



GLENDALE COMMUNITY COLLEGE

**BASIC NURSING ASSISTANT
PROGRAM**

STUDENT HANDBOOK

2009-2010

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The Maricopa Community College District does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, sexual orientation, age, or Vietnam era/disabled veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional or employment programs and activities.

This Handbook prescribes standards of conduct for students enrolled in the Basic Nursing Assistant Program at Glendale Community College. The standards are in addition to those prescribed for students under Maricopa Community College District policies for Students.

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.

PHILOSOPHY

The Glendale Community College Basic Nursing Assistant Program is committed to the core values of caring, critical thinking, holism, nursing role development, and safe practice. These values focus on key stakeholders of health care: clients, colleagues, and the community. The acquisition of these five core values is essential to form the foundation to practice the art and science of nursing.

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

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

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

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

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

VISION

The Glendale Community College Basic Nursing Assistant Program believes that graduates who experience the communities of learning become caring and sensitive nursing care providers who will demonstrate excellence, wisdom, and practice safely and responsively. Also believed our graduates will commit to and demonstrate behaviors that promote health and well being of themselves and others. Our graduates will also take an active role in life long learning.

MISSION

It is the mission of the Glendale Community College Basic Nursing Assistant Program to prepare student in nursing care practice according to the core values and vision of its Basic Nursing Assistant Program. These students will become productive members of the diverse health care community. To accomplish its mission, the Basic Nursing Assistant Program provides necessary resources and well-prepared faculty. These faculties are practicing within a community of learning; they are driving forces for change, model professional behaviors, and support adult learning principles and practices. It is also the mission of the Basic Nursing Assistant Program to actively develop and maintain collaborative partnerships with its diverse health care community.

II. PROGRAM INFORMATION

The Basic Nursing Assistant Program Coordinator or the Chair of the Nursing Department 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 accredited by North Central Association of Colleges Commission on Institutions of Higher Education and are approved by Arizona State Board of Directors of Community Colleges. The Glendale Basic Nursing Assistant Program is approved by the Arizona State Board of Nursing.

III. PROGRAM DISCRPTION

The Basic Nursing Assistant pathway provides an entrance point for employment that begins with nursing assistant and certified nursing assistant and could continue to the Practical Nurse license and Registered Nurse degree program with additional course requirements for each level. The Basic Nursing Assistant Program provides eligibility for students seeking certification through the Arizona State Board of Nursing. Certification requirements are the exclusive responsibility of the Arizona State Board of Nursing (Nurse Practice Act ARS Section 32-1632). For recertification refer to R4-19-809. Certified Nursing Assistant Certificate Renewal with the Arizona State Board of Nursing.

This program contains 36 hours of lecture and a minimum of 44 hours of lab, and approximately 40 hours of long-term (and/acute) clinical practice. The Clinical rotation will have a maximum of 10 students per instructor at each clinical site.

A, Occupational Information

1. Nursing Assistants (NA) perform routine tasks in the general care of hospital, clinic, nursing /clients' home.
2. NA's work directly under the supervision of practical and registered nurses. NA's role in performing basic patient care assists the licensed staff in providing quality nursing care to the patient.
3. The NA's occupation is one of a series of possible steps on a career ladder in the health care field.
4. NA's 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.

IV. LEGAL LIMINITATIONS FOR NURSING ASSISTANT CERTIFICATION

The Basic Nursing Assistant Program assumes the responsibility for making available to applicants to the Glendale Basic Nursing Assistant Program the following information regarding legal limitations for State certification. The Arizona State Board of Nursing may deny certification of an applicant if the Board determines that it has reasonable cause to believe that cheating, fraud, deception, or improper conduct occurred on the part of the applicant during examination or in connection with the application.

Admission or graduation from the Glendale Basic Nursing Assistant Program does not guarantee obtaining the State Board of Nursing's certification status. Certification requirements and the 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 completion before requesting the testing process for certification with the Arizona State Board of Nursing.

If convicted of a felony, an applicant for licensure/certification must submit proof that they have completed any sentence including imprisonment, probation, parole, community supervision or any form of court supervision.

Pursuant to A.R.S. 32-1646 (B) an applicant for nurse assistant certification or professional or practical

nurse licensure 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 for all felony conviction(s) must be received five or more years before submitting the application for certification or licensure.

examples of situations which may prohibit licensure and certification include, but are not limited to, felony/misdemeanor convictions, substance abuse, conviction of an offense involving immoral behavior, or being guilty of acts which deceive, defraud or harm the public in any way.

Fingerprinting for the Department of Public Safety (DPS) and clearance by DPS will be part of the application process for Basic Nursing Assistant Program application. Each student must be able to successfully obtain a DPS fingerprint card before they are allowed to attend the Basic Nursing Assistant Program.

If there is any question about eligibility for certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-331-8111).

V GENERAL INFORMATION

A. Enrollment Requirements - Before starting of the course, the student must obtain the following:

1. Completed application packet and turned into the Nursing Dept. during the enrollment time frame indicated by the Basic Nursing Assistant Coordinator, with required medical information.
2. Copy of your current **Health Care Provider** level CPR card that will not expire during the Basic Nursing Assistant Program.
3. DPS fingerprint card that will not expire during the Basic Nursing Assistant Program.
4. Paid Tuition and Fees
5. Healthcare Assistant Textbook(s)
6. The signed "Receipt Of Information"
7. A student may be withdrawn from the program based on the inability to place a student in a clinical facility for any issue give in the handbooks, syllabus or anything related to student conduct in or out of class.
8. Proof of citizenship is required to enroll in this community college class. Please be aware that to obtain the State Board of Nursing will require proof of citizenship before you will be allowed to progress in the application process.

B. To be obtained after the first day of class – directions will be given by instructor:

1. White uniform and all white clinic shoes – A individual style of uniform will be required
2. Watch with a second hand
3. Gait belt (can be obtained at the same time as uniforms fittings)
4. A photo ID badge obtained from the college registration staff, first name only with last name initial.

C. Advisement - Nursing Assistant Instructors are available for academic counseling regarding this program.

D. Sequence of Course

1. Students must satisfactorily complete Basic Nursing Assistant theory portion and clinical portion to meet the requirements for an NA "Letter of Completion".
2. When a student registered in Basic Nursing Assistant theory course withdraws or receives a grade below 75% on any assignment, test or quiz given in class, the student will be withdrawn from Basic Nursing Assistant Program in accordance to AZ State Board of Nursing regulations.
3. The Basic Nursing Assistant can be taken no more than twice at Glendale Community College.
4. There is no advance placement opportunity for this program, all students must complete NCE150 before continuing to NCE151.

E. Attendance Guidelines

1. Students must be registered for the class in order to attend.
2. Students are expected to **attend all class and clinical experiences**. A total of 120 hours of theory, lab and clinical experiences are required by the AZ State Board of Nursing.
3. Students unable to attend the class and/or clinical to meet the required hours may not receive credit or complete the courses. The instructor or Program Coordinator have the prerogative to review an individual's circumstances before rendering a final decision. These cases will be handled independent of any other students' behaviors or reasons.
4. Students bear NA's the responsibility of notifying the Office of Admissions and Records when they discontinue studies in a course or at the college.
5. Official absences: Students who miss a class for an official reason must obtain an official absence verification card from the appropriate administrator and present it to the instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. Jury duty and subpoenas: Appropriate documentation will be required. Religious Holidays: Students shall have the right to observe major religious holidays. At least one week before the holiday, students shall submit to their instructor(s) a written statement that includes both the date of the holiday and the reason why class attendance is impossible.

F. Withdrawal/Readmission Guidelines

1. A student requesting readmission to the Basic Nursing Assistant program should understand that changes in curriculum and/or prerequisites may occur.
2. A student who exits the Basic Nursing Assistant program for any reason is not guaranteed readmission.
3. All readmissions are subject to space availability and the Program Coordinators decision.
4. At the time of withdrawal from the Basic Nursing Assistant program, the student may have an exit interview with the Coordinator / Department Chair and/or the instructor of record within 10 days of exit. The student must comply with all criteria set forth in the exit interview within the specified time frame to be considered for readmission.

Disabilities

1. Students are expected to participate fully in activities required by the program. See the **Essential Skills and Functional Abilities for Nursing Students**.
2. Any student having a temporary medical condition inhibiting/restricting their activities must supply a written explanation from their physician. Should a student become unable to participate fully in the program's activities, he/she may be given an incomplete or withdrawn.
3. Should the student require any type of special accommodation, the student must notify the Disability Services and Resources Office. The DSR office should be contacted before the first class meeting. Special accommodations for testing will be given only with appropriate documentation of special needs.
4. Individual faculty will not provide extra time, different environments, or dictionaries during testing without official documentation of disability.

VI. METHODS OF EVALUATION

The Basic Nursing Assistant Program utilizes the following grading scale:

GRADE SCALE:

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

Arizona Board of Nursing -- R4-19-801. Standards for Nursing Assistant Training Programs

Student grading, requiring that a student either attain at least 75% on each theoretical exam, or 75% on a comprehensive theoretical exam;

There is no opportunity for make up of any exams that may be given either announced or unannounced.

******* Instructor discretion may be applied to extenuating circumstances on an individual basis. Each individual case will be judged independently and the outcome may differ from other student's outcomes. *******

Students will be given written notification of clinical probation if performance is unsatisfactory. Students are expected to comply with probation terms or they may be withdrawn from the course.

VII. CHANNELS OF COMMUNICATION

There should be mutual respect between faculty and students. If an issue should arise, the student schedules a meeting with the faculty member. Issues are often resolved by direct communication between the faculty member and the student. **Instructional Grievance Process** (from the Maricopa Community Colleges Common Pages) A student, who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures. The appeal process for grades expires one year from the date the grade was issued. **Steps for students to take:**

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 working days, the student should forward to the Vice President of Academic Affairs or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The Vice President of Academic Affairs 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.

VII HEALTH AND SAFETY GUIDELINES

A. Health Declaration

1. It is essential that Basic Nursing Assistant students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift/move 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. Students who are taking prescription medications that might affect their mental judgment must provide documentation from their physician (beyond health declaration form) stating that this medication will not interfere with the student's performance and judgment in the clinical site, prior to the beginning of NCE 151. Student healthcare providers cannot be under the influence of an medication that carries a warning regarding driving, or operating machinery while on the job, neither can students in the classroom, lab or clinical setting for safety reasons both for the student, fellow students and the client.
2. The clinical nursing assistant 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.

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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.
2. Students unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will be withdrawn from all nursing courses.
3. 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.

B. General Health Requirements

Students must be able to fully and successfully participate in all program activities whether in the classroom, laboratory or clinical setting. This includes, but is not limited to the capacity for sensory and motor functions that allow independent classroom/laboratory/clinical performance and routine and emergency client care.

1. It is essential that students in many allied health program be able to perform a number of physical activities in the clinical portion of their program. For example, students may be required to physically assist and/or lift patients or equipment, stand for several hours at a time and perform bending activities.
2. The clinical experience places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patient lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions.
3. If a student believes that he or she cannot meet one or more of the standards without accommodations, the Nursing Assisting Program must determine, on an individual basis, whether a reasonable accommodation can be made. Students should refer to their respective program policies for required essential skills and functional abilities.
 - a) Any student having a temporary medical condition that inhibits or restricts activities must supply a written explanation from his/her physician. Should a student become unable to participate partially or fully in the program's activities he/she may be withdrawn.
 - b) Should a student require any type of special accommodation, the student must contact the college Disability Resource Center well in advance of the first class meeting.
 - c) Special accommodations for testing will be given only with appropriate documentation of special needs. Individual faculty will not provide extra time, different environments, or dictionaries during testing without sufficient documents in support of an accommodation.
 - d) Pregnant students may want to take special precautions due to the physical requirements and possible exposure to harmful diseases or substances. If a student is pregnant, documentation from the attending physician will be required stating that the student is able to meet all program objectives/expectations. Accommodations will be made if reasonable and possible. Following delivery, returning to class and clinical assignment will require physician clearance.

C. Health Declaration

The Health and Safety Documentation form must be completed by a licensed/certified healthcare practitioner (M.D., D.O., N.P., P.A.) and submitted according to the time specified by the Nursing Assistant Program.

- a) The Program Director may require a new health declaration should any alteration in the student's health occurs.

D. Immunizations

Students must be in compliance with immunization policies of the Nursing Assistant Program in which they are enrolled.

1. Students will be responsible for the costs of completion for all immunization requirements.
2. The student is responsible for keeping immunizations up to date while during the program.
3. Refer to the **HEALTH AND SAFETY DOCUMENTATION CHECK LIST** for the NA program for additional requirements.
4. Starting 4-2009, the PPD Tuberculin Skin Testing will require *Two-step testing* is used to reduce the likelihood that a boosted reaction will be misinterpreted as a recent infection.
 - a) If the reaction to the first test is classified as negative, a second test is to be done 1-3 weeks later.
 - b) A positive reaction to the second test probably represents a boosted reaction (past infection or prior BCG vaccination). On the basis of this second test result, the person should be classified as previously infected and cared for by a health care provider. This would not be considered a skin test conversion. If the second test result is negative, the person should be classified as uninfected. In these persons a positive reaction to any subsequent test is likely to represent new infection with M tuberculosis (skin test conversion). Two step testing should be used for the initial skin testing of adults who will be retested periodically, such as health care workers.
 - c) Students with a history of positive reactions to TB skin tests must provide a report of a negative chest x-ray. Further TB screenings may be required by a health care provider.

*Core Curriculum on tuberculosis What the Clinician should know, Department of Health and Human Services, Centers for Disease Control
Recommendations of the Healthcare Infection Control Practices Advisory Committee, CDC February 24, 2006

E. CPR Certification

Students must present a valid CPR card indicating health care provider certification which includes infant, child, adult and 1 and 2 man rescuer techniques. The certification must remain current throughout the clinical experience.

F. Criminal Background Checks

1. Many clinical agencies contracted with the Maricopa Community Colleges care for children, elderly, or vulnerable adults and require fingerprint/background clearance.
 - a) It is the responsibility of the student to obtain a Fingerprint Background Clearance Card.
 - b) The Fingerprint Clearance Card must remain current and valid throughout the program.
 - c) Students must apply for a new card prior to the expiration date.
 - d) All Nursing Assisting students must also undergo a background check to verify identity, social security number, and to show proof that they do not appear on the Office of Inspector General

(OIG) List of Excluded Individuals/Entities (LEIE) database.

- f) In the event that a fingerprint clearance card is suspended and/or if the student is placed on the OIG Exclusion List, the student must notify the Program Director within five (5) school days. Failure to do so will result in dismissal from the program.
- g) The student has a duty to report any action that occurs prior to or during clinicals that might have an impact on his/her background or Exclusion List standing. Failure to do so will result in dismissal from the program.

G. Drug Screening

1. All health care students are required to submit to a pre-clinical urine drug screen according to policy of the specific allied health program they are attending.
 - a) Students will receive a form authorizing the contracted laboratory to perform the test.
 - b) The drug screen is completed at the student's expense and must be paid for at the time of online registration. Private health insurance will not pay for this screening.
 - 1) It is important that students understand that they may not take a prescription to the lab to be evaluated during the testing process.
 - c) If a student provides a diluted sample, an additional test must be performed on the sample at an additional cost to the student.
 - d) If a student tests positive for substances, 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 Assisting Program Coordinator or designee as to the final results.
 - e) If a student challenges a result, only the original sample can be retested. The student must request an order for a retest of the sample through the MRO. All positive samples are retained for one year in a frozen state. The student is responsible for the cost of this test.
 - f) If the MRO determines there are safety sensitive issues/concerns related to a student's drug profile further evaluation by a professional will be required and a student may be on temporary exclusion from the program until the evaluation is completed.
 - g) Students testing positive for drugs that are illegal substances, non-prescribed legal substances, or students deemed unsafe for the clinical setting by the MRO will not be permitted to attend Nursing Assisting health didactic and clinical courses.
 - 1) In the event that a student is withdrawn from classes the student may invoke their rights under the MCCCCD Student Conduct Code.
 - 2) Students who are licensed or certified in a health profession by the State of Arizona and test positive for these drugs will be reported to their respective Boards.
 - h) Students testing positive and needing an MRO evaluation will be responsible to pay for the cost of the MRO review. In the event a student fails to pay the
 - 1) MRO fee, a financial obligation will be posted to his/her college account.
 - i) Students will NOT be allowed to use previous drug screens requested by any person or agency outside the Maricopa Community Colleges to meet these requirements.
 - j) Students failing to test during the date and time documented on the Drug Testing notification do not meet the requirement for drug testing and may be withdrawn from all Allied Health courses.
 - 1) In the event of a withdrawal being made from class's students may invoke their rights under the MCCCCD Student Conduct Code.

H. "For Cause" Drug Screening Procedure

1. The information below 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 an Allied Health Program.
 - a) If the clinical instructor/clinical site supervisor 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:
 - b) The instructor will remove the student from the patient care or assigned work area and notify the clinical agency supervising personnel.
 - c) 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.
 - d) The student is to have a picture ID in his/her possession.
 - e) After testing, the student may call the transportation service contracted by Maricopa Community Colleges for transport home. (Total Transit 602-200-2077 account 2003)
 - f) If the student admits to alcohol or drug use, he/she will still require drug screening.
 - g) 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 Program Director within 24 hours of the test results to discuss the circumstances surrounding the impaired clinical behavior.
 - h) 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.
 - i) 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.
 - j) Based on the information provided and further medical evaluations if warranted, the Program Director will make a decision regarding return to the clinical setting.
 - k) If the results of the test(s) are positive for alcohol or other illegal substances or for non-prescribed legal substances, the Program Director will withdraw the student from all didactic and clinical courses for a period of one year. In the event of a withdrawal being made from classes students may invoke their rights under the MCCCDC Student Conduct Code.
 - 1) The student will pay for all costs associated with the for-cause drug-screening test.
 - l) If the student with positive results hold a certificate or license in a health profession screening result test will be reported to the applicable Board.
 - m) If a Student refuses "for Cause" Testing:
 - 1) The instructor will remove the student from the clinical setting pending a full investigation.
 - 2) The instructor will contact the transportation service contracted by Maricopa Community Colleges to request that the student be transported home.
 - 3) Failure to comply with any aspect of this policy will result in withdrawal from the program.
 - 4) In the event there is a withdrawal from classes the student may invoke their rights under the MCCCDC Student Conduct Code.

K. Standard Health and Safety Practices

Students are required to follow standard health and safety practices and to complete an Assumption of Risk and Liability form found at the end of this handbook.

VIII Professionalism

A. Students enrolled in a program of study in Nursing Assisting are responsible for conducting themselves in a professional manner at all times. Some specifics of professional behavior include:

- 1) 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 or removed from a health care facility unless written permission has been given by the clinical agency to remove such information. Information may be disclosed only as defined in
 - a) HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including possible dismissal from the program and/or course.
 - b) Refer to the Student Confidentiality Agreement (to be signed) at the end of this document.

B Zero Tolerance: The Maricopa Community College District Allied Health and Nursing Programs support Zero Tolerance Policy. Any Allied Health Program student engaging in any of the following behaviors or other misconduct is subject to immediate dismissal from Allied Health classes and disciplinary action as described in the Student Handbook of the college.

- 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.

C Professional conduct staff - client relationship: students providing allied health services strive to inspire the confidence of clients.

- 1) Students must treat all clients, health care providers, and staff professionally.
- 2) Clients can expect those providing allied health services to act in their best interests and respect their dignity.
- 3) The student should abstain from excessive personal disclosure, obtaining personal gain at the client's expense and refrain from inappropriate involvement in the client's personal relationships.
- 4) In a student role, professional boundaries exist among the student, the instructor, the clinical staff, and the client. Students unclear of proper behavior or of an appropriate response to a client should consult the instructor for guidance.

D Professional appearance: proper hygiene and professional appearance are expectations of all Allied Health Programs. We are very proud of the image of the Glendale Community College Basic Nursing Assistant Program particularly in the area of personal appearance. The following guidelines were established to meet the dress requirements of the Basic Nursing Assistant Program.

1. Students are to wear the designated white uniform in a pant or dress style, unless designated otherwise by the instructor. No jeans or scrub uniforms with any other agency names are permitted. Uniform information will be discussed on the first day of class.
2. The uniform must be clean, neat and wrinkle free for each class date. The hem of the pant legs will not touch the floor, it will be sewn neatly to a height to clear the floor when worn. No tape, staple or any other fastening device will be accepted.
3. Hair must be clean, normal color (not pink, blue, etc.), worn off collar, and back from face while in uniform to meet health and safety standards.. No ponytail or braids that hang away from the head and any hair clips must be neutral in color or style (example: no rhinestones, silver colored, etc.) and cleared by the instructor prior to first lab day.
4. No jewelry is to be worn with uniform except wedding rings, engagement rings and wristwatch. Necklaces that are cleared by the instructor must be kept under clothing and not visible. One pair of small plain posts may be worn in pierced ears lobes only. No body piercing jewelry is to be visible at any time, this includes tongue jewelry.
5. ALL tattoos will be covered, if not concealed easily by the uniform.
6. Makeup should be subtle, in good taste. Neatly trimmed beard and mustaches are permitted.
7. Sideburns are permissible but only to lower earlobe, non-flared.
8. Students will maintain personal hygiene, including oral care. Students will be free of offensive body odor and/or cigarette smell. No cologne, after-shave, scented lotions, and/or perfumes are permitted.
9. No cologne perfumes, or after-shave is permitted in the clinical agency.
10. Picture ID badge is worn upper left side of uniform at all times at the collar height of uniform, with the picture facing forward at all times during the clinical experience.
11. White underwear for both male and female students, white socks, white or neutral nylons must be worn with the uniform.
12. Under garments will not have any visible logo's or designs that can be seen through the uniform top or bottoms. Undershirt sleeves will not fall below the sleeve of the uniform top.
13. No thong types of underwear are allowed.
14. Uniform style shoes and laces must be clean and white with low heels. No clogs, sandals, sling back or open toed shoes are acceptable.
15. 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.
16. No chewing gum while in the nursing classroom, laboratory or in the clinical setting.
17. Designated Uniform jacket may be worn in the clinical area.
18. Students who wish to use the nursing lab on their own time must be in full uniform. This lab is shared with the nursing program and it is a requirement of the department for students to be in uniform.

E. Personal electronic devices: pagers, cellular telephones and other personal electronic devices (PED)

1. Pagers, cell phones, and/or all-in-one electronic devices disrupt lectures and clinical experiences. They will be turned off and out of sight during lectures, labs and clinical experiences.
2. Students using cell phones for personal calls of any type or taking pictures in the classroom, nursing laboratory, or the clinical unit (unless sanctioned by the nursing department) will face disciplinary action that may include permanent dismissal.
3. Any personal electronic device in sight may be confiscated by the instructor and kept until the end of the day's activities.
4. Any use of a personal electronic device during quizzes, tests, exams and other academic activities will be construed as cheating and treated accordingly.
5. Any response to a PED must only be completed during break using the PED or a public telephone.

F. Duty to Report

1. All students enrolled in Nursing Assistant Program have the following duty to report:
 - a) Students holding or receiving certification or licensure in any health profession must remain in good standing with the Board that issues their certification or licensure.
2. Students receiving any disciplinary actions against their certificate and/or license must notify their Program Coordinator within five (5) school days.
3. Any student who has their fingerprint card revoked or suspended or modified in anyway must notify their Program Coordinator within (5) school days.
5. The Program Coordinator reserves the right to dismiss or restrict the student's participation in clinical experiences and involvement in patient care until the certificate/ license or fingerprint card is valid and unrestricted or until the student is reinstated with their certificate, license or card.

**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
CONSENT FOR RELEASE OF INFORMATION**

I (print name) _____ give permission for the Basic Nursing Assistant faculty and/or Nursing Dept. Director/Chair of the Program in which I am enrolled to share personal information about me including name, **student identification number**, date of birth and verification that the Program has evidence that I have met all the health and safety requirements of the Basic Nursing Assistant Program. This information will be provided to clinical agencies where I am assigned so that I may complete mandated pre-clinical education requirements, obtain entry into the agency's computer system and/or medication administration system, and complete duties necessary in the actual clinical rotations.

This authorization will remain in effect until my Basic Nursing Assistant Program clinical experiences are completed or until revoked. I understand that signing this consent is voluntary, and that revoking the consent prior to a clinical experience may have impact on my ability to be assigned to a clinical agency. A revocation of this consent must be in writing and be delivered to the Director of the Program in which I am enrolled. I also understand that information disclosed under this authorization might be re-disclosed by the clinical agency and that such disclosure may no longer be protected by federal or state law.

Signature of Program Participant: _____ Date _____

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

COMPLIANCE WITH POLICIES

These Policies prescribe standards of conduct for students enrolled in Glendale Community College (GCC), Basic Nursing Assistant Program. The standards are in addition to those prescribed for students under Maricopa Community Colleges policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline. Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, class schedule, college student handbook, MCCC and the GCC Basic Nursing Assistant Program student handbook. Copies are available at the GCC web site and in the nursing office at GCC.

I have received or reviewed (online) a copy of the GCC Basic Nursing Assistant Program Policies. I understand these handbooks contain information about the guidelines and procedures of the Basic Nursing Assistant Program in which I am enrolled. 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 Basic Nursing Assistant Program from the Program Director and each course in the course syllabus. By signing this agreement, I certify that I have read and understand the Basic Nursing Assistant Program Policies and will comply with them.

Signature of Program Participant _____ Date _____

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

**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
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 College District is a non-profit educational institution. References to Maricopa County Community College District (“MCCCD”) include its officers, officials, employees, volunteers, students, agents, and assigns.

I (print your name) _____, freely choose to participate in the Glendale Community College Basic Nursing Assistant 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 College District (MCCD) 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 MCCD 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 MCCD to secure whatever treatment is necessary, including the administration of anesthetic and surgery. MCCD 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 MCCD 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 MCCD 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.

Signature of Program Participant

(print name clearly)

Date

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

Date

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT INFORMATION FOR APPLICANTS

ZERO TOLERANCE POLICY: The Glendale Community College Basic Nursing Assistant 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 Basic Nursing Assistant Program student engaging in this misconduct is subject to immediate dismissal from class and disciplinary action as described in the Student Handbook of the college.

HEALTH DECLARATION: It is essential that Basic Nursing Assistant Program 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 assistant 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 students entering the Basic Nursing Assistant Program must meet all Health and Safety requirements to maintain enrollment status for nursing assistant courses. Students will meet these requirements by providing the Health/Safety Requirements Documentation Checklist, with all documentation attached including a copy of your Health Provider CPR card, and the signed Health Declaration Form to the Nursing Department as directed.

DRUG SCREENING: All students are required to submit to an unannounced urine drug screening laboratory test. Only those students receiving negative drug screens, as reported by the Medical Review Officer (MRO), will be permitted to maintain enrollment in Basic Nursing Assistant Program.

WAIVER OF LICENSURE/CERTIFICATION GUARANTEE: Admission or graduation from the Basic Nursing Assistant Program does not guarantee obtaining a license or certificate to practice nursing. Licensure and certification requirements and the 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 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 and nursing assistant applicants for certification and licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. 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 (602-331-8111).

I have read and I understand the information presented in this application packet, including the Zero Tolerance Policy, Health Declaration, Pre-Clinical Drug Screening and waiver of Certification Guarantee.

Print Name Clearly _____ Signature: _____ Date: _____

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-6942
FACULTY/STAFF/STUDENT CONFIDENTIALITY AGREEMENT
for MCCCDC Health Care Integrated Educational System Clinical Training

Name (Print) : _____ Check One: Student Faculty

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

Finally, 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.

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

Signed: _____ Date: _____

Print name clearly: _____