



**GATEWAY
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

**FAST TRACK PRACTICAL
NURSING PROGRAM**
(Veteran Bridge / Practical Nursing Refresher)

Nursing Student Handbook

Fall 2022



**MARICOPA
COMMUNITY
COLLEGES®**

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This Handbook prescribes standards of conduct for students enrolled in the Fast Track Practical Nursing Program. The standards are in addition to those detailed under Maricopa Community College's Policies and Administrative Regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline. The nursing division reserves the right to make program changes as needed, and to change without previous notice any information requirements and regulations published in this document.

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>

WELCOME

Welcome to the Fast Track Practical Nursing Program at GateWay Community College.

The Nursing Division embraces the mission and vision of GateWay Community College and the Maricopa Community College District reflecting a commitment to providing educational services to meet the diverse needs of a dynamic community. The Nursing Division is an integral part of the college and the general policies formulated for all students apply to students enrolled in the Practical Nursing program. In addition to the general policies, there are those specific to the nursing program.

The Nursing Division at GateWay Community College consists of the following areas:

The Nurse Assisting Program

The Nurse Assisting Program is designed to prepare students to be eligible for Nurse Assisting Certification through the Arizona State Board of Nursing.

Fast Track Practical Nursing Program

The Fast Track Practical Nursing Program is a terminal practical nurse program for college credit. The design of the curriculum permits an economical and efficient method of education to prepare the graduate to sit for the practical nurse licensing exam administered through the State Board of Nursing.

Maricopa Nursing Program at GateWay Community College

The Associate in Applied Science (AAS) Nursing degree Program is available at eight of the Maricopa Community Colleges. The program provides clinical experiences in a variety of healthcare settings. Completion of the degree requirements provides eligibility to apply for licensure as registered nurses. For more information, visit www.nursing.maricopa.edu.

Nursing Continuing Education

The Nursing Continuing Education Department provides educational opportunities for all levels of health care professionals to strengthen their knowledge in their practice areas, learn new skills, and further their professional practice. The department offers workshops, seminars, and courses for college credit.

Nursing Division Management:

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I. PROGRAM INFORMATION

A. DESCRIPTION

The Fast Track Practical Nursing Program is a terminal practical nurse program for college credit. The design of the curriculum permits an economical and efficient method of education to prepare the graduate to sit for the practical nurse licensing exam administered through the State Board of Nursing. Applicants may enter the Fast Track Practical Nursing Program after completing the required prerequisites. GateWay Community College (GWCC) awards the certificate of completion for the Nurse Assisting and Practical Nursing Programs in addition to the Associate of Applied Science in Nursing degree.

The Fast Track Practical Nursing Program provides students with the theory and skills required to practice as a practical nurse in acute care, extended care, and intermediate care settings. The program of study combines nursing theory lectures with planned patient care learning experiences in hospitals, nursing homes and health care agencies. Various teaching strategies are used throughout the program of study. Lecture, role play, online case studies, and simulation are a few of the teaching methods students will be engaged in during the program. It is important to note that technology is used extensively during the program. It is strongly recommended that students have access to a personal computer; however, computers for student use on campus are available through the college computer commons. Graduates are eligible to take the National Council Licensing Examination (NCLEX-PN) to become a licensed practical nurse (LPN). Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing according to Title 32, Chapter 15 of the Arizona Revised Statutes.

The Fast Track Practical Nursing Program is a separate program in relationship to the Maricopa Nursing Program. Students completing the Fast Track Practical Nursing Program may submit an application to enter Block 3 of the Maricopa Nursing Program after completing all pre-requisite courses and admission requirements as described in the Advanced Placement Information and Application Packet located at <http://nursing.maricopa.edu/pdfdocs/LPNExternTransApp.pdf>.

B. ELIGIBILITY FOR LICENSURE

Admission or graduation from the nursing program does not guarantee licensure to practice nursing. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the State Boards of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Felony Bar: If a person has been convicted of a felony, the person is not eligible to apply for licensure or certification with the Arizona State Board of Nursing until 3 years after the “absolute discharge” of the sentence. “Absolute discharge from the sentence” means completion of any sentence, including imprisonment, probation, parole, community supervision or any form of court supervision. This also includes payment of all restitution, fines, fees, etc. If the conviction is reduced to a misdemeanor, or set aside, dismissed, etc., the 3-year bar may no longer be applicable, but the Board may still consider the conduct involved, and the person’s application will be considered on a “case by case” basis.

Applicants for licensure in Arizona must provide evidence of citizenship or nationality. Licensing fees and requirements are determined by and are the sole responsibility of the State Boards of Nursing. For all questions about eligibility for licensure, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602-771-7800.

All nurse and nursing assistant applicants for certification and licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. The Level One Fingerprint Clearance Card required for the nursing program will NOT meet the requirements for licensure through the State Board of Nursing. All applicants with a positive history are investigated. If there is any question about eligibility for licensure or the documents required to show eligibility for licensure, please contact the Arizona State Board of Nursing.

Applicants for licensure in Arizona must provide evidence of citizenship or nationality. Licensing fees and requirements are determined by and are the sole responsibility of the State Boards of Nursing. If there are any questions about eligibility for licensure and the documents required showing eligibility for licensure, contact the Arizona State Board of Nursing.

C. VISION

The GateWay Community College Fast Track Practical Nursing Program believes that graduates who experience the community of learning become caring and sensitive nursing care providers who demonstrate excellence, wisdom, and practice safely and responsibly. Also, it is believed graduates will commit to and demonstrate behaviors that promote health and well being of themselves and take an active role in life-long learning.

D. MISSION

It is the mission of the GateWay Community College Fast Track Practical Nursing Program to prepare providers of nursing care who practice according to the core values and vision of the nursing program. These providers will become productive members of the diverse health care community. To accomplish the mission, the nursing program provides necessary resources and well-prepared faculty. Faculty practice within the scholarship of teaching and learning, are driving forces for change, model professional behaviors, and support adult learning principles and practices. It is also the mission of the program to actively develop and maintain collaborative partnerships with the diverse health care community.

E. CORE VALUES

The GateWay Community College Fast Track Practical Nursing Program is committed to the core values of caring, critical thinking, holism, nursing role development, safe practice, and information management and technology. These values focus on key stakeholders and communities of interest: clients, colleagues, and the community. The acquisition of these six core values is essential to form the foundation to practice the art and science of nursing.

Caring: The core value of caring is characterized by genuine, warm, and sensitive providers of nursing care who demonstrate empathy, respect for self and colleagues, and healthy self-esteem. These providers use positive communication skills that are growth producing for clients and colleagues.

Critical Thinking: The core value of critical thinking is characterized by self-directed providers of nursing care who make decisions based on self-reflection, rationale, and reasoning within their scope of practice. These providers are open-minded and creative when confronted with a variety of challenging situations and they take reasonable risks, when appropriate.

Holism: The core value of holism is characterized by non-judgmental providers of nursing care. They understand, are sensitive to, accept, and respect the spirituality and diversity of clients and the communities in which they live. These providers are restorers and promoters of health for clients across the life span. They understand the illness to wellness continuum and assess where clients are on that continuum so that they may help them achieve their highest state of wellness.

Nursing Role Development: The core value of nursing role development is characterized by accountable providers of nursing care who seek as their ideal, ethical and moral practice. These providers are client advocates who exert assertive behaviors when necessary. They demonstrate adaptability and flexibility in the dynamic health care environments and are productive team members. At all times, these care providers demonstrate the image and presence of a nurse who is committed to the core values of the art and science of nursing and life-long learning.

Safe Practice: The core value of safe practice is characterized by responsible providers of nursing care who demonstrate clinical excellence, cultural competence, and quality care. These providers practice legally and ethically and always seek positive client outcomes. They value the knowledge they have gained from other

disciplines and apply that knowledge through the nursing process to make and evaluate appropriate and reasoned decisions.

Information Management and Technology: The core value of information management and technology is characterized by demonstration and understanding of basic data collection tools such as the medical record, shift report, and electronic infusion devices. These providers value the use of electronic devices to enhance the efficiency of patient care and safety. These providers also understand and utilize a variety of information sources such as online databases, hand-held computers and professional journals to contribute to positive client outcomes.

II. STUDENT LEARNING OUTCOMES

A. PROGRAM COMPETENCIES

1. Function effectively in the role of the beginning Practical Nurse under the direction of a Registered Nurse.
2. Demonstrate critical thinking skills and evidence based practice through utilization of the nursing process as a guideline in providing nursing care.
3. Assist with data collection and contribute to the established plan of care.
4. Implement an established plan of care using appropriate practical nursing knowledge.
5. Assist with the evaluation of nursing care based on established outcome criteria.
6. Apply therapeutic communication techniques in providing basic nursing care for clients throughout the lifespan.
7. Perform technical aspects of basic, safe nursing care.
8. Demonstrate identified caring behaviors.
9. Function in accordance with the ethical and legal standards of practical nursing practice.
10. Illustrate use of relevant technology for client care and documentation.

CORE VALUE	FAST TRACK PRACTICAL NURSING COMPETENCIES
Caring	<ul style="list-style-type: none"> • Use communication skills and caring behaviors which demonstrate empathy and respect for self, colleagues, and clients.
Holism	<ul style="list-style-type: none"> • Under the direction of the RN, uses therapeutic nursing interventions within a wellness-illness framework that accepts and respects client diversity across the life span.
Role Development	<ul style="list-style-type: none"> • Practice and collaborate with health care team members in the delivery and coordination of care in acute care and community settings. • Demonstrates professional behavior in accordance with the State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the Student Handbook, and the policies and regulations of the assigned healthcare agency. • Demonstrate principles of leadership and client advocacy in role as a practical nurse.
Critical Thinking	<ul style="list-style-type: none"> • In collaboration with the RN, uses the nursing process and critical thinking skills to make reasonable decisions about actions and beliefs within the practice of nursing.
Safe-Practice	<ul style="list-style-type: none"> • Under the direction of the RN, uses interventions that safeguard the client's health and well-being while practicing within the legal and ethical framework of practical nursing.
Information Management & Technology	<ul style="list-style-type: none"> • Integrates technology to assist in providing safe, effective client care. • Manages information confidentially and effectively to ensure positive client outcomes.

III. PROGRAM OF STUDY**Curriculum Credit Hour and Clock Hour Distribution**

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
Prerequisite Courses		
	A military veteran with a health care designation (medic/corpsman) or a licensed practical nurse (LPN) who requires a refresher program.	Military Transcript Evaluation
Fast Track Practical Nursing Courses		
NUR150 - Theory	Practical Nurse Bridge Course – Theory	8 Credit Hours
NUR150 – Lab	Practical Nurse Bridge Course - Lab	4 Credit Hours

IV. GENERAL INFORMATION

A. ADVISEMENT – Academic nursing advisors are available on campus

B. DEFERRAL GUIDELINES – Applicants may only defer placement once. Applicants who defer forfeit placement until the next available semester. If the applicant is unable to attend the next available semester, the application is withdrawn from the wait list and the applicant must apply as a new student. The option to defer placement is no longer available once an applicant accepts placement. Special circumstances regarding deferral will be evaluated on a case-by-case basis.

If an applicant chooses not to attend the nursing program at any point after the FTPN Program Orientation, he/she is not eligible for deferral and their application is withdrawn from the wait list. The applicant must apply as a new student.

C. ADMISSION TO MARICOPA NURSING – The application for any applicant who is admitted into the Maricopa Nursing RN program will be removed from the FTPN applicant wait list once he/she is enrolled in the Maricopa Nursing program. The application for any applicant admitted into the Fast Track Practical Nursing Program will be removed from the Maricopa Nursing RN wait list once he/she is enrolled in the FTPN program.

D. SEQUENCE OF COURSES

Nursing courses are sequential and the successful completion of each course is a prerequisite for registration and admission to the next course.

E. ATTENDANCE GUIDELINES

1. Students must be registered for the class in order to attend.
2. Students will be held to Maricopa Community College District (MCCD) policies and procedures related to attendance (see College Catalog, AR 2.3.2). Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn. Students who fail to attend the first scheduled class meeting, or who fail to contact the instructor regarding absence before the first scheduled class meeting may, at the discretion of the instructor, be withdrawn.
3. Nursing classes prepare students for safe client care and faculty expect students to attend each class, laboratory, and clinical session to develop the theoretical and practice components of the professional nursing role. It is the responsibility of the student to notify the instructor prior to absence or anticipated late arrival. Laboratory

and clinical hours are often not possible to make up and students must not expect make-up time to be available. When an absence results in the inability of the student to develop and demonstrate clinical practice objectives and meet the required hours of the course necessary for credit, the student will not receive a passing grade in the course.

4. Students bear the responsibility of notifying the Office of Admissions and Records when they discontinue studies in a course or at the college. Failure to do so may result in the student receiving a failing grade for the course. If an absence is prolonged an incomplete may be given.
5. If an absence is necessary, the absence policy of the program includes but is not limited to:
 - a) Theory/didactic sections: Students are expected to attend all classes necessary to meet competencies of the course. If an absence occurs the student is responsible to obtain class notes and assignments. Students may not arrive late or leave early as these behaviors disrupt the learning environment. A faculty member has the right to deny entrance if a student is late.
 - b) Laboratory Sessions: Students must attend all laboratory sessions. Makeup time for skills taught in the lab may not be possible. Students will be assessed on successful demonstration of skills/procedures and are responsible for reviewing/remediating skills prior to care.
 - c) Clinical Sessions: Students are expected to attend all clinical sessions necessary to meet the competencies of the course as determined by the instructor(s). If a student is meeting clinical competencies, one absence **may be** granted by the instructor. When a student is not meeting clinical competencies, repeated absences (2 or more) may result in the student receiving an incomplete for the clinical component or could result in failing the clinical component.
 - d) Planned simulations are part of the clinical experiences; however, simulation will not be used to replace scheduled, in-person clinical experience(s).
 - e) Clinical hours include pre-clinical laboratory practice, pre- and post-conferences, all scheduled clinical days, alternative clinical learning activities, and simulation.
 - f) All students must complete the online and onsite clinical orientation requirements prior to all clinical rotations. Any student who fails to complete the requirements or is absent on a day of orientation without prior instructor approval may not continue in the rotation.
 - g) Late arrival or leaving early from the clinical experience may result in disciplinary action and place the student at risk for failing to achieve the course competencies.
 - h) Clinical experiences scheduled in psychiatric/mental health, obstetrical, and pediatric rotations are assigned to meet the minimum course requirements.
 - i) In case of serious illness or emergency, a student may find an absence unavoidable. When an absence occurs, the student must notify the clinical instructor in advance of the clinical hours. Any absence can jeopardize successful achievement of course competencies.
 - j) The nursing program does not provide extra clinical rotations to compensate for missed clinical hours, Official or excused absences are addressed individually.
6. Special Circumstances: There are no provision for an “excused absence” outside the following list as described in the college policies (see college catalog). All requests for an excused absence must meet the college policy and the request is to be sent directly to the nursing department coordinator/director and the primary course instructor.
 - a) Official Absences are those that occur when students are involved in an official activity of the college. Students must present the official absence verification form to the instructor before the absence. Prior arrangements must be made with each instructor. If an absence is prolonged and too much content is missed an incomplete may need to be given. Appropriate documentation is required.
 - b) Religious Holidays. There is a process for requesting accommodations for religious holidays. For information on the procedure, please refer to the process - <https://district.maricopa.edu/regulations/admin-regs/appendices/non-discrimination/nd-4>

IV. CHANNELS OF COMMUNICATION

There is an expectation of mutual respect between faculty and students. If an issue should arise, the student schedules a meeting to discuss the issue with the faculty member. Issues are often resolved by direct communication between the faculty member and the student.

Nursing students and faculty should communicate openly to promote professional conduct and to collaboratively resolve problems. A communication chain of command provides a process whereby students have an opportunity to communicate concerns to the person(s) involved. It also provides the instructor the opportunity to be aware of the student's concern and to work with the student to find a mutually agreeable solution, as most issues are resolved at this level. If the issue is not resolved after communication at the first level, students are expected to follow the appropriate communication chain of command outlined below.

1. Clinical faculty (for clinical issues)
2. Course faculty (for classroom issues or if clinical issue remains unresolved after speaking with clinical instructor)
3. PN Program Director
4. Nursing Department chair
5. Dean of Instruction/Dean of Career & Technical Education

A. INSTRUCTIONAL GRIEVANCE POLICY

(<https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-6>)

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

Steps for students to follow:

- a) If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written grievance must be filed within ten working days following the previous deadline. The written grievance will be given to the faculty member five days before any official meetings are convened.
- b) Upon receipt of a written grievance, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.
- c) If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written grievance with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/ center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
- d) If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.
- e) Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

Note: The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.

VI. STUDENT REPRESENTATION

All students are encouraged to provide input on decisions including admission standards, curriculum, student services, and the teaching/learning process. Students are invited to become active in student government and nursing student associations and organizations both on campus and in the community.

Each semester, students complete written evaluations on the effectiveness of teachers, courses, and clinical experiences. Faculty value the evaluation process as a method to improve curriculum and teaching methods. Evaluations are a method of communication between the FTPN faculty and the student.

VII. PROFESSIONAL APPEARANCE

All students must present themselves in a professional manner at all times while enrolled in the nursing program. Students must be in compliance with the professional dress code guidelines at all times while in the clinical setting and must demonstrate professionalism at all times while in uniform. . In all cases the student must be in compliance with the professional appearance policy of the clinical agency. The following guidelines are mandatory for students to remain in compliance with the professional dress code:

- A.** Students are to wear the official nursing program uniform in all clinical settings unless setting or agency requires other clinical attire.
- B.** Uniforms should fit comfortably for unimpeded movement without compromising safety or professional image. The uniform should fit so that when the student bends forward, the bottom hem of the top of the uniform top covers the back waistband of the uniform pants. Visible chest or buttock cleavage is not permitted.
- C.** Pant hems should be tailored as to not drag on the floor when walking or standing.
- D.** Students may wear a plain white or green (that matches the uniform) t-shirt under the uniform. No other colors are permitted. The t-shirt may be sleeveless, short, or long sleeve. Turtlenecks are permitted.
- E.** The official student uniform jacket or a plain white lab coat may be worn over the uniform. Sweaters, hoodies, or similar apparel are not permitted in the clinical setting.
- F.** Picture ID badge must be worn at all times while in the clinical setting. The badge should be above the waist and the picture facing forward. The ID badge should be worn on the upper shoulder area of the uniform.
- G.** White or black socks or neutral nylons should be worn with the uniform. Other color socks are not permitted.
- H.** Uniform style shoes are to be white or black with low heels. No open toes, backless shoes, or sandals. White or black clogs (no other colors permitted) with a back strap are permitted. All shoes must have a non-porous top.
- I.** The uniform must be clean and wrinkle-free. Undergarments must be worn at all times and cannot be visible.
- J.** The only jewelry that may be worn with the uniform is a wedding ring, small post earrings in ear lobes only, and a wristwatch. No other visible piercing jewelry is allowed; however, if necessary, a small skin toned bandage is permitted to cover a visible piercing. Necklaces must be kept under clothing and not visible. In some rotations, it may be advisable to not wear any jewelry.
- K.** Earlobe gauges must be filled or covered in flesh tones

- L. No objects of any type are type may be worn in the tongue.
- M. Tattoos must be covered, if possible. Tattoos which cannot be covered must be conservative and must not convey a message that is contrary to professional standards and must not pose a potential customer relations issue. Visible tattoos that are obscene, lewd, contain profanity, or portray or represent nudity, vice, or crime are strictly forbidden. Students will be required to cover such tattoos.
- N. Hair must be clean, of natural color (not blue, pink, etc.), worn up/off the collar, and secured back from the face so it does not fall forward while in uniform to meet health and safety standards. Unconventional hair styles (such as “mohawk” styles” are not permissible in clinical settings. No hair adornments may be worn in the hair to clinical (i.e. artificial flowers, scarves, jewels, etc.) unless approved related to cultural/religious practices.
- O. Closely trimmed beards, sideburns, and mustaches are permitted, but must meet facility policy for client safety.
- P. Makeup must be neutral and minimal; false eyelashes (strip lashes using adhesive) should not be worn and may be restricted in some areas due to safety and sterility issues.
- Q. No chewing tobacco or gum while in the nursing laboratory or in the clinical setting. Chewing tobacco or e-cigarettes/vaping is not allowed in class, laboratory, simulation, or clinical setting.
- R. Students will maintain personal hygiene, including oral care. Students will be free of offensive body odor and/or cigarette odor. No cologne, after-shave, scented lotions, and/or perfumes are permitted.
- S. Fingernails must be clean, short with clear, neutral or pale polish, if any. Artificial nails, gel polish, nail wraps, or extenders are not permitted.
- T. **Unacceptable Attire in the Clinical and/or Laboratory Setting:** NO thin or see-through clothes, bandeau/crop tops, sports bras, tank tops, shorts, or short skirts/dresses. When in the clinical setting, students are required to wear the required uniform with name badge as outlined above.

VIII. INFORMATION TECHNOLOGY

Nursing students will be required to use online resources to access content and will need access to a computer and network connection to view various recommended and required site content.

Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

- A. Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, laptops or other electronic devices. All devices may only be used when authorized by faculty and for clinical or classroom related activities.
- B. Cell phones and all mobile devices must be on silent mode or tuned off during class, lab, and clinical experiences.
- C. No photos may be taken by students in the clinical agency or lab environments. The exception to taking photos or videos in the laboratory environment is when it is a course assignment or approved by faculty.

- D.** No personal phone conversations or texting allowed at any time while in clinical. A clinical probation will be given for the first violation of using the mobile device for socializing during clinical time. A second violation may result in removal from the clinical setting resulting in a clinical absence and dismissal from the program.
- E.** When accessing information on smartphones, students are expected to have the equipment turned off if agency policy requires it and go to an area designated for cell phone use when accessing information on a mobile device.
- F.** Be respectful of the client at all times and ensure that your attention is focused on the client when you are in the client's room. If you are using any type of electronic mobile device at the bedside be sure to apologize for the interruption in care and explain how the use of technology will assist with care.
- G.** Faculty or hospital staff may ask to see what programs you are using at any time. Use of facility computers for personal use is strictly prohibited.
- H.** You must protect the confidentiality of client information at all times in accordance with HIPAA. Students may not take any photographs of clients, client records nor print or make copies of client records.
- I.** Students who violate client privacy with mobile devices will be subject to HIPAA infractions of the clinical agency and subject to disciplinary action.
- J.** Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens, so may mobile devices. Be sure to disinfect/decontaminate them as needed.
- K.** Social Networking Sites: When contributing to a social network site, it is important to remember that everyone can see and read what is placed on the site even if "private" options are selected. Keep your interaction professional and err on the conservative side when placing written communication or posting photos. Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or written communication can reflect on you and many recruiters now routinely search social networking venues when considering individuals for hire. It is never appropriate to post photos or information about clients! Social network posting can be subject to disciplinary action from the nursing division.
- L.** Students using cell phones for personal unauthorized communication of any type or taking pictures in the classroom, nursing laboratory, or the clinical unit face disciplinary action that may include permanent dismissal.
- M.** For additional information on how to use social media without professional or personal repercussions, visit: <https://www.mcsbn.org/347.htm>

IX. PROGRESSION AND RETENTION**A. GRADING**

1. Nursing courses utilize the following grading scale:

GRADE SCALE (cumulative):	92 -100	=	A
	84 - 91	=	B
	76 - 83	=	C
	68 - 75	=	D
	67 and below	=	F
2. To receive a passing grade (C or better) the student must:
 - a) Achieve an average score of 76% or better on proctored examinations and assignments. No rounding will occur with the calculation of the final course grade to achieve a passing score of 76%.
 - b) Consistently function at “Progressing” or “Satisfactory” level for each of the clinical competencies on the Clinical Evaluation Tool.
 - c) Meet all course requirements as described in the course syllabus.
3. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility.
4. Students who fall below a 76% may be referred to Early Alert and will be required to complete a remedial Student Achievement Plan.
5. Nursing courses are not graded on a curve; grades are earned without regard to the scores of other students.
6. No test can be retaken to improve a score.
7. All nursing courses will include a comprehensive final exam of all essential nursing theory and clinical content appropriate to determine student achievement of course competencies.
8. Students are permitted one review of each quiz and/or exam. Faculty expect students to discuss individual concerns and learning needs with the instructor during office hours. Student may request a general review of final exam content by notifying the instructor of this request within 24 hours after the grade for the final is posted. Quizzes and exams will not be reviewed after final grades are posted.
9. Failing the clinical component of the course will result in a failing grade for the entire course. Final grade will be dependent on current standing on course proctored examinations.
10. Grades for all courses will be awarded to students only after the lead course instructor receives all required Trac Prac documentation.
11. Due Process - If a student has his/her continuation in a class or the academic program called into question based upon a positive drug test, a failed background check, or a code of conduct violation that may prevent the program’s ability to place the student at a clinical site, the student will be afforded due process prior to being removed from the class/program.

B. MEDICATION COMPETENCY

Faculty expect students to function at the level of education and experience according to specified course competencies. All students must review the agency’s medication policies prior to administering medications on the unit.

1. General Guidelines
 - a) All students must follow the principles of safe medication administration.
 - b) All students must follow the agency’s policies and procedures for medication administration
 - c) All students must demonstrate competency in calculating medications prior to administering medication.
 - d) Students unable to calculate accurate doses may receive a clinical warning and/or probation related to unsafe clinical practice
 - e) Students must report all medication errors to the instructor immediately.
 - f) The instructor reserves the right to limit a student’s medication administration experience.

C. EXIT TESTING AND REMEDIATION

Near the end of each semester, students will take a computerized, standardized HESI examination which is calculated as a part of the final course grade. The primary purpose of this examination is to assess the student's achievement of nursing knowledge at his/her current level. The assessment will determine specific, individualized remediation materials that will contribute to the student's success.

After completing the exam each student will receive an email from Evolve with the raw test score, conversion score, and comparison scores, individualized remediation, and suggested study materials.

D. STUDENT PLACEMENT IN CLINICAL FACILITIES

1. Students are responsible for their own transportation to and from the assigned clinical facility. Students must be able to attend a clinical experience at any of the clinical facilities used by the nursing program. Faculty are not able to accommodate student's personal convenience, but will make every effort to assign students to the agency most appropriate for the achievement of course competencies.
2. Under no circumstances will students be allowed to switch to a different clinical group once the agency receives the roster of the student placements and/or the clinical rotation has started.
3. Occasionally it is necessary to make alterations in clinical rotations to accommodate the learning needs of the students. All students are guaranteed clinical placement, however specific times, dates, instructors or facilities cannot be guaranteed. Nursing faculty will make the final decision regarding student placement in clinical facilities.
4. A student may be withdrawn from the program based on the inability to place the student in a clinical facility related to student conduct.

PROGRESSION

To qualify for continued enrollment throughout the program, the following must be achieved:

1. Achieve a passing grade in all components of the current nursing course.
2. Maintain compliance with the Health and Safety Requirements of the nursing program.
3. Comply (provide transcript documentation) with all prerequisite requirements for progression and graduation – this is the responsibility of the student.
4. Complete all required course and clinical assignments.
5. Maintain all standards as outline in the MCCD college catalog and FTPN Nursing Student Handbook.
6. Meet all deadlines for clinical facility requirements (online databases) by the designated due dates.

F. GRADUATION REQUIREMENTS

1. Students must complete an application for certificate through the Admissions and Records department prior to the date listed in the college catalog.
2. The Fast Track Practical Nursing Certificate is awarded according to the policies, procedures, and requirements described in the college catalog.

G. INVESTIGATIVE AND/OR DISCIPLINARY ACTIONS OF REGULATORY BOARDS

1. All students enrolled in nursing courses who are certified and/or licensed as a Nurse Assistant must remain in good standing with the Board of Nursing. Students with certification and/or licensure from allied health regulatory boards are included in this provision.
2. Students receiving any investigative or disciplinary actions against their certificate or license must notify the Program Coordinator within five (5) school days. Failure to remain in good standing may result in restriction or withdrawal from nursing courses.
3. Once admitted, the student must maintain a "passing" standard on the background check. Any student who has the fingerprint clearance card suspended or revoked while enrolled in the program will not be permitted to continue.

G. READMISSION GUIDELINES – No Readmission is Guaranteed

1. A student exiting the nursing program for any reason must complete an Exit Interview Form.
2. No student is guaranteed readmission. A student may be granted ONE readmission if there is space available and the student has had no previous readmissions.
3. All readmissions are subject to space availability and approval of the Program Coordinator. Factors which may be considered form readmission include but are not limited to final course grade, HESI scores, and course/clinical participation and evaluations.
4. The Program Coordinator and/or designee may specify certain required or recommended criteria for readmission. Criteria may include completion of academic courses, proof of work experience, remediation, counseling, or other activities to promote student success.
5. The Nursing Director and/or Program Coordinator reserves the right to deny a request for readmission if the student was dismissed for issues relating to academic integrity, unsafe patient care, inappropriate conduct, or dismissal from a college or clinical site.
6. The Nursing Director and/or Program Coordinator reserves the right to approve an admission or readmission for a student in good standing who has to defer or withdraw for an unexpected event such as hospitalization, military deployment, or other unforeseen events.
7. Readmission Criteria for each Semester:
 - a) A student exiting for a withdrawal or a failure must complete an Exit Interview Form and may request readmission. The maximum amount of time a student may be out of the program is 1 traditional semester. If the student is out for longer than 1 traditional semester, the student must apply as a new student, meet current admission requirements, and repeat all FTPN program courses.

IX. HEALTH AND SAFETY GUIDELINES**A. HEALTH DECLARATION**

Nursing students must be able to perform a variety of patient care activities without restrictions in the laboratory and clinical settings. At a minimum, students will be required to lift patients, stand for several hours at a time and perform fine motor skills with dexterity. The clinical nursing experience also places students under considerable mental and emotional stress as they assume responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions to remain in the program. Individuals should give careful consideration to the mental and physical demands of the program as described in detail under "Essential Skills and Functional Abilities" prior to making application.

B. HEALTH AND SAFETY REQUIREMENTS

1. All students entering nursing courses must meet all Health and Safety requirements to maintain enrollment in the program. Students who do not meet all health and safety requirements by the required due date will not be able to continue in the clinical component of the course.
2. Students unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will not be allowed to continue in nursing courses. A physician note or other documentation will not negate the need to complete all health and safety documentation requirements due to the need to protect patient safety.
3. Immunization exemption/variance request is available due to religious or medical reasons. The Nursing Director must be informed of the need for an immunization variance prior to the student's acceptance into the program or continuation from semester to semester. Every attempt will be made to place the student in clinical rotations to meet the competencies of the course; however if a clinical placement cannot be obtained the student may be given an incomplete, may not move forward with his/her cohort and in some instances may not be able to complete the program of study. In all instances, a confirmation of TB status is required, and verification of immune status is required by proof of titers for all required elements. For medical exemption/variance, appropriate documentation from a licensed health care provider is required. Some

facilities require an influenza vaccination and a waiver is not accepted. In those instances a student without required immunization(s) will not be eligible to attend clinical at that facility.

4. In circumstances of student illness, injury, or other health limitations, both the off-site clinical agency and the college health policies must be upheld. The faculty member and/or clinical agency representative will determine a student's ability to provide nursing care, in light of a physician's approval for return or functional limitations. When a student has weight or activity restrictions (such as non-weight bearing or lifting restrictions), is in a cast, orthopedic boot, or another appliance or restriction, the student must meet with DRS (for injury, illness, or disability) or a Title IX Coordinator (for pregnant and parenting issues) to review whether accommodations or academic adjustments are available to the student. MCCCCD is not able to accommodate or otherwise change requirements imposed by third-party clinical sites. Pregnant students are not required to self-report pregnancies.
5. A Level One Fingerprint Clearance Care (FCC) is required for enrollment in nursing courses. Students unable to maintain a current FCC will be withdrawn from nursing courses. If the FCC is suspended or revoked at any time during the nursing program, the student has the duty to report this event to the Program Coordinator within five (5) business days and may not continue in the program until the FCC is reinstated. The student must be able to show his/her FCC during clinical rotations upon request.
6. As is outlined in the Arizona Revised Statutes 15-1650.05, students participating in clinical settings at a healthcare institution licensed under A.R.S. Title 36 which includes hospitals, nursing care institutions, residential care institutions, intermediate care facilities for individuals with intellectual disabilities (ICF-IID), group homes, or other medical facilities may be required to provide proof of COVID-19 vaccination and subject to regular health screening and testing as determined by the healthcare institutions. (See Executive Order 2021-15). Maricopa County Community College District will require all Allied Health and Nursing students to show proof of vaccination in order to ensure compliance with our clinical partner health and safety requirements.
7. MCCCCD cannot provide accommodation in the clinical setting and cannot force our clinical partners to provide accommodations to students. Students are required to obtain accommodations from the clinical site by completing the clinical site's religious or medical disability accommodation process if the clinical site has identified a process. If you are unsure of the facility where you have been placed provides accommodations, please visit myClinicalExchange (mCE) to confirm and obtain directions for requesting accommodations from the site.

To meet this requirement:

Upload a copy of proof of COVID-19 vaccine proving vaccination.

- Provide proof of two-dose vaccination of Pfizer-BioNTech or Moderna vaccine.
OR
- Provide proof of one dose vaccination of Johnson & Johnson's Janssen vaccine.
OR
- Upload a copy of your signed COVID-19 declination. This does not need to be sent to anyone at MCCCCD, just upload the completed form to American Databank. Please note that by a completed declination form does not guarantee an accommodation will be granted by a clinical partner or that you will be placed in a clinical facility that does not require the COVID-19 vaccine, which may impact your clinical course.

Please Note: All documentation is required to have the student's full name, date of administration, manufacturer, and Healthcare Professional Clinic Site. Annual vaccination and/or renewal are not determined at this time.

* Health and Safety Requirements are subject to change without notice depending on clinical agency requirements.

C. DISABILITIES

1. Students are expected to participate fully in activities required by the program. See the Essential Skills and Functional Abilities for Nursing Students.
2. Any student having a temporary medical condition inhibiting/restricting their activities engage in discussions with the Disability Resources Services office if they are seeking accommodations/academic adjustments.
3. Should the student require any type of accommodation/academic adjustment, the student must notify the Disability Resources and Services (DRS) Office. The DRS office should be contacted by the student prior to the first-class meeting. Special accommodations for testing will be given only with appropriate documentation as required by the DRS office. Should the student require accommodation/academic adjustment due to pregnancy and the student opts to disclose their pregnancy, the student should work with their college Title IX Coordinator.
4. Should a student request accommodations for clinical experiences, the student is required to contact the college DRS center.
5. Official documentation of disability is required for any accommodation including but not limited to additional time, alternative environments, or reference materials.
6. Access to Materials: If a student is experiencing difficulty accessing course materials because of a disability, please contact your instructor. All students should have equal access to course materials and technology.

D. ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES

II. Nursing students must be able to meet essential skills.. If a student believes that he/she cannot meet the essential functional abilities without accommodations, the nursing program must determine, on an individual basis, whether accommodation can be made. The ultimate determination regarding reasonable accommodations will based upon preservation of patient safety.

Essential Functional Abilities	Standard	Examples of Required Activities
Motor Abilities	Physical ability and mobility sufficient to execute gross motor skills, physical endurance, and strength to provide safe patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment rom or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
Perceptual/ Sensory Abilities	Sensory/perceptual ability to monitor and assess clients.	Sensory abilities to hear alarms, auscultatory sounds, cries for help, etc. Visual acuity to read calibrations on syringe, access color (cyanosis, pallor). Tactile ability to feel pulses, temperature, palpate veins, etc. Olfactory ability to detect smoke, odor.
Behavioral/ Interpersonal/ Emotional	Ability to relate to colleagues, staff and patients with honesty, civility, integrity and nondiscrimination. Capacity for development of mature, sensitive and effective therapeutic relationships.	Establish rapport with patients/clients and colleagues. Work with teams and work groups. Emotional skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients.

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	<p>Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</p> <p>Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</p> <p>Negotiate interpersonal conflict.</p> <p>Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes</p>	<p>Adapt rapidly to environmental changes and multiple task demands.</p> <p>Maintains behavioral decorum in stressful situations.</p>
<p>Safe Environment for patients, families and co-workers</p>	<p>Ability to accurately identify patients.</p> <p>Ability to effectively communicate with other Caregivers</p> <p>Ability to administer medications safely in the clinical area.</p> <p>Ability to recognize and minimize hazards that could increase healthcare associated infections.</p> <p>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</p>	<p>Prioritizes tasks to ensure patient safety and standard of care</p> <p>Maintains adequate concentration and attention in patient care settings.</p> <p>Seeks assistance when clinical situation requires a higher level of expertise/experience.</p> <p>Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</p>
<p>Communication</p>	<p>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families another members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language.</p> <p>Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.</p> <p>Communicates professionally and civilly to the healthcare team including peers, instructors, and preceptors.</p>	<p>Gives verbal directions to or follows verbal directions from members of the healthcare team and participates in health care team discussions of patient care.</p> <p>Elicits and records information about health history, current health state and responses to treatment from patients or family members.</p> <p>Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective, sensitive, and timely manner.</p> <p>Establishes and maintains effective working relations with patients and co-workers.</p> <p>Recognizes and reports critical patient information to other caregivers.</p>
<p>Cognitive/ Conceptual/ Quantitative Abilities</p>	<p>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</p>	<p>Calculates appropriate medication dosage given specific patient parameters.</p>

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	<p>Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</p> <p>Ability to comprehend three – dimensional and spatial relationships.</p> <p>Ability to react efficiently in an emergency situation.</p>	<p>Analyze and synthesize data to develop an appropriate plan of care.</p> <p>Comprehend spatial relationship adequate to properly administer injections, start intravenous lines assess wounds of various depths.</p> <p>Collects data, prioritize needs and anticipate reactions.</p> <p>Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers.</p> <p>Transfers knowledge from one situation to another.</p> <p>Accurately processes information on medication containers, physicians’ orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</p>
Punctuality/ work habits	<p>Ability to adhere to nursing policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and student handbook and course syllabus.</p> <p>Ability to complete classroom and clinical assignments and submit assignments at the required time.</p> <p>Ability to adhere to classroom and clinical schedules.</p>	<p>Attends class and clinical assignments punctually.</p> <p>Reads, understands and adheres to all policies related to classroom and clinical experiences.</p> <p>Contact the instructor in advance of any absence or late arrival.</p> <p>Understands and completes classroom and clinical assignments by due date and time.</p>
Environment	<p>Recognize the personal and patient risk for exposure to health hazards.</p> <p>Use equipment in laboratory or clinical settings needed to provide patient care.</p> <p>Tolerate exposure to allergens (latex, chemical etc.)</p> <p>Tolerate wearing protective equipment (e.g. mask, gown, gloves).</p>	<p>Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex.</p> <p>Uses personal protective equipment (PPE) appropriately.</p>

E. INSURANCE: HEALTH AND ACCIDENT

1. Students are advised and may be required by some clinical facilities to carry their own health and accident insurance. In situations where insurance is required to attend a specific clinical rotation, the student will not be permitted to attend and may have to withdraw from the course. Each student is personally liable for any illness or accident during or outside of school activities.
2. Students participating in a college-related activity have limited coverage by the Student Accident Insurance: Policy (<https://business.maricopa.edu/risk-management/insurance/student-insurance-plans>). Coverage is subject to change each policy year. Coverage is effective August 1st.
3. Student accident insurance coverage is secondary to the student’s primary coverage.

4. If a student is injured during clinical, a Maricopa Community Colleges accident insurance form and verification of other insurance coverage must be completed. Completed forms are submitted to the Nursing Director for signature and then forwarded according to campus procedure.
5. Students are responsible for their own transportation and vehicle insurance to and from clinical. No coverage is provided for any motorized vehicle not supervised and provided by the college.
6. Maricopa Community Colleges provides malpractice insurance coverage for students enrolled in the Nursing Program.
7. All incidents need to be reported to Campus Public Safety. They will fill out a report and forward to Risk Management.

G. GUIDELINES REGARDING EXPOSURE TO BODY FLUIDS

1. Standard precautions, which are intended to reduce the risk of pathogen transmission, are the basic level of infection control. Students are expected to follow hand hygiene, personal protective equipment (PPE), respiratory hygiene, and linen and waste disposal guidelines recommended by the World Health Organization standard precautions in health care (http://www.who.int/csr/resources/publications/EPR_AM2_E7.pdf)
 2. All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and/or other blood-borne pathogens
 3. Students are not permitted to care for clients with active/suspected tuberculosis, mumps, measles, varicella, or any client in airborne isolation/precautions.
 4. **Exposure Guidelines**
 - a) Students who are directly exposed to body fluids must immediately notify the clinical instructor.
 - b) Students exposed to body fluids shall follow this protocol:
 - 1) Immediately flood the exposed area with water and clean any wound with soap and water or skin disinfectant if available; for eye splashes rinse the area with clean water.
 - 2) Report the incident to the clinical instructor.
 - 3) The student should immediately go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment. The student will need to provide their personal health insurance information; the student accident insurance provided by MCCCDC is secondary. NOTE: The student accident insurance is for one year from the date of the accident. If the exposure requires follow up treatment longer than one year from the date of accident the student is responsible for all related costs.
 - 4) The clinical instructor and student will notify the agency department supervisor and Nursing Program Director who will in turn notify Risk Management.
 - 5) The student and/or the Nursing Program Director will complete an agency site incident report and forward to Risk Management.
 - 6) The student and/or Nursing Program Director will complete the public safety college student incident report Public Health will forward to Risk Management.
- Information from the U.S Department of Labor, Occupational Safety & Health Administration (OSHA).

X. DRUG SCREENING

All students participating in the Nursing Program will be required to complete a urine drug screen at the student's expense.

A. DRUG SCREENING GUIDELINES

1. All students are required to submit a random urine drug screen as a condition of enrollment in the nursing program.
2. Students will receive instructions to go to a lab where they will pay and submit a urine specimen. The student will be informed by the school of the 48 hour window of time during which they must submit their urine sample at the lab.
3. Private health insurance will not pay for this screening. The lab will provide the student with a receipt. Students should not take prescriptions to the lab to be evaluated, but will list prescription drugs they are currently taking.
4. Positive drug screens are referred to the Medical Review Offer (MRO), who will contact the student. The Nursing Director or designee will receive the result once the review is completed.
5. If a student provides a dilute sample which tests positive, the result is considered positive and pending MRO review, the student will be withdrawn. A negative dilute specimen will require a retest at the student's expense.
6. If a student challenges a positive result, only the original sample can be retested. All positive samples are frozen and retained for one year. The student is responsible for the cost of the retest.
7. Only students receiving negative drug screens can remain enrolled in nursing courses. Reports from the MRO of safety issues/concerns related to the drug profile will require further evaluation. Students may be on temporary exclusion from the program until evaluation is complete.
8. Students testing positive for illegal substances, non-prescribed legal substances, or substances deemed unsafe for the clinical setting by the MRO will not be permitted to attend nursing courses. All positive results except cotinine (nicotine) and alcohol, resulting in dismissal are reported to the Arizona State Board of Nursing.
9. Students will not be allowed to use previous drug screens requested by any person or agency outside of Maricopa Nursing programs.
10. Students failing to test during the designated date and time do not meet the requirement for drug testing and will be withdrawn from all nursing courses.

B. MEDICAL MARIJUANA POLICY

1. Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by the Arizona Revised Statutes §15-108 which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.
2. Maricopa Community Colleges receive federal funds through grants and financial aid. Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violates policy prohibiting the use or possession of illegal drugs on campus or in student activities – including educational internships – will be subject to disciplinary action and criminal prosecution.
3. Urine drug screens are required of students prior to attending nursing courses. Medical marijuana, or its metabolite, is not an accepted substance in urine screens and will result in a positive drug screen. Students with a prescription for medical marijuana would not be considered exempt from this urine screening.
4. All placements governed by this clinical placement/externship agreement are hereby identified as safety-sensitive positions where the health and safety of the populations served are at issue.

C. DRUG SCREENING “FOR CAUSE” TESTING

This policy refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the Nursing Program.

1. When a faculty/clinical instructor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, confusion, extreme fatigue or lethargy and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:
 - a) The instructor will remove the student from the patient care or assigned work area immediately and notify the lead instructor, Nursing Director, or designee.
 - b) Upon student's verbal consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility contracted by Maricopa Community Colleges.
 - c) The student is to have a picture ID in his/her possession
 - d) After testing, the student may call the transportation service contracted by Maricopa Community Colleges for transport home.
 - e) If the student admits to alcohol or drug use, he/she will still require drug screening.
 - f) The student is responsible for all costs associated with the for cause drug screening test.
2. If the results of the test(s) are negative for alcohol, illegal substances, or non-prescribed legal substances, the student shall meet with the Nursing Director to discuss the circumstances surrounding the behavior.
 - a) If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
 - b) If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.
 - c) Based on the information provided and further medical evaluations if warranted, the Nursing Director will make a decision regarding return to the clinical setting.
3. If the results of the test(s) are positive for alcohol, illegal substances or for non-prescribed legal substances, the Nursing Director will withdraw the student from all nursing courses. The results of the positive screening test except, for alcohol or nicotine, will be reported to the Arizona State Board of Nursing.
4. If a Student refuses "for Cause" Testing:
 - a) The instructor will remove the student from the clinical setting pending a full investigation.
 - b) The instructor will contact the transportation service contracted by Maricopa Community Colleges to request that the student be transported home. If the student refuses transportation, the student should be informed that security/law enforcement may be notified.
 - c) Failure to comply with any aspect of this policy will result in withdrawal from the program.

D. READMISSION GUIDELINES RELATED TO SUBSTANCE ABUSE

1. Students seeking readmission who were withdrawn from nursing courses for reasons related to positive 'for cause' or refusal of 'for cause' testing will be required to:
 - a) Submit a letter requesting readmission to the Nursing Program Director which includes:
 - 1) Documentation from a therapist with experience in addiction behaviors indicating status and/or documented rehabilitation related to the alcohol/drug abuse.
 - 2) Include documentation of compliance in a treatment program if identified as required by the therapist.
 - 3) Repeat a random urine drug screen for alcohol/drugs as instructed prior to readmission and may be subject to random drug screening at the student's expense during the program of study.
2. If a student, after being re-admitted to the nursing program, has positive results on an alcohol/drug screen, the student will be permanently dismissed from the nursing program and notification will be sent to the Arizona State Board of Nursing.

XI. MEDICATION ADMINISTRATION AND PERFORMANCE GUIDELINES

Students are expected to contact the instructor for all clinical experiences involving the performance of nursing procedures and medication administration as specified by the clinical instructor. Students are never permitted to perform nursing procedures and/or administer any medication to a patient without instructor permission and appropriate direct supervision. Either the clinical instructor or the supervising LPN or RN must be physically present during the entire medication administration or nursing procedure. All students are required to review the agency's policies and procedures in order to help prevent errors. Prior to all procedures, students must demonstrate prior knowledge, skill, and technique.

All nursing students must follow both the nursing program guidelines and the agency protocol for performance of procedures and medication administration:

Clinical faculty are responsible for supervision of all nursing skills, medication administration, and IV therapy skills. Once a student has demonstrated competency and successfully passed the correlated course practicums, clinical faculty **may** elect to delegate to a staff nurse the direct supervision of nursing skills and administration of selected medications.

XII. GUIDELINES FOR STUDENT CONDUCT**A. STANDARDS OF PROFESSIONAL CONDUCT**

Nursing faculty believe that standards of professional conduct are an inherent part of professional socialization and expect students enrolled in the nursing program to adhere to the standards at all times. Students practice within the boundaries of the Arizona State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the Student Handbook, and the policies and regulations of the assigned clinical healthcare agency. American Nurses Association Code of Ethics:

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>

Unprofessional behavior, including but not limited to, outbursts of anger, use of vulgar or obscene language in any educational setting or menacing/threatening behavior will result in disciplinary action up to and including dismissal from the program. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in nursing. The Nursing Director, designee, and/or instructor will complete a Student Learning Contract describing the behavior and document the actions to be taken.

Standards of Professional Conduct include:

- **Confidentiality**: Respects the privacy of clients and respects privileged information.
- **Accountability**: Is answerable for one's action; answers to self, the client, the profession and the institution.
- **Responsibility**: Executes duties associated with the nurse's particular role.
- **Agency's Policies and Procedures**: Reads and adheres to agency policies and procedures.
- **Veracity**: Truthfulness; adheres to precision and honesty.
- **Punctuality and Promptness**: Is on time for all classroom, lab, and clinical assignments.
- **Dependability**: Is trustworthy and reliable.
- **Respect**: Treats others with consideration and courtesy.
- **Professional Appearance**: Adheres to established dress code in all clinical and professional activities.
- **Ethical Behavior**: Adheres to the Code of Ethics for Nurses with Interpretive Statements establishing the ethical standard for the nursing profession.
- **Legal**: Operates within the standards of care related to the student nurse role.
- **Safety**: Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.
- **Civility**: All students in the nursing program are expected to contribute to a positive learning environment.

Nursing students are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, college and clinical staff. Any outbursts, disruptive behavior, and use of abusive or derogatory language will not be tolerated and may result in removal from the course or program.

B. STUDENT EXPECTATION IN REPORTING UNPROFESSIONAL CONDUCT

During the course of study in the nursing program, a student may observe behaviors in others that appear to violate the standards of academic and/or professional integrity or actions that have a potential to harm another individual. Each student has the responsibility to report any questionable activity to the instructor and/or Nursing Director.

C. PROFESSIONAL BOUNDARIES

Students enrolled in a program of study in nursing must learn the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between the student and the instructor and between the student and the client. Students unclear of proper behavior or of an appropriate response to a client should consult the instructor for guidance.

1. Student and Faculty

Faculty and students will maintain a professional relationship:

- a) Students should not expect an instructor to act as personal counselor or therapist. Students should seek assistance from counselors at the college.
- b) Students should not ask or expect the instructor to join an individual, group, or class in any social situations while the course is in progress.
- c) Students should not offer the instructor gifts or money as gratitude for instruction. Instructors may accept cards or notes when students wish to thank the instructor.

2. Student and Clients

Students will maintain a professional nurse-client relationship:

- a) Professional Boundaries “are the spaces between the nurse’s power and the patient’s vulnerability.” Students providing nursing care strive to inspire the confidence of clients. Students must treat all clients, as well as other health care providers, professionally. Clients can expect those providing nursing care to act in their best interests and respect their dignity. The student should abstain from obtaining personal gain at the client’s expense and refrain from inappropriate involvement in the client’s personal relationships.
- b) Boundary violations can result when there is confusion between the needs of the student and those of the client. Such violations are characterized by excessive personal disclosure by the student nurse, secrecy or even a reversal of roles. Boundary violations can cause delayed distress for the client, which may not be recognized or felt by the client until harmful consequences occur.

Source: National Council of State Boards of Nursing (2014). *A nurse’s guide to professional boundaries*. [Brochure].

D. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

All verbal, electronic, and written information relating to clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including dismissal from the course and/or program. All students are required to complete a HIPAA tutorial either according to the orientation requirements of the clinical agency or My Clinical Exchange (mCE) program.

XIII. DISCIPLINARY ACTION GUIDELINES

When a nursing student is in violation of any requirement contained in this Nursing Student Handbook, he/she is subject to disciplinary action or immediate dismissal. All students should carefully review the Maricopa Community Colleges’ Student Handbook section on Academic Misconduct and Disciplinary Standards. Those standards typically can be found in each college’s catalog or student handbook. Dismissals and suspensions for reasons based on academic misconduct and student discipline, as well as reasons based on the Nursing Student Handbook, will proceed according to the Judicial Policies section of the Student Code of Conduct.

A. ZERO TOLERANCE POLICY:

The Nursing Program supports a Zero Tolerance Policy for the following behaviors:

1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
3. Any verbal, non-verbal, and/or written actions which are deemed threatening, abusive, or bullying will not be tolerated and may result in removal from the course and/or program
4. Academic misconduct

Nursing students engaging in zero tolerance misconduct are subject to dismissal from nursing courses and/or program and disciplinary action as described in the Student Handbook of the college. The student may be denied consideration for readmission to the nursing program.

B. ACADEMIC MISCONDUCT

Cheating on an examination, laboratory work, written work (plagiarism); falsifying, forging or altering college records. Cheating - includes, but is not limited to:

1. Copying from others during an examination.
2. Communicating exam questions or answers with another student during or after an examination.
3. Taking an examination for another student or having someone take an examination for you.
4. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
5. Tampering with an examination after it has been corrected, then returning it for more credit.
6. Using unauthorized materials, equipment, prepared answers, written notes or information during an examination.
7. Acquiring, without permission, tests or other academic material belonging to a member of the college faculty or staff.
8. Removing tests from the classroom, duplicating, writing down, or copying questions or answers on any copying, photography or recording device during testing or test review.
9. Offering another person's work as one's own (plagiarism).
10. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
11. Any preparation of material that is fraudulent and/or untruthful.
12. Sharing log in or password information to access online platforms.
13. Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.

C. CLINICAL MISCONDUCT

1. A student may receive a failing grade for the course and be dismissed from the program based in the inability to place the student in a clinical facility or removal from the clinical facility due to student conduct.
2. A student may receive a failing grade for the course and be dismissed from the program for violation of Standards of professional Conduct.

D. SAFE PRACTICE REGULATIONS

Students are expected to practice within the boundaries of the Arizona State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the Nursing Student Handbook, and the policies and regulations of the healthcare agency where they are assigned for clinical learning.

Examples of violations of practice regulations include, but are not limited to:

- Refuses an assignment based on client's race, culture, religious preference or medical diagnoses.

- Denies, covers-up or does not report own errors in clinical practice.
- Ignores and/ or fails to report unsafe, dishonest or unethical behavior in others.
- Practices skills considered limited to the scope of practice for professional nurses without instructor supervision and/or outside the academic environment.
- Demonstrates inability to make appropriate clinical judgments or decisions.
- Interacts inappropriately with agency staff, co-workers, peers, clients, families, and/or faculty resulting in miscommunication and/or disruption of the learning or client care environment.
- Violation of principles of confidentiality (HIPAA).
- Lack of preparation for clinical practice.
- Fails to respect client rights and dignity.
- Solicits, borrows, or removes property or money from a client or client’s family.
- Assumes client care tasks for which the student nursing lacks the education or competence to perform.
- Removes drugs, supplies, equipment, or medical records from the clinical setting.
- Abandonment: Leaves clinical agency or client assignment without notification to the clinical instructor and nursing staff.

The nursing program forbids the practice of invasive skills on any live subject (students, faculty, volunteer, family, animals, etc.) in any setting outside of the normal clinical/facility setting. This includes labs, simulation, or independent practice time. Invasive procedures include any procedure that penetrates the skin or is inserted into an orifice. Examples include IV insertion, injections, catheter insertion, nasogastric tube insertion or the instillation of medications into the eyes, nasal passages, ears, or other areas of the body. This list is not inclusive and the Program Director will make the final determination on invasive procedures should question arise.

E. UNUSUAL OCCURRENCE GUIDELINES

An unusual occurrence is any event that has potential for harm to any person while in the nursing program, classroom, laboratory, or clinical agency.

1. Upon notification the faculty and student will meet to determine the nature of the occurrence. The faculty member will determine the necessary actions required for follow-up of the occurrence.
2. A nursing program “Student Conference Form” must be completed to document any unusual occurrence.
3. Any student failing to notify the instructor immediately upon discovery of an unusual occurrence will be subject to disciplinary actions including course failure and program withdrawal.
4. When a behavior occurs that could jeopardize life, impede recovery, or interfere with the maintenance of the client’s current health status, a conference will be held as soon as possible with the nursing student, nursing instructor, and the Program Director.
5. Any student unable to demonstrate safe and competent patient care, fails to maintain compliance with the Health and Safety Requirements, violates code of conduct, or has excessive absences from the clinical experience will be removed from the clinical assignment and may receive a failing grade in the course.

XIV. TITLE IX AND ANTI-DISCRIMINATION

A. TITLE IX

1. The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting Sexual Harassment as prohibited by state and federal law. Discrimination under this Policy is an unequal treatment of a student based on the student’s actual or perceived gender, sexual orientation, or pregnancy. This Policy prohibits Sexual Harassment and Discrimination in any college education program or activity, which means all academic, educational, extracurricular, athletic and other programs.
2. Any person who has experienced, witnessed, or otherwise knows of Sexual Harassment or Discrimination prohibited under this Policy is to report such conduct to the college’s Title IX Coordinator. The Title IX

Coordinator is trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. Such conduct is to be reported to the Title IX Coordinator as soon as possible after it occurs. The Title IX Coordinator tracks all reports of Sexual Harassment or Discrimination.

3. There are several avenues available for any person who experiences, witnesses, or otherwise knows of Sexual Harassment or Discrimination to report such conduct:
 - a) Leave a private voice message for the Title IX Coordinator;
 - b) Send a private email to the Title IX Coordinator;
 - c) Mail a letter to the Title IX Coordinator's office;
 - d) Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability);
 - e) File a Formal Complaint pursuant to this Policy;
 - f) Report to another trusted college official (e.g., faculty member, coach, advisor) who will provide information as required under the Policy to the Title IX Coordinator.
4. If there is an allegation of conduct in violation of this Policy about the Title IX Coordinator or any staff member who is part of the Vice President of Student Affairs' office, that allegation should be lodged with the President of the college. The President will appoint another trained individual to take the place of the Title IX Coordinator for purposes of the allegation
5. Title IX Coordinator The Vice President of Student Affairs serves as each respective college's Title IX Coordinator. The Title IX coordinator is the individual responsible for providing education and training about Discrimination and Sexual Harassment to the college community and for receiving and investigating allegation of Discrimination and Sexual Harassment in accordance with this Policy. The Title IX Coordinator is authorized to designate other appropriately trained individuals to investigate Discrimination and Sexual Harassment Complaints and reports as deemed appropriate. The contact information for the Title IX Coordinator at each college can be found at: <https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators>.

B. ANTI-DISCRIMINATION

1. The Maricopa County Community College District is committed to continue to promote a learning and work environment that is non-discriminatory. This commitment is demonstrated through the value of inclusion, the implementation of policies and regulations that serve to prohibit discrimination and by practicing non-discriminatory actions in both our employment and academic activities.
2. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant, employee, or student in any of its policies, procedures, or practices.
3. This policy covers all selection and decision practices of the employment relationship, as well as admission to, access to, and treatment of students in Maricopa's programs and activities.
4. The Maricopa County Community Colleges District does not tolerate discrimination in employment or education, against any applicant, employee, or student on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information

STUDENT COPY OF SIGNATURE FORMS

RECEIPT OF HANDBOOK

(Student Copy)

This Handbook prescribes standards of conduct for students enrolled in the Nursing Program. The standards are in addition to those prescribed for students under Maricopa Community Colleges policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline.

Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, class schedule, and the Student Handbook. Copies are available at many sites throughout the college.

I have received a copy of the Nursing Student Handbook. I understand this handbook contains information about the guidelines and procedures of the Nursing Program. I also understand that I can find information about the general college policies in the College Catalog and the College Student Handbook. I can find information specific to each course in the course syllabus.

RELEASE OF INFORMATION

(Student Copy)

I hereby give permission to faculty, staff and administrative officials of the Maricopa Community Colleges to release to the Arizona State Board of Nursing education records maintained in connection with my participation in the Nursing Program, including but not limited to, grades, admission records, transcripts, student clinical evaluation tools, student handbook signature acknowledgment forms, health and safety documentation forms, application forms, and any and all records pertaining to discipline, including alleged violations of the provisions of the nursing program student handbook, student discipline code violations, academic misconduct, and all other forms of discipline. The purpose of such disclosure is to

provide the records to the Arizona State Board of Nursing in support of that agency's certification, licensure, and disciplinary activities.

I give permission for the nursing faculty and/or the nursing program administration to share my personal information; including name, date of birth and documentation of the Health and Safety Requirements to clinical agencies requesting this information.

I understand that my personal identifying information may be shared with health care agencies needing this information to enter me in their security system, in their computer system, and/or in their medication administration system.

INFORMATION FOR STUDENTS

(Student Copy)

- **ZERO TOLERANCE POLICY:**

The Nursing Program supports a Zero Tolerance Policy for the following behaviors:

1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
3. Any verbal, non-verbal, and/or written actions which are deemed threatening, abusive, or bullying will not be tolerated and may result in removal from the course and/or program
4. Academic misconduct

Nursing students engaging in zero tolerance misconduct are subject to dismissal from nursing courses and/or program and disciplinary action as described in the Student Handbook of the college. The student may be denied consideration for readmission to the nursing program.

- **HEALTH DECLARATION:** Nursing students must be able to perform a variety of patient care activities without restrictions in the laboratory and clinical settings. At a minimum, students will be required to lift patients, stand for several hours at a time and perform fine motor skills with dexterity. The clinical nursing experience also places students under considerable mental and emotional stress as they assume responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions to remain in the program. Individuals should give careful consideration to the mental and physical demands of the program as described in detail under "Essential Skills and Functional Abilities" prior to making application.

All students must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the Health and Safety Requirements Documentation and the signed Health Declaration Form as directed.

- **DRUG SCREENING:** All students are required to complete the urine drug screening procedure within the specified timeframe, and according to directions given at the time of notification. Only students in compliance with the screening guidelines and receiving a negative drug screen, as reported by the Medical Review Officer (MRO), will be permitted to continue their enrollment in nursing courses.

- **DISCIPLINARY ACTIONS OF REGULATORY BOARDS:** All students enrolled in nursing courses holding or receiving a certificate as a Nursing Assistant must remain in good standing with the Board of Nursing. Students with certification and/or licensure from allied health regulatory boards are included under this provision. Students receiving any disciplinary actions against their certificate or license must notify the Program Director within five (5) school days. The Program Director reserves the right to restrict or terminate the student's participation in clinical experiences and involvement in client care until the certificate and/or license is valid and unrestricted and terms of the action are met and the action dismissed.
- **BACKGROUND CHECK:** Students must maintain a passing disposition on the mandatory background check to remain enrolled in the nursing program.
- **FINGERPRINTING REQUIREMENT:** A current level-one fingerprint clearance is required for enrollment in nursing courses. Students unable to maintain a current level one fingerprint clearance card will be withdrawn from nursing courses. If the FCC is suspended, restricted, or revoked at any time during the nursing program, the student has the duty to report this event to the Program Director immediately.
- **WAIVER OF LICENSURE/CERTIFICATION GUARANTEE:** Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure and subsequent procedures are the exclusive right and responsibility of the State Boards of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation. Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot consider your application. All nurse applicants for licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. The Fingerprint Clearance Card required for application to the nursing program will not meet the requirements for certification or licensure through the State Board of Nursing. **Effective January 1, 2008** applicants for licensure in Arizona must provide evidence of citizenship or nationality. If there are any questions about eligibility for licensure and the documents required showing eligibility to apply for licensure, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602-889-5150.

HEALTH PROGRAMS

VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND IT BEFORE SIGNING.

(Student Copy)

Maricopa Community Colleges are non-profit educational institutions. References to Maricopa Community Colleges include its officers, officials, employees, volunteers, students, agents, and assigns.

I (print your name) _____, freely choose to participate in the Fast Track Practical Nursing Program. In consideration of my voluntary participation in this Program, I agree as follows:

RISKS INVOLVED IN PROGRAM: I understand that the clinical training environment for this Program in which I am enrolled through Maricopa Community Colleges contains exposures to risks inherent in activities of the Program such as but not limited to bodily injury, communicable and infectious diseases, and property damage.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor regarding my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations. I recognize that Maricopa Community Colleges are not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this Program, I authorize in advance the representative of Maricopa Community Colleges to secure whatever treatment is necessary, including the administration of anesthetic and surgery. Maricopa Community Colleges may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release Maricopa Community Colleges from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I hereby knowingly assume all risks inherent in this activity

and connected activities. I agree to release, indemnify, and defend Maricopa Community Colleges and their officials, officers, employees, agents, and volunteers from and against any and all claims, of whatsoever kind or nature, which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Voluntary Assumption of Risk and Release of Liability shall be governed by the laws of the State of Arizona that shall be the forum for any lawsuits filed under or incident to this Form or to the Program. If any portion of this Form is held invalid, the rest of the document shall continue in full force and effect.

(STUDENT COPY)



2411 West 14th Street, Tempe, AZ 85281-6942

PERMISSION TO BE PHOTOGRAPHED TALENT RELEASE FORM

I authorize the Maricopa Community Colleges (including its colleges and related entities) to photograph or video me and to use the photographs or videos for educational or promotional purposes in any type of media. The photographs or videos may not be used for profit without my express permission. I understand that I will not be paid or rewarded for providing this authorization.

Signature: _____

Printed Name: _____

Date: _____

Parent's Signature (required if under 18 years of age): _____



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-6942

FACULTY/STAFF/STUDENT CONFIDENTIALITY AGREEMENT

for MCCC Health Care Integrated Educational System Clinical Training

Name (Print) : _____ Check One: Student Staff Faculty

College: _____ Health Care Program: _____

The discussions, uses, and disclosures addressed by this agreement mean any written, verbal, or electronic communications.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information, and conversations between or among healthcare professionals about patients are confidential under law and this agreement.

I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical staff of the clinical site.

I understand that I may not remove any record from the clinical site without the written authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment, or research, I must attempt to exclude as much of the following information as possible:

- Names
- Geographical subdivisions smaller than a state
- Dates of birth, admission, discharge, and death
- Telephone numbers
- Fax numbers
- E-mail addresses
- Social security numbers
- Certificate/license numbers
- Vehicle identifiers
- Device identifiers
- Web locators (URLs)
- Internet protocol addresses
- Biometric identifiers
- Full face photographs

FAST TRACK PRACTICAL NURSING STUDENT HANDBOOK

- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Any other unique identifying number, characteristic, or code
- All ages over 89 years

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may only be used or disclosed for health care training and educational purposes at MCCCCD, and must otherwise remain confidential.

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or an MCCCCD student or faculty member to the appropriate MCCCCD clinical coordinator or program director.

Finally, I understand that, if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action.

By signing this agreement, I certify that I have read and understand its terms, and will comply with them.

(STUDENT COPY)