



MARICOPA
COMMUNITY COLLEGES

MARICOPANURSING

PRACTICAL
NURSING PROGRAMS
at

GateWay Community College
Glendale Community College
Mesa Community College

Nursing Student Handbook

2024-2025



PRACTICAL NURSING STUDENT HANDBOOK

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This Handbook prescribes standards of conduct for students enrolled in the Practical Nursing Program. The standards are in addition to those detailed under Maricopa Community College's Policies and Administrative Regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline. The nursing division reserves the right to 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>

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WELCOME

Welcome to the Practical Nursing Programs at GateWay Community College, Glendale Community College, and Mesa Community College.

The Nursing Divisions embraces the mission and vision of the individual colleges and the Maricopa Community College District reflecting a commitment to providing educational services to meet the diverse needs of the dynamic communities we serve.

I. PROGRAM INFORMATION

A. DESCRIPTION

The Practical Nursing Program is a terminal practical nurse program for college credit. The design of the curriculum permits an economical and efficient method of education to prepare the graduate to sit for the practical nurse licensing exam administered through the State Board of Nursing. Applicants may enter the Practical Nursing Program after completing the required prerequisites.

The Practical Nursing Program provides students with the theory and skills required to practice as a practical nurse in acute care, extended care, and intermediate care settings. The program of study combines nursing theory lectures with planned patient care learning experiences in hospitals, nursing homes and health care agencies. Various teaching strategies are used throughout the program of study. Lecture, role play, online case studies, and simulation are a few of the teaching methods students will be engaged in during the program.

It is important to note that technology is used extensively during the program. It is strongly recommended that students have access to a personal computer; however, computers for student use on campus are available through the college computer commons. Graduates are eligible to take the National Council Licensing Examination (NCLEX-PN) to become a licensed practical nurse (LPN). Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing according to Title 32, Chapter 15 of the Arizona Revised Statutes.

Students successfully completing the Practical Nursing Program may submit an application to enter Block 3 of the Maricopa Nursing Program after completing all prerequisite courses and admission requirements as described in the Advanced Placement Information and Application Packet that is located online.

B. ELIGIBILITY FOR LICENSURE

Admission or graduation from the nursing program does not guarantee licensure to practice nursing. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the State Boards of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

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.

All nurse and nursing assistant applicants for certification and licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. The Level One Fingerprint

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Clearance Card required for the nursing program will NOT meet the requirements for licensure through the State Board of Nursing. All applicants with a positive history are investigated. If there is any question about eligibility for licensure or the documents required to show eligibility for licensure, contact the AZ State Board of Nursing.

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. If there are any questions about eligibility for licensure and the documents required showing eligibility for licensure, contact the Arizona State Board of Nursing.

C. VISION

The Practical Nursing Program believes that graduates who experience the community of learning become caring and sensitive nursing care providers who demonstrate excellence, wisdom, and practice safely and responsibly. Also, it is believed graduates will commit to and demonstrate behaviors that promote health and well being of themselves and take an active role in life-long learning.

D. MISSION

It is the mission of the Practical Nursing Program to prepare providers of nursing care who practice according to the core values and vision of the nursing program. These providers will become productive members of the diverse health care community. To accomplish the mission, the nursing program provides necessary resources and well-prepared faculty. Faculty practice within the scholarship of teaching and learning, are driving forces for change, model professional behaviors, and support adult learning principles and practices. It is also the mission of the program to actively develop and maintain collaborative partnerships with the diverse health care community.

E. CORE VALUES

The Practical Nursing Program is committed to the core values of caring, critical thinking, holism, nursing role development, safe practice, and information management and technology. These values focus on key stakeholders and communities of interest: clients, colleagues, and the community. The acquisition of these six core values is essential to form the foundation to practice the art and science of nursing.

Caring: The core value of caring is characterized by genuine, warm, and sensitive providers of nursing care who demonstrate empathy, respect for self and colleagues, and healthy self-esteem. These providers use positive communication skills that are growth producing for clients and colleagues.

Critical Thinking: The core value of critical thinking is characterized by self-directed providers of nursing care who make decisions based on self-reflection, rationale, and reasoning within their scope of practice. These providers are open-minded and creative when confronted with a variety of challenging situations and they take reasonable risks, when appropriate.

Holism: The core value of holism is characterized by non-judgmental providers of nursing care. They understand, are sensitive to, accept, and respect the spirituality and diversity of clients and the communities in which they live. These providers are restorers and promoters of health for clients across the lifespan. They understand the illness to wellness continuum and assess where clients are on that continuum so that they may help them achieve their highest state of wellness.

Nursing Role Development: The core value of nursing role development is characterized by accountable providers of nursing care who seek as their ideal, ethical and moral practice. These providers are client advocates who exert assertive behaviors when necessary. They demonstrate adaptability and flexibility in the dynamic health care environments and are productive team members. At all times, these care providers demonstrate the image and presence of a nurse who is committed to the core values of the art and science of nursing and life-long learning.

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Safe Practice: The core value of safe practice is characterized by responsible providers of nursing care who demonstrate clinical excellence, cultural competence, and quality care. These providers practice legally and ethically and always seek positive client outcomes. They value the knowledge they have gained from other disciplines and apply that knowledge through the nursing process to make and evaluate appropriate and reasoned decisions.

Information Management and Technology: The core value of information management and technology is characterized by demonstration and understanding of basic data collection tools such as the medical record, shift report, and electronic infusion devices. These providers value the use of electronic devices to enhance the efficiency of patient care and safety. These providers also understand and utilize a variety of information sources such as online databases, hand-held computers and professional journals to contribute to positive client outcomes.

F. PROGRAM OPTIONS

For all options, student schedules must be flexible to accommodate the required days and hours of the clinical rotations at health care agencies. Clinical experiences may include day, evening, weekends, and may include 8, 10, and/or 12- hour shifts. There is also the possibility of overnight rotations for those who commonly work night shift. Not all schedules are available at every college; check with the nursing advisors for availability.

1. Day Option - Classes are offered primarily during daytime hours. Admission to the program occurs in the fall and spring semesters. If admitted to the spring cohort, semester 2 of the program may be offered during the summer semester. Check with your college to see if this option is available.
2. Evening Option - Classes in the evenings generally begin after 5:00 p.m. and clinical lab, simulation and assignments commonly include a Friday, Saturday, and/or Sunday. Every effort is made to schedule experiences on weekends, however clinical schedules are not guaranteed and weekday clinicals may be required. Approximately 40% of the evening cohort is delivered in the virtual environment. Students are required to virtually attend live synchronous lectures, complete online asynchronous modules, and attend in person as scheduled.

II. STUDENT LEARNING OUTCOMES

A. PROGRAM COMPETENCIES

1. Function effectively in the role of the beginning Practical Nurse under the direction of a Registered Nurse.
2. Demonstrate critical thinking skills and evidence based practice through utilization of the nursing process as a guideline in providing nursing care.
3. Assist with data collection and contribute to the established plan of care.
4. Implement an established plan of care using appropriate practical nursing knowledge.
5. Assist with the evaluation of nursing care based on established outcome criteria.
6. Apply therapeutic communication techniques in providing basic nursing care for clients throughout the lifespan.
7. Perform technical aspects of basic, safe nursing care.
8. Demonstrate identified caring behaviors.
9. Function in accordance with the ethical and legal standards of practical nursing practice.
10. Illustrate use of relevant technology for client care and documentation.

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CORE VALUE	PRACTICAL NURSING COMPETENCIES
Caring	<ul style="list-style-type: none"> Use communication skills and caring behaviors which demonstrate empathy and respect for self, colleagues, and clients.
Holism	<ul style="list-style-type: none"> Under the direction of the RN, uses therapeutic nursing interventions within a wellness-illness framework that accepts and respects client diversity across the life span.
Role Development	<ul style="list-style-type: none"> Practice and collaborate with healthcare team members in the delivery and coordination of care in acute care and community settings. Demonstrates professional behavior in accordance with the State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the Student Handbook, and the policies and regulations of the assigned healthcare agency. Demonstrate principles of leadership and client advocacy in role as a practical nurse.
Critical Thinking	<ul style="list-style-type: none"> In collaboration with the RN, uses the nursing process and critical thinking skills to make reasonable decisions about actions and beliefs within the practice of nursing.
Safe-Practice	<ul style="list-style-type: none"> Under the direction of the RN, uses interventions that safeguard the client's health and well-being while practicing within the legal and ethical framework of practical nursing.
Information Management & Technology	<ul style="list-style-type: none"> Integrates technology to assist in providing safe, effective client care. Manages information confidentially and effectively to ensure positive client outcomes.

III. PROGRAM OF STUDY

Curriculum Credit Hour and Clock Hour Distribution

Practical Nursing Pre-Requisite Courses
Current CNA OR NUR158 Nurse Assisting OR NCE150/151, Advanced Placement Nurse Assisting (either course must be completed within the past 24 months)

Practical Nursing Courses		
Practical Nursing Theory and Process I	11.0	315
Practical Nursing Theory and Process II	11.0	315
Nursing Program Courses	22	630
	Credit Hours	Clock Hours

IV. GENERAL INFORMATION

A. ADVISEMENT – Academic nursing advisors are available on campus

B. DEFERRAL GUIDELINES – Applicants may only defer placement once. Applicants who defer forfeit placement until the next available semester. If the applicant is unable to attend the next available semester, the application is withdrawn from the waitlist and the applicant must apply as a new student. The option to defer placement is no longer available once an applicant accepts placement. Special circumstances regarding deferral will be evaluated on a case-by-case basis.

If an applicant chooses not to attend the nursing program at any point after the PN Program Orientation, he/she is not eligible for deferral and their application is withdrawn from the waitlist. The applicant must apply as a new student.

C. ADMISSION TO MARICOPANURSING – The application for any applicant admitted into the Practical Nursing Program will be removed from the MaricopaNursing RN waitlist once he/she is enrolled in the FTPN program. The application for any applicant who is admitted into the MaricopaNursing RN program will be removed from the PN applicant waitlist once he/she/they is enrolled in the MaricopaNursing program.

D. SEQUENCE OF COURSES

Nursing courses are sequential and the successful completion of each course is a prerequisite for registration and admission to the next course.

E. ATTENDANCE GUIDELINES

1. Students must be registered for the class in order to attend.
2. Students will be held to Maricopa Community College District (MCCD) policies and procedures related to attendance (see College Catalog, AR 2.3.2). Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn. Students who fail to attend the first scheduled class meeting, or who fail to contact the instructor regarding absence before the first scheduled class meeting may, at the discretion of the instructor, be withdrawn.
3. Nursing classes prepare students for safe client care and faculty expect students to attend each class, laboratory, and clinical session to develop the theoretical and practice components of the professional nursing role. It is the responsibility of the student to notify the instructor prior to absence or anticipated late arrival. Laboratory and clinical hours are often not possible to make up and students must not expect make-up time to be available. When an absence results in the inability of the student to develop and demonstrate clinical practice objectives and meet the required hours of the course necessary for credit, the student will not receive a passing grade in the course.
4. Students bear the responsibility of notifying the Office of Admissions and Records when they discontinue studies in a course or at the college. Failure to do so may result in the student receiving a failing grade for the course. If an absence is prolonged an incomplete may be given.
5. If an absence is necessary, the absence policy of the program includes but is not limited to:
 - a) Theory/didactic sections: Students are expected to attend all classes necessary to meet competencies of the course. If an absence occurs the student is responsible to obtain class notes and assignments. Students may not arrive late or leave early as these behaviors disrupt the learning environment. A faculty member has the right to deny entrance if a student is late.
 - b) Laboratory Sessions: Students must attend all laboratory sessions. Makeup time for skills taught in the lab may not be possible. Students will be assessed on successful demonstration of skills/procedures and are responsible for reviewing/remediating skills prior to care.

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- c) 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 misses one clinical, the student is placed on clinical probation. Further absences may result in clinical failure.
 - d) Planned simulations are part of the clinical experiences; however, simulation will not be used to replace scheduled, in-person clinical experience(s).
 - e) Clinical hours include pre-clinical laboratory practice, pre- and post-conferences, all scheduled clinical days, alternative clinical learning activities, and simulation.
 - f) All students must complete the online and onsite clinical orientation requirements prior to all clinical rotations. Any student who fails to complete the requirements or is absent on a day of orientation without prior instructor approval may not continue in the rotation.
 - g) Late arrival or leaving early from the clinical experience may result in disciplinary action and place the student at risk for failing to achieve the course competencies.
 - h) Clinical experiences scheduled in psychiatric/mental health, obstetrical, and pediatric rotations are assigned to meet the minimum course requirements.
 - i) In case of serious illness or emergency, 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.
 - j) The nursing program does not provide extra clinical rotations to compensate for missed clinical hours, Official or excused absences are addressed individually.
6. 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 department coordinator/director and the primary course instructor.
- a) Official Absences are those that occur when students are involved in an official activity of the college. Students must present the official absence verification form to the instructor before the absence. Prior arrangements must be made with each instructor. If an absence is prolonged and too much content is missed an incomplete may need to be given. Appropriate documentation is required.
 - b) Religious Holidays. There is a process for requesting accommodations for religious holidays. For information on the procedure, please refer to the process - <https://district.maricopa.edu/regulations/admin-regs/appendices/non-discrimination/nd-4>

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 communication between the faculty member and the student.

Nursing students and faculty should communicate openly to promote professional conduct and to collaboratively resolve problems. A communication chain of command provides a process whereby students have an opportunity to communicate concerns to the person(s) involved. It also provides the instructor the opportunity to be aware of the student's concern and to work with the student to find a mutually agreeable solution, as most issues are resolved at this level. If the issue is not resolved after communication at the first level, students are expected to follow the appropriate communication chain of command outlined below.

1. Clinical faculty (for clinical issues)
2. Course faculty (for classroom issues or if clinical issue remains unresolved after speaking with clinical instructor)
3. PN Program Director
4. Nursing Department Chair
5. Dean of Instruction/Dean of Career & Technical Education

A. INSTRUCTIONAL GRIEVANCE POLICY is located [here](#).

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:

- a) If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written grievance must be filed within ten working days following the previous deadline. The written grievance will be given to the faculty member five days before any official meetings are convened.
- b) 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 that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a 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.
- c) 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.
- d) 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 grievance process.
- e) Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

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

VI. STUDENT REPRESENTATION

All students are encouraged to provide input on decisions including admission standards, curriculum, student services, and the teaching/learning process. Students are invited to become active in student government and nursing student associations and organizations both on campus and in the community.

Each semester, students complete written evaluations on the effectiveness of teachers, courses, and clinical experiences. Faculty value the evaluation process as a method to improve curriculum and teaching methods. Evaluations are a method of communication between the PN faculty and the student.

VII. PROFESSIONAL APPEARANCE

All students must present themselves in a professional manner at all times while enrolled in the nursing program. Students must be in compliance with the professional dress code guidelines at all times while in the clinical setting and must demonstrate professionalism at all times while in uniform. . In all cases the student must be in compliance with the professional appearance policy of the clinical agency. The following guidelines are mandatory for students to remain in compliance with the professional dress code:

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- A.** Students are to wear the official nursing program uniform in all clinical settings unless setting or agency requires other clinical attire.
- B.** Uniforms should fit comfortably for unimpeded movement without compromising safety or professional image. The uniform should fit so that when the student bends forward, the bottom hem of the top of the uniform top covers the back waistband of the uniform pants. Visible chest or buttock cleavage is not permitted.
- C.** Pant hems should be tailored so as to not drag on the floor when walking or standing.
- D.** Students may wear a plain white or green (that matches the uniform) t-shirt under the uniform. No other colors are permitted. The t-shirt may be sleeveless, short, or long sleeve. Turtlenecks are permitted.
- E.** 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.
- F.** Picture ID badge must be worn at all times while in the clinical setting. The badge should be above the waist and the picture facing forward. The ID badge should be worn on the upper shoulder area of the uniform.
- G.** White or black socks or neutral nylons should be worn with the uniform. Other color socks are not permitted.
- H.** 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 permitted) with a back strap are permitted. All shoes must have a non-porous top.
- I.** The uniform must be clean and wrinkle-free. Undergarments must be worn at all times and cannot be visible.
- J.** The only jewelry that may be worn with the uniform is a wedding ring, small post earrings in ear lobes only, and a wristwatch. No other visible 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.
- K.** Earlobe gauges must be filled or covered in flesh toned bandaids.
- L.** No objects of any type may be worn in the tongue or mouth.
- M.** Tattoos must be covered, if possible. Tattoos which cannot be covered must be conservative and must not convey a message that is contrary to professional standards and must not pose a potential customer relations issue. Visible tattoos that are obscene, lewd, contain profanity, or portray or represent nudity, vice, or crime are strictly forbidden and must be completely covered.
- N.** Hair must be clean, of natural color (not blue, pink, 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 as determined by the instructor, are not permissible in clinical settings. No hair adornments may be worn in the hair to clinical (i.e. artificial flowers, scarves, jewels, etc.) unless approved related to cultural/religious practices.
- O.** Closely trimmed beards, sideburns, and mustaches are permitted, but must meet facility policy for client safety.
- P.** Makeup must be neutral and minimal; false eyelashes (strip lashes) should not be worn and may be restricted in some areas due to safety and sterility issues. Individual (fan or cluster) lashes may be restricted in some areas of the clinical facility. Personal protective eyewear must be able to be worn over eyelashes.

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- Q.** 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, simulation, or clinical setting.
- R.** 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.
- S.** Fingernails must be clean, short with clear, neutral or pale polish, if any. Artificial nails, gel polish, nail wraps, or extenders are not permitted.
- T. 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 required uniform with a name badge as outlined above.

VIII. INFORMATION TECHNOLOGY

Nursing 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.

Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

- A.** 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. All devices may only be used when authorized by faculty and for clinical or classroom related activities.
- B.** Cell phones and all mobile devices must be on silent mode or turned off during class, lab, and clinicals.
- C.** 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 or approved by faculty.
- D.** No personal phone conversations or texting allowed at any time while in 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 resulting in a clinical absence and dismissal from the program.
- E.** 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.
- F.** Be respectful of the client at all times and ensure that your attention is focused on the client when you are in the client's room. If you are using any type of electronic mobile device at the bedside be sure to apologize for the interruption in care and explain how the use of technology will assist with care.
- G.** Faculty or hospital staff may ask to see what programs you are using at any time. Use of facility computers for personal use is strictly prohibited.
- H.** You must protect the confidentiality of client information at all times in accordance with HIPAA. Students may not take any photographs of clients, client records nor print or make copies of client records.
- I.** Students who violate client privacy with mobile devices will be subject to HIPAA infractions of the clinical agency and subject to disciplinary action.

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11. Due Process - If a student has his/her 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.

B. MEDICATION COMPETENCY

Faculty expect students to function at the level of education and experience according to specified course competencies. All students must review the agency's medication policies prior to administering medications on the unit.

1. General Guidelines

- a) All students must follow the principles of safe medication administration.
- b) All students must follow the agency's policies and procedures for medication administration
- c) All students must demonstrate competency in calculating medications prior to administering medication.
- d) Students unable to calculate accurate doses may receive a clinical warning and/or probation related to unsafe clinical practice
- e) Students must report all medication errors to the instructor immediately.
- f) The instructor reserves the right to limit a student's medication administration experience.

C. EXIT TESTING AND REMEDIATION

Near the end of each semester, students will take a computerized, standardized HESI examination which is calculated as a part of the final course grade. The primary purpose of this examination is to assess the student's achievement of nursing knowledge at his/her current level. The assessment will determine specific, individualized remediation materials that will contribute to the student's success. After completing the exam each student will receive an email from Evolve with the raw test score, conversion score, and comparison scores, individualized remediation, and suggested study materials.

D. STUDENT PLACEMENT IN CLINICAL FACILITIES

1. Students are responsible for their own transportation to and from the assigned clinical facility. Students must be able to attend a clinical experience at any of the clinical facilities used by the nursing program. Faculty are not able to accommodate student's personal convenience, but will make every effort to assign students to the agency most appropriate for the achievement of course competencies.
2. Under no circumstances will students be allowed to switch to a different clinical group once the agency receives the roster of the student placements and/or the clinical rotation has started.
3. Occasionally it is necessary to make alterations in clinical rotations to accommodate the learning needs of the students. All students are guaranteed clinical placement, however specific times, dates, instructors or facilities cannot be guaranteed. Nursing faculty will make the final decision regarding student placement in clinical facilities.
4. A student may be withdrawn from the program based on the inability to place the student in a clinical facility related to student conduct or unprofessional appearance or behavior.

E. PROGRESSION

To qualify for continued enrollment throughout the program, the following must be achieved:

1. Achieve a passing grade in all components of the current nursing course.
2. Maintain compliance with the Health and Safety Requirements of the nursing program.
3. Comply (provide transcript documentation) with all prerequisite requirements for progression and graduation – this is the responsibility of the student.
4. Complete all required courses and clinical assignments.
5. Maintain all standards as outlined in the MCCC college catalog and FTPN Nursing Student Handbook.
6. Meet all deadlines for clinical facility requirements (online databases) by the designated due dates.

F. GRADUATION REQUIREMENTS

1. During Semester 2 of the program, students must complete an application for a certificate through the Admissions and Records department prior to the date listed in the college catalog.
2. The Practical Nursing Certificate is awarded according to the policies, procedures, and requirements described in the college catalog.

G. INVESTIGATIVE AND/OR DISCIPLINARY ACTIONS OF REGULATORY BOARDS

1. All students enrolled in nursing courses who are certified and/or licensed as a Nurse Assistant must remain in good standing with the Board of Nursing. Students with certification and/or licensure from allied health regulatory boards are included in this provision.
2. Students receiving any investigative or disciplinary actions against their certificate or license must notify the Program Coordinator within five (5) school days. Failure to remain in good standing may result in restriction or withdrawal from nursing courses.
3. Once admitted, students must maintain a “pass” on the background check. A student who has the fingerprint clearance card suspended/revoked while enrolled in the program will not be permitted to continue.

H. READMISSION GUIDELINES – No Readmission is Guaranteed

1. A student exiting the nursing program for any reason must complete an Exit Interview Form.
2. No student is guaranteed readmission. A student may be granted ONE readmission if there is space available and the student has had no previous readmissions.
3. All readmissions are subject to space availability and approval of the Program Coordinator. Factors which may be considered for readmission include but are not limited to final course grade, HESI scores, and course/clinical participation and evaluations.
4. The Program Coordinator and/or designee may specify certain required or recommended criteria for readmission. Criteria may include completion of academic courses, proof of work experience, remediation, counseling, or other activities to promote student success.
5. The Nursing Director and/or Program Coordinator reserves the right to deny a request for readmission if the student was dismissed for issues relating to academic integrity, unsafe patient care, inappropriate conduct, or dismissal from a college or clinical site.
6. The Nursing Director and/or Program Coordinator reserves the right to approve an admission or readmission for a student in good standing who has to defer or withdraw for an unexpected event such as hospitalization, military deployment, or other unforeseen events.
7. Readmission Criteria for each Semester:
 - a) Semester 1: A student exiting for a withdrawal or a failure must complete an Exit Interview Form and submit an application as a new student and meet current admission requirements.
 - b) Semester 2: A student exiting for a withdrawal or a failure must complete an Exit Interview Form and may request readmission. The maximum amount of time a student may be out of the program is 1 traditional semester. If the student is out for longer than 1 traditional semester, the student must apply as a new student, meet current admission requirements, and repeat all PN program courses.

I. TRANSFER WITHIN MARICOPANURSING PN PROGRAMS

The Practical Nursing Programs at GateWay Community College, Glendale Community College, and Mesa Community College strongly encourage students to complete the entire program at their home campus. If a transfer is needed, a student may request a transfer by following the steps below. Transfers are not guaranteed and are dependent on space availability. Transfers asking to switch in mid-semester will not be accepted.

1. Obtain the transfer request form from the Program Director or designee.
2. Inform and obtain the signature of the Program Director or designee of the home campus of the transfer request and state the rationale for the transfer.
3. Complete all parts of the transfer form and email to the Program Director of the new campus.

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4. A transfer is only confirmed upon student acceptance and registration at the new campus.
5. Once complete, the student must inform the Program Director at the home campus that they have been accepted and registered at the new campus.
6. Transfers are not guaranteed and once notified that a student has transferred and registered at the new campus, the home campus will place another student in the vacated seat.

X. ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES

Nursing students must be able to meet essential skills.. 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 based upon preservation of patient safety.

Essential Functional Abilities	Standard	Examples of Required Activities
Motor Abilities	Physical ability and mobility sufficient to execute gross motor skills, physical endurance, and strength to provide safe patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment rom or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
Perceptual/ Sensory Abilities	Sensory/perceptual ability to monitor and assess clients. .	Sensory abilities to hear alarms, auscultatory sounds, cries for help, etc. Visual acuity to read calibrations on syringe, access color (cyanosis, pallor). Tactile ability to feel pulses, temperature, palpate veins, etc. Olfactory ability to detect smoke, odor.
Behavioral/ Interpersonal/ Emotional	Ability to relate to colleagues, staff and patients with honesty, civility, integrity and nondiscrimination. Capacity for development of mature, sensitive and effective therapeutic relationships. Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds. Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. Negotiate interpersonal conflict.	Establish rapport with patients/clients and colleagues. Work with teams and work groups. Emotional skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients. Adapt rapidly to environmental changes and multiple task demands. Maintains behavioral decorum in stressful situations.

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	Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes	
Safe Environment for patients, families and co-workers	<p>Ability to accurately identify patients.</p> <p>Ability to effectively communicate with other Caregivers</p> <p>Ability to administer medications safely in the clinical area.</p> <p>Ability to recognize and minimize hazards that could increase healthcare associated infections.</p> <p>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</p>	<p>Prioritizes tasks to ensure patient safety and standard of care</p> <p>Maintains adequate concentration and attention in patient care settings.</p> <p>Seeks assistance when clinical situation requires a higher level of expertise/experience.</p> <p>Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</p>
Communication	<p>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families another members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language.</p> <p>Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.</p> <p>Communicates professionally and civilly to the healthcare team including peers, instructors, and preceptors.</p>	<p>Gives verbal directions to or follows verbal directions from members of the healthcare team and participates in health care team discussions of patient care.</p> <p>Elicits and records information about health history, current health state and responses to treatment from patients or family members.</p> <p>Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective, sensitive, and timely manner.</p> <p>Establishes and maintains effective working relations with patients and co-workers.</p> <p>Recognizes and reports critical patient information to other caregivers.</p>
Cognitive/ Conceptual/ Quantitative Abilities	<p>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</p> <p>Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</p> <p>Ability to comprehend three – dimensional and spatial relationships.</p>	<p>Calculates appropriate medication dosage given specific patient parameters.</p> <p>Analyze and synthesize data to develop an appropriate plan of care.</p> <p>Comprehend spatial relationship adequate to properly administer injections, start intravenous lines assess wounds of various depths.</p>

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	<p>Ability to react efficiently in an emergency situation.</p>	<p>Collects data, prioritize needs and anticipate reactions.</p> <p>Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers.</p> <p>Transfers knowledge from one situation to another.</p> <p>Accurately processes information on medication containers, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</p>
Punctuality/ work habits	<p>Ability to adhere to nursing policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and student handbook and course syllabus.</p> <p>Ability to complete classroom and clinical assignments and submit assignments at the required time.</p> <p>Ability to adhere to classroom and clinical schedules.</p>	<p>Attends class and clinical assignments punctually.</p> <p>Reads, understands and adheres to all policies related to classroom and clinical experiences.</p> <p>Contact the instructor in advance of any absence or late arrival.</p> <p>Understands and completes classroom and clinical assignments by due date and time.</p>
Environment	<p>Recognize the personal and patient risk for exposure to health hazards.</p> <p>Use equipment in laboratory or clinical settings needed to provide patient care.</p> <p>Tolerate exposure to allergens (latex, chemical etc.)</p> <p>Tolerate wearing protective equipment (e.g. mask, gown, gloves).</p>	<p>Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex.</p> <p>Uses personal protective equipment (PPE) appropriately.</p>

XI. MEDICATION ADMINISTRATION AND PERFORMANCE GUIDELINES

Students are expected to contact the instructor for all clinical experiences involving the performance of nursing procedures and medication administration as specified by the clinical instructor. Students are never permitted to perform nursing procedures and/or administer any medication to a patient without instructor permission and appropriate direct supervision. Either the clinical instructor or the supervising LPN or RN must be physically present during the entire medication administration or nursing procedure. All students are required to review the agency's policies and procedures in order to help prevent errors. Prior to all procedures, students must demonstrate prior knowledge, skill, and technique.

All nursing students must follow both the nursing program guidelines and the agency protocol for performance of procedures and medication administration:

1. **1st Semester:** Clinical faculty are responsible for supervision of all nursing skills and medication administration. Students may give medications with the supervision of the clinical instructor. Once a student has successfully passed the course practicums, clinical faculty **may** elect to delegate to a staff nurse the direct supervision of nursing skills and administration of selected medications. In all cases, the instructor reserves the right to limit a student's medication administration experience.

2. **2nd Semester:** Clinical faculty are responsible for supervision of all nursing skills, medication administration, and IV therapy skills. Once a student has demonstrated competency, clinical faculty **may** elect to delegate to a staff nurse the direct supervision of nursing skills and administration of selected medications. In all cases, the instructor reserves the right to limit a student's medication administration experience.

XII. GUIDELINES FOR STUDENT CONDUCT

A. STANDARDS OF PROFESSIONAL CONDUCT

Nursing faculty believe that standards of professional conduct are an inherent part of professional socialization and expect students enrolled in the nursing program to adhere to the standards at all times. Students practice within the boundaries of the Arizona State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the Student Handbook, and the policies and regulations of the assigned clinical healthcare agency. American Nurses Association Code of Ethics:

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>

Unprofessional behavior, including but not limited to, outbursts of anger, 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 Nursing Director, designee, and/or instructor will complete a Student Learning Contract describing the behavior and document the actions to be taken.

Standards of Professional Conduct include:

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

B. STUDENT EXPECTATION IN REPORTING UNPROFESSIONAL CONDUCT

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

C. PROFESSIONAL BOUNDARIES

Students enrolled in a program of study in nursing must learn the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between the student and the instructor

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and between the student and the client. Students unclear of proper behavior or of an appropriate response to a client should consult the instructor for guidance.

1. Student and Faculty

Faculty and students will maintain a professional relationship:

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

2. Student and Clients

Students will maintain a professional nurse-client relationship:

- a) Professional Boundaries “are the spaces between the nurse’s power and the patient’s vulnerability.” Students providing nursing care strive to inspire the confidence of clients. Students must treat all clients, as well as other health care providers, professionally. Clients can expect those providing nursing care to act in their best interests and respect their dignity. The student should abstain from obtaining personal gain at the client’s expense and refrain from inappropriate involvement in the client’s personal relationships.
- b) Boundary violations can result when there is confusion between the needs of the student 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*.

XIII. DISCIPLINARY ACTION GUIDELINES

When a nursing student is in violation of any requirement contained in this Nursing Student Handbook, he/she is subject to disciplinary action or immediate dismissal. All students should carefully review the Maricopa Community Colleges’ Student Handbook section on Academic Misconduct and Disciplinary Standards. Those 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 Nursing Student Handbook, will proceed according to the Judicial Policies section of the Student Code of Conduct.

A. ZERO TOLERANCE POLICY:

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

1. Intentionally or recklessly causing physical 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. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
3. 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
4. Academic misconduct

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

B. ACADEMIC MISCONDUCT

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

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1. Copying from others during an examination.
2. Communicating exam questions or answers with another student during or after an examination.
3. Taking an examination for another student or having someone take an examination for you.
4. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
5. Tampering with an examination after it has been corrected, then returning it for more credit.
6. Using unauthorized materials, equipment, prepared answers, written notes or information during an examination.
7. Acquiring, without permission, tests or other academic material belonging to a member of the college faculty or staff.
8. Removing tests from the classroom, duplicating, writing down, or copying questions or answers on any copying, photography or recording device during testing or test review.
9. Offering another person's work as one's own (plagiarism).
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 material that is fraudulent and/or untruthful.
12. Sharing log in or password information to access online platforms.
13. 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.

C. CLINICAL MISCONDUCT

- A student may receive a failing grade for the course and be dismissed from the program based on the inability to place the student in a clinical facility or removal from the clinical facility due to student conduct.
- A student may receive a failing grade for the course and be dismissed from the program for violation of Standards of professional Conduct.

D. SAFE PRACTICE REGULATIONS

Students are expected to practice within the boundaries of the Arizona State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the Nursing Student Handbook, and the policies and regulations of the healthcare agency where they are assigned for clinical learning.

Examples of violations of practice regulations include, but are not limited to:

- Refuses an assignment based on the client's race, culture, religious preference or medical diagnoses.
- Denies, covers-up or does not report its own errors in clinical practice.
- Ignores and/ or fails to report unsafe, dishonest or unethical behavior in others.
- Practices skills considered limited to the scope of practice for professional nurses without instructor supervision and/or outside the academic environment.
- Demonstrates inability to make appropriate clinical judgments or decisions.
- Interacts inappropriately with agency staff, co-workers, peers, clients, families, and/or faculty resulting in miscommunication and/or disruption of the learning or client care environment.
- Violation of principles of confidentiality (HIPAA).
- Lack of preparation for clinical practice.
- Fails to respect client rights and dignity.
- Solicits, borrows, or removes property or money from a client or client's family.
- Assumes client care tasks for which the student nursing lacks the education or competence to perform.
- Removes drugs, supplies, equipment, or medical records from the clinical setting.
- Abandonment: Leaves clinical agency or client assignment without notification to the clinical instructor and nursing staff.

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The nursing program forbids the practice of invasive skills on any live subject (students, faculty, volunteer, family, animals, etc.) 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 include IV insertion, injections, catheter insertion, nasogastric tube insertion or the instillation of medications into the eyes, nasal passages, ears, or other areas of the body. This list is not inclusive and the Program Director will make the final determination on invasive procedures should questions arise.

E. UNUSUAL OCCURRENCE GUIDELINES

An unusual occurrence is any event that has potential for harm to any person while in the nursing program, classroom, laboratory, or clinical agency.

1. Upon notification the faculty and student will meet to determine the nature of the occurrence. The faculty member will determine the necessary actions required for follow-up of the occurrence.
2. A nursing program "Student Conference Form" must be completed to document any unusual occurrence.
3. Any student failing to notify the instructor immediately upon discovery of an unusual occurrence will be subject to disciplinary actions including course failure and program withdrawal.
4. When a behavior occurs that could jeopardize life, impede recovery, or interfere with the maintenance of the client's current health status, a conference will be held as soon as possible with the nursing student, nursing instructor, and the Program Director.
5. Any student unable to demonstrate safe and competent patient care, fails to maintain compliance with the Health and Safety Requirements, violates code of conduct, or has excessive absences from the clinical experience will be removed from the clinical assignment and may receive a failing grade in the course.

Cost Estimate for PN Program

Tuition (22 credits x \$97 per credit, county resident tuition*)	\$2135.00
Fees (registration, admission test, graduation)*	110.00
Course fees*	360.00
Books, electronic resources**	925.00
Uniform, shoes, tote, misc. supplies**	325.00
Background Check**	70.00
Urine Drug Screen**	58.00
Fingerprint Clearance Card**	75.00
Health and Safety Verification Documents**	250.00
Clinical Placement Platform	37.00
Health Document Tracker	25.00
TracPrac Clinical Assessment Tracker	45.00
Total Estimated Cost	\$4,415.00

*Cost may change depending on Governing Board/district modifications

**Costs may vary according to student preference and/or vendor cost modifications

Students completing graduation requirements for the Certificate of Completion in Practical Nursing are eligible to apply for licensure as practical nurses through the Arizona State Board of Nursing (AZBN). Licensure fees and requirements are the sole responsibility of the AZBN. Approximate cost for licensure inclusive of all fees is \$550.00