Great Paragon Healthcare Inc.
School Catalog

2020 - 2021
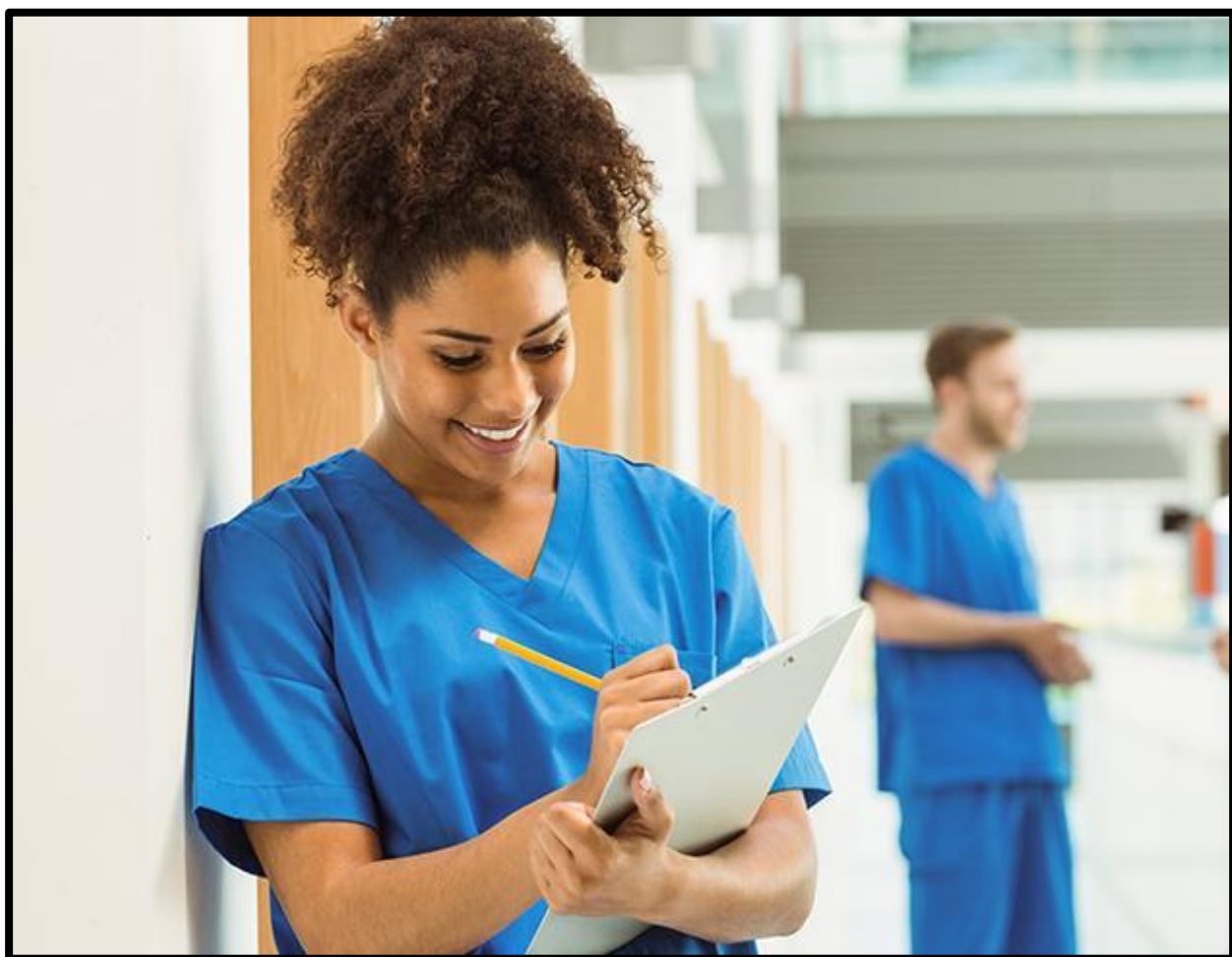
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PURPOSE STATEMENT:

Great Paragon Healthcare Inc. (GPH) was created with the intention to serve the community at large by providing students with the best possible healthcare training while maintaining affordable tuition costs. More specifically, GPH offers nursing education programs to the constituents of the Chicago-land area and surrounding suburbs who aspire to become nursing caregivers. We aspire to offer courses to individuals without regard to race, creed, color, religion, national origin, disability, age, marital status, veteran's status, sex or sexual orientation.

SCHOOL APPROVAL/ACCREDITATION:

Great Paragon Healthcare Inc. is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.

Great Paragon Healthcare, Inc. is not accredited by a US Department of Education recognized accrediting body.

Great Paragon Healthcare, Inc. has also been approved to operate by the following
- Department of Professional Regulation approval code 49-118
- Illinois Board of Nursing
- Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (IBHE)
- Illinois Department of Public Health (IDPH)

TRANSFER CREDIT:

Credits for past educational experiences are governed by the current rules and regulations of the Illinois Articulation Initiative (IAI). Great Paragon Healthcare Inc. is not a member of the IAI and thus does not accept credits from other institutions. GPH does not guarantee transferability of credit and in most cases credits or coursework are not likely to transfer to another institution. Cases where transferability is guaranteed by GPH are stated in the articulation agreement below. In addition, obtaining licensure as a Practical Nurse may earn privileges of articulation in an Associate Degree Nursing Program.

ARTICULATION AGREEMENT:

Great Paragon has a formal articulation agreement with Chicago State University for the LPN to BSN program that they offer. We will provide documentation of program completions to students to help them receive privileges of articulation from any participating schools upon request.

ALL CLASSES ARE HELD AT

2640 W.TOUHY AVE

CHICAGO, IL 60645

GPH PRACTICAL NURSING PROGRAM

Program Title: Practical Nursing Program   **Clock Hours:** 794   **CIP Code:** 51-3999   **Total Tuition:** $17,295.00

Program Prerequisite Courses & Requirements:

1.English 101   2.Math 110   3.Medical Terminology   4.Pharmacology   5.Certified Nursing Assistant

Practical Nursing Program Course Description:

This course is designed to provide the student with didactic principles and clinical practice skills needed to provide nursing care to clients across the life span under the direction of a professional nurse and/or doctor. The program also consists of courses that provide coordinated theory, laboratory and clinical instruction. Theory and laboratory classes are held on the GPH campus while students perform clinical rotations in designated acute care and/or long term care facilities. GPH follows the mandated student to laboratory/clinical instructor ratio of 8:1. The courses offered in the program are

- Anatomy and Physiology/Nursing 101
- Nursing for Mental Health Clients/Nursing 102
- Fundamentals of Nursing/Nursing 103
- Medical Surgical Nursing I/Nursing 104
- Medical Surgical Nursing II/Nursing 105
- Obstetrical Nursing/Nursing 106
- Pediatric Nursing/Nursing 107

Graduates of the program will be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Licensure in Illinois allows the practical nurse to work in a variety of clinical settings such as hospitals, long-term care facilities, mental health faculties, and outpatient care facilities as well as various types of physician offices.

Program Objectives: Upon completion of this course the student will

1. Understand the role and be able to function in the capacity of a Practical Nurse and a member of the health care team.
2. Have a functional knowledge base of medical terminology.
3. Have a functional knowledge base of the human body systems.
4. Understand the importance of maintaining the persons' privacy and providing a safe environment.
5. Have a knowledge base to care for culturally diverse persons.
6. Have the knowledge base to assist persons with moving, lifting, turning, positioning ambulating and transferring using appropriate body mechanics and adaptive equipment.
7. Have the knowledge base to assist persons with ADL's and comfort measures, work activities and leisure activities.
8. Have the knowledge base to measure and monitor persons' vital signs, height and weight and response to pain rest and sleep.
9. Have the knowledge base to perform basic nursing procedures such as feeding persons, documenting intake and output, administering enemas, collecting specimens, providing post mortem care and assisting with mother/baby care.
10. Have the knowledge base to assist in providing nursing care of clients across the life span with alterations of the following body systems: Cardiac, Respiratory, Integumentary, Musculoskeletal, Hemopoetic, Renal, Gastrointestinal, Accessory, Auto Immune, Genitourinary, Neurological, Sensory, Endocrine and Reproductive
11. Demonstrate basic principles of effective oral and written communication skills in theory and clinical practice by using proper grammar, spelling and punctuation on written assignments.

Clinical Objectives: Upon completion of the Practical Nursing clinical rotation the student will be expected to

1. Follow the dress code of the institution.
2. Utilize rules of nursing etiquette on the clinical unit.
3. Acquire information necessary to meet the basic needs of the client.
4. Make obvious observations regarding the client's mental status, general physical appearance, intake and output, gross sensory and motor function, comfort and safety.
5. Assist clients in performing ADL's as needed.
6. Insure that the client's environment is clean and safe.

7. Follow doctor orders under the direction of the clinical instructor
8. Obtain vital signs (TPR and B/P)
9. Initiate nursing interventions that maintain the health of skin and mucous membranes.
10. Utilize the principles of Range of Motion and body mechanics in caring for clients.
11. Practice infection control as defined by the institution
12. Perform post mortem care according to the institution's policy.

Program Cost Break-Down	
Non- Refundable Registration fee	$ 150.00
Tuition	$ 16,500.00
Books	$ 250.00
Supplies	$ 350.00
Uniforms	$ 45.00
Total	$ 17,295.00

13. Document care provided using the format preferred by the clinical site and scope of practice for the nursing assistant.
14. Assist with Admission, Transfer and Discharge of clients
15. Administer medication by routes within the LPN scope of practice
16. Insert and monitor IVs and fluids within the LPN scope of practice
17. Perform nursing care to clients across the life span with alterations of the following body systems; Cardiac, Respiratory, Integumentary, Musculoskeletal, Hemopoetic, Lymphatic, Renal, Gastrointestinal, Accessory, Auto Immune, Genitourinary, Neurological, Sensory, Endocrine and Reproductive, and Cancer and the Surgical Client.
18. Attend any in-service meetings allowed/mandated by the institution.

Tuition and Financial Arrangements

Financial Aid: GPH does not offer financial aid for this program but a payment plan is available.

Payment Plan:

$1000.00 before the first day of class

$16,295.00 divided into 12 monthly payments/ $1357.92 a month

Cost Analysis:

The $17,295.00 fee includes the cost of registration, tuition and all materials needed to successfully complete the nursing program. Fees may be paid by way of *cash, check or credit card*. A listing of fees for the nursing program is provided below. A more comprehensive break down of fees will be provided upon registration.

Additional costs may be incurred if a student defaults on any mandatory requirements included in the original tuition fee. All students are also responsible for the following *before* the first day of clinical training, which may incur additional costs:

> ➢ Watch with a second hand   White Shoes   Stethoscope   Blood Pressure Cuff

GPH BASIC NURSING ASSISTANT TRAINING PROGRAM

Program Title: Basic Nursing Assistant Training Program   **CIP Code:** 51-3902   **Clock Hours:** 120 hours

Minimum Educational Requirement: GED or High School Diploma   **Total Tuition:** $1205.00

Certified Nursing Assistant Description:

A Certified Nurse Assistant is an individual who provides nursing or personal care to clients in a variety of settings under the supervision of a registered professional nurse or licensed practical nurse. Graduates can be employed in hospitals, nursing homes, and private homes.

Individuals are required to attend an approved program of instruction and successfully pass the 21 skills performance tests of the legislated, prescribed skills and a written exam. Individuals must also qualify for employment by fulfilling all requirements of the criminal background check.

A criminal background check for this program is mandated by the Illinois Department of Public Health

In Illinois and nationally, employment of CNA's is expected to increase at a faster rate than average through 2020. Much of this growth can be contributed to the expansion of long-term care facilities and programs to meet the needs of an expanding elderly population. Job opportunities for trained individuals will remain strong.

In Illinois, nursing assistant certification requires an individual to pass a 120-hour basic nurse assistant training course with a minimum of 75% at the end of the course **and** to pass the State Board Exam. GPH offers both day and evening classes.

Basic Nursing Assistant Training (BNAT) Course Content:
The four week program at GPH meets the requirements of the Illinois Nursing Reform Act of 1979 and leads to certification of compliance from the Illinois Department of Public Health (IDPH). This certification allows for the individual to be employed as a CNA at healthcare facilities utilizing CNA's in the state of Illinois.

The IOSSCC has endorsed skill standards for the nursing cluster organized around the following 21 performance areas for certified nurse assistants.

Required 21 Basic Nursing Skills	
1. Wash hands	2. Oral hygiene
3. Hair care	4. Shaving resident
5. Nail care	6. Taking temperature
7. Taking pulse	8. Respiration
9. Blood pressure	10. Make unoccupied bed
11. Make occupied bed	12. Feed resident
13. Dress resident	14. Unit check
15. Measure weight	16. Measure height
17. Place resident in side-lying position	18. Passive range motion
19. Calculate intake/output	20. Transfer resident to wheelchair
21. Partial bath	

Students <u>MUST</u> complete a minimum of 40 Clinical hours at a school approved clinical site and 80 Theory Hours in class on specified days in order to pass the course. Students must complete missed Clinical and Theory hours. Without completion, a student is no longer eligible for the State Certification test/State Board Exam and a Certificate of Completion cannot be issued.

Course Content:
This course is designed to provide the student with didactic principles and clinical practice skills for providing personal ADL's and restorative assistance for persons throughout the life span. A special focus is on the geriatric person. The course content includes information related to The Health Care Environment, The Role of a Nursing Assistant, Work Ethics, Communication, Body Structure and Function, Patients, Residents and Persons, Safety, Infection Control, Protective Body Mechanics, The Person's Environment, Personal Hygiene, Physical Observations, Mobility, Elimination, Surgery and Wound care, Sensory Problems, Physical Problems, Mental Problems, Emergency Care, Reproduction, The Dying Person and Death. The course content is directed by the scope of practice defined by the Illinois Department of Public Health.

Course Objectives: Upon completion of this course the student will

1. Understand the role of the Nursing Assistant as a member of the health care team
2. Demonstrate an understanding of the didactic principles and clinical skills included in the major units of the Basic Nursing Assistant course content
3. Demonstrate a basic understanding of each component of the nursing process
4. Assist in using the nursing process to promote continuity of care for person's across the life span
5. Assist in using the nursing process to promote continuity of care for the adult client having special needs related to the aging process
6. Demonstrate an understanding and respect for diverse cultural, psychosocial and spiritual needs of persons while implementing the nursing process
7. Demonstrate basic principles of effective oral and written communication skills in theory and clinical practice by using proper grammar, spelling and punctuation on written assignments

Tuition and Financial Arrangements

Program Cost Analysis	
Non- Refundable Registration fee	$ 150.00
Tuition	$ 800.00
Books	$ 85.00
Supplies	$ 135.00
Uniforms	$ 35.00
Total	**$ 1,205.00**

Financial Aid: Great Paragon Healthcare Inc. does not offer financial aid for this program but a payment plan is available.

Payment Plan:
$500.00 before the first day of class
$705.00 divided into 5 weekly payments/ $141.00 a week

Cost Analysis:
The $1205.00 program fee includes the cost of registration, tuition, all materials needed to complete classroom work and the cost of a criminal background check. Tuition fees can be paid by *cash, check or credit card*. An itemized listing for the program is provided upon registration.

Additional costs may be incurred if a student defaults on a mandatory program costs. All students are also responsible for the following *before* the first day of Clinical Training which may incur additional costs:
  ➢ Watch with a second hand (est. $ 20.00)
  ➢ White Shoes   (est. $ 40.00)

GPH MATH 110 COURSE

Course Title: Math 110 **Clock Hours:** 64 (8 weeks - 64 clock hours 64 = 4 credit hours)   **Total Cost:** $600

 Prerequisite: High School Diploma/GED

Math 110 Course Description:
This course is designed to provide students with the knowledge and skills to perform basic mathematical skills, use the metric, apothecary system and household measurements. They will learn an easy method to solve a variety of medication problems. Practice

test and case studies will be used to support didactic concepts. The content of the course will focus on Clinical Calculations, Systems of Measurement and Common Equivalents, Solving Problems Using Dimensional Analysis, Solving One –Factor Medication Problems, Solving Two- Factor Medication Problems and Solving Three – Factor Medication Problems

Program Objectives: Upon completion of this course the student will

1. Have the knowledge base to understand Arabic numbers and Roman numerals.
2. Have the knowledge base to understand Multiplying and Dividing Fractions
3. Have the knowledge base to understand Rounding, Multiplying, Dividing and Converting fractions to Decimals
4. Have the knowledge base to understand how to use the Metric system, the Apothecary system, Household measurements and recognize common equivalents.
5. Have the knowledge base understand the terms used in Dimensional Analysis
6. Have the knowledge base to apply the five steps of dimensional analysis to problem solving.
7. Have the knowledge base to interpret medication orders
8. Have the knowledge base to identify the components of drug labels
9. Have the knowledge base to understand how to solve problems made up of drug label components.
10. Have the knowledge base to understand the different routes of medication administration.
11. Have the knowledge base to solve medication problems involving weight, reconstitution, intravenous pumps, drop factors and intermittent infusions,
12. Have the knowledge base to solve medication problems involving dosage, weight and time.
13. Have the knowledge base to understand the math principles and skills presented in various case studies.
14. Have the knowledge base to use effective oral and written communication using proper grammar, spelling and punctuation on written assignments.

Course Cost Analysis	
Non- Refundable Registration fee	$ 25.00
Tuition	$ 500.00
Books	$ 50.00
Supplies	$ 25.00
Total	$ 600.00

Tuition and Financial Arrangements

Financial Aid: Great Paragon Healthcare Inc. does not offer financial aid for this program but a payment plan is available.

Payment Plan:
$300.00 before the first day of class
$300.00 before the final exam

Cost Analysis:
The $600.00 fee includes the cost of registration, tuition and all materials needed to successfully complete the nursing program. Fees may be paid by way of cash, check or credit card. A listing of fees for the nursing program is provided below. A more comprehensive break down of fees will be provided upon registration.

GPH ENGLISH 101 COURSE

Course Title: English 101 Clock **Hours:** 48 (8 weeks – 48 clock hours = 3 credit hours)   **Total Cost:** $600

Prerequisite: High School Diploma/GED

English 101 Course Description:

This course is designed to provide students with the knowledge and skills to enhance oral and written skills needed in everyday communications and in the work place. The content of the course will focus on various components of Nouns, Verbs, Modifying and Connecting words, Punctuation and Effective writing.

Program Objectives: Upon completion of this course the student will

1. Have the knowledge base to understand how to use nouns
2. Have the knowledge base to understand how to use verbs
3. Have the knowledge base to understand how to modifiers and connecting words
4. Have the knowledge base to understand how to use correct punctuation
5. Have the knowledge base to demonstrate the ability to write effectively.
6. Have the knowledge base to use effective oral and written communication using proper grammar, spelling and punctuation on written assignments.

Tuition and Financial Arrangements

Financial Aid: Great Paragon Healthcare Inc. does not offer financial aid for this program but a payment plan is available.

Payment Plan:
$300.00 before the first day of class
$300.00 before the final exam

Cost Analysis:
The $600.00 fee includes the cost of registration, tuition and all materials needed to successfully complete the nursing program. Fees may be paid by way *of cash, check or credit card*. A listing of fees for the nursing program is provided below. A more comprehensive break down of fees will be provided upon registration.

Course Cost Analysis	
Non- Refundable Registration fee	$ 25.00
Tuition	$ 500.00
Books	$ 50.00
Supplies	$ 25.00
Total	$ 600.00

GPH INTRODUCTION TO PHARMACOLOGY 108

Course Title: Into to Pharmacology 108 **Clock Hours:** 48 (16 Weeks –48 hours = 3 credit hours) **Total Cos**t: $600.00

Prerequisites and Requirements:
- High School Diploma or GED
- Grade of "C" or better in Math 110 or higher

Introduction to Pharmacology 108 Course Description:
The course is designed to provide students with the fundamental concepts and principles of pharmacology, drug nomenclature, drug classifications, mechanisms of action, and the different treatment modalities of various diseases , alleviation of signs and symptoms caused by various diseases afflicting individuals of all ages with an emphasis on the elderly population requiring long term care. The course will discuss the standards and principles of medication administration essential for providing safe and competent nursing practice for clients of all ages.

Program Objectives: Upon completion of this course the student will

- Have the knowledge to understand and the ability to discuss the basic principles of pharmacology.
- Have the ability to research drugs independently and review properties, mechanism of action, adverse effects, contraindications, drug interactions and side effects.
- Have knowledge of common antidotes for specific drugs.
- Identify the most common categories and uses of specific drugs.
- Have knowledge of common dietary restrictions during the use of specific drugs.
- Have the knowledge to covert dosages between measurement systems
- Have the knowledge to discuss the impact of the media, the internet, and direct-to-consumer advertising on drug sales and prescriptions.
- Have the knowledge to be able to draw and label the parts of anatomical illustrations of selected structures.
- Have the knowledge to describe the therapeutics actions, indications pharmacokinetics, contraindications, most common adverse reactions, and important drug-drug interactions associated with selected drugs.

Course Cost Analysis	
Non- Refundable Registration fee	$ 25.00
Tuition	$ 500.00
Books	$ 50.00
Supplies	$ 25.00
Total	$ 600.00

- Have the knowledge to compare and contrast selected the prototype drugs with the other drugs in their class or others.
- Have the knowledge to discuss the impact of using selected medications in patients across the lifespan.
- Have the knowledge to outline the nursing considerations for patients receiving specific drugs.

Tuition and Financial Arrangements
Financial Aid: Great Paragon Healthcare Inc. does not offer financial aid for this program but a payment plan is available.

Payment Plan:
$300.00 before the first day of class
$300.00 before the final exam

Cost Analysis:
The $600.00 fee includes the cost of registration, tuition and all materials needed to successfully complete the nursing program. Fees may be paid by way *of cash, check or credit card*. A listing of fees for the nursing program is provided below. A more comprehensive break down of fees will be provided upon registration.

GPH MEDICAL TERMINOLOGY COURSE

Course Title: Medical Terminology   **Clock Hours:** 48 (8 weeks –48 clock hours = 3 credit hours) **Total Cos**t: $600.00

Prerequisite: High School Diploma/GED

Course Description:

This course is designed to provide students with the knowledge and ability to communicate effectively with other members of the healthcare team. The medical terminology concepts incorporated in this course are presented in a systems approach for easy comprehension, association and retention. The areas covered in this course are Basic Elements of a Medical Word, Suffixes, Prefixes, Body Structure, Key anatomical and physiological terms; combining forms, suffixes, and prefixes, pathology, diagnostic, symptomatic, therapeutic procedures, pharmacology, abbreviations and symbols related to the Integumentary System, Digestive System, Respiratory System, Cardiovascular System, Blood, Lymph, and Immune Systems, Musculoskeletal System, Genitourinary System, Female Reproductive System, Endocrine System, Nervous System and Special Senses.

Program Objectives: Upon completion of this course the student will

1. Have the knowledge base to understand and use prefixes, suffixes and combining form appropriately.
2. Have the knowledge base to identify anatomical and physiological terms related to the human body.
3. Have the knowledge base to identify and understand terms that describe therapeutic procedures and pharmacological implications for the health field.
4. Have the knowledge base to understand medical terms that are developed using prefixes, suffixes and combining forms that relate to the Integumentary System, Digestive System, Respiratory System, Cardiovascular System, Blood, Lymph, and Immune Systems, Musculoskeletal System, Genitourinary System, Female Reproductive System, Endocrine System, Nervous System and Special Senses.
5. Have the knowledge base to use common abbreviations and symbols of the medical profession correctly.
6. Have the knowledge base to use effective oral and written communication using proper grammar, spelling and punctuation on written assignments.

Tuition and Financial Arrangements

Financial Aid: Great Paragon Healthcare Inc. does not offer financial aid for this program but a payment plan is available.

Payment Plan:
$300.00 before the first day of class
$300.00 before the final exam

Cost Analysis:

Course Cost Analysis	
Non- Refundable Registration fee	$ 25.00
Tuition	$ 500.00
Books	$ 50.00
Supplies	$ 25.00
Total	$ 600.00

The $600.00 fee includes the cost of registration, tuition and all materials needed to successfully complete the nursing program. Fees may be paid by way *of cash, check or credit card*. A listing of fees for the nursing program is provided below. A more comprehensive break down of fees will be provided upon registration.

GPH SCHOOL POLICIES

REGISTRATION PROCESS

Registration:
All students are required to pay the non-refundable registration fee and sign all required documents for each course before the first day of class.

ATTENDANCE

Absentee Policy:
All absence and tardiness must be documented. Absences and tardiness will not be excused.

Tardy:
Tardy is considered being late from one (1) minute up to thirty (30) minutes. Special consideration will be given to individuals who are tardy due to circumstances beyond their control such as bad weather, auto accidents, transportation strikes, etc. Proof of such reports may be required upon arrival. Individuals arriving more than 30 minutes late to class will be considered as absent.

Early Dismissal:
At times it is necessary for students to leave early. Only the instructor/director will grant early dismissals.

Class Cuts:
Students who leave the class without prior authorization from the faculty/director will receive a class absence.

TESTING POLICIES AND EXAMINATIONS

Cheating will not be tolerated. If a student is caught in the act of cheating or with evidence of cheating, they will be referred to the director for disciplinary action, which may include dismissal from the nursing program. If the person has reason to believe that a student/s is cheating the proctor will collect the exam and ask the student to leave the room. The student will receive a **"0"** for that exam to include midterms and final exams.

Suspicious cheating behaviors include but are not limited to: having written words on the hands ,arms or legs, having unauthorized paper in your possession at test times, talking, looking at another's test papers, making signals or various noises, having cell phones on the testing desk, asking other students for pencils/paper after the test has begun etc.

Various versions of the same exam content will be used for each test.

If a student is late for the exam there are 2 options
1. If no student that was taking the same version of the exam has left the room, the student can have the remainder of the test time to complete the test
2. The student should schedule for a make-up exam immediately.

The instructor, in the classroom setting, will review all exams with the students. Individual exam reviews will be granted upon request up to one week after the exam. Any student who misses a scheduled exam will be allowed to take a make -up exam ONLY if all of the following criteria are met:

1. The Instructor must be notified of the absence **before** the scheduled exam date/time.

2. The student must reschedule the exam with the instructor of the course within one week following the exam.
3. Permission will be given only for legitimate excuses, and only when notification of absence was made.
4. Any student who does not arrange for a make-up exam within one week of returning to class will automatically receive a grade of (0) zero for the exam.

Quizzes:

The instructor may give quizzes at any time. There are no make-up quizzes.

Theory Grading Scale:
A = 93-100
B = 85 – 92
C = 75 – 84

Failing grade scale;
D = 74.4 and-Below

Clinical Grading Scale:
Pass/Fail

PERSONAL CONDUCT

Drugs and Alcohol:
This policy statement is to inform you that, as a student of this facility, you may be subject to a random drug screening at the discretion of the Facility Director at any given time during the course. If tested positive under any substance, in which unable to provide a prescription, an additional drug test by blood sample must be completed and proved negative before the student would be allowed to return to Great Paragon Healthcare. The blood test will be at the expense of the student, if needed. Any absences related to these circumstances would be considered unexcused and, if excessive, could result in dismissal from the program due to insufficient attendance.

If the student does test positive for any prescription narcotics in which a prescription can be provided, a physician's written statement that the student is competent and physically capable of providing patient care may be necessary.

Alcohol and illegal drugs will not be tolerated at the clinical areas. Any individual under suspicion of being under the influence of alcohol and or a controlled substance will be issued a written probation. On the second incident, students may be suspended pending a hearing of the case by the school board. Upon conclusive proof of the offense the student will be terminated from the Basic Nursing Assistant Course. All students are required to sign "Drug Free Campus Statement".

Personal Items:
The management and staff of Great Paragon Healthcare are not responsible for damaged and/or loss of personal property. Lost or stolen property must be reported to the faculty/director immediately.

Personal Phone Calls:

Personal phone calls by students are not allowed. However, in case of an emergency a message may be left with the program secretary. Only emergencies are taken, no personal messages will be taken. The message will be given to the Instructor for immediate delivery to the student.

Beeper/Pager and Cell Phones:
Students are encouraged not to bring cellular telephones to class or clinical. If it is unavoidable, cellular phones, beepers, and other communication devices must be set on the "Silent" mode. Incoming and/or outgoing calls should be done before or after class hours or during breaks to prevent undue disruption of the teaching/learning session.

Visitors:
Relatives, Friends and visitors of students are not permitted at clinical sites or in the classroom except to participate in Recognition Ceremonies. Children are not allowed in classrooms, hall and clinical sites.

Smoking:
Smoking is not allowed anywhere in the school.

Parking:
Students are to park in the designated school parking areas or in available street parking areas.

Food and Beverages:
Food and beverages may NOT be consumed, in classrooms, hallway or clinical floors. All food is to be consumed in the designated student non-instructional areas.

Entering and Leaving the Building:
Students are required to wear picture ID badges at all times.
ID badges must be turned in to the nursing department when the student decides to leave the school or is recommended for separation from the BNA course for any reason.

Tape Recorders:
Taping of lectures is left to the discretion of the individual instructor.

Calculators:
A student may use a calculator at any time in the course of the program for the completion of math problems, this includes testing times also.

Textbooks:
Textbooks are issued at the beginning of each course. The student is responsible for replacing lost textbooks.

Unprofessional Conduct:
Students displaying non-professional conduct such as deceptive examination practice (cheating), violation of dress code, violation of attendance policy, irresponsibility, presentation of false documentation, verbal or physical abuse towards another student, staff member or client, disregarding Great Paragon Healthcare or clinical facility rules and regulations, intoxication, use of or possession of illegal drugs, violation of clients' rights, negligence or destruction of school or facility property, the student will be subject to disciplinary action which shall include but not be limited to verbal and written warnings and/or placed on probation or withdrawn from the course.

Non-Discrimination Policy:

Great Paragon does not discriminate on the basis of race, color, creed, religion, national origin, disability, age, marital status, veteran's status, sex or sexual orientation in admission to and participation in its educational programs, school activities and services, or its employment practices. Inquiring regarding compliance with nondiscrimination policies and regulations should be directed to the Program Coordinator or designee.

Weapons Policy:
Firearms, knives or any other items that could be used as a weapon are not permitted inside this facility. Under no circumstances will it be acceptable to be in possession of anything that would make another student feel unsafe or threatened.

Refusal to comply with these policies may result in your immediate termination from the program. Upon dismissal, all money paid toward course costs will be forfeited under the circumstances of failure to abide by the facility's policy.

Grievance Process / Complaints:
Great Paragon has an open door policy for student interactions and aim to resolve student complaints promptly and fairly and does not subject a student to punitive action because written grievances have been filed with the school or the program coordinator.

Any student of Great Paragon who believes he/she has been aggrieved by a violation shall have the right to file a written complaint within thirty days (30) of the alleged violation.

The following process should be followed:

1. Submit the written grievance to the school administration or designee.
2. The school administrator or designee shall provide written acknowledge to the grievant within 10 working days receipt of such complaint.
3. The school administrator or designee shall issue a written finding as to whether there is a need to proceed to the grievance process or resolution of the concern has occurred.
4. A meeting will be scheduled with the grievant and the concerned parties.
5. The outcome of the meeting/hearing will be forwarded in writing to the grievant within 10 working days.
6. The action of resolve will be implemented.
7. Great Paragon maintains a written record of all student complaints as well as the resolution to the issues.

Any student who has been notified of their separation from the school has the right to appeal their separation. To appeal, the student must follow the proper lines of communication beginning with the Instructor and the program coordinator. Forms for Academic Appeal and/or Grievance can be obtained from the admission office located at

2640 W. Touhy Ave Chicago, Illinois 60645

Complaints, that cannot be resolved by direct negotiation with the school in accordance with its written Grievance Policy, may be filed with the

Illinois Board of Higher Education
431 East Adams Street, 2nd Floor
Springfield, IL 62701
www.ibhe.org
Phone (217-782-2551) or Fax (217-782-8548)

Sexual Harassment Policy:

Sexual harassment, either verbal or physical, **will not be tolerated and is grounds for immediate dismissal.** If you feel you are the victim of harassment, it must be brought to the immediate attention of the instructor, school coordinator and/or director of nursing of the school.

REFUND POLICY

Buyers Right to Cancel:
Students have the right to cancel the initial enrollment agreement .All monies will be refunded if the student cancels within (3) three business days after signing the Enrollment Agreement and making initial payment. However, refunds are not instant and will need processing time.

Refund Policy – GENERAL - See enrollment agreement for further information.

Refund and Cancellation Policy:

1. Student registration/enrollment fees are nonrefundable.

2. Students have the right to cancel the initial enrollment agreement All monies will be refunded if the student cancels within (3) three business days after signing the Enrollment Agreement and making initial payment. However, refunds are not instant and will need processing time.

3. Cancellations must be in writing on official withdrawal forms in order to be eligible for any refunded money, if a refund is constituted under the refund policy.

4. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all funds paid, with the exception of the registration fee which is non-refundable.

5. Cancellation after attendance has begun will result in the following refunds:

   A. Attended 1st or 2nd class session = will result in a refund of 75% of the tuition and loss of registration fee.

   B. Attended 3rd – 4th class session = will result in a refund of 25% of the tuition and loss of registration fee.

   C. Cancellation after completing the 4th class session of the program will result in no refund.

6. Refunds will be made by check within 30 days of termination or receipt of cancellation notice.

7. Students that are being funded by Workforce Investment Act (WIA) will not receive monetary refunds. If refunds are applicable, monies will be sent back to the WIA program. Funds for books and uniform articles will not be refunded.

Late Registration:
Students that want to enroll in a course on the course's start date must pay tuition and fees at the time of registration.

Non Payment:
Students who do not pay tuition and fees by the payment deadlines and have not made payment arrangements, may be dropped from all their courses. The Student will not be allowed to enroll in other courses until all financial obligations have been met. Transcripts will not be issued to/for students until all financial obligations to Great Paragon have been met. Course completion certificates will not be issued until all financial obligations to Great Paragon have been met.

REGISTERING FOR CERTIFICATION TEST

The following information pertains to the *Basic Nursing Assistant Training Program* only.

Scheduling Your Test:

An individual who has completed an approved nurse aide training program and has met all other requirements of the Health Care Worker Registry may take the competency exam. Those individuals placed on the Health Care Worker Registry based on reciprocity from another state are not required to take the Illinois written competency test. Also, aides approved on the ILLINOIS HEALTH CARE WORKER REGISTRY PRIOR TO January 1, 1990, are NOT required or permitted to take this test.

1. The Nurse Aide Competency Exam is scheduled at various testing sites, usually community colleges, across the state on designated dates. Depending on registration levels, most sites test at least once a month. The test fees, registration deadline dates and test dates are established in a published schedule. Click on the Test Sites link to locate a test site in your area. If you have already submitted your application for testing, click on the Exam Schedule Status link to see if you are registered for the current testing cycle.

Eligible individuals may access the test sites schedule with his/her login ID and password at:

https://inace.nurseaidetesting.com/inace/

2. Make sure that you have the title of the test that you are registering for. The representative will ask for your name and contact information, as well as your preference as to date and time

3. You will need two forms of valid ID you will need to present when you take your test. You will not be allowed to take the test without valid identification.

4. The fee is payable prior to taking the test.

No Show or Canceling Your Appointment:
Individuals who "No Show" for a scheduled exam will receive a letter and application form in the mail approximately two to three weeks after the scheduled examination. You must submit the application with a copy of the letter and a $20 money order by the postmark deadline to be eligible for the next available testing.

PRACTICAL NURSING TRAINING PROGRAM DISCLOSURE CHART

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

Read and provide the program date for the following Indicators	Data
The number of students who were admitted in the program as of July 1, 2019	20
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.	new starts 28 Re-enrollments N/A Internal transfers N/A
The total number of students admitted in the program during the 12-month reporting period.	48
The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.	Internal transfers N/A Graduates 15 Withdrawals 2 Current enrollments 29
The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.	Placed within field 7 Placed outside field 6 Not avail. for placement 0 Not employed 2
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.	Took the certification exam 9 Passed certification exam 7
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).	Self-obtained employment 1
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).	Average starting salary for program graduate. $24.00

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Student Signature   **Date**   **Employee /Designee**   **Date**

BASIC NURSING ASSISTANT TRAINING PROGRAM DISCLOSURE CHART

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

Read and provide the program date for the following Indicators	Data
The number of students who were admitted in the program as of July 1, 2019	17
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.	new starts 91 Re-enrollments 0 Internal transfers N/A
The total number of students admitted in the program during the 12-month reporting period.	108
The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.	Internal transfers N/A Graduates 87 Withdrawals 6 Current enrollments 15
The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.	Placed within field 67 Placed outside field 25 Not avail. for placement 5 Not employed 5
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.	Took the certification exam 82 Passed certification exam 68
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).	Self-obtained employment 10
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).	Average starting salary for program graduate. $12.50

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Student Signature   **Date**   **Employee /Designee**   **Date**

MATH 110 COURSE DISCLOSURE CHART

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

Read and provide the program date for the following Indicators	Data
The number of students who were admitted in the program as of July 1, 2019	10
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.	new starts 12 Re-enrollments N/A Internal transfers N/A
The total number of students admitted in the program during the 12-month reporting period.	22
The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.	Internal transfers N/A Graduates 22 Withdrawals 0 Current enrollments 0
The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.	Placed within field N/A Placed outside field N/A Not avail. for placement N/A Not employed N/A
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.	Took the certification exam N/A Passed certification exam N/A
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).	Self obtained employment N/A
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).	Average starting salary for program graduate. N/A

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Student Signature　　　　　　　**Date**　　　　　　**Employee /Designee**　　　　**Date**

ENGLISH 101 COURSE DISCLOSURE CHART

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

Read and provide the program date for the following Indicators	Data
The number of students who were admitted in the program as of July 1, 2019	12
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.	new starts 12 Re-enrollments N/A Internal transfers N/A
The total number of students admitted in the program during the 12-month reporting period.	24
The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.	Internal transfers N/A Graduates 24 Withdrawals 0 Current enrollments 0
The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.	Placed within field N/A Placed outside field N/A Not avail. for placement N/A Not employed N/A
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.	Took the certification exam N/A Passed certification exam N/A
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).	Self obtained employment N/A
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).	Average starting salary for program graduate. N/A

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Student Signature   **Date**   **Employee /Designee**   **Date**

PHARMACOLOGY COURSE DISCLOSURE CHART

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

Read and provide the program date for the following Indicators	Data

The number of students who were admitted in the program as of July 1, 2019	12
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.	new starts 14 Re-enrollments N/A Internal transfers N/A
The total number of students admitted in the program during the 12-month reporting period.	26
The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.	Internal transfers N/A Graduates 24 Withdrawals 2 Current enrollments 0
The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.	Placed within field N/A Placed outside field N/A Not avail. for placement N/A Not employed N/A
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.	Took the certification exam N/A Passed certification exam N/A
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).	Self obtained employment N/A
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).	Average starting salary for program graduate. N/A

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Student Signature   **Date**   **Employee /Designee**   **Date**

MEDICAL TERMINOLOGY COURSE DISCLOSURE CHART

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

Read and provide the program date for the following Indicators	Data

The number of students who were admitted in the program as of July 1, 2017	20
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.	new starts 23 Re-enrollments N/A Internal transfers N/A
The total number of students admitted in the program during the 12-month reporting period.	43
The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.	Internal transfers N/A Graduates 43 Withdrawals 2 Current enrollments 0
The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.	Placed within field N/A Placed outside field N/A Not avail. for placement N/A Not employed N/A
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.	Took the certification exam N/A Passed certification exam N/A
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).	Self obtained employment N/A
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).	Average starting salary for program graduate. N/A

_____   _____   _____   _____

Student Signature   **Date**   **Employee /Designee**   **Date**