

**Nurse Assisting
Student Handbook
2023-2024
NUR158 & NCE150**

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

Effective 6.12.23

Table of Contents

I. GENERAL INFORMATION	5
Description	5
Occupational Information	5
Certification Information	5
Eligibility for Licensure	6
Vision	7
Mission	7
Philosophy	7
II. NURSING ASSISTANT PROGRAM LEARNING OUTCOMES & COMPETENCIES	8
III. NURSE ASSISTING PROGRAM INFORMATION	9
Admission to Maricopa Community Colleges and Academic Advisement	9
Demonstration of readiness to enter the Nurse Assisting Program	9
Grading and Evaluation	10
Nurse Assisting and Advanced Placement Nurse Assisting program clock hours	10
Cost Associated with the Nurse Assisting Program	11
Enrollment Guidelines	11
Attendance Guidelines	12
IV. CHANNELS OF COMMUNICATION	13
V. STUDENT REPRESENTATION	14
VI. PROFESSIONAL APPEARANCE	14
VII. INFORMATION TECHNOLOGY	16
VIII. PROGRESSION AND RETENTION IN THE NURSE ASSISTING PROGRAM	17
1. Methods of Evaluation - Grading Guidelines	17
Disciplinary (and/or Investigative) Actions of Regulatory Boards	17
IX. HEALTH AND SAFETY GUIDELINES	17
Health and Safety Requirements	17
Essential Skills and Functional Abilities	18
Essential Functional Abilities for Nursing Faculty and Students	19
Pregnancy	20
Disabilities	21

Insurance: Health and Accident	21
Guidelines Regarding Exposure to Infectious Diseases/Body Fluids	22
Exposure Guidelines	22
X. DRUG SCREENING PROCEDURE	23
Drug Screening Guidelines	23
Medical Marijuana Policy	23
Drug Screening “For Cause” Testing	24
Readmission Guidelines Related to Positive “For Cause” Testing	24
XI. GUIDELINES FOR STUDENT CONDUCT	25
Standards of Professional Conduct	25
Student Expectation in Reporting Unprofessional Conduct	26
Professional Boundaries	26
Health Insurance Portability and Accountability Act (HIPAA)	27
XI. DISCIPLINARY ACTION GUIDELINES	27
Zero Tolerance Policy:	27
Academic Misconduct:	27
Clinical Misconduct:	28
Student Practice Regulations:	28
Unusual Occurrence Guidelines:	29
XIV. SIGNATURE FORMS	30
RECEIPT OF HANDBOOK	30
RELEASE OF INFORMATION	31
ESSENTIAL INFORMATION FOR NURSING STUDENTS	32
ZERO TOLERANCE POLICY:	32
HEALTH DECLARATION:	32
DRUG SCREENING:	32
DUTY TO REPORT:	32
BACKGROUND CLEARANCES:	33
WAIVER OF LICENSURE/CERTIFICATION GUARANTEE:	33
MCCCD HEALTH PROGRAMS	34
DRUG SCREENING DUE PROCESS ACKNOWLEDGEMENT	34
VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY	35

STUDENT CONFIDENTIALITY AGREEMENT	36
SUMMARY OF CRIMINAL BACKGROUND CHECK REQUIREMENTS	37
ACKNOWLEDGEMENT OF CRIMINAL BACKGROUND CHECK REQUIREMENTS	38
PERMISSION TO BE PHOTOGRAPHED	40
SIGNATURE PAGE	41

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 laboratory 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

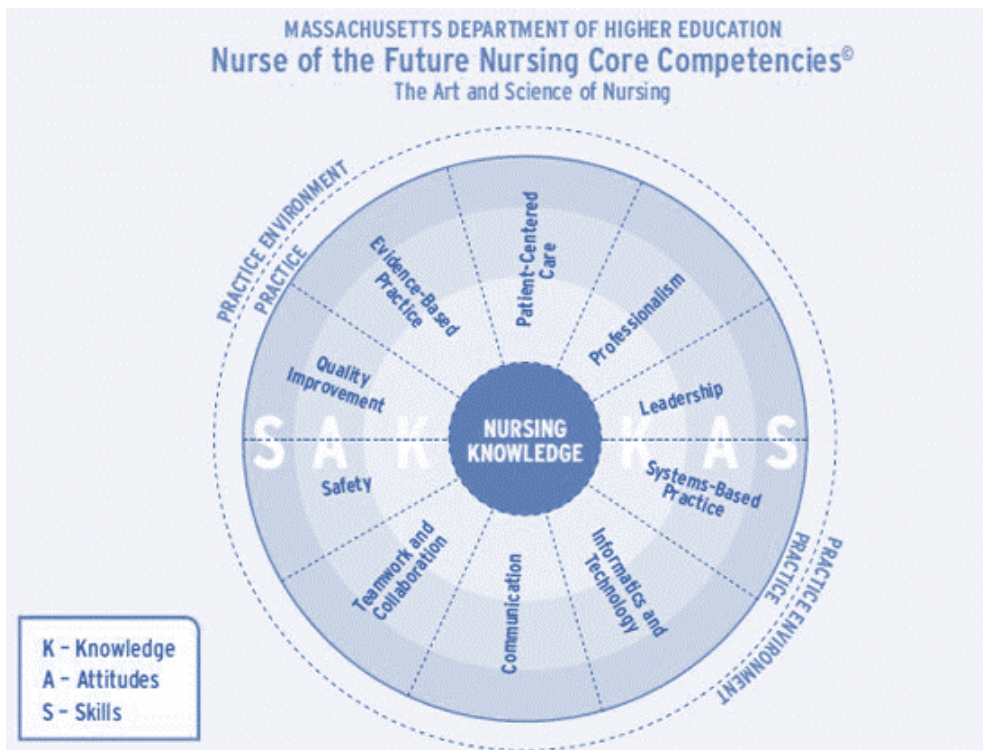
MaricopaNursing is committed to empowering nursing assistants with the knowledge, skills and attitudes to assume roles across the healthcare system.

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
Lab Instruction and clinical practice	90
Total	130

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. A minimum of 37.5 hours attendance in the theory component and 90 hours in the clinical/lab component must be completed satisfactorily for credit for the course. Students unable to attend the class and/or clinical to meet the required hours will not receive credit for the courses.
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.
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) 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.

IX. HEALTH AND SAFETY GUIDELINES

Health and Safety Requirements

1. MCCCCD requires all students to meet the placement requirements as set up by our program's most stringent clinical partner. We do this for ease of random placement.
2. All students entering nursing courses must meet all Health and Safety requirements to maintain enrollment in the program. Students who do not meet all health and safety requirements by the required date will not be able to continue in the clinical component of the course.
3. Students unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will not be registered or allowed to continue in nursing courses. A physician note or

other documentation will not negate the need to complete all health and safety documentation requirements due to the need to protect patient safety.

4. Immunization variance is available due to religious or medical reasons. The Nursing Director must be informed of the need for an immunization variance prior to the student's acceptance into the program. Every attempt will be made to place the student in clinical rotations to meet the competencies of the course; however, if a clinical placement cannot be obtained the student may be given an incomplete, may not move forward with his/her cohort, and, in some circumstances, may not be able to complete the program of study. In all instances, a confirmation of TB status is required, and verification of immune status is required by proof of titers for all required elements, except for COVID-19, which will require proof of vaccination or an approved accommodation. For a medical variance, appropriate documentation from a licensed health care provider is required. Some facilities require an influenza vaccination and a waiver is not accepted. In those instances, a student without required immunization(s) will not be able to attend clinical in that facility.
5. In circumstances of student illness, injury, or other health limitations, both the clinical agency and the college health policies must be upheld. The faculty member and/or clinical agency representative will determine a student's ability to provide nursing care, regardless of a physician's approval for return. Under no circumstance will a student with restrictions (such as non-weight bearing, in a cast, orthopedic boot, or other appliances or restrictions) be allowed to participate in clinical activities.
6. A Level One Fingerprint Clearance Card (FCC) is required for enrollment in nursing courses. Students unable to maintain a current FCC will be withdrawn from nursing courses. If the FCC is suspended or revoked at any time during the nursing program, the student has the duty to report this event to the Nursing Director within five (5) business days and may not continue in the program until the FCC is reinstated. The student must be able to show his or her FCC during the clinical rotations upon request.
7. As is outlined in the Arizona Revised Statutes 15-1650.05, students participating in clinical settings at a healthcare institution licensed under A.R.S. Title 36, which includes hospitals, nursing care institutions, residential care institutions, intermediate care facilities for individuals with intellectual disabilities (ICF-IID), group homes, or other medical facilities may be required to provide proof of COVID-19 vaccination and subject to regular health screening and testing as determined by the healthcare institutions. (See Arizona Revised Statutes 15-1650.05). Maricopa County Community College District will require all Allied Health and Nursing students to show proof of vaccination in order to ensure compliance with our clinical partner health and safety requirements.

MCCCD cannot provide accommodation in the clinical setting and cannot force our clinical partners to provide accommodations to students. Students are required to obtain accommodations from the clinical site by completing the clinical site's religious or medical disability accommodation process if the clinical site has identified a process. If you are unsure if the facility where you have been placed provides accommodations, please visit myClinicalExchange (mCE) to confirm and obtain directions for requesting accommodations from the site.

To meet this requirement:

Upload a copy of proof of COVID-19 vaccine proving vaccination.

- Provide proof of two-dose vaccination of Pfizer-BioNTech or Moderna vaccine.
OR
- Provide proof of one dose vaccination of Johnson & Johnson's Janssen vaccine.
OR
- Upload a copy of your signed COVID-19 declination. This does not need to be sent to anyone at MCCCD, just upload the completed form to American DataBank. Please note that a completed declination form does not guarantee clinical placement. Furthermore, the

declination does not guarantee an accommodation will be granted by a clinical partner or that you will be placed at a clinical site that does not require the COVID-19 vaccine, which may impact continuation in your clinical course.

Please Note: All documentation is required to have the student’s full name, date of administration, manufacturer, and Healthcare Professional or Clinic Site. Annual vaccination and/or renewal are not determined at this time.

* Health and Safety requirements are subject to change without notice depending on clinical agency requirements.

For information about program health and safety requirements, see the MaricopaNursing website (nursing.maricopa.edu), including a video and downloadable checklist

** Health and Safety requirements are subject to change without notice depending on clinical agency requirements.*

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 an application.

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. MCCCCD 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 conjunction with Disability Resources.

Essential Functional Abilities	Standard	Examples of Required Activities
Character	Demonstrate integrity, accountability, responsibility, empathy, truthfulness, and care for others. Demonstrate emotional intelligence necessary to recognize and understand emotions of self and others. Demonstrate adherence to ANA Code of Ethics for Nurses	Relates to others with respect, honesty, civility, integrity, and nondiscrimination. Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes. Takes responsibility and accountability for own actions. Recognition of and respect for diversity.
Motor Abilities	Mobility, dexterity, strength, and endurance sufficient to provide safe patient care.	Assist with procedures, treatments, and other patient care activities to provide safe, effective patient care such

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

Pregnancy

General Health Requirements

Pregnant students may want to take special precautions due to the physical requirements and possible exposure to harmful diseases or substances. Accommodations will be made if reasonable and possible. In Nursing and Allied Health Programs where students may be routinely exposed to radiation or any

chemicals that may be harmful to an unborn child, the program must inform the student of all precautions and the student must make a decision of what they wish to do. The law protects the student from suffering any academic penalty due to pregnancy, including the parenting of a newborn. Students will be expected to meet all program objectives/expectations regardless of their pregnancy, but academic adjustments will be made to assist the student. Reasonable academic adjustments will be provided where it does not fundamentally alter the nature of the course or program. Accommodations in clinical may not be possible and the student, faculty, and college staff will need to discuss prior to clinical placement.

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities. The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting Sexual Harassment as prohibited by state and federal law. Discrimination under this Policy is an unequal treatment of a student based on the student’s actual or perceived gender, sexual orientation, or pregnancy/parenting status. This Policy prohibits Sexual Harassment and Discrimination in any college education program or activity, which means all academic, educational, extracurricular, athletic, and other programs.

Disabilities

1. Students are expected to participate fully in activities required by the program. See the Essential Skills and Functional Abilities for Nursing Students.
2. Any student having a temporary medical condition inhibiting/restricting their activities must supply a written explanation from their physician. Should a student become unable to participate without restrictions in the program’s activities, he/she may be given an incomplete or withdrawn.
3. Should the student require any type of special accommodation, the student must notify the Disability Services and Resources (DSR) Office. The DSR office should be contacted by the student before the first class meeting. Special accommodations for testing will be given only with appropriate documentation of special needs.
4. Official documentation of disability is required for any accommodation including but not limited to additional time, alternative environments, or reference materials.

Insurance: Health and Accident

1. Students are advised and may be required by some clinical facilities to carry their own health and accident insurance. In situations where insurance is required to attend a specific clinical rotation, the student will not be permitted to attend and may have to withdraw from the course. Each student is personally liable for any illness or accident during or outside of school activities.
2. Students participating in a college-related activity have limited coverage by the Student Accident Insurance: [Student Accident Insurance Plan](#).
3. The cost of this policy is covered in the student activity fee. Student accident insurance coverage is secondary to the student’s primary coverage.
4. If a student is injured during clinical, a Maricopa Community Colleges accident insurance form and verification of other insurance coverage must be completed. Claim forms are submitted to the Nursing Director for signature and then forwarded according to campus procedure.
5. Students are responsible for their own transportation and vehicle insurance to and from clinical. No coverage is provided for any motorized vehicle not supervised and provided by the colleges.
6. Maricopa Community Colleges provides malpractice insurance coverage for students enrolled in the Nursing Program as part of the registration fees.

Guidelines Regarding Exposure to Infectious Diseases/Body Fluids

1. Standard precautions, which are intended to reduce the risk of pathogen transmission, are the basic level of infection control. Students are expected to follow hand hygiene, personal protective equipment (PPE), respiratory hygiene, and linen and waste disposal guidelines recommended by the [Centers for Disease Control and Prevention \(CDC\)](#)
2. All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.
3. MaricopaNursing, students are permitted to care for clients in airborne isolation/precautions with permission of the facility and a fitted mask. All facility policies and guidelines need to be followed.

Exposure Guidelines

Nurse assisting students who are directly exposed to body fluids must immediately notify the clinical instructor.

Students exposed to body fluids shall follow this protocol:

1. Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available; for eye splashes rinse the area with clean water.
2. Report the incident to the clinical instructor.
3. The student should immediately go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment. The student will need to provide their personal health insurance information; the student accident insurance provided by MCCCCD is secondary. NOTE: The student accident insurance is for one year from the date of the accident. If the exposure requires follow up treatment longer than one year from the date of accident the student is responsible for all related costs.
4. The clinical instructor and student will notify the agency department supervisor and Nursing Program Director who will in turn inform Risk Management
5. The student and/or the Nursing Program Director will complete an agency site incident report and forward to Risk Management.
6. The student and/or the Nursing Program Director will complete the public safety college student incident report Public Health will forward to Risk Management.

Source: U.S Department of Labor, Occupational Safety & Health Administration. (OSHA). *Bloodborne pathogens and needlestick prevention*. Retrieved from: [Bloodborne Pathogens and Treatment \(OSHA\)](#)

X. DRUG SCREENING PROCEDURE

Drug Screening Guidelines

All students participating in the Nursing Program will be required to complete a urine drug screen.

1. All students are required to submit to a random urine drug screen as a condition of enrollment in the nursing program.
2. Once students register online, they will receive instructions to go to a lab where they will pay and submit a urine specimen. The student will be informed by the school of the 48-hour window of time they must submit their urine sample at the lab.
3. Private health insurance will not pay for this screening. The lab will provide the student with a receipt. Students should not take a prescription to the lab to be evaluated, but will list prescription drugs they are currently taking.
4. Positive drug screens are referred to the Medical Review Officer's (MRO), who will contact the student. The Nursing Director or designee will receive the result once the review is completed.
5. If a student provides a dilute sample which tests positive, the result is considered positive and pending MRO review, the student will be withdrawn. A negative dilute specimen will require a retest at the student's expense. Two negative dilute samples are considered negative; however, the student may be asked to retest at a later date at their expense.
6. If a student challenges a positive result, only the original sample can be retested. All positive samples are frozen and retained for one year. The student is responsible for the cost of the retest.
7. Only students receiving negative drug screens can remain enrolled in nursing courses. Reports from the MRO of safety issues/concerns related to the drug profile will require further evaluation. Students may be on temporary exclusion from the program until evaluation is complete.
8. Students testing positive for illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical setting by the MRO will not be permitted to attend nursing courses. All positive results except cotinine (nicotine), and alcohol, resulting in dismissal are reported to the AZBN.
9. Students will not be allowed to use previous drug screens requested by any person or agency outside of MaricopaNursing.
10. Students failing to test during the designated date and time do not meet the requirement for drug testing and will be withdrawn from all nursing courses.

Medical Marijuana Policy

1. Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off-campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108 which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana. All placements governed by this clinical placement/externship agreement are hereby identified as safety-sensitive positions where the health and safety of the populations served are at issue.
2. Maricopa Community Colleges receive federal funds through grants and financial aid. Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violates university policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational internships - will be subject to disciplinary action and criminal prosecution.
3. Urine drug screens are required of students prior to attending nursing courses. Medical marijuana, or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening.

Drug Screening “For Cause” Testing

This policy refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the Nursing Program.

1. When a faculty/clinical instructor perceives the odor of alcohol or marijuana, or observes behaviors such as but not limited to, slurred speech, unsteady gait, or confusion, extreme fatigue or lethargy, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:
 - a. The instructor will remove the student from the patient care or assigned work area immediately and notify the lead instructor, college Director or designee.
 - b. Upon student’s verbal consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility contracted by Maricopa Community Colleges.
 - c. The student is to have a picture ID in his/her possession.
 - d. After testing, the student may call the transportation service contracted by Maricopa Community Colleges for transport home.
 - e. If the student admits to alcohol or drug use, he/she will still require drug screening.
 - f. The student is responsible for all costs associated with the for-cause drug-screening test.
2. If the results of the test(s) are negative for alcohol, illegal substances, or non-prescribed legal substances, the student shall meet with the Nursing Director to discuss the circumstances surrounding the behavior.
 - a. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
 - b. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.
 - c. Based on the information provided and further medical evaluations if warranted, the Nursing Director will make a decision regarding return to the clinical setting.

If the results of the test(s) are positive for alcohol, illegal substances, or for non-prescribed legal substances, the Nursing Director will withdraw the student from all nursing courses. The results of the positive screening test except for alcohol or nicotine will be reported to the State Board of Nursing.

1. If a student refuses “for Cause” Testing:
 - a. The instructor will remove the student from the clinical setting pending investigation.
 - b. The instructor will contact the transportation service contracted by Maricopa Community Colleges to request that the student be transported home. If the student refuses transportation, the student should be informed that security/law enforcement may be notified.
 - c. Failure to comply with any aspect of this policy will result in withdrawal from the program.

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, or a code of conduct violation 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. (p.33 acknowledgment initials page)

Readmission Guidelines Related to Positive “For Cause” Testing

1. Students seeking readmission who were withdrawn from nursing courses for reasons related to positive “for cause” testing or refusal of “for cause” testing will be required to:

- a. Submit a letter requesting readmission to the Nursing Program Director which includes:
1. Documentation from a therapist with experience in addiction behaviors indicating status and/or documented rehabilitation related to the alcohol/drug abuse.
 2. Include documentation of compliance in a treatment program if identified as required by the therapist.
 3. Repeat a random urine drug screen for alcohol/drugs as instructed prior to readmission and may be subject to random drug screening at the student's expense during the program of study.
 4. If a student, after being readmitted to the nursing program, has positive results on an alcohol/drug screen, the student will be permanently dismissed from the MaricopaNursing Program and notification will be sent to the State Board of Nursing.

XI. 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.

Health Insurance Portability and Accountability Act (HIPAA)

All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including possible dismissal from the program and/or course.

XI. 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.

XIV. SIGNATURE FORMS

(Student Copy)

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 many sites throughout the college.

I have received a copy of the Nursing Student Handbook. I understand this Handbook contains information about the guidelines and procedures of the Nursing Program. I also understand that I can find information about the general college policies in the College Catalog and in the College Student Handbook. I can find information specific to each course in the course syllabus.

(Student Copy)

RELEASE OF INFORMATION

I hereby give permission to faculty, staff and administrative officials of the Nursing Program to release to the Arizona State Board of Nursing education records maintained in connection with my participation in the Program, including but not limited to, grades, admission records, transcripts, student formative/summative clinical evaluation tools, student handbook signature acknowledgment forms, health and safety documentation forms, application forms, and any and all records pertaining to discipline, including alleged violations of the provisions of the nursing program student handbook, student discipline code violations, academic misconduct, and all other forms of discipline. The purpose of such disclosure is to provide the records to the Arizona State Board of Nursing in support of that agency's certification, licensure, and disciplinary activities.

I give permission for the nursing faculty and/or the nursing program administration to share my personal information, including name, date of birth, and documentation of the health and safety requirements to clinical agencies requesting this information.

I understand that my personal identifying information may be shared with health care agencies needing this information to enter me in their security system, in their computer system, and/or in their medication administration system.

(Student Copy)

ESSENTIAL INFORMATION FOR NURSING STUDENTS

ZERO TOLERANCE POLICY:

The Nurse Assisting 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. Bullying and incivility: any verbal, non-verbal, and/or written actions which are deemed threatening, abusive or bullying will not be tolerated.

Nursing assistant 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 assistant 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 MCCCDCD healthcare program or who are currently enrolled in one as of September 1, 2011 will be required to sign a MCCCDCD Criminal Background Check Disclosure Acknowledgement form. These changes are necessary due to the fact that six of eleven of MCCCDCD's largest clinical experience hospital partners have established stringent background check standards that preclude MCCCDCD from assigning students to those sites who cannot meet those standards. In order for MCCCDCD 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 MCCCDCD policies and Administrative regulations. 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. Please refer to www.nursing.maricopa.edu for details regarding background check requirements.

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.

MCCCD HEALTH PROGRAMS
DRUG SCREENING DUE PROCESS ACKNOWLEDGEMENT

- a. _____ (initial) I have read and understand that issues such as a positive drug test, a failed background check, or a code of conduct violation may prohibit me from being placed in a clinical site, which places my continuation in a class or in my academic program in jeopardy.
- b. _____ (initial) I understand that challenging a positive drug test or a failed background check is done through the vendor contracted to perform such test/check and not with Maricopa County Community College District or its associated colleges and my appeal must be made through the vendor's established process and at my expense.
- c. _____ (initial) I understand that I will be afforded due process prior to being removed from a class or my academic program due to a positive drug test, a failed background check, or a code of conduct violation. I further understand my participation in this process is vital.
- d. _____ (initial) I understand that I may be afforded conditional continuation in my class or academic program pending the outcome of the appeal with the vendor (for positive drug test or failed background check) and the results of my due process meeting with college administration. This continuation is conditional, pending the outcome of the appeal(s) and due process meeting.

(Student Copy)

MCCCD HEALTH PROGRAMS

VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND IT BEFORE SIGNING.

Maricopa Community Colleges are non-profit educational institutions. References to Maricopa Community Colleges include its officers, officials, employees, volunteers, students, agents, and assigns. I (print your name) _____, freely choose to participate in the Nurse Assisting Program. In consideration of my voluntary participation in this Program, I agree as follows:

RISKS INVOLVED IN PROGRAM: I understand that the clinical training environment for this Program in which I am enrolled through Maricopa Community Colleges contains exposures to risks inherent in activities of the Program such as but not limited to bodily injury, communicable and infectious diseases, and property damage.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor regarding my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations. I recognize that Maricopa Community Colleges are not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this Program, I authorize in advance the representative of Maricopa Community Colleges to secure whatever treatment is necessary, including the administration of anesthetic and surgery. Maricopa Community Colleges may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release Maricopa Community Colleges from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Maricopa Community Colleges and their officials, officers, employees, agents, and volunteers from and against any and all claims, of whatsoever kind or nature, which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

SIGNATURE: I indicate that by my signature that I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Voluntary Assumption of Risk and Release of Liability shall be governed by the laws of the State of Arizona that shall be the forum for any lawsuits filed under or incident to this Form or to the Program. If any portion of this Form is held invalid, the rest of the document shall continue in full force and effect.

(Student Copy)
MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
STUDENT CONFIDENTIALITY AGREEMENT

Name (Print): _____ **Status:** **Nursing Assistant Student**

The discussions, uses, and disclosures addressed by this agreement mean any written, verbal, or electronic communications.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information, and conversations between or among healthcare professionals about patients are confidential under law and this agreement.

I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical staff of the clinical site.

I understand that I may not remove any record from the clinical site without the written authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment, or research, I must attempt to exclude as much of the following information as possible:

- | | |
|---|--|
| • Names | • Certificate/license numbers |
| • Geographical subdivisions smaller than a state | • Vehicle identifiers |
| • Dates of birth, admission, discharge, and death | • Device identifiers |
| • Telephone numbers | • Web locators (URLs) |
| • Fax numbers | • Internet protocol addresses |
| • E-mail addresses | • Biometric identifiers |
| • Social security numbers | • Full face photographs |
| • Medical record numbers | • Any other unique identifying number, characteristic, or code |
| • Health plan beneficiary numbers | • All ages over 89 year |
| • Account numbers | |

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may only be used or disclosed for health care training and educational purposes at MCCCDC, and must otherwise remain confidential.

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or an MCCCDC student or faculty member to the appropriate MCCCDC clinical coordinator or program director.

I understand that, if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action that may include dismissal from the program.

By signing this agreement, I certify that I have read and understand its terms, and will comply with them.

(Student Copy)
Allied Health and Nursing Programs
Maricopa County Community College District
SUMMARY OF CRIMINAL BACKGROUND CHECK REQUIREMENTS
effective September 1, 2011
Overview of the Requirements

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

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

Implementation of the Requirements

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

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

ACKNOWLEDGEMENT OF CRIMINAL BACKGROUND CHECK REQUIREMENTS APPLICABLE TO STUDENTS SEEKING ADMISSION TO MCCCCD NURSING PROGRAMS

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

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

1. I understand that I must submit to and pay any costs required to obtain a Level-One Fingerprint Clearance Card and an MCCCCD supplemental criminal background check.
2. I understand that failure to obtain a Level-One Fingerprint Clearance Card will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.
3. I understand that I must submit to and pay any costs required to obtain an MCCCCD supplemental background check.
4. I understand that failure to obtain a “pass” as a result of the MCCCCD supplemental criminal background check will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.
5. I understand if my Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or my enrollment in a Program, I am responsible to notify the Program Director immediately and that I will be removed from the Program.
6. I understand that a clinical agency may require an additional criminal background check to screen for barrier offenses other than those required by MCCCCD, as well as a drug screening. I understand that I am required to pay for any and all criminal background checks and drug screens required by a clinical agency to which I am assigned.
7. I understand that the both the MCCCCD supplemental or the clinical agency background check may include but are not limited to the following:
 - Nationwide Federal Healthcare Fraud and Abuse Databases
 - Social Security Verification
 - Residency History
 - Arizona Statewide Criminal Records
 - Nationwide Criminal Database
 - Nationwide Sexual Offender Registry
 - Homeland Security Search
8. By virtue of the MCCCCD supplemental background check, I understand that I will be disqualified for admission or continued enrollment in a Program based on my criminal offenses, the inability to verify my Social Security number, or my being listed in an exclusionary database of a Federal Agency. The criminal offenses for disqualification may include but are not limited to any or all of the following:
 - Social Security Search-Social Security number does not belong to applicant
 - Any inclusion on any registered sex offender database

- Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
 - Any conviction of Felony no matter what the age of the conviction
 - Any warrant any state
 - Any misdemeanor conviction for the following - No matter age of crime
 - Violent crimes
 - Sex crime of any kind including non-consensual sexual crimes and sexual assault
 - Murder, attempted murder
 - Abduction
 - Assault
 - Robbery
 - Arson
 - Extortion
 - Burglary
 - Pandering
 - Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
 - Any abuse or neglect
 - Any fraud
 - Illegal drugs
 - Aggravated DUI
 - Any misdemeanor controlled substance conviction within the last 7 years
 - Any other misdemeanor convictions within last 3 years
 - Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)
9. I understand that I must disclose on all background check data collection forms (DPS, MCCCCD background check vendor and a clinical agency background check vendor) all required information including any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program. That includes any misdemeanors or felonies in Arizona, any other State, or other jurisdiction. I also understand that I must disclose any other relevant information on the forms. I further understand that non-disclosure of relevant information on the forms that would have resulted in failing the background check will result in denial of admission to or removal from a Program. Finally, I understand that my failure to disclose other types of information of the forms will result in a violation of the Student Code of Conduct and may be subject to sanctions under that Code.
10. I understand that, if a clinical agency to which I have been assigned does not accept me based on my criminal background check it may result in my inability to complete the Program. I also understand that MCCCCD may, within its discretion, disclose to a clinical agency that I have been rejected by another clinical agency. I further understand that MCCCCD has no obligation to place me when the reason for lack of placement is my criminal background check. Since clinical agency assignments are critical requirements for completion of the Program, I acknowledge that my inability to complete required clinical experience due to my criminal background check will result in removal from the Program.
11. I understand the Programs reserve the authority to determine my eligibility to be admitted to the Program or to continue in the Program and admission requirements or background check requirements can change without notice.
12. I understand that I have a duty to immediately report to the Program Director any arrests, convictions, placement on exclusion databases, suspension, removal of my DPS Fingerprint Clearance Card or removal or discipline imposed on any professional license or certificate at any time during my enrollment in a Program.

*MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT*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 is to be signed by the student and placed in the student file. An electronic signature is also acceptable and may be available through mCE or ADB)

This Handbook prescribes standards of conduct for students enrolled in the Nursing Assistant Program. The standards are in addition to those prescribed for students under Maricopa Community Colleges policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline.

Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, class schedule, and the student handbook. Copies are available at many sites throughout the college.

Your signature indicates that you received a copy or link to the Nursing Assistant Student Handbook and that you have read and understand the information found on the forms listed below in the Nurse Assistant Student Handbook. Your signature also 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.

I have read and understand the information in the following: Nursing Assistant Student Handbook, Release of Information, General Education Course Requirements, Essential Information for Nursing Students, Voluntary Assumption of Risk and Release of Liability, Student Confidentiality Agreement, Acknowledgement of Criminal Background Check Requirements, Talent Release Form.

Printed Name: _____

Date: _____

Signature: _____