



# **GateWay Community College**

## **NURSE ASSISTANT PROGRAM**

### **Information/Application Packet**

GateWay Community College

Nursing Assistant Coordinator: Kristen Woods MN., RN (602) 286-8568  
Director, Nursing Division: Margi Schultz, PhD, RN, (602) 286-8530

January - December 2022  
Effective date: January 1<sup>st</sup> 2022

**Course Information**

Upon satisfactory completion of the Nursing Assistant Course (NUR158), the student is eligible to receive a Certificate of Completion from the college. Each student must apply for the Certificate of Completion by the specific date of graduation checkout, approximately 6-8 weeks before the end of the program (Refer to the Course Schedule).

**Prerequisites**

Accuplacer Reading (Classic) score of 58 or higher or Reading (Next Gen) 230 or higher, or EDReady Reading 60 or higher, or Reading ACT English and Reading score of 18 or higher, or SAT of 460 or higher (2016-current), or GED Reasoning Through Language Arts – 165 or higher, or RDG091 or higher or CRE101 test score, or 70% HESI-A2 exam English Composite AND Math MAT082 or MAT090 test score, or 70% HESI-A2 exam Math. Accuplacer Arithmetic (Classic) score of 20 or higher, Arithmetic (Next Gen) 200 or higher, or EdReady Math 55 or higher, or ACT 18 or higher, or SAT 510 or higher, or GED 165 or higher. We will also accept the following for math and reading; High School Graduate within the last 5 years, with an overall, unweighted HS GPA of 2.6 or higher would meet the English/reading and math scores for placement in the NA program, or AGECEC – Student who has completed the AZ General Education Curriculum (AGECEC) would meet the required English/reading and math scores for placement in the NA program or Students who have a previous degree (to include) AAS, BS, MS, EdD, PhD, will meet the required English/reading and math scores for placement in the NA program. Level One DPS Fingerprint Clearance Card, MCCD Background Check, and completed Health & Safety documentation (proof of immunity, immunization or current testing for identified disease, current CPR card) and completed Health Care Provider signature form, meet urine drug screening requirements, as well as, current and valid Government issued photo identification. Required to sign up and pay for American Data Bank or the current Medical Record on-line service.

**Occupational Information**

Nursing Assistants perform routine tasks in the general care of hospital, clinic, and nursing home patients. They work directly under the supervision of registered and practical nurses. Their role in performing basic patient care assists the licensed staff in providing quality nursing to the patient. The Nursing Assistant occupation is one of a series of possible steps on a career ladder in the health care field. Nursing Assistants are an important member of a health care team. Typical patient-care duties include bathing and dressing patients, helping with personal hygiene, taking vital signs, answering call lights, transporting patients, servicing and collecting food trays, and feeding patients.

**Certification Information**

The Maricopa Community Colleges offer a comprehensive Nursing Assistant Course that is approved by the Arizona State Board of Nursing. Upon satisfactory completion of this course, the student is eligible to take the Arizona State Board of Nursing certifying exam, become a Certified Nursing Assistant, and choose to go directly to work or continue to pursue education opportunities in other health care careers. Information on the Arizona State Board of Nursing application process is available at <http://www.azbn.gov>. The certifying exam is administered by state certified evaluators and students may take the exam scheduled at nearby testing centers. The fee for this exam is \$118 (subject to change) and is payable to the state evaluators. For more information go to [http://hdmaster.com/testing/cnatesting/arizona/AZ\\_CNA\\_Home.htm](http://hdmaster.com/testing/cnatesting/arizona/AZ_CNA_Home.htm)

An additional and separate LEVEL ONE Fingerprint Clearance Card is required for certification. The Department of Public Safety card required for enrollment in nursing classes at the colleges will not meet the requirements for state certification. Allow a minimum of six (6) weeks for fingerprint clearance when applying for nursing assistant certification.

The Arizona State Board of Nursing office is located at 1740 N. Adams Street, Suite 2000, Phoenix, Arizona, 85007. Phone 602-771-7800, FAX 602-771-7888. <https://www.azbn.gov>

**Cost Estimate for the Nursing Assistant Program \***

NUR158 Nursing Assistant Courses (4.5 credits x \$85.00; Maricopa County Resident)	382.50
Registration Fee/Course Fee	90.00
Fingerprinting fee	75.00
Textbooks	75.00
Background Check	67.00
Urine Drug Screen	58.00
Immunization Tracker	10.00
Uniform and Clinical Supplies	125.00
Physical Exam and Immunizations	250.00
<b>Total Estimated Cost of Nursing Assistant Program</b>	<b>\$1,132.50*</b>

Fees are subject to change by the Governing Board of the Maricopa County Community College District. All costs quoted are subject to change and can vary according to student options.

**INFORMATION FOR STUDENTS**

- **ZERO TOLERANCE POLICY:** The Maricopa Community Colleges Nursing Assistant Program supports a Zero Tolerance Policy for the following behaviors:
  - 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.
  - 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.Nursing Program student engaging in this misconduct is subject to immediate dismissal from nursing classes and disciplinary action as described in the Student Handbook of the college.
- **HEALTH DECLARATION:** It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.  
**All students placed in the nursing program must provide documentation of compliance of all health and safety requirements required to protect patient safety.** Only students providing documentation of compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form, with all documentation attached, as directed.
- **FINGERPRINTING REQUIREMENT:** Fingerprint clearance is required for enrollment in nursing courses. Fingerprint clearance is required to work and care for children, the elderly, and any vulnerable adult. If there is a positive criminal history, a fingerprint clearance may be denied. The Level One Fingerprint Clearance Card cannot expire during the Nursing Assistant program. The Level One Fingerprint Clearance Card required for the Nursing Assistant program will not meet the requirements for certification through the Arizona State Board of Nursing.
- **DRUG SCREENING:** All students are required to submit to a urine drug screening laboratory test. Students must complete the urine drug screening under the program account number, within the specified timeframe, and according to directions given at the time of notification to meet this requirement. Only students meeting the drug screening requirement and receiving negative drug screens, as reported by the Medical Review Officer (MRO), will be permitted to maintain enrollment in nursing courses.
- **WAIVER OF LICENSURE/CERTIFICATION GUARANTEE:** Admission or graduation from the Nursing Program does not guarantee obtaining a license or certificate to practice nursing. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board 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. According to A.R.S. § 32-1646 (B), an applicant for nursing assistant certification is not eligible for certification if the applicant has had any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge from the sentence for all felony convictions must be received three (3) or more years before submitting this application. If you cannot prove that the absolute discharge date is three or more years, the Board will notify you that you do not meet the requirements for certification.  
All nursing assistant applicants for certification will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. All applicants with a positive history are investigated. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-771-7800).

**REQUIRED INFORMATION**

(PRINT) Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(PRINT) E-Mail Address \_\_\_\_\_

**E-mail will be used to contact you about registration for classes.**

**DIRECTIONS: Applicants must apply for admission to GateWay Community College by creating a Student Account at: <http://my.maricopa.edu> or in person at the Admissions and Records Office.**

- Review application form with GWCC nursing advisor, please email [naprogram@gatewaycc.edu](mailto:naprogram@gatewaycc.edu) for more information.
- **Completed** applications will consist of:
  - the Health and Safety Documentation Checklist and
  - Health Care Provider Signature Form with all documentation attached,
  - **copy** of the front and back of the Level One Fingerprint Clearance Card,
  - **copy** of the front and back of the Health Care Provider CPR card. (American Heart Association only)
  - **copy** of the front and back of your Arizona State issued Drivers License, Passport or eligible government issued identification.
- It is the responsibility of the student to verify that all Health and Safety Requirements remain current through the last day of the Nursing Assistant course, and to provide updated documentation to the course instructor.
- Upon completion of this form (including **copies** of Health and Safety documentation requirements) schedule appointment with the advisor identified above for application review.
- Only students with complete documentation of health and safety requirements will be registered by the program coordinator in the nursing assistant course.



**GateWay Nursing Division Checklist of Registration Requirements**

Name: \_\_\_\_\_

Date \_\_\_\_\_

Advisor Initials \_\_\_\_\_

Requirement	Check	Notes
Health Care Provider Signature Form		
Reading Requirement		
Math Requirement		
Level One Fingerprint Clearance Card		
CPR card American Heart ONLY (Healthcare Provider Level)		
Tetanus/Diphtheria/Pertussis (Tdap)		
MMR x 2/ Titer MMR _____ Rubeo ___ Mumps ___ Rub _____		
Varicella x 2/ titer (IgG)		
Hepatitis B x3/ titer (hbsAB)		
Two-Step TB Skin Test , blood test, or Chest X-ray		
K. COVID - 19 Vaccine: Documented evidence of COVID-19 Vaccine or Declination		
Flu Vaccine		
Immunization Tracker		
Background check and Urine Drug Screen		
Copy of Driver's License or Passport		
Other		

**HEALTH AND SAFETY REQUIREMENTS**

## EXPLANATION OF HEALTH AND SAFETY REQUIREMENTS

**A. MMR (Measles/Rubeola, Mumps, & Rubella)**

a. Attach a copy of proof of positive IgG antibody titer for Measles/Rubeola, Mumps and Rubella or completion of one series of MMR immunizations. One “series” of immunizations includes immunization for each disease on separate dates at least 28 days apart.

**OR**

b. If you had all three illnesses OR you have received the vaccinations but have no documented proof, you can have an IgG MMR titer drawn.

1. If the titer results are POSITIVE, attach a copy of the lab results to the health declaration form.
2. If any of the titer results are NEGATIVE or EQUIVOCAL, you must get your first MMR vaccination and attach documentation to this health and safety documentation checklist. The second MMR must be completed after 28 days and proof submitted to the nursing department

**B. Varicella (Chickenpox)**

a. Attach a copy of proof of a positive IgG titer for varicella.

**OR**

b. If the titer is NEGATIVE or EQUIVOCAL, attach a copy of proof to this health and safety documentation checklist that you received the first vaccination. Complete the second vaccination 30 days later and submit proof to the nursing department.

**C. Tetanus/Diphtheria/Pertussis (Tdap):**

Tdap = Tetanus / Diphtheria / Pertussis

Td = Tetanus / Diphtheria

You must provide proof of a one-time adult dose of Tdap (age 19 or older), followed by a Td booster every 10 years. The most recent immunization must be within the past two years. Attach proof of a Tdap vaccination and Td if indicated.

**D. Tuberculosis (TB)**

All students entering the nursing program are required to submit documentation of negative tuberculosis status. Documentation may include a negative 1 or 2 step Tuberculosis Skin Test. If you have ever received skin test in the past, you are required to get a 1 step test before beginning the nursing program. If you have never had a skin test in the past, you are required to get a 2 step test. A skin test is considered current if no more than 365 days have elapsed since the administration of the test. For a 2-step test, the 365 day time interval starts the day the second test is administered. If you have ever had a positive skin test, you must provide documentation of a negative QuantiFERON or negative chest X-ray within the last 2 years and annual completion of a Tuberculosis Screening Questionnaire.

Documentation for TB skin testing requires date given, date read, result along with the name and signature of the healthcare provider.

**E. Hepatitis B**

If you have not received the injections in the past, do not get a titer. You must obtain the first injection and attach a copy as requested. The second injection is given 1 to 2 months after the first dose and the third injection is 4 to 6 months after the first dose.

a. Submit a copy of proof of a positive HbsAb titer.

**OR**

b. Attach a copy of your immunization record, showing completion of the three Hepatitis B injections.

c. If the series is in progress, attach a copy of the immunizations received to date. You must remain on schedule for the remaining immunizations and provide the additional documentation. One to two months after your last immunization, it is recommended that you have an HbsAb titer drawn.

**OR**

d. Submit a copy of proof of a positive HbsAb titer.

**F. Influenza (Flu Vaccine)**

Students are required to be vaccinated every flu season and to upload documentation proving annual vaccinations. Upload a copy of proof of flu vaccine proving annual vaccination.

**G. Submit CPR (Healthcare Provider Level) card.**

CPR certification must include infant, child, and adult, 1 and 2-man rescuer, and evidence of a hands-on skills component. Attach a copy of both sides of the CPR card to this form. CPR certification must remain current through the semester of enrollment. A fully online CPR course will not be accepted.

**H. Level One Fingerprint Clearance Card:** The original Fingerprint Clearance Card (FCC) will need to be presented and validated. The FCC must remain current throughout the semester of enrollment. If at any time your card becomes sanctioned or is revoked, the student must immediately notify the Nursing Assistant Program Coordinator within five (5) school days and will be unable to continue in the program until the FCC is reinstated. The student must be able to show his or her FCC at any time upon request.

**I. Health Care Provider Signature Form:** Reviewed and signed by a licensed physician (M.D., D.O.), a nurse practitioner, or physician's assistant within the past six (6) months.

**J. Certified Background Clearance Document:** All students admitted to the program are required to show a "Pass" result on the MCCC-required background screening. Information on the background clearance is obtained once you are accepted into the program.

**K. COVID-19 Documentation:** All students will show proof of first and second injection OR Proof of single injection with vaccination card OR Provide a signed declination form for medical or religious reasons.

**IMPORTANT:**

- All students placed must provide documentation of compliance for the vaccinations and testing required to protect patient safety.
- Only students uploading/providing documentation of health and safety requirements are eligible to remain enrolled in nursing courses.
- The Nursing Department requires students to submit proof of health and safety documents for purposes of verification. Original documents will be retained by the student after submission to American DataBank.
- Students are responsible for maintaining their health and safety documentation and must submit documentation by due dates provided by American DataBank or the school. Failure to maintain program health and safety requirements may result in clinical warning, clinical probation, and/or withdrawal from the nursing program.
- All immunization records must include student name and the signature of healthcare provider.
- Health and safety requirements are subject to change depending on clinical agency requirements.

**Health and Safety Requirements**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Below are the current Health & Safety Requirements recognizing that some requirements may change prior to placement. Attach documentation (copies of lab reports, immunization records, and CPR card) as indicated for each of the following to be in compliance.** Submit **COPIES ONLY** as you will be required to upload health and safety documents to the American Database platform.

**A. MMR (Measles/Rubeola, Mumps and Rubella)** Requires documented proof of a positive IgG MMR titer or documented proof of one MMR series.

Date and Results of IgG titer: Measles/Rubeola \_\_\_\_\_ Mumps \_\_\_\_\_ Rubella \_\_\_\_\_

If unable to provide proof of positive titer, list immunizations and dates received:

MMR vaccination: Dates: #1 \_\_\_\_\_ #2 \_\_\_\_\_

**B. Varicella (Chickenpox)** Requires documented proof of positive IgG titer or documented proof of one Varicella series.

Date of IgG titer: \_\_\_\_\_

If unable to provide proof of positive titer, list all immunizations and dates received:

Varicella vaccination dates: #1 \_\_\_\_\_ #2 \_\_\_\_\_

**C. Tetanus/Diphtheria/Pertussis (Tdap):** One-time dose of Tdap (age 19 or older), followed by a TD booster every 10 years.

Tdap vaccine: Date: \_\_\_\_\_ Td booster: Date: \_\_\_\_\_

**D. Tuberculosis** Documentation of a Two-Step TB Skin Test. For individuals who have never had a TB test, this consists of an initial TB skin test and a boosted TB skin test 1-3 weeks apart. After completion of the 2-step, an annual update of TB skin test is sufficient. If you have a positive skin test, provide documentation of a QuantiFERON test or negative chest X-ray within the last 2 years, and annual documentation of TB disease free status.

**Two-Step:**Initial Test (#1) Date: \_\_\_\_\_ Date Read: \_\_\_\_\_ Results: Negative **or** PositiveBoosted Test (#2) Date: \_\_\_\_\_ Date Read: \_\_\_\_\_ Results: Negative **or** Positive**Annual Update:** Date: \_\_\_\_\_ Date Read: \_\_\_\_\_ Results: Negative **or** Positive**OR**

Documentation of a negative chest X-ray (x-ray report) or negative QuantiFERON result and completed Tuberculosis Screening Questionnaire (available in American DataBank ).

Date: \_\_\_\_\_



**E. Hepatitis B** Documented evidence of completed series or positive antibody titer. If you have not received any injections, do not get a titer. If you are beginning the series, first injection must be prior to admission, the second injection is 1 to 2 months after the first dose and the third injection is 4 to 6 months after the first dose. A Hepatitis B titer is recommended 1-2 months after dose #3 to confirm immunity.

Positive HbsAb titer Date: \_\_\_\_\_ Result: \_\_\_\_\_

Date of 1<sup>st</sup> injection \_\_\_\_\_

Date of 2<sup>nd</sup> injection \_\_\_\_\_

Date of 3<sup>rd</sup> injection \_\_\_\_\_

**OR**

Hepatitis B declination Form Date: \_\_\_\_\_

**F. Flu Vaccine** During the flu season, students will be required to be vaccinated

**G. CPR Card American Heart Association (Healthcare Provider level)**

CPR card or certificate showing date card issued: \_\_\_\_\_ Expiration date: \_\_\_\_\_

An official **card** is required, online certificates are not accepted

**H. Level One Fingerprint Clearance Card (FCC)**

Level One FCC including date card issued: \_\_\_\_\_ Expiration date: \_\_\_\_\_

**I. Health Care Provider Signature Form** : Reviewed and signed by a licensed physician (M.D., D.O.), a nurse practitioner, or physician's assistant within the past six (6) months.

Healthcare Provider Signature Form signed and dated by healthcare provider.

Date of exam: \_\_\_\_\_

**J. Background Clearance Document** Date \_\_\_\_\_

**K. COVID - 19 Vaccine:** Documented evidence of COVID-19 Vaccine or Declination

Date of 1st injection \_\_\_\_\_ Date of 2nd injection: \_\_\_\_\_

OR Date of single-dose injection \_\_\_\_\_

OR Provide a signed declination form for medical or religious reasons.

**IMPORTANT:** All students placed in the nursing program must provide documentation of compliance for the vaccinations and testing required to protect patient safety. Only students providing documentation of health and safety requirements are eligible to remain enrolled in nursing courses. Students are responsible for maintaining their records and must upload documentation when due. Original documents are to be retained by the student.

All immunization records must include your name and the signature of your healthcare provider.

A signature on the Health Care Provider Signature form, without proof of immunization or titer status, is NOT acceptable.

Health and Safety requirements are subject to change depending on clinical agency requirements.

**Healthcare Provider Signature Form****Instructions for Completion of Healthcare Provider Signature Form**

A healthcare provider must sign the Healthcare Provider Signature Form within six (6) months of program admission and indicate whether the applicant will be able to function as a nursing student. Health care providers who qualify to sign this declaration include a licensed physician (M.D., D.O.), a nurse practitioner (N.P.), or physician's assistant (P.A.).

(Please Print)

Applicant Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

I have reviewed the MaricopaNursing Essential Skills and Functional Abilities. I believe the applicant:

\_\_\_\_\_ **WILL**      \_\_\_\_\_ **WILL NOT** be able to function as a nursing student as described above.

If not, explain:

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**Licensed Healthcare Examiner (M.D., D.O., N.P., P.A.):**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

**Essential Skills and Functional Abilities for Nursing Assistant Program Students**

Individuals enrolled in the NA program must be able to perform essential skills. If a student believes that he or she cannot meet one or more of the standards without accommodations, the nursing assistant program must determine, on an individual basis, whether a reasonable accommodation can be made.

<b>Functional Ability</b>	<b>Standard</b>	<b>Examples Of Required Activities</b>
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide client care.	Mobility sufficient to carry out client care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting clients, providing care in confined spaces such as treatment room or small bathroom.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle equipment such as blood pressure cuffs, thermometers
Perceptual/Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	<ul style="list-style-type: none"> <li>• Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc.</li> <li>• Visual acuity to read thermometers, I&amp;O sheets.</li> <li>• Tactile ability to feel pulses and take temperature.</li> <li>• Olfactory ability to detect smoke or noxious odor, etc.</li> </ul>
Behavioral/Interpersonal/Emotional	<ul style="list-style-type: none"> <li>• Ability to relate to colleagues, staff and clients with honesty, integrity and nondiscrimination.</li> <li>• Capacity for development of mature, sensitive and effective therapeutic relationships.</li> <li>• Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</li> <li>• Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</li> <li>• Capacity to demonstrate ethical behavior, including adherence to the Nursing Assistant and student honor codes.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish rapport with clients and colleagues.</li> <li>• Work with teams and workgroups.</li> <li>• Emotional skills sufficient to remain calm in an emergency situation.</li> <li>• Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to care of clients.</li> <li>• Adapt rapidly to environmental changes and multiple task demands.</li> <li>• Maintain behavioral decorum in stressful situations.</li> </ul>
Safe environment for clients, families and co-workers	<ul style="list-style-type: none"> <li>• Ability to accurately identify clients.</li> <li>• Ability to effectively communicate with other caregivers.</li> <li>• Ability to operate equipment safely in the clinical area.</li> <li>• Ability to recognize and minimize hazards that could increase healthcare associated infections.</li> <li>• Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to client, family and co-worker falls.</li> </ul>	<ul style="list-style-type: none"> <li>• Prioritizes tasks to ensure client safety and standard of care.</li> <li>• Maintains adequate concentration and attention in client care settings.</li> <li>• Seeks assistance when clinical situation requires a higher level or expertise/experience.</li> <li>• Responds to monitor alarms, emergency signals, call bells from clients, and orders in a rapid and effective manner.</li> </ul>

**Essential Skills and Functional Abilities for Nursing Assistant Program Students (Cont)**

Communication	<ul style="list-style-type: none"> <li>• Ability to communicate in English with accuracy, clarity and efficiency with clients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language).</li> <li>• Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Follows verbal directions from other members of the healthcare team and participates in health care team discussions of client care.</li> <li>• Elicits and records information about health history, current health state and responses to treatment from clients or family members appropriate to the Nursing Assistant Scope of Practice.</li> <li>• Establishes and maintains effective working relations with clients and co-workers.</li> <li>• Recognizes and reports critical client information to other caregivers.</li> </ul>
Cognitive/ Conceptual/ Quantitative Abilities	<ul style="list-style-type: none"> <li>• Ability to read and understand written documents in English and solve problems.</li> <li>• Ability to gather data and participate in a plan of action, established by the RN.</li> <li>• Ability to comprehend three-dimensional and spatial relationships.</li> <li>• Ability to react effectively in an emergency situation.</li> </ul>	<ul style="list-style-type: none"> <li>• Recognizes an emergency situation and responds effectively to safeguard the client and other caregivers.</li> <li>• Transfers knowledge from one situation to another.</li> <li>• Monitor and conveys pertinent information found on printed documents, flow sheets, graphic sheets, other medical records and policy and procedure manuals to the RN.</li> </ul>
Punctuality/ work habits	<ul style="list-style-type: none"> <li>• Ability to adhere to the GateWay Nursing Assistant policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and course syllabus.</li> <li>• Ability to complete classroom and clinical assignments and submit assignments at the required time.</li> <li>• Ability to adhere to classroom and clinical schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• Attends class and clinical assignments punctually.</li> <li>• Reads, understands and adheres to all policies related to classroom and clinical experiences.</li> <li>• Contact instructor in advance of any absence or late arrival.</li> <li>• Understand and complete classroom and clinical assignments by due date and time.</li> </ul>



**MARICOPA**  
COMMUNITY COLLEGES

### **Overview of the Requirements**

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District's ("MCCCD") Allied Health and Nursing programs ("Programs") beginning on September 1, 2011, students must provide with their application to a Program all of the following:

- A copy of an Arizona Department of Public Safety Level-One Fingerprint Clearance Card ("Card"). Students are required to pay the cost of applying for the Card. Cards that are NOT Level-One status will not be accepted
- An original version of the "**Criminal Background Check Disclosure Acknowledgement**" form attached to this Summary signed by the student.
- A document from MCCCD's authorized vendor for background checks demonstrating that the student has passed the background check. Students are required to pay the cost of obtaining the background check. Students whose background checks on the date of actual admission to a Program that are more than 6 months old or students who have been in a Program for more than 12 months may be requested to obtain an updated background check. The addition of this criminal background check is due to the fact that some of MCCCD's largest clinical experience partners have established standards that are more stringent than those for obtaining a Card.

At all times during enrollment in a Program, students must obtain and maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on supplemental background check performed by MCCCD authorized vendor. Admission requirements related to background checks are subject to change as mandated by clinical experience partners

### **Implementation of the Requirements**

1. Students that are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student's responsibility to seek that exception directly with the department. Until the student obtains a Card and meets the other requirements for admission, he or she will not be admitted to a Program.
2. Students admitted to a Program whose Card is revoked or suspended must notify the Program Director immediately and the student will be removed from the Program in which they have been admitted or are enrolled. Any refund of funds would be made per MCCCD policy.
3. The **Criminal Background Check Disclosure Acknowledgement** directs students to disclose on the data collection form of the MCCCD authorized background check vendor all of the requested information as well as any information that the background check may discover. Honesty is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a Program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to update the information requested on the [background check vendor] data collection form promptly during enrollment in a Program. The [background check vendor] data collection form may ask for the following information but the form may change from time to time:
  - Legal Name
  - Maiden Name
  - Other names used
  - Social Security Number
  - Date of Birth
  - Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
  - Pending criminal charges that have been filed against you including dates and details. Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized MCCCD background check vendor will be asked to pass or fail each student based on the standards of MCCCD's clinical experience partners that have established the most stringent requirements. The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCD.



(Student: Sign and Attach to Application)

**MARICOPA ACKNOWLEDGEMENT OF CRIMINAL BACKGROUND CHECK REQUIREMENTS**  
COMMUNITY COLLEGES **APPLICABLE TO STUDENTS SEEKING ADMISSION TO ALLIED HEALTH OR NURSING**

**Maricopa County Community College District**

In applying for admission to a Nursing or Allied Health program (“Program”) at the Maricopa County Community College District, you are required to disclose on the Arizona Department of Public Safety (DPS) form all required information and on the MCCCDC authorized background check vendor data collection form any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program on this form. Additionally, you must disclose anything that is likely to be discovered in the MCCCDC supplemental background check that will be conducted on you.

Please complete the DPS form, the MCCCDC authorized background check vendor form and any clinical agency background check form honestly and completely. This means that your answers must be truthful, accurate, and complete. If you know of certain information yet are unsure of whether to disclose it, you must disclose the information, including any arrest or criminal charge. Additionally,

By signing this acknowledgement, you acknowledge the following:

- I understand that I must submit to and pay any costs required to obtain a Level-One Fingerprint Clearance Card and an MCCCDC supplemental criminal background check.
- I understand that failure to obtain a Level-One Fingerprint Clearance Card will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.
- I understand that I must submit to and pay any costs required to obtain an MCCCDC supplemental background check.
- I understand that failure to obtain a “pass” as a result of the MCCCDC supplemental criminal background check will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.
- I understand that, if my Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or my enrollment in a Program, I am responsible to notify the Program Director immediately and that I will be removed from the Program.
- I understand that a clinical agency may require an additional criminal background check to screen for barrier offenses other than those required by MCCCDC, as well as a drug screening. I understand that I am required to pay for any and all criminal background checks and drug screens required by a clinical agency to which I am assigned.
- I understand that the both the MCCCDC supplemental or the clinical agency background check may include but are not limited to the following:
  - Nationwide Federal Healthcare Fraud and Abuse Databases
  - Social Security Verification
  - Residency History
  - Arizona Statewide Criminal Records
  - Nationwide Criminal Database
  - Nationwide Sexual Offender Registry
  - Homeland Security Search
- By virtue of the MCCCDC supplemental background check, I understand that I will be disqualified for admission or continued enrollment in a Program based on my criminal offenses, the inability to verify my Social Security number, or my being listed in an exclusionary database of a Federal Agency. The criminal offenses for disqualification may include but are not limited to any or all of the following:
  - Social Security Search-Social Security number does not belong to applicant
  - Any inclusion on any registered sex offender database
  - Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
  - Any conviction of Felony no matter what the age of the conviction
  - Any warrant any state
  - Any misdemeanor conviction for the following-No matter age of crime
    - violent crimes
    - sex crime of any kind including non-consensual sexual crimes and sexual assault
    - murder, attempted murder

- abduction
- assault
- robbery
- arson
- extortion
- burglary
- pandering
- any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
- any abuse or neglect
- any fraud
- illegal drugs
- aggravated DUI

- Any misdemeanor controlled substance conviction last 7 years
- Any other misdemeanor convictions within last 3 years
- Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)
- I understand that I must disclose on all background check data collection forms (DPS, MCCCDC background check vendor and a clinical agency background check vendor) all required information including any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program. That includes any misdemeanors or felonies in Arizona, any other State, or other jurisdiction. I also understand that I must disclose any other relevant information on the forms. I further understand that non-disclosure of relevant information on the forms that would have resulted in failing the background check will result in denial of admission to or removal from a Program. Finally, I understand that my failure to disclose other types of information of the forms will result in a violation of the Student Code of Conduct and may be subject to sanctions under that Code.
- I understand that, if a clinical agency to which I have been assigned does not accept me based on my criminal background check it may result in my inability to complete the Program. I also understand that MCCCDC may, within its discretion, disclose to a clinical agency that I have been rejected by another clinical agency. I further understand that MCCCDC has no obligation to place me when the reason for lack of placement is my criminal background check. Since clinical agency assignments are critical requirements for completion of the Program, I acknowledge that my inability to complete required clinical experience due to my criminal background check will result in removal from the Program.
- I understand the Programs reserve the authority to determine my eligibility to be admitted to the Program or to continue in the Program and admission requirements or background check requirements can change without notice.
- I understand that I have a duty to immediately report to the Program Director any arrests, convictions, placement on exclusion databases, suspension, removal of my DPS Fingerprint Clearance Card or removal or discipline imposed on any professional license or certificate at any time during my enrollment in a Program.

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Signature

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Date

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Printed Name

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**Nurse Assistant Program**

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Desired Health Care Program



# GateWay Community College

## Student Acknowledgement:

As of January 1 2012, the Arizona State Board of Nursing requires all Certificates of Completion associated with Nursing Assistant Programs to be issued by Headmaster LLP/D & S Diversified Technologies LLP (Referred to as Headmaster).

The student is required to provide the following information to the Nursing Assistant Program instructor of the record in order to receive a Certificate of Competition for NUR158 or NCE 150. This information will be conveyed electronically to Headmaster. Upon receipt of this information, the student will be register with Headmaster.

Please Print Legibly:

Name: \_\_\_\_\_

(As is appears on Government issued photo-bearing ID)

Picture IDs need to be copied front and back and handed to Kristen Woods at time of orientation.

Social Security Number: \_\_\_\_\_ **DO NOT WRITE YOUR SS# HERE**

Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone Number (with area code) \_\_\_\_\_

I (print legibly) \_\_\_\_\_, have read and understand the contents of the Headmaster Student Acknowledgement Form and give Gateway Community College permission to share this information with Headmaster LLP/ D& S Diversified Technologies LLP.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_