

Nurse Assisting Student Handbook 2024-2025 NUR158 & NCE150

**Gateway Community College
Glendale Community College
Estrella Mountain Community College
Mesa Community College
Paradise Valley Community College
Scottsdale Community College**

Effective May 2024 - August 2025

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This Handbook prescribes standards of conduct for students enrolled in the Maricopa Nurse Assistant 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. GENERAL INFORMATION

Description

Maricopa Community College sites are accredited by North Central Association of Colleges Commission on Institutions of Higher Education. The Maricopa Nursing Assistant programs are approved by the Arizona State Board of Nursing, 1740 W Adams Suite 2000 Phoenix, AZ 85007, 602-771-7800.

Occupational Information

Nursing Assistants perform routine tasks in the general care of hospital, clinic, and nursing home patients. Nursing assistants are important members of the health care team. They work directly under the supervision of practical and registered nurses. Their role in performing basic patient care assists the licensed staff in providing quality nursing care to the client. The Nursing Assistant occupation is one of a series of possible steps on a career ladder in the healthcare field. Typical client-care duties include bathing and dressing clients, helping with personal hygiene, taking vital signs, answering call lights, transporting clients, servicing and collecting food trays, and feeding clients. Nursing assistants may be employed in a variety of acute, long-term, and community-based health care settings. They practice within their scope and follow professional standards when caring for clients and families across the life span. The nursing assistant role is one of a series of possible steps on a career ladder in the healthcare field. The course provides opportunity for the development of and mastery of selected nurse assisting skills through participation in lab practice and patient care clinical experiences. For additional information: [Occupational Outlook: Nursing Assistants](#)

Certification Information

Upon satisfactory completion of the Nursing Assistant Course (NUR158), the student is eligible to receive a certificate of completion. Each student must apply for the certificate of completion at their home college. Your instructor will provide this information.

The Nursing Assistant graduate that has completed and passed the course is eligible to apply for the certification or licensure exam approved by the Arizona State Board of Nursing. Certificate or Licensing fees and requirements are determined by and are the sole responsibility of the AZBN. Information for the Arizona State Board of Nursing application process is available at <http://www.azbn.gov>. Your instructor will provide information on how to register to test for your certification or licensure.

The NA exam is administered by state certified evaluators and students may schedule the exam on their campus (if a testing site) or at nearby testing centers. D&S Diversified Technologies LLP/Headmaster provide a current Candidate Handbook. Students who successfully complete NUR158 and are seeking certification or licensure in Arizona are required to take the Nursing Assistant competency examination. D&S Diversified Technologies-Headmaster LLP (www.hdmaster.com) provides nursing assistant testing in Arizona. There are two parts to the exam—a multiple choice knowledge test and a skill test.

Students who pass NUR158 and the state skills and written exams are eligible to apply for either of the levels of nursing assistant recognized by the Board of Nursing in Arizona: Certified Nursing Assistant (CNA) or Licensed Nursing Assistant (LNA):

Definitions

Certified Nursing Assistant (CNA): A person who passes an approved NA course and the state manual skills/written exam and provides proof of legal residence will be listed on the CNA registry. Apply to the Arizona State Board of Nursing to become a CNA.

Licensed Nursing Assistant (LNA): A person who meets NA educational and exam requirements submits an application, fingerprints, and fees to the Board of Nursing. In addition to the requirements to be on the CNA Registry, an LNA applicant must submit a separate application to the Board with fingerprints and appropriate fees.

State approval for Nursing Programs is provided by the Arizona State Board of Nursing (AZBN) at 1740 W. Adams St. Phoenix, AZ 85007, 602.771.7800.

Eligibility for Licensure

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

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

An additional and separate AZ DPS Fingerprint Clearance Card (FCC) is required for program enrollment. The DPS FCC will not meet the requirements for state certification. Allow a minimum of six (6) weeks for fingerprint clearance card receipt when applying for nursing assistant certification. [Fingerprint Clearance Card Information](#)

Vision

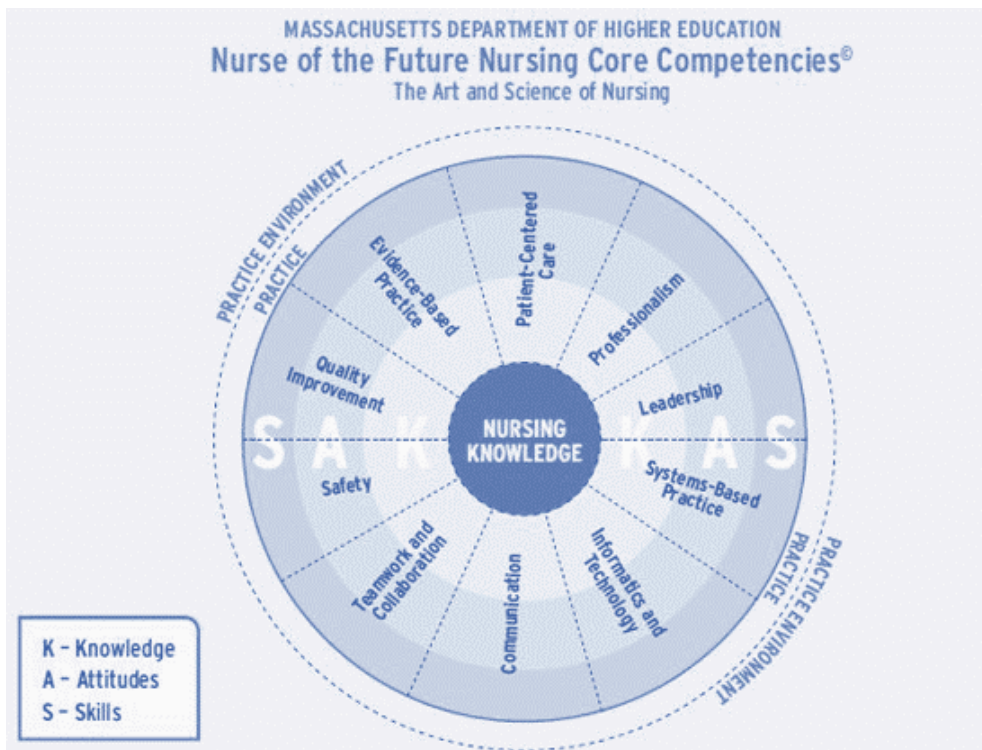
MaricopaNursing is committed to empowering nursing assistants with the knowledge, skills and attitudes to assume roles across the healthcare system.

Mission

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

Philosophy

Maricopa Nurse Assisting is aligned with Nurse of the Future Competencies: Patient-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 the field of nursing and progression into practical or professional nursing.



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.

II. NURSE ASSISTING LEARNING OUTCOMES & COMPETENCIES FOR NURSE ASSISTING

Learning Outcomes

1. Safely perform nurse assisting skills to meet the needs of diverse populations.
2. Perform therapeutic maintenance and preventative interventions to provide holistic nurse assistant care.
3. Demonstrate effective communication skills while fostering mutual respect and shared decision making with patients, families and colleagues.
4. Integrate technology to provide safe quality care and improve patient outcomes.
5. Manage information confidentially, ethically, and effectively.
6. Function effectively in the role and within the scope of the nurse assistant.

Course Competencies

1. Describe the types of healthcare systems and regulatory agencies.
2. Describe the roles and responsibilities of the nursing and healthcare team members.
3. Describe the role of the nurse assistant in caring for clients with alterations in health.
4. Describe the roles and responsibilities of the nurse assistant related to ethical and legal standards of the profession.
5. Use simple problem solving skills when giving care to older adult clients and clients with alterations in health.
6. Demonstrate professional communication skills specific to the nurse assistant as a member of the healthcare team.
7. Identify basic elements of evidence-based nursing assistant care to promote client safety.
8. Describe the signs and symptoms of specific diseases and client conditions.
9. Describe the special care needs of clients in the acute and long term care settings.
10. Perform basic therapeutic, maintenance, and preventative interventions identified in the client's plan of care appropriate to the nurse assistant role.
11. Demonstrate caring behaviors when interacting with clients in acute and long term agencies.
12. Implement nursing assistant interventions that relate to basic and holistic client needs.
13. Communicate using accepted medical terms and abbreviations.

III. NURSE ASSISTING PROGRAM INFORMATION

Admission to Maricopa Community Colleges and Academic Advisement

Please visit the nursing advisor at the college you wish to attend for further information.

Demonstration of readiness to enter the Nurse Assisting Program

Reading/English and Math competency can be demonstrated through testing or previous academic criteria as follows:

HESI A2 – English Comprehensive – minimum score 70%

Math – minimum score 70%

Accuplacer - Reading (Classic) – 58 or higher

Reading (Next Gen) – 230 or higher

Arithmetic (Classic) – 20 or higher

Arithmetic (Next Gen) – 200 or higher

ACT - English **and** Reading Scores – 18 or higher

Math – 18 or higher

SAT - Reading/Writing – 460 or higher (must be 2016 – current)

Math – 510 or higher (must be 2016 – current)

GED - Reasoning Through Language Arts – 165 or higher

Math – 165 or higher

Ed Ready - Reading – 60 or higher

Math – 55 or greater

- High School Graduates within the last 5 years, with an overall, unweighted HS GPA of 2.6 or higher would meet the English/reading and math scores for placement in the NA program.
- AGECEC – Students who have completed the AZ General Education Curriculum (AGECEC) would meet the required English/reading and math scores for placement in the NA program.
- Students who have a previous degree (to include) AAS, BS, MS, EdD, PhD, will meet the required English/reading and math scores for placement in the NA program.

Grading and Evaluation

1. Methods for grade calculation will be detailed in the course syllabus.
2. Students must achieve a minimum grade of 76.0% on the final exam to pass NUR 158. No rounding will occur.
3. The Nurse Assisting (NUR 158) course utilizes the following grading scale:

Grading Scale (Theory)	Letter Grade
92-100%	A
84-91%	B
76-83%	C
68-75%	D
67% or below	F

4. Students will receive written notification of clinical probation if performance is unsatisfactory.
5. Students are responsible to track their course grade. Students will receive written notification of academic probation if cumulative course grade is less than 76%.

Nurse Assisting and Advanced Placement Nurse Assisting program clock hours

NUR158 Nurse Assisting Program

NUR158 = 4.5 Credits	Clock Hours
Theory/Classroom Instruction	40 - 42 hours
Lab Instruction and clinical practice	85 - 92
Total	125 - 134 The range encompasses the different clinical schedules.

NCE150 Advanced Placement Nurse Assisting Program

NCE 150 = 2 Credits	Clock Hours
Theory/Classroom Instruction	20
Nursing Laboratory	24
Clinical Practice	16
Total	60

Costs Associated with NUR158 & NCE150 Nurse Assisting Programs

Requirement	NUR158 Cost	NCE150 Cost
Tuition (\$97/credit hours in-state tuition)	\$436.50 (4.5 credits)	\$194.00 (2 credits)
Course Fee	\$75	\$75
Registration Fee	\$15	\$15
Level One DPS Fingerprint Clearance Card	\$80 (estimate)	\$80 (estimate)
American DataBank Background Check	\$67	\$67
American DataBank Medical Document Tracker	\$25	\$25
American DataBank Drug Screen	\$58	\$58
myClinicalExchange (MCE)	\$20 (Not used in all NA programs)	\$20 (Not used in all NA programs)
Immunizations	\$0-500 - cost will vary	\$0-500 - cost will vary
CPR	\$45-55 - cost will vary	\$45-55 - cost will vary
Uniform	\$40 - cost will vary	\$40 - cost will vary
Shoes	\$30 - cost will vary	\$30 - cost will vary
Stethoscope/equipment	\$50 - cost will vary	\$50 - cost will vary
Textbook	\$100 (may vary)	\$100 (may vary)
ESTIMATED TOTAL	\$1,291.50 (estimated)	\$1097.50 (estimated)

Costs are estimated as fees are subject to change *Financial Aid or loans may be available for the Nurse Assisting Program. Contact your college nursing advisor or financial aid office for additional information.*

Enrollment Guidelines

Student enrollment in NUR 158 is dependent on meeting all the testing, application, and health requirements. For information about immunizations, CPR (only American Heart Association BLS) and other health and safety requirements visit the Health and Safety Requirements link and watch the video tutorial located at: [Health and Safety Requirements | Maricopa Community Colleges](#).

Acceptance into NCE150 Nursing Assistant Advanced Placement is contingent upon candidates meeting the following criteria:

- 1 year of full time direct patient care experience OR 2 years of part time direct patient care experience within the last 5 years AND meet the following requirements
 - Interested candidates may be asked to provide a resume and/or employment verification
- Program coordinator approval of prior direct patient care skills and formalized education
- Direct patient care experience must be with an agency
- Administrative, clerical, and ancillary experience may not be accepted
- Students who have previously taken NCE150, NUR158, or another nursing assistant course may not be accepted
- Must meet all the same health and safety requirements as traditional nursing assistant students

Attendance Guidelines

1. A student may be withdrawn from the program based on the inability to place a student in a clinical facility.
2. Students must be registered for the class to attend.
3. Students who fail to attend the first class meeting must contact the instructor regarding the absence before the class meeting and may, at the option of the instructor, be withdrawn. Students must meet the attendance requirement as documented in the course syllabus.
4. Students are expected to attend all class and clinical experiences necessary to meet criteria of the course. There are no provisions for make-up of clinical absences. Students unable to attend the class and/or clinical to meet the required hours will not successfully complete the course.
5. Clinical Sessions: Students are expected to attend all clinical sessions necessary to meet the competencies of the course as determined by the instructor(s). If a student is meeting clinical competencies, one absence may be granted by the instructor. When a student is not meeting clinical competencies, repeated absences (2 or more) may result in the student receiving an incomplete for the clinical component or could result in failing the clinical component.
6. Planned simulations are part of the clinical experiences; however, simulation will not be used to replace scheduled, in-person clinical experience(s).
7. Students are responsible to notify the Office of Admissions and Records when they discontinue studies in a course or at the college.
8. 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 requirement as determined by the course instructor may be withdrawn”.
9. Students are expected to attend all class and clinical experiences necessary to meet learning outcomes of the course. There are no provisions for make-up of clinical absences. To satisfy Arizona State Board of Nursing (AZBN) regulations R4-19-802-D-1, NUR 158 meets the minimum hours of attendance in the theory/lab and clinical course components. Students unable to attend the class and/or clinical hours sufficient to meet course requirements.
10. In the event an absence is necessary due to serious illness of the student or family member, the absence policy of the nursing 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 may elect to deny entrance if a student is late.
 - Laboratory Sessions: Students are expected to attend all laboratory sessions. Makeup time for skills taught in the 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). Clinical hours include pre-clinical laboratory practice, pre- and post-conferences, all scheduled clinical days, alternative clinical learning activities, and simulation.
11. Clinical hours include pre-clinical laboratory practice, pre- and post-conferences, all scheduled clinical days, and all alternative clinical learning activities.



11. Clinical hours include pre-clinical laboratory practice, pre- and post-conferences, all scheduled clinical days, and all alternative clinical learning activities.
12. The nursing program does not provide extra clinical rotations nor make-up clinical hours to compensate for missed clinical hours, Official or excused absences are addressed individually.
13. All students must complete the online and/or onsite clinical orientation requirements prior to all clinical rotations. Any student who fails to complete the requirements or is absent on a day of orientation without prior instructor approval may not continue in the rotation.
14. 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 required hours and/or course competencies.
15. 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.
16. Special Circumstances: There are no provisions for an “excused absence” outside the following list as described in the college policies (see college catalog). All requests for an excused absence must meet the college policy and the request is to be sent directly to the nursing assistant program coordinator and the primary course instructor. For Official Absences, as described in the college catalog, 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. For Jury duty and subpoenas: Every effort should be made to reschedule. Prior arrangements must be made with each instructor for makeup work. Appropriate documentation is required. For family emergencies: In the event of death of an immediate family member, absences may be approved by the course instructor. Religious Holidays - There is a process for requesting accommodations for religious holidays. For information on the procedure, please refer to the process [here](#).

IV. CHANNELS OF COMMUNICATION

There is an expectation of mutual respect between faculty and students. If an issue should arise, the student schedules a meeting to discuss the issue with the faculty member. Issues are often resolved by direct communication between the faculty member and the student. If the issue is not resolved, the student should submit a request to meet with the NA Program Coordinator to discuss the issue. Then, the NA Coordinator will schedule a meeting with the student and instructor to discuss the concern.

If the issue is not resolved after the meeting and the student feels they have been treated unfairly or unjustly by an instructor, the student may follow the Instructional Grievance Policy.

Instructional Grievance Process (from the Maricopa Community Colleges Common Pages)

[Instructional Grievance Process](#)

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

Steps for students to follow:

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 (10) working days following the previous deadline. The written grievance will be given to the faculty member five (5) 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 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.

V. 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.

VI. PROFESSIONAL APPEARANCE

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

1. In all cases, the student must be in compliance with the professional appearance policy of the clinical agency. No accommodation will be made to change the location of clinical experiences.
2. Students are expected to present themselves in a professional manner at all times while enrolled in the nursing program
3. A student may be removed from the clinical setting and jeopardize successful completion of the clinical course based on the inability to place the student in a clinical facility due to noncompliance with the facility policies.
4. 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.
5. Uniforms should fit so that when the student bends forward, the bottom hem of the top covers the pants' waistband in the back. Visible chest or buttock cleavage is not permitted.
6. Pant hems should be tailored so as to not drag on the floor when walking or standing.



7. 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.
8. The official student uniform jacket or a plain white lab coat may be worn over the uniform. Sweaters, hoodies, or similar apparel are not permitted in the clinical setting.
9. 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.
10. White or black socks or neutral nylons should be worn with the uniform. Other colored socks are not permitted.
11. 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.
12. The uniform must be clean and wrinkle-free. Undergarments must be worn at all times and cannot be visible.
13. 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, if necessary, a small skin toned bandage is permitted to cover a visible piercing. Necklaces must be kept under clothing and not visible. In some rotations, it may be advisable to not wear any jewelry.
14. Earlobe gauges must be filled or covered in flesh tones.
15. No objects of any type may be worn in the tongue.
16. 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.
17. 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.
18. Makeup must be neutral and minimal; false eyelashes (strip lashes using adhesive) and individual lashes should not be worn and may be restricted in some areas due to safety and sterility issues.
19. 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.
20. 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.
21. Fingernails must be clean, short with clear polish, if any. Artificial nails, dip nails, gel polish nail wraps, or extenders are not permitted in the clinical setting.
22. **Unacceptable Attire in the Clinical and/or Laboratory Setting:** NO thin or see-through clothes, bandeau/crop tops, sports bras, tank tops, shorts, or short skirts/dresses. When in the clinical setting, students are required to wear the MaricopaNursing uniform with a name badge as outlined above.

VII. INFORMATION TECHNOLOGY

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

CRITERIA FOR USE OF MOBILE DEVICE DURING CLINICAL AND CLASSROOM ROTATIONS

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, iPods, 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, mobile devices do as well. 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: [A Nurse's Guide to the Use of Social Media](#)

VIII. PROGRESSION AND RETENTION IN THE NURSE ASSISTING PROGRAM

1. Methods of Evaluation - Grading Guidelines

A. Nursing courses in the Program of Study (core courses) utilize the following grading scale:

92 - 100	=	A
84 - 91	=	B
76 - 83	=	C
68 - 75	=	D
67 and below	=	F

Nursing Science Final Clinical Grade

A Satisfactory grade on each Clinical Competency and satisfactorily meeting all the requirements of the Learning Contract (if applicable) are required to obtain a passing Summative Evaluation and pass the course.

1. Exams are available for review based on instructor availability and syllabus guidelines.
2. Under all circumstances, the faculty facilitating the course will assign the letter grade a student has earned.
3. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility.
4. Due Process - If a student has his/her/their continuation in a class or the academic program called into question based upon a positive drug test, a failed background check, a code of conduct violation, or other issue that may prevent the program's ability to place the student at a clinical site, the student will be afforded due process prior to being removed from the class/program.

Disciplinary (and/or Investigative) 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. This includes students with certification and/or licensure from allied health regulatory boards.
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.

Essential Functional Abilities for Nursing Faculty and Students

Maricopa Nurse Assisting students must be able to meet essential functional abilities in order to maintain enrollment in a nursing program. MCCC health programs are committed to nondiscriminatory practices and do not discriminate against qualified applicants with a documented disability. If a student believes that he/she cannot meet the essential functional abilities without accommodations, the nursing program must determine, on an individual basis, whether accommodation can be made. The ultimate determination regarding reasonable accommodations will be made by the Nursing Department, in collaboration with Disability Resources.

Essential Functional Abilities	Standard	Examples of Required Activities
Character	<p>Demonstrate integrity, accountability, responsibility, empathy, truthfulness, and care for others.</p> <p>Demonstrate emotional intelligence necessary to recognize and understand emotions of self and others.</p> <p>Demonstrate adherence to ANA Code of Ethics for Nurses</p>	<p>Relates to others with respect, honesty, civility, integrity, and nondiscrimination.</p> <p>Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.</p> <p>Takes responsibility and accountability for own actions.</p> <p>Recognition of and respect for diversity.</p>
Motor Abilities	<p>Mobility, dexterity, strength, and endurance sufficient to provide safe patient care.</p>	<p>Assist with procedures, treatments, and other patient care activities to provide safe, effective patient care such as assisting with ambulation, and turning/lifting clients, and administering lifesaving measures.</p> <p>Practice in a safe manner to provide appropriate patient care with procedures, treatments, and medication administration.</p>
Perceptual/ Sensory Abilities	<p>Ability to see, hear, touch, smell, and distinguish colors.</p> <p>Visual, auditory, tactile, and olfactory abilities required to assess patients, equipment, and the environment.</p>	<p>Ability to hear alarms, auscultatory sounds, and communicate effectively with others.</p> <p>Visual acuity to read fine print, assess color variations, understand verbal and nonverbal communication.</p> <p>Tactile ability to discern pulsations, temperature, shapes, and other physical characteristics.</p> <p>Ability to detect environmental and patient odors.</p>
Interpersonal Relationships; Emotional Stability	<p>Capacity for development of effective therapeutic relationships.</p> <p>Ability to interact therapeutically with individuals from diverse social, emotional, cultural and intellectual backgrounds.</p> <p>Ability to work effectively in stressful and changing environments.</p> <p>Ability to accept constructive feedback and to modify behavior accordingly.</p>	<p>Establish and maintain rapport with patients/clients, colleagues and others.</p> <p>Ability to remain calm in stressful situations, including emergencies.</p> <p>Adapts rapidly to environmental changes and multiple task demands.</p> <p>Maintains professional behaviors at all times, including stressful situations.</p>
Communication	<p>Effectively and accurately reads, writes, and communicates in English.</p> <p>Accurately elicits, records, and protects patient information.</p> <p>Accurately interprets non-verbal communication, including facial expressions, affect and body language.</p> <p>Demonstrates computer literacy.</p> <p>Communicates professionally and civilly with patients, families, and others.</p>	<p>Gives verbal directions to or follows verbal directions from members of the healthcare team</p> <p>Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective, sensitive, and timely manner.</p> <p>Recognizes and reports critical patient information to appropriate individuals.</p>
Cognitive Abilities	<p>Ability to use critical thinking and clinical judgment to acquire, interpret, and use information.</p> <p>Able to 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 react efficiently in an emergency situation.</p>	<p>Analyze and synthesize data to develop an appropriate plan of care.</p> <p>Collects data, prioritize needs and anticipate reactions.</p> <p>Recognizes and responds appropriately in emergency situations to safeguard the patient and others.</p>

Environment	Recognize the personal and patient risk for exposure to communicable disease and other health hazards. Safely use equipment in laboratory or clinical settings needed to provide patient care. Utilize personal protective equipment.	Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex. Uses personal protective equipment (PPE) as indicated.
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IX. GUIDELINES FOR STUDENT CONDUCT

Standards of Professional Conduct

The nursing faculty believes that standards of professional conduct are an inherent part of professional socialization 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 Maricopa Nursing Assistant Student Handbook, and the policies and regulations of the healthcare agency where they are assigned for clinical learning (Nursing scope and standards of practice: American Nurses Association Publications: [ANA Code of 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 describing the behavior and documenting the actions to be taken.

Standards of Professional Conduct include:

- **Confidentiality:** Respects the privacy of clients and respects privileged information.
- **Accountability:** Answerable for actions; 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:** Adheres to the Code of Ethics for Nurses with Interpretive Statements (2015) establishing the ethical standard for the nursing profession.
- **Legal:** Operates within the standards of care related to the student nurse role.
- **Safety:** Prevents/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 removal from the course and/or program.

For more information, review: [CNA Code of Ethics](#)

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 directly to the instructor and/or Director at the college.

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.

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.

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.

X. DISCIPLINARY ACTION GUIDELINES

When a nursing student is in violation of any requirement contained in this Nurse Assisting Student Handbook, he/she 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 Maricopa Nurse Assistant Student Handbook, will proceed according to the Judicial Policies section of the Student Code of Conduct.

Zero Tolerance Policy:

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

1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
4. 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 misconduct are subject to dismissal from nursing classes and disciplinary action as described in the Student Handbook of the college. The above list of behaviors is not all inclusive.

Academic Misconduct:

Cheating or academic misconduct includes cheating on an examination, laboratory work, written work (plagiarism); falsifying, forging or altering college records, or cheating on entrance examinations for the programs. 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. Offering another person's work as one's own (plagiarism). Taking an examination for another student or having someone take an examination for you.
4. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
5. Tampering with an examination after it has been corrected, then returning it for more credit.
6. Using unauthorized materials, prepared answers, written notes or information concealed in an exam or elsewhere during an examination.
7. Acquiring, without permission, tests or other academic material belonging to a member of the college faculty or staff.
8. Removing tests from the classroom or duplicating, writing down, or copying questions or answers on any copying, photography or recording device during testing or test review sessions.
9. 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.
10. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
11. Any preparation of written material that is fraudulent and/or untruthful.
12. Sharing logins or passwords to access online platforms.

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 issues.
2. A student may be dismissed and receive a failing grade in the course for violation of Standards of Professional Conduct.

Student Practice Regulations:

Students practice within the boundaries of the Arizona State Board of Nursing Article 8, the ANA Code of Ethics for Nurses, the guidelines of the Maricopa Nurse Assisting 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 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 assigned floor.

The nurse assistant 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 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.

XI. STUDENT COPIES OF SIGNATURE FORMS

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 Programs. 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.

ESSENTIAL INFORMATION FOR NURSING STUDENTS

- **ZERO TOLERANCE POLICY:**

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

- Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
- Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
- Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
- 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
- Academic misconduct

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

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

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

- **DRUG SCREENING:** All students are required to complete the urine drug screening procedure within the specified timeframe, and according to directions given at the time of notification. Only students in compliance with the screening guidelines and receiving a negative drug screen, as reported by the Medical Review Officer (MRO), will be permitted to continue their enrollment in nursing courses.
- **DISCIPLINARY ACTIONS OF REGULATORY BOARDS:** All students enrolled in nursing courses holding or receiving a certificate as a Nursing Assistant must remain in good standing with the Board of Nursing. Students with certification and/or licensure from allied health regulatory boards are included under this provision. Students receiving any disciplinary actions against their certificate or license must notify the Program Director within five (5) school days. The Program Director reserves the right to restrict or terminate the student's participation in clinical experiences and involvement in client care until the certificate and/or license is valid and unrestricted and terms of the action are met and the action dismissed.
- **BACKGROUND CHECK:** Students must maintain a passing disposition on the mandatory background check to remain enrolled in the nursing program.



- **FINGERPRINTING REQUIREMENT:** A current level-one fingerprint clearance is required for enrollment in nursing courses. Students unable to maintain a current level one fingerprint clearance card will be withdrawn from nursing courses. If the FCC is suspended, restricted, or revoked at any time during the nursing program, the student has the duty to report this event to the Program Director immediately.
- **WAIVER OF LICENSURE/CERTIFICATION GUARANTEE:** Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure and subsequent procedures are the exclusive right and responsibility of the State Boards of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation. Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot consider your application. All nurse applicants for licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. The Fingerprint Clearance Card required for application to the nursing program will not meet the requirements for certification or licensure through the State Board of Nursing. **Effective January 1, 2008** applicants for licensure in Arizona must provide evidence of citizenship or nationality. If there are any questions about eligibility for licensure and the documents required showing eligibility to apply for licensure, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602-889-5150.

(Student Copy) MCCCC 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 ("MCCCD") 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 MCCCD and me. I release the MCCCD, 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 MCCCD. 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.

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

PERMISSION TO BE PHOTOGRAPHED TALENT RELEASE FORM

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

Signature: _____

Printed Name: _____

Date: _____

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

SIGNATURE PAGE

(This single signature copy for the Nursing Assistant 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 Nursing Assistant 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: Receipt of the Nursing Assistant Student Handbook, 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: _____