



**GATEWAY
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Veteran's LPN Bridge Course*

INFORMATION and APPLICATION PACKET 2017

*This packet contains information for Veteran Bridge Course students. GWCC also accepts LPN refresher students in this course. Information in this packet is subject to change without prior notice and all individual questions should be addressed with a nursing advisor and/or PN Program Director.

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements, and regulations in this publication.

PROGRAM DESCRIPTION

Course includes didactic, laboratory, and clinical experiences for practical nursing including concepts and theories related to care of geriatric, adult, pediatric, and childbearing clients. Areas of didactic and clinical focus include: role of the practical nurse collaborating with other members of the healthcare team; concepts of health promotion and disease/illness prevention; therapeutic communication techniques; nutritional concepts; medication administration to include pharmacokinetics/pharmacodynamics of medications, nursing considerations in medication administration, and dosage calculation; anatomy and physiology and pathophysiologic concepts, documentation and concepts related to information technology. Emphasis in clinical practicum is on nursing care of pediatric and child-bearing families, and older adult residents of long term care facilities with selected alterations in health; concepts of delegation, prioritization and management of care for the practical nurse is integrated.

PROGRAM COMPETENCIES

- 1) Discuss the differences between current military healthcare role and practical nursing.
- 2) Demonstrate therapeutic communication skills and caring behaviors to clients and their families across the lifespan.
- 3) Demonstrate critical thinking skills and problem-solving to provide holistic nursing care to clients.
- 4) Review types, classifications, pharmacokinetics, and pharmacodynamic properties of selected drugs.
- 5) Apply principles of safe medication administration for childbearing, pediatric, adult, and geriatric clients.
- 6) Perform data collection techniques for childbearing, pediatric, adult, and geriatric clients.
- 7) Implement the established plan of care for childbearing, pediatric, adult, and geriatric clients.
- 8) Apply anatomy and physiology, and pathophysiologic concepts to the care of clients with selected health alterations across the lifespan.
- 9) Apply integrated nutritional concepts that support health promotion and disease prevention to clients across the lifespan.
- 10) Identify developmental stages and transitions for adult, child-bearing, pediatric, and geriatric clients.
- 11) Demonstrate safe techniques and competent care in providing interventions for clients receiving intravenous therapy.
- 12) Calculate medication dosages safely and accurately.
- 13) Practice within the regulatory, legal and ethical frameworks of practical nursing.
- 14) Demonstrate safe performance of selected clinical skills/procedures.
- 15) Communicate significant client findings and events to the registered nurse and other members of the healthcare team.
- 16) Demonstrate culturally sensitive care.
- 17) Describe the role of the practical nurse in the management of a group of clients under the direction of a registered nurse using time management, interpersonal communication, delegation and organizational skills.
- 18) Apply elements of technology and information management to document and report client findings and conditions.
- 19) Demonstrate safe and competent care in providing nursing interventions for clients across the lifespan.
- 20) Identify various healthcare roles that are part of the healthcare team and differentiate the LPN role as defined by the Arizona State Board of Nursing.

PROGRAM 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.

PROGRAM OF STUDY

NUR150	Practical Nursing Theory and Process	8.0
NUR150 lab	Practical Nursing Lab	4.0
Nursing Program Courses		12 Credit Hours

COST ESTIMATE FOR THE FTPN PROGRAM*

Nursing Courses (12 credits x \$86.00) (Maricopa County Resident)	\$ 1,032.00
Registration Fees/Admission Test Fee/Course Fees/Graduation fee	225.00
Books (estimate)	225.00
Certified Background Check	67.00
Urine Drug Test	37.00
Fingerprint Clearance Card	69.00
Immunizations and CPR (varies)	250.00
Certified Background Immunization Tracking	25.00
Clinical Experience Tracking	37.00
Uniform and Clinical Supplies (varies)	125.00
Total Estimated Cost	\$ 2092.00

Upon completion of program requirements, students are eligible to apply for licensure as practical nurses through the Arizona State Board of Nursing (AZBN). Licensing fees and requirements are determined by and are the sole responsibility of the AZBN. Approximate cost of application fees, testing fees, and fingerprinting is \$550.00. For further information contact the AZBN at <http://www.azbn.gov/> or 602-771-7800.

Designed to bridge previously gained healthcare knowledge, skills, and abilities of the military Veteran student to the role of the practical nurse. This course is for the Veteran student who has a military healthcare designation and official military transcript. The military discharge must be within the past five years unless the prospective student has been working in a healthcare area in a medical-surgical capacity since discharge. The final decision on “medical- surgical capacity” will be made based on written work verification from the student with the final decision being made by the Nursing Division Director and/or Practical Nurse Program Director.

*Fees are estimates and are subject to change.

APPLICATION PROCESS

Advisement

After reviewing the Information and Application Packet, all applicants must see a nursing program advisor in the Center for Health Careers Education Building at GateWay Community College. Call (602) 286-8181 to schedule an appointment.

Appointments are available on Tuesdays and Fridays (Please note campus is closed on Fridays during summer break.) Walk-in advisement is available on a first come first serve basis on Mondays 8:00am – 4:00pm, Wednesdays 8:00am – 12:00pm, and Thursdays 8:00am – 4:00pm.

Admission Requirements

Eligibility: A person who has completed military health care training to include but not limited to: Basic Medical Technician Corpsman Program (Navy and Air Force), Air Force Independent Duty Medical Technician, Army Health Care Specialist.

This course was created based on the Gap Analysis (2012) from the National Council State Boards of Nursing (NCSBN), approved by the AZ State Board of Nursing. The successful completion of the 12 credit Bridge Course will enable the student to earn a certificate of completion in Practical Nursing and meet the criteria to test for the NCLEX-PN.

This Bridge Course also meets the requirements of the AZ State Board of Nursing for LPNs requiring a refresher program. Students attending for the refresher program must have a temporary practical nursing license to attend clinical. If the student does not hold a temporary license, he/she may attend the theory portion (8 credits) of the program in one semester and then obtain the temporary license through the AZ State Board of Nursing. The refresher student must then complete the 4 credit lab/clinical course (4 credits) within 6 months of theory completion. Placement in the Bridge Course for LPN Refresher students is at the discretion of the Refresher Program Coordinator and/or the Nursing Director. Beginning with the spring 2016 semester, GateWay Community College will no longer admit RN or LPN Refresher students who are on AZ State Board of Nursing monitoring requirements or on Board Orders.

Student Information Form: If you are a new student at GateWay Community College, you will need to complete an application at the college. This application is necessary for your transcript evaluation and registration for courses. This is a separate application from your nursing program application.

Application to the Nursing Program (included in this packet)

- **Declaration of high school graduation or GED:** Applicants must verify that they meet this requirement by signing the Declaration of High School Graduation or GED on the application page included in this application packet.
- **Eligibility:** Applicants will be required to provide military documentation/transcripts and possibly work verification to confirm eligibility.
- **Fingerprint Clearance Card:** Submit a copy of both sides of a current, **Level One** Fingerprint Clearance Card (FCC). See an advisor or <http://www.azdps.gov/Services/Fingerprint/> for information and application packet to apply for the card. Allow a minimum of 6 weeks to receive the card. Applications will not be accepted without a copy of both sides of a current level one FCC
- **Health and Safety Documentation Form:** Carefully read and follow the directions of the Health and Safety Documentation form. Applications with incomplete health and safety documentation will be declined and returned to the applicant.

Application Submission:

After completing the application and collecting the required documentation, call (602) 286-8181 to schedule an appointment with a nursing program advisor to review, sign, and collect your application. **When calling to make an appointment please specify that you are making an appointment to submit your PN application for the Veteran's Bridge Course.** Only those applications that are complete with all required documentation will be accepted. Appointments are available on Tuesdays and Fridays (Please note campus is closed on Fridays during summer break.) Walk-in advisement is available on a first come first serve basis on Mondays 8:00am – 4:00pm, Wednesdays 8:00am – 12:00pm, and Thursdays 8:00am – 4:00pm.

Confirmation of Placement:

- When a space for placement becomes available, the Program Coordinator will notify the applicant via e-mail, letter and/or phone call to offer placement. It is very important to keep all contact information current in my.maricopa.edu.
- Those applicants who accept placement will receive an email admission letter and information packet from the college. The admission information packet will contain important information regarding program orientation, registration, Certified Background check, etc.

ACADEMIC RESPONSIBILITY:

Teaching Modalities: 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. Orientation to the technology used is provided.

It is the responsibility of every student enrolled in the nursing program to adhere to truthfulness and to avoid dishonesty, fraud, or deceit of anytype. As students progress through the curriculum, they are preparing for transition into professional life. Behaviors expected in both the classroom and clinical settings parallel behaviors expected in the work place. Faculty are committed to providing an environment conducive to teaching and learning. Students can contribute to the effectiveness of the learning process and increase their chance of success by following the faculty suggestions listed below:

CLASSROOM BEHAVIORS:

- Attend all class sessions and be punctual
- Read, understand and follow the course syllabus
- Complete reading assignments prior to class
- Submit assignments on time
- Participate actively in class
- Evaluate your own progress continuously
- Meet with your instructor during office hours
- Make appropriate verbal contributions to class
- Maintain appropriate demeanor during class *for example:*
 - Remain in classroom until class is dismissed
 - Return from breaks on time
 - Eat and sleep before and after class
 - Refrain from having side conversations
 - Attend to speaker during class time
 - Allow others to hear and learn
 - Silence cell phones and pagers, respond to messages during scheduled break

CLINICAL BEHAVIORS:

- Adequately prepare for nursing responsibilities
- Ensure prompt attendance
- Wear correct professional attire
- Maintain appropriate demeanor during clinical *for example:*
 - Show respect for clients and staff
 - Keep a positive attitude toward learning
 - Uphold confidentiality
 - Stay in clinical setting until clinical group is dismissed
 - Return from breaks on time
 - Cell phone use is not permitted during clinical experiences
- Identify own learning goals
- Use clinical time to maximize learning
- Verbally participate in clinical conferences

- Perform safe, competent care of clients
- Seek instructor's help and supervision appropriately
- Seek help appropriately to manage stress that may affect performance
- Identify own strengths and limitations
- Complete all clinical work on time.
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Essential Skills and Functional Abilities for Nursing Students

Individuals who apply for admission to the nursing program must be able to perform essential skills. Any applicant who has met the necessary prerequisites, health and safety documentation and who can perform the essential functions will be considered for admission. 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 all routes, perform tracheotomy suctioning, insert urinary catheter.
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor 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 nursing and student handbook policies. 	<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 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 injuries. 	<ul style="list-style-type: none"> • Prioritize tasks to ensure patient safety and standards of care. • Maintain adequate concentration and attention in patient care settings. • Seek assistance when clinical situation requires a higher level or expertise/experience. • Respond to monitor alarms, emergency signals, call bells from patients, in an orderly and effective manner.

Communication	<ul style="list-style-type: none"> • Ability to communicate in English with accuracy, clarity and efficiency to 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 computer literacy 	<ul style="list-style-type: none"> • Give or follow verbal directions from other members of the healthcare team and participate in health care team discussions of patient care. • Elicit and record information about health history, current health state and responses to treatment from patients or family members. • Convey information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner. • Establish and maintain effective working relations with patients and co-workers. • Recognize and report 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, implement a developed plan of care, establish priorities and monitor and evaluate treatment plans and modalities. • Ability to comprehend three-dimensional and spatial relationships. • Ability to react effectively in emergency situations. 	<ul style="list-style-type: none"> • Calculate appropriate medication dosages given specific patient parameters. • Analyze and synthesize data to assist in the development of an appropriate plan of care. • Collect data, prioritize needs and anticipate reactions. • Comprehend spatial relationships adequately to properly administer injections, start intravenous lines or assess wounds of varying depths. • Recognize an emergency situation and respond effectively to safeguard the patient and other caregivers. • Transfer knowledge from one situation to another. • Accurately process information on medication containers, physicians' orders, and monitor and equipment, printed documents, flow sheets, graphic sheets, medication administration records, medical records and policy and procedure manuals.
Punctuality/ work habits	<p>Ability to adhere to FTPN policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and course syllabus.</p> <ul style="list-style-type: none"> • 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"> • Attend class and clinical assignments punctually. • Read, understand and adhere 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.

IMPORTANT INFORMATION FOR APPLICANTS

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 are subject to immediate dismissal from the Fast Track Practical Nursing Program.

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. Only students in compliance with the mandatory health and safety requirements are permitted to remain enrolled in nursing courses. Once enrolled students will upload the mandatory health and safety documents to a Certified Profile account.

BACKGROUND CLEARANCE: 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 copy of an Arizona Department of Public Safety **Level One** Fingerprint Clearance Card must accompany the application. Fingerprint Clearance Cards that are not Level One status will not be accepted.
- A signed original version of the Criminal Background Check Disclosure Acknowledgement form must accompany the application. The required form is included as an attachment to this application packet.
- 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. Additional information regarding the Certified Background check will be included with the admission letter and information packet.

At all times during enrollment students must obtain and maintain BOTH a valid **Level One** Fingerprint Clearance Card and a passing disposition on the Certified Background check. Admission requirements related to background checks are subject to change as mandated by clinical experience partners.

DRUG SCREENING: All students are required to complete a urine drug screen at some point during the program. All students are required to complete the urine drug screening procedure under the specified program account code, within the specified timeframe, and according to directions given at the time of notification. Faculty will instruct students on this process and students should NOT complete the process prior to receiving further instructions. Students will receive specific instructions on completing the urine drug screen during orientation. 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.

DUTY TO REPORT: All students enrolled in nursing courses holding or receiving a certificate as a Nursing Assistant must remain in good standing with the Board of Nursing. Students with certification and/or licensure from allied health regulatory boards are included under this provision. Students receiving any disciplinary actions against their certificate or license must notify the Program Coordinator within five (5) business 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, unrestricted, and terms of the action are met and the action dismissed.

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 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 sentence 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 State 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 Level One Fingerprint Clearance Card required for the nursing program will NOT meet the requirements for licensure through the State Board of Nursing. All applicants with a positive history are investigated. If there is any question about eligibility for licensure or the documents required to show eligibility for licensure, please contact the Arizona State Board of Nursing (602-771-780

**LPN Bridge
Course
Application**

DATE of APPLICATION: _____

(PRINT)

Name _____
Last
First
Middle
D.O.B

All names previously used _____ Student ID Number _____

Phone: Home _____ Cell _____ OCO UserName _____

Mailing Address _____

City _____ State _____ Zip _____

E-Mail Address _____

This E-mail WILL be used to contact you regarding placement into the nursing program.

Nursing School Attended: If you were enrolled in a nursing program and did not complete the program, you must request a letter from the Director of the Nursing Program previously attended and have it sent to Jeri Lastine (Practical Nursing Program Coordinator) at GateWay explaining the reasons for withdrawal or dismissal. The admission committee reserves the right to deny acceptance of this application if applicant was dismissed for issues relating to academic integrity, unsafe patient care, unprofessional conduct and/or two (2) or more failures from a nursing program. **The application is considered complete only when all letters have been received and reasons for exit identified.**

Name of School	Dates Attended	Reason for leaving:

Nursing and/or Allied Health certification and/or licensure: In the space below, list the health care field of study and your certification and/or license number along with the state of registration. Once admitted into any nursing program, all certifications and licenses held must remain in good standing. Students receiving any disciplinary actions against their certificate or license must notify the Program Coordinator. 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.

Field of Study	Certification/License Number	State of Registration

I have provided true, correct, and complete information on my application. I have read and I understand the information presented in this application packet. I understand that I must provide documentation of all admission requirements to be considered eligible and that all admissions are granted on a space-available basis.

Signature _____ Date _____

Note: Applicants must supply all information as requested. Applicants failing to identify nursing schools attended or those supplying false information will not be eligible for admission or enrollment in the nursing program.

**2017 VETERAN'S LPN BRIDGE COURSE APPLICATION
ADMISSION CHECKLIST
(Must be signed by Advisor and included with Application)**

Print Name:		D.O.B.	Student ID:
Declaration of High School Graduation or GED:			
Name of High School: Completion		City/State:	Date of Graduation or GED
Fingerprint Clearance Card: All applicants must have current Level One Fingerprint Clearance Card (FCC). Bring original FCC when meeting with advisor.		Date of FCC Expiration:	Advisor Initials:
Acknowledgment of Criminal Background Check Requirements: Signed form must accompany the FTPN Program application.			Advisor Initials:

(Applicant Signature / Date)

ALL APPLICATIONS MUST BE SIGNED BY AN ADVISOR PRIOR TO SUBMISSION

HEALTH AND SAFETY REQUIREMENTS

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

MMR is a combined vaccine that protects against three separate illnesses – measles, mumps and rubella (German measles) – in a single injection. Measles, mumps, and rubella are highly infectious diseases that can have serious, and potentially fatal, complications. The full series of MMR vaccination requires two doses.

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, which provides evidence of immunity to each disease. If the titer results are POSITIVE, showing immunity to each disease, upload a copy of the lab results.

Options to meet this requirement:

1. Submit documentation of two MMR vaccinations on separate dates at least 4 weeks apart.
OR
2. Lab documentation of POSITIVE titer results for each disease (measles, mumps and rubella).
3. NEGATIVE or EQUIVOCAL titer results for measles, mumps or rubella shows lack of immunity, meaning you must get the MMR vaccine series (both vaccines). If you have only had the initial vaccine, submit documentation of first vaccine; be certain to upload proof of the second vaccine after it is given, as students must upload proof of both vaccinations to be in compliance.

B. Varicella (Chickenpox)

Chickenpox is a highly contagious disease caused by the varicella-zoster virus (VZV). Infection with chickenpox also makes people susceptible to develop herpes zoster (shingles) later in life. The best means of preventing chickenpox is to get the varicella vaccine.

Varicella vaccination is required for all healthcare workers who do not meet evidence of immunity by having met any of the following criteria: a). Documentation of receiving 2 doses of varicella vaccine, separated by at least 4 weeks or b).

Laboratory evidence of immunity or laboratory confirmation of disease. If you haven't had the varicella vaccine or if you don't have a blood test that shows you are immune to varicella (i.e., no serologic evidence of immunity or prior vaccination) get 2 doses of varicella vaccine, 4 weeks apart.

Options to meet this requirement:

1. Documentation of two varicella vaccines, including dates of administration.
OR
2. Upload a copy of proof of a POSITIVE IgG titer for varicella. If the titer is NEGATIVE or EQUIVOCAL, upload a copy of document showing that you received the first vaccination. Complete the second vaccination 4 weeks later and upload document to CastleBranch to remain in compliance.

C. Tetanus/Diphtheria/Pertussis (Tdap):

Tetanus, diphtheria, and pertussis are serious bacterial illnesses which can lead to illness and death. Tdap vaccination can protect against these diseases and is recommended for healthcare personnel with direct patient contact who have not previously received Tdap. Tdap vaccination can protect healthcare personnel against pertussis and help prevent them from spreading it to their patients.

The Td vaccine protects against tetanus and diphtheria, but not pertussis. Following administration of Tdap, a Td booster should be given every 10 years. Tdap may be given as one of these boosters if you have never gotten Tdap before. Tdap can be administered regardless of interval since the previous Td dose.

To meet this requirement:

You must provide proof of a one-time Tdap vaccination and Td booster if 10 years or more since Tdap vaccination.

D. Tuberculosis (TB)

Tuberculosis (TB) is caused by a bacterium called *Mycobacterium tuberculosis* which usually infects the lungs, but can attack any part of the body such as the kidney, spine, and brain. Not everyone infected with TB bacteria develops tuberculosis. As a result, two TB-related conditions exist: latent TB infection (LTBI) and TB disease. If not treated properly, TB disease can be fatal.

All students entering a Maricopa Nursing program are required to upload documentation showing negative TB disease status. Documentation may include a negative 2-step Tuberculosis Skin Test (TBST) or negative blood test (QuantiFERON or T-Spot) performed within the previous six (6) months. The TBST or negative blood test must remain current throughout the semester of enrollment.

To maintain compliance with annual TB testing requirements, students who initially submitted a 2-step TBST may submit a current 1-step TBST for subsequent annual testing. A TBST is considered current if no more than 365 days have elapsed since the date of administration of the second of the 2-step TBST. Most recent skin testing or blood test must have been completed within the previous six (6) months.

If you have ever had a positive TBST, you must provide documentation of a negative blood test or negative chest X-ray. You will also need to complete a TB Symptom Screening Questionnaire annually.

To meet this requirement:

1. Proof of a negative 2-step TBST completed within the previous 6 months, including date given, date read, result, and name and signature of the healthcare provider. A 2-step TBST consists of an initial TBST and a boosted TBST 1-3 weeks apart.
OR
2. Submit documentation of a negative blood test (QuantiFERON or T-Spot) performed within the last six months.
OR
3. Submit documentation of a negative chest X-ray
4. **POSITIVE RESULTS:** If you have a positive TBST, provide documentation of negative chest X-ray or negative blood test and a completed Maricopa Nursing Tuberculosis Screening Questionnaire. The questionnaire can be found in the CastleBranch Medical Document Tracker. This questionnaire must be completed annually.

E. Hepatitis B

Maricopa Nursing students may be exposed to potentially infectious materials which can increase their risk of acquiring hepatitis B virus infection, a serious disease that can cause acute or chronic liver disease which can lead to a serious, lifelong illness. Maricopa Nursing recommends that all students receive the hepatitis B 3-vaccine series administered over a 6 month period. Obtain the first vaccination; the second is given 1 - 2 months after the first dose and the third injection is 4 - 6 months after the first dose.

Effective immunization status can be proven by a titer confirming the presence of anti-Hbs or HepBSab antibodies in the blood. This titer is recommended but not mandatory.

Students may choose to decline the hepatitis B vaccine; however, lack of immunity to hepatitis B means that students remain at risk of acquiring the disease.

Options to meet this requirement:

1. Submit a copy of laboratory documentation of a positive HbsAb titer.
OR
2. Upload a copy of your immunization record, showing completion of the three Hepatitis B injections. If the series is in progress, upload 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
3. Upload a copy of your signed Hepatitis B declination noting that by declining the vaccine you continue to be at risk of acquiring hepatitis B, a serious disease. Maricopa Nursing declination form is available in CastleBranch.

F. Influenza (Flu Vaccine)

Influenza is a serious contagious respiratory disease which can result in mild to severe illness. Susceptible individuals are at high risk for serious flu complications which may lead to hospitalization or death.

The single best way to protect against the flu is annual vaccination. A flu vaccine is needed every season because: 1). the body's immune response from vaccination declines over time, so an annual vaccine is needed for optimal protection; 2). because flu viruses are constantly changing, the formulation of the flu vaccine is reviewed each year and sometimes updated to keep up with changing flu viruses. The seasonal flu vaccine protects against the influenza viruses that research indicates will be most common during the upcoming season.

Students are required to be vaccinated every flu season and to upload documentation proving annual vaccinations.

To meet this requirement:

- Upload a copy of proof of flu vaccine proving annual vaccination.

G. CPR (Basic Life Support) Certification

CPR is a procedure performed on persons in cardiac arrest in an effort to maintain blood circulation and to preserve brain function. MaricopaNursing students are required to learn CPR by completing an acceptable Basic Life Support course. CPR certification must include infant, child, and adult, 1-and 2-man rescuer, and evidence of a hands-on skills component. CPR courses are offered at numerous locations throughout the greater Phoenix area. The American Heart Association provides in-person courses and an online course. Students who complete online courses must complete the hands-on skills training and testing. CPR training without the hands-on skills training and testing component will not be accepted. Students are required to maintain current CPR certification throughout enrollment in the nursing program.

To meet this requirement:

Upload a copy of the signed CPR card (front and back) or CPR certificate.

H. Level One Fingerprint Clearance Card

All students admitted to any MaricopaNursing program are required to obtain and maintain a valid Level One Arizona Department of Public Safety Fingerprint Clearance Card (FCC). The FCC must remain current throughout every semester of enrollment in the program.

If the FCC is suspended or revoked at any time during the nursing program, the student must report this to the Nursing Director within five (5) school days and will be unable to continue in the program until the FCC is reinstated.

To meet this requirement:

Upload a copy (front and back) of a current Level One DPS Fingerprint Clearance Card.

I. Health Care Provider Signature Form

Must be completed and signed by a licensed healthcare provider (M.D., D.O., N.P., P.A.) within the past six (6) months.

To meet this requirement:

Upload a copy of the signed Health Care Provider Signature form completed within the past six (6) months.

J. CastleBranch Clearance Document

All students admitted to MaricopaNursing are required to show a "Pass" result on the MCCCCD-required supplemental background screening completed within the past six (6) months through CastleBranch. Information regarding the background clearance is obtained from MaricopaNursing following your acceptance into the nursing program.

Please note that results for the CastleBranch self-check cannot be accessed by the nursing program. If you have done a self-check, you will be required to do an additional background check through CastleBranch using your Nursing program access code.

To meet this requirement:

Upload a copy of your CastleBranch clearance completed within the previous six (6) months showing a "Pass" status.

IMPORTANT:

- Healthcare students have a responsibility to protect themselves and their patients and families from preventable diseases. All students will purchase a supplemental background screen and Medical Document Tracker from CastleBranch. Program requirements will be approved by CastleBranch.
- Students are responsible for maintaining all health and safety requirements and to submit documentation by due date. Failure to maintain program health and safety requirements will result in inability to continue clinical experiences and may result in 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 Worksheet

Name: _____ Date: _____

Use this worksheet as a guide to ensure that you have documentation of each requirement. **DO NOT** upload this document into CastleBranch or myClinicalExchange. Only supporting documents (lab results, immunization records, signed healthcare provider form, etc.) for each requirement should be uploaded. Additional information regarding acceptable documentation for each requirement can be found on the CastleBranch website.

MMR (Measles/Rubeola, Mumps and Rubella) To meet requirement:

1. MMR vaccination: Dates: #1 _____ #2 _____

OR

2. Date & titer results:

Measles: _____

Mumps: _____

Rubella: _____

Varicella (Chickenpox) To meet requirement:

1. Varicella vaccination dates: #1 _____ #2 _____

OR

2. Date & results of varicella IgG titer: Date: _____ Result: _____

Tetanus/Diphtheria/Pertussis (Tdap) To meet requirement:

Tdap vaccine: Date: _____

Td booster: Date: _____

Tuberculosis To meet requirement:

1. Negative 2-step TB Skin Test (TBST), including date of administration, date read, result, and name and signature of healthcare provider.

Initial Test (#1) Date: _____ Date Read: _____ Results: Negative or Positive

Boosted Test (#2) Date: _____ Date Read: _____ Results: Negative or Positive

2. Annual 1-step TBST (accepted only from continuing students who have submitted initial 2-step TBST)

Date: _____ Date Read: _____ Results: Negative or Positive

OR

3. Negative blood test (Either QuantiFERON or TSpot)

QuantiFERON Date: _____

T-Spot Date: _____

OR

4. Negative chest X-ray

OR

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

Date: _____

Hepatitis B To meet requirement:

1. Positive HbsAb titer Date: _____ Result: _____

OR

2. Proof of 3 Hepatitis B vaccinations

Hepatitis B vaccine/dates: #1 _____ #2 _____ #3 _____

OR

3. Hepatitis B declination- students who choose to decline Hepatitis B vaccine series must submit a HBV Vaccination Declination form.

Flu Vaccine To meet requirement:

Documentation of current annual flu vaccine Date: _____

CPR Card (Healthcare Provider level) To meet requirement:

CPR card or certificate showing date card issued: _____ Expiration date: _____

Level One Fingerprint Clearance Card (FCC) To meet requirement:

Level One FCC including date card issued: _____ Expiration date: _____

Health Care Provider Signature Form To meet requirement:

Healthcare Provider Signature Form signed and dated by healthcare provider. Date of exam: _____

Castle Branch Background Clearance Document To meet requirement:

CastleBranch background check document with date of "Pass" status



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 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:

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

Print Name: _____ Title: _____

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____