

CITY COLLEGE OF **EDUCATION, INC.**

School Catalog

January 2nd, 2020 to January 1st. 2021

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Approved By:

City College of Education, Inc is approved by Illinois Board of Higher Education (IBHE)
City College of Education, Inc is not accredited by a US Department of Education recognized
accrediting body.

“ I certify that this catalog to be true and correct in content and policy”

Dr. Joseph S. Tengbeh

joseph tengbeh

Signature _____

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Welcome

The staff at City College of Education would like to welcome you to our school and to the exciting careers of Basic Nurse Assistant and Phlebotomy Technician Training Programs. This school catalog details our school's policies and was designed to inform, protect, and prepare you for the time you spend at our school and onward in your new career. Should you have any questions about our school or other healthcare programs in general, do not hesitate to ask us. Congratulations on your new career move.

Our Purpose

We exist to help our students achieve their goal of a new career choice by understanding their individual needs and delivering quality education. The City College of Education's vision is to be one of the State's leaders in healthcare educational programs serving high school graduates who prefer a shorter path to a medical career, while creating economic value, long term cost avoidance, civic contribution and future responsible tax-paying citizens of Illinois.

Our Mission

To be the premier provider of Basic Nurse Assistant and Phlebotomy Technician Training Programs by offering quality instruction provided by qualified and experienced instructors in an environment that stimulates learning and knowledge retention. Our healthcare programs provide students with the skills necessary to obtain gainful employment in the healthcare field, to provide opportunities for personal growth, self improvement and academic achievement through a highly structured non-traditional environment; integrating training, mentoring and diverse educational activities.

Our Locations

Course Sites:

Mailing Address:

1717 Howard Street
Evanston, IL. 60202

Telephone:

The direct phone number to the school is: 773-242-7050/312-792-7198

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Faculty

The Basic Nurse Assistant and Phlebotomy Technician courses will have a student to teacher ratio of 12:1. The instructors and staff for this installation are:

Dr. Joseph S. Tengbeh

Administrator
1717 Howard Street
Evanston, IL. 60202
773-242-7050

Bolarinwa Adeoye RN. Nurse Educator

C.N.A Instructor
1717 Howard Street
Evanston, IL. 60202
773-242-7050

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1717 Howard Street
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Elmira B. Thomas, RN BSN. MSN

Nurse Manager
1717 Howard Street
Evanston, IL. 60202

Mutiatu M. Moibi. RH. BSN

Nurse Manager
1717 Howard Street
Evanston, IL. 60202
773-242-7050

Deborah O. Adeoye RN. BSN

Nurse Instructor
1717 Howard Street
Evanston, IL. 60202
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Rachel O. Ijaodola. RN. BSN

1717 Howard Street
Evanston, IL. 60202
773-242-7050

Sarah Ebiesuwa. RN. BSN. MSN

1717 Howard Street
Evanston, IL. 60202
773-242-7050

Licensure

City College of Education, Inc. is approved by the Illinois Board of Higher Education (IBHE) on Vocational and Private School Education and the Illinois Department of Public Health (IDPH). National Healthcareer Association (NHA) Department of Veterans Affairs (DVA)

Our Classrooms

Our classrooms are a reflection of the commitment our school has to our students. The classrooms were designed to mimic actual clinical setups. The classrooms are 850 square feet each and provide adequate chairs and tables for students. The classrooms are equipped with fully functioning clinical and laboratory equipment. Restrooms are available in the buildings for our students

Operating Hours

School staff is available to answer telephone calls Monday through Friday 8am to 6pm and Saturdays 10am to 3pm. Appointments and Walk-ins are available. The school will be closed and no class will be held on the following holidays:

Thanksgiving (3rd Thursday in Nov)
Christmas (Dec 25) New Years (Jan 1)

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CANCELLATION POLICIES

Cancellation:

A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;

If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;

REFUND POLICIES

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

1. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
2. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
3. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
4. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

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5. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
6. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policies Continuous

1. 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.
2. 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, 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.
3. When notice of cancellation is given after the student's completion of the first day of class 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, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.
4. When a student has completed more than 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 in accordance with whichever of the following applies:
 - a. All other schools regulated under this Section may retain an amount prorated by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction.
 - b. When the student has completed more than 60% of the course of instruction, the school may retain the application/registration fee and the entire tuition and other charges.

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5. 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
6. Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
7. Deposits or down payments shall become part of the tuition.
8. The school shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgment is not necessary if a refund has been mailed to the student within the 15 calendar days.
9. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
10. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
11. 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.
12. 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.
13. A school must refund any book and material fees when:
 - a. The book and materials are returned to the school unmarked; and
 - b. The student has provided the school with a notice of cancellation.

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- **Tuition Refund Policy**

The following items are refundable:

Unmarked books and unopened books

Unopened skills lab kit

Unused clinical uniform

Lab and clinical fees

- **Not Refundable**

Technology fee

ID Badges are not refundable.

You have the right to pay in full and may obtain refund based on the refund policy.

Any student applying for a program that has been discontinued by the school shall receive a complete refund of all fees and/or tuition fees paid prorated according to schedule of refund

WITHDRAWAL POLICIES

STUDENT'S RIGHT

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of the cancellation date.

- **Withdrawal Procedure**

If no notification of withdrawal is received, and a student has had an unexplained absence of more than ten (10) consecutive class days, **City College Education**, shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

City College Education, A student choosing to withdraw from the school after commencement of classes is to provide an official written withdrawal to the Registrar of the school in order to be eligible for refund, however, as a courtesy, every student wishing to leave or drop from the program shall notify the office of their intent. Tuition refunds are scheduled as follows:

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○ **Tuition Reimbursement Schedule**

% of Hours Attended	Institution Refund Policy
0-20%	80%
21-30%	70%
31-40%	60%
41% ----	0%

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of the cancellation date.

- **Withdrawal Procedure**

If no notification of withdrawal is received, and a student has had an unexplained absence of more than ten (10) consecutive class days, **City College Education**, shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or within 30 days of the receipt of the written withdrawal date

Determination that a student has withdrawn and refund, shall be made within 30 days of the last day of attendance. **City College Education**, shall provide written acknowledgment of a student's notification of withdrawal within fifteen (15) calendar days of the postmark date of the notification of withdrawal. In all instances, refunds shall be based on and computed from the last day of attendance or within 30 days of the receipt of the written withdrawal date.

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Board of Trustees

<p>Dr. Joseph S. Tengbeh <i>President</i> <i>1717 Howard Street</i> Evanston, IL. 60202 773-2424-7050</p>	<p>Dr. Joseph S. Tengbeh <i>Administrator</i> <i>1717 Howard Street</i> Evanston, IL. 60202 773-2424-7050</p>	<p>Dr. Joseph S. Tengbeh <i>Phlebotomy Instructor</i> <i>1717 Howard Street</i> Evanston, IL. 60202 773-2424-7050</p>
<p>Elmira B. Thomas, RN, BSN. MSN Nurse Educator <i>1717 Howard Street</i> Evanston, IL. 60202 773-2424-7050</p>	<p>Aminata C. Tengbeh Assistant Administrator <i>1717 Howard Street</i> Evanston, IL. 60202 773-2424-7050</p>	<p>Jonathan T Tengbeh Manager . <i>1717 Howard Street</i> Evanston, IL. 60202 773-2424-7050</p>

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General Policies

Tobacco & Alcohol Policy

Smoking/chewing tobacco products is strictly prohibited inside the school building. Students may use tobacco while outside of the school building. Students are required to dispose of cigarettes appropriately and not litter the grounds.

Alcohol Policy

Students are forbidden to consume alcohol on the school premises. Students who arrive to school intoxicated will be expelled.

Mobile Telephone Policy

Due to the level of distraction mobile telephones cause, students are not permitted to use them while in the classroom. Telephones must be completely turned off at all times. Students who use mobile communication devices will be asked to leave the classroom.

Food & Drink Policy

Our school takes pride in having clean facilities. Therefore, we do not permit students to bring food or open drink containers into the classroom. Bottled water is permitted.

Admissions Policy & Requirements

In order to enroll for any course a student:

- ⌚ Must be 18 years of age or older
 - Must have high school diploma/GED or higher education
- ⌚ Must be a US citizen or Resident Alien with a valid social security number to take state exam
- ⌚ Must be proficient in the English language
- ⌚ Must have full use of their arms and be able to stand for a minimum of 3 hours
- ⌚ Must pay the tuition amount on or before the start date of their course

Enrollment Dates

A student may enroll at any time prior the start of a new class.

The school has rolling admissions. A new program starts every six weeks.

School Calendar

- The school operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters. Our programs use the class hours from 9 am to 5pm, Monday through Friday and Saturday for Lab/Clinicals.
- The weather will play a major role in actual class schedule. Classes canceled due to weather are made up at the end of the program.
- The following holidays are observed and no classes are held:
 - New Years Day
 - Memorial Day (last Monday in May), Independence Day (July 4)
 - Labor Day (first Monday in September)
 - Thanksgiving Day (fourth Thursday in November) Christmas Day

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Financial Aid/Financing

Presently, the school does not provide financial aid.

Tuition

Tuition for each of the healthcare programs is listed on the program tuition forms. The tuition can be paid by cash, money order, or credit card. Personal checks are not accepted. Discounts and coupons may be offered occasionally. Students will pay the lowest advertised tuition. All payments must be done through the Registrar's Office.

Re-Enrollment

A student who withdraws from the program due to an emergency situation may re-enroll at no additional cost to complete the program at a future date. Re-enrollment requires approval from the School Administrator.

Credit Transfer

Previous Credits from another institution will be evaluated on a case-by-case basis. City College of Education, Inc does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

Transcript Charges

The procedures for obtaining student transcripts from the school admission office are listed below

- * \$0 for the first transcript, unless same day service is requested by the student.
- * \$5.00 for each transcript issued after first (free) transcript.
- * \$10.00 per transcript for same day service

Job Placement Assistance

Students will be alerted verbally as to what employment opportunities exist within a 60 mile radius of the school. These employment opportunities will also be posted on the 'jobs board' in the classroom. Students may also voluntarily register their email address with the school's list server; every Friday the list of employment opportunities will be emailed to graduates. While the school will work diligently to assist students in finding employment, we cannot guarantee employment or specify future monetary income amounts

Anti-Harassment

Students have the right to enjoy their learning experience in an environment free from harassment. If students feel they are being harassed by other students, this matter should be brought to the attention of their instructor or the School Administrator. If students feel they are being harassed by their instructor, this should be reported to the School Administrator. Students found to be engaging in the harassment of other students or school faculty will be expelled.

Anti-Discrimination

The school will not discriminate against students based on their nationality, age, race, color, creed, familial status, disabilities, gender, or sexual orientation.

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Anti-Violence

Students have the right to enjoy their learning experience in an environment free from violence or the threat of violence. The school does not permit weapons in the classroom including knives and firearms. Students with firearm permits are not permitted to carry their firearms while in the classroom. Students found to be carrying weapons in the classroom or students making verbal threats against other students or faculty will be expelled.

Student Behavior

Students are expected to act appropriately while in the classroom. Appropriate behavior means using social manners, showing respect for instructors and other students, demonstrating respect for school property and remaining quiet while in the classroom. A student acting in a manner deemed inappropriate by the school may be expelled. Inappropriate behavior includes but is not limited to: violating any policy contained in this catalog, harassment/annoyance of other students or faculty, destruction of school property, not remaining quiet during class, engaging in criminal activity while on the school premises, or cheating on exams.

Student Grievance Procedure.

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director. If a resolution is not reached, the student should make a written complaint and submit it to the school director asking for a written response. When a satisfactory resolution of the problem is not obtained, the student may contact

Safety & Security

- Ⓢ Students should park their cars as close to the classroom building as possible.
- Ⓢ Students should walk out to their cars in groups.
- Ⓢ Female students should never walk to their cars alone.
- Ⓢ If students see suspicious activity, they should alert faculty immediately.
- Ⓢ The Police Department can be summoned by calling "911".

Fire and Security

- Ⓢ if smoke or fire is detected, alert faculty immediately.
- Ⓢ Do not try to extinguish a fire; exit the building immediately.
- Ⓢ only after you are safely out of the building, summon the Fire Department by calling "911".
- Ⓢ Make sure other students who are in the restroom or office are alerted to the emergency.

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Notice to Buyer

1. Do not sign this agreement before you read it or if it contains any blank space.
2. This is a legal instrument: It is binding; read it before you sign it.
3. You are entitled to an exact copy of this agreement and any disclosure pages.
4. Every assigner of this student enrollment agreement takes it subject to all claims and defenses of the student or his successors in interest arising under this agreement.
5. This contract and the catalog constitute the entire agreement between the student and the school.
6. By law, you have the right, among others, to pay the full amount due and to obtain under certain conditions, a partial refund of any finance charges.
7. This agreement is a legally binding instrument when signed by the student and accepted by the school.
8. The terms and conditions of this agreement are not subject to amendment or modification by oral agreement.
9. Any changes in this agreement shall not be binding on either the student or school unless such changes have been approved in writing by an authorized official of the school and by the student or the student's parents or Guardian if the student is a minor.

**Signature of Student
Representative Signature**

Date

Sales

**Signature of Parent/Guardian
Managing Director**

Date

Signature of Chief

I certify that I have received a copy of the school catalog and that I agree to the terms set forth in this agreement (including those on the next page).

As a representative of the school, I hereby certify that he/she has complied with the Rules & Regulations of the Private Business and Vocational School as required by the State of Illinois Board of Education.

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Buyers Right to Cancel

A buyer has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been accepted; and if the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation.

1. Notice of cancellation shall be made verbally or in writing to

City College of Education, Inc.

1717 Howard Street

Evanston, IL. 60202

773-2424-7050

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Information Statement Regarding Placement Statistics for TY-2017

- a) The number of students who enrolled in the school during last year is 0.
- b) The number of student who do not complete the course of instruction for which they enrolled during the last fiscal year is 0.
- c) The percentage of students who complete the course of instruction for which they enrolled for each past fiscal year is 0.
- d) The number and percentage of graduates who requested placement assistance by the school during the last fiscal year are both 0.
- e) The number and percentage of graduates of the school who obtained employment as a result of placement assistance by the school during the school last fiscal year are both 0.
- f) The number and percentage of graduates of the school who obtained employment in the field who did not use the school's placement assistance during the last fiscal year are both 0.
- g) The average starting salary for all school graduates employed during the last fiscal year is 0 per year.
- h) COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE STATE BOARD OF
- i) EDUCATION AT THE FOLLOWING ADDRESSES:

***Illinois Board of Higher Education
Division of Private Business & Vocational
Schools
1 N. Old State Capital Plaza
Suite 333
Springfield, IL 62701***

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BASIC NURSE ASSISTANT TRAINING PROGRAM

Program Title - Basic Nurse Assistant Training Program

Program Length - 120 hours (Monday, Tuesday, and Wednesday for six weeks.)

(Classroom lectures: 80 hours and Clinical 40 hours, total of 120 hours)

Itemization of Costs

<i>In District(Same Zip Code</i>			<i>Out of District(Different Zip Code)</i>		
Including School Material			Including School Materials		
Supplies (Uniform, BP Cuff Set)	\$75.00		Supplies(Uniform, BP Cuff Set)	\$75.00	
Tuition for district residents =	\$1,200.00		Tuition for out-of-district residents =	\$1,200.00	
Registration Fees =	\$50.00		Registration Fees =	\$50.00	
Blank			Blank		
Physical with TB skin Test, Laboratory Fees, Background Check, CPR.	\$360.00		Physical with TB skin Test, Laboratory Fees, Background Check, CPR	\$360.00	
Textbook, workbook, notes, uniform	\$120.00		Textbook, workbook, notes, uniform	\$120.00	
Total Cost of Program	\$1, 805.00		Total Cost of Program	\$1,805.00	

Please Note: In district students are students that live in the same zip code as the school and out of districts are students that attend the school but are living in a different zip code as the school. However the tuition and fees for these students are the same

Description

The Basic Nurse Assistant program educates students in both theory and practical experiences which will prepare them for employment in the professional healthcare field. Students will receive a thorough education which includes basic human anatomy, patient care, etc. The program is aimed at ensuring students develop characteristics needed to succeed in the healthcare profession.

Overview

The Basic Nurse Assistant program provides classroom laboratory instruction and supervised practice in area nursing homes and hospitals. The program is approved by the Illinois Department of Public Health Office of Quality Assurance. After successfully completing this program, students will be eligible to complete the written and skills exams to be placed on the Illinois Nurse Aide Registry.

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Program Goals

- ① Education using theory and practical experiences in all areas of basic nursing care that will enable students to obtain gainful employment as Certified Nurse Assistants.
- ② Development of patient service, communication, employer, and co-worker communication skills.
- ③ Instill knowledge of entry-level skills required of an employee in the health field.
- ④ Preparation of students to pass the school's final written and the state competency and performance exam.

Course Text Book

The text book used in the basic nurse assistant course is: Textbook and Workbook for Nursing Assisting: A Foundation in Care giving 4th.Edition . Each student who enrolls in the program is given one copy of the textbook and one copy of the work book, including a pair of uniform, cost included in the tuition and fees.

Course Dates & Schedule

A new basic nurse assistant course starts every six weeks on a Monday.
Day classes, Monday through Thursday from 9:00 am-3:00 pm; and/or
Evening classes, Monday through Thursday from 5:00 pm-9:30 pm.
Clinical skills are taught every Saturday for 6 weeks, from 7:00 am to 3:30 pm
One hour is defined as 50 minutes of class time and 10 minutes of break time.

Credits Earned from Other Schools / Transfer of Credits

Credits earned from other schools are not accepted by the City College of Professional Education, Inc.

Final Exam

Students will be required to complete a performance evaluation exam at the end of the program. The exam will be comprised of both a written test and a performance test. Students will need to score a 75% on each of the two tests separately.

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Methodology and Calendar

- The Basic Nurse Assistant Program is a 120 hours program wherein the student will attend 80 hours of classroom theory lectures in six weeks and 40 hours of clinical for six weeks at an approved hospital or Nursing Home, or health care facility.
- Therefore a total of 120 hours in six (6) weeks is needed for students to graduate as a Nurse Assistants.
- After successfully passing the state exam, he or she will be certified by the Illinois Department of Public health as a Certified Nurse Assistant.
- Teaching is done by a Registered Nurse who has gone through the Train-The-Trainee certification program at a college which offers the program for teaching eligibility.
- After completion of this program, the Nurse Assistant student will graduate with a good knowledge in patient care as a Nurse Assistant as allowed by the Illinois Department of Public Health.
- The program is designed to provide trainees with the knowledge and skills needed to care for patients in hospitals, nursing homes or private homes.
- The nurse assistant will learn to administer basic nursing care including bed making, bed baths, vital sign measurement, transporting, moving and transferring of patients, rehabilitation nursing, care of the patient in isolation, and care of the terminally ill.

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Student Profile

Nursing Assistant students should be able to:

- Be flexible, empathetic, and nonjudgmental
- Be emotionally stable
- Adjust to diverse personalities and backgrounds
- Display a caring attitude toward ill patients
- Work under stress,
- Be compassionate, flexible, and personable.

Successful graduates have certain characteristics and skills that help them succeed in the healthcare field. As you prepare for your career, you should strive to reach a comfort level in the following courses or skills:

- Basic Anatomy
- Communications - Written and Oral

Program Outcomes

Employers will expect you, as a Nursing Assistant graduate, to be able to:

- Communicate effectively with clients, families, and the healthcare team.
- Perform safe and effective basic nursing skills.
- Provide personal care for clients.
- Promote fullest possible level of client functioning.
- Promote clients' rights.
- Meet the basic needs of clients with dementia.

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Methodology:

Classroom Lectures of Theory: 80 clock hours.

Week-1

1. THE NURSING ASSISTING IN LONG-TERM CARE: CHAPTER 1
2. ETHICAL AND LEGAL ISSUES: CHAPTER 2
3. COMMUNICATION SKILLS: CHAPTER 3
4. COMMUNICATION CHALLENGES: CHAPTER 4
5. BED MAKING AND UNIT CARE: CHAPTER 10
6. VITAL SIGNS: 13

WEEK-2

1. DIVERSITY AND HUMAN NEEDS AND DEVELOPMENT: CHAPTER 5
2. INFECTION CONTROL: CHAPTER 6
3. SAFETY AND BODY MECHANICS: CHAPTER 7
4. EMERGENCY CARE, FIRST AID, AND DISASTERS: CHAPTER 9
5. POSITIONING, MOVING AND LIFTING: CHAPTER 11
6. ADMISSION, TRANSFER, DISCHARGE AND PHYSICAL EXAMINATION: CHAPTER

WEEK-3

1. PERSONAL CARE: CHAPTER 12
2. NUTRITION AND FLUID BALANCE: CHAPTER 14
3. THE GASTROINTESTINAL SYSTEM: CHAPTER 15
4. THE URINARY SYSTEM: CHAPTER 16
5. THE REPRODUCTIVE SYSTEM: CHAPTER 17

WEEK-4

1. THE INTEGUMENTARY SYSTEM: CHAPTER 18
2. THE CIRCULATORY AND CARDIOVASCULAR SYSTEM: CHAPTER 19
3. THE RESPIRATORY SYSTEM: CHAPTER 20
4. THE MUSCULOSKELETAL SYSTEM: CHAPTER 21

WEEK-5

1. THE NERVOUS SYSTEM: CHAPTER 22
2. THE ENDOCRINE SYSTEM: CHAPTER 23
3. THE IMMUNE AND LYMPHATIC SYSTEM AND CANCER: CHAPTER 24
4. REHABILITATION AND RESTORATIVE CARE: CHA

WEEK-6

1. SUBACUTE CARE: CHAPTER 26
2. END OF LIFE CARE: CHAPTER 27
3. YOUR NEW POSITION: CHAPTER 28
4. REVIEW FOR STATE EXAM

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21 PERFORMANCE SKILLS

Skill #1		Hand Washing
Skill #2		Perform Oral Hygiene
Skill #3		Perform Hair Care
Skill #4		Shave a Resident
Skill #5		Perform Nail Care
Skill #6		Take Oral Temperature
Skill #7		Take Pulse
Skill #8		Measure Respiration
Skill #9		Measure Blood Pressure
Skill #10		Make Unoccupied Bed
Skill #11		Make Occupied Bed
Skill #12		Feed a Resident
Skill #13		Dress a Resident
Skill #14		Make Final Unit Check
Skill #15		Measure Weight
Skill #16		Measure Height
Skill #17		Place Resident in a Lying Position
Skill #18		Perform Passive Range of Motion
Skill #19		Calculate In and Out
Skill #20		Transfer Resident in a Wheelchair Using a Safety Belt
Skill #21	<p>Total number of hours approved by the Illinois Department of Public Health for the Clinical Portion of the training is 40 hours</p>	Give Partial Bath

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Phlebotomy Technician Program Information & Outline

PHLEBOTOMY TECHNICIAN TRAINING PROGRAM

Program Length - 300 clock hours in eight weeks (Thursday to Saturday)

Lecture/Lab Component: First to fourth weeks

Clinical Component: Fifth to eight weeks

Total Number of Hours	300 clock hours
Classroom hours	100 clock hours
Laboratory/clinical	200 clock hours

Course Dates & Schedule

A new Phlebotomy Technician course starts the first Monday after every nine weeks.

Day class is Thursday, Friday and Saturday, from 9:00 am-1:30 pm and/or 5:00 pm to 9:30 pm

One clock hour is defined as 50 minutes of class time and 10 minutes of break time.

Itemization of Costs					
<i>In District(same Zip Code)</i>			<i>Out of District(Different Zip Code)</i>		
Including School Materials			Including School Materials		
Supplies(Lab. Coat)	\$30.00		Supplies(Lab. Coat)	\$30.00	
Tuition for district residents =	\$1,200.00		Tuition for out-of-district residents =	\$1,200.00	
Registration Fee	\$50.00		Registration Fee	\$50.00	
Blank			Blank		
Physical with TB skin Test, Hepatitis B Test, Laboratory Fees, Background Check, CPR)	\$400		Physical with TB skin Test, Hepatitis B Test, Laboratory Fees, Background Check, CPR)	\$400.00	
Textbooks, workbook, notes.	\$140.00		Textbooks, workbook, notes	\$140	
Total Cost of Program	\$1,820.00		Total Cost of Program =	\$1,820.00	

Please Note: In district students are students that live in the same zip code as the school and out of districts are students that attend the school but are living in a different zip code as the school. However the tuition and fees for these students are the same

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Phlebotomy Technician Course Description:

This course is designed to provide basic knowledge and skills necessary to perform venipuncture (phlebotomy) in a clinical setting. In addition, this course will prepare students to obtain phlebotomy certification from the National Health Career Association (NHA). Students receive instruction in patient care and professionalism, basic anatomy and physiology, medical law and ethical issues, safety and infection control, HIV/AIDS, HIPAA, blood collection equipment, and venipuncture procedures. Venipuncture procedures are performed in accordance with current standards under the guidance of instructors using fellow students. All students must be willing to participate as providers and receivers of phlebotomy.

The Length of The program

The Phlebotomy Technician course consists of a total of 100 classroom hours and 200 of laboratory/clinical clock hours. Classes are held Monday, Tuesday and Wednesday from 9:00 am to 1:30 pm and/or 5:00pm to 9:30pm. The course is approximately 8 weeks and a minimum of 100 class/lab hours.

Externship/Clinical is a part of the course and the student will be required to attend at least 100 clock hours. Students must complete 100 successful venipuncture, and may need to attend more than the required clinical hours to complete this if necessary.

Course Objectives:

Upon successful completion of this course, students will be able to:

- 1. Identify the role and function of a phlebotomist in the health care team. (Patient care and Professionalism)*
- 2. Demonstrate knowledge of safety and infection control.*
- 3. Understand and follow OSHA Universal Precautions and Standard Precautions.*
- 4. Demonstrate basic understanding of anatomy and physiology as they relate to general pathologic conditions.*
- 5. Demonstrate understanding of the importance of patient identification in specimen collection.*
- 6. Determine appropriate venipuncture and capillary puncture sites.*
- 7. Identify and select appropriate collection equipment and additive collection tubes used in venipuncture.*
- 8. Perform venipuncture using the evacuated tube method, winged infusion and syringe method.*
- 9. Identify and select appropriate capillary puncture equipment.*
- 10. Perform adult/infant capillary punctures.*
- 11. Urinalysis and centrifuging*
- 12. Blood Pressures*
- 13. Understand and follow HIPAA (privacy laws)*

This list is not inclusive as many new skills are taught throughout the program

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Admission & Enrollment Process:

A pre-enrollment interview is required to be considered for possible enrollment. This interview is intended to introduce the potential student to our program and to make sure the student has the potential to be successful in this career.

We keep our classes small to ensure one on one training in our laboratory. Typically 12 students per class.

Applicants must be at least 18 years of age or older and have graduated from high school or hold a Graduate Equivalency Diploma (GRD) or higher by the time of enrollment. Applicants must be citizens or legal residents of the United States or its territories. Picture ID is required. Students will be required to provide documentation that both of these requirements have been met. A TB test result within the last 6 months of the term the student is applying for, tetanus within the last ten years and proof of the Hepatitis B series are required and are listed on the application. The applicant is not required to show proof of immunizations before the interview. A CPR card for Healthcare providers is required before graduation and will be offered at the school for \$40.00.

Applicants who are denied or accepted into the program will be notified by email or phone within 3 business days of the interview. Accepted students will be given a time line in which to complete the requirements listed above. If applicants are denied admission to the program for any reason they may reapply for a subsequent term. Admission to the program is granted by the Administrator. City College does not discriminate on the basis of age, race, color, religion, ethnicity, sexual orientation, gender, or disability

Certification From the School and NHA

Upon successful completion of this program the student will receive a certificate of completion from City College of Education, Inc. City College of Education, Inc partner company; American Social Services of Uptown, Inc, is approved by the National Health career Association (NHA) as a testing site for graduate Phlebotomy student and student may choose to take the NHA certification exam upon successfully completing this course. Most hospitals will require a National Certification so it is highly recommended that the student take our study classes and then the National Certification Test, both are presented in the same building.. The cost of the study class is free to our students and is a six hour class a day for three days designed to help the student focus on the material they will be tested on. Students will be given information regarding registering for the NHA certification exam during class. The cost of the exam is \$105.00 and the exam will be administer and proctor via computer.

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Safety Notice and Statement of Physical Risk:

The clinical portion of this course introduces students to the proper and safe use of venipuncture equipment, including needles and lancets. There is an inherent safety risk when using these devices and as such, students will be held to strict guidelines about sharps handling and disposal. Disregard for safe practices as described in the Student Code of Conduct section will result in disciplinary action. Typically a verbal warning is issued, followed by a written warning and corrective action plan is introduced. Depending on the situation the student may be expelled from the course with pro-rated tuition refunded according to the tuition schedule.

This course incorporates the practice of invasive procedures. As stated previously, all students must be willing to participate both as providers and receivers of phlebotomy. The instructor reserves the right to exclude any student from performing or receiving a phlebotomy procedure based upon the appropriateness of the situation. Doing this ensures that all students are treated fairly and safely. Physical risks of participating in the class include discomfort from venipuncture and capillary puncture possible as well as exposure to potentially infectious materials. Students with excessive absenteeism or inability to adequately achieve the required objectives may necessitate withdrawal from the course. Students may be exposed to potentially infectious materials and therefore Standard Precautions and Universal Precautions must be followed at all times to ensure safety of all students. Strict observance of these precautions is mandatory. Failure to comply may result in expulsion from this course. If exposure does occur, students and staff are expected to follow the procedures for exposure as described in the safety manual.

Standard Precautions and Universal Precautions:

The CDC recommends the use of Standard precautions to prevent transmission of microorganisms from known and unknown sources in the healthcare setting. Blood and most body fluids and secretions are considered potentially infectious regardless of the known status of the source patient. For the purposes of this course, Standard Precautions will be applied when performing all phlebotomy procedures and will include the use of hand washing, hand sanitization and appropriate personal protective equipment such as gloves, gowns and masks. OSHA Blood borne Pathogens Standard uses Universal Precautions as an approach to minimize the risk of transmission of the blood borne pathogens HIV/AIDS, Hepatitis B and Hepatitis C. Universal Precautions requires that all blood and body fluids be treated as potentially infectious. For the purposes of this course, Universal Precautions will be applied using , hand sanitization, hand washing when hands are visibly soiled with blood, personal protective equipment such as gloves, gowns and masks, work practice controls such as surface disinfection and engineering controls such as safety devices on equipment and proper disposal of regulated bio hazardous waste in sharps containers

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Student Code of Conduct:

City College of Education, Inc is committed to creating a safe environment that promotes learning as well as teaching. It is necessary that each student behaves in a safe, ethical, respectful and professional manner. Unsafe or unprofessional behavior will result in disciplinary action. Initially the student will receive a verbal warning either from the instructor, or program director. Further incidents will result in a written warning and the instructor or program director will meet individually with the student to create a corrective action plan. If the problem continues, the student's enrollment in the course may be terminated and pro-rated tuition refunded according to the cancellation and refund policy. City College of Education, Inc, reserves the right to implement reasonable corrective action which may deviate from the general description above as necessary depending upon the severity of the situation.

Examples of unsafe or unprofessional behaviors include, but are not limited to:

- 1. Excessive tardiness/absenteeism.*
- 2. inappropriate attire, see Dress Code Policy.*
- 3. Failure to follow written and verbal instructions*
- 4. Threatening, aggressive or hostile behavior directed at fellow students or the instructor.*
- 5. Behavior that interferes or disrupts teaching and learning.*
- 6. Academic dishonesty such as cheating, fabrication, tampering or plagiarism*
- 7. Attending class under the influence of any drug or substance that impairs judgment or may interfere with safe performance of venipuncture procedures. Attending class under the influence of any alcohol or illegal drug.*

- 8. Performing venipuncture procedures without appropriate supervision.*
- 9. Disregard for Universal Precautions, Standard Precautions or proper handling of sharps. Additionally, students are expected to receive feedback from instructors in a professional manner. If a student has concerns over the feedback received in class, the student is to address the problem according to the process for student complaints*

Dress Code Policy:

Students are expected to maintain a well-groomed, neat appearance. All clothing must be neat and clean and students are expected to refrain from wearing perfume or cologne to class. Fingernails must be kept short and clean as we adhere to strict infection control policies.

Required attire includes healthcare uniforms (scrubs) free of company logos. Close-toed shoes are required due to the potential for exposure to bio hazardous material. Hair (including facial hair) should be neat and clean with long hair tied back during laboratory hours.

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Interpersonal

Students will demonstrate an understanding of the profession of Phlebotomy through ethical behavior when dealing with patients and other members of the health care team, including maintaining a professional appearance to relieve patient anxiety and maintaining patient confidentiality.

Information

Students will record quality control results for basic CLIA waived laboratory tests performed and point out unexpected results to a supervisor.

Systems

Students will use problem-solving skills to troubleshoot basic equipment issues or procedures that do not fall within standards, take corrective actions or inform an appropriate supervisor.

Technology

Students will perform vein and capillary puncture procedures using a variety of methods and equipment including Vacutainer system, microcollection devices, Winged Infusion Set, and syringe and needle.

Required Textbook and Material

- *Phlebotomy Essentials Textbook 5th Edition. By Ruth E. McCall and Cathee M. Tankersley*
- *Phlebotomy Essentials Workbook 5th Edition. By Ruth E. McCall and Cathee M. Tankersley*
- *Phlebotomy Lecture/Laboratory Guide*
- *Scrubs*
- *3 inch binder with dividers (recommend 7 tabs)*
- *Sharpie permanent marker - fine point, black or blue*
- *Medical Dictionary*
- *Interpretation of Laboratory Testing*

Additional Requirements

- *Basic computer skills will be needed to successfully complete the course.*
- *Each student must have an email account. Completion of "Workplace Violence" module. Sign and re*
- *Only students with a clear Criminal Background check will be allowed to join the program.*

Exams and Final Exam

Students will be required to complete a performance evaluation exam at the end of the program. The exam will be comprised of both a written test and a performance test. Students will need to score a 75% on each of the two tests separately

A. Unit pretests (Exam Review Quizzes) will be given over previously covered lecture material and the program laboratory exercises. These pretests must be taken before you take the appropriate examination and can be accessed on-line through Blackboard. They can be taken repeatedly and students must make a score of 70% on the pretest before qualifying to take the major exam. The scores from these pretests are averaged and worth 5% of the lecture grade.

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