:

Memorial Day (Holiday) No Classes	May 27
Independence Day (Holiday) No Classes	July 4
Labor Day No Classes	September 2
Thanksgiving (Holiday) No Classes	November 28
Christmas Holiday	December 25
New Year's Holiday	January 1
Martin Luther's King Holiday	January 20

Institutional Disclosures Reporting Table

July 1, 2018 through June 30, 2019 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: CAREER TRAINING CENTER OF CHICAGO					
<i>The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.</i>					
Disclosure Reporting Category	Program Name	Basic Nursing Assistant Program			
	CIP*	51.1614			
	SOC*	31.1014			
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		163			
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		169			
b) Re-enrollments		0			
c) Transfers into the program from other programs at the school		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).		332			
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 and into another program or course at the school		0			
b) Completed or graduated from a program or course of instruction		154			
c) Withdrew from the school		9			
d) Are still enrolled		0			
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study		136			
b) Placed in a related field		18			
c) Placed out of the field		0			
d) Not available for placement due to personal reasons		0			
e) Not employed		0			
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		154			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		141			
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.		52			
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.		\$29,120			

*CIP-Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/data/cipcode/default.asp?y=55>

*SOC-Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation, or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession, or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

Academic Year Calendar.....	19
Admission Policies and School Rules.....	10
Admission Requirements.....	08
Attendance Policy.....	12
Alzheimer's Disease and Related Dementia.....	17
Basic Anatomy.....	16
Basic Nurse Assistant Training Program.....	07
Cardiopulmonary Resuscitation.....	18
Class Schedules.....	07
Care of the Terminally III Patients.....	17
Certificate Policy.....	13
Clinical Class.....	18
Clinical Nursing for Nurse Assistant.....	18
Conduct & Clinical Dress Code.....	11
Conformity with Signs and Emergency Directions.....	11
Course if Instruction in Clock Hours.....	14
Criminal Background Investigation.....	13
Description of Courses.....	15
Faculty.....	02
Fluid Balance.....	16
Freedom From Discrimination Policy.....	11
Frequently Asked Questions.....	05
Fundamental of Nursing for Nurse Assistants.....	15
Fundamentals of Rehabilitation.....	17
General Information.....	01
Grading Scale Policy.....	13
Grievance Policy.....	12
Health Policy.....	11
Instructional Materials.....	18
Introduction to Health Care System.....	15
Introduction to the Patient.....	15
Lifting, Moving, & Transporting Patients.....	15
Mission Statement.....	02
Nutrition.....	16
Objectives of the Program.....	09
Observing and Recording Vital Signs.....	16
Organization of the School.....	02
Patient Care Planning.....	17
Personal Care of the Patient.....	16
Philosophy of the School.....	09
Program Rational.....	09
Refund Policy.....	12
Registration & Road Map.....	04
Safety Policy.....	11
Supportive Care.....	16
The Patient in Isolation.....	17
The Patient Unit.....	15
The School.....	02
Transcript Policy.....	13
Your Working Environment.....	16