



NURSE ASSISTING PROGRAM STUDENT HANDBOOK



Effective: 2018- 2019



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

TABLE OF CONTENTS

	PAGE
I. GENERAL INFORMATION	3
Occupational Information	
Nurse Assistant Certification	
II. VISION, MISSION AND PHILOSOPHY	4
III. PROGRAM INFORMATION	6
Nurse Assisting Program Competencies	
Grading and Evaluation	
Nurse Assisting Program Clock Hours	
IV. ENROLLMENT/ATTENDANCE INFORMATION	8
College Policies	
Special Circumstances	
V. CHANNELS OF COMMUNICATION	10
Problem Resolution	
Instructional Grievance Process	
VI. PROFESSIONAL APPEARANCE	12
VII. INFORMATION TECHNOLOGY	13
Criteria for Use of Mobile Devices	
Social Networking	
VIII. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)	15
IX. HEALTH AND SAFETY GUIDELINES	16
Health and Safety Requirements	
Disabilities	
Pregnancy	
Insurance	
X. GUIDELINES FOR STUDENT CONDUCT	18
Student Expectation in Reporting Unprofessional Conduct	
Professional Boundaries	
Student & Faculty	
Student & Clients	
Standards of Professional Conduct	
XI. DISCIPLINARY GUIDELINES	21
Zero Tolerance Policy	
Academic Misconduct	
Unsafe or Unethical Conduct	
XII. ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES FOR NURSE ASSISTING PROGRAM STUDENTS	24
XIII. GUIDELINES REGARDING EXPOSURE TO BODY FLUIDS	27
Standard Precautions	
Exposure Guidelines	
XIV. DRUG SCREENING PROCEDURE	29
Drug Screening Guidelines	
Drug Screening “For Cause” Testing	
Readmission Guidelines Related to Positive “For Cause” Testing	
XV. STUDENT RECORD MAINTENANCE	33
XVI. CLASSROOM AND CLINICAL INSTRUCTION	33
STUDENT ACKNOWLEDGEMENTS (STUDENT COPIES)	35

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



MARICOPA COMMUNITY COLLEGES NURSE ASSISTING PROGRAM STUDENT HANDBOOK

I. GENERAL INFORMATION

Mesa Community College (MCC) is accredited by the Higher Learning Commission (HLC). The Mesa Community College Nurse Assisting program is approved by the Arizona State Board of Nursing, 1740 W. Adams St., Suite 2000, Phoenix, AZ 85007, Phone: 602.771.7800, FAX 602.771.7788.

A. Occupational Information

Nursing assistants perform routine tasks in the general care of hospital, clinic, and nursing home patients. Nursing assistants are important members of the health care team. They work directly under the supervision of practical and registered nurses to assist licensed staff in providing quality nursing care to the client. Typical patient care duties include bathing and dressing, assisting with personal hygiene, taking vital signs, answering call lights, transporting, servicing and collecting food trays, and feeding patients. The nursing assistant role is one of a series of possible steps on a career ladder in the health care field, including licensed practical or registered nurse.

B. Nurse Assistant Certification

Upon satisfactory completion of the Nurse Assisting course (NUR158), the student is eligible to receive a Certificate of Completion from MCC. 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 educational opportunities in nursing.

Information about 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 local testing centers. The fee for this exam is approximately \$118 (subject to change) and is payable to the state evaluators.

A Level One Fingerprint Clearance Card is required for admission into the Nurse Assisting Program. The DPS fingerprint card is required for enrollment in nursing classes to ensure the college meets the requirements for state certification.

Applicants for certification in Arizona must provide evidence of citizenship or nationality. Questions about eligibility for licensure and the documents required showing eligibility to apply for certification should be directed to the Arizona State Board of Nursing (1740 W. Adams St., Suite 2000, Phoenix, AZ 85007, Phone: 602.771.7800, FAX 602.771.7788).



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

II. VISION, MISSION AND PHILOSOPHY

Vision: The vision for the Mesa Community College's Nurse Assisting program is to educate health care providers to become caring, sensitive nursing assistants who value lifelong learning, and who practice safely and responsibly with knowledge, integrity, and respect for human dignity.

Mission: It is the mission of the MCC Nurse Assisting program to prepare providers of nursing care who practice according to the core values and vision of the Nurse Assisting program who will become productive members of the diverse health care community. To accomplish its mission, the MCC Nurse Assisting program provides student-centered learning experiences and professional faculty who support adult learning principles and practices. To ensure an optimal clinical learning experience for our students, we actively develop and maintain collaborative partnerships with our diverse health care community.

Philosophy: Mesa's Nurse Assisting program is committed to the core values of caring, critical thinking, holism, nursing role development, safe practice, information management, and technology. These values focus on key stakeholders of health care: clients, colleagues, and the community. The acquisition of these six core values is essential to the foundation of the practice of the art and science of nursing.

A. Caring:

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

B. Critical Thinking:

The core value of Critical Thinking is characterized by providers of nursing care who practice self-reflective, rational reasoning within their scope of practice. These providers are open-minded and creative and promptly report questions or problems to their superior.

C. Holism:

The core value of Holism is characterized by non-judgmental providers of nursing care. They understand and they accept, respect, and are sensitive to the spirituality and diversity of clients and those communities in which they live. These providers are restorers and promoters of health for clients across the life span. They understand the wellness-to-illness continuum and help patients achieve their highest state of wellness.

D. 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 exhibit assertive behaviors as needed for patient advocacy. They



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

demonstrate adaptability and flexibility in the dynamic health care environments and are productive team members. At all times, they demonstrate the images and presence of a nursing assistant who is committed to the core values.

E. Safe Practice:

The core value of Safe Practice is characterized by responsible providers of nursing care who demonstrate clinical excellence and competence through the provision of quality patient care. These providers practice legally and ethically and seek positive client outcomes.

F. 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 the use of electronic equipment. These providers value the use of electronic devices to enhance the safety and efficiency of patient care. These providers also understand and utilize a variety of information sources such as online databases, hand-held computers, and professional journals to enhance outcomes.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

III. PROGRAM INFORMATION

A. Nurse Assisting Program Competencies

1. Describe the role of the nurse assistant in caring for elderly clients and those with alterations in health.
2. Describe the roles and responsibilities of the nurse assistant related to ethical and legal standards of the profession.
3. Use simple problem-solving skills when giving care to elderly clients and clients with alterations in health.
4. Describe professional communication skills specific to the nurse assistant as a member of the health care team.
5. Describe select nurse-assisting interventions designed to meet the holistic needs of clients.
6. Describe basic nurse assisting skills to ensure a safe environment and personal safety for the client.
7. Describe specific caring behaviors that are important when caring for clients and communication with members of the health care team.
8. Describe the signs and symptoms of specific diseases, and the conditions and alterations in client behavior.
9. Apply the principles of nutrition and fluid balance to client care.
10. Describe the special care needs of elder clients in the acute and long-term care settings.
11. Describe the basic skills and procedures needed for clients in emergencies.
12. Perform basic therapeutic maintenance and preventative interventions identified in the client's plan of care, appropriate to the nurse assistant role.
13. Function as a member of the health care team within the health care facility.
14. Demonstrate behaviors that are in accordance with accepted standards of practice and ethical guidelines, within the role of the nurse assistant.
15. Demonstrate simple problem solving skills to provide care to clients with alterations in health, under the direction of the nursing staff.
16. Demonstrate appropriate communication skills with clients with alterations in health.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

17. Demonstrate caring behaviors when interacting with clients in acute and long-term agencies.
18. Demonstrate skills necessary to ensure a safe environment and protection of the client.
19. Implement nursing assistant skills that relate to basic and holistic client needs.
20. Communicate the client's response to appropriate nursing personnel, through recording and reporting.
21. Apply common medical terms used for the simple organization of the body, major organs, and medical abbreviations.

B. Grading and Evaluation

1. Methods of evaluation for grade calculation will be detailed in the course syllabus.
2. Student must achieve a minimum grade of 76% on the final exam to pass NUR158. No rounding will occur.
3. The Nurse Assisting (NUR158) course utilizes the following grading scale:
 - a. GRADING SCALE (Theory only, cumulative)
 - 1) 92-100% = A
 - 2) 84-91% = B
 - 3) 76-83% = C
 - 4) 68-75% = D
 - 5) 67% or below = F
4. Students will receive written notification of clinical probation if performance is unsatisfactory.
5. Students are responsible to track their course grade. Students will receive written notification of academic probation if cumulative course grade is less than 76%.

C. Nurse Assisting Program Clock Hours

NUR158 = 6 credits	Clock Hours
Theory/Classroom Instruction	60
Nursing Laboratory Instruction	42
Clinical Practice	48
Total Hours	150



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

IV. ENROLLMENT/ATTENDANCE INFORMATION

A. College Policies

1. A student may be withdrawn from the program based on the inability to be placed in a clinical facility due to student conduct.
2. Students must be registered for the class in order to attend.
3. Student will be held to Maricopa County Community College District (MCCCD) policies and procedures related to attendance (see college catalog, Administrative Regulations, 2.3.2). “Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirements as determined by the course instructor may be withdrawn.”
4. Students who fail to attend the first class meeting must contact the instructor before the first class meeting regarding the absence and may, at the option of the instructor, be withdrawn. Students must meet the attendance requirement as documented in the course syllabus.
5. Students are expected to attend all class and clinical experiences necessary to meet criteria of the course. There are no provisions for make-up clinical absences.
6. Students are responsible to notify the Office of Admissions and Records for withdrawal when they discontinue studies in a course at the college.

B. 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 primary course instructor.

Official absences, as per the college handbook, are those that occur when students are involved in an official activity of the college. Students must present the Official Absence Verification form to the instructor before the absence. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized. In cases of official or excused absences, all Nurse Assisting program students must meet minimum classroom and clinical hours of attendance as noted in course syllabus.

1. **Jury Duty and subpoenas:** Appropriate documentation required.
2. **Family Emergency:** In the event of death of an immediate family member, absences may be approved by the course instructor. The student must meet the attendance requirements of the course syllabus.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

3. **Religious Holidays:** At least one week before the holiday, the student must provide to the course instructor a written statement including the date of the holiday and a reason why class attendance is impossible.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

V. CHANNELS OF COMMUNICATION

A. Problem Resolution

There is an expectation of mutual respect between instructors and students. Students are encouraged to ask questions, clarify issues with their instructor, and seek assistance as needed when issues arise. Issues are often resolved by direct communication between the faculty member and the student. If the issue is not resolved, the student should submit a request to meet with the NA Program Coordinator along with a description of the issue. The NA Program Coordinator will schedule a meeting with the student and the instructor to discuss the concern.

If the issue is not resolved after meeting with the NA Program Coordinator, the student who feels that he or she has been treated unfairly or unjustly by an instructor, with regard to an academic process such as grading or testing, has the right to appeal according to approved procedures. The instructional grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.

See: <https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-6>

B. Instructional Grievance Process

1. Discuss the issue with the faculty member involved. This conference should 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.
2. If, within ten (10) working days of the request for the conference with the 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 complaint with the department/division chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the faculty member five (5) days before any official meetings are convened.
3. Upon receipt of a written complaint, the department/division chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member 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 complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.
4. If the grievance is not resolved at this level within ten (10) working days, the student should forward to the Vice President of Academic Affairs or designee, a



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

copy of the original written complaint with an explanation regarding action taken at each prior level. The Vice President or designee will meet with the student, faculty member, the college Faculty Senate President (if requested by the faculty member), and Department/Division Chairperson and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.

5. 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 expedite a timely examination of the issues and will issue a final written determination in the grievance process.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

VI. PROFESSIONAL APPEARANCE

All students are expected to present themselves in a professional manner at all times while enrolled in the Nurse Assisting program. Students must be in compliance with the following professional dress code guidelines to remain in the clinical setting.

- A. Students are to wear the official Nurse Assisting program uniform in all clinical settings unless setting or agency requires other clinical attire. Picture ID badge and facility badge, if required, will be worn on the upper left side of the uniform at all times. All students must have their Level One Fingerprint Clearance Card while in the clinical setting.
- 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 the collar and back from the face and not higher than 2 inches above the head 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 cleanliness, including oral hygiene. Students will bathe daily and use deodorant to prevent offensive body odor, including cigarette odor. No cologne, after-shave, and/or perfumes are permitted. Appropriate undergarments will be worn and will not be visible. Refer to course syllabus for specific uniform requirements.
- G. Fingernails must be clean and short with clear, neutral or pale polish, if any. Artificial nails, nail wraps, or extenders are not permitted in the clinical setting.
- H. Unacceptable attire in the clinical and/or laboratory setting and college sponsored events: NO thin or see through clothes, sleeveless tops, sun dresses, halter tops, tank tops, T-shirts, shorts, mini dresses, sweat tops or pants, jogging suits, or open toe shoes.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

VII. INFORMATION TECHNOLOGY

The Nurse Assisting course uses an online platform as a learning tool and communication. Students will need access to a computer and network connection for coursework in NURI58.

Use of electronic media outlets, platforms and applications, including social networking sites, video sharing sites, online chat room, blogs, forums, etc. must always maintain patient privacy and confidentiality. Mobile devices can be a valuable tool in healthcare education when used appropriately, but caution should be exercised in order to prevent disclosure of patient information with the potential to violate patient privacy and confidentiality. The following guidelines apply:

A. Criteria for Use of Mobile Devices

1. Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, laptops or other electronic devices. These may be used only when authorized by faculty and for clinical activities, not personal use.
2. Cell phones and all mobile devices must be on “silent” mode or turned off during class, lab, and clinical experiences.
3. No photos may be taken by students in the clinical agency or lab environments, except when required by the course instructor for a course assignment.
4. No personal phone conversations or texting allowed at any time while in lab, class, or clinical. A clinical probation will be given for the first violation of using the mobile device for socializing during clinical time. A second violation may result in course failure.
5. For combined cell phone/mobile device appliances, 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 their mobile device.
6. Be respectful to the patient/family at all times and ensure that when you are with the patient/family your entire attention is focused on the patient. If you are using any type of mobile device at the bedside, be sure to apologize for the interruption in care and explain how this will help in their care.
7. Faculty or clinical agency staff may ask to see what program a student is using at any time. Use of facility computers for personal use is prohibited.
8. Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens, so may mobile devices. Be sure to disinfect/decontaminate them as needed.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

B. Social Networking

1. When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site even if “privacy” options are selected.
2. Keep your interactions professional and err on the conservative side when placing written communication or posting pictures. Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you and many recruiters now routinely search social networking venues when considering people for a new hire.
3. It is never appropriate to post photos or information about a patient. In cases of inappropriate disclosure of patient information which violates patient confidentiality, social network postings will be subject to disciplinary action from the nursing program.

For additional information regarding appropriate use of social media without professional or personal repercussions, visit: <https://www.ncsbn.org/347.htm>



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

VIII. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The Health Insurance Portability and Accountability Act protects the privacy of patient health information, sets national standards for the security of electronic protected health information, protects identifiable information used to analyze patient safety events, and requires health care personnel to notify the Office of Civil Rights of breaches of confidentiality of patient information. The U.S. Office for Civil Rights enforces HIPAA Privacy and Security rules.

To remain HIPAA compliant and to protect patient confidentiality, students may not take any photographs of clients. Also, making copies of the patient record/chart is strictly prohibited. All verbal, electronic, and written information relating to clients and contracted agencies is considered confidential and is not to be printed, 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, investigation, and possible discipline by the Office for Civil Rights. For more information, see: <http://www.hhs.gov/ocr/privacy/>.



MARICOPA COMMUNITY COLLEGES NURSE ASSISTING PROGRAM STUDENT HANDBOOK

IX. HEALTH AND SAFETY GUIDELINES

It is essential that Nurse Assisting 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 clients, 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 client care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting clients' 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.

A. Health and Safety Requirements

1. All nursing student must meet all Health and Safety requirements to enroll in and maintain enrollment in 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 maintained. 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 to return.
3. Level One DPS Fingerprint Clearance Card is required for enrollment in nursing courses. If there is a criminal history, a fingerprint clearance may be revoked or denied. Students unable to maintain a current, valid fingerprint clearance card will be withdrawn.

B. Disabilities

1. Healthcare settings often necessitate coping with stressful situations. Students are expected to participate fully in activities required by the program. See Essential Skills and Functional Abilities for Nursing Students. Student must demonstrate the ability to react appropriately under stressful conditions.
2. Any student having a temporary medical condition inhibiting/restricting their activities must provide 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 Disability Resources and Services (480.461.7447, drsfrontdesk@mesacc.edu) before the first class meeting. Special



MARICOPA COMMUNITY COLLEGES NURSE ASSISTING PROGRAM STUDENT HANDBOOK

accommodations for testing will be given only with appropriate documentation at the discretion of Disability Resources and Services.

4. Individual faculty will not provide extra time, different environments, or dictionaries during testing without official documentation of disability.

C. 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.

D. Insurance

1. Students are strongly advised and may be required by some clinical facilities to carry their own health and accident insurance. In situations where insurance is required to attend a specific clinical rotation, the student will not be permitted to attend and may have to withdraw from the course. Each student is personally liable for any illness or accident during or outside of school activities.
2. Students participating in a college-related activity have limited coverage by the Student Accident Insurance Policy: <https://www.mesacc.edu/sites/default/files/pages/section/students/student-life-leadership/Visio-StudentInsuranceFlowchartColor.pdf> . The cost of this policy is covered in the student activity fee.
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 Services 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 motorize vehicle not supervised and provided by the college.
5. Maricopa Community Colleges provides malpractice insurance for students enrolled in the Nurse Assisting program which is included in the registration fee.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

X. GUIDELINES FOR STUDENT CONDUCT

A. Student Expectations in Reporting Unprofessional Conduct

During the course of study in the Nurse Assisting program, a student may observe behaviors in others that appear to violate the standards of academic and/or professional integrity or actions that have the potential to harm another individual. Each student has a responsibility to report ANY questionable activity to the instructor, Nurse Assisting Coordinator and/or Nursing Department Chair. Personal responsibility is the beginning of the development of professionalism.

B. Professional Boundaries

Student enrolled in the Nurse Assisting Program 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 or proper behavior or of an appropriate response to a client should consult the instructor for guidance.

C. Student and Faculty

Faculty and students will maintain a professional relationship:

1. Student should NOT expect an instructor to act as personal counselor or therapist. Students should seek assistance from academic advisors and counselors at the college.
2. 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.
3. 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.

D. Student and Clients

Students will maintain a professional nurse-client relationship and are expected to adhere to the following guidelines:

1. **Professional Boundaries:** Students providing care as a nursing assistant 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 **MUST** abstain from obtaining personal gain at the client's expense and should refrain from inappropriate involvement in the client's personal relationships.
2. **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



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

personal disclosure by the nursing assistant student, 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 2007. National Council of State Boards of Nursing, Inc., www.ncsbn.org

E. 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 assistant program to adhere to the standards.

The use of abusive language or disruptive behavior directed toward peers, staff, faculty, or agency personnel will not be tolerated. Such incivility 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:

1. **Confidentiality:** Respects the privacy of clients and respects privileged information.
2. **Accountability:** Is answerable for one's action; answers to self, the client, the profession and the institution.
3. **Responsibility:** Executes duties associated with the nurse assistant role.
4. **Agency's Policy and Procedures:** Reads and adheres to the agency policies and procedures.
5. **Honesty:** Practices fairness and straight forwardness of conduct, displays moral excellence and truthfulness.
6. **Punctuality and Promptness:** Is on time for all classroom, skill lab, and clinical assignments.
7. **Dependability:** Is trustworthy and reliable.
8. **Respect:** Treats others with consideration and courtesy.
9. **Professional Appearance:** Adheres to established dress code in all clinical and professional activities.
10. **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>.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

11. **Legal:** Operates within the standards of care related to the nursing assistant student role.
12. **Safety:** Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.
13. **Civility:** All students are expected to contribute to a positive learning environment. As a student in the nursing assistant program, you are expected to be reflective, courteous, respectful, and empathetic to classmates, agency staff, instructors, and other college staff assisting you in your learning.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

XI. DISCIPLINARY ACTION GUIDELINES

When a nursing assistant student is in violation of any requirement contained in this Nurse Assisting Program Student Handbook, he/she is subject to disciplinary action or immediate dismissal. All students should carefully review the Mesa Community College's student handbook pertaining to Academic Misconduct and Disciplinary Standards. Dismissal and suspensions for reasons based on academic misconduct and student discipline, as well as reasons based on the Nurse Assisting Program Student Handbook, will proceed according to the Judicial Policies section of the Student Discipline Code.

A. Zero Tolerance Policy:

Mesa's Nursing Assistant Program follows 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 of 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.

Any student engaging in this misconduct is subject to disciplinary action up to and including immediate dismissal.

B. Academic Misconduct

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

1. Copying from others during an examination or homework.
2. Communicating exam answers to another student during an examination.
3. Offering another person's work as one's own (plagiarism). Taking an examination for another student or having someone take an examination for you.
4. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
5. Tampering with an examination after it has been corrected, then returning it for more credit.
6. Using unauthorized materials, prepared answers, written notes or concealed information during any examination.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

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 another piece of paper during test review sessions.
9. Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.
10. Any preparation of written material that is fraudulent and/or untruthful.
11. Plagiarism – includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement. 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.

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 Nurse Assisting program:

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

When any action occurs which 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



MARICOPA COMMUNITY COLLEGES NURSE ASSISTING PROGRAM STUDENT HANDBOOK

possible with the nurse assisting student, nursing instructor, Nurse Assisting Coordinator, and the Nursing Director.

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



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

XII. ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES FOR NURSE ASSISTING PROGRAM STUDENTS

Individuals enrolled in the NA program 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 Nurse Assisting program will 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 rooms.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment, such as blood pressure cuffs, thermometers, etc.
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 10 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.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

Functional Ability	Standard	Examples Of Required Activities
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.
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 health care 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"> • Analyzes and synthesizes data and develops an appropriate plan of care. • Collects data, prioritizes needs and anticipates reactions. • 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 medical records, monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, other medical records, and policy and procedure manuals.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

Functional Ability	Standard	Examples Of Required Activities
Punctuality/ Work Habits	<ul style="list-style-type: none">• Ability to adhere to MCCDNP policies, procedures, and requirements as described in the Nursing Student Handbook, college catalog, 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.• Contacts instructor in advance of any absence or late arrival.• Understand and complete classroom and clinical assignments by due date and time.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

XIII. GUIDELINES REGARDING EXPOSURE TO BODY FLUIDS

All nursing personnel and nursing assistant 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.

A. 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.

1. 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.
2. When exposure is possible, personal protective equipment (PPE) shall be used. Personal Protective Equipment includes:
 - a. 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, and when touching contamination can be reasonably anticipated.
 - b. 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.
 - c. Gown, 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.
 - d. Surgical caps or hoods and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.
3. Wash hands immediately after removal of gloves or other personal protective equipment. (*Excerpts from OSHA Blood-borne Pathogens, Section 1910.1030*).

B. Exposure Guidelines

1. Student must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.
2. Any direct exposure to body fluids occurring while functioning as a nurse assisting student must be reported immediately to the clinical instructor.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

3. Student exposed to body fluids shall follow this protocol:
 - a. Wash the area immediately with a disinfectant agent; for eye splashes, rinse the area with clean water.
 - b. Report the incident to the clinical instructor.
 - c. The clinical instructor and student will notify the agency department supervisor and determine the appropriate procedure.
 - d. The student will complete an agency site incident report.
 - e. The student will complete the college student accident report.
 - f. The student will file a report of the incident with the Nursing Director.
 - g. Information from the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) is available at:

<https://www.osha.gov/SLTC/bloodbornepathogens/>



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

XIV. DRUG SCREENING PROCEDURE

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

A. Drug Screening Guidelines

1. All newly admitted students are required to submit a urine drug screening as a condition of enrollment in the nurse assisting program.
2. Students will receive a chain of custody form from their instructor along with pertinent testing instruction, including the 48-hour timeframe that they must submit their urine drug screen sample at the lab.
3. Private health insurance will not pay for this screening. The lab will provide the student with a receipt. 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, the sample will automatically be submitted for the Medical Review Officer (MRO) evaluation.
4. The selected laboratory will conduct the urine screening and results will be obtained by the Nursing Director or designee indicated by the program account number.
5. If a student tests positive, the lab will contact the MRO. The student will be contacted to ascertain any prescription drug usage and the Nursing Director or designee will check the report after the MRO review is completed.
6. If a student provides a dilute sample which tests positive, the result is considered positive and pending MRO review, the student will be withdrawn. A diluted specimen with no determined result will require a retest at an additional cost to the student.
7. 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.
8. Only students receiving negative drug screens are reported by the MRO can remain enrolled in nursing course. 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 nurse assisting clinical.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

9. Students will not be allowed to use previous drug screens requested by any person or agency outside the Mesa Community College Nurse Assisting program.
10. Students failing to test during the designated date and time, do not meet the requirement for drug testing and will be withdrawn from the Nurse Assisting program.

NOTE: Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off-campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108 which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institution of high education that receives federal funding, from allowing the possession and use of marijuana. Maricopa Community Colleges receive federal funds through grants and financial aid.

Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violate university policy prohibiting the use or possession of illegal drugs on campus or in student activities – including educational internships – will be subject to disciplinary action and criminal prosecution.

Urine Drug screens are required of students prior to attending a clinical learning experience. Medical marijuana, or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening.

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 judgement while on duty in any health care facility, school, institution or other work location as a representative of the Nurse Assisting program. This policy includes holders of an Arizona Medical Marijuana Card.

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 client care or assigned work area and notify the clinical agency’s supervising personnel.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

- 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 Nurse Assisting Coordinator and Nursing Department Chair 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 Nurse Assisting Coordinator and Nursing Department Chair 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 drug screen 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.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

C. Readmission Guidelines Related to Positive “For Cause” Testing

1. Students withdrawn from the Nurse Assisting courses for reasons related to substance abuse will:
 - a. Submit a letter requesting readmission to the Nurse Assisting 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 a random urine drug screen for alcohol/drugs as instructed prior to readmission and may be subject to random drug screening during the program of study.
2. If a student, after being re-admitted to the nursing assistant program, has positive results on an alcohol/drug screen, the student will receive permanent dismissal from the Mesa Community College Nurse Assisting program.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

Addendum: 08/17/2018

XV. STUDENT RECORD MAINTENANCE

Mesa Community College shall maintain the following student records either electronically or in paper form for a minimum of three years for the Nurse Assisting (NA) program: a) A record of each student's legal name, date of birth, address, telephone number, email address and Social Security number, as applicable b) A completed skill checklist containing documentation of student level of competency performing the skills in R4-19-802(F) for nursing assistant c) An accurate attendance record, which describes any make-up class sessions and reflects whether the student completed the required number of hours in the course; and d) Scores for each test, quiz, or exam and whether such test, quiz, or exam was retaken.

XVI. CLASSROOM AND CLINICAL INSTRUCTION

- A. During clinical training sessions, each student is required to wear a name badge that is readily observable to staff, patients, and residents.
- B. Clinical facilities are not permitted to utilize students as staff during clinical training sessions.
- C. Learning environments will be clean, comfortable and distraction-free for didactic teaching and skill practice.
- D. Enrolled student nurse assistants will be provided, in either electronic or paper format, a written curriculum to each student on or before the first day of class that includes a course description, course hours including times of instruction and total course hours, instructor information, passing requirements, course goals, and a topical schedule containing date, time, and topic for each class session.
- E. For each unit or class session the program shall provide, to its students, written:
 - 1. Measurable learner-centered objectives
 - 2. An outline of the material to be taught
 - 3. The learning activities or reading assignment
- F. The Mesa Community College Nurse Assisting program shall utilize an electronic or paper textbook corresponding to the certification level of the course that has been published within the previous five years. Unless granted specific permission by the publisher, a training program shall not utilize copies of published materials in lieu of an actual textbook.
- G. The Mesa Community College Nurse Assisting program shall provide, to all program instructors and enrolled students, access to the following instructional and educational



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

- resources:
1. Reference materials, corresponding to the level of the curriculum
 2. Equipment and supplies necessary to practice skills
- H. The Mesa Community College Nurse Assisting program instructor shall:
1. Plan each learning experience
 2. Ensure that the curriculum meets the requirements of this section
 3. Prepare written course goals, lesson objectives, class content and learning activities
 4. Schedule and achieve course goals and objectives by the end of the course
 5. Require satisfactory performance of all critical elements of each skill under R4-19-802 (H) for nurse assistants before allowing a student to perform the skill on a patient or resident without the instructor's presence at the bedside.
- I. A qualified RN instructor shall be present at all times and during all scheduled classroom, skills laboratory and clinical sessions. In no instance shall a nurse assistant or other unqualified person provides any instruction, reinforcement, evaluation or independent activities in the classroom or skills laboratory.
- J. A qualified RN instructor shall supervise any student who provides care to patients or residents by:
1. Remaining in the clinical facility and focusing attention on student learning needs during all student clinical experiences
 2. Providing the instructor's current and valid contact information to students and facility staff during the instructor's scheduled teaching periods
 3. Observing each student performing tasks taught in the training program
 4. Documenting each student's performance each day, consistent with course skills and clinical objectives
 5. During the clinical session, engaging exclusively in activities related to the supervision of students
 6. Reviewing all student documentation



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

STUDENT ACKNOWLEDGEMENTS (STUDENT COPIES)

STUDENT COPY:

As of January 1 2012, the Arizona State Board of Nursing requires all Certificates of Completion associated with Nurse Assisting programs to be issued by Headmaster LLP/D and S Diversified Technologies LLP (Referred to as Headmaster).

The student is required to provide the following information to the Nurse Assisting program instructor of the record in order to receive a Certificate of Competition for NUR158. This information will be conveyed electronically to Headmaster. Upon receipt of this information, the student will be registered with Headmaster.

Please Print Legibly:

Name: _____
(As it appears on government issued photo-bearing ID)

Picture IDs need to be copied front and back and handed to Nicole Bartreau at time of orientation.

Social Security Number: DO NOT WRITE YOUR SS# HERE

Date of Birth: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone Number (with area code): _____

Personal E-Mail: _____

** This e-mail address will NOT be utilized for official school announcements. It will be utilized for course follow-up with students for statistical purposes. **

I (print legibly) _____, have read and understand the contents of the Headmaster Student Acknowledgement Form and give Mesa Community College permission to share this information with Headmaster LLP/ D and S Diversified Technologies LLP.

Student Signature Date



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

STUDENT COPY:

RELEASE OF INFORMATION

I hereby give permission to faculty, staff and administrative officials of the nursing program to release to the Arizona State Board of Nursing education records maintained in connection with my participation in the program, including but not limited to, grades, admission records, transcripts, student formative/summative clinical evaluation tools, student handbook signature acknowledgement 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 permissions for the nursing faculty and/or the nursing program administration to share my personal information; including name, date of birth, and documentation of the health and safety requirements to clinical agencies requesting this information.

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

Student Name (Printed)

Student Signature

Date



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

STUDENT COPY:

RECEIPT OF HANDBOOK

This handbook prescribes standards of conduct for student enrolled in the Nurse Assisting program. These 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 Nurse Assisting Handbook. I understand this handbook contains information about the guidelines and procedures of the Nurse Assisting program. I also understand that I can find information about the general policies in the college catalog and the college student handbook. I can find information specific to each course in the course syllabus.

Student Name (Printed)

Student Signature

Date



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING 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 Nurse Assisting program. In consideration of my voluntary participation in this program, I agree to the following:

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 is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency 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



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

and Release of Liability and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Voluntary Assumption of Risk and Release of Liability shall be governed by the laws of the State of Arizona that shall be the forum for any lawsuits filed under or incident to this form or to the program. If any portion of this form is held invalid, the rest of the document shall continue in full force and effect.

Student Signature

Date

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

Date



MARICOPA COMMUNITY COLLEGES NURSE ASSISTING PROGRAM STUDENT HANDBOOK

STUDENT COPY:

ESSENTIAL INFORMATION FOR NURSING STUDENTS

- **ZERO TOLERANCE POLICY:**

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

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

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

- **HEALTH DECLARATION:**

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. **All must provide documentation of compliance with all health and safety requirements required to protect patient safety.** Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

- **DRUG SCREENING:**

All students are required to complete the urine drug screening procedure under the program account number, within the specified timeframe, and according to directions given at the time of notification. Only students in compliance with the screening guidelines and receiving a negative drug screen, as reported by the Medical Review Officer (MRO), will be permitted to continue their enrollment in nursing courses.

- **DUTY TO REPORT:**

All students enrolled in nursing courses holding or receiving a certificate as a Nurse Assistant and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Students with certification and/or licensure from allied health regulatory boards are included under this provision. Students receiving any disciplinary actions against their certificate or license must notify the Nursing Director within five (5) school days. The Nursing Director reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted and terms of the action are met and the action dismissed.

- **BACKGROUND CLEARANCES:**

The Fingerprint Clearance Card must remain current and valid throughout enrollment in the program. All nursing students must undergo a background check to verify identity, social security number, and to show proof that they do not appear on the List of Excluded Individuals/Entities (LEIE) database. Any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue in nursing courses.



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

- **WAIVER OF LICENSURE/CERTIFICATION GUARANTEE:**

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

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

Student Name (Printed)

Student Signature

Date



MARICOPA COMMUNITY COLLEGES
NURSE ASSISTING PROGRAM STUDENT HANDBOOK

STUDENT COPY:

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

Name (Print): _____ Status: Nurse Assisting Program

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 MCCCCD, 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 MCCCCD student or faculty member to the appropriate MCCCCD clinical coordinator or program director.

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

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

Student Signature

Date