



NURSING ASSISTANT PROGRAM STUDENT HANDBOOK

**GateWay Community College
Glendale Community College
Mesa Community College
Paradise Valley Community College
Phoenix College
Scottsdale Community College**

**MARICOPA COMMUNITY COLLEGES
NURSING ASSISTANT PROGRAM STUDENT HANDBOOK**

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This Handbook prescribes standards of conduct for students enrolled in the Nurse Assisting Program in the Maricopa Community Colleges. The standards are in addition to those prescribed for students under Maricopa Community College District policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, and/or other disciplinary actions according to the student handbook of the college.

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

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I. PROGRAM INFORMATION:

Maricopa Community College District Governing Board has the authority for the operation of a group of publicly supported comprehensive community colleges within Maricopa County. The Nurse Assisting Program is offered at selected colleges to qualified students under the guidance of the Nursing Instructional Council.

The Nursing Instructional Council reserves the right to make program changes as needed, and to change without notice, any information requirements and regulations published in this document.

Maricopa Community Colleges are individually accredited by North Central Association of Colleges Commission on Institutions of Higher Education. Each nursing assisting program is approved by the Arizona State Board of Nursing, 4747 N. 7th St. Suite 200, Phoenix, AZ 85014, 602.889.5150.

A. Occupational Information

Nursing Assistants perform routine tasks in the general care of hospital, clinic, and nursing home patients. 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 patient. The Nursing Assistant occupation is one of a series of possible steps on a career ladder in the health care field. Nursing Assistants are important members of the health care team. Typical patient-care duties include bathing and dressing patients, helping with personal hygiene, taking vital signs, answering call lights, transporting patients, servicing and collecting food trays, and feeding patients.

B. Certification Information

Upon satisfactory completion of the Nursing Assistant Course (NUR158), the student is eligible to receive a certificate of completion from the college. Each student must apply for the certificate of completion by the specific date of graduation checkout, approximately 6-8 weeks before the end of the program. The graduate is eligible to apply for the certifying exam approved by the Arizona State Board of Nursing. A Certified Nursing Assistant (CNA) may choose to work in health care or continue to pursue education opportunities in nursing.

Information for the Arizona State Board of Nursing application process is available at <http://www.azbn.gov>. The certifying exam is administered by state certified evaluators and students may schedule the exam at nearby testing centers. The fee for this exam is \$85 (subject to change) and is payable to the state evaluators.

An additional and separate Fingerprint Clearance Card is required for certification. The Department of Public Safety card required for enrollment in nursing classes at the colleges will not meet the requirements for state certification. Allow a minimum of six (6) weeks for fingerprint clearance when applying for nursing assistant certification.

The Arizona State Board of Nursing office is located at 4707 North 7th Street, Suite 200, Phoenix, Arizona, 85014-3653. Phone 602.889.5150, FAX 602.889.5155. <http://www.azbn.gov>

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C. Nursing Assistant Program Competencies

- Describe basic nurse assisting procedures for the acute and/or long-term care patient.
- Apply nurse assisting skills to meet the basic and holistic needs of hospitalized adults in acute and long-term care facilities.
- Communicate effectively with members of the health care team.

D. Nursing Assistant Program Clock Hours

NUR158 = 6 credits	Clock Hours
Theory/Classroom Instruction	60
Nursing Laboratory Instruction	48
Clinical Practice	48
Total	156 Clock Hours

II. GENERAL INFORMATION

A. Advisement - Nursing faculty are available for academic counseling.

B. Enrollment Guidelines

1. Students may not enroll in NUR158, Nursing Assistant Course, more than twice.
2. A student may be withdrawn from the program based on the inability to place a student in a clinical facility related to student conduct.

C. Attendance Guidelines

1. Students must be registered for the class in order to attend.
2. 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.
3. 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 60 hours attendance in the theory component and 90 hours in the clinical 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.
4. Students are responsible to notify the Office of Admissions and Records when they discontinue studies in a course or at the college.
5. Special Circumstances:
 - 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 for makeup work.

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- b. Jury duty and subpoenas. Appropriate documentation is required. Prior arrangements must be made with each instructor for makeup work
- c. In the event of death of an immediate family member, absences may be approved by the Nursing Director/designee. Appropriate documentation is required. Clinical hours are not excused and the student must meet the attendance requirements of the course syllabus.
- d. Religious Holidays. The student must provide a written statement including the date of the holiday and a reason why class attendance is impossible. Prior arrangements must be made with each instructor for makeup work

III. METHODS OF EVALUATION

- A. Methods of evaluation for grade calculation will be explained in each course syllabus.
- B. Students must achieve a minimum grade of 76.0% to receive a passing grade in the NUR158 course. No rounding will occur with the calculation of the final course grade to achieve a passing score.
- C. The Nursing Assisting (NUR158) course utilizes the following grading scale:

GRADE SCALE (theory only, cumulative):	92 -100 =	A
	84 - 91 =	B
	76 - 83 =	C
	68 - 75 =	D
	67 and below =	F
- D. Students will be given written notification of clinical probation if performance is unsatisfactory.

IV. CHANNELS OF COMMUNICATION

- A. Faculty strive to create an atmosphere conducive to learning. There should be mutual respect between faculty and students. If a problem arises, the issue is often resolved by direct communication between the faculty member and the student. Students are encouraged to meet with the faculty member, ask questions in class, and seek assistance with learning difficulties on an individual basis.
- B. If the issue is not resolved, the student may submit a written request to the Nursing Director stating the issue. The Nursing Director will schedule a meeting with the student and the instructor to discuss the concern. Issues relating to instruction will follow the Instructional Grievance Policy in the college catalog and on-line at:
<http://www.maricopa.edu/gvpolicy/adminregs/appendices/S-6.htm>.
- C. If the issue remains unresolved and involves the guidelines described in the Nursing Student Handbook, the Nursing Instructional Council (NIC) will review the formal complaint for final nursing program decision. The NIC consists of the nursing directors at each site and constitutes the governance and administration structure of the MCCD Nursing Program. The role of the NIC includes interpreting and enforcing the guidelines of the Nursing Student Handbook to all sites in a consistent manner.

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V. 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.

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

- Participate in course surveys.
- Provide honest and fair feedback to your instructor when asked to complete instructor and course evaluations.

VI. 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 to remain in the clinical setting.

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

- A. Students are to wear the official nursing program uniform in all clinical settings unless setting or agency requires other clinical attire. Picture ID badge is worn upper left side of uniform at all times.
- B. No jewelry is to be worn with the uniform except wedding rings, engagement rings, one pair of small post earrings, and wristwatch. Necklaces must be kept under clothing and not visible.
- C. No visible facial or body piercing jewelry or tattoos. No objects of any type may be worn on the tongue. If necessary, a small beige bandage is permitted to cover visible piercing.
- D. Hair must be clean, worn off collar, and back from face while in uniform. Makeup should be subtle and in good taste. Neatly trimmed beards and mustaches are permitted.
- E. No chewing gum while in the nursing laboratory or in the clinical setting.
- F. The uniform must be clean and neat. Students will maintain personal hygiene, including oral care. Students will bathe daily and use deodorant to prevent offensive body odor and/or cigarette smell. No cologne, after-shave, and/or perfumes are permitted. Undergarments cannot be visible.
- G. White socks or neutral nylons must be worn with the uniform. Uniform style shoes and laces must be clean and white with low heels. No open toes, backless shoes or sandals. White clogs with non-porous top and a back strap are permitted.
- H. Fingernails must be clean, short with clear, neutral or pale polish, if any. Artificial nails, nail wraps, or extenders are not permitted in the clinical setting.
- I. Pagers and cell phones disrupt lectures and clinical experiences. Place on a silent code or turn it off. Any response to pagers must be done at a public telephone and only while on break from the clinical unit. Students using cell phones for communication of any type or taking pictures in the classroom, nursing laboratory, or the clinical unit face disciplinary action that may include permanent dismissal.

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VII. 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 course.

VIII. HEALTH AND SAFETY GUIDELINES

A. Health Declaration

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

B. Health and Safety Requirements

1. All students entering nursing courses must meet all Health and Safety requirements to maintain enrollment status for the course. Students will meet these requirements by providing completed and signed Health and Safety Documentation Checklist and the Health Care Provider Signature Form to the Nursing Department as directed. Students unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will be withdrawn from all nursing courses.
2. 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 will determine a student's ability to give adequate nursing care and will determine if the student can remain and/or return to the clinical experience, regardless of a physician's approval for return.
3. Fingerprint Clearance Card: Fingerprint clearance is required for enrollment in nursing courses. If there is a positive criminal history, a fingerprint clearance may be revoked or denied. Students unable to maintain a current fingerprint clearance will be withdrawn.

C. Disabilities

1. Students are expected to participate fully in activities required by the program. See the Essential Skills and Functional Abilities for Nursing Students. Students must also exhibit stable mental processes by being able to function appropriately under stressful conditions.
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 fully in the program's activities, he/she may be withdrawn.
3. Should the student require any type of special accommodation, the student must notify the instructor and contact the Disabled Services and Resources Office before the first class meeting. Special accommodations for testing will be given only with appropriate documentation.
4. Individual faculty will not provide extra time, different environments, or dictionaries during testing without official documentation of disability.

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D. Pregnancy: Pregnant students may want to take special precautions due to the physical requirements and possible exposure to harmful diseases or substances. If the student has problems with the pregnancy, documentation from the attending physician will be required. Students will be expected to meet all program objectives/expectations. Accommodations will be made if reasonable and possible. Following delivery, returning to class and clinical assignment requires physician clearance.

E. Insurance

1. The student should carry health care insurance.
2. Students participating in a college-related activity have limited coverage by the Student Accident Insurance Policy (www.maricopa.edu/legal/rmi/stuinsplans.htm). The cost of this policy is covered in the student activity fee. Student accident insurance coverage is secondary to the student's primary coverage.
3. 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 may be obtained from the Dean of Students or Student Service's office. Completed forms are submitted to the Nursing Director for signature and then forwarded according to campus procedure.
4. 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 college.
5. Maricopa Community Colleges provides malpractice insurance for students enrolled in the Nursing Program.

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F. Essential Skills and Functional Abilities for Nursing Students

Individuals enrolled in the MCCDNP must be able to perform essential skills. If a student believes that he or she cannot meet one or more of the standards without accommodations, the nursing program must determine, on an individual basis, whether a reasonable accommodation can be made.

Functional Ability	Standard	Examples Of Required Activities
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	<ul style="list-style-type: none"> • Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. • Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc). • Tactile ability to feel pulses, temperature, palpate veins, etc. • Olfactory ability to detect smoke or noxious odor, etc.
Behavioral/ Interpersonal/ Emotional	<ul style="list-style-type: none"> • Ability to relate to colleagues, staff and patients with honesty, integrity and nondiscrimination. • Capacity for development of mature, sensitive and effective therapeutic relationships. • Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds. • Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. • Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes. 	<ul style="list-style-type: none"> • Establish rapport with patients/clients and colleagues. • Work with teams and workgroups. • Emotional skills sufficient to remain calm in an emergency situation. • Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients. • Adapt rapidly to environmental changes and multiple task demands. • Maintain behavioral decorum in stressful situations.
Safe environment for patients, families and co-workers	<ul style="list-style-type: none"> • Ability to accurately identify patients. • Ability to effectively communicate with other caregivers. • Ability to administer medications safely and accurately. • Ability to operate equipment safely in the clinical area. • Ability to recognize and minimize hazards that could increase healthcare associated infections. • Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls. 	<ul style="list-style-type: none"> • Prioritizes tasks to ensure patient safety and standard of care. • Maintains adequate concentration and attention in patient care settings. • Seeks assistance when clinical situation requires a higher level or expertise/experience. • Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.

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Essential Skills and Functional Abilities for Nursing Students (Cont)

Communication	<ul style="list-style-type: none"> • Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language). • Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy 	<ul style="list-style-type: none"> • Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care. • Elicits and records information about health history, current health state and responses to treatment from patients or family members. • Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner. • Establishes and maintain effective working relations with patients and co-workers. • Recognizes and reports critical patient information to other caregivers.
Cognitive/ Conceptual/ Quantitative Abilities	<ul style="list-style-type: none"> • Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis. • Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities. • Ability to comprehend three-dimensional and spatial relationships. • Ability to react effectively in an emergency situation. 	<ul style="list-style-type: none"> • Calculates appropriate medication dosage given specific patient parameters. • Analyzes and synthesize data and develop an appropriate plan of care. • Collects data, prioritize needs and anticipate reactions. • Comprehend spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths. • Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers. • Transfers knowledge from one situation to another. • Accurately processes information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.
Punctuality/ work habits	<ul style="list-style-type: none"> • Ability to adhere to MCCDNP policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and student handbook and course syllabus. • Ability to complete classroom and clinical assignments and submit assignments at the required time. • Ability to adhere to classroom and clinical schedules. 	<ul style="list-style-type: none"> • Attends class and clinical assignments punctually. • Reads, understands and adheres to all policies related to classroom and clinical experiences. • Contact instructor in advance of any absence or late arrival. • Understand and complete classroom and clinical assignments by due date and time.

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G. Guidelines Regarding Exposure to Body Fluids

All nursing personnel and nursing students are professionally and ethically obligated to provide client care with compassion and respect for human dignity. Hence, they may not ethically refuse to care for clients solely because the client is at risk of contracting, or has, an infectious disease such as HIV, AIDS, or HBV. All rules of confidentiality are followed when working with clients.

1. **Standard Precautions** - 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.
 - a. Contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited.
 - b. Contaminated sharps must be placed in appropriate container as soon as possible.
 - c. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
 - d. When exposure is possible, personal protective equipment shall be used. Personal protective equipment includes:
 - 1) Gloves shall be worn when it can be reasonably anticipated that the individual may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, when performing vascular access procedures, and when touching contaminated items or surfaces.
 - 2) Masks, eye protection, and face shields shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
 - 3) Gowns, aprons, and other protective body clothing shall be worn in occupational exposure situations and will depend upon the task and the degree of exposure anticipated.
 - 4) Surgical caps or hoods and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.
 - e. Wash hands immediately after removal of gloves or other personal protective equipment.

(Excerpts from OSHA Blood-borne Pathogens Section 1910.1030)

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2. Exposure Guidelines

- a. Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.
- b. Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor.
- c. Students exposed to body fluids shall follow this protocol:
 - 1) Wash the area immediately with a disinfectant agent; for eye splashes rinse the area with clean water.
 - 2) Report the incident to the clinical instructor.
 - 3) The student shall notify his or her primary care practitioner or other health provider within 15 minutes of exposure to seek triage and treatment. Students may choose to contact the Banner Occupational Medicine for Post Exposure (PEP) line at 602-747-8364. The student is responsible for all costs related to exposure, triage, and treatment.
 - 4) The clinical instructor and student will notify the agency department supervisor.
 - 5) The student will complete an agency site incident report.
 - 6) The student will complete the college student accident report.
 - 7) The student will file a report of the incident with the Nursing Director.
 - 8) Information from the U.S Department of Labor, Occupational Safety & Health Administration (OSHA) is available at:
<http://www.osha.gov/SLTC/bloodborne pathogens/postexposure.html>

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IX. DRUG SCREENING PROCEDURE

All students participating in the Nursing Program will be required to complete a urine drug screen at the student's expense.

A. Drug Screening Guidelines

1. All newly admitted students are required to submit a urine drug screening as a condition of enrollment in the nursing program.
2. Students will receive a form authorizing the laboratory to perform the test. This form will include the student's name, college name, program designation, program account number and the time frame required for the testing to occur. The lab must code the student's screen to the appropriate program account.
3. Students must pay for the screening at the laboratory. Private health insurance will not pay for this screening. The lab will provide the student with a receipt upon payment. It is important that students understand that they may not take a prescription to the lab to be evaluated, but may list prescription drugs they are currently taking. If the drug screen is positive, students must pay for Medical Review Officer's evaluation.
4. Sonora Labs will conduct the urine screening and will mail negative results to the Nursing Director indicated by the program account number. If a student provides a diluted sample, an additional test must be performed on the sample at an additional cost to the student. If a student tests positive, the lab will contact the Medical Review Officer (MRO) contracted by the Maricopa Community Colleges. The MRO will contact the student to elicit any prescriptive drug usage and will subsequently inform the Nursing Director as to the final results.
5. If a student challenges a result, only the original sample can be retested. The student must request an order for a re-test of the sample through MRO. All positive samples are retained for one year in a frozen state. The student is responsible for the cost of this test.
6. Only students receiving negative drug screens as reported by the MRO can remain enrolled in nursing courses. Reports from the MRO of safety sensitive issues/concerns related to the drug profile will require further evaluation. Students may be on temporary exclusion from the program until evaluation is complete. Students testing positive for drugs that are illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical setting by the MRO will not be permitted to attend the nursing courses. All positive results resulting in dismissal are reported to the Arizona State Board of Nursing.
7. Students testing positive and needing an MRO evaluation will pay the cost of the review. In the event a student fails to pay the MRO fee, a financial obligation will be posted to his/her college account.
8. Students will not be allowed to use previous drug screens requested by any person or agency outside the Maricopa Community Colleges Nursing Program.
9. **Students failing to test during the date and time documented on the Drug Testing Letter do not meet the requirement for drug testing and will be withdrawn from all nursing courses.**

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- B. 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 observes behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion, 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 and notify the clinical agency supervising personnel.
 - b. Upon student’s oral 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.
 2. If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the Nursing Director within 24 hours of the test results to discuss the circumstances surrounding the impaired clinical 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.
 3. If the results of the test(s) are positive for alcohol or other illegal substances or for non-prescribed legal substances, the Nursing Director will withdraw the student from all nursing courses for a period of one year. The student will pay for all costs associated with the for-cause drug-screening test.
 4. The results of the positive screening test will be reported to the State Board of Nursing.
 5. If a Student refuses “for Cause” Testing:
 - a. The instructor will remove the student from the clinical setting pending a full investigation.
 - b. The instructor will contact the transportation service contracted by Maricopa Community Colleges to request that the student be transported home.
 - c. Failure to comply with any aspect of this policy will result in withdrawal from the program.

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C. Readmission Guidelines Related to Substance Abuse

1. Students withdrawn from nursing courses for reasons related to substance abuse will:
 - a. Submit a letter requesting readmission to the Nursing Program
 - 1) Include documentation from a therapist specializing in addiction behaviors indicating status of abuse, addiction, or recovery and/or documented rehabilitation related to the alcohol/drug illness.
 - 2) Include documentation of compliance of a treatment program as identified by the therapist including a statement that the student will be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
 - b. Repeat drug screen for alcohol/drugs immediately prior to readmission.
2. If a student, after being re-admitted to the nursing program, has positive results on an alcohol/drug screen, the student will receive permanent dismissal from the Maricopa Community Colleges Nursing Program.

X. GUIDELINES FOR STUDENT CONDUCT

A. 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. Personal responsibility is the beginning of the development of professionalism.

B. Professional Boundaries

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

1. Student and Faculty

Faculty and students will maintain a professional relationship:

- Students should not expect an instructor to act as personal counselor or therapist. Students should seek assistance from academic advisors and counselors at the college.
- 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.
- 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:

- **Professional Boundaries:** 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.

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- **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: A nurse's guide to the importance of appropriate professional boundaries. Copyright 1996. National Council of State Boards of Nursing, Inc., 676 N. St. Clair St., Suite 550, Chicago, IL 60611; www.ncsbn.org*

C. Standards of Professional Conduct

The 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. The nursing faculty hold student nurses accountable to the Nursing: Scope and Standards of Practice (2004) American Nurses Association Publications.

The use of abusive language or disruptive behavior directed toward peers, staff, faculty, or hospital personnel will not be tolerated. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in nursing.

Any student violating the Standards of Professional Conduct will be counseled and referred appropriately according to the college student handbook. The instructor will complete a Student Conference Form describing behavior and documenting corrective actions taken.

These standards include:

Confidentiality: Respects the privacy of clients and respects privileged information.

Accountability: Is answerable for one's action; answers to self, the client, the profession and the institution.

Responsibility: Executes duties associated with the nurse's particular role

Agency's Policies and Procedures: Reads and adheres to the agency policies and procedures.

Honesty: Practices fairness and straight forwardness of conduct, displays moral excellence and truthfulness.

Punctuality and Promptness: Is on time for all classroom 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 (2001) establishing the ethical standard for the nursing profession. The document is under copyright and can be viewed at <http://www.nursingworld.org/ethics/ecode.htm>.

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 are expected to contribute to a positive learning environment. As a student in the nursing program, you are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and other college staff assisting you in your learning.

MARICOPA COMMUNITY COLLEGES
NURSING ASSISTANT PROGRAM STUDENT HANDBOOK

XI. 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 codes 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 Discipline Code.

A. Zero Tolerance Policy: The Maricopa Community Colleges' Nursing Programs 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.

A nursing student engaging in this misconduct is subject to immediate dismissal from nursing classes and disciplinary action as described in the Student Handbook of the college.

B. Academic Misconduct:

1. **Cheating** on an examination, laboratory work, written work (plagiarism); falsifying, forging or altering college records. Cheating - includes, but is not limited to:
 2. Copying from others during an examination.
 3. Communicating exam answers with another student during an examination.
 4. Offering another person's work as one's own (plagiarism). Taking an examination for another student or having someone take an examination for you.
 5. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
 6. Tampering with an examination after it has been corrected, then returning it for more credit.
 7. Using unauthorized materials, prepared answers, written notes or information concealed in an exam or blue book or elsewhere during an examination.
 8. Acquires, without permission, tests or other academic material belonging to a member of the college faculty or staff.
 9. Removing tests from the classroom, duplicates, writes down, or copies questions or answers on another piece of paper during test review sessions.
 10. Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.
 11. Any preparation of written material that is fraudulent and/or untruthful.
 12. 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.

**MARICOPA COMMUNITY COLLEGES
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C. Unsafe or Unethical Clinical Conduct

The following is a partial list of actions that constitute Unsafe or Unethical Clinical Conduct and may become the basis for withdrawal from the all nursing course:

1. Consistent unsatisfactory clinical evaluations.
2. Failure to immediately report a patient-care error to a college nursing instructor and/or responsible nursing personnel.
3. Lack of adequate theoretical knowledge for application to patient care.
4. Violation of principles of confidentiality.
5. Lack of preparation for clinical practice.
6. Failing to respect client rights and dignity.
7. Soliciting, borrowing, or removing property or money from a client or client's family.
8. Assuming client care tasks for which the student nursing lacks the education or competence to perform.
9. Removing drugs, supplies, equipment, or medical records from the clinical setting.
10. Abandonment: Leaving clinical agency or patient assignment without notification.

When any performance occurs which 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.

Any student unable to demonstrate safe and competent patient care, fails to maintain compliance with the health and safety requirements, or has excessive absences from the clinical experience as described in the course syllabus will be removed from the clinical assignment.

**MARICOPA COMMUNITY COLLEGES
NURSING ASSISTANT PROGRAM STUDENT HANDBOOK**

XII. SIGNATURE FORMS (Student Copy)

RELEASE OF INFORMATION

I hereby give permission to faculty, staff and administrative officials of the Maricopa Community Colleges' 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.

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 the College Student Handbook. I can find information specific to each course in the course syllabus.

MARICOPA COMMUNITY COLLEGES
NURSING ASSISTANT PROGRAM STUDENT HANDBOOK

INFORMATION FOR NURSING STUDENTS (Student Copy)

- **ZERO TOLERANCE POLICY:** The Nursing Program supports a Zero Tolerance Policy for the following behaviors:
 - Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
 - Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
 - Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.

A nursing program student engaging in this misconduct is subject to immediate dismissal from nursing classes and disciplinary action as described in the Student Handbook of the college.

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

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

- **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.
- **FINGERPRINTING REQUIREMENT:** The Fingerprint Clearance Card is required for application and must be current throughout the period of enrollment in any nursing laboratory or clinical course. Students must apply for new card before the expiration date. 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.
- **WAIVER OF LICENSURE/CERTIFICATION GUARANTEE:** Admission or graduation from the Nursing Program does not guarantee obtaining certification as a nurse assistant. Licensure and subsequent procedures are the exclusive right and responsibility of the Arizona State Board 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 certification by examination is not eligible for certification or 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. All applicants with a positive history are investigated. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-889-5150.)

**MARICOPA COMMUNITY COLLEGES
NURSING ASSISTANT PROGRAM STUDENT HANDBOOK**

(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 Nursing 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 below 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.

**MARICOPA COMMUNITY COLLEGES
NURSING ASSISTANT PROGRAM STUDENT HANDBOOK**

(Student Copy)

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-6942

STUDENT CONFIDENTIALITY AGREEMENT

Name (Print): _____

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

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.

**MARICOPA COMMUNITY COLLEGES
NURSING ASSISTANT PROGRAM STUDENT HANDBOOK**

SIGNATURE FORM

(Print Name)

RELEASE OF INFORMATION

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Signature: _____

Date: _____

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NURSING ASSISTANT PROGRAM STUDENT HANDBOOK**

INFORMATION FOR NURSING STUDENTS - SIGNATURE FORM

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I have read and I understand the information presented on this form.

Signature _____

Date _____

**MARICOPA COMMUNITY COLLEGES
NURSING ASSISTANT PROGRAM STUDENT HANDBOOK**

SIGNATURE FORM

**MCCCD HEALTH PROGRAMS
VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY**

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SIGNATURE: I indicate that by my signature below 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.

Signature of Program Participant

Date

Signature of Parent or Legal Guardian
(If student is a minor)

Date

**MARICOPA COMMUNITY COLLEGES
NURSING ASSISTANT PROGRAM STUDENT HANDBOOK**

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-6942

STUDENT CONFIDENTIALITY AGREEMENT

Name (Print): _____

Status: Nursing Program Student

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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:

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

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.

Signed: _____

Date: _____