



# Nursing

# Student Handbook

# 2024-2025

Chandler-Gilbert Community College  
Estrella Mountain Community College  
GateWay Community College  
Glendale Community College  
Mesa Community College  
Paradise Valley Community College  
Phoenix College  
Scottsdale Community College

## Table of Contents

|   |           |
|---|-----------|
| <b>I. Program Information</b>                             |           |
| Description .....   | 4         |
| Occupational Information .....                            | 4         |
| Eligibility for Licensure .....                           | 4         |
| Vision .....  | 5         |
| Mission .....   | 5         |
| Philosophy .....  | 5         |
| <b>II. Program Competencies .....</b>                     | <b>6</b>  |
| <b>III. Program of Study .....</b>                        | <b>7</b>  |
| <b>IV. General Information .....</b>                      | <b>8</b>  |
| Advisement .....  | 8         |
| Attendance Guidelines .....                               | 9         |
| <b>V. Channels of Communication .....</b>                 | <b>9</b>  |
| Instructional Grievance Process .....                     | 9         |
| <b>VI. Student Representation .....</b>                   | <b>10</b> |
| <b>VII. Professional Appearance .....</b>                 | <b>11</b> |
| <b>VIII. Information Technology .....</b>                 | <b>12</b> |
| <b>IX. Testing, Progression, Readmission .....</b>        | <b>14</b> |
| Methods of Evaluation – Testing Policies                  |           |
| Clinical Requirements for Progression                     |           |
| Exam Weight Progression                                   |           |
| Testing Guidelines  |           |
| Test Item Formats, Grading                                |           |
| Student Testing Success Strategies                        |           |
| Exit Testing and Remediation                              |           |
| Progression   |           |
| Graduation Requirements                                   |           |
| Actions of Regulatory Boards                              |           |
| Transfer within MaricopaNursing                           |           |
| Readmission Guidelines                                    |           |
| <b>X. Essential Skills and Functional Abilities .....</b> | <b>20</b> |
| <b>XI. Medication Administration Guidelines .....</b>     | <b>23</b> |
| General Guidelines  |           |
| Block Related Medication Guidelines                       |           |

|   |           |
|---|-----------|
| <b>XII. Guidelines for Student Conduct .....</b>        | <b>24</b> |
| Standards of Professional Conduct                       |           |
| Student Expectation in Reporting Unprofessional Conduct |           |
| Professional Boundaries                                 |           |
| <b>XIII. Disciplinary Action Guidelines .....</b>       | <b>26</b> |
| Zero Tolerance Policy                                   |           |
| Academic Misconduct                                     |           |
| Clinical Misconduct                                     |           |
| Student Practice Regulations                            |           |
| Unusual Occurrence Guidelines                           |           |
| <b>XIV. Acknowledgement Forms/Signature .....</b>       | <b>29</b> |

*This Handbook prescribes standards of conduct for students enrolled in the MaricopaNursing 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 Leadership Council (NLC) reserves the right to make program changes as needed, and to change without previous notice any information requirements and regulations published in this document.*

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District. The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.

## **I. PROGRAM INFORMATION**

### **1. DESCRIPTION**

MaricopaNursing is a consortium of nursing programs at eight of the Maricopa Community Colleges. Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, and Scottsdale Community College are the colleges within the MaricopaNursing consortium. In 2010, the Maricopa Community College District Nursing Program became the consortium of MaricopaNursing.

The consortium shares a common outcome-based integrated curriculum culminating in an Associate of Applied Science degree in nursing; shared agreements for academic standards including admission criteria, progress and graduation standards; shared agreements for development and implementation of student procedures and guidelines as delineated in the Nursing Student Handbook; and a shared governance model which supports the Nursing Leadership Council as the responsible party for decisions regarding nursing at Maricopa. Clinical experiences are provided in a variety of healthcare settings. Completion of the nursing courses and general education degree requirements and subsequent posting of the degree provides eligibility for students to apply for licensure as registered nurses. Licensure requirements are the exclusive responsibility of the Arizona State Board of Nursing.

Each MaricopaNursing college is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN) at 3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326. State approval for the Nursing Programs is provided by the Arizona State Board of Nursing (AZBN) at 1740 W Adams Street, Suite 2000 Phoenix, AZ 85007

### **2. OCCUPATIONAL INFORMATION**

Graduates receiving an Associate in Applied Science (AAS) in Nursing degree are eligible to apply for licensure as a Registered Nurse (RN). The R.N. is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of healthcare settings. Registered Nurses function within the legal scope of practice and use professional standards of care when caring for clients and families across the life span. The AAS degree provides an educational foundation for articulation into the university setting.

### **3. ELIGIBILITY FOR LICENSURE**

Students completing graduation requirements for the Associate in Applied Science degree in Nursing are eligible to apply for licensure as registered nurses. Applicants for licensure in Arizona must provide evidence of citizenship or nationality. Licensure fees and requirements are determined by and are the sole responsibility of the State Boards of Nursing. For all questions about eligibility for licensure and the documents required showing eligibility, contact the Arizona State Board of Nursing <https://www.azbn.gov/> or 602-771-7800.

**Felony Bar:** If a person has been convicted of a felony, the person is not eligible to apply for licensure or certification with the Arizona State Board of Nursing until 3 years after the “absolute discharge” of the sentence. “Absolute discharge from the sentence” means completion of any sentence, including imprisonment, probation, parole, community supervision or any form of court supervision. This also includes payment of all restitution, fines, fees, etc. If the conviction is reduced to a misdemeanor, or set

aside, dismissed, etc., the 3-year bar may no longer be applicable, but the Board may still consider the conduct involved, and the person’s application will be considered on a “case by case” basis.

#### 4. VISION

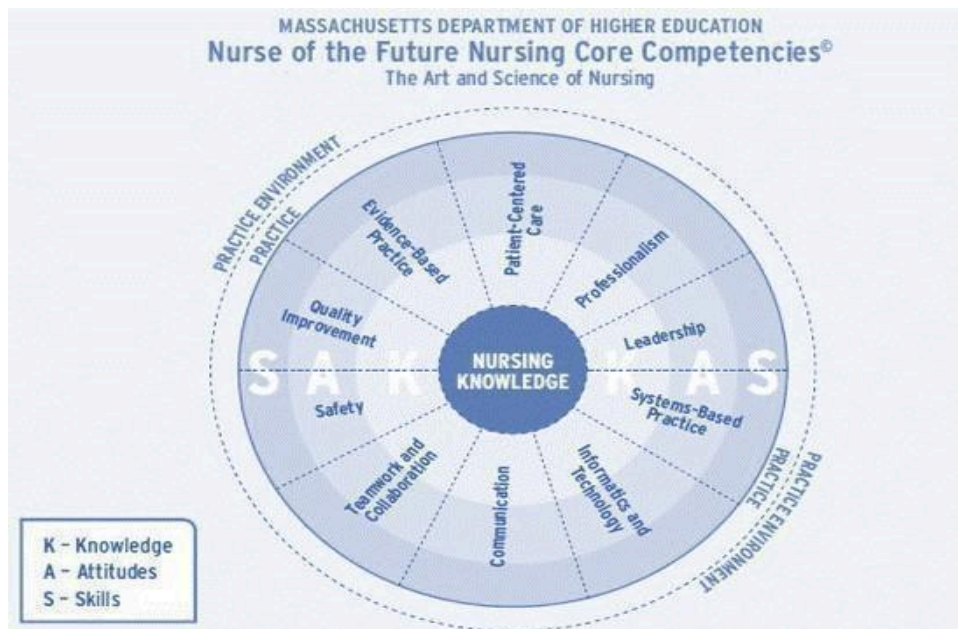
MaricopaNursing is committed to empowering novice nurses with the knowledge, skills and attitudes to assume nursing roles across the healthcare system.

#### 5. MISSION

Congruent with the mission of Maricopa Community Colleges, MaricopaNursing provides accessible, affordable quality nursing education that prepares graduates to serve in diverse communities.

#### 6. PHILOSOPHY

MaricopaNursing is committed to preparing students for the complexities of current nursing clinical practice and is aligned with Nurse of the Future Competencies: Person-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. Demonstration of the competencies signifies preparation for successful transition into nursing practice and further professional development. MaricopaNursing supports the progression of clinical competence through a myriad of experiential learning opportunities that foster the development of clinical judgment. MaricopaNursing has adopted a constructivist framework which guides delivery of educational experiences, acknowledging the uniqueness and complexity of the individual learner and the importance of active learning and personal engagement in the process of learning.

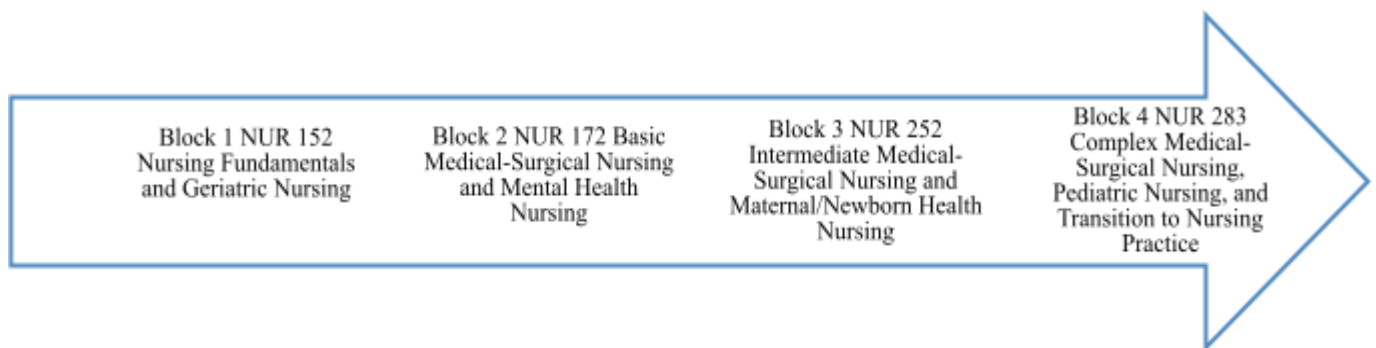


#### Reference

Massachusetts Department of Higher Education Nurse of the Future Competencies Committee. (2007). Nurse of the Future Nursing Core Competencies, version 2. Department of Higher Education: Boston, Massachusetts. Retrieved from <http://www.mass.edu/currentinit/documents/nursingcorecompetencies.pdf>

## II. PROGRAM COMPETENCIES

1. **Person-Centered Care:** Provide advocacy and individualized care for diverse populations. (NUR152, NUR172, NUR252, NUR283)
2. **Professionalism:** Demonstrate accountability for legal and ethical behaviors that reflect standards of professional nursing practice. (NUR152, NUR172, NUR252, NUR283)
3. **Leadership:** Coordinate nursing care for multiple patients in collaboration with health team members for the acquisition/achievement of shared outcomes. (NUR152, NUR172, NUR252, NUR283)
4. **Systems-Based Practice:** Discuss healthcare micro and macro systems and their impact on patient care. (NUR152, NUR172, NUR252, NUR283)
5. **Informatics and Technology:** Integrate technology to provide safe quality care and improve patient outcomes, managing information confidentially and effectively. (NUR152, NUR172, NUR252, NUR283)
6. **Communication:** Demonstrate effective communication skills while fostering mutual respect and shared decision making with patients, families and colleagues. (NUR152, NUR172, NUR252, NUR283)
7. **Teamwork and Collaboration:** Function effectively within interdisciplinary teams fostering open communication, shared decision-making and team development. (NUR152, NUR172, NUR252, NUR283)
8. **Safety:** Provide safe, quality care while minimizing risk of harm to patients and providers. (NUR152, NUR172, NUR252, NUR283)
9. **Quality Improvement:** Demonstrate accountability for quality improvement of personal performance, patient care and health care systems. (NUR152, NUR172, NUR252, NUR283)
10. **Evidence-Based Practice:** Utilize evidence-based practice to meet individualized needs across the healthcare continuum. (NUR152, NUR172, NUR252, NUR283)



**III. PROGRAM OF STUDY – ADMISSION BEGINNING JULY 2015**

| General Education Prerequisites                             | ACCEPTANCE  | BLOCK 1  | BLOCK 2   | BLOCK 3  | BLOCK 4   |
|---|---|--|---|--|---|
| MAT 142<br>College Math<br>3 Credits                        |   | NUR152   | NUR172  | NUR252   | NUR283  |
| BIO156/181<br>or 1 yr. HS BIO<br>Biology 201<br>0-4 Credits |   | Nursing Theory &<br>Science I<br><br>9 Credits   | Nursing Theory &<br>Science II<br><br>9 Credits   | Nursing Theory &<br>Science III<br><br>9 Credits                             | Nursing Theory &<br>Science IV<br><br>9 Credits             |
| CHM130/130LL<br>or 1 yr. HS CHM<br>Chemistry<br>0-4 Credits |   | <b>CO-REQUISITE COURSES</b>  |   |  |   |
| ENG 101 or 107<br>First Year<br>Composition<br>3 Credits    |   | BIO202<br>Human Anatomy<br>& Physiology II<br>(Recommended<br>Prereq to NUR172)<br><br>4 Credits | PSY101<br>Introduction to<br>Psychology<br>(Recommended<br>Pre-req to<br>NUR252)<br><br>3 Credits | BIO205<br>Microbiology<br>(Recommended Prereq<br>to NUR283)<br><br>4 Credits | HUM---<br>Humanities Elective<br><br>2 Credits              |
|   |   |  | CRE101<br>(Recommended<br>Pre-req) Critical<br>& Evaluative<br>Reading<br><br>0-3 Credits         |  | ENG102 or 108<br>First Year<br>Composition<br><br>3 Credits |
|   |   | TOTAL<br>13 Credits  | TOTAL<br>12-15 Credits  | TOTAL<br>13 Credits  | TOTAL<br>14 Credits   |
| <b>Prerequisite Credits = 10-20</b>                         | <b>Total Nursing Core Credits = 36</b><br><b>General Education Co-requisite Credits = 16-19</b><br><b>Total Credits for AAS in Nursing Degree = 62-75</b> |  |   |  |   |

*A minimum grade of “C” or 2.0 is required for all general education requirements. A minimum grade requirement in nursing courses is 76%.*

#### **IV. GENERAL INFORMATION**

- ❖ Academic advisement is available at each campus.
- ❖ The nursing courses are sequential and the successful completion of each course is a prerequisite for admission to the next block.
- ❖ It is the responsibility of the student to complete all pre- and co-requisite courses prior to graduation.
- ❖ Once initial placement is offered and accepted, students may not transfer in block one to another college.
- ❖ Students must be registered for the class in order to attend.
- ❖ It is the responsibility of the student to notify the Office of Admissions and Records for withdrawals to discontinue studies in a course or at the college.
- ❖ Students will be held to Maricopa County Community College District (MCCCD) policies and procedures related to attendance (see College Catalog, Administrative Regulations, 2.3.2). Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirements as determined by the course instructor may be withdrawn. Students who fail to attend the first scheduled class meeting, or who fail to contact the instructor regarding absence before the first scheduled class meeting may, at the discretion of the instructor, be withdrawn.
- ❖ Nursing classes prepare students for safe client care and faculty expect students to attend each class, laboratory, and clinical session to develop the theoretical and practice components of the professional nursing role. It is the responsibility of the student to notify the instructor prior to absence or anticipated late arrival. Laboratory and clinical hours are often not possible to make up and students must not expect make-up time to be available. When an absence results in the inability of the student to demonstrate clinical practice objectives and meet the required hours of the course, the student will not receive a passing grade in the course.
- ❖ If an absence is necessary, the absence policy of the program includes but is not limited to:
  - Theory/didactic sections: Students are expected to attend all classes necessary to meet competencies of the course. If an absence occurs the student is responsible to obtain class notes and assignments. Students may not arrive late or leave early as these behaviors disrupt the learning environment. A faculty member has the right to deny entrance if a student is late.
  - Laboratory Sessions: It is critical students attend all laboratory sessions as makeup time for skills taught in lab may not be possible. Students will be graded on successful demonstration of skills/procedures and are responsible for reviewing skills prior to care.
  - Clinical Sessions: Students are expected to attend all clinical sessions necessary to meet the competencies of the course as determined by the instructor(s). If a student is meeting clinical competencies, one absence may be granted by the instructor. When a student is not meeting clinical competencies, repeated absences (more than one) may result in the student receiving an incomplete for the clinical component or could result in failing the clinical component.



- Planned simulations are part of the clinical experiences; however, simulation will not be used to replace scheduled, in-person clinical experience(s) unless the college is part of an approved pilot.
- Clinical hours include pre-clinical laboratory practice, pre- and post-conferences, all scheduled clinical days, alternative clinical learning activities, and simulation.
- All students must complete the online and onsite clinical orientation requirements prior to all clinical rotations. Any student who fails to complete the requirements or is absent on a day of orientation without prior instructor approval may not be able to continue in the rotation.
- Late arrival or leaving early from the clinical experience may result in disciplinary action and place the student at risk for failing to achieve the course competencies.
- Clinical experiences scheduled in psychiatric/mental health, obstetrical, and pediatric rotations are assigned to meet the minimum course requirements.
- In case of serious illness or emergency situations, a student may find an absence unavoidable. When an absence occurs, the student must notify the clinical instructor in advance of the clinical hours. Any absence can jeopardize successful achievement of course competencies.
- The nursing program does not routinely provide “make-up” clinical hours.
- Special Circumstances: There are no provisions for an “excused absence” outside the list as described in the college policies (see college catalog). All requests for an excused absence must meet the college policy and the request is to be sent directly to the nursing department director and the primary course instructor.
- ❖ Official Absences, as described in the college catalog, 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 for makeup work. If an absence is prolonged and too much content is missed an incomplete may need to be given. Appropriate documentation is required.
- ❖ Religious Holidays - There is a process for requesting accommodations for religious holidays. For information on the procedure, please refer to the process [here](#).

## **V. CHANNELS OF COMMUNICATION**

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

### **Instructional Grievance Process – Located [here](#)**

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

**Steps for students to follow:**

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

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

**VI. STUDENT REPRESENTATION**

Students are provided opportunities to offer input on decisions including admission standards, curriculum, student services, and the teaching/learning process. Students are invited to become active in student government and nursing student associations and organizations, both on campus and in the community. Student input is vital to the ongoing improvement of the nursing programs.

The following list includes a sample of ways that students can become involved in governance:

- ❖ Complete End of Block, End of Program, Student Forum, and Alumni surveys.
- ❖ Provide honest and fair feedback when asked to complete instructor and course evaluations.
- ❖ Volunteer for committee participation by serving on the committees available at the college.  
Examples of these committees could include but are not limited to: Community Advisory, Student Conduct and/or Student Affairs Committees, Student Nurse Association (SNA).
- ❖ Provide input when your peers are representing your issues at committee meetings and student forums.

## **VII. PROFESSIONAL APPEARANCE**

The following guidelines are mandatory for nursing students to remain in compliance with the dress code:

- ❖ In all cases, the student must be in compliance with the professional appearance policy of the clinical agency. Location changes are not permitted.
- ❖ Students are expected to present themselves in a professional manner at all times.
- ❖ A student may be removed from the clinical setting and jeopardize successful completion of the clinical competencies based on the inability to place the student in a clinical facility due to noncompliance with guidelines and policies.
- ❖ Students are to wear the official nursing program uniform and college badge in all clinical settings and as requested by their college unless setting or agency requires other clinical attire.
- ❖ Uniforms should fit so that when the student bends forward, the bottom hem of the top covers the pants' waistband in the back. Visible cleavage (front or back) is not permitted.
- ❖ Pant hems should be tailored so as to not drag on the floor when walking or standing.
- ❖ Students may wear a plain white or black t-shirt under the uniform. No other colors are permitted. The t-shirt may be sleeveless, short or long-sleeve. Turtlenecks are permitted.
- ❖ The official student uniform jacket or a plain white lab coat may be worn over the Caribbean Blue uniform. Sweaters, hoodies, or similar apparel are not permitted in the clinical setting.
- ❖ Picture ID badge must be worn at all times above the waist with the picture facing forward in the clinical agency. The ID badge should be worn on the upper shoulder area of the uniform.
- ❖ White or black socks or neutral nylons may be worn with the uniform. Other sock colors are not permitted.
- ❖ Uniform style shoes are to be white or black with low heels. No open toes, backless shoes or sandals. White or black clogs (no other colors are permitted) with a back strap are permitted. All shoes must have a non-porous top.
- ❖ The uniform must be clean and wrinkle-free; undergarments must be worn and cannot be visible.
- ❖ The only jewelry that may be worn with the uniform is a wedding ring, small, non-dangling earrings in ears/ear cartilage only, and a wristwatch. No other visible body piercing jewelry is allowed; however, a small skin toned bandage is permitted to cover a visible piercing. Necklaces must be kept under clothing and not visible. In some rotations, it may be advisable to not wear any jewelry.
- ❖ Earlobe gauges must be filled or covered in flesh tones.
- ❖ No objects of any type may be worn in the tongue.

- ❖ Tattoos must be covered if possible. Tattoos which cannot be covered must not convey a message that is contrary to MaricopaNursing professional standards and must not pose a potential customer relations issue.
- ❖ Hair must be clean, combed, natural color (not pink, blue, etc.), worn up/off the collar, and secured back from the face so it does not fall forward while in uniform to meet health and safety standards. Unconventional hair styles (to be determined by the faculty) are not permissible in lab or clinical settings. Closely trimmed beards, sideburns, and mustaches are permitted, but must meet facility policy for client safety. No hair adornments may be worn in the hair to the clinical/lab setting (i.e. artificial flowers, scarves, or jewels) unless approved due to cultural/religious reasons.
- ❖ Makeup must be neutral and minimal; false eyelashes (strip lashes using adhesive, eyelash extensions, cluster or fan lashes) should not be worn due to safety and sterility issues and may prevent the student from attending clinical in some areas of the clinical facility.
- ❖ No chewing tobacco or gum while in the nursing laboratory or in the clinical setting. Chewing tobacco or e-cigarettes/vaping is not allowed in class, laboratory, or clinical setting.
- ❖ Students will maintain personal hygiene, including oral care. Students will be free of offensive body odor and/or cigarette odor. No cologne, after-shave, scented lotions, and/or perfumes are permitted.
- ❖ Fingernails must be clean, short with clear polish, if any. Artificial nails, dip nails, nail wraps, or extenders are not permitted in the clinical setting.

**Unacceptable Attire in the Clinical and/or Laboratory Setting:** NO thin or see-through clothes, crop tops, sports bras, tank tops, shorts, or short skirts/dresses. When in the clinical setting, students are required to wear the MaricopaNursing uniform with a name badge as outlined above.

## VIII. INFORMATION TECHNOLOGY

Nursing students will be required to use online resources and will need access to a computer and network connection. Criteria for use of mobile/electronic devices in clinical, simulation, lab, and classroom: Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

- ❖ Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, mobile devices, laptops or other electronic devices.
- ❖ These may be used only when authorized by faculty and for clinical activities, not personal use.
- ❖ Cell phones and all mobile devices must be on “silent” mode or turned off during class, lab, and clinical experiences.
- ❖ No photos may be taken by students in the clinical agency or lab environments. The exception to taking photos or videos in the laboratory environment is when it is a course assignment.

- ❖ No personal phone conversations or texting allowed at any time while in lab, class, or clinical. A clinical probation will be given for the first violation of using the mobile device for socializing during clinical time. A second violation may result in removal from the clinical setting.
- ❖ When accessing information on smartphones, students are expected to have the equipment turned off if agency policy requires it and go to an area designated for cell phone use when accessing information on a mobile device.
- ❖ Be respectful to the client at all times and ensure that your entire attention is focused on the client when you are in the client's room. If you are using any type of mobile device at the bedside be sure to apologize for the interruption in care and explain how the use of the technology will assist with care.
- ❖ Faculty or hospital staff may ask to see what programs you are using at any time. Use of facility computers for personal use is prohibited.
- ❖ You must protect the confidentiality of patient information at all times in accordance with HIPAA. Students may not take any photographs of clients or client records, nor print or make copies of client records.
- ❖ Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency and may be subject to disciplinary action.
- ❖ Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens, so may mobile devices. Be sure to disinfect/decontaminate them as needed.
- ❖ Social networking sites: When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site even if "privacy" options are selected. Keep your interactions professional and err on the conservative side when placing written communication or posting pictures. Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you and many recruiters now routinely search the social networking venues when considering people for a new hire. It is never appropriate to post photos or information about a patient. Social network postings can be subject to disciplinary action from the nursing program.
- ❖ For additional information on how to use social media without professional or personal repercussions, visit: <https://www.ncsbn.org/347.htm>
- ❖ Artificial Intelligence (AI) - MaricopaNursing recognizes that there are a variety of AI programs available to assist students in creating written assignments. While these programs are useful, AI programs are not a replacement for an individual's creativity, originality, and critical thinking. Writing is a skill that students must develop to cultivate their own individual voice as a writer. Always check the syllabus for your course to see if AI-generated work is allowed. Your course instructor will provide the answer for their course. If AI is allowed, always use the correct citation to indicate the work that is AI generated.

## **IX. TESTING, PROGRESSION AND RETENTION**

### **1. Methods of Evaluation - Grading Guidelines**

A. Nursing courses in the Program of Study (core 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 |

#### **MaricopaNursing Testing Policy**

- Students must achieve a minimum score of 76% (average of all tests, non-rounded) on course proctored test/quiz points to pass the course.
- Final Exam will be comprehensive and given at the end of the semester.
- While the final exam is comprehensive, this does not preclude faculty from giving comprehensive proctored exams and quizzes.
- Standardized End-of-Course/Program Exams – Program Benchmarks
  - Block I – Fundamentals HESI
  - Block II – Mental Health HESI
  - Block III – Med/Surg HESI
  - Block IV – Exit Exam HESI
- Other Non-Benchmarking options (non-proctored points only)
  - Block II – Med/Surg HESI – customized
  - Block III – OB - standardized
- Grade grievance must follow the protocol established in the MaricopaNursing Student Handbook.
- Academic misconduct must follow the guidelines within the MaricopaNursing Program Student Handbook
- Nursing courses are not graded on a curve; grades are earned without regard to scores of other students.
- Meet all course requirements as described in the course syllabus.

#### **Clinical Requirements for Progression**

- Obtain a satisfactory rating on each laboratory practicum.
- Consistently function at “Satisfactory” level for each of the clinical competencies on the evaluation form. The final summative evaluation may not contain “Needs Improvement” or “Unsatisfactory” ratings. The student will not successfully complete the clinical if either of these ratings are present.
- Failing the clinical component of a course will result in a grade of “D” or “F” for the course.
- A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility.

**Exam Weight Progression**

|                              | Block I    | Block II   | Block III  | Block IV   |
|------------------------------|------------|------------|------------|------------|
| Proctored Unit Quizzes/Exams | 45%        | 50%        | 50%        | 55%        |
| Comprehensive Final Exam     | 25%        | 25%        | 25%        | 25%        |
| Standardized HESI Exam       | 5%         | 5%         | 5%         | 5%         |
| <b>% of Total Grade</b>      | <b>75%</b> | <b>80%</b> | <b>80%</b> | <b>85%</b> |

**Testing Guidelines**

- Exam absences are based on syllabus guidelines. No test, practicum, or remediation examinations can be retaken or given to improve a score.
- Exams are available for review based on instructor availability and syllabus guidelines.
- MaricopaNursing will follow best practices for testing as outlined in the Arizona State Board of Nursing [Advisory Opinion](#).

**Test Item Formats and Grading:**

(Subject to variation based on the testing platform/software)

- Multiple choice (standard psychometric analysis applies)
- Select all that apply- Multiple Response (no partial credit for correct options)
- Fill in the blank – math calculations only
- Drag and drop – Ordered response
- Hot spot
- Multiple choice (4 answer options)
  - Chart exhibit
  - Tables and graphs
  - Audio
  - Video

NCLEX® Next Gen Scoring Rules - items will be clearly identified as NextGen

- 0/1 – student gets the item either right or wrong (full credit or no credit)
- +/- (plus/minus) - students earn points for each correct answer, and a point is removed for each incorrect answer. The lowest score for a single item is "0" and never negative.
- Rationale Rule – a 2-part item where students need to get both the answer and rationale correct to obtain the point.
- Select all that apply items (SATA) follow the plus/minus scoring rules unless the item is “select N” which uses a 0/1 scoring rule.

**Student Testing Success Strategies**

## Pre-Exam

- Read and highlight the textbook/eBook
- Combine notes from book and lecture
- Prepare a study guide – use your learning style ([www.vark.com](http://www.vark.com))
- Participate in a study group
- Clarify all questions
- Rest and eat well before the exam
- Prepare for each class by reading and doing pre-assignments
- Attend all classes and labs
- Review class notes within 24 hours of lecture
- Review previous notes before the next lecture

## During the Exam

- Read, clarify, and follow all instructions
- Underline or make a mental note of keywords
  - Read the stem of the question carefully
    - Determine what the question is asking
    - Read all answer options
    - Choose the best answer

**Insufficient Information or Knowledge**

Insufficient information or knowledge is the result of poor or inadequate study skills and preparation. If you continue to have difficulty, see the student success departments on campus. They can help with strategies and life management skills. Below are some specific suggestions.

- ❖ I did not read the textbook thoroughly
  - Take notes while reading – reread before the exam; summarize the readings; highlight key ideas while reading
- ❖ The information was not in my notes
  - Record lecture if allowed by faculty and update notes after class
- ❖ I studied the material but could not remember it
  - May not have been focused on when studying; allow yourself more preparation time to review in detail the 1st time and “brush up” before the exam.
- ❖ I knew the main ideas but needed the details
  - May not have been focused on when studying; allow yourself more preparation time to review in detail the 1st time and “brush up” before the exam.
- ❖ I knew the material but could not apply it
  - Create patient scenarios for each topic – apply while studying.
- ❖ I studied the wrong information
  - Clarify the areas of content; review the test blueprint if available.
- ❖ Missed or did not understand the terms
  - Make flashcards of unfamiliar words while studying



**Test Anxiety**

Test anxiety is common in nursing school. You cannot eliminate test anxiety but need to learn how to control your stress levels while testing. Counseling services on campus can assist in managing the anxiety you are experiencing. Here are some other suggestions.

- ❖ Get a good night of sleep the night before the exam. Do not study 2-4 hours before bedtime; otherwise, you will not sleep restfully.
- ❖ Prepare a method of meditation or relaxation that can be used during the exam. Reflect in your mind, on a word, phrase, image, or positive affirmation that brings you calm. Use it while studying and during the exam, hang it on your bathroom mirror and reflect on it each day.
- ❖ Take a brisk walk around campus before the exam; think positive thoughts.
- ❖ Plan to arrive well in advance of exam start time.

**Careless Mistakes**

Careless mistakes are often the result of going too fast or too slow. The person that moves too rapidly through the exam glosses over key points and misses keywords. The person that goes too slow, second guesses themselves and changes answers. It is essential to develop both speed and accuracy when taking an exam.

- ❖ Budget enough time to review your exam before submitting but do not change answers unless you are 100% confident that you've marked it incorrectly
- ❖ Remember, the NCLEX® does not allow for exam review, so learn how to take each item and move forward.

**Lack of Test Wisdom**

Learning to take nursing exams is a skill that needs development. Learn how to take these types of exams and practice, practice, practice!

- ❖ Practice exam items in “study mode” where you take a question, select your answer and read the correct answer with rationale.
- ❖ Practice exam items in “testing mode” where you take 75+ items in a single setting, timing yourself, and ‘simulating’ an exam. This will develop your “mental muscle” to sustain concentration over a sustained period of time.

**General Success Plan Recommendations**

- ❖ Review HESI remediation for all HESI block tests. Use your areas of weakness to create a study plan, review, and remediate.
- ❖ Math calculation and remediation.
- ❖ Practice 100 NCLEX® test questions per week.
- ❖ Homework mode: take an item, review answer, and read the rationale
- ❖ Testing mode: take many items with a time limitation, then check answers – simulate the testing environment.
- ❖ Counselor center for stress management, test anxiety, and life skills.
- ❖ Disability Resources and Services for accommodations.

## **2. Exit Testing and Remediation**

Near the end of each Block, the student will take a computerized, standardized examination. The score is included as proctored points. The primary purpose of these examinations is to assess the student's achievement of nursing knowledge at his/her current level. The assessment will identify specific, individualized remediation content that can contribute to the student's success in the nursing program.

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

## **3. Progression**

To qualify for enrollment through the subsequent Blocks of the nursing program the following must be achieved:

1. Pass all components of the current nursing course.
2. Maintain compliance with the Health and Safety requirements of the nursing program throughout the semester of enrollment.
3. Meet all deadlines for clinical facility requirements by the due dates.

## **4. Graduation Requirements**

1. Block 4 students must complete an application for the degree through the Admissions and Records department prior to the date listed in the college catalog.
2. Students must meet the general education course and nursing course requirements for the Associate in Applied Science (AAS) degree in Nursing. The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog.
3. The AAS degree must be posted on the student's transcripts before authorization is given to the State Board of Nursing to take the licensing exam.
4. A Certificate of Program Completion is electronically provided to the Arizona State Board of Nursing by the Admissions & Registration office.
5. Eligibility to take the National Council Licensure Examination - Registered Nurse (NCLEX-RN): Students must have a high school diploma or GED certificate and proof of graduation from an accredited/approved nursing program.
6. Completion of the nursing program and graduation from a college does not guarantee a passing score on the licensing exam. Application for NCLEX-RN is the sole responsibility of the student.

## **5. Investigative and/or Disciplinary Actions of Regulatory Boards**

1. All students enrolled in nursing courses who are certified and/or licensed as a Nurse Assistant or as a Practical Nurse 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 investigative or disciplinary actions against their certificate or license must notify the Nursing Director within five (5) school days. Failure to remain in good standing may result in restriction or withdrawal from nursing courses.
3. Once admitted, any student who has the fingerprint clearance card suspended or revoked while enrolled in the program will not be permitted to continue.

## 6. Transfer within MaricopaNursing

A student in good standing who successfully completes nursing courses may transfer between campuses on a space available basis by following the steps listed below. Transfers are only considered for blocks 2, 3, or 4.

- Obtain the transfer form from the Division/Department office or website and complete all parts of the transfer form.
- Inform and obtain signature from the Nursing Director/designee of the home campus.
- Send the form (via email or in person) to the Nursing Director/designee of the receiving campus.
- A transfer is confirmed upon student acceptance. It is the responsibility of the student to notify both nursing departments in a timely manner if a transfer is no longer desired. Placement is not guaranteed until the student is officially registered. Once notified by the student, the placement at the home campus will be released and another student will be placed.

## 7. Readmission Guidelines

1. A student exiting the nursing program for any reason must complete an Exit Interview Form with the instructor, Director or designee to be eligible for readmission. The Exit Interview Form must include all admission and exit test scores as well as student information.
2. No student is guaranteed readmission. A student may be granted ONE readmission if there is space available and the student has had no previous readmissions. If the student wishes to attend another MaricopaNursing campus the student needs to provide the Director of the nursing program at the desired site a copy of his/her Exit Interview Form and request readmission.
3. A readmission may be granted for up to two traditional semesters following the exit. The final determination for readmission is made by the Nursing Director.
4. All readmissions are subject to space availability and approval of the Nursing Director. Factors which may be considered for readmission include but are not limited to final nursing course grades, HESI scores, and course/clinical evaluations.
5. The Nursing Director and/or designee may specify certain required or recommended criteria for readmission. Criteria may include completion of academic courses, proof of work experience, remediation, counseling, or other activities to promote success of the student.
6. The Nursing Director and/or the Nursing Leadership Council reserves the right to deny a request for readmission if the student was dismissed for issues relating to academic integrity, unsafe patient care, inappropriate conduct, or dismissal from a college or clinical site.
7. The Nursing Director and/or the Nursing Leadership Council reserves the right to approve an admission or readmission for a student in good standing who has to defer or withdraw for an unexpected event such as illness/injury, military deployment, or other unforeseen events.

## 8. Block specific information for readmission – No readmission is guaranteed

*All students must meet current Health & Safety requirements. If a student has had two withdrawals/failures/exits or any combination from the nursing program for any reason, the student is considered to be out of the nursing program.*

1. **Block 1:** A student exiting for a withdrawal or a failure must file an application for new student admission and meet current admission requirements. If space is available at the start of a new

semester, the Director may readmit a block 1 student from the previous block based on Director's discretion; however, this is not guaranteed.

2. **Block 2:** A student exiting for a withdrawal or a failure may request readmission into the next available traditional semester. The maximum amount of time a student may be out of the program is not to exceed two semesters. If more than two traditional semesters, the Block 2 student must apply as a new student into Block 1, meet all current admission criteria, and repeat all nursing courses.
3. **Block 3:** A student exiting for a withdrawal or a failure may request readmission into the next available traditional semester. The maximum amount of time a student may be out of the program is not to exceed two semesters. If out longer than two semesters or if the student has two exits (failures or withdrawals) from the program, the Block 3 student must apply as advanced placement and meet current advanced placement admission requirements.
4. **Block 4:** A student exiting for a withdrawal or failure may request readmission into the next available semester. The maximum amount of time a student may be out of the program is not to exceed two semesters. If out longer than two semesters or if the student has two exits (failures or withdrawals) in the program, the student must apply as advanced placement into block 2 or 3 and meet all current admission requirements.

**NOTE:** Advanced placement applications are valid for two years from the date of application. Following the two year period, the student must update his/her application meeting all current requirements to be considered for placement. If the student does not elect to update/reapply for advanced placement, the application will be removed from the database and the student will be notified via the email address on file. Following two failures/exits from the program, a student will need to either apply as a new student to Block 1 or, if Blocks 1 and 2 have been successfully completed, the student will need to complete NUR191 and successfully complete the NCLEX-PN and obtain his/her/their LPN license. Application may then be made to Block 3 of the nursing program.

## **X. ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES**

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

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

| 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 tracheostomy suctioning, insert urinary catheter.   |
| Perceptual/<br>Sensory Ability                                  | Sensory/perceptual ability to monitor and assess clients.  | Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc.<br>Visual acuity to read calibrations on syringe, assess color (cyanosis, pallor)<br>Tactile ability to feel pulses, temperature, palpate veins, etc.<br>Olfactory ability to detect smoke, odor   |
| Behavioral/<br>Interpersonal/<br>Emotional                      | <p>Ability to relate to colleagues, staff and patients with honesty, civility, integrity and nondiscrimination. Capacity for development of mature, sensitive and effective therapeutic relationships.</p> <p>Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</p> <p>Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</p> <p>Negotiate interpersonal conflict.</p> <p>Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.</p> | <p>Establish rapport with patients/clients and colleagues.</p> <p>Work with teams and workgroups.</p> <p>Emotional skills sufficient to remain calm in an emergency situation.</p> <p>Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients.</p> <p>Adapt rapidly to environmental changes and multiple task demands.</p> <p>Maintain behavioral decorum in stressful situations.</p> |
| Safe environment<br>for patients,<br>families and<br>co-workers | <p>Ability to accurately identify patients.</p> <p>Ability to effectively communicate with other caregivers.</p>   | <p>Prioritizes tasks to ensure patient safety and standard of care.</p> <p>Maintains adequate concentration and attention in patient care settings.</p>   |

|  |   |   |
|--|---|---|
|  | <p>Ability to administer medications safely and accurately.</p> <p>Ability to operate equipment safely in the clinical area.</p> <p>Ability to recognize and minimize hazards that could increase healthcare associated infections.</p> <p>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</p>   | <p>Seeks assistance when a clinical situation requires a higher level or expertise/experience.</p> <p>Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</p>  |
| Communication  | <p>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).</p> <p>Required communication abilities include but are not limited to speaking, hearing, reading, writing, proficient language skills, and computer literacy.</p> <p>Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.</p> | <p>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.</p> <p>Elicits and records information about health history, current health state and responses to treatment from patients or family members.</p> <p>Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective and timely manner.</p> <p>Establishes and maintains effective working relations with patients and co-workers.</p> <p>Recognizes and reports critical patient information to other caregivers.</p>  |
| Cognitive/<br>Conceptual/<br>Quantitative<br>Abilities | <p>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</p> <p>Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</p> <p>Ability to comprehend three-dimensional and spatial relationships.</p> <p>Ability to react effectively in an emergency situation.</p>   | <p>Calculates appropriate medication dosage given specific patient parameters.</p> <p>Collects data, prioritizes needs and anticipates reactions. Analyze and synthesize data and develop an appropriate plan of care.</p> <p>Comprehend spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths.</p> <p>Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers. Transfers knowledge from one situation to another.</p> <p>Accurately processes information on medication containers, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</p> |
| Punctuality/ work habits                               | <p>Ability to adhere to MaricopaNursing policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and student handbook and course syllabus.</p>   | <p>Attends class and clinical assignments punctually.</p> <p>Reads, understands and adheres to all policies related to classroom and clinical experiences.</p>  |

|             |  |   |
|-------------|--|---|
|             | Ability to complete classroom and clinical assignments and submit assignments at the required time.<br><br>Ability to adhere to classroom and clinical schedules.  | Contact the instructor in advance of any absence or late arrival.<br><br>Understands and completes classroom and clinical assignments by due date and time.                         |
| Environment | Recognize the personal risk for exposure to health hazards.<br><br>Use equipment in laboratory or clinical settings needed to provide patient care.<br><br>Tolerate exposure to allergens (latex, chemical, etc.)<br><br>Tolerate wearing protective equipment (e.g. mask, gown, gloves) | Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex.<br><br>Uses personal protective equipment (PPE) appropriately. |

## XI. MEDICATION ADMINISTRATION GUIDELINES

Students are expected to function at the level of education and experience according to Block competencies. Students are accountable to demonstrate competencies of previously learned content. All students must review the agency's medication policies prior to administering medications in the unit.

### General Guidelines:

- Students must adhere to the agency's policies and procedures for medication administration.
- Students must demonstrate competency in calculating medication dosages prior to administering medications.
- Students who are unable to calculate accurate dosages may receive a clinical warning/probation related to unsafe clinical practice and may be required to administer all medications under the supervision of the clinical instructor.
- Medication errors are to be reported to the instructor immediately.
- All medications given to infants and children must be approved by the instructor.
- In all cases and under all circumstances, the instructor reserves the right to limit a student's medication administration experience.
- Some clinical agencies may require that the students only administer medication with their clinical instructor.

### Block Related Medication Guidelines:

**Block 1:** Students may administer medications under the direct supervision of clinical faculty. Once the student has demonstrated consistently safe and competent medication administration procedures, the student *may* receive permission to administer medications under the supervision of staff registered nurses. Either the clinical instructor or the supervising RN must be physically present during the entire medication administration procedure. **Students may not administer medications under the direct supervision of a licensed practical nurse.** Students will not initiate IV access, flush IV ports, nor administer IV medications.

**Block 2:** During the med/surg clinical in block 2, students must have direct clinical faculty supervision in all clinical settings when administering enteral or parenteral medications including PO, IM, SQ, ID, rectal, topical, otic, optic, transdermal, and inhaled medications. Once the

student has demonstrated consistent safe and competent medication administration, the student may receive permission to administer some or all of these medication types under the supervision of staff registered nurses. **Students are prohibited from administering medications during the Psych clinical portion of Block 2, including no pulling medications for administration, handling, preparing, documenting, or disposing of medication.** Students may watch and/or observe the administration of psych medications by the nurse only.

Students must have direct clinical faculty supervision for all procedures relating to intravenous access including dressing changes, initiating and discontinuing a peripheral IV, flushing IVs with saline, or hanging unmedicated IV solutions. Once the student has demonstrated consistently safe and competent administration procedures related to intravenous access, the student *may* receive permission to perform some or all of these procedures under the supervision of staff registered nurses. Students will not give IV medications, or manage care for PICC lines, central lines or ports. Clinical agencies may require that students only administer medications with their clinical instructor present.

**Block 3:** Students may administer medications including all methods of intravenous medication administration (IVPB, IVP medications, medicated and unmedicated IV solutions, and saline flushes), via peripheral and central venous access sites, under the direct supervision of clinical faculty. Once the student demonstrates consistently safe and competent medication administration, faculty *may* delegate specific supervisory responsibilities to RN staff. A student may not administer any intravenous medications, or medicated or unmedicated IV solutions, without direct supervision by a registered nurse. Some clinical agencies may require that students only administer medications with their clinical instructor present.

**Block 4.** Students may administer medications including all methods of intravenous medication administration (IVPB, PPN/TPN solutions, IVP medications, medication IV bags, and saline flushes) under the direct supervision of clinical faculty. Once the student demonstrates consistently safe and competent medication administration, faculty may delegate specific supervisory responsibilities to RN staff. A student may not administer any intravenous medication without direct supervision by a registered nurse. Direct clinical faculty observation is required to administer blood and blood products. Students may hang unmedicated IV solutions and administer medications under supervision of staff/preceptor, after demonstrating consistently safe medication administration procedures.

## XII. GUIDELINES FOR STUDENT CONDUCT

### A. Standards of Professional Conduct

The nursing faculty believes that standards of professional conduct are an inherent part of professional responsibility and expects students enrolled in the nursing program to adhere to the standards. Students practice within the boundaries of the [Arizona State Board Nurse Practice Act](#), the ANA Code of Ethics for Nurses, the guidelines of the MaricopaNursing Student Handbook, and the policies and regulations of the healthcare agency where they are assigned for clinical learning. Source: Nursing scope and standards of practice: American Nurses Association Publications, *ANA Code of Ethics*: <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/>



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

**Standards of Professional Conduct include:**

- **Confidentiality:** Respects the privacy of clients and respects privileged information.
- **Accountability:** Is answerable for one's action; answers to self, the client, the profession and the institution.
- **Responsibility:** Executes duties associated with the nurse's particular role.
- **Agency's Policies and Procedures:** Reads and adheres to the agency policies and procedures.
- **Veracity:** Truthfulness; adherence to precision and honesty.
- **Punctuality and Promptness:** Is on time for all class, lab, and clinical assignments.
- **Dependability:** Is trustworthy and reliable.
- **Respect:** Treats others with consideration and courtesy.
- **Professional Appearance:** Adheres to established dress code in all clinical and professional activities.
- **Ethical Behavior:** Adheres to the Code of Ethics for Nurses with Interpretive Statements establishing the ethical standard for the nursing profession.
- **Legal:** Operates within the standards of care related to the student nurse role.
- **Safety:** Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.
- **Civility:** All students in the nursing program are expected to contribute to a positive learning environment. Nursing students are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and college and clinical staff. Angry outbursts, disruptive behavior, and the use of abusive or derogatory language will not be tolerated and will result in disciplinary action up to and including removal from the course and/or program.

**B. Student Expectation in Reporting Unprofessional Conduct**

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

**C. Professional Boundaries**

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

## 1. Student and Faculty

Faculty and students will maintain a professional relationship:

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

## 2. Student and Clients

Students will maintain a professional nurse-client relationship:

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

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

## XIII. DISCIPLINARY ACTION GUIDELINES

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

### A. Zero Tolerance Policy:

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

1. Intentionally or recklessly causing physical and/or emotional 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. Any verbal, non-verbal, and/or written actions which are deemed threatening, abusive, or bullying will not be tolerated and may result in removal from the course and/or program. Nursing students engaging in this misconduct are subject to dismissal from nursing classes, respecting the student due process and disciplinary action as described in the Student Handbook of the college.

**B. Academic Misconduct:**

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

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

**C. Clinical Misconduct:**

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

**D. Student Practice Regulations:**

Students practice within the boundaries of the Arizona State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the MaricopaNursing Student Handbook, and the policies and regulations of the healthcare agency where they are assigned for clinical learning. Examples of unsafe practice include, but are not limited to:

1. Refuses an assignment based on the client's race, culture, religious preference or medical diagnoses.
2. Denies, covers-up or does not report own errors in clinical practice.
3. Ignores and/or fails to report unsafe, dishonest or unethical behavior in others to the instructor.
4. Practices skills that have not yet been assigned/taught, or are intended to be checked off prior to independent performance.
5. Demonstrates inability to make appropriate clinical judgments or decisions.
6. Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty resulting in miscommunication, and/or disruption of the learning and/or patient care environment.
7. Violates principles of confidentiality (HIPAA).
8. Lack of preparation for clinical practice.
9. Fails to respect client rights and dignity.
10. Solicits, borrows, or removes property or money from a client or client's family.
11. Assumes client care tasks for which the student lacks the education or competence to perform.
12. Removes drugs, supplies, equipment, or medical records from the clinical setting.
13. Abandonment: Leaves clinical agency or patient assignment without notification to the clinical instructor and nursing staff on the assigned floor.

The nursing programs forbid the practice of invasive skills on any live subject (this would include student to student, student to faculty, student to volunteer, or animals) in any setting outside of the normal clinical/facility setting. This includes labs, simulation, or independent practice time. Invasive procedures include any procedure that penetrates the skin or is inserted into an orifice. Examples would be IV insertion, injections, blood glucose monitoring, insertion of catheters, nasogastric tubes, or the instillation of medications into the eyes, nasal passages, ears, or other areas of the body. This list is not inclusive and the Nursing Director will make the final determination on invasive procedures should questions arise.

### **Unusual Occurrence Guidelines:**

An unusual occurrence is any event that has potential for harm to any person while in the nursing program classes, laboratories, or clinical agencies.

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 Learning Contract" must be completed to document any unusual occurrence.
3. Any student failing to notify the instructor immediately upon discovery of an unusual occurrence as defined will be subject to disciplinary actions including course failure and program withdrawal.
4. When a behavior occurs that could jeopardize life, impede recovery, or interfere with the maintenance of the patient's current health status, a conference will be held as soon as possible with the nursing student, nursing instructor, and the Nursing Director.
5. Any student unable to demonstrate safe and competent patient care, fails to maintain compliance with the health and safety requirements, violates the code of conduct, or has excessive absences from the clinical experience will be removed from the clinical assignment and will receive a failing grade in the course.

#### **XIV. Required Forms - Student Copies**

**There will be one signature form at the end of this handbook. Carefully read each form prior to signing.**

#### **RECEIPT OF HANDBOOK**

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 the college.

I have received a copy of or have electronic access to both the Nursing Student Handbook and the Healthcare Student Manual. I understand these Handbooks contain information about the guidelines and procedures of the Nursing and Healthcare programs. I also understand that I can find information about the general college policies in the College Catalog and in the College Student Handbook. I can find information specific to each course in the course syllabus.

## **GENERAL EDUCATION COURSE REQUIREMENTS**

The following courses are co-requisites and are strongly recommended to be taken in the sequence indicated in the program of study. In all instances, it is the responsibility of the student to complete all required coursework prior to graduation.

- BIO202 Human Anatomy and Physiology II (recommended prior to block 2)
- PSY101 Introduction to Psychology (recommended prior to block 3)
- CRE101 Critical and Evaluative Reading or Exempt (recommended prior to block 3)
- BIO205 Microbiology (recommended prior to block 4)

The following general education courses are required for graduation. All courses must be complete by the end of Block 4 and all transcripts must be on file at the college conferring the degree.

- ENG102 (108) First year Composition
- Humanities Verify requirements in the current College Catalog, Associate in Applied Science (AAS) degree, General Education Distribution Areas, Humanities and Fine Arts

Students must meet the general education course and nursing course requirements for the Associate in Applied Science degree in Nursing. The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog. The AAS degree must be posted on the student's transcripts before authorization is given to the State Board of Nursing to take the licensing exam.

## ESSENTIAL INFORMATION FOR NURSING STUDENTS

### **B. Zero Tolerance Policy:**

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

1. Intentionally or recklessly causing physical/emotional 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. Bullying and incivility: any verbal, non-verbal, and/or written actions which are deemed threatening, abusive or bullying will not be tolerated.

Nursing students engaging in this misconduct are subject to immediate dismissal from nursing classes and disciplinary action as described in the Student Handbook of the college.

**HEALTH DECLARATION:** It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives.

Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. **All 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 required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

**DRUG SCREENING:** All students are required to complete the urine drug screening procedure under the program account number, 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.

**DUTY TO REPORT:** All students enrolled in nursing courses holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse 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 Nursing Director reserves the right to restrict 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.

**BACKGROUND CLEARANCES:** The Fingerprint Clearance Card must be a Level One and must remain current and valid throughout enrollment in the program. All nursing students must undergo a

background check to verify identity, social security number, and to show proof that they do not appear on the List of Excluded Individuals/Entities (LEIE) database. Any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue in nursing courses.

An extended Background Check is required for all nursing students who seek to begin MaricopaNursing or other campus healthcare programs on or after September 1, 2011. This is the date new background check standards will be in effect. Additionally, students who have been admitted to a MCCCDC healthcare program or who are currently enrolled in one as of September 1, 2011 will be required to sign a MCCCDC Criminal Background Check Disclosure Acknowledgement form. These changes are necessary due to the fact that six of eleven of MCCCDC's largest clinical experience hospital partners have established stringent background check standards that preclude MCCCDC from assigning students to those sites who cannot meet those standards. In order for MCCCDC students to be able to continue to complete clinical experiences at local hospitals, students must meet these new standards. **A student may be dismissed from the program and may receive a failing grade in the course based on the inability to place the student in a clinical facility.**

This Student Handbook prescribes admission and readmission requirements and standards of conduct for students enrolled in MaricopaNursing. The standards are in addition to those detailed under MCCCDC policies and Administrative regulations as well as those defined in the Healthcare Student Manual. Violation of any such standard may serve as grounds for non-admission to a program or other discipline, program suspension or dismissal. MaricopaNursing programs reserve the right to make program changes as needed, and to change without previous notice any information requirements and regulations published in this document.

**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.



**(Student Copy) MCCCDC HEALTH PROGRAMS**  
**GENERAL ASSUMPTION OF RISK AND RELEASE OF LIABILITY**  
**Caution: This is a release of legal rights. Read and understand it before signing**

The Maricopa County Community College District is a public educational institution. References to College (“College”) include all of the Colleges within the Maricopa County Community College District (“MCCCDC”) its officers, officials, employees, volunteers, students, agents, and assigns.

I (print your name) \_\_\_\_\_, freely choose to participate in the Nursing Program (henceforth referred to as the (“Program”). In consideration of my participation in this Program, I agree as follows:

**RISKS INVOLVED IN PROGRAM:** I understand that the clinical training environment for this Program contains exposures to risks inherent in activities of the Program such as but not limited to bodily injury, communicable/infectious diseases, and property damage. In addition, there is risk of exposure to radiation in areas of the clinical facilities. The Program also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patient’s lives.

**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, if any. I recognize that College is 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 during my participation in this Program, I authorize in advance the representative of Colleges to secure whatever treatment is necessary, including the administration of anesthetic and surgery. College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. Such actions do not create a special relationship between the MCCCDC and me. I release the MCCCDC, its officers, officials, employees, volunteers, students, agents, and assigns from all liability for any bodily injury or damage I sustain as a result of any medical care that I receive resulting from my participation in Program, as well as any medical treatment decision or recommendation made by an employee or agent of the MCCCDC. I agree to pay all expenses relating thereto and release College 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 agree to release, indemnify, and defend College and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim 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 that I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Release Form 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 Release Form. If any portion of this Release Form is held invalid, the rest of the document shall continue in full force and effect.

*MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT*  
2411 West 14<sup>th</sup> Street, Tempe, AZ 85281-6942

---

**PERMISSION TO BE PHOTOGRAPHED**  
**TALENT RELEASE FORM**

---

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

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

**SIGNATURE PAGE**

*(This single signature copy for the Nursing Student Handbook is to be signed by the student and retained by the college. In addition, the student will need to review and sign the pages located in the Healthcare Student Manual.)*

This Handbook prescribes standards of conduct for students enrolled in the MaricopaNursing Program. The standards are in addition to those prescribed for students under Maricopa Community Colleges policies and administrative regulations and the Healthcare Student Manual. 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 and online.

Your signature (or e-signature) indicates that you received a copy or link to both the MaricopaNursing Student Handbook and the Healthcare Student Manual and you have read and understand the information on all documents. Your signature indicates that you understand that information about general college policies is in the college General Catalog & Student Handbook, and that information specific to each course can be found in the course syllabus.

In addition, your signature below indicates your acknowledgement that both the background check and urine drug screening test status will be provided to the Program Director or designee as when available.

I have read and understand the information in the following: Nursing Student Handbook, General Education Course Requirements, Essential Information for Nursing Students, Voluntary Assumption of Risk and Release of Liability, and the Talent Release Form. Additional forms may be required and may be added to this handbook as needed.

**Printed Name:** \_\_\_\_\_

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

**Program Location:** \_\_\_\_\_

**Signature:** \_\_\_\_\_