

ZURIK HEALTHCARE INSTITUTE
BASIC NURSING ASSISTANT TRAINING PROGRAM
IN CLASS PROGRAM CATALOG
2020 - 2021

Certificate of Approval to Operate Issued by the Illinois Board of Higher Education,

1 N. Old State Capitol Plaza suite 333 Springfield IL 62701

To the Students, Family, & Friends,

Welcome to Zurik Healthcare Institute! Congratulations on making the important decision to further your education and choosing our school to begin your career. Beginning with your introduction to the school during the admissions process through your graduation, we are dedicated in providing a school experience that will allow you to become the person you want to be in pursuing your professional and educational goals.

We strive to provide that experience through a set of values and principles that ensure quality and excellence in all aspects of your education. While completing your educational journey, you will work and collaborate with outstanding faculty, staff and administrators who are committed to your success. We specialize in smaller classes, state of the art technology and excellent support services. As a student you will become a member of the Zurik Healthcare Institute family that is rich in diversity and various interests. We have learned that school students who are actively engaged in school activities, school organizations and community service are most likely to excel in their studies and become successful in their chosen field. You will meet various people from different cultures and backgrounds who will expand your horizons and add value to your life.

HealthCare Training is the fastest growing Sector for the 21st Century. Zurik Healthcare Institute is committed in helping you develop your Health Care Credentials by using the latest techniques; curriculum and equipment to help you gain the expertise that would make you stand out in today's Tech-Savvy job market.

Our facilities are equipped with: We offer fully equipped nursing labs for students in pertinent fields of study. We offer job placement assistance with our Career Services Department. Zurik Healthcare Institute's friendly and experienced staff is highly qualified in their area of expertise.

Our professionals are equipped with real world experience that is critical for your training success, and offers one on one training in our small classroom settings. All courses are approved by the Illinois Board of Higher Education, and Illinois Department of Public Health.

Classrooms are professional, neat and clean. All classrooms are equipped with new Pentium Core2Duo Processors, 2GB RAM, top of the line computers with High Definition TV's, Projectors, and flat screen 17/19" LCD monitors. Each student is provided the necessary equipment and supplies to complete the course.

Thank you for considering Zurik Healthcare Institute as your school of choice. We look forward to the experience of working, learning and serving you. Please visit our campus located at 3325 W 183rd street Homewood, Illinois 60430

Sincerely,
Nneka Green-Ezurike

President

OFFICE HOURS:

Monday – Friday: 9:30a.m. – 5p.m.

Saturday- Closed

Sunday: Closed

HOLIDAYS

Zurik Healthcare Institute is closed on:

Easter; Independence Day; Memorial Day; Labor Day; Christmas; New Years.

NON-DISCRIMINATION POLICY

Zurik Healthcare Institute will not under any circumstances discriminate on the basis of race, color, religion, creed, national origin, sex, age ancestry, marital status, sexual orientation, arrest record, military status, citizenship status, physical or mental disability.

For questions, concerns or complaints please contact corporate office:

Address:3325 w 183RD Street Homewood IL 60430

Phone Number: (708) 960-0723 Fax Number: (708) 960-0419

Course Schedule of Events:

July 4th – 6th. Independence Day. Classes resume July 7th

August 30th – September 1st. Labor Day Classes resume September 2nd

November 27th – 30th. Thanksgiving Break. Classes resume December 1st

December 24th – January 1st. Christmas and New Year break. Classes resume January 2nd.

Accreditation statement:

“Zurik Healthcare Institute is (not) accredited by a US Department of Education recognized accrediting body.”

TABLE OF CONTENT	PAGE
Greetings	1
Office hours	2
History, Philosophy, Mission.....	4
Vision.....	5
BNAT Program Description	6
Admission Requirements	8
Certification Eligibility	9
Methods of Instructions and evaluations	10
General Admissions Policy	12
Tuition and Fees	14
Refunds and withdrawals	15
Attendance	17
Absenteeism.....	18
Students Rights	18
Students Records	19
Standards of Conduct	23
Students Handbook	24
Non-discrimination Policies & Procedures	25
Complaint Resolution Process	26
School Conduct Policies	29
Rules for Clinical Practice	30

OUR HISTORY

Zurik Healthcare Institute was established in 2011 as a result of an identified need to meet the growing demand for competent and trained nurse assistants in the healthcare industry. According to Healthcare Business News, a reliable national research reporter, a new study predicts that the U.S. economy will need 5.6 million more healthcare workers in the next eight years, and most of the workers will need to have a postsecondary education or training. The report states that healthcare occupations over the 10 years from 2020 to 2030 will grow by about 27%, to 19.8 million from 15.6 million. That represents the fastest growing sector in the U.S., as production will rise by more than 70%, from \$1.8 trillion to \$3.1 trillion over the same decade. "Because of growing demand for services and low productivity, the demand for healthcare workers over the next decade will grow nearly twice as fast as the national economy," the study's authors wrote. Furthermore, more trained nursing assistants are recently pursuing higher education leaving the number of nursing assistants in the healthcare settings on a downward slope.

Our Institute intends to join other reputable organizations to achieve the goal of sustaining and strengthening the healthcare service providing sector within the State of Illinois.

Our school is **accredited** by an accrediting body recognized by the U.S. Department of Education.

Our Philosophy

We believe that students have the ability to learn and should be given every available opportunity to succeed in school and work. We also believe that all students should understand and respect cultural, religious, ethnic, gender, and personal differences.

The philosophy of Zurik Healthcare Institute is to provide individuals with quality training that is in compliance with all government standards, rules and regulations.

Our Core Values are the following:

- Education Quality & Integrity
- Dedication
- Understanding of Others
- Advisement & Achievement
- Teamwork & Technology
- Excellence

Mission Statement

Zurik Healthcare Institute is dedicated to the development of competent, caring, and productive students for a diverse and changing society through high standards, quality teaching, instructional technology, and community partnerships.

Our Vision

Our vision at Zurik Healthcare Institute is to become the school of choice for healthcare providers through outcome-oriented programs, convenient and supportive student services that accommodate students' lives, and career assistance.

Our Corporate Goals:

- Meet education demands and career development of individuals;
- Ensure professional development of minority groups and create employment opportunities for them
- Maintain a quality school that meets and satisfies the changing needs and interests of our community.
- To implement recruitment and retention strategies that lead to sustained full school enrollment, steady student retention and preparation for career pathways.

PROGRAM GOALS AND OBJECTIVES**Basic Nursing Assistant Training (BNAT)****Goals:**

To instruct the students to maintain a high level of concern for the quality of life to all health care consumers. Use skills taught throughout the course to demonstrate the high level of excellence in nursing in the health care community.

Objectives:

Professionalism: Function as a competent certified nursing assistant following guidelines established by the State of Illinois. Function effectively as a valued member of the health care team, meeting the needs of the health care consumer within the approved scope of practice allowed for a nursing assistant.

Communication: Able to communicate in a manner appropriate for a nursing assistant as a member of the health care team. Effectively communicate the needs of the consumer and health care professional. Act as the patients'/residents' advocate using the communication skills taught within the program.

Assessment: Collect data necessary for the health care team to make informed decisions regarding the appropriate care plan for the health care consumer.

Use skills appropriate for a CNA to communicate to the health care providers the needs of the consumer and evaluate the consumer's responses to the care measures provided.

Implementation: Incorporate skills learned into the health care environment per the nursing care plan established for the health care consumer. Maintain at all times the consumer's rights, safety, and medical asepsis.

Evaluation: Continue to learn beyond the program's goals and take their knowledge and training confidently into the health care community.

Perform self-evaluation in order to ensure the highest level of quality care.

Zurik Healthcare Institute Contact Information:**Administrative Office**

Address: 3325 W 183rd street Homewood, Illinois 60430
Phone Number: (708) 960-0723 Fax Number: (708) 960-0419

Classroom Location: 3325 W 183rd street Homewood, Illinois 60430

STAFF

President – Nneka Green

Dean/Faculty (Program Co-ordinator) - Adanna Okolie, RN, MPH

Theory and Clinical Instructor- Deborah Yarber, RN

Student Services- Chinyere Iwuajoku

Administrator - Kelechi Ezurike, BA, MBA

BNAT PROGRAM DESCRIPTION**Month and year of publication: January 2020-2021**

Basic Nursing Assistant Training (BNAT) program consists of a 8 weeks course of study comprising of at least eighty six (80) hours of theory and forty (40) hours of clinical instructions which is a total of (120) hours and demonstrating competence in the 21 Performance skills. The theoretical and clinical content is approved by the Illinois Department of Public Health. Many nursing programs also require CNA program completion and certification as a prerequisite to entrance into a Registered Nurse (RN) program.

A Basic Nurse Assistant (BNAT) or Certified Nurse Aide (CNA) works with the health care team to assure proper care of the patient. CNAs are trained to the patient's basic needs of hygiene, mobility, and transfer while the patient is incapacitated. CNAs are also trained to perform vital signs in order to assess the patient's condition. CNAs work in long-term care facilities, chronic care facilities, and hospitals. Some CNAs are also employed by home health agencies. In order to ensure proper care and treatment of the patient, a Basic Nurse Assistant requires training in a program approved by the Illinois Department of Public Health (IDPH).

This course uses:

1. Formal classroom teaching to disseminate basic facts and scientific principles of client care;
2. A practice laboratory setting to allow for the practice and perfection of the mechanics of various patient-care procedures;
3. A long-term care facility or hospital to allow for application of material and skills in a realistic clinical environment under supervision.

In the practice lab, students master the 21 patient care manual skills mandated by the Illinois Department of Public Health. The instructor will demonstrate skills, students will practice skills until achieving mastery in the lab with other students, and 11 of the 21 skills will be performed with a patient or resident during clinical sessions.

Clinical rotation schedules are established based on clinical site availability and staff scheduling patterns. For example, if the facility's day shift begins at 8:00 a.m., students are required to be on-site at 7:45 a.m. The clinical experience provides students with the opportunity to perform supervised practice of required clinical skills, which includes bathing, feeding and transfer of patients, within the clinical setting.

The clinical affiliate sites that support the Zurik Healthcare Institute's BNATP include:

Pine Crest Health Care

3300 West 175th Street

Hazel Crest, Illinois 60429

Phone: (708) 335-2400

Certificate of Completion

Students must successfully demonstrate 21 manual patient care skills mandated by the Illinois Department of Public Health, complete 56 hours of classroom lecture, 30 hours of lab practice, and 40 hours of clinical rotations at a medical facility.

Upon successfully completion of this program, Zurik Healthcare Institute will issue a certificate of completion which will allow for the student's name to be submitted to the State for eligibility to take the Illinois Nurse Aide Competency examination. After successfully passing this exam, students may seek employment at long-term care facilities, hospitals, and home-health agencies. Zurik Healthcare Institute, Inc. also provides job placement assistance to home health and staffing services to successful students.

The Need for a BNAT Program

The Basic Nursing Assistant Training Program was established at Zurik Healthcare Institute due to the increased need in the health care setting for qualified assistants to the under-staffed and over-worked RN in all health care settings. As health care continues to change, the demand for qualified assistants and nurses has also increased. The program offered at Zurik Healthcare Institute provides the students the opportunity to meet one of the pre-requisites needed to complete the ADN or LPN program.

Fewer nurses are available to meet the growing demands of the industry. Consequently, the demands and the responsibilities become greater for the nursing assistant assigned to each nurse.

As the nursing assistant's professional requirements increase, the Illinois Department of Public Health (IDPH) adjusts its skill requirements taught didactically and clinically.

The IDPH guidelines for the nursing assistant program establish the skills necessary for the nursing assistant to be competent in the growing and changing health care community.

Future Outlook

Zurik Healthcare Institute future goals are to acquire two to three full-time faculties to oversee the ever-changing needs of the program due to changing laws established by the State of Illinois.

Full-time faculty would serve as a resource for the adjunct faculty and a liaison to the Director of Nursing who sees over all three nursing related programs.

Another foreseeable need for the Zurik Healthcare Institute BNAT program is to increase clinical sites available to the students to meet the growing changes in the community.

According to the United States Department of Labor Occupational Outlook Handbook of 2011-12, the following data is relative to the upcoming years concerning future needs of the nursing assistant and the community:

“Employment for nursing aides, orderlies, and attendants will grow 19 percent, faster than the average for all occupations, predominantly in response to the long-term care needs of an increasing elderly population.

Financial pressures on hospitals to discharge patients as soon as possible should boost admissions to nursing care facilities. As a result, new jobs will be more numerous in nursing and residential care facilities than in hospitals, and growth will be especially strong in community care facilities for the elderly.

Modern medical technology will also drive demand for nursing aides, because as the technology saves and extends more lives, it increases the need for long-term care provided by aides.”

ADMISSION REQUIREMENTS

Pre-requisites for Admission or Course Requirements

- Take the BNAT assessment tests.
- Achieve required scores of 80% on reading, math, and oral comprehension tests.
- Complete an interview with faculty member.
- Submit documentation of health requirements.
- Have a valid social security number that will be placed on the Illinois Health Care Worker Registry.
- Meet state-mandated medical requirements to participate in clinical sessions. These include:
 1. A recent physical exam by a medical doctor or nurse practitioner;
 2. A recent TB test;
 3. Hepatitis B vaccination or a signed Hepatitis B declination form;
 4. Confidential medical history form (filled out by student).

In order for students to apply to the program they must show competence in reading, math, and English

A felony conviction will prohibit an individual from seeking employment in any healthcare facility in the State of Illinois. Any inquiries regarding criminal convictions should be directed to the Illinois Department of Public Health at (217) 782-2913

Classroom location all lecture will be conducted in 3325 WEST 183RD ST, HOMEWOOD IL 60430

BNAT program offers a variety of scheduling options, as follows:

- Lecture sessions are offered in morning and evening time periods.
- Lab sessions are offered in four or eight-hour time blocks, also scheduled in the morning and evening.
- Clinical sessions are either in four or eight-hour time blocks and are scheduled during the day and evening and on the weekend

Basic Nurse Assistant Training Program--Certification

Each student must possess a valid social security number, complete (and pass) an Illinois Criminal Background Check, complete 120 clock hours of study and successfully implement the 21 patient care manual skills mandated by Illinois Department of Public Health, attend all lecture/lab/clinical sessions, attain a grade of “C” or better in the BNAT program, and pass the State of Illinois Nurse Aide Competency examination. After successful completion of the BNAT Program, the student applies to take the Illinois Nurse Aide Competency Examination. When the student receives a notification letter from the Illinois Department of Public Health that he/she has successfully passed the exam, he/she is then placed on the State of Illinois Nurse Aide Registry. For additional information on certification, please visit www.nurseaidtesting.com.

Upon passing the State Nurse Aide Competency examination, program graduates receive a letter documenting that they passed the exam and this serves as the program completer’s “certificate.” To verify that an individual is qualified as a Certified Nurse Assistant in the State of Illinois, go to: <http://www.idph.state.il.us/nar/home.htm>. Scroll down and select “Search the Healthcare Worker Registry.” On the following page, enter last name, first name, press enter, and the information will appear.

Inquiries for additional information can be made to the office at (708) 991 2776 or send mails Zurik Healthcare Institute, Inc. 3325 W 183rd street Homewood, Illinois 60430

Methods of Instruction:

Lectures, discussion, audiovisuals, demonstration of skills, supervised skill practice, tutoring, return demonstrations and clinical supervision of resident/ patient care.

List of audio visuals and length of time

- Alzheimer’s Video – Losing It All – The Reality of Alzheimer’s Ambrose Video – 60 minutes

Course Practices Required:

Theory: Students are required to complete a total of eighty (80) hours of theory which includes reading textbook, classroom exercises, reviewing lecture notes, studying unit objectives and hands on lab exercises.

Lab: Supervised practice, review of videos, return demonstration. Skill performance is evaluated by return demonstration in college laboratory. Selected skills must be dated and initialed by the lab instructor at the time of completion. Evaluation of skill performance will be based on the Student’s ability to demonstrate organizational skills, patient safety, asepsis and patient comfort. Students are expected to practice as often as necessary prior to skill testing.

Clinical: The clinical experience is planned to integrate concepts and skills as listed in the outline. Students must complete a total of forty (40) hours of clinical exercises during the program and clinical skills are added incrementally.

Students need to pass all assigned lab skills and be prepared to perform them on a patient under the supervision of an instructor in clinical. Instructors will sign the student off on specific skills on the Procedural Performance Checklist as the student exhibits competence. Students must

complete at least a total of sixteen (16) hours of training prior to any direct contact with a resident as shown in the curriculum, in accordance with Federal Regulations Section 483.152 (b)

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Instructional Materials:

Textbook: Hartman's Nursing Assistant Care/Long Term Care and Home Health by Susan Alvare, Jetta Fuzzy and Susan Rymer. Reference text book is Mosby's Textbook for Nursing Assistants, by Shelia Sorrentino. 7th edition, or comparable text.

Alzheimer's Video – Losing It All – The Reality of Alzheimer's Ambrose Video – 60 minutes

Methods of Evaluating Student Progress:

In order to successfully complete the course, the student must pass all three components of the program as outlined below, Theory, Lab, and Clinical. In accordance with the Illinois Department of Public Health guidelines the student must pass the state approved Manual Skill Competency Evaluation (21 Skills). This competency evaluation is integrated into the lab and clinical portion of the course.

Theory – the student must:

- a. Complete all scheduled tests (6) and pass each test with grade of “C” or better.
- b. Pass the final examination with a grade of 70% (C) or better.

Lab – the student must:

- a. Pass all lab skill tests and maintain a “C” or better average throughout the course.
- b. Pass all assigned lab skill tests prior to participation in clinical practice.
- c. Pass manual skill final exam.

Clinical – the student must:

- a. Pass all required skills on the Procedural Performance checklist and receive a “C” or better.
- b. Comply with other rules pertaining to Clinical Practice.

Students' progress is monitored on an ongoing basis. Individual evaluation of learning needs is done as needed as for all three components, theory, lab and clinical. Students also have an opportunity to do a midterm and final self-evaluation with the instructor.

Other Course Information:

Student Teacher Ratio:

Student Teacher ratios for classroom instruction shall be no more than 30:1 and for laboratory or clinical instruction shall be no more than 10:1 for each session

Attendance:

Students are expected to attend all scheduled classes, laboratory sessions, and clinical practicums. Patient/ resident care requirements demand that all students must be on time for clinical experience as well as classes. More than two absences may be grounds for dismissal. All

classroom and clinical hours not attended must be made up hour-for-hour. The student is responsible for scheduling makeup time with the instructor within one week following the absence. The student will submit to the instructor written answers to questions on material covered in class during the absence. Only one clinical makeup day allowed (at the instructor's discretion).

During the makeup session the instructor will review course material and lab skill demonstrations from the missed class as well as supervise the student's lab skill practice.

Other Rules Pertaining to Clinical Practice:

When doing the clinical practicum, the student will not perform any tasks without supervision by a BNAT instructor.

If the student is judged to be unsafe or demonstrates unprofessional behavior, this may constitute grounds for an unsatisfactory grade and may result in dismissal from the clinical unit.

Each student's right to participation in the clinical portion of the curriculum is also contingent upon compliance with the rules of the clinical facility. The clinical facility has sole discretion to determine when its rules have been violated.

Program Completion

1. A certificate of completion will be awarded to each student upon successful completion of the BNAT course which includes
 - a. at least eighty (80) hours of theory and forty (40) hours of clinical instructions.
 - b. Demonstrating competence in the 21 Performance skills
2. Upon successful completion of the course requirement above, the student will be eligible to register, take and pass the Illinois Nurse Aide Competency Exam. Testing information is available at: www.nurseaidetesting.com.
3. The Health Care Worker Background Check Act requires the new nursing assistant to have a criminal background check before their name can be added to the Nurse Aide Registry in Illinois.

Those students who complete BNAT, and pass the Competency Exam and the criminal background check will be entered into the IDPH Certified Nurse Aide Registry. Illinois Department of Public Health requests that CNAs notify the registry within 30 days of an address change. CNAs who are on the registry and have not worked for pay for a period of 2 years will need to be retrained. For students interested in continuing their nursing studies at the other approved Institutions, Zurik Healthcare Institute will provide the CNA certification as a prerequisite.

TRANSFERABILITY OF CREDITS TO OTHER SCHOOLS

ZHI is designed to provide the student with vocational career training and is not designed to prepare the student for transfer to other institutions. Acceptance of ZHI hours is determined solely by the receiving institution. Students wishing to transfer hours should first consult with the Registrar at those institutions concerning acceptance. IBHE Approval alone does not guarantee credit transfer. The School cannot and does not guarantee credit transfer. The school does not have articulation agreements with other schools.

120-HOUR (80 Theory & 40 Clinical) BASIC NURSING ASSISTANT TRAINING PROGRAM**General Admissions Policy**

All Nursing assistant students must complete 86 hours of classroom instruction (of which 16 hours must be completed prior to student touching a patient). And 40 hours of clinical rotation prior to sitting for the state exams without any exception.

It is our policy to offer equal opportunity for students to participate in this program without regard to color, creed, national origin, gender, or handicap which does not hinder the performance as Nursing Assistant.

Enrollment Process

Qualifications needed to take the Nursing assistant Training:

1. Must be able to read, speak & understand English
2. Applicants must be able to pass a Math and English entrance test at 5th grade level with an 80% score or better.
3. Criminal check: Students are to submit a limited criminal police check prior to start of class.
4. Applicants must have two (2) Tb tests with result for both tests ready by the first day of class. If an applicant's test is positive or is a known positive reactor, then a negative chest x-ray report will be required by the first day of class also.
5. Student must have a health and physical exam form completed within 90 days by first day of class.
6. Fees are due in full by the 1st day of class; with a Certified Check or Money Order Payable to Zurik Healthcare Institute or referral from a caseworker who WILL PAY the fees for the class.
7. Student must have a proof of High School diploma or a GED to enroll in course. Applicants must be able to do basic math and read, both at 5th grade level.
8. A Social Security number is required to take the State Exam and for Registry placement.
9. Students must be 16 years of age and above to be admitted to the program. Parental consent will be required for students under the age of 18 for enrollment.

After enrollment and during the course of the program, the following shall apply to all students:

1. At completion of program students will take home 100 question test to practice for the State Exam at no charge.
2. Sign Photograph Release.
3. Professional and Personal Liability insurance are recommended but not mandatory for all students.
4. Students are required to complete a Daily Diary (DD).

Zurik Healthcare Institute is an open-admission institution. Applications are welcome from:

- Graduates of accredited high schools
- General Educational Development (G.E.D.) Certificate completers
 - Students 16 or older

Registration

Students can register Monday through Friday in person or by phone
 Zurik Healthcare Institute encourages all students to register early. Open and Late Registration dates and times for each Class schedule are printed in the Schedule of Classes.

Orientation Session.

All registered students will receive a course, lab and facility orientation during a scheduled program information session that are offered prior to start of course period.

Tuition and Fees

All tuition, fees and charges are payable in full at registration. Payment may be made in cash, by check (personal checks require identification), certified check, cashier’s check, or money order. Fees are due in full on the 1st day of class; with a Certified Check or Money Order Payable to Zurik Healthcare Institute, Inc. Tuition, fees, and charges are determined by the cost of instruction, activities and equipment by the Agency’s Board of Directors. These are subject to change at any time by the Board.

General Registration Charge \$150.00 is required to register for class. This charge is required of all students. It is not waived for any student. A registration fee of \$150.00 is due upon application with the balance of \$850.00 is due on the first day of class. If you are unable to pay \$850.00 on the first day, you may pay a down payment of 30% of the fees and set up a payment plan for the balance over the next four (4) weeks. Consideration for payment plan option will be determined on individual basis.

To register for class, you may; mail the payment along with your application; make a credit card payment by phone, or pay in person at our office.

TUITION & FEES

NON-REFUNDABLE REGISTRATION FEE:	\$ 150.00
TUITION:	\$ 850.00
	\$ 1000.00

Other Includes: \$75 State competency examination and \$38 student criminal background check
 TOTAL COST FOR BASIC NURSING ASSISTANT PROGRAM / COURSE: \$ 1000.00

Other Instructional Supplies the student will need will include:

1. Nursing Shoes
2. Wrist watch with a second hand

The items listed below are not covered by tuition but are the minimum equipment required for successful completion of the program.

1. Health & Physical
2. CPR Card
3. Nursing Shoes
4. Wrist watch with a second hand

LECTURE & EXAM PREPARATIONS:

Students will be expected to review the course outlined and be prepared for all classroom sessions. Students are strongly encouraged to pay attention and prepare notes during lecture, review those notes regularly before moving to new session. Homework will be given to reinforce topics covered in the class.

GRADING SYSTEM:

All students are required to have at least passing grade of 75% percentile. Furthermore, instructors administering a midterm and final examination may project daily quizzes and class work assignments to view the student's retention of topics and do so at their judgment. Failure in the midterm requires immediate action which will be based on the instructor's evaluation. Students who did not qualify for the final examination will not be allowed to sit for any state board examination.

At the end of the term all final statistics should capitulate into the final grade system.

Grading System

Final Grade Description Grade Points

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 65 - 69

F = below 65

REFUND AND TUITION REFUND SCHEDULE INFORMATION

1. Schools shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:
 - a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application registration fees, tuition, and any other charges shall be refunded to the student;
 - b. 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 the school may retain no more than the application registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less;
 - c. 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, the school may retain the application registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, excluding the cost of any books or materials which have been provided by the school.
 - d. When a student has completed in excess of 5% of the course of instruction the school may Retain the application-registration fee but shall refund a part of the tuition and other Instructional charges.
 - 1) All other schools regulated under this Section may retain an amount computed prorate by days in class plus 10% of the 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.

- 2) A student, who on personal initiative and without solicitation 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 the cancellation provisions of this Section.
- 3) Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
- 4) Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
- 5) Deposits or down payments shall become part of the tuition.
- 6) The school 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.
- 7) All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
- 8) A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school 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.
- 9) A school may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the Superintendent.
- 10) A school shall refund all monies paid to it in any of the following circumstances:
 - a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
 - b. the school cancels or discontinues the course of instruction in which the student has enrolled;
 - c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
- 11) A school must refund any book and materials fees when: (a) the book and materials are returned to the school unopened and unmarked; and (b) the student has provided the school with a notice of cancellation.

Refunds and Withdrawals

Students may drop courses during the first seven days from the start date of class for main session (or equitable time period for special sessions) without incurring a penalty.

After the first seven days of the start of class for main session (or equitable time period for special sessions), no refunds will be allowed.

Refunds

Refunds for student-initiated withdrawals (WTH) are available at one hundred percent of tuition and applicable fees only if processed during the first seven days from the start of class for main session (or equitable time period for special sessions) without incurring a penalty. No refund will be allowed if a student withdraws after the first seven days of class.

Refunds – No-Show Withdrawal / No Show 1 Day (NSW and NS1)

No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW or NS1's). Students will be held accountable for the payment of tuition and fees of NSW/NS1 courses.

Non-Refundable Fees

The following fees associated with course registration are non-refundable.

They include, but are not limited to:

Partial Payment Fees

Lab Fees (Lab fees may be refunded if courses are dropped before the term begins)

Academic Standards**Class Attendance**

Students are expected to attend classes. Instructors record attendance at every class session. Failure to attend classes may result in an administrative action up to withdrawal.

Students who fail to attend classes will not achieve course objectives and may fail the course. Students who plan to miss more than two days of class must contact their instructor about missed assignments and their standing in class. The Instructors will attempt to contact students who have not communicated after two consecutive absences. Students who miss three consecutive days of class shall be administratively withdrawn (ADW) and shall not be readmitted into that course prior to the next session.

Grading System**Final Grade Description Grade Points**

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 65 - 69

F = below 65

I Incomplete 0

Incompletes (I):

Students will receive a grade of "I" (Incomplete) if they have actively participated in a course and are doing acceptable work at the end of the course, but have not taken the final examination or have not completed other specific assignments such as a term paper. A student must make prior

arrangements and receive, from the instructor, a written understanding of the work needed to complete the requirements of the course.

When the instructor cannot be contacted for purposes of completion, the student should contact the program chairperson.

To remove an "I" grade, the student must complete all requirements by the agreed period.

If the completed course requirements are not received by the instructor by the deadline the "I" grade will convert to an "F" grade. A student who has an "I" grade will not be allowed to re-register for that course.

However, once the "I" is changed to either a "D" or an "F," the student may then re-register for that course.

ATTENDANCE:

Students are expected to attend all scheduled classes, laboratory sessions, and clinical practicums. Patient/ resident care requirements demand that all students must be on time for clinical experience as well as classes.

All classroom and clinical hours not attended must be made up hour-for-hour. The student is responsible for scheduling makeup time with the instructor within one week following the absence. The student will submit to the instructor written answers to questions on material covered in class during the absence. Only one clinical makeup day allowed (at the instructor's discretion).

During the makeup session the instructor will review course material and lab skill demonstrations from the missed class as well as supervise the student's lab skill practice.

ABSENTEESM

Some absences may be acceptable. However, notifications or proof of justification may be required. These absences include but not limited to illness, religious observance and funerals.

More than two absences may be grounds for dismissal. Students are expected to attend all classes. In the event of illness, it will be considered an acceptable absence. However, it shall not exceed 2 days in the classroom. The student will receive counseling after the second absent day. A physician's excuse will be required if another episode occurs. Should the student be absent without a physician's excuse, they will be formally placed on probation and terminated should another incident occur.

A student requesting time off for a religious observance should make arrangements in advance with the course instructor or the clinical instructor-depending on their class/clinical assignment at the time.

TARDINESS

Students are to report to the classroom prepared to begin at the designated time. Students arriving late will be given a verbal warning. Two such warnings and the student will receive a written warning. The written warning shall inform the student that one more incident of tardiness will result in dismissal from the program. The instructor will determine if an incident of tardiness

is beyond the student's control and act accordingly. Students must notify the instructor if they will be late for class

CLINICAL TARDINESS

Students are to report for duty in the clinical area at the hour designated by the clinical site. Students reporting more than five minutes late for clinical will be considered tardy.

Students will be given a verbal warning when arriving late. Two verbal warnings and the student will be given a written warning. The written warning shall inform the student that one more incident of tardiness will result in a 1-day suspension from the program. The suspension day will be made up prior to program completion. One additional incident of tardiness, and the student will be dismissed from the program

* See rules of conduct on page 25

Student Rights and Responsibilities

Zurik Healthcare Institute is obliged to guarantee students:

- the right to organize;
- privacy of student records;
- the right to access and challenge educational records;
- the right to a hearing if accused of violating the standards of conduct; and

Student Obligations to Zurik Healthcare Institute

Students are obliged to:

- familiarize themselves with and follow Zurik Healthcare Institute policies and procedures and requirements to register and complete programs;
- maintain standards of conduct;
- comply with health examination requirements as listed in the *Student Policy Manual*;
- adhere to academic integrity policy;
- meet financial obligations to the Agency; and
- adhere to conditions of admission or readmission.

Faculty is in charge of the classroom at all times. In their syllabi, faculty members establish policies and standards of behavior that they feel best support instruction given the facilities, the discipline being taught, and their own teaching style. Students are expected to comply with these written classroom policies.

Identification Cards

All students, faculty, and employees are required to obtain a current Zurik Healthcare Institute identification card and have this card in their possession during academic activities.

Academic Integrity:

Students and employees at Zurik Healthcare Institute are required to demonstrate academic integrity and follow Zurik Healthcare Institute Conduct. This code prohibits:

- cheating,
- plagiarism (turning in work not written by you, or lacking proper citation),
- falsification and fabrication (lying or distorting the truth),
- helping others to cheat,

- unauthorized changes on official documents,
- pretending to be someone else or having someone else pretend to be you,
- making or accepting bribes, special favors, or threats, and
- any other behavior that violates academic integrity.

There are serious consequences to violations of the academic integrity policy. Zurik Healthcare Institute provides students a fair hearing if a complaint is made against you. If you are found to have violated the policy, the minimum penalty is failure on the assignment and, a disciplinary record will be established and kept on file in the office of the Program Chair for a period of 3 years.

RECORDS AND RETENTION

It is the policy of Zurik Healthcare Institute to keep Records in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. Zurik Healthcare Institute will be responsible for ensuring that all of their records (regardless of format) are permanently and properly retained and remain accessible during the entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, ZHI has a plan in place on how to retain the information under the electronic records with long term/permanent retention requirements.

STUDENTS RECORDS

Zurik Healthcare Institute defines students record an education record, contains information directly related to a student, which means that the record is personally identifiable. Personal identifiers that relate a record to a student include student name, student ID/social security number, student address, parent/family member names, and a list of personal characteristics.

Student/education records are maintained in multiple media including handwriting, print, Computer's main memory, and flash drives.

Student/education records may be presented by the student, submitted on behalf of the student, or created by the School. These records are used to assist offices in their support of basic educational objectives and to document student progress and achievement in the course progression.

The student/education records are filed under these categories:

- Admissions Records
- Cumulative Academic Records
- Financial Aid Records
- Student Employment Records
- College/Academic Advising Records
- Financial Records
- Disciplinary Records
- Medical Records
- Background checks

- Cooperative Education & Placement Records

Zurik Healthcare Institute is the custodian for all students and faculty records, we all share the responsibility for ensuring the security and privacy of the records and data that we maintain. Zurik Healthcare Institute complies with the Federal law (the Family Educational Rights and Privacy Act of 1974 and amendments, FERPA) which insures that the security and confidentiality of information used in our operations is guaranteed. Thus, security and confidentiality is a matter of concern for all employees within the Administration. All school staff s hold a position of trust relative to this information and must recognize the responsibilities entrusted to them and this office in preserving the security and confidentiality of this information.

Educational Records – Student Access

Students and former students have the right to inspect and review their educational records. Students and former students must put their request to inspect and review their educational records in writing. This request must be submitted to the Administrator of the office in which the desired education records are located.

The requested educational records will be made available to the student within 45 calendar days of the student's written request. A staff member of the Zurik Healthcare Institute where the student's records are located must be present at all times during the course of the inspection.

The student, during the inspection, has the right to request an explanation and interpretation of the records. The student has the right to a copy of the educational records.

EXCEPTION Zurik Healthcare Institute may refuse the copy but only if in doing so, the institution does not limit the student's right to inspect and review that record. For example, a copy of a student's transcript can be refused if a negative service indicator (hold) for a financial obligation exists. In such a case, no directory information will be released, nor will transcripts be released to other educational institutions

Educational Records – Limitations of Students' Rights to Inspect and Review

Zurik Healthcare Institute *is not required to permit students to inspect and review the following:*

- Financial information submitted by parents.
- Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for which collected.
- Confidential letters and recommendations associated with admission, employment or job placement, or honors to which students have waived right of inspection and review.
- Education records containing information about more than one student; however, in such cases the institutions must permit access to that part of the record which pertains only to the inquiring student.

Educational Records – Disclosure

Disclosure with written student consent – Zurik Healthcare Institute must obtain written consent from students before releasing any personally identifiable information from their education record (with the exception as noted below). In order for the written consent to be valid, it must specify:

- The records to be released
- The purpose of the disclosure

- The identity of the party(s) to whom disclosure may be made.

The most important requirement, however, is that the written consent be signed and dated by the student.

Disclosure without written student consent – Written student consent is not always necessary; the college must disclose student records when requested by the following:

- Students who request information from their own records, however, the request must be appropriately documented.
- Authorized representatives of the following for audit and evaluation of Federal supported programs or for the enforcement of or compliance with Federal legal requirements related to those programs:
 1. Comptroller General or Attorney General of the United States
 2. The Secretary of the United States Department of Health, Education and Welfare
 3. The United States Commissioner of Education, Director of National Institute of Education, or Assistant Secretary of Education
 4. State and local educational authorities

Student Education records may be disclosed to the following:

1. Officials of other colleges in which the students seeks to enroll, on condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure, or makes such transfer of information a stated institutional policy.
2. Persons or organizations providing to the student financial aid or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.
3. Organizations conducting studies to develop validate and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personal identification of students, and information secured must be destroyed when no longer needed for their projects. Institutions are advised to obtain such assurance in writing.
4. Accrediting organizations carrying out their accrediting functions.
5. Parents of a student who has established that a student's status as a dependent according to Internal Revenue Code 4 of 1954, Section 152.
6. Persons in compliance with a judicial order or a lawfully issued subpoena provided that the institution first make a reasonable attempt to notify the student. In such cases, a letter will be sent to the student at his/her last known address. A copy of this letter should be retained along with the subpoena in the student's file.
7. Persons in compliance with a lawfully signed release form from the student.
8. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons.

9. In specific circumstances, to state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released.
10. In specific circumstances, final results of disciplinary proceedings held against a student for a crime of violence or a non-forcible sex offense may be disclosed including disclosure to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense.
11. In specific circumstances, to a parent of a student under the age of 21 years old regarding the student's violation of any Federal, State or local law or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Educational Records – Parental Access to Information

A student's parent may obtain personally identifiable information from a student's educational records by:

- Obtaining the student's written consent, or
- Having the parent establish the student's dependency as defined by Internal Revenue Code of 1954, Section 152. If the parent is claiming dependency, proof of such must be submitted at the time the request is made.

Academic Dishonesty

Academic dishonesty is a serious offense, which includes but is not limited to the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves

copying another student's paper, exam, quiz or use of technology devices to exchange information during class time and/or testing. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it also includes the unauthorized collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention or alteration of any information (data, results, sources, identity, and so forth) in academic work. Another example of academic dishonesty is forgery, which involves the duplication of a signature in order to represent it as authentic. Lastly, plagiarism involves the failure to acknowledge sources (of ideas, facts, charges, illustrations and so forth) properly in academic work, thus falsely representing another's ideas as one's own.

Penalties for Academic Dishonesty

In individual cases of academic dishonesty, sanctions may range from a written warning to a failing grade for the course; the severity of the penalty is left to the discretion of the instructor. Additional sanctions may be imposed up to and including dismissal from the program when circumstances warrant it.

Standards of Conduct

Zurik Healthcare Institute students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the Agency. Specifically, all students assume an obligation to conform to Board Rules, the statement of Student Rights and Responsibilities and the following policies.

“The Standards of Conduct applies and discipline may be imposed for conduct which occurs on Zurik Healthcare Institute premises, at off campus recreational or instructional sites, at any Agency-sponsored event, or at any Agency supervised or provided activity, transportation or facility.”

Misconduct for which students are subject to Agency discipline, up to and including expulsion from the program, falls into the following categories:

1. All forms of dishonesty such as stealing, forgery, alteration or improper use of college documents, records, or identification cards with intent to defraud, and knowingly furnish false information to the Agency.
2. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other agency activities.
3. “Physical abuse, verbal abuse, threats, intimidation, harassment, hazing, coercion, and/or other conduct which threatens or endangers the health or safety of any person or creates a hostile working or learning environment which includes but not limited to any telecommunication devices.”
3. “Carrying or possession of unauthorized weapons, ammunition or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible or biological materials.”
5. Theft or damage to Agency premises or damage to property of a member of the Agency community on institution premises.
6. Unauthorized or inappropriate use of Zurik Healthcare Institute facilities and resources

STUDENTS HANDBOOK

Zurik Healthcare Institute offers the following:

Welcoming, Safe and Clean Environment

We will provide an atmosphere that is welcoming and hospitable to every student or other customer who walks through our doors. We will also maintain an environment that is safe for everyone with buildings and properties that are clean at all times.

Accessible Employees and Resources

We will make sure that the various employees and resources that our students or other customers need are accessible and available to them when and where they are needed.

Respectful and Courteous Treatment

We will treat all of our students and other customers with the utmost of respect and dignity. We will provide courteous service to all customers with full appreciation for the diverse backgrounds and cultures that are reflected in our college community.

Responsive and Accountable Employees

We will respond to the requests and needs of our students and other customers in a positive, professional and action-oriented manner. We will hold ourselves personally accountable for helping each of our customers resolve their issue.

Knowledgeable and Informed Employees

We will maintain the necessary expertise in our own jobs. If we cannot answer specific questions for our students or other customers, we will locate someone who can answer their question.

Clear, Concise Instructions and Explanations

We will make sure that any instructions, directions or explanations we provide to our students or other customers are clear and concise and that they fully understand what we are communicating to them.

Accurate and Useful Information

We will make sure that any information we provide to our students or other customers is accurate, up-to-date and useful in helping the customer resolve their issue.

Continuous Customer Feedback - We will regularly ask our students and other customers for feedback on our service so we can continuously improve our performance. We must always know if our customers feel that they are being served in a manner that meets or exceeds their expectations and makes them feel valued as individuals.

NON-DISCRIMINATION POLICIES AND PROCEDURESEqual Opportunity in Programs, Services, and Activities Policy

Zurik Healthcare Institute prohibits discrimination, except as allowed by law, by any person with respect to hire, terms and conditions of employment, continued employment, admissions or participation in programs, services and activities based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status, membership or lawful participation in the activities of any organization, or the exercise of rights guaranteed by local, state or federal law.

“Discrimination” includes harassment or the creation of a hostile working or learning environment based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability, veteran status or the exercise of rights guaranteed by local, state or federal law.

Prohibited harassment under this policy includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where the conduct is made a condition of employment or participation in a Board program, service, or activity.

Prohibited harassment also includes where submission to or rejection of such conduct is the basis for an employment or educational decision, or where such conduct interferes with the individual’s work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

Pursuant to its policy and applicable local, state and federal laws, the Board of

Trustees has adopted specific policies that prohibit Sexual Harassment, violations of Title IX of the Education Amendments of 1972 (concerning gender discrimination in education), and disability discrimination.

Discrimination and Harassment Complaint Procedures

Students who believe that they have suffered from a violation of equal opportunity Zurik Healthcare Institute's policies with respect to nondiscrimination or sexual harassment may file a complaint with the Administrator who is charged with investigating complaints of this nature. The Administrator or designee addresses all equal opportunity concerns of Zurik Healthcare Institute employees, applicants for employment, students or applicants for admission or any other person including complaints of discrimination, harassment or hostile work environment, retaliation, intimidation and requests for accommodation due to religion or disability.

With respect to students or other persons, complaints of discrimination may concern registration, participation, application of academic policies, educational or learning environment, or any other term or of participation in programs, services, and activities. Students who file such complaints are protected from retaliation. The Administrator can be directly reached directly at 708 9839903.

Student Grievances (Non-Academic)

If any student feels he/she had been mistreated by another student, or a member of the agency staff, the following "non-academic grievance" procedure should be followed:

1. If the student believes he/she is in immediate danger, or is threatened in any way, program chairperson should be notified immediately and a report filed with local authorities if necessitated.
2. If the student feels aggrieved by a staff person, the student should submit a written complaint within five (5) days of the incident, describing the aggrieved incident to the staff person's supervisor – The agency's Administrator

The Administrator will investigate the incident and report back to the student their finding within five (5) class days. Based on the Administrators findings the necessary action will be taken in accordance with the Zurik Healthcare Institute - Rules of the Board of Trustees. If the student's grievance is sexual harassment or discriminatory related, they should follow the procedures outlined by the Policy on Equal Opportunity in Employment, Programs, Services and Activities.

If the student feels aggrieved by a fellow student, the student should submit a written complaint within five (5) days of the incident to the program chairperson, or their designated representative, detailing the aggrieved incident. The matter will be investigated and a response will be provided to the student within five (5) class days.

If it is determined that a hearing is warranted to resolve the matter, a Committee of students, faculty, and administrators will be convened to hear the grievance and render a recommendation. The Administrator will receive the Committee's recommendation and make a final decision on the matter within five (5) class days from receiving the ruling from the Committee.

The student filing the non-academic grievance should be notified in writing of the final ruling within five (5) class days of the hearing.

If the student's grievance is sexual harassment or discriminatory related, they should follow the procedures outlined by the Policy on Equal Opportunity in Employment, Programs, Services and Activities

Complaint Resolution Process

The Administrator or designee addresses all equal opportunity concerns of Zurik Healthcare Institute employees, applicants for employment, students or applicants for admission or any other person including complaints of discrimination, harassment or hostile work environment, retaliation, intimidation and requests for accommodation due to religion or disability.

With respect to employees, complaints of discrimination may concern hiring, wages, salary, benefits, promotions, transfers, work environment or any other term or condition of employment.

With respect to students or other persons, complaints of discrimination may concern admissions, participation, application of academic policies, educational or learning environment, or any other term or condition of participation in programs, services and activities.

For purposes of this policy, “discrimination” includes harassment or the creation of a hostile working or learning environment because of a person’s race, creed, color, national origin, ethnicity, citizenship, gender, sexual preference or orientation, marital status, disability or handicap, age, veteran status, or membership or lawful participation in the activities of any organization.

Prohibited harassment under this policy includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where the conduct is made a condition of employment or participation in a program, service or activity, or where submission to or rejection of such conduct is the basis for an employment or educational decision, or where such conduct interferes with the individual’s work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

Complaints must be made to the Administrator in writing within 14 days of the discriminatory act. The Administrator may develop form complaints. Complaints may be made by or against employees, students or other participants in programs, activities and services.

The student can file a complaint with IBHE at any time and do not have to wait until the institution’s process is complete

Appeal can be filed to IBHE using the contact information below:

Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capitol Plaza suite 333 Springfield , IL 62701
Main Line: (217) 782-2551
Complaint Call Line: (217) 557-7359
Website: www.ibhe.org

COMPLAINT FORM

Complaint No: _____

Last Name First Name Middle Name

Street City/Town Postal Code

Home Telephone # Mobile Telephone # Email

DESCRIPTION OF COMPLAINT (Be as specific as possible. Use extra pages as needed.) Date(s) and Time(s) of incident:

Location: _____

Witnesses: _____

Alleged Violation: _____

Name(s) of alleged offender: _____

Is alleged offender? (Please check one) **Student** **Administrator**
Faculty Member **Support Staff** **Other** _____

Circumstances (events leading up to incident, actions taken, follow-up, etc.):

REMEDY REQUESTED:

I hereby declare that the information on this form is true, correct and complete to the best of my knowledge. I understand that any misinterpretation of information may result in disciplinary action as stipulated in the Code of Student Rights and Standards of Conduct.

Signature: _____ **Date:** _____
Complainant

OFFICE USE ONLY BEYOND THIS POINT FOR REMAINDER OF FORM

Received by: _____ Date: _____

Copies to: _____ Date: _____

SCHOOL POLICIES

1. Students must wear white uniforms at all times, including the first day of classroom meeting.
2. Lab coat must be white but optional.
3. Name badge is to be visibly worn on the right side on white uniform daily at all times.
4. A good supporting pair of shoes, mostly white and clean to be worn in the facility at all times.
5. Clean good oral hygiene. Chewing of gum should be discrete. Students should have no body odor and only light perfumes/cologne should be used, (due to allergies of classmates, instructors, clients, please refrain from using excessive perfumed products).
6. Watch should have second hand, no dangle or hoop earrings or large rings (wedding band is ok). Necklace should be worn under uniform.
7. Long hair must be pulled back and held tightly with clasp or barrette. Male facial hair should be trimmed and well groomed.
8. Full white undergarment should be worn under white uniform.
9. Make-ups (cosmetics) should be worn in moderation (instructors have the right to decide when make-up is in excess).\
10. Clean, short trimmed natural finger nails, clear nail polish may be worn. Absolutely No fake finger nails.
11. Body piercing is to be minimal, not obvious to the resident and large tattoos are to be covered.
12. No use of offensive, derogatory, demeaning or sexually inappropriate comments will be tolerated in the facility.
13. NO MORE than 10 minutes tardiness twice will be allowed. Maximum of two absences is allowed. It is the student's responsibility to schedule makeup days with the instructor. All fees will be forfeited if dismissed for any of the above reasons.
14. Food and drinks (spill proof container only) maybe allowed in classroom. Students must clean up their mess.
15. Homework will be assigned daily and turned-in on a timely manner.
16. Students may be tested daily to assess comprehension of content material.
17. Students can only smoke in designated areas at all times.
18. Cell phones must be turned off or placed in silent mode in the classroom and at clinical (except during break) to eliminate distraction.
19. Students and instructors will be held to the Regulations/Standards of the clinical facility.
20. Students are not allowed to bring children to school.
21. Suspicion of substance abuse will be grounds for dismissal from the classroom or clinical and from the program.
22. No firearms, weapons of any sort and illegal substances will be allowed in and around the premises at all times.

** NOTE: Law enforcement authority will be contacted for any suspected, reported or observed illegal activities in the facilities during program activities.*

Rules for clinical

1. Breaches of confidentiality will result in dismissal from the program and fees forfeited.
2. Profanity or vulgar language will not be tolerated.
3. Be prepared to work and be on time to all class/clinical sessions.
4. As guests in the facility, politeness to faculty, staff, patients and their family members is required.
5. There will be **zero** tolerance of resident abuse.
6. Follow dress code of Zurik Healthcare Institute (different color scrub from staff in clinical facility).
7. Only one clinical makeup day allowed (at the instructor's discretion).
8. Student will drop out of program if 10 minutes late twice or two (2) absences without excuses (fees forfeited). Presented excuses will be reviewed and approved by the program co-coordinator.
9. Students can only perform resident care if the clinical instructor or a designee is in the facility.
10. Clinical instructor will monitor students while providing ADL to residents and provide feedback at post conference. If care will jeopardize resident's safety, then instructor will intervene immediately.
11. You need to notify Zurik Healthcare Institute clinical instructor of resident information/requests prior to going to the nurse.
12. Clinical logs must be signed by instructor for validation of clinical experience at the end of each clinical day.
13. Mock testing will be performed to help students improve their chances of passing the state exams at no additional fee, after completion of the program (classroom course and clinical sessions).

Student Responsibilities

1. To be certified—all classes are required and make sure all RCP/checklist is signed daily.
2. You must attend all clinical training at your assigned nursing facility. If you do not attend all, you will not receive the Training Verification form or your Certificate of Completion at the end of your class. All clinical training is during the clinical instructor assigned shift; no exceptions.
3. You must follow Zurik Healthcare Institute's rules and conduct at the center and assigned nursing facility.
4. Students will be responsible for their materials; only one set will be distributed the first day of class.

5. You are expected to bring your materials to class every day with pens or pencils to participate and take notes during class.
6. You will have reading assignments. You must read all assignments on time in order to understand the lessons and participate in discussions.
7. The Nursing Assistant Care by Susan Alvare, Diana Dugan and Jetta Fuzy, is available for purchase at additional cost.
8. You will receive your Certified Nurse's Aide student ID badge the first week of class; wear the ID on site and at the clinical facilities. You will not be allowed into the clinical setting without the ID.
9. You will need to provide yourself at least one set of uniform (color to be determined) scrubs by the third day of class. You must wear the scrubs at all lab and clinical settings, and they must be clean at all times.
10. Students will also need to purchase a Blood Pressure Monitor and a gait belt for use in class, labs and clinical training.
11. Treat yourself, the instructors, clinical staff and fellow students, with respect and courtesy at all times.
12. When you are at clinical training, if you witness resident abuse, you are required to report it to your instructor. You will need to submit a written report and must respond to all requests for information.
13. Each student is responsible for the \$65.00 required to pay Professional Resources to administer the state certificate exams.

Performing Skills

1. I understand that I am allowed and authorized to perform ONLY tasks during clinical facility training which:
 - a. I have received instructional training during class period, signed by Instructor,
 - b. I have received training during clinical skills lab period, signed by Clinical Skills Instructor.
2. If I am requested to perform skills not trained in, I will reply, "I am not trained on that yet. May I get you someone who can help you?" No other action is allowed.

Cause for Dismissal/Removal

1. Continued and repeated misconduct after one verbal and one written warning. All moneys paid will be fore-fitted.
2. Disclosure of private and confidential resident information (either personal or medical). This is a violation of Federal Health Insurance Portability and Accountability Act (HIPPA) regulations. If required by Federal and/or Indiana state regulations, charges will be pressed.
3. A report of any type of resident abuse (verbal, physical or emotional) will be cause for immediate action. If your behavior is found to be unacceptable, you will be removed from the CNA Training Program. In case of unacceptable behavior, a report will be

made which will remain in the student's records at the Zurik Healthcare Institute. You will be able to dispute any claim or report.

4. Illegal or immoral behavior, including but not limited to:
 - a. Theft
 - b. Vandalism
 - c. Obscenity or inappropriate behavior
 - d. Use or possession of weapons, firearms, alcohol or drugs
 - e. Criminal activity

5. Disrespectful conduct (physical or verbal) towards self, instructor(s) or fellow students, or residents and/or staff of clinical facilities.

School Cancellation

Zurik Healthcare Institute will follow the Village of Homewood IL emergency and snow policies. In the event of uncertainty, it is the student's responsibility to verify if there will be classes/clinical or not. Make ups will be at the discretion of the instructors.

Supplemental Texts

Medical Dictionary, Mosby's Textbook for Nursing Assistants text book and workbook by Shelia Sorrentino. 7th edition or comparable text.

NOTE:

- Illinois State Nurses Aide Certificate Exam Fee, is \$75.00 extra cost to the student.
- A positive TB tester will be responsible for their follow-up and related expenses.
- Student will be responsible for additional exam fee, if they do not pass the initial State exam.

CERTIFICATION STATEMENT

I, Adanna Okolie, Program Director, do hereby certify that all statements included in this catalog are true and correct to the best of my knowledge and belief.

Adanna Okolie BSN RN, MPH

*** End***