



Nursing

Student Handbook

2022-2023

Chandler-Gilbert Community College
Estrella Mountain Community College
GateWay Community College
Glendale Community College
Mesa Community College
Paradise Valley Community College
Phoenix College
Scottsdale Community College

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This Handbook prescribes standards of conduct for students enrolled in the MaricopaNursing Program. The standards are in addition to those detailed under Maricopa Community College’s Policies and Administrative Regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline. The Nursing Leadership Council (NLC) reserves the right to make program changes as needed, and to change without previous notice any information requirements and regulations published in this document.

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District. The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.

I. PROGRAM INFORMATION

1. DESCRIPTION

MaricopaNursing is a consortium of nursing programs at eight of the Maricopa Community Colleges. Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, and Scottsdale Community College are the colleges within the MaricopaNursing consortium. In 2010, the Maricopa Community College District Nursing Program became the consortium of MaricopaNursing.

The consortium shares a common outcome-based integrated curriculum culminating in an Associate of Applied Science degree in nursing; shared agreements for academic standards including admission criteria, progress and graduation standards; shared agreements for development and implementation of student procedures and guidelines as delineated in the Nursing Student Handbook; and a shared governance model which supports the Nursing Leadership Council as the responsible party for decisions regarding nursing at Maricopa. Clinical experiences are provided in a variety of healthcare settings. Completion of the nursing courses and general education degree requirements and subsequent posting of the degree provides eligibility for students to apply for licensure as registered nurses. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

Each MaricopaNursing college is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN) at 3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326. State approval for the Nursing Programs is provided by the Arizona State Board of Nursing (AZBN) at 1740 W Adams Street, Suite 2000 Phoenix, AZ 85007

2. OCCUPATIONAL INFORMATION

Graduates receiving an Associate in Applied Science (AAS) in Nursing degree are eligible to apply for licensure as a Registered Nurse (RN). The R.N. is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of healthcare settings. Registered Nurses function within the legal scope of practice and use professional standards of care when caring for clients and families across the life span. The AAS degree provides an educational foundation for articulation into the university setting.

3. ELIGIBILITY FOR LICENSURE

Students completing graduation requirements for the Associate in Applied Science degree in Nursing are eligible to apply for licensure as registered nurses. Applicants for licensure in Arizona must provide evidence of citizenship or nationality. Licensing fees and requirements are determined by and are the sole responsibility of the State Boards of Nursing. For all questions about eligibility for licensure and the documents required showing eligibility, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602-771-7800.

Felony Bar: If a person has been convicted of a felony, the person is not eligible to apply for licensure or certification with the Arizona State Board of Nursing until 3 years after the “absolute discharge” of the sentence. “Absolute discharge from the sentence” means completion of any sentence, including imprisonment, probation, parole, community supervision or any form of court supervision. This also includes payment of all restitution, fines, fees, etc. If the conviction is reduced to a misdemeanor, or set

aside, dismissed, etc., the 3-year bar may no longer be applicable, but the Board may still consider the conduct involved, and the person’s application will be considered on a “case by case” basis.

4. VISION

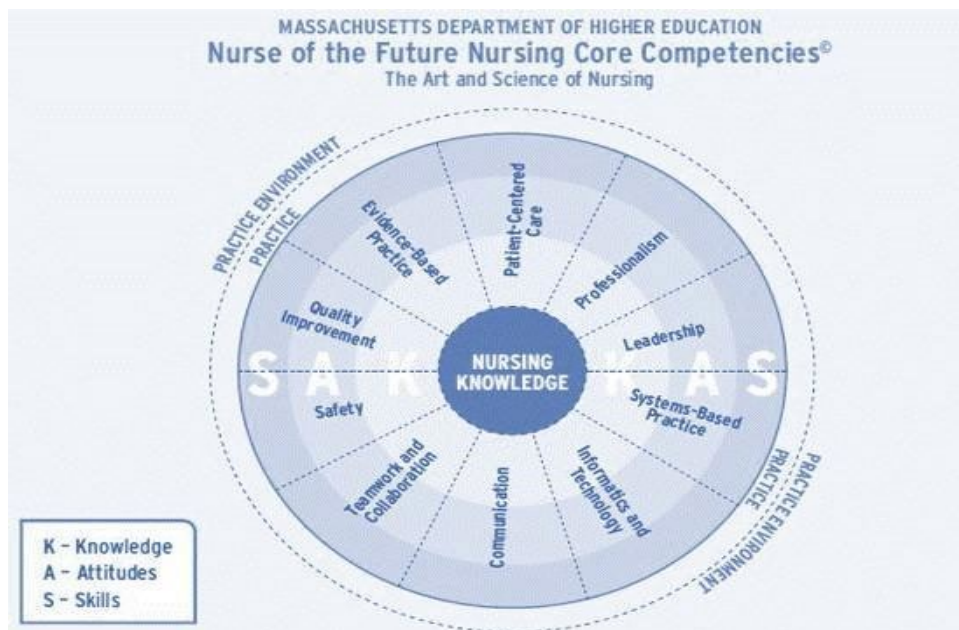
MaricopaNursing is committed to empowering novice nurses with knowledge, skills and attitudes to assume nursing roles across the healthcare system.

5. MISSION

Congruent with the mission of Maricopa Community Colleges, MaricopaNursing provides accessible, affordable quality nursing education that prepares graduates to serve in diverse communities.

6. PHILOSOPHY

MaricopaNursing is committed to preparing students for the complexities of current nursing clinical practice and is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. Demonstration of the competencies signifies preparation for successful transition into nursing practice and further professional development. MaricopaNursing supports the progression of clinical competence through a myriad of experiential learning opportunities that foster the development of clinical judgment. MaricopaNursing has adopted a constructivist framework which guides delivery of educational experiences, acknowledging the uniqueness and complexity of the individual learner and the importance of active learning and personal engagement in the process of learning.

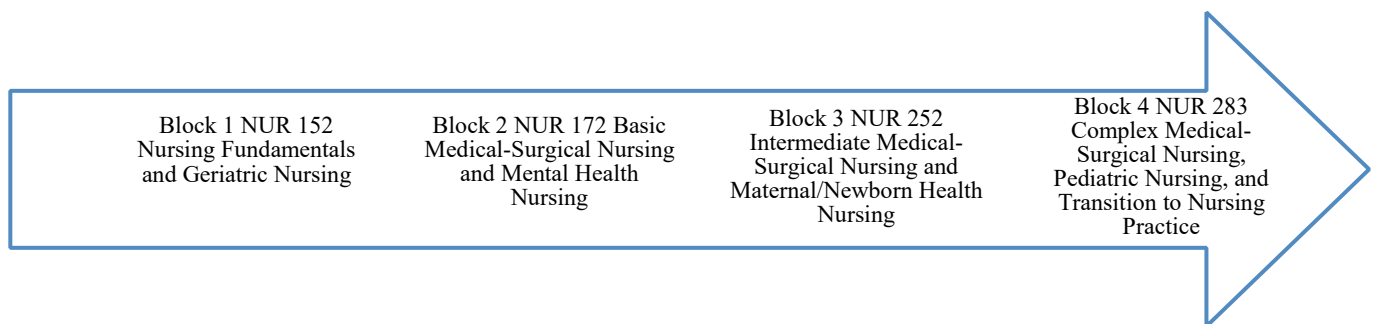


Reference

Massachusetts Department of Higher Education Nurse of the Future Competencies Committee. (2007). Nurse of the Future Nursing Core Competencies, version 2. Department of Higher Education: Boston, Massachusetts. Retrieved from <http://www.mass.edu/currentinit/documents/nursingcorecompetencies.pdf>

II. PROGRAM COMPETENCIES

1. Patient-Centered Care: Provide advocacy and individualized care for diverse populations. (NUR152, NUR172, NUR252, NUR283)
2. Professionalism: Demonstrate accountability for legal and ethical behaviors that reflect standards of professional nursing practice. (NUR152, NUR172, NUR252, NUR283)
3. Leadership: Coordinate nursing care for multiple patients in collaboration with health team members for the acquisition/achievement of shared outcomes. (NUR152, NUR172, NUR252, NUR283)
4. Systems-Based Practice: Discuss healthcare micro and macro systems and their impact on patient care. (NUR152, NUR172, NUR252, NUR283)
5. Informatics and Technology: Integrate technology to provide safe quality care and improve patient outcomes, managing information confidentially and effectively. (NUR152, NUR172, NUR252, NUR283)
6. Communication: Demonstrate effective communication skills while fostering mutual respect and shared decision making with patients, families and colleagues. (NUR152, NUR172, NUR252, NUR283)
7. Teamwork and Collaboration: Function effectively within interdisciplinary teams fostering open communication, shared decision-making and team development. (NUR152, NUR172, NUR252, NUR283)
8. Safety: Provide safe, quality care while minimizing risk of harm to patients and providers. (NUR152, NUR172, NUR252, NUR283)
9. Quality Improvement: Demonstrate accountability for quality improvement of personal performance, patient care and health care systems. (NUR152, NUR172, NUR252, NUR283)
10. Evidence-Based Practice: Utilize evidence-based practice to meet individualized needs across the healthcare continuum. (NUR152, NUR172, NUR252, NUR283)



III. PROGRAM OF STUDY – ADMISSION BEGINNING JULY 2015

General Education Prerequisites	ACCEPTANCE	BLOCK 1	BLOCK 2	BLOCK 3	BLOCK 4
MAT 142 College Math 3 Credits		NUR152	NUR172	NUR252	NUR283
BIO156/181 or 1 yr. HS BIO Biology 201 0-4 Credits		Nursing Theory & Science I 9 Credits	Nursing Theory & Science II 9 Credits	Nursing Theory & Science III 9 Credits	Nursing Theory & Science IV 9 Credits
CHM130/130LL or 1 yr. HS CHM Chemistry 0-4 Credits		CO-REQUISITE COURSES			
ENG 101 or 107 First Year Composition 3 Credits		BIO202 Human Anatomy & Physiology II (Recommended Prereq to NUR172) 4 Credits	PSY101 Introduction to Psychology (Recommended Pre-req to NUR252) 3 Credits	BIO205 Microbiology (Recommended Prereq to NUR283) 4 Credits	HUM--- Humanities Elective 2 Credits
			CRE101 (Recommended Pre-req) Critical & Evaluative Reading 0-3 Credits		ENG102 or 108 First Year Composition 3 Credits
		TOTAL 13 Credits	TOTAL 12-15 Credits	TOTAL 13 Credits	TOTAL 14 Credits
Prerequisite Credits = 10-20		Total Nursing Core Credits = 36 General Education Co-requisite Credits = 16-19 Total Credits for AAS in Nursing Degree = 62-75			

IV. GENERAL INFORMATION

- ❖ Academic advisement is available at each campus.
- ❖ The nursing courses are sequential and the successful completion of each course is a prerequisite for admission to the next block.

- ❖ It is the responsibility of the student to complete all pre- and co-requisite courses prior to graduation.
- ❖ Once initial placement is offered and accepted, students may not transfer in block one to another college.
- ❖ Students must be registered for the class in order to attend.
- ❖ It is the responsibility of the student to notify the Office of Admissions and Records for withdrawals to discontinue studies in a course or at the college.
- ❖ Students will be held to Maricopa County Community College District (MCCCD) policies and procedures related to attendance (see College Catalog, Administrative Regulations, 2.3.2). Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirements as determined by the course instructor may be withdrawn. Students who fail to attend the first scheduled class meeting, or who fail to contact the instructor regarding absence before the first scheduled class meeting may, at the discretion of the instructor, be withdrawn.
- ❖ Nursing classes prepare students for safe client care and faculty expect students to attend each class, laboratory, and clinical session to develop the theoretical and practice components of the professional nursing role. It is the responsibility of the student to notify the instructor prior to absence or anticipated late arrival. Laboratory and clinical hours are often not possible to make up and students must not expect make-up time to be available. When an absence results in the inability of the student to demonstrate clinical practice objectives and meet the required hours of the course, the student will not receive a passing grade in the course.
- ❖ If an absence is necessary, the absence policy of the program includes but is not limited to:
 - Theory/didactic sections: Students are expected to attend all classes necessary to meet competencies of the course. If an absence occurs the student is responsible to obtain class notes and assignments. Students may not arrive late or leave early as these behaviors disrupt the learning environment. A faculty member has the right to deny entrance if a student is late.
 - Laboratory Sessions: Students must attend all laboratory sessions. Makeup time for skills taught in lab may not be possible. Students will be graded on successful demonstration of skills/procedures and are responsible for reviewing skills prior to care.
 - Clinical Sessions: Students are expected to attend all clinical sessions necessary to meet the competencies of the course as determined by the instructor(s). If a student is meeting clinical competencies, one absence may be granted by the instructor. When a student is not meeting clinical competencies, repeated absences (2 or more) may result in the student receiving an incomplete for the clinical component or could result in failing the clinical component.
 - Planned simulations are part of the clinical experiences; however, simulation will not be used to replace scheduled, in-person clinical experience(s).
 - Clinical hours include pre-clinical laboratory practice, pre- and post-conferences, all scheduled clinical days, alternative clinical learning activities, and simulation.
 - All students must complete the online and onsite clinical orientation requirements prior to all clinical rotations. Any student who fails to complete the requirements or is absent on a day of orientation without prior instructor approval may not continue in the rotation.
 - Late arrival or leaving early from the clinical experience may result in disciplinary action and place the student at risk for failing to achieve the course competencies.
 - Clinical experiences scheduled in psychiatric/mental health, obstetrical, and pediatric rotations are assigned to meet the minimum course requirements.
 - In case of serious illness or emergency situations, a student may find an absence unavoidable. When an absence occurs, the student must notify the clinical instructor in advance of the clinical hours. Any absence can jeopardize successful achievement of course competencies.

- The nursing program does not routinely provide “make-up” clinical hours.
- Special Circumstances: There are no provisions for an “excused absence” outside the following list as described in the college policies (see college catalog). All requests for an excused absence must meet the college policy and the request is to be sent directly to the nursing department director and the primary course instructor.
- ❖ Official Absences, as described in the college catalog, 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 an absence is prolonged and too much content is missed an incomplete may need to be given. Appropriate documentation is required.
- ❖ Religious Holidays - There is a process for requesting accommodations for religious holidays. For information on the procedure, please refer to the process [here](#).

V. CHANNELS OF COMMUNICATION

There is an expectation of mutual respect between faculty and students. If a concern should arise, a meeting should be scheduled between the faculty member and student to discuss the matter. Issues are often resolved by direct communication between the faculty member and the student.

Instructional Grievance Process – Located [here](#)

A student who feels that s/he/they has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment. **Steps for students to follow:**

1. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written grievance must be filed within ten working days following the previous deadline. The written grievance will be given to the faculty member five days before any official meetings are convened.
2. Upon receipt of a written grievance, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask the College Faculty Senate President to be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.
3. If the grievance is not resolved at this level within ten working days, the student should forward to the Vice President of academic affairs or designee, a copy of the original written grievance with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the process.

5. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

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

VI. STUDENT REPRESENTATION

Students are provided opportunities to offer input on decisions including admission standards, curriculum, student services, and the teaching/learning process. Students are invited to become active in student government and nursing student associations and organizations, both on campus and in the community. Student input is vital to the ongoing improvement of the nursing programs.

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

- ❖ Complete End of Block, End of Program, Student Forum, and Alumni surveys.
- ❖ Provide honest and fair feedback when asked to complete instructor and course evaluations.
- ❖ Participate in Student Nurse Association (SNA) activities.
- ❖ Volunteer for committee participation by serving on the committees available at the college. Examples of these committees could include but are not limited to: Curriculum, Community Advisory, Student Conduct and/or Student Affairs Committees.
- ❖ Provide input when your peers are representing your issues at committee meetings and student forums.

VII. PROFESSIONAL APPEARANCE

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

- ❖ In all cases, the student must be in compliance with the professional appearance policy of the clinical agency. No accommodation will be made to change the location of clinical experiences.
- ❖ Students are expected to present themselves in a professional manner at all times while enrolled in the nursing program
- ❖ A student may be removed from the clinical setting and jeopardize successful completion of the clinical course based on the inability to place the student in a clinical facility due to noncompliance with the facility policies.
- ❖ Students are to wear the official nursing program uniform in all clinical settings and as requested by their college unless setting or agency requires other clinical attire.
- ❖ Uniforms should fit so that when the student bends forward, the bottom hem of the top covers the pants' waistband in the back. Visible chest or buttock cleavage is not permitted.
- ❖ Pant hems should be tailored so as to not drag on the floor when walking or standing.
- ❖ Students may wear a plain white or black t-shirt under the uniform. No other colors are permitted. The t-shirt may be sleeveless, short or long-sleeve. Turtlenecks are permitted.
- ❖ The official student uniform jacket or a plain white lab coat may be worn over the uniform. Sweaters, hoodies, or similar apparel are not permitted in the clinical setting.
- ❖ Picture ID badge must be worn at all times above the waist with the picture facing forward in the clinical agency. The ID badge should be worn on the upper shoulder area of the uniform.
- ❖ White or black socks or neutral nylons should be worn with the uniform. Other colored socks are not permitted.

- ❖ Uniform style shoes are to be white or black with low heels. No open toes, backless shoes or sandals. White or black clogs (no other colors are permitted) with a back strap are permitted. All shoes must have a non-porous top.
- ❖ The uniform must be clean and wrinkle-free. Undergarments must be worn at all times and cannot be visible.
- ❖ The only jewelry that may be worn with the uniform is a wedding ring, small post earrings in earlobes only, and a wristwatch. No other visible body piercing jewelry is allowed; however, if necessary, a small skin toned bandage is permitted to cover a visible piercing. Necklaces must be kept under clothing and not visible. In some rotations, it may be advisable to not wear any jewelry.
- ❖ Earlobe gauges must be filled or covered in flesh tones.
- ❖ No objects of any type may be worn in the tongue.
- ❖ Tattoos must be covered if possible. Tattoos which cannot be covered must not convey a message that is contrary to MaricopaNursing professional standards and must not pose a potential customer relations issue.
- ❖ Hair must be clean, combed, natural color (not pink, blue, etc.), worn up/off the collar, and secured back from the face so it does not fall forward while in uniform to meet health and safety standards. Unconventional hair styles (such as a Mohawk) are not permissible in lab or clinical settings. Closely trimmed beards, sideburns, and mustaches are permitted, but must meet facility policy for client safety. No hair adornments may be worn in the hair to the clinical/lab setting (i.e. artificial flowers, scarves, or jewels) unless approved due to cultural/religious reasons.
- ❖ Makeup must be neutral and minimal; false eyelashes (strip lashes using adhesive) should not be worn and may be restricted in some areas due to safety and sterility issues.
- ❖ No chewing tobacco or gum while in the nursing laboratory or in the clinical setting. Chewing tobacco or e-cigarettes/vaping is not allowed in class, laboratory, or clinical setting.
- ❖ Students will maintain personal hygiene, including oral care. Students will be free of offensive body odor and/or cigarette odor. No cologne, after-shave, scented lotions, and/or perfumes are permitted.
- ❖ Fingernails must be clean, short with clear, neutral or pale polish, if any. Artificial nails, gel polish nail wraps, or extenders are not permitted in the clinical setting.

Unacceptable Attire in the Clinical and/or Laboratory Setting: NO thin or see-through clothes, bandeau/crop tops, sports bras, tank tops, shorts, or short skirts/dresses. When in the clinical setting, students are required to wear the MaricopaNursing uniform with a name badge as outlined above.

VIII. INFORMATION TECHNOLOGY

Nursing students will be required to use online resources and will need access to a computer and network connection. Criteria for use of mobile/electronic devices in clinical, simulation, lab, and classroom: Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

- ❖ Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, mobile devices, laptops or other electronic devices.
- ❖ These may be used only when authorized by faculty and for clinical activities, not personal use.
- ❖ Cell phones and all mobile devices must be on “silent” mode or turned off during class, lab, and clinical experiences.
- ❖ No photos may be taken by students in the clinical agency or lab environments. The exception to taking photos or videos in the laboratory environment is when it is a course assignment.

- ❖ No personal phone conversations or texting allowed at any time while in lab, class, or clinical. A clinical probation will be given for the first violation of using the mobile device for socializing during clinical time. A second violation may result in removal from the clinical setting.
- ❖ When accessing information on smartphones, students are expected to have the equipment turned off if agency policy requires it and go to an area designated for cell phone use when accessing information on a mobile device.
- ❖ Be respectful to the client at all times and ensure that your entire attention is focused on the client when you are in the client's room. If you are using any type of mobile device at the bedside be sure to apologize for the interruption in care and explain how the use of the technology will assist with care.
- ❖ Faculty or hospital staff may ask to see what programs you are using at any time. Use of facility computers for personal use is prohibited.
- ❖ You must protect the confidentiality of patient information at all times in accordance with HIPAA. Students may not take any photographs of clients or client records, nor print or make copies of client records.
- ❖ Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency and may be subject to disciplinary action.
- ❖ Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens, so may mobile devices. Be sure to disinfect/decontaminate them as needed.
- ❖ Social networking sites: When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site even if "privacy" options are selected. Keep your interactions professional and err on the conservative side when placing written communication or posting pictures. Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you and many recruiters now routinely search the social networking venues when considering people for a new hire. It is never appropriate to post photos or information about a patient. Social network postings can be subject to disciplinary action from the nursing program.
- ❖ For additional information on how to use social media without professional or personal repercussions, visit: <https://www.ncsbn.org/347.htm>

IX. TESTING, PROGRESSION AND RETENTION

1. Methods of Evaluation - Grading Guidelines

A. Nursing courses in the Program of Study (core courses) utilize the following grading scale:

GRADE SCALE (cumulative):	92 -100	=	A
	84 – 91	=	B
	76 – 83	=	C
	68 – 75	=	D
	67 and below	=	F

MaricopaNursing Testing Policy

- Students must achieve a minimum score of 76% (average of all tests, non-rounded) on course proctored test/quiz points to pass the course.
- Final Exam will be comprehensive and given at the end of the semester.

- While the final exam is comprehensive, this does not preclude faculty from giving comprehensive proctored exams and quizzes.
- Standardized End-of-Course/Program Exams – Program Benchmarks
 - Block I – Fundamentals HESI
 - Block II – Mental Health HESI
 - Block III – Med/Surg HESI
 - Block IV – Exit Exam HESI
- Other Non-Benchmarking options (non-proctored points only)
 - Block II – Med/Surg HESI – customized
 - Block III – OB - standardized
- Grade grievance must follow the protocol established in the MaricopaNursing Student Handbook.
- Academic misconduct must follow the guidelines within the MaricopaNursing Program Student Handbook
- Nursing courses are not graded on a curve; grades are earned without regard to scores of other students.
- Meet all course requirements as described in the course syllabus.

Clinical Requirements for Progression

- Obtain a satisfactory rating on each laboratory practicum.
- Consistently function at “Satisfactory” level for each of the clinical competencies on the evaluation form. The final summative evaluation may not contain “Needs Improvement” or “Unsatisfactory” ratings. The student will not successfully complete the clinical if either of these ratings are present.
- Failing the clinical component of a course will result in a grade of “D” or “F” for the course.
- A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility.

Exam Weight Progression

	Block I	Block II	Block III	Block IV
Proctored Unit Quizzes/Exams	45%	50%	50%	55%
Comprehensive Final Exam	25%	25%	25%	25%
Standardized HESI Exam	5%	5%	5%	5%
% of Total Grade	75%	80%	80%	85%

Testing Guidelines

- Exam absences are based on syllabus guidelines. No test, practicum, or remediation examinations can be retaken or given to improve a score.
- Exams are available for review based on instructor availability and syllabus guidelines.
- MaricopaNursing will follow best practices for testing as outlined in the Arizona State Board of Nursing [Advisory Opinion](#).

Test Item Formats and Grading:

(Subject to variation based on the testing platform/software)

- Multiple choice (standard psychometric analysis applies)
- Select all that apply- Multiple Response (no partial credit for correct options)
- Fill in the blank – math calculations only
- Drag and drop – Ordered response
- Hot spot
- Multiple choice (4 answer options)
 - Chart exhibit
 - Tables and graphs
 - Audio
 - Video

NCLEX® Next Gen Scoring Rules - items will be clearly identified as NextGen

- 0/1 – student gets the item either right or wrong (full credit or no credit)
- +/- (plus/minus) - students earn points for each correct answer, and a point is removed for each incorrect answer. The lowest score for a single item is "0" and never negative.
- Rationale Rule – a 2-part item where students need to get both the answer and rationale correct to obtain the point.
- Select all that apply items (SATA) follow the plus/minus scoring rules unless the item is “select N” which uses a 0/1 scoring rule.

Student Testing Success Strategies

Pre-Exam

- Read and highlight the textbook/eBook
- Combine notes from book and lecture
- Prepare a study guide – use your learning style (www.vark.com)
- Participate in a study group
- Clarify all questions
- Rest and eat well before the exam
- Prepare for each class by reading and doing pre-assignments
- Attend all classes and labs
- Review class notes within 24 hours of lecture
- Review previous notes before the next lecture

During the Exam

- Read, clarify, and follow all instructions

- Underline or make a mental note of keywords
 - Read the stem of the question carefully
 - Determine what the question is asking
 - Read all answer options
 - Choose the best answer

Insufficient Information or Knowledge

Insufficient information or knowledge is the result of poor or inadequate study skills and preparation. If you continue to have difficulty, see the student success departments on campus. They can help with strategies and life management skills. Below are some specific suggestions.

- ❖ I did not read the textbook thoroughly
 - Take notes while reading – reread before the exam; summarize the readings; highlight key ideas while reading
- ❖ The information was not in my notes
 - Record lecture if allowed by faculty and update notes after class
- ❖ I studied the material but could not remember it
 - May not have been focused on when studying; allow yourself more preparation time to review in detail the 1st time and “brush up” before the exam.
- ❖ I knew the main ideas but needed the details
 - May not have been focused on when studying; allow yourself more preparation time to review in detail the 1st time and “brush up” before the exam.
- ❖ I knew the material but could not apply it
 - Create patient scenarios for each topic – apply while studying.
- ❖ I studied the wrong information
 - Clarify the areas of content; review the test blueprint if available.
- ❖ Missed or did not understand the terms
 - Make flashcards of unfamiliar words while studying

Test Anxiety

Test anxiety is common in nursing school. You cannot eliminate test anxiety but need to learn how to control your stress levels while testing. Counseling services on campus can assist in managing the anxiety you are experiencing. Here are some other suggestions.

- ❖ Get a good night of sleep the night before the exam. Do not study 2-4 hours before bedtime; otherwise, you will not sleep restfully.
- ❖ Prepare a method of meditation or relaxation that can be used during the exam. Reflect in your mind, on a word, phrase, image, or positive affirmation that brings you calm. Use it while studying and during the exam, hang it on your bathroom mirror and reflect on it each day.
- ❖ Take a brisk walk around campus before the exam; think positive thoughts.
- ❖ Plan to arrive well in advance of exam start time.

Careless Mistakes

Careless mistakes are often the result of going too fast or too slow. The person that moves too rapidly through the exam glosses over key points and misses keywords. The person that goes too slow, second guesses themselves and changes answers. It is essential to develop both speed and accuracy when taking an exam.

- ❖ Budget enough time to review your exam before submitting but do not change answers unless you are 100% confident that you've marked it incorrectly
- ❖ Remember, the NCLEX® does not allow for exam review, so learn how to take each item and move forward.

Lack of Test Wisdom

Learning to take nursing exams is a skill that needs development. Learn how to take these types of exams and practice, practice, practice!

- ❖ Practice exam items in “study mode” where you take a question, select your answer and read the correct answer with rationale.
- ❖ Practice exam items in “testing mode” where you take 75+ items in a single setting, timing yourself, and ‘simulating’ an exam. This will develop your “mental muscle” to sustain concentration over a sustained period of time.

General Success Plan Recommendations

- ❖ Review HESI remediation for all HESI block tests. Use your areas of weakness to create a study plan, review, and remediate.
- ❖ Math calculation and remediation.
- ❖ Practice 100 NCLEX® test questions per week.
- ❖ Homework mode: take an item, review answer, and read the rationale
- ❖ Testing mode: take many items with a time limitation, then check answers – simulate the testing environment.
- ❖ Counselor center for stress management, test anxiety, and life skills.
- ❖ Disability Resources and Services for accommodations.

2. Exit Testing and Remediation

Near the end of each Block, the student will take a computerized, standardized examination. The score is included as proctored points. The primary purpose of these examinations is to assess the student's achievement of nursing knowledge at his/her current level. The assessment will identify specific, individualized remediation content that can contribute to the student's success in the nursing program.

Immediately after the assessment each student receives an overview with the raw test score, conversion score, and comparison scores. After completing the exam, each student will receive an email from Elsevier Evolve with individualized remediation and suggested study materials.

3. Progression

To qualify for enrollment through the subsequent Blocks of the nursing program the following must be achieved:

1. Pass all components of the current nursing course.
2. Maintain compliance with the Health and Safety requirements of the nursing program throughout the semester of enrollment.
3. Meet all deadlines for clinical facility requirements by the due dates.

4. Graduation Requirements

1. Block 4 students must complete an application for the degree through the Admissions and Records department prior to the date listed in the college catalog.
2. Students must meet the general education course and nursing course requirements for the Associate in Applied Science (AAS) degree in Nursing. The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog.
3. The AAS degree must be posted on the student's transcripts before authorization is given to the State Board of Nursing to take the licensing exam.
4. A Certificate of Program Completion is electronically provided to the Arizona State Board of Nursing by the Admissions & Registration office.
5. Eligibility to take the National Council Licensure Examination - Registered Nurse (NCLEX-RN): Students must have a high school diploma or GED certificate and proof of graduation from an accredited/approved nursing program.
6. Completion of the nursing program and graduation from a college does not guarantee a passing score on the licensing exam. Application for NCLEX-RN is the sole responsibility of the student.

5. Investigative and/or Disciplinary Actions of Regulatory Boards

1. All students enrolled in nursing courses who are certified and/or licensed as a Nurse Assistant or 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.
2. Students receiving any investigative or disciplinary actions against their certificate or license must notify the Nursing Director within five (5) school days. Failure to remain in good standing may result in restriction or withdrawal from nursing courses.
3. Once admitted, any student who has the fingerprint clearance card suspended or revoked while enrolled in the program will not be permitted to continue.

6. Transfer within MaricopaNursing

A student in good standing who successfully completes nursing courses may transfer between campuses on a space available basis by following the steps listed below. Transfers are only considered for blocks 2, 3, or 4.

- Obtain the transfer form from the Division/Department office or website and complete all parts of the transfer form.
- Inform and obtain signature from the Nursing Director/designee of the home campus.
- Send the form (via fax, email, or in person) to the Nursing Director of the receiving campus.

- A transfer is confirmed upon student acceptance. It is the responsibility of the student to notify both nursing departments in a timely manner if a transfer is no longer desired. Placement is not guaranteed until the student is officially registered.

7. Readmission Guidelines

1. A student exiting the nursing program for any reason must complete an Exit Interview Form with the instructor, Director or designee to be eligible for readmission. The Exit Interview Form must include all admission and exit test scores as well as student information.
2. No student is guaranteed readmission. A student may be granted ONE readmission if there is space available and the student has had no previous readmissions. If the student wishes to attend another MaricopaNursing campus the student needs to provide the Director of the nursing program at the desired site a copy of his/her Exit Interview Form and request readmission.
3. A readmission may be granted for up to two traditional semesters following the exit. The final determination for readmission is made by the Nursing Director.
4. All readmissions are subject to space availability and approval of the Nursing Director. Factors which may be considered for readmission include but are not limited to final nursing course grades, HESI scores, and course/clinical evaluations.
5. The Nursing Director and/or designee may specify certain required or recommended criteria for readmission. Criteria may include completion of academic courses, proof of work experience, remediation, counseling, or other activities to promote success of the student.
6. The Nursing Director and/or the Nursing Leadership Council reserves the right to deny a request for readmission if the student was dismissed for issues relating to academic integrity, unsafe patient care, inappropriate conduct, or dismissal from a college or clinical site.
7. The Nursing Director and/or the Nursing Leadership Council reserves the right to approve an admission or readmission for a student in good standing who has to defer or withdraw for an unexpected event such as illness/injury, military deployment, or other unforeseen events.

8. Block specific information for readmission – No readmission is guaranteed

All students must meet current Health & Safety requirements. If a student has had two withdrawals/failures/exits or any combination from the nursing program for any reason, the student is considered to be out of the nursing program.

1. **Block 1:** A student exiting for a withdrawal or a failure must file an application for new student admission and meet current admission requirements. If space is available at the start of a new semester, the Director may readmit a block 1 student from the previous block based on Director's discretion; however, this is not guaranteed.
2. **Block 2:** A student exiting for a withdrawal or a failure may request readmission into the next available traditional semester. The maximum amount of time a student may be out of the program is not to exceed two semesters. If more than two traditional semesters, the Block 2 student must apply as a new student into Block 1, meet all current admission criteria, and repeat all nursing courses.
3. **Block 3:** A student exiting for a withdrawal or a failure may request readmission into the next available traditional semester. The maximum amount of time a student may be out of the program is not to exceed two semesters. If out longer than two semesters or if the student has two exits (failures or withdrawals) from the program, the Block 3 student must apply as advanced placement and meet current advanced placement admission requirements.

4. **Block 4:** A student exiting for a withdrawal or failure may request readmission into the next available semester. The maximum amount of time a student may be out of the program is not to exceed two semesters. If out longer than two semesters or if the student has two exits (failures or withdrawals) in the program, the student must apply as advanced placement into block 2 or 3 and meet all current admission requirements.

NOTE: Advanced placement applications are valid for two years from the date of application. Following the two year period, the student must update his/her application meeting all current requirements to be considered for placement. If the student does not elect to update/reapply for advanced placement, the application will be removed from the database and the student will be notified via the email address on file. Following two failures/exits from the program, a student will need to either apply as a new student to Block 1 or, if Blocks 1 and 2 have been successfully completed, the student will need to complete NUR191 and successfully complete the NCLEX-PN and obtain his/her/their LPN license. Application may then be made to Block 3 of the nursing program.

X. HEALTH AND SAFETY GUIDELINES

1. Essential Skills and Functional Abilities

Nursing students must be able to perform a variety of patient care activities without restrictions in the laboratory and clinical settings. At a minimum, students will be required to lift patients, stand for several hours at a time and perform fine motor skills with dexterity. The clinical nursing experience also places students under considerable mental and emotional stress as they assume responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions to remain in the program. Individuals should give careful consideration to the mental and physical demands of the program as described in detail under "Essential Skills and Functional Abilities" prior to making application.

2. Health and Safety Requirements*

1. All students entering nursing courses must meet all Health and Safety requirements to maintain enrollment in the program. Students who do not meet all health and safety requirements by the required date will not be able to continue in the clinical component of the course.
2. Students unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will not be registered or allowed to continue in nursing courses. A physician note or other documentation will not negate the need to complete all health and safety documentation requirements due to the need to protect patient safety.
3. An immunization exemption/variance request is available due to religious or medical reasons. The Nursing Director must be informed of the need for an immunization variance prior to the student's acceptance into the program or continuation from block to block. Every attempt will be made to place the student in clinical rotations to meet the competencies of the course; however, if a clinical placement cannot be obtained the student may be given an incomplete, may not move forward with his/her/their cohort, and, in some circumstances, may not be able to complete the program of study. In all instances, a confirmation of TB status is required, and verification of immune status is required by proof of titers for all required elements. For a medical exemption/variance, appropriate documentation from a licensed health care provider is required. Some facilities require an influenza vaccination and a waiver is not accepted. In those instances, a student without required immunization(s) will not be able to attend clinical in that facility.

4. In circumstances of student illness, injury, or other health limitations, both the off-site clinical agency and the college health policies must be upheld. The faculty member and/or clinical agency representative will determine a student's ability to provide nursing care, in light of a physician's approval for return or functional limitations. When a student has weight or activity restrictions (such as non-weight bearing or lifting restrictions), is in a cast, an orthopedic boot, or has another appliance or restriction, the student must meet with the DRS (for injury, illness, or disability) or the Title IX Coordinator (for pregnant and parenting issues) to review whether accommodations or academic adjustments are available to the student. MCCCCD is not able to accommodate or otherwise change requirements imposed by third-party clinical sites. Pregnant students are not required to self-report pregnancies
5. A Level One Fingerprint Clearance Card (FCC) is required for enrollment in nursing courses. Students unable to maintain a current FCC will be withdrawn from nursing courses. If the FCC is suspended or revoked at any time during the nursing program, the student has the duty to report this event to the Nursing Director within five (5) business days and may not continue in the program until the FCC is reinstated. The student must be able to show his or her FCC during the clinical rotations upon request.
6. As is outlined in the Arizona Revised Statutes 15-1650.05, students participating in clinical settings at a healthcare institution licensed under A.R.S. Title 36, which includes hospitals, nursing care institutions, residential care institutions, intermediate care facilities for individuals with intellectual disabilities (ICF-IID), group homes, or other medical facilities may be required to provide proof of COVID-19 vaccination and subject to regular health screening and testing as determined by the healthcare institutions. (See Arizona Revised Statutes 15-1650.05). Maricopa County Community College District will require all Allied Health and Nursing students to show proof of vaccination in order to ensure compliance with our clinical partner health and safety requirements.
7. MCCCCD cannot provide accommodation in the clinical setting and cannot force our clinical partners to provide accommodations to students. Students are required to obtain accommodations from the clinical site by completing the clinical site's religious or medical disability accommodation process if the clinical site has identified a process. If you are unsure if the facility where you have been placed provides accommodations, please visit myClinicalExchange (mCE) to confirm and obtain directions for requesting accommodations from the site.

To meet this requirement:

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

- Provide proof of two-dose vaccination of Pfizer-BioNTech or Moderna vaccine.

OR

- Provide proof of one dose vaccination of Johnson & Johnson's Janssen vaccine.

OR

- Upload a copy of your signed COVID-19 declination. This does not need to be sent to anyone at MCCCCD, just upload the completed form to American DataBank. Please note that a completed declination form does not guarantee clinical placement. Furthermore, the declination does not guarantee an accommodation will be granted by a clinical partner or that you will be placed at a clinical site that does not require the COVID-19 vaccine, which may impact continuation in your clinical course.

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

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

3. 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 or permanent medical condition inhibiting/restricting their physical activities must engage in discussions with the Disability Resources Services office if they are seeking accommodations/academic adjustments.
3. Should the student require any type of accommodation/ academic adjustment, the student must notify the Disability Resources Services (DRS) Office. The DRS office should be contacted by the student before the first class meeting. Special accommodations for testing will be given only with appropriate documentation as required by the DRS office. Should the student require accommodation/academic adjustment due to pregnancy and the student opts to disclose their pregnancy, the student should work with their college Title IX Coordinator.
4. Should a student request accommodations for clinical experiences, the student is required to contact the college DRS center.
5. Official documentation of disability is required for any accommodation including but not limited to additional time, alternative environments, or additional requests.

Essential Skills and Functional Abilities for Nursing Students

MaricopaNursing students must be able to perform essential skills. If a student believes that he/she cannot meet the standards without accommodations, the nursing program will determine on an individual basis, whether an accommodation can be made. The ultimate determination regarding accommodation will be based upon preservation of patient safety.

Functional Ability	Standard	Examples Of Required Activities
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. Visual acuity to read calibrations on syringe, assess color (cyanosis, pallor) Tactile ability to feel pulses, temperature, palpate veins, etc. Olfactory ability to detect smoke, odor
Behavioral/ Interpersonal/ Emotional	Ability to relate to colleagues, staff and patients with honesty, civility, integrity and nondiscrimination. Capacity for development of mature, sensitive and effective therapeutic relationships. Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds. Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. Negotiate interpersonal conflict. Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.	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 patients. Adapt rapidly to environmental changes and multiple task demands. Maintain behavioral decorum in stressful situations.
Safe environment for patients, families and co-workers	Ability to accurately identify patients. Ability to effectively communicate with other caregivers.	Prioritizes tasks to ensure patient safety and standard of care. Maintains adequate concentration and attention in patient care settings.

	<p>Ability to administer medications safely and accurately.</p> <p>Ability to operate equipment safely in the clinical area.</p> <p>Ability to recognize and minimize hazards that could increase healthcare associated infections.</p> <p>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</p>	<p>Seeks assistance when clinical situation requires a higher level or expertise/experience.</p> <p>Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</p>
Communication	<p>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language).</p> <p>Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy</p> <p>Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.</p>	<p>Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care.</p> <p>Elicits and records information about health history, current health state and responses to treatment from patients or family members.</p> <p>Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective and timely manner.</p> <p>Establishes and maintains effective working relations with patients and co-workers.</p> <p>Recognizes and reports critical patient information to other caregivers.</p>
Cognitive/ Conceptual/ Quantitative Abilities	<p>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</p> <p>Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</p> <p>Ability to comprehend three-dimensional and spatial relationships.</p> <p>Ability to react effectively in an emergency situation.</p>	<p>Calculates appropriate medication dosage given specific patient parameters.</p> <p>Collects data, prioritizes needs and anticipates reactions. Analyze and synthesize data and develop an appropriate plan of care.</p> <p>Comprehend spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths.</p> <p>Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers. Transfers knowledge from one situation to another.</p> <p>Accurately processes information on medication containers, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</p>
Punctuality/ work habits	<p>Ability to adhere to MaricopaNursing policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and student handbook and course syllabus.</p> <p>Ability to complete classroom and clinical assignments and submit assignments at the required time.</p>	<p>Attends class and clinical assignments punctually.</p> <p>Reads, understands and adheres to all policies related to classroom and clinical experiences.</p> <p>Contact the instructor in advance of any absence or late arrival.</p>

	Ability to adhere to classroom and clinical schedules.	Understands and completes classroom and clinical assignments by due date and time.
Environment	<p>Recognize the personal risk for exposure to health hazards.</p> <p>Use equipment in laboratory or clinical settings needed to provide patient care.</p> <p>Tolerate exposure to allergens (latex, chemical, etc.)</p> <p>Tolerate wearing protective equipment (e.g. mask, gown, gloves)</p>	<p>Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex.</p> <p>Uses personal protective equipment (PPE) appropriately.</p>

4. Insurance: Health and Accident

1. Students are advised and may be required by some clinical facilities to carry their own health and accident insurance. In situations where insurance is required to attend a specific clinical rotation, the student will not be permitted to attend and may have to withdraw from the course. Each student is personally liable for any illness or accident during or outside of school activities.
2. Students participating in a college-related activity have limited coverage by the Student Accident Insurance: Program Director please refer to the Risk Management website <https://maricopa.sharepoint.com/sites/DO/business/rm/Pages/international-education/default.aspx> For a plan brochure, claim filing procedures, claim form, and ID Cards. Coverage is subject to change each policy year. Coverage is effective August 1st.
3. Student accident insurance coverage is secondary to the student's primary coverage.
4. If a student is injured during clinical, a Maricopa Community Colleges accident insurance form and verification of other insurance coverage must be completed. Claim forms are submitted to the Nursing Director for signature and then forwarded according to campus procedure.
5. Students are responsible for their own transportation and vehicle insurance to and from clinical.
6. Maricopa Community Colleges provides medical malpractice insurance coverage for students enrolled in the Nursing Programs
7. All incidents need to be reported to Campus Public Safety. They will fill out a report and forward to Risk Management.

5. Guidelines Regarding Exposure to Infectious Diseases/Body Fluids

1. Standard precautions, which are intended to reduce the risk of pathogen transmission, are the basic level of infection control MaricopaNursing, students are expected to follow hand hygiene, personal protective equipment (PPE), respiratory hygiene, and linen and waste disposal guidelines recommended by the World Health Organization Standard precautions in health care: http://www.who.int/csr/resources/publications/EPR_AM2_E7.pdf
2. All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.
3. MaricopaNursing, students are not permitted to care for clients with active/suspected tuberculosis, mumps, measles, varicella, or any client in airborne isolation/precautions.

6. Exposure Guidelines

A. Nursing students who are directly exposed to body fluids must immediately notify the clinical instructor.

B. Students exposed to body fluids shall follow this protocol:

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

Source: U.S Department of Labor, Occupational Safety & Health Administration. (OSHA). *Bloodborne pathogens and needlestick prevention*. <https://www.osha.gov/SLTC/bloodbornepathogens/index.html>

XI. DRUG SCREENING PROCEDURE

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

1. Drug Screening Guidelines

1. All students are required to submit to a random urine drug screen as a condition of enrollment in the nursing program.
2. Once students register online, they will receive instructions to go to a lab where they will pay and submit a urine specimen. The student will be informed by the school of the 48 hour window of time they must submit their urine sample at the lab.
3. Private health insurance will not pay for this screening. The lab will provide the student with a receipt. Students should not take a prescription to the lab to be evaluated, but will list prescription drugs they are currently taking.
4. Positive drug screens are referred to the Medical Review Officer's (MRO), who will contact the student. The Nursing Director or designee will receive the result once the review is completed.
5. If a student provides a dilute sample which tests positive, the result is considered positive and pending MRO review, the student may be withdrawn pending due process. A negative dilute specimen will require a retest at the student's expense.
6. If a student provides a positive sample which MRO indicates may be due to food consumption, the program will verify with the MRO, the result will remain positive and students will be asked to retest within a designated time frame at the expense of the student.

7. If a student challenges a positive result, only the original sample can be retested. All positive samples are frozen and retained for one year. The student is responsible for the cost of the retest.
8. Only students receiving negative drug screens can remain enrolled in nursing courses. Reports from the MRO of safety issues/concerns related to the drug profile will require further evaluation. Students may be on temporary exclusion from the program until evaluation is complete.
9. Students testing positive for illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical setting by the MRO will not be permitted to attend nursing courses. All positive results except cotinine (nicotine), and alcohol, resulting in dismissal are reported to the Arizona State Board of Nursing.
10. Students will not be allowed to use previous drug screens requested by any person or agency outside of MaricopaNursing.
11. Students failing to test during the designated date and time do not meet the requirement for drug testing and will be withdrawn from all nursing courses.

2. Medical Marijuana Policy

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

3. Drug Screening “For Cause” Testing

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

1. When a faculty/clinical instructor perceives the odor of alcohol or marijuana, or observes behaviors such as but not limited to, slurred speech, unsteady gait, or confusion, extreme fatigue or lethargy, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:

- a. The instructor will remove the student from the patient care or assigned work area immediately and notify the lead instructor, college Director or designee.
 - b. Upon student's verbal consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility contracted by Maricopa Community Colleges.
 - c. The student is to have a picture ID in his/her possession.
 - d. After testing, the student may call the transportation service contracted by Maricopa Community Colleges for transport home.
 - e. If the student admits to alcohol or drug use, he/she will still require drug screening.
 - f. The student is responsible for all costs associated with the for-cause drug-screening test.
2. If the results of the test(s) are negative for alcohol, illegal substances, or non-prescribed legal substances, the student shall meet with the Nursing Director to discuss the circumstances surrounding the behavior.
- a. If the indicator was the odor of alcohol or marijuana, the student will be required to discontinue the use of whatever may have caused the odor before being allowed to return.
 - 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, illegal substances, or for non-prescribed legal substances, the Nursing Director will withdraw the student from all nursing courses. The results of the positive screening test except for alcohol will be reported to the State Board of Nursing.

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. If the student refuses transportation, the student should be informed that security/law enforcement may be notified.
- c. Failure to comply with any aspect of this policy will result in withdrawal from the program.

4. Readmission Guidelines Related to Positive "For Cause" Testing

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

Submit a letter requesting readmission to the Nursing Program Director which includes:

- 1) Documentation from a therapist with experience in addiction behaviors indicating status and/or documented rehabilitation related to alcohol/drug abuse.
- 2) Include documentation of compliance in a treatment program if identified as required by the therapist.
- 3) Repeat a urine drug screen for alcohol/drugs prior to readmission and may be subject to random drug screening at the student's expense during the program of study.

If a student, after being readmitted to the nursing program, has positive results on an alcohol/drug screen, the student will be permanently dismissed from the MaricopaNursing Program and notification will be sent to the State Board of Nursing.

5. Due Process: If a student has his/her/their continuation in a class or the academic program called into question based upon a positive drug test, a failed background check, or a code of conduct violation that may prevent the program's ability to place the student at a clinical site, the student will be afforded due process prior to being removed from the class/program.

XII. MEDICATION ADMINISTRATION GUIDELINES

Students are expected to function at the level of education and experience according to Block competencies. Students are accountable to demonstrate competencies of previously learned content. All students must review the agency's medication policies prior to administering medications in the unit.

General Guidelines:

- Students must adhere to the agency's policies and procedures for medication administration.
- Students must demonstrate competency in calculating medication dosages prior to administering medications.
- Students who are unable to calculate accurate dosages may receive a clinical warning/probation related to unsafe clinical practice and may be required to administer all medications under the supervision of the clinical instructor
- Medication errors are to be reported to the instructor immediately
- All medications given to infants and children must be approved by the instructor.
- In all cases and under all circumstances, the instructor reserves the right to limit a student's medication administration experience.
- Some clinical agencies may require that the students only administer medication with their clinical instructor.

Block Related Medication Guidelines:

Block 1: Students may administer medications under the direct supervision of clinical faculty. Once the student has demonstrated consistently safe medication administration procedures, the student *may* receive permission to administer medications under the supervision of staff registered nurses. Either the clinical instructor or the supervising RN must be physically present during the entire medication administration procedure. **Students may not administer medications under the direct supervision of a licensed practical nurse.** Students will not initiate IV access, flush IV ports, nor administer IV medications.

Block 2: During the med/surg clinical in block 2, students must have direct clinical faculty supervision in all clinical settings when administering enteral or parenteral medications including PO, IM, SQ, ID, rectal, topical, otic, optic, transdermal, and inhaled medications. Once the student has demonstrated consistent safe and competent medication administration, the student may receive permission to administer some or all of these medication types under the supervision of staff registered nurses. Students are prohibited from administering medications during the Psych clinical portion of Block 2, including no pulling medications for administration, handling, preparing, documenting, or disposing of medication. Students may watch and/or shadow the administration of psych medications by the nurse only.

Students must have direct clinical faculty supervision for all procedures relating to intravenous access including dressing changes, initiating and discontinuing a peripheral IV, flushing IVs with saline, or hanging unmedicated IV solutions. Once the student has demonstrated consistently safe and competent administration procedures related to intravenous access, the student *may* receive

permission to perform some or all of these procedures under the supervision of staff registered nurses. Students will not give IV medications, or manage care for PICC lines, central lines or ports. Clinical agencies may require that students only administer medications with their clinical instructor present.

Block 3: Students may administer medications including all methods of intravenous medication administration (IVPB, IVP medications, medicated and unmedicated IV solutions, and saline flushes), via peripheral and central venous access sites, under the direct supervision of clinical faculty. Once the student demonstrates consistently safe and competent medication administration, faculty *may* delegate specific supervisory responsibilities to RN staff. A student may not administer any intravenous medications, or medicated or unmedicated IV solutions, without direct supervision by a registered nurse. Some clinical agencies may require that students only administer medications with their clinical instructor present.

Block 4. Students may administer medications including all methods of intravenous medication administration (IVPB, PPN/TPN solutions, IVP medications, medication IV bags, and saline flushes) under the direct supervision of clinical faculty. Once the student demonstrates consistently safe and competent medication administration, faculty may delegate specific supervisory responsibilities to RN staff. A student may not administer any intravenous medication without direct supervision by a registered nurse. Direct clinical faculty observation is required to administer blood and blood products. Students may hang unmedicated IV solutions and administer medications under supervision of staff/preceptor, after demonstrating consistently safe medication administration procedures.

XIII. GUIDELINES FOR STUDENT CONDUCT

A. Standards of Professional Conduct

The nursing faculty believes that standards of professional conduct are an inherent part of professional responsibility and expects students enrolled in the nursing program to adhere to the standards. Students practice within the boundaries of the Arizona State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the MaricopaNursing Student Handbook, and the policies and regulations of the healthcare agency where they are assigned for clinical learning (Nursing scope and standards of practice: American Nurses Association Publications, ANA Code of Ethics: <http://www.nursingworld.org/codeofethics>)

Unprofessional behavior including but not limited to, angry outbursts, use of vulgar or obscene language in any educational setting or menacing/threatening behavior will result in disciplinary action up to and including dismissal from the program. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in nursing. The Director, designee, and/or instructor will complete a Student Learning Contract and/or a student conduct violation form describing the behavior and documenting the event and actions to be taken.

Standards of Professional Conduct include:

- **Confidentiality:** Respects the privacy of clients and respects privileged information.
- **Accountability:** Is answerable for one's action; answers to self, the client, the profession and the institution.

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

B. Student Expectation in Reporting Unprofessional Conduct

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

C. Professional Boundaries

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

1. Student and Faculty

Faculty and students will maintain a professional relationship:

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

2. Student and Clients

Students will maintain a professional nurse-client relationship:

- a. Professional Boundaries “are the spaces between the nurse’s power and the patient’s vulnerability.” Students providing nursing care strive to inspire the confidence of clients. Students must treat all clients, as well as other health care providers, professionally. Clients can expect those providing nursing care to act in their best interests and respect their dignity. The student should abstain from obtaining personal gain at the client’s expense and refrain from inappropriate involvement in the client’s personal relationships.
- b. Boundary violations can result when there is confusion between the needs of the student nurse and those of the client. Such violations are characterized by excessive personal disclosure by the student nurse, secrecy or even a reversal of roles. Boundary violations can cause delayed distress for the client, which may not be recognized or felt by the client until harmful consequences occur.

Source: National Council of State Boards of Nursing. (2014). *A nurse’s guide to professional boundaries*. [Brochure]. Chicago: Author.

D. Health Insurance Portability and Accountability Act (HIPAA)

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

XIV. DISCIPLINARY ACTION GUIDELINES

When a nursing student is in violation of any requirement contained in this Nursing Student Handbook, s/he/they is subject to disciplinary action or dismissal. All students should carefully review the Maricopa Community Colleges’ Student Handbook section on Academic Misconduct and Disciplinary Standards. Those standards typically can be found in each college’s catalog or student handbook. Dismissals and suspensions for reasons based on academic misconduct and student discipline, as well as reasons based on the MaricopaNursing Student Handbook, will proceed according to the Judicial Policies section of the Student Code of Conduct.

A. Zero Tolerance Policy:

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

1. Intentionally or recklessly causing physical and/or emotional harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
4. Any verbal, non-verbal, and/or written actions which are deemed threatening, abusive, or bullying will not be tolerated and may result in removal from the course and/or program. Nursing students engaging in this misconduct are subject to dismissal from nursing classes, respecting the student due process and disciplinary action as described in the Student Handbook of the college.

B. Academic Misconduct:

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

1. Copying from others during an examination.
2. Communicating exam questions and/or answers with another student during or after the completion of an examination.
3. Using an electronic device during an examination unless permission is granted by the instructor.
4. Offering another person's work as one's own (plagiarism). Taking an examination for another student or having someone take an examination for you.
5. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
6. Tampering with an examination after it has been corrected, then returning it for more credit.
7. Using unauthorized materials, prepared answers, written notes or information concealed in an exam or blue book or elsewhere during an examination.
8. Acquiring, without permission, tests or other academic material belonging to a member of the college faculty or staff.
9. Removing tests from the classroom or duplicating, writing down, or copying questions or answers on any copying, photography or recording device during testing or test review sessions.
10. Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.
11. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
12. Any preparation of written material that is fraudulent and/or untruthful.
13. Sharing log-ins or passwords to access online platforms.

C. Clinical Misconduct:

1. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility or removal from clinical due to behavioral issues.
2. A student may be dismissed and receive a failing grade in the course for violation of Standards of Professional Conduct.

D. Student Practice Regulations:

Students practice within the boundaries of the Arizona State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the MaricopaNursing Student Handbook, and the policies and regulations of the healthcare agency where they are assigned for clinical learning. Examples of unsafe practice include, but are not limited to:

1. Refuses an assignment based on the client's race, culture, religious preference or medical diagnoses.
2. Denies, covers-up or does not report own errors in clinical practice.
3. Ignores and/or fails to report unsafe, dishonest or unethical behavior in others to the instructor.
4. Practices skills that have not yet been assigned/taught, or are intended to be checked off prior to independent performance.

5. Demonstrates inability to make appropriate clinical judgments or decisions.
6. Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty resulting in miscommunication, and/or disruption of the learning and/or patient care environment.
7. Violates principles of confidentiality (HIPAA).
8. Lack of preparation for clinical practice.
9. Fails to respect client rights and dignity.
10. Solicits, borrows, or removes property or money from a client or client's family.
11. Assumes client care tasks for which the student lacks the education or competence to perform.
12. Removes drugs, supplies, equipment, or medical records from the clinical setting.
13. Abandonment: Leaves clinical agency or patient assignment without notification to the clinical instructor and nursing staff on the assigned floor.

The nursing programs forbid the practice of invasive skills on any live subject (this would include student to student, student to faculty, student to volunteer, or animals) in any setting outside of the normal clinical/facility setting. This includes labs, simulation, or independent practice time. Invasive procedures include any procedure that penetrates the skin or is inserted into an orifice. Examples would be IV insertion, injections, blood glucose monitoring, insertion of catheters, nasogastric tubes, or the instillation of medications into the eyes, nasal passages, ears, or other areas of the body. This list is not inclusive and the Nursing Director will make the final determination on invasive procedures should questions arise.

Unusual Occurrence Guidelines:

An unusual occurrence is any event that has potential for harm to any person while in the nursing program classes, laboratories, or clinical agencies.

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

XV. TITLE IX AND ANTI-DISCRIMINATION

A. Title IX

1. Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities. The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting Sexual Harassment as prohibited by state and federal law. Discrimination under this Policy is an unequal treatment of a student based on the student’s actual or perceived gender, sexual orientation, or pregnancy/parenting status. This Policy prohibits Sexual Harassment and Discrimination in any college education program or activity, which means all academic, educational, extracurricular, athletic, and other programs.
2. Any person who has experienced, witnessed, or otherwise knows of Sexual Harassment or Discrimination prohibited under this Policy is to report such conduct to the college’s Title IX Coordinator. The Title IX Coordinator is trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. Such conduct is to be reported to the Title IX Coordinator as soon as possible after it occurs. The Title IX Coordinator tracks all reports of Sexual Harassment or Discrimination.
3. There are several avenues available for any person who experiences, witnesses, or otherwise knows of Sexual Harassment or Discrimination to report such conduct:
 - Leave a private voice message for the Title IX Coordinator;
 - Send a private email to the Title IX Coordinator;
 - Mail a letter to the Title IX Coordinator’s office;
 - Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability);
 - File a Formal Complaint pursuant to this Policy;
 - Report to another trusted college official (e.g., faculty member, coach, advisor) who will provide information as required under the Policy to the Title IX Coordinator.
4. If there is an allegation of conduct in violation of this Policy about the Title IX Coordinator or any staff member who is part of the Vice President of Student Affairs’ office, that allegation should be lodged with the President of the college. The President will appoint another trained individual to take the place of the Title IX Coordinator for purposes of the allegation.

Title IX Coordinator

The Vice President of Student Affairs serves as each respective college’s Title IX Coordinator. The Title IX coordinator is the individual responsible for providing education and training about Discrimination and Sexual Harassment to the college community and for receiving and investigating allegation of Discrimination and Sexual Harassment in accordance with this Policy. The Title IX Coordinator is authorized to designate other appropriately trained individuals to investigate Discrimination and Sexual Harassment Complaints and reports as deemed appropriate. The contact information for the Title IX Coordinator at each college can be found at:

<https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators>.

B. Anti- Discrimination

1. The Maricopa County Community College District is committed to continue to promote a learning and work environment that is non-discriminatory. This commitment is demonstrated through the value of inclusion, the implementation of policies and regulations that serve to prohibit discrimination and by practicing non-discriminatory actions in both our employment and academic activities.
2. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant, employee, or student in any of its policies, procedures, or practices.
3. This policy covers all selection and decision practices of the employment relationship, as well as admission to, access to, and treatment of students in Maricopa's programs and activities.

The Maricopa County Community Colleges District does not tolerate discrimination in employment or education, against any applicant, employee, or student on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information

(Student Copy)

XVI. SIGNATURE FORMS

RECEIPT OF HANDBOOK

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

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

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

(Student Copy)
RELEASE OF INFORMATION

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

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

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

(Student Copy)
GENERAL EDUCATION COURSE REQUIREMENTS

The following courses are co-requisites and are strongly recommended to be taken in the sequence indicated in the program of study. In all instances, it is the responsibility of the student to complete all required coursework prior to graduation.

- BIO202 Human Anatomy and Physiology II (recommended prior to block 2)
- PSY101 Introduction to Psychology (recommended prior to block 3)
- CRE101 Critical and Evaluative Reading or Exempt (recommended prior to block 3)
- BIO205 Microbiology (recommended prior to block 4)

The following general education courses are required for graduation. All courses must be complete by the end of Block 4 and all transcripts must be on file at the college conferring the degree.

- ENG102 (108) First year Composition
- Humanities Verify requirements in the current College Catalog, Associate in Applied Science (AAS) degree, General Education Distribution Areas, Humanities and Fine Arts

Students must meet the general education course and nursing course requirements for the Associate in Applied Science degree in Nursing. The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog. The AAS degree must be posted on the student's transcripts before authorization is given to the State Board of Nursing to take the licensing exam.

(Student Copy)

ESSENTIAL INFORMATION FOR NURSING STUDENTS

B. Zero Tolerance Policy:

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

1. Intentionally or recklessly causing physical/emotional harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
4. Bullying and incivility: any verbal, non-verbal, and/or written actions which are deemed threatening, abusive or bullying will not be tolerated.

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

BACKGROUND CLEARANCES: The Fingerprint Clearance Card must be a Level One and must remain current and valid throughout enrollment in the program. All nursing students must undergo a background check to verify identity, social security number, and to show proof that they do not appear on

the List of Excluded Individuals/Entities (LEIE) database. Any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue in nursing courses.

An extended Background Check is required for all nursing students who seek to begin MaricopaNursing or other campus healthcare programs on or after September 1, 2011. This is the date new background check standards will be in effect. Additionally, students who have been admitted to a MCCCDCD healthcare program or who are currently enrolled in one as of September 1, 2011 will be required to sign a MCCCDCD Criminal Background Check Disclosure Acknowledgement form. These changes are necessary due to the fact that six of eleven of MCCCDCD's largest clinical experience hospital partners have established stringent background check standards that preclude MCCCDCD from assigning students to those sites who cannot meet those standards. In order for MCCCDCD students to be able to continue to complete clinical experiences at local hospitals, students must meet these new standards. **A student may be dismissed from the program and may receive a failing grade in the course based on the inability to place the student in a clinical facility.**

This Student Handbook prescribes admission and readmission requirements and standards of conduct for students enrolled in MaricopaNursing. The standards are in addition to those detailed under MCCCDCD policies and Administrative regulations. Violation of any such standard may serve as grounds for nonadmission to a program or other discipline, program suspension or dismissal. MaricopaNursing programs reserve the right to make program changes as needed, and to change without previous notice any information requirements and regulations published in this document.

Refer to www.nursing.maricopa.edu for details regarding background check requirements.

WAIVER OF LICENSURE/CERTIFICATION GUARANTEE: Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure and subsequent procedures are the exclusive right and responsibility of the State Boards of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot consider your application. All nurse applicants for licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. The Fingerprint Clearance Card required for application to the nursing program will not meet the requirements for certification or licensure through the State Board of Nursing. Effective January 1, 2008 applicants for licensure in Arizona must provide evidence of citizenship or nationality. If there are any questions about eligibility for licensure and the documents required showing eligibility to apply for licensure, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602889-5150.

(Student Copy) MCCCC HEALTH PROGRAMS
GENERAL ASSUMPTION OF RISK AND RELEASE OF LIABILITY
Caution: This is a release of legal rights. Read and understand it before signing

The Maricopa County Community College District is a public educational institution. References to College (“College”) include all of the Colleges within the Maricopa County Community College District (“MCCCC”) its officers, officials, employees, volunteers, students, agents, and assigns.

I (print your name) _____, freely choose to participate in the Nursing Program (henceforth referred to as the (“Program”). In consideration of my participation in this Program, I agree as follows:

RISKS INVOLVED IN PROGRAM: I understand that the clinical training environment for this Program contains exposures to risks inherent in activities of the Program such as but not limited to bodily injury, communicable/infectious diseases, and property damage. In addition, there is risk of exposure to radiation in areas of the clinical facilities. The Program also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patient’s lives. Students must be able to demonstrate appropriate behavior under stressful situations.

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, if any. I recognize that College 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 during my participation in this Program, I authorize in advance the representative of Colleges to secure whatever treatment is necessary, including the administration of anesthetic and surgery. College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. Such actions do not create a special relationship between the MCCCC and me. I release the MCCCC, its officers, officials, employees, volunteers, students, agents, and assigns from all liability for any bodily injury or damage I sustain as a result of any medical care that I receive resulting from my participation in Program, as well as any medical treatment decision or recommendation made by an employee or agent of the MCCCC. I agree to pay all expenses relating thereto and release College 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 agree to release, indemnify, and defend College and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any losses, damages, or injuries arising out of or in connection with my participation in this Program.

SIGNATURE: I indicate that by my signature that I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Release Form 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 Release Form. If any portion of this Release Form is held invalid, the rest of the document shall continue in full force and effect.

(Student Copy)

**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT STUDENT
CONFIDENTIALITY AGREEMENT**

2411 West 14th Street, Tempe, AZ 85281 - 6942

Name (Print):

Status:

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

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

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

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

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

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 Copy)
Allied Health and Nursing Programs
Maricopa County Community College District
Summary of Criminal Background Check Requirements effective September 1, 2011
Overview of the Requirements

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District's ("MCCCD") Allied Health and Nursing programs ("Programs") beginning on September 1, 2011, students must provide with their application to a Program all of the following:

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

Implementation of the Requirements

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

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

**ACKNOWLEDGEMENT OF CRIMINAL BACKGROUND CHECK REQUIREMENTS
APPLICABLE TO STUDENTS SEEKING ADMISSION TO ALLIED HEALTH OR NURSING
PROGRAMS ON OR AFTER SEPTEMBER 1, 2011
Maricopa County Community College District**

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

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

1. I understand that I must submit to and pay any costs required to obtain a Level-One Fingerprint Clearance Card and an MCCCDC supplemental criminal background check.
2. I understand that failure to obtain a Level-One Fingerprint Clearance Card will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.
3. I understand that I must submit to and pay any costs required to obtain an MCCCDC supplemental background check.
4. I understand that failure to obtain a “pass” as a result of the MCCCDC supplemental criminal background check will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.
5. I understand if my Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or my enrollment in a Program, I am responsible to notify the Program Director immediately and that I will be removed from the Program.
6. I understand that a clinical agency may require an additional criminal background check to screen for barrier offenses other than those required by MCCCDC, as well as a drug screening. I understand that I am required to pay for any and all criminal background checks and drug screens required by a clinical agency to which I am assigned.
7. I understand that the both the MCCCDC supplemental or the clinical agency background check may include but are not limited to the following:
 - Nationwide Federal Healthcare Fraud and Abuse Databases
 - Social Security Verification
 - Residency History
 - Arizona Statewide Criminal Records
 - Nationwide Criminal Database
 - Nationwide Sexual Offender Registry
 - Homeland Security Search
8. By virtue of the MCCCDC supplemental background check, I understand that I will be disqualified for admission or continued enrollment in a Program based on my criminal offenses, the inability to verify my Social Security number, or my being listed in an exclusionary database of a Federal Agency. The criminal offenses for disqualification may include but are not limited to any or all of the following:
 - Social Security Search-Social Security number does not belong to applicant
 - Any inclusion on any registered sex offender database
 - Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
 - Any conviction of Felony no matter what the age of the conviction

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

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

2411 West 14th Street, Tempe, AZ 85281-6942

PERMISSION TO BE PHOTOGRAPHED
TALENT RELEASE FORM

I authorize the Maricopa Community Colleges (including its colleges and related entities) to photograph or video me and to use the photographs or videos for educational or promotional purposes in any type of media. The photographs or videos may not be used for profit without my express permission. I understand that I will not be paid or rewarded for providing this authorization.

Parent's Signature (required if under 18 years of age): _____

SIGNATURE PAGE

(This single signature copy is to be signed by the student and retained by the college.)

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

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

Your signature (or e-signature) indicates that you received a copy or link to MaricopaNursing Student Handbook and that you have read and understand the information found on the forms listed below in the MaricopaNursing Student Handbook. Your signature also indicates that you understand that information about general college policies is in the college General Catalog & Student Handbook, and that information specific to each course can be found in the course syllabus.

In addition, your signature below indicates your acknowledgement that both the background check and urine drug screening test status will be provided to the Program Director or designee as soon as they become available.

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

Printed Name: _____

Date: _____

Program Location: _____

Signature: _____