

Yavapai College

Allied Health Nursing Assistant Handbook

2023-2024



Prescott Valley Campus:

3800 N. Glassford Hill Road

Prescott Valley, AZ 86314

(928) 771-6122

Verde Valley Campus:

601 Black Hills Drive

Clarkdale, AZ 86324

(928) 771-6122

FAX: (928) 777-3144

NURSING ASSISTANT HANDBOOK

Description of the Yavapai Community College Nursing Assistant Program

The Nursing Assistant training program at Yavapai Community College prepares students to take the State competency exams that lead towards certification as a nursing assistant. The program fulfills Federal, State, and post-secondary requirements.

The State Board of Nursing requires that students complete a minimum of 120 hours of training before taking the state certification/licensure exams. Students must spend a minimum of 60 hours in lecture, 20 hours in skills lab, and a minimum of 40 hours in a clinical setting. Of the 40 hours spent in clinical, a minimum of 20 hours must be spent in a long-term care facility.

The duration of the program varies from 8 weeks to 16 weeks depending on which semester (fall, spring, or summer) the course is taught and the number of days per week and hours per day that students spend completing the course. The program schedule is posted on the college website and can be viewed at www.yc.edu. The college will follow the posted schedule unless there are unforeseen circumstances that warrant a change in the schedule (i.e., natural disaster, inclement weather, cancellation of clinical site) in which case the college will assure that students are provided an opportunity to complete the required hours.

Course Description

AHS 114. Nursing Assistant (5 credits). Preparation for the role of a nursing assistant in a long-term care facility. Basic nursing assistant skills and emergency procedures; client needs and rights; written and verbal communication; ethical and legal aspects; safety and infection control. Includes classroom and clinical instruction.

Admission Requirements – Admission to AHS 114 Nursing Assistant is done through an application process. The application can be found at www.yc.edu/AlliedHealth.

Application required with the following documentation: Skin test or chest X-ray negative for TB, or equivalent within 12 months; current DPS fingerprint clearance card and BLS (CPR) for the Healthcare Provider. The student must provide documentation of current immunizations per CDC guidelines before participating in clinical assignments.*Please see www.yc.edu/AlliedHealth for a complete list of immunizations, including the COVID-19 Vaccine/s which is Required by our healthcare partners.

Must be at least 16 years old. Prerequisite: Reading Proficiency and MAT 082 (or a satisfactory score on the mathematics skills assessment). Four lecture. Three lab.

Reading and Math Proficiency

The State Board of Nursing requires that nursing assistant students possess English language, reading, and math skills necessary to comprehend course materials and perform duties safely. Students may prove these proficiencies several ways: Successful completion of a minimum of 12 college level courses (100 level or higher) with the grade of “C” or better; completion of a college degree from an institution accredited by the Higher Learning Commission; or successful scoring on reading and math proficiency exams. The reading and math proficiency exams are administered via the Testing Center on our community college campus as well as many other academic sites. The Testing Center can be reached by calling 928-776-2200.

The Allied Health Department does not have access to the content of any of the math or reading proficiency exams. The different exams that students may take to assess reading and math proficiency and passing scores are listed on the Course Outline under “Prerequisites.”

(YC Reading Proficiency Met Y or Credit level [ENG 083](#) Minimum Grade of C or Credit level [ENG 085](#) Minimum Grade of C) and (Credit level [MAT 082](#) Minimum Grade of C or Credit level [MAT 092](#) Minimum Grade of C or Credit level [MAT 100](#) Minimum Grade of C or Credit level [MAT 097](#) Minimum Grade of C or Credit level [MAT 122](#) Minimum Grade of C or Credit level [MAT 142](#) Minimum Grade of C or Credit level [MAT 141](#) Minimum Grade of C or Credit level [MAT 152](#) Minimum Grade of C or Credit level [MAT 156](#) Minimum Grade of C or Credit level [MAT 157](#) Minimum Grade of C or Credit level [MAT 167](#) Minimum Grade of C or Credit level [MAT 172](#) Minimum Grade of C or Credit level [MAT 183](#) Minimum Grade of C or Credit level [MAT 187](#) Minimum Grade of C or Credit level [MAT 212](#) Minimum Grade of C or Credit level [MAT 220](#) Minimum Grade of C or Credit level [MAT 230](#) Minimum Grade of C or Credit level [MAT 241](#) Minimum Grade of C or Credit level [MAT 262](#) Minimum Grade of C or Accuplacer Elementary Algebra 25 or Acc NextGen QuantReasoning 220 or GED Mathematical Reasoning 150 or High School GPA (Self-Report) 2.5 or Accuplacer Arithmetic 66) or Compass College Algebra 31)

Health Requirements, Technical Standards, and Other Program Requirements

Health

Health Requirements:

Certain functional abilities are essential for the delivery of safe, effective nursing care. These abilities are essential in the sense that they constitute core components of nursing assistant practice, and there is a high probability that negative consequences will result for patient/clients under the care of nursing assistants who fail to demonstrate these abilities. A program preparing students for the practice of nursing assistant must attend to these essential functional abilities in the education and evaluation of its students.

This statement of the Technical Standards of the nursing assistant program at Yavapai College identifies the functional abilities deemed by the allied health faculty to be essential to the practice of nursing assistants. Reference material used in the development of these standards include the Arizona Nurse Practice Act, The Functional Abilities Essential for the Delivery of Safe, Effective Nursing Care (a descriptive research study conducted by the National Council of State Boards of Nursing), and Core Components and Competencies of ADN graduates (developed by the Council of-Associate Degree Nursing of the National League for Nursing). The Technical Standards are reflected in the nursing assistant program's performance-based outcomes, which are the basis for teaching and evaluating all nursing assistant students.

Students with disabilities who think they may require accommodation in meeting the Technical Standards of the nursing assistant course should contact the Office of Disability Resources at Yavapai College (928-776-2085) to discuss the process of identifying reasonable accommodations. Students should seek accommodation advising as soon as possible so that a plan for accommodation can be in place at the beginning of the program. Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of nursing assistant practice for all students.

Technical Standards

The practice of nursing assistant requires the following functional abilities with or without reasonable accommodations.

- a. **Visual acuity** sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Detect changes in skin color or condition.
 - Collect data from recording equipment and measurement devices used in patient care.
 - Detect a fire in a patient area and initiate emergency action.
- b. **Hearing ability** sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.
Examples of relevant activities:
- Detect sounds related to bodily functions using a stethoscope.
 - Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions.
 - Communicate clearly in telephone conversations.
 - Communicate effectively with patients and with other members of the health care team.
- c. **Olfactory ability** sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.
Examples of relevant activities:
- Detect foul odors of bodily fluids or spoiled foods.
 - Detect smoke from burning materials.
- d. **Tactile ability** sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.
Examples of relevant activities:
- Detect changes in skin temperature.
 - Detect unsafe temperature levels in heat-producing devices used in patient care.
- e. **Strength and mobility** sufficient to perform patient care activities and emergency procedures.
Examples of relevant activities:
- Safely transfer patients in and out of bed
 - Turn and position patients as needed to prevent complications due to bed rest.
 - Accurately read the volumes in body fluid collection devices hung below bed level.
 - Perform cardiopulmonary resuscitation.
- f. **Fine motor skills** sufficient to perform psychomotor skills integral to patient care.
Examples of relevant activities:
- Accurately place and maintain position of stethoscope for detecting sounds of bodily functions.

- g. **Physical endurance** sufficient to complete assigned periods of clinical practice.
- h. **Ability to speak, comprehend, read, and write English** at a level that meets the need for accurate, clear, and effective communication.
- i. **Emotional stability** to function effectively under stress, to adapt to changing situations, and to follow through on assigned patient care responsibilities.
- j. **Cognitive ability** to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

TB Skin test

Each student must provide documentation of a negative TB skin test (2-step), chest x-ray report, or other documentation that confirms the student does not have tuberculosis. This is a pre-requisite to the class and a copy of this documentation must be submitted with the application for AHS 114. Documentation must not expire during the length of the course.

Basic Life Support (BLS) for the Healthcare Provider (CPR) Card

The student must provide a BLS (CPR) card for the Health Care Provider. This is a pre-requisite to the class and a copy of this documentation must be submitted with the application to AHS 114. Documentation must not expire during the length of the course. We do not accept online CPR courses.

Fingerprint Clearance

Students must obtain a Fingerprint Clearance Card from the Arizona Department of Public Safety (DPS). This is a pre-requisite to the class and a copy of this documentation must be submitted with the application to AHS 114. Documentation must not expire during the length of the course.

Fingerprint clearance is required for enrollment in all Allied Health programs. Fingerprint clearance is required through agreements with the clinical agencies to place students for training purposes. If there is a positive criminal history, a fingerprint clearance may be denied which would cause removal from the program until this can be cleared. The Fingerprint Clearance Card cannot expire during any of the Allied Health programs. The DPS Fingerprint Clearance Card required for the nursing assistant program course will not meet the requirements for licensure through the Arizona State Board of Nursing.

A student whose conduct results in the loss of fingerprint clearance will be dropped from the nursing assistant program and may reapply to the program once they can produce a valid Fingerprint Clearance Card. See <https://www.azdps.gov/services/public/fingerprint> to apply.

Immunizations

The student must provide documentation of current immunizations per CDC guidelines before participating in clinical assignments. *Please see www.yc.edu/AlliedHealth for a complete list of immunizations, including the COVID-19 Vaccine/s which may be required by our healthcare partners.

Urine Drug Screen

Students must submit to a urine drug screen as part of the application process for the nursing assistant program. Students may also be tested “for cause” during the program itself. Please refer to Appendix A of this handbook for a full explanation.

Background Check

Students must submit to a background check including statewide criminal (Arizona), includes maiden and alias names, Nationwide Record Indicator (National Database) with Nationwide Sex Offender INDEX, 7-year U.S County Criminal Search, Nationwide Healthcare Fraud & Abuse, and Residency History.

Attendance

A minimum of 120 hours is required to pass this course (60 hours lecture, 20 hours skills lab and 40 hours clinical). Each student’s attendance will be recorded daily by student signature. Missing more than the allowable hours in any category will result in failure of the class regardless of test grades. Please notify your instructor at least 60 minutes prior to the start of the class if you will be absent or need to miss any amount of time from a class or clinical day. In the case of a clinical absence, you must call the clinical agency where you are assigned at least 60 minutes before the scheduled time to tell unit staff you will be absent. Make a note of the name of the person you notify. You must also notify your instructor at least 60 minutes prior to the start of the clinical.

You must be on time the first day of class or you will be dropped from the class. Open positions will be offered to students on the alternate list providing they are present and on time the first day of class.

Students missing time in the classroom, skills lab, or clinical area will only be granted “make-up” time in the event of an excused absence. Examples of excused absences are illness, accident, or injury of the student; death of an immediate family member; inclement weather; or other

unforeseen events. Students may be required to provide documentation that aids in determining whether the absence is excused or not.

If a student is allowed to make-up missed time, the student will be required to complete learning activities that are equivalent to the missed curricular topics, clinical experiences, or skills lab in both substance and in classroom or clinical time. Make-up time will be done under the supervision of a qualified instructor and the scheduling of make-up time is dependent on instructor availability.

If the student chooses not to make-up missed time and does not meet the minimum hourly requirements of the program, the student will not pass the course.

Grading

Students must demonstrate satisfactory completion of all required skills and competencies and apply them safely and correctly while caring for clients/residents.

1. Arizona State Board of Nursing Rule R4-19-801 requires students score a minimum 75% correct answers on a comprehensive secure final examination with no more than one re-take.
2. A student may be allowed an additional re-take following documented, focused remediation based on past test performance. Any re-take examination must contain different items than the failed exam, address all course competencies, and be documented with score, date administered and proctor in the student record. (Arizona State Board of Nursing Rule R4-19-801 requires a 75% on a comprehensive theoretical exam.) Further grading criteria is addressed in the course syllabus.
3. Students must demonstrate, to program faculty, satisfactory performance of each practical skill as prescribed in the curriculum before performance of that skill on patients or residents without the instructor's presence, direct observation, and supervision.
4. The course grade is based on theoretical examinations. Skills labs and clinicals are graded pass/fail. Students must pass classroom, skills lab, and clinical components of the course to receive a passing grade in the course.

Clinical Deficiencies

When areas of deficiency are identified, the instructor may initiate a written contract that includes a statement of the deficiencies, ways to demonstrate achievement of course objectives/outcomes, time limit for demonstration of improvement, and the consequences if the student does not improve satisfactorily.

Professional Appearance:

Instructors have the prerogative of not allowing a student to participate in the clinical experience if uniform guidelines are not met.

The purpose of the uniform and dress policy is to maintain acceptable standards of grooming and client/student safety. Appearance is a direct reflection of feelings about self and others. One's credibility as a teacher of healthful practices and as a provider of care may be directly influenced by appearance and observed behaviors. As students, you will be representatives of the Yavapai College Department of Allied Health in the clinical agencies. You will be assessed, in part, by your dress and grooming. The Allied Health dress code is similar to the codes of clinical agencies. Students must follow guidelines of assigned agencies.

General Uniform Guidelines:

1. Dress for hospital/extended care facility.
 - a. Students must wear clean, neat, properly fitting 2-pocket pullover scrub tops and uniform pants in navy blue color.
 - b. Shoes: white or black, closed toe and secure heel (closed or strap), leather or vinyl uppers, low rubber heel. Shoes and shoelaces color are to match and be clean.
 - c. Socks: Clean socks must match the shoe color or neutral hose must be worn. If skirts are worn, legs must be covered with nude or white stockings (no visible bare legs).
 - d. A watch with a second hand and personal stethoscopes are required.
 - e. All documentation will be done with a black ballpoint pen.
 - f. Student name tags must be worn with clips attaching the name tag to the collar.
 - g. Students must also wear any identification required by the clinical facility.
 - h. Lanyards are not allowed as they may swing forward and interfere with patient care.
 - i. Uniforms are not to be worn outside of clinical areas to minimize the spread of pathogens.
 - j. Students must also wear the Yavapai College Allied Health Student patch on the left sleeve of their uniform.

Two patches will be provided to the student free of charge and additional patches may be purchased at the YC bookstore in Prescott. Contact Allied Health for more information at 928-771-6126.
 - k. White lab coats may be worn over uniforms if appropriate. Sweaters are not permitted. Students may wear a long-sleeved T-shirt, in a neutral color (black, white, or same color as uniform) under their scrub top.
2. Dress for out-of-hospital assignments is included in the guidelines for that clinical experience. No shorts, mini-skirts, low-cut tops etc.
3. Standards

- a. Acceptable jewelry is limited to a watch as required, small earrings (one per ear), small chain necklace. Married students may wear a wedding band. Students with pierced ears may wear small post earrings which are not distracting or dangling. Small chain necklaces should be kept under the uniform. Rings with large stones may not be worn. Nose rings, eyebrow rings and similar jewelry are potentially dangerous. They must be removed or covered with a Band-Aid. Gauges must be removed and replaced with a clear plug. Tongue studs/rings interfere with communication and may not be worn to a clinical setting.
- b. Tattoos may be considered offensive or inappropriate and must be covered.
- c. No gum chewing.
- d. Personal hygiene.
 - i. Bathing and use of unscented deodorant before arriving in clinical agencies is required.
 - ii. Perfume, after shave and other fragrant products may not be worn in clinical settings. They are potentially harmful to people with respiratory disease, allergies, nausea, and other health problems.
 - iii. Hair: must be well-groomed, clean, and controlled, and off-the-collar. Hair must be of a natural color (not pink, blue, purple etc.); unconventional hairstyles are not permissible. Moustaches and beards must be clean, well-groomed, and trimmed short.
 - iv. Make-up should be unobtrusive and used in moderation.
 - v. No artificial nails are permitted. Fingernails will be kept short and well-manicured. Pale and neutral nail polish may be worn if not chipped or cracked. Nail polish is prohibited in operating rooms and labor and delivery area.
- e. Some hospital departments such as OB and OR have stricter requirements which the student will have to meet during those rotations.

Circumstances Which May Lead to Immediate Dismissal of a Student includes the following:

1. Performing any task that is not within the student's scope of practice.
2. Absences accrued, in accordance with attendance policy above.
3. Dishonesty, including, but not limited to stealing from the College or a clinical agency, plagiarism of papers, cheating on examinations, unauthorized possession of examination, etc.
4. Unprofessional conduct: examples including but not limited to violations of confidentiality; failure to show respect for client or their significant others, peers, staff, or instructors. Please refer to Student Code of Conduct <https://www.yc.edu/v5content/student-services/codeofconduct.htm>
5. Failure to improve unsatisfactory clinical performance after counseling.
6. Performance or negligence which may cause physical or emotional jeopardy to a client.
7. Failure to report immediately a client care error to the clinical instructor and/or responsible staff nursing personnel.

8. Being under the influence of alcoholic beverages, drugs which impair judgment, or illegal drugs while in the clinical setting. (See Appendix A: Suspicion of Substance Abuse)
9. Fraudulent or untruthful charting in a medical record.
10. Failure to pass skills lab checkoffs.
11. Failure to maintain appropriate behaviors already demonstrated or learned, with consistency, while incorporating new skills and theory.
12. Failure to perform safely may lead to immediate removal from clinical assignments with a grade a grade of “F” or “U” at the discretion of the instructor.

Process for Dismissal

1. Student is informed of dismissal by the appropriate instructor(s).
2. Student signs instructor’s written report of the significant events, attaching a statement if desired.
3. Student may request a hearing with the instructor and Allied Health Director.
4. Student may appeal the grade by following the process outlined in the Yavapai College General Catalog.

Students’ Rights and Responsibilities

The student is responsible for attending and participating in all class activities and for meeting the course learning outcomes. The student is also responsible for maintaining standards of care in the clinical agencies. Additional Rights and Responsibilities are addressed in the Yavapai College General Catalog at <http://www.yc.edu/academics>.

Student Code of Conduct

Respect for the rights of others and for the College and its property are fundamental expectations for every student. The [Student Code of Conduct](#) outlines behavioral expectations and explains the process for responding to allegations of student misconduct.

Students are expected to respond and write in a professional and appropriate manner when activities are assigned to create scenarios, discuss opinions, present on a selected subject, or post to the web board. Inappropriate language or objectionable material will not be tolerated and could result in disciplinary measures and/or a failing grade for the class.

Academic and Non-Academic Complaints

For issues within the Allied Health Department:

1. Attempt to solve the issue with the instructor of the course.
2. If this does not resolve the problem, discuss the problem with the Allied Health Program Director.
3. If the issue is still not resolved, the Division Dean will serve as an arbitrator.

A student may appeal an academic or instructional decision by faculty if s/he deems the decision to be made in error. The appeal must be made in a timely manner in accordance with established procedures.

<https://www.yc.edu/v6/instructional-support/complaints.html>

Grievance Policy Based on Discrimination, Harassment, Sexual Misconduct or Retaliation

Yavapai College is committed to maintaining a college environment which is free from discrimination or harassment in violation of the law or College Policy. The College Anti-Discrimination Policy prohibits discrimination on the basis of sex, race, color, age, national origin, religion, sexual orientation, disability, veteran status, or gender identity. See Policy 10.06 Anti-Discrimination.

Any individual in the College community, including applicants, employees, students, and guests, may file a grievance alleging discrimination, harassment, or retaliation for reporting discrimination or harassment as described below. Grievances concerning allegations of this behavior will follow the grievance resolution process. This process may also be used to address incidents of sexual misconduct as defined in Policy 10.14 Sexual Harassment (Title IX). Individuals reporting sexual misconduct may also contact police or if it is an emergency, dial 911.

The College encourages students and employees to report incidents of discrimination, harassment, or retaliation as soon as possible, by contacting the individual below.

MAKE REPORTS TO:

Title IX Coordinator / Human Resources Director

Monica Belknap, J.D. (or successor)

Yavapai College

1100 E. Sheldon Street, Prescott, AZ 86301

(928) 776-2211

Monica.belknap@yc.edu

This policy can be found on the Yavapai College website:

<https://www.yc.edu/v5content/policies/docs/1000d/1005-grievance.pdf>

Student Evaluations

The Yavapai Community College nursing assistant program shall provide each student with an opportunity to anonymously and confidentially evaluate the course instructor, curriculum, classroom environment, clinical instructor, clinical setting, textbook, and resources of the program.

Disabilities

1. All students must meet the requirements for passing theoretical examinations, performing required skills, and providing safe care to clients/residents. A student who has a physical or learning disability is encouraged to discuss their situation with the instructor. If accommodations are requested for a documented disability, the student must contact the College Disabilities Resource office (928-776-2085).
2. In some cases, such as pregnancy or a temporary health problem, the instructor may request a statement from a health care provider (MD, DO, nurse practitioner, nurse midwife, or physician's assistant) regarding the student's condition and any limitations in the clinical area.

Student Fees and Financial Aid

Current tuition and fees are identified in the Yavapai College Schedule of Classes at <https://www.yc.edu/v6/academics/tuition-fees-2021.html>

Visit www.yc.edu/AlliedHealth for a list of costs associated with AHS114 Nursing Assistant.

Students seeking financial aid should contact the Financial Aid office on the Prescott or Verde Valley campus (928-776-2152).

Affirmative Action/Equal Employment Opportunity

Yavapai College is an affirmative action/equal opportunity institution. For Yavapai College's nondiscrimination statement, visit www.yc.edu/aa-eeo. A lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) education programs of the college.

Arizona State Board of Nursing Requirements

When the student has successfully passed the nursing assistant training program at Yavapai College, they may apply for certification with the Arizona State Board of Nursing. (See Appendix B).

CITIZENSHIP/NATIONALITY/ALIEN STATUS DOCUMENTATION

Federal law, 8 U.S.C. § 1641, and State law, A.R.S. § 1-501, require documentation of citizenship or nationality for certification. If the documentation does not demonstrate that the applicant is a United States citizen, national, or a person described in specific categories, the applicant will not be eligible for certification in Arizona. All applicants must submit documentation regarding their citizenship/nationality/alien status with their application. See attached list A & B for specific documentation required.

FINGERPRINTING

The Arizona State Board of Nursing requires that individuals applying to become a Licensed Nursing Assistant (LNA) submit a full set of fingerprints to them as part of a background check. This is not a requirement for those individuals wishing to apply to become a Certified Nursing Assistant (CNA). See the Arizona State Board of Nursing website for further details: www.azbn.gov

FELONY CONVICTIONS

According to A.R.S. § 32-1606(B), an applicant for Licensed Nursing Assistant (LNA) 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 from the sentence for all felony convictions must be received 3 or more years before submitting this application. If you cannot prove that the absolute discharge date is 3 or more years, the Board will notify you that you do not meet the requirements for licensure.

Instructor supervision of students in the clinical area

Each clinical group will have a qualified RN instructor and no more than 10 students.

A qualified RN instructor shall supervise any student who provides care to patients of residents by:

1. Remaining in the clinical facility and focusing attention on student learning needs during all student clinical experiences.
2. Providing the instructor's current and valid contact information to students and facility staff during the instructor's schedule teaching periods.
3. Observing each student performing tasks taught in the training program.
4. Documenting each student's performance each day, consistent with course skills and clinical objectives.
5. During the clinical session, engaging exclusively in activities related to the supervision of students; and
6. Reviewing all student documentation.

Record Maintenance

The following program records are maintained either electronically or in paper form in the Administrative Offices of the Allied Health department for a minimum period of three years.

1. Curriculum and course schedule for each cohort group.
2. Results of state-approved written and manual skills testing.
3. Completed student program evaluation forms, a summary of the evaluations for each cohort group, and measures taken by the program, if any, to improve the program based on student and instructor evaluation.
4. A copy of any Board reports, applications, or correspondence, related to the program.
5. A copy of all clinical contracts.

The following student records are maintained electronically or in paper form in the Administrative Offices of the Allied Health department for a minimum of three years.

1. A record of each student's legal name, date of birth, address, telephone number, email address and social security number, if available.
1. A completed skills checklist containing documentation of student level of competency performing the skills in R4-19-802(F) for nursing assistant.
2. An accurate attendance record, which describes any make-up class sessions and reflects whether the student completed the required number of hours in the course.
3. Scores on each test, quiz, or exam and, if applicable, whether such test, quiz or exam was retaken.
4. A copy of the program certificate of completion, issued to the student upon successful completion of the training program.

Attachment List A

ARIZONA STATEMENT OF CITIZENSHIP & ALIEN STATUS

All applicants must answer questions on the application regarding citizenship. A Xeroxed copy of a document that shows evidence of your citizenship or alien status MUST BE submitted with your application for licensure or renewal. See List A or List B.

LIST A

Evidence showing U.S. citizen or U.S. national status includes the following:

***If any of the following documents do not contain a photograph of the individual, the individual shall also present a government issued document that contains a photograph of the individual.**

a. Primary Evidence:

- (1) An AZ driver's license issued after 1996 or an AZ non-operating identification license
- (2) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction); *
- (3) A birth certificate or delayed birth certificate issued in any state, territory, or possession of the U.S.; *
- (4) A signed United States passport; current or expired.
- (5) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to

U.S. citizens); A U.S. certificate of birth abroad *

- (6) Certificate of Birth (FS-545) (issued by a foreign-service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State; *
- (7) Form N-550 or N-570, Certificate of Naturalization (issued by the Service through a Federal or State court, or through administrative naturalization after December 1990 to individuals who are individually naturalized; the N-570 is a replacement certificate issued when the N-550 has been lost or mutilated or the individual's name has changed).
- (8) Form N-561, Certificate of Citizenship.
- (9) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974).
- (10) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986).
- (11) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United States who derives citizenship through a parent but does not have a FS-240, FS-545, or DS-1350); or *
- (12) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoo living near the U.S./Mexican border).
- (13) A tribal certificate of Indian blood. *
- (14) A tribal or bureau of Indian affairs affidavit of birth*

NOTE: SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE DOCUMENTATION.

b. Secondary Evidence

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status.

- (1) Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant

was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made.

- (2) Evidence of civil service employment by the U.S. government before June 1, 1976.
- (3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parent(s).
- (4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age.
- (5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917, American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Marian Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a state or jurisdiction approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
- (6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction).

c. Collective Naturalization

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession, or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant’s statement of residence in the U.S., a U.S. possession, or the U.S. Virgin Islands on February 25, 1927.
- The applicant’s statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or
- the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant’s statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant’s statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time).
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant’s statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant’s statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

d. Derivative Citizenship

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make determination of derivative U.S. citizenship:

Applicant born abroad to two U.S. citizen parents:

Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying possession prior to the applicant’s birth.

Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent:

Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the

U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa, or Swain's Island for a period of at least one year prior to the applicant's birth.

Applicant born out of wedlock abroad to a U.S. citizen mother:

Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

Applicant born in the Canal Zone or the Republic of Panama:

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth: or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship.
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

e. Adoption of Foreign-Born Child by U.S. Citizen

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship.
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

f. U.S. Citizenship by Marriage

A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.

Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

g. A U.S. certificate of birth abroad*

h. A foreign passport with a U.S. Visa*

i. An I-94 form with a photograph

j. A U.S. citizenship and immigration services employment authorization document or refugee travel document*

LIST B

Qualified Aliens, Nonimmigrant, and aliens paroled into U.S. for less than one year.

a. “Qualified Aliens”

Evidence of “Qualified Alien” status includes the following:

Alien Lawfully admitted for Permanent Residence.

- *Form I-551 (Alien Registration Receipt Card, commonly known as a “green card”); or
- Unexpired Temporary I-551 stamp in foreign passport or on *I Form I-94.

Asylee

- *Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA.
- *Form I-688B (Employment Authorization Card) annotated “274a.12 (a) (5)”.
- *Form I-766 (Employment Authorization Document) annotated “A5”.
- Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or
- Order of an immigration judge granting asylum.

Refugee

- *Form I-94 annotated with stamp showing admission under § 207 of the INA.
- *Form I-688B (Employment Authorization Card) annotated “274a.12 (a) (3)”;
- *Form I-766 (Employment Authorization Document) annotated “A5”.

Alien Paroled into the U.S. for at Least One Year.

- *Form I-94 with stamp showing admission for at least one year under section 212(d) (5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.

Alien Whose Deportation or Removal was withheld.

- *Form I-688B (Employment Authorization Card) annotated “274a.12 (a) (10)”.
- *Form I-766 (Employment Authorization Document) annotated “A10”; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under §241 (b) (3) of the INA.

Alien Granted Conditional Entry

- *Form I-94 with stamp showing admission under §203 (a) (7) of the INA.
- *Form I-688B (Employment Authorization Card) annotated “274a.12 (a) (3)”;
- *Form I-766 (Employment Authorization Document) annotated “A3”.

Cuban/Haitian Entrant

- *Form I-551 (Alien Registration Receipt Card, commonly known as a “green Card”) with the code CU6, CU7, or CH6.
- Unexpired temporary I-551 stamp in foreign passport or on *Form I-94 with the Code CU6 or CU7; or
- *Form I-94 with stamp showing parole as “Cuba/Haitian Entrant” under Section 212 (d) (5) of the INA.

Alien who has been Declared a Battered Alien or Alien Subjected to Extreme Cruelty

- U.S. Citizenship and Immigration Service petition and supporting documentation

b. Nonimmigrant

Evidence of “Nonimmigrant” status includes the following:

- *Form I-94 with stamp showing authorized admission as nonimmigrant

c. Alien Paroled into U.S. for less than One year.

- *Form I-94 with stamp showing admission for less than one year under section 212 (d) (5) of the INA

d. A foreign passport with a U.S. visa

e. An I-94 form with a photograph.

f. A U.S. citizenship and immigration services employment authorization document or refugee travel document.

Appendix A

PROCEDURE ON SCREENING FOR USE OF ALCOHOL AND DRUGS

Intoxicated/impaired behaviors that are disruptive to the learning process violate the Yavapai College Student Code of Conduct. Any individual in a clinical assignment who is under the influence of alcohol or drugs that impair judgment poses a threat to the safety of clients. For these reasons, evidence of use of these substances documented by positive drug and/or alcohol screening tests, will result in immediate withdrawal of the student from the course or program. In the event of an appeal, Yavapai College will make every effort to expedite the appeal process and assure the student of fundamental fairness.

Procedures

1. Pre-clinical drug screening
 - a. Students will be informed of the Procedure on Screening for Use of Alcohol and Drugs prior to admission to the program and will be required to sign and return to the Department of Allied Health, a statement indicating understanding of the procedure.
 - b. All allied health students are required to submit annually to a urine drug screening prior to the beginning of clinical laboratory experiences.
 - c. Students will be advised of the procedure to follow to complete the urine drug screening prior to the beginning of clinical experiences.
 - d. The cost for preclinical drug screening is not included in the program fees.
 - e. Students cannot begin clinical experiences until the test results are available.
 - f. Students receiving negative drug screens or positive screens due to permissible prescriptive drugs will be permitted to begin/continue clinical experiences. In the latter case, medical review and documentation may be required.
 - g. Students testing positive for illegal substances or for non-prescribed legal substances will be dismissed from the course/program. See Section D, Positive Screening Test, below.
 - h. Random drug screening may be required and will be conducted at college expense. Students will be randomly selected by their student "Y" numbers. Students must submit to the drug screening by the specified deadline or may be withdrawn from the course/program.

2. Suspicion of substance abuse
 - a. The student will be asked to submit to an alcohol or drug screening test at college expense if the allied health faculty, clinical instructor, or staff at a clinical facility where the student is assigned:

- i. Have reasonable cause to expect that the student is mentally or physically impaired due to alcohol or substance abuse immediately prior to or during the performance of his/her clinical duties, or
 - ii. Perceives the odor of alcohol or observes physical signs and/or behavior including, but not limited to, slurred speech, unsteady gait, confusion, or inability to concentrate.
 - b. Student will sign a consent form and have a blood or urine specimen collected according to current procedure.
 - c. The student will be removed from client care assignments, pending results of the test(s).
 - d. Test results will be sent to the Allied Health Program Director or designee.
- 3. Positive screening test
 - a. If the result of the drug screening test is positive and the student provides documentation of a prescription for the substance, the Allied Health Program Director and/or designee will consider the case in collaboration with the student and his/her health care provider. Each student will be asked to disclose prescription and over-the-counter medications he/she is taking at the time of testing.
 - b. If the results indicate a positive drug screen for alcohol, illegal substances, or medications not prescribed for that individual, the Allied Health Program Director and/or designee will withdraw the student from the course/program **for a period of not less than one year.**
 - c. If the student is a Certified Nursing Assistant, Licensed Practical Nurse, or Registered Nurse, notification of positive screening results will be sent to the Arizona State Board of Nursing or another jurisdiction where the student is registered, certified, or licensed. (ARS 32-1601, 1602 et seq., AZ Administrative Code R4-19-403). Individuals holding other professional certifications or licenses are also subject to mandatory reporting of positive drug screen results.

- d. **After a one-year absence from the course/program**, the student may apply for readmission according to the guidelines below:
- i. Must meet the current Yavapai College and Allied Health requirements related to registration and admission to the course/program. Readmission for returning students is contingent on space available in the course/program.
 - ii. Must provide documentation of evaluation by an addictions counselor and his/her determination as to whether the student is addicted to alcohol or drugs. If positive, the student must provide evidence of rehabilitation related to the alcohol/drug illness to include all the following:
 - (1) Documentation of satisfactory completion of recognized substance abuse treatment program.
 - (2) Evidence of after-care attendance upon completion of the treatment program.
 - (3) Weekly attendance at a 12-step or other mutually agreed upon support group. Attendance will be documented by the student and submitted to the Director of Allied Health or designee by the last day of each month.
 - (4) Letter or other acceptable documentation from treatment facility and/or therapist stating that the student would be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
 - iii. Students requesting readmission must have a repeat screening for alcohol and/or drugs immediately prior to readmission.
- e. Following readmission to the course/program, the student will be required to submit to periodic drug screening at college expense.
- f. If a student, after being readmitted to the course/program, has positive results on an alcohol or drug screening, he/she will be permanently dismissed from the course/program without opportunity for readmission.
- g. Following readmission to the course/program, the student who has been evaluated as having an addiction must continue participation in a 12-step or other

mutually agreed upon support group and submit quarterly documentation or he/she will be permanently dismissed.

4. Negative screening test results for student tested under Section 3 above.
 - a. If the results of tests indicate a negative drug screen for alcohol or drugs, the student shall meet with the Allied Health Program Director or designee within two working days of the test results to discuss the circumstances surrounding the impaired clinical behavior.
 - b. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of the substance that may have caused the alcohol-like odor, before being allowed to return to the clinical setting.
 - c. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation, with a report provided to the Allied Health Program Director or designee, may be required.
 - d. Based on the information presented in the meeting, and a medical report if required, the Program Director or designee will make a decision regarding return to the clinical setting.
 - e. If readmitted, the student must make up clinical absences incurred for testing.

5. Confidentiality

All test results will be sent to the Program Director or designee. All results will be kept separate from students' regular files and will be handled as confidentially as possible. The Program Director or designee may consult with college officials and outside resources for appropriate action/follow-up.

6. Inability to submit to a screening test in a timely manner, sections 1, 2, and 3 above, or refusal to submit to a screening test, Sections 1, 2, and 3 above.

If a student in the course/program is unable to submit to a drug or alcohol screening test in a timely manner, unless due to a documented emergency, or refuses to submit to screening, the student will be removed from the course/program for a period of not less than one year.

7. Appeals are processed through the Yavapai College office of judicial affairs.

Medical Marijuana Act (Proposition 203)

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Proposition 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law, however, Yavapai Community College will continue to prohibit marijuana possession and use on campus for any purpose.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another Federal law, the Controlled Substances Act, prohibits the possession, use, production, and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Yavapai Community College could lose its eligibility for Federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Yavapai Community College will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on its property or as part of any of its activities.

Students who violate Yavapai Community College policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment. (HR policy 2.6.2)

Allied Health
(AHS114) Nursing Assistant
Student Handbook Statement

I, _____, received a copy of the AHS 114 Nursing Assistant Handbook on first day of class.

I understand that the Nursing Assistant Handbook is also available electronically on the Yavapai College website: www.yc.edu/AlliedHealth

Signature: _____

Date: _____