



FAST TRACK PRACTICAL
NURSING PROGRAM

Nursing Student Handbook

Spring 2016



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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 change, without notice, any materials, information, curriculum, requirements, and regulations in this publication.

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 nine 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.

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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

Students successfully completing all requirements for the Fast Track Practical Nursing Program are eligible to apply for licensure as practical nurses. Licensing fees and requirements are determined by and are the sole responsibility of the State Board of Nursing. For all questions about eligibility for licensure and the documents required showing eligibility, visit the website of the Arizona State Board of Nursing at <http://www.azbn.gov>.

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

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	CLOCK HOURS
Prerequisite Courses			
NUR158	Nurse Assisting	6 Credit Hours	150 Clock Hours
Fast Track Practical Nursing Courses			
NUR160PN	Practical Nursing Theory and Science I	11 Credit Hours	315 Clock Hours
NUR180PN	Practical Nursing Theory and Science II	11 Credit Hours	315 Clock Hours
Sub-total		22 Credit Hours	630 Clock Hours
Fast Track Practical Nursing Program (including pre-requisite)		28 Credit Hours	780 Clock 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 data base and the applicant must apply as a new student during the next application submission period. The option to defer placement may no longer be available once an applicant accepts placement.

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 data base and the applicant must apply as a new student during the next application submission period.

C. 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.

D. 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 option of the instructor, be withdrawn.
3. Students are expected to attend all class, lab, and clinical experiences. Specific attendance requirements are on the course syllabus.
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.
5. Special Circumstances: In the following special circumstances, lab/clinical hours may not be excused as the student must meet course requirements and competencies. The student may be required to apply for readmission and repeat the entire course.
 - 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.
 - b) Jury duty and subpoenas. Appropriate documentation is required. Prior arrangements must be made with each instructor.
 - c) In the event of death of an immediate family member, appropriate documentation is required. Prior arrangements must be made with each instructor.
 - d) Religious Holidays. The student must provide a written statement including the date of the holiday and a reason why class attendance is impossible. Prior arrangements must be made with each instructor.

V. CHANNELS OF COMMUNICATION

Faculty strive to create an atmosphere conducive to learning. There should be mutual respect between faculty and students. If an issue should arise, the student schedules a meeting with the faculty member. Issues are often resolved by direct communication between the faculty member and the student. Students are encouraged to meet with faculty, ask questions, and seek assistance with concerns on an individual basis.

A. INSTRUCTIONAL GRIEVANCE POLICY

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures. The appeal process for grades expires one year from the date the grade was issued.

1. Steps for students to take:

- a) Discuss the issue with the faculty member involved. This conference should 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.
- b) If, within ten (10) working days of the request for the conference with the 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 complaint with the Program Coordinator/Division Chairperson. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the faculty member five (5) days before any official meetings are convened.
- c) Upon receipt of a written complaint, the Program Coordinator or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member 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 complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.
- d) If the grievance is not resolved at this level within ten working days, a copy of the original written complaint with an explanation regarding action taken at each prior level will be forwarded to the Vice President of Academic Affairs or designee. The Vice President of Academic Affairs or designee will meet with the student, faculty member, the college Faculty Senate President if requested by the faculty member, and Program Coordinator/Division Chairperson and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
- e) 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 expedite a timely examination of the issues and will issue a final written determination in the grievance process.

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 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. 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. An all white uniform jacket/ lab coat may be worn over the uniform. Picture ID badge is worn upper left side of uniform at all times while in the clinical agency.
- B.** No jewelry is to be worn with the uniform except wedding rings, engagement rings, maximum of two pairs of small post earrings, and wristwatch. Necklaces must be kept under clothing and not visible.
- C.** No visible facial or body piercing jewelry. No objects of any type may be worn in the tongue. If necessary, a small beige bandage is permitted to cover visible piercings. In all cases the student must be in compliance with the professional appearance policy of the clinical agency. Tattoos must be covered, if possible.
- D.** 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.
- E.** Hair must be clean, worn off collar, and back from face while in uniform. Makeup should be subtle and in good taste. Closely trimmed beards and mustaches are permitted.
- F.** No chewing gum while in the nursing laboratory or in the clinical setting.
- G.** Students will maintain personal hygiene, including oral care. Students will bathe daily and use deodorant to prevent offensive body odor and/or cigarette smell. No cologne, after-shave, and/or perfumes are permitted.
- H.** The uniform must be clean and wrinkle free. Undergarments cannot be visible under the pants. White socks or neutral nylons must be worn with the uniform. Uniform style shoes and laces must be clean and white with low heels. No open toes, backless shoes or sandals. White clogs with non-porous top and a back strap are permitted.
- I.** Fingernails must be clean, short with clear, if any, polish. Artificial nails, nail wraps, or extenders are not permitted.
- J.** Cell phones disrupt lectures and clinical experiences. Cell phones must be turned off and should not be used and/or visible at any time during the clinical experience unless otherwise specified by the clinical instructor. Any response to messages must be done only while on break from the clinical unit. Students using cell phones for communication of any type or taking pictures in the classroom, nursing laboratory, or the clinical unit face disciplinary action that may include permanent dismissal.
- K.** When selecting patients in the clinical setting, clinical attire and name badge must be worn at all times.

VIII. 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. 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. Students who fall below a 76% may be referred to Early Alert and will be required to complete a remedial Student Achievement Plan.
4. Nursing courses are not graded on a curve; grades are earned without regard to the scores of other students.
5. No test can be retaken to improve a score.
6. 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.
7. Failing the clinical component of the course will result in a failing grade for the entire course. Final grade will be dependant on current standing on course proctored examinations.
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. Final exams are not reviewed, but the student may request a general review of 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. Grades for all courses will be awarded to students only after the lead course instructor receives the following documents:
 - a) Clinical Evaluation Tool for all rotations – make a copy for your records.
 - b) Clinical Nursing Skills List – make a copy for your records.
 - c) Clinical Nursing Skills Practicum Forms – make a copy for your records.
 - d) Additional work as assigned.

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

At the end of Semester II, students will take a computerized Evolve HESI-PN exit 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.

E. 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.

F. DUTY TO REPORT

1. 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.
2. Students receiving any disciplinary actions against their certificate or license must notify the Program Coordinator within five (5) school days.
3. The Program Coordinator reserves the right to restrict or terminate the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid, unrestricted, and terms of the action are met and the action dismissed.
4. Students are required to apply for a background check to verify identity, social security number, and that the student's name does not appear on the List of Excluded Individuals/Entities (LEIE) database. Once admitted, the student must maintain a passing standard on the Certified Background Check. If the student's level – one fingerprint clearance card becomes suspended, restricted, or revoked while enrolled in the program he/she will not be permitted to continue.

G. READMISSION GUIDELINES

1. A student exiting the nursing program for any reason must complete an Exit Interview Form.
2. No student is guaranteed readmission. Students will be granted an initial admission and one return admission to the Practical Nursing Program. Readmission may be denied if the student was dismissed from the program related to Zero Tolerance Policy, unsafe patient care, or dismissed for conduct described as unprofessional according to the Arizona Nurse Practice Act.
3. All readmissions are subject to space availability and approval of the Program Coordinator.
4. Readmission Criteria for each Semester:
 - a) Semester 1: A student exiting for a withdrawal or a failure must complete an Exit Interview Form and submit an application as a new student and meet current admission requirements.
 - b) Semester 2: 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

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.

B. HEALTH AND SAFETY REQUIREMENTS

1. All students entering nursing courses must meet all Health and Safety Requirements to maintain enrollment status for the course. Students will meet these requirements by uploading all completed and signed health and safety requirements as directed.
2. It is the responsibility of the student to maintain compliance with the Health and Safety Requirements. Students who are unable to provide documentation of compliance with the Health and Safety Requirements will be withdrawn from all nursing courses.
3. In circumstances of student illness, injury, or other health limitations, both the clinical agency and the college health policies must be upheld. Faculty will determine a student's ability to give adequate nursing care and will determine if the student can remain and/or return to the clinical experience, regardless of a physician's approval for return.
4. To be eligible for admission or maintain enrollment in Maricopa County Community College District's (MCCCD) Allied Health and Nursing programs students must be in compliance with all of the following:
 - a) Students must maintain an Arizona Department of Public Safety Level One Fingerprint Clearance Card at all times while enrolled in the nursing program. Fingerprint Clearance Cards that are not Level One status will not be accepted.
 - b) Documentation of a pass result on the Certified Background check. Students possessing the required Certified Background check on the date of actual admission that is more than 6 months old or students who have been in a program for more than 12 months may be required to obtain an updated Certified Background check.

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 must supply a written explanation from their physician. Should a student become unable to participate fully in the program's activities, he/she may be given an incomplete or may be withdrawn.
3. Should the student require any type of special accommodation, the student must notify the Disability Services and Resources Office. The DSR office should be contacted before the first class meeting. Reasonable accommodations for disabilities and/or testing will be given only with appropriate documentation of disability.
4. Faculty will not provide extra time, different environments, notes, or dictionaries during testing without official documentation of disability.

D. ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES

Individuals enrolled in the nursing 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 program must determine, on an individual basis, whether a reasonable accommodation can be made.

Functional Ability	Standard	Examples Of Required Activities
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide 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 room 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 a, perform tracheotomy suctioning, insert urinary catheter.
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and collect data on clients.	<ul style="list-style-type: none"> • Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. • Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc). • Tactile ability to feel pulses, temperature, palpate veins, etc. • Olfactory ability to detect smoke or noxious odor, etc.
Behavioral/ Interpersonal/ Emotional	<ul style="list-style-type: none"> • Ability to relate to colleagues, staff and patients with honesty, integrity and nondiscrimination. • Capacity for development of mature, sensitive and effective therapeutic relationships. • Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds. • Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. • Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes. 	<ul style="list-style-type: none"> • Establish rapport with patients/clients and colleagues. • Work with teams and workgroups. • Emotional skills sufficient to remain calm in an emergency situation. • Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients. • Adapt rapidly to environmental changes and multiple task demands. • Maintain behavioral decorum in stressful situations.
Safe environment for patients, families and co-workers	<ul style="list-style-type: none"> • Ability to accurately identify patients. • Ability to effectively communicate with other caregivers. • Ability to administer medications safely and accurately. • Ability to operate equipment safely in the clinical area. • Ability to recognize and minimize hazards that could increase healthcare associated infections. • Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls. 	<ul style="list-style-type: none"> • Prioritizes tasks to ensure patient safety and standard of care. • Maintains adequate concentration and attention in patient care settings. • Seeks assistance when clinical situation requires a higher level or expertise/experience. • Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.
Communication	<ul style="list-style-type: none"> • Ability to communicate in English with accuracy, clarity and efficiency with patients, 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). • Required communication abilities, including speech, hearing, reading, writing, language skills and 	<ul style="list-style-type: none"> • Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care. • Elicits and records information about health history, current health state and responses to treatment from patients or family members. • Conveys information to clients and others as necessary

	computer literacy	<p>to teach, direct and counsel individuals in an accurate, effective and timely manner.</p> <ul style="list-style-type: none"> • Establishes and maintain effective working relations with patients and co-workers. • Recognizes and reports critical patient information to other caregivers.
Cognitive/ Conceptual/ Quantitative Abilities	<ul style="list-style-type: none"> • Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis. • Ability to gather data, to implement a plan of action, establish priorities and monitor and evaluate treatment plans and modalities. • Ability to comprehend three-dimensional and spatial relationships. • Ability to react effectively in an emergency situation. 	<ul style="list-style-type: none"> • Calculates appropriate medication dosage given specific patient parameters. • Analyzes and synthesizes data and implements an appropriate plan of care. • Collects data, prioritize needs and anticipate reactions. • Comprehend spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths. • Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers. • Transfers knowledge from one situation to another. • Accurately processes information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.
Punctuality/ work habits	<ul style="list-style-type: none"> • Ability to adhere to policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and student handbook and course syllabus. • Ability to complete classroom and clinical assignments and submit assignments at the required time. • Ability to adhere to classroom and clinical schedules. 	<ul style="list-style-type: none"> • Attends class and clinical assignments punctually. • Reads, understands and adheres to all policies related to classroom and clinical experiences. • Contact instructor in advance of any absence or late arrival. • Understand and complete classroom and clinical assignments by due date and time.

E. PREGNANCY

Pregnant students may want to take special precautions due to the physical requirements and possible exposure to harmful diseases or substances. If the student has difficulties with the pregnancy, documentation from the attending physician will be required for the student to continue in the course. Students will be expected to meet all course objectives, competencies, and expectations. Accommodations may be made if reasonable and possible. Following delivery, returning to clinical assignment requires physician clearance.

F. INSURANCE: HEALTH AND ACCIDENT

1. Students are strongly advised to carry their own health and accident insurance. Each student is personally liable for any illness or accident during or outside of school activities. Several clinical agencies require proof of personal 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 if unable to provide documentation of personal coverage.
2. Students participating in a college-related activity have limited coverage by the Student Accident Insurance Policy (www.maricopa.edu/legal/rmi/stuinsplans.htm). The cost of this policy is covered in the student activity fee. Student accident insurance coverage is secondary to the student's primary coverage.
3. If a student is injured during clinical, a Maricopa Community Colleges accident insurance form and verification of other insurance coverage must be completed. Claim forms may be obtained from the Dean of

Students or Student Service's office. Completed forms are submitted to the Nursing Director for signature and then forwarded according to campus procedure.

4. 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 colleges.
5. Maricopa Community Colleges provides malpractice insurance coverage for students enrolled in the Nursing Program as part of the registration fees.

G. GUIDELINES REGARDING EXPOSURE TO BODY FLUIDS

All nursing personnel and nursing students are professionally and ethically obligated to provide client care with compassion and respect for human dignity. Hence, they may not ethically refuse to care for clients solely because the client is at risk of contracting, or has, an infectious disease such as HIV, AIDS, or HBV. All rules of confidentiality are followed when working with clients.

1. **Standard Precautions** - All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.
 - a) Contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited. Contaminated sharps must be placed in appropriate container as soon as possible.
 - b) Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
 - c) When exposure is possible, personal protective equipment shall be used. Personal protective equipment includes:
 - d) Gloves shall be worn when it can be reasonably anticipated that the individual may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, when performing vascular access procedures, and when touching contaminated items or surfaces.
 - e) Masks, eye protection, and face shields shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
 - f) Gowns, aprons, and other protective body clothing shall be worn in occupational exposure situations and will depend upon the task and the degree of exposure anticipated.
 - g) Surgical caps or hoods and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.
 - h) Wash hands immediately after removal of gloves or other personal protective equipment.
(*Excerpts from OSHA Blood-borne Pathogens Section 1910.1030*).
2. **Exposure Guidelines**
 - a) Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.
 - b) Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor.

- c) Students exposed to body fluids shall follow this protocol:
- 1) Wash the area immediately with a disinfectant agent; 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 is responsible for all costs related to exposure, triage, and treatment.
 - 4) The clinical instructor and student will notify the agency department supervisor and Nursing Program Director.
 - 5) The student will complete an agency site incident report.
 - 6) The student will complete the college student accident report. Information from the U.S Department of Labor, Occupational Safety & Health Administration (OSHA) is available at:
<http://www.osha.gov/SLTC/bloodbornepathogens/postexposure.html>

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 newly admitted students are required to submit a urine drug screening as a condition of enrollment in the FTPN program.
2. Students will receive an information sheet and a chain of custody form at the beginning of the semester. The student will be informed of the 48 hour window of time that they must submit their urine drug screen sample at the lab.
3. Private health insurance will not pay for this screening. The lab will provide the student with a receipt. It is important that students understand that they may not take a prescription to the lab to be evaluated, but may list prescription drugs they are currently taking. If the drug screen is positive, the sample will automatically be submitted for the Medical Review Officer's (MRO) evaluation. Students may check the status of both their urine drug screen results and background check online using the password that they are issued when they submit payment.
4. The selected laboratory will conduct the urine screening and results may be obtained by the Program Coordinator or designee indicated by the program account number. If a student provides a diluted sample, an additional test may be performed at an additional cost to the student.
5. If a student tests positive, the lab will contact the MRO. The student will be contacted to ascertain any prescriptive drug usage and the Program Coordinator or designee will check the report after the MRO review is completed.
6. If a student challenges a positive result, only the original sample can be retested. The student must request an order for a re-test of the sample through MRO. All positive samples are retained for one year in a frozen state. The student is responsible for the cost of this test.
7. Only students receiving negative drug screens as reported by the MRO can remain enrolled in nursing courses. Reports from the MRO of safety sensitive issues/concerns related to the drug profile will require

further evaluation. Students may be on temporary exclusion from the program until evaluation is complete. Students testing positive for drugs that are illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical setting by the MRO will not be permitted to attend the nursing courses. All positive results resulting in dismissal are reported to the Arizona State Board of Nursing.

8. Students will not be allowed to use previous drug screens requested by any person or agency outside of GateWay Community College.
9. 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. 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, or confusion, 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 and notify the clinical agency supervising personnel.
 - b) Upon student’s oral 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.
2. If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the Program Coordinator within 24 hours of the test results to discuss the circumstances surrounding the impaired clinical 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 Program Coordinator will make a decision regarding return to the clinical setting.
3. If the results of the test(s) are positive for alcohol or other illegal substances or for non-prescribed legal substances, the Program Coordinator will withdraw the student from all nursing courses for a period of one year. The student will pay for all costs associated with the for-cause drug-screening test.
4. The results of the positive screening test will be reported to the AZ State Board of Nursing.
5. 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 will be notified.
- c) Failure to comply with any aspect of this policy will result in withdrawal from the program.

C. READMISSION GUIDELINES RELATED TO SUBSTANCE ABUSE

1. Students withdrawn from nursing courses for reasons related to substance abuse will:
 - a) Submit a letter requesting readmission to the Nursing Program
 - b) Include documentation from a therapist specializing in addiction behaviors indicating status of abuse, addiction, or recovery and/or documented rehabilitation related to the alcohol/drug illness.
 - c) Include documentation of compliance of a treatment program as identified by the therapist including a statement that the student will be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
 - d) Repeat drug screen for alcohol/drugs immediately prior to readmission.
2. If a student, after being re-admitted to the nursing program, has positive results on an alcohol/drug screen, the student will receive permanent dismissal from the Nursing Program.

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. All students are required to review the agency's policies and procedures during orientation 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:

1. **1st Semester:** Clinical faculty are responsible for supervision of all nursing skills and medication administration. Once a student has successfully passed the course practicums, clinical faculty **may** elect to delegate to a staff nurse the direct supervision of nursing skills and administration of selected medications.
2. **2nd Semester:** Clinical faculty are responsible for supervision of all nursing skills, medication administration, and IV therapy skills. Once a student has demonstrated competency, 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>

The use of abusive language or disruptive behavior directed toward peers, staff, faculty, or hospital personnel will not be tolerated and may result in dismissal from the program. Such behavior is inconsistent with professional standards and inappropriate for students pursuing a career in nursing. A student may be dismissed and receive a failing grade in the course for violating the Standards of Professional Conduct.

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.
- Honesty: Practices fairness and straight forwardness of conduct, displays moral excellence and truthfulness.
- Punctuality and Promptness: Is on time for all classroom 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: Adheres to the Code of Ethics for Nurses with Interpretive Statements (2001) establishing the ethical standard for the nursing profession. The document is under copyright and can be viewed at: <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>
- 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. As a nursing student, you are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and other college staff assisting you.

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 Program Coordinator. Personal responsibility is the beginning to the development of professionalism.

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
 - a) Faculty and students will maintain a professional relationship:
 - b) Students should not expect an instructor to act as personal counselor or therapist. Students should seek assistance from academic advisors and counselors at the college.
 - c) 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.
 - d) 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
 - a) Students will maintain a professional nurse-client relationship:
 - b) Professional Boundaries: 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.
 - c) 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 recognize or felt by the client until harmful consequences occur.
Source: A nurse's guide to the importance of appropriate professional boundaries Copyright 1996. National Council of State Boards of Nursing, Inc., 676 N. St. Clair St., Suite 550, Chicago, IL 60611; www.ncsbn.org

D. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

All verbal, electronic, and written information relating to patients/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, which may include dismissal from the program and/or course. All students are required to complete a HIPAA tutorial each semester of the nursing program, either according to the orientation requirements of the clinical agency or on-line clinical orientation (OCO) 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 codes 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 Discipline Code.

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.
3. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
4. Academic dishonesty

Any nursing student engaging in behaviors described under the Zero Tolerance Policy is subject to immediate dismissal from the Fast Track Practical Nursing Program and may be denied consideration for readmission.

B. ACADEMIC DISHONESTY

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 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. Acquires, without permission, tests or other academic material belonging to a member of the college faculty or staff.
8. Removing tests from the classroom, duplicates, writes down, or copies questions or answers on any copying device during test review sessions.
9. Offering another person's work as one's own (plagiarism).
10. Any preparation of written material that is fraudulent and/or untruthful.
11. Plagiarism - includes, but is not limited to offering another 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.

C. 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 Fast Track Practical Nursing Student Handbook, and the policies and regulations of the healthcare agency where they are assigned for clinical learning. A student may be dismissed and receive a failing grade in the course for violating safe practice regulations.

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 fails to report 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.
- Lacks information processing ability necessary for making appropriate clinical judgments or decisions.
- Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty resulting in miscommunication or disruption of the learning, and/or unsafe patient care environment.
- Violation of principles of confidentiality.
- Lack of preparation for clinical practice.
- Failing to respect client rights and dignity.
- Soliciting, borrowing, or removing property or money from a client or client's family.
- Assuming client care tasks for which the student nursing lacks the education or competence to perform.
- Removing drugs, supplies, equipment, or medical records from the clinical setting.
- Abandonment: Leaving clinical agency or patient assignment without notification.

D. UNUSUAL OCCURRENCE GUIDELINES

An unusual occurrence is any event that has potential to harm 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 which may include course failure and program withdrawal.
4. When a behavior occurs that could jeopardize life, impede recovery, or interfere with the maintenance of the patient's current health status, a conference will be held as soon as possible with the nursing student, nursing faculty, and the Program Coordinator.
5. Any student who is unable to demonstrate safe and competent patient care, violates student practice regulations, fails to maintain compliance with the Health and Safety Requirements, or has excessive absences from the clinical experience will be removed from the clinical assignment and may receive a failing grade in the course.

RELEASE OF INFORMATION

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 formative/summative 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; including immunization records, titer results and verification of a TB disease state 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.

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.

(STUDENT COPY)

STUDENT COPY - INFORMATION FOR STUDENTS

- **ZERO TOLERANCE POLICY:**

The Nursing 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.
- Academic dishonesty

Any nursing student engaging in behaviors described under the Zero Tolerance Policy is subject to immediate dismissal from the Fast Track Practical Nursing Program and may be denied consideration for readmission.

- **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 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/Safety Requirements Documentation Checklist and the signed Health Declaration Form, with all documentation attached, 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 Nursing Director within five (5) school days. The Program Coordinator reserves the right to restrict or terminate the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted and terms of the action are met and the action dismissed.

- **CERTIFIED BACKGROUND CHECK:** Students must maintain a passing disposition on the mandatory Certified 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 Coordinator 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.

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)



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

FACULTY/STAFF/STUDENT CONFIDENTIALITY AGREEMENT

for MCCCDC 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
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers
- Device identifiers
- Web locators (URLs)
- Internet protocol addresses
- Biometric identifiers
- Full face photographs
- 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 MCCCDC, 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 MCCCDC student or faculty member to the appropriate MCCCDC 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)