Yavapai COLLEGE
life explored

Nursing Program

STUDENT HANDBOOK

2023-2024

Prescott Campus	Verde Valley Campus
1100 E. Sheldon St.	601 Black Hills Drive
Prescott, AZ 86301	Clarkdale, AZ 86324

(928) 776-2247
Email: nursing@yc.edu

YAVAPAI COLLEGE

Welcome to the Yavapai College Nursing Program!

The Yavapai College faculty welcomes entering and continuing students. We hope that the learning experienced during the four semesters of the Nursing Program will foster both personal and professional growth.

The first graduation class in 1971 consisted of seven nursing students. Since that time, graduates have been employed throughout Arizona and the United States.

The purpose of the **Student Handbook** is to familiarize students with the Nursing Program: faculty, philosophy, organization, and policies.

The Yavapai College Nursing Program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN) with continuing accreditation (since 1981); last accreditation visit: February 22-25, 2021. In addition, the Nursing Program has been continually approved by the Arizona State Board of Nursing since 1969.

Graduation from the Yavapai College Associate Degree Nursing Program is not the sole criteria for obtaining a license to practice nursing in Arizona. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing (Nursing Practice Act A.R.S. Section 32-1632, et. seq.), and you must satisfy those requirements independently of your satisfaction of any requirements for graduation from the College.

A note regarding the policies and provisions of this Handbook:

Policies affecting nursing students and/or nursing faculty are developed and/or revised through the action of various nursing department committees, reviewed with input by nursing faculty, and finalized by the Director of Nursing.

Students will receive communications of Nursing Program policy/process changes or revisions from faculty; the Director of Nursing will communicate changes through the Nursing Newsletter posted on the YC website and in the LMS, Canvas, Nursing Newsletter or by batch email to students. The College reserves the right to make and designate the effective date of changes in college policies and other regulations at any time such changes are considered to be desirable or necessary.

The provisions of this handbook are not to be regarded as a contract between the student and the College. The Nursing Program Student Handbook in collaboration with the College Catalog summarizes the total requirements of the Nursing Program to which the student must presently meet before qualifying for a faculty recommendation to the District Governing Board to award a degree or certificate.

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Please see the course syllabus for faculty contact information and the YC Employee Directory:

Nursing Program Mission Statement

The mission of the Yavapai College Nursing Program is to provide quality education that will develop competent, caring, holistic and ethical practitioners who value lifelong learning and adapt to continuous changes in the health care system.

The Yavapai College Nursing Program Philosophy

The nursing faculty share the mission and values of Yavapai College. We are committed to contributing to the profession of nursing through teaching and service. We recognize that nursing students are unique, come from diverse backgrounds, and have individual learning needs. We believe that nursing is an art and science and that a sound nursing education curriculum integrates knowledge from the sciences and the humanities. The nursing curriculum is based on concepts relating to the client, environment, health, nursing therapeutics, and learning.

Definitions of Concepts:

Client
Client is defined as being the individual, family, groups, or community in need of nursing services. From a holistic perspective each client is influenced by biological, psychological, social, cultural, spiritual and developmental dimensions. Clients are unique and continuously involved in adapting to life changes that are interdependent with environment and health. Individuals have the right to choose from multiple options that are available in daily life experiences and should accept responsibility for their choices.

Environment
The environment is comprised of internal and external forces which affect clients. Environmental forces influencing everyday life include but are not limited to bio-psycho-social, cultural, spiritual, and developmental dimensions, political and economic structures, physical surroundings, and human relations.

Health
Health is a dynamic process that is self-defined by personal, family, cultural, and societal beliefs. A transition is a process which results in modification(s) in the life of an individual, a family, a group/organization, or a community. Transitions are triggered by a change event or a series of change events. All transitions involve periods of disequilibrium for the individual, family, group/organization, or community. Clients experiencing transitions which have the potential to affect health can most benefit from nursing interventions designed to attain mutually defined outcomes.

Nursing Therapeutics
Nursing therapeutics are activities concerned with assessing, diagnosing, planning, implementing and evaluating care that promotes, maintains and restores the health of the client; or provides comfort at end-of-life. The goal of nursing therapeutics is to foster client choices and independence that lead to health and well-being. Nursing strives to educate and work with clients to achieve mutually defined goals.

Learning
Learning is a continuous, lifelong process that incorporates cognitive, psychomotor and affective domains. The process of learning must incorporate different learning styles and rates for each individual and consider the person's motivation, life experience, and developmental level.

Organizing Framework

The following diagram illustrates the concepts in the organizing framework. The sphere reflects a multidimensional orientation to the curricular plan and depicts Nursing as surrounding and permeating the total sphere. Nursing is seen as the summative concept, encompassing the whole and made up of those concepts that are developed and reflected throughout the program. As the curriculum progresses, each of the component concepts is developed at increasingly complex levels. The outcome goal of this curricular approach is to integrate these concepts into a strong network that the faculty considers professional nursing.

NURSING CURRICULUM END OF PROGRAM STUDENT LEARNING OUTCOMES

Nursing students that graduate from the program can and will demonstrate:

Patient Centered Care:
Integrate the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient preferences, values, and needs.

Teamwork and Collaboration:
Manage effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Evidenced Based Practice:
Analyze best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health.

Quality Improvement:
Analyze data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Safety:
Integrate strategies to minimize the risk of harm to patients and providers through both system effectiveness and individual performance.

Informatics:
Integrate strategies to minimize the risk of harm to patients and providers through both system effectiveness and individual performance.

CURRICULUM PROGRESSION PLAN

Course		Nursing Program Pre-Admissions Requirement(s):	Pre-requisites Co-requisites			
		Currently certified as a CNA, LNA or have	MAT 142 (3cr)			
		completed an approved Nursing Assistant	ENG 101 (3cr)			
		course within the last three years in	ENG 102 (3cr)			
		Arizona	PSY 101 or PHI 204 (3cr)			
			BIO 181 (4cr)			
			BIO 201 (4cr)			
			BIO 202 (4cr)		Typically Offered	

Course		Semester 1	Pre- requisites Co- requisites	CREDITS	FA	SP
NSG	140	Nursing Theory I* (4 cr)	See above	4	X	X
First 8 Weeks						
NSG	143	Development of Nursing Practice I (skills lab, first 8 weeks)* (2 cr)	Concurrent enrollment in NSG 140, NSG 145 **	2	X	X
NSG	145	Pharmacology I (first 8 weeks)* (1 cr)	Concurrent enrollment in NSG 140, NSG 143**	1	X	X
Second 8 Weeks						
NSG	142	Application of Nursing Theory I (clinical, second 8 weeks)* (2 cr)	Successful completion of NSG 143 & NSG 145, Concurrent enrollment in NSG 140 & NSG 144**	2	X	X
NSG	144	Mental Health Nursing Theory I (second 8 weeks)* (1 cr)	Successful completion of NSG 143 & NSG 145, Concurrent enrollment in NSG 140, NSG 142**	1	X	X
			TOTAL SEMESTER CREDITS	10		

Course		Semester 2	Pre- requisites Co- requisites	CREDITS	FA	SP
NSG	150	Nursing Theory II (5 cr)	Successful completion of NSG 140, NSG 142, NSG 143, NSG 144, NSG 145, Concurrent enrollment in NSG 152, NSG 153, NSG 155**	5	X	X
NSG	152	Application of Nursing Theory II (clinical, second 8 weeks) (2 cr)	Successful completion of NSG 153, Concurrent enrollment in NSG 150, NSG 155**	2	X	X
NSG	153	Development of Nursing Practice II (skills lab) (2 cr)	Concurrent enrollment in NSG 150, NSG 152, NSG 155 **	2	X	X
NSG	155	Pharmacology for Nursing II (2 cr)	Concurrent enrollment in NSG 150, NSG 152, NSG 153**	2	X	X
BIO	205	Microbiology* (4 cr)	Successful completion of BIO 181, BIO 201 & BIO 202	4	*	*
			TOTAL SEMESTER CREDITS	15		

Course		Semester 3	Pre-requisites Co-requisites	CREDITS	FA	SP
NSG	240	Nursing Theory III (3 cr)	Successful completion of BIO 205, NSG 150, NSG 152, NSG 153, NSG 155 Concurrent enrollment in NSG 242, NSG 250, NSG 260**	3	X	X
NSG	242	Application of Nursing Theory III (3 cr)	Concurrent enrollment in NSG 240, NSG 250, NSG 260 **	3	X	X
NSG	250	Maternal/Child Nursing Theory (2 cr)	Concurrent enrollment in NSG 240, NSG 242, NSG 260 **	2	X	X
NSG	260	Mental Health Nursing Theory II (2 cr)	Concurrent enrollment in NSG 240, NSG 242, NSG 250 **	2	X	X
			TOTAL SEMESTER CREDITS	10		
Course		Semester 4	Pre-requisites Co-requisites	CREDITS	FA	SP
NSG	270	Nursing Theory IV (16 weeks) (3 cr)	Successful completion of NSG 240, NSG 242, NSG 250, NSG 260 Concurrent enrollment in NSG 280 **	3	X	X
NSG	272	Application of Nursing Theory IV (last 8 weeks) (4.5 cr)	Concurrent enrollment in NSG 270 ** *Successful completion of NSG 270 exams and assignments prior to preceptorship*	4.5	X	X
NSG	280	Professional Nursing Concepts (first 8 weeks) (2 cr)	Concurrent enrollment in NSG 270 **	2	X	X
			TOTAL SEMESTER CREDITS	9.5		
* COLLEGE COURSE - ENROLLMENT DRIVEN: MAY BE TAKEN IN SECOND SEMESTER						
** Each semester's courses must be passed prior to advancing to next semester						
***Students repeating courses will only need to retake failed course(s) in a given semester						
****Students will only be allowed one readmission per program enrollment if there is space available (see Readmission Policy in Student Handbook)						
UPDATED 8/6/2023						

Nursing - Associate Degree -- Curriculum for 2023-2024
General Education Course Requirements and Options – Pre-entry Requirements
Total Credits 24-33
Associate of Applied Science Degree - Progression Plan
Campus: Prescott and Verde Valley

Nursing Program Student Success Rates

NCLEX-RN pass rates, program completion are located on the nursing webpage at www.yc.edu/nursing by clicking on the link labeled Success Rates under "Program Resources".

NURSING PROGRAM POLICIES

Academic Integrity
Honesty in academic work is a central element of the learning environment. It is expected that students will submit their own work. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College's Student Code of Conduct. Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the Yavapai College Student Code of Conduct.

Advisement/Counseling
Mandatory Advising:
Meeting with an academic advising counselor is required prior to registering for nursing classes.
Contact the following offices to speak to an advisor:
Prescott campus: 928-776-2106
Verde campus: 928-634-6510

Advising Process
The nursing curriculum is very demanding and rigorous. Students should view the Nursing Program as a life priority and modify their personal obligations and work schedules to ensure their success in the program.

Students are encouraged to seek help at the first identification of a problem. The first time a student receives a grade under 78% on an exam, they are required to meet with the designated faculty member to design a plan of action for improvement and their Advisor to identify additional college resources to support their success plan. After the second deficient grade less than 78% in a course, the student is to meet with the Advisor. It is the student's responsibility to initiate these meetings.

Alternate Counseling Services
   a. Counseling and Career Services provide for workshops on career exploration, personal concerns, and academic challenges.
   b. Special Services-free tutors, peer counselors, personality inventories.
   c. Learning Center- free services for math, spelling, vocabulary, test taking, and study skills.

Appeal Policy

1. For concerns within the Nursing Department:
    a. The student is to meet with the instructor of the course to engage in conversation specific to the concern.

      b. Should continuation of conversations be needed to resolve the concern, a conference may be scheduled with the student, the instructor, and the Director of Nursing.

      c. If the concern is still not resolved, the Director of Nursing will make the final decision.

      d. Should the student continue to have concerns, students are to follow the *Student Appeal of Academic or Instructional Decisions by Faculty*: Student Appeals/Complaints

      e. Visit www.yc.edu/academiccomplaints for additional information and to submit the appeal in a timely manner following the established procedures listed in Policy Number 3.16

2.   For Non-Academic Complaints nursing students follow the Student Appeals/Complaints process: Non-Academic Student Complaints

Attendance Policy - Student Rights & Responsibilities: Attendance Policy

Students must be registered for the class in order to attend the class. The responsibility for learning falls upon the student. It is necessary for the student to complete reading assignments, reviewing pre-recorded lectures, and submit written work when due, be fully and thoroughly prepared to participate in class discussions, skills lab practice, clinical course experiences, clinical conferences and patient teaching situations. It is the student's responsibility to attend all classes, clinical conferences and patient teaching situations. Only students enrolled in nursing courses may attend classes or be present in the nursing skills and simulation labs. No family members, friends, children, pets, etc. are permitted in nursing skills lab(s), simulation lab(s) or clinical practicum areas.

Students are expected to attend classes and /or actively participate in all credit courses regardless of the delivery method. Attendance is routinely monitored.

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 extremely challenging to make up due to scheduling and clinical agency requirements; students must not expect make-up time to be available. When an absence results in the inability of the student to develop and demonstrate clinical practice objectives and meet the required hours of the course necessary for credit, the student will not receive a passing grade in the course.

In the event an absence is necessary due to serious illness of the student or immediate family member, the absence policy of the Nursing Program includes but is not limited to:

1. **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. Zoom links will not be provided for illness/absences. 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. Consistent tardiness will result in a Step Improvement Plan.

   a. **Academic Load** – Students should expect to spend two to three hours outside of class time, to properly prepare for class, for each hour spent in class.

2. **Laboratory Sessions**: Students must attend all laboratory sessions. Makeup time for nursing skills taught in the nursing skills or simulation lab may not be possible. Students will be graded on successful demonstration of skills/procedures and are responsible for reviewing skills prior to patient care.

3. **Clinical Sessions**: Students are expected to attend all clinical sessions necessary to meet the competencies of the course as determined by the instructor(s).

   a. A "no call-no show" for a clinical day will result in an automatic zero with a Step Improvement Plan.

   b. All clinical hours must be met. Clinical hours include pre-clinical laboratory practice, pre- and post-conferences, all scheduled clinical days, alternative clinical learning activities, and simulation.

   c. If absences exceed one (1) clinical day, the student may be withdrawn from the course.

   d. All students must complete the online and agency 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 and will be withdrawn from the course.

   e. Students are responsible to ensure all health requirements are completed and valid throughout the entire semester. Students must maintain accurate and up to date record keeping in Castle Branch and my Clinical Exchange.

   f. In a case of clinical absence or anticipated lateness, the student must notify the instructor at least 60 minutes before scheduled time. Lateness can result in dismissal from the clinical unit if it interferes or disrupts patient care and will be recorded as a clinical absence.

   g. Students must remain in clinical for the entire day until dismissed by the faculty. A student may not leave the facility for lunch or breaks.

   h. 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.

   i. Clinical experiences scheduled in psychiatric/mental health, obstetrical, and pediatric rotations are assigned to meet the minimum course requirements and attendance is mandatory.

      • It is the student's responsibility to notify the clinical instructor when arriving to the out of hospital facility and when leaving. Failure to notify the instructor will result in a 10% reduction of the grade for the clinical day.

4. In case of serious illness or emergency situations, a student may find an absence unavoidable. When an absence occurs, the student must notify the didactic and/or clinical instructor in advance of the clinical hours and didactic hours missed. Any absence can jeopardize successful achievement of course competencies.

5. The Nursing Program does not guarantee "make-up" clinical hours (i.e. simulation) will be available.

6. Any absence for any reason in didactic courses will result in the student meeting with the course instructor to establish a plan for continuation in the Nursing Program.
7. All requests for an absence are to be sent directly to the course instructor. The are no provisions for an "excused absence".

Civility

Civility is a critical principle, behavior, and attitude of professionalism in healthcare. Civility is behavior that: 1) shows respect toward another; 2) causes another to feel valued; 3) contributes to mutual respect, effective communication, and team collaboration (ANA, 2012) (myamericannurse.com/civility-starts-with-you/). Students are to refer to the Statement of ANA Position (July, 2015). [Incivility, Bullying and Workplace Violence](#)

All students are expected to comply with the standards of professionalism whether in the on-campus classroom, virtual classroom, or clinical environment. Failure to comply with any of the following items or other policies in this Handbook may result in a conference with the Director of Nursing. If the problem warrants immediate action, the Director of Nursing will recommend that the student is to be dismissed from the course or Nursing Program.

CIRCUMSTANCES WHICH MAY LEAD TO IMMEDIATE DISMISSAL OF A STUDENT

Uncivil, Inappropriate, & Unprofessional Behavior Examples

Examples of uncivil, inappropriate, and unprofessional behavior which are discouraged include but are not limited to:
1. Habitually interrupting, side bar conversations or undermining faculty instruction.
2. Disruptive behavior that disrupts the learning of other students in the classroom, clinical placement environment, nursing skills lab or simulation lab.
3. Demeaning, belittling, aggressive, intimidating, bullying or harassing others including Nursing Program staff, instructors, or any member of the nursing team.
4. Rumoring, gossiping about or damaging a classmate, shunning, or marginalizing other students, Yavapai College Nursing Program staff, faculty, curriculum, or assignments, clinical agency, or clinical agency employee's reputation including but not limited to any staff person in the clinical agency/facility utilized by the Nursing Program.
5. Lack of attention to instruction or college communications, including not checking and responding to email communication.
6. Sending emails or posting information online or via social media that is inflammatory in nature and in the tone of the email.
7. Yelling or screaming at instructors, peers, clinical agency staff, or any Nursing Program staff, faculty or nursing team member.
8. Consistently arriving late to the start of class.
9. Knowingly withholding information needed by a peer, preceptor, instructor, clinical agency staff, or Nursing Program staff/team member.
10. Discounting or ignoring input from instructors or preceptors regarding classroom and/or clinical performance or professional conduct specific to the profession and standards of

nursing and expectations of Yavapai College.

11. Not sharing credit for collaborative work or not completing equal share of assigned collaborative and/or small group work.
12. Threatening others, including physical threats and intimidation, verbal/nonverbal threats, and implied threats of any kind of harm (physical, emotional, reputational).
13. Inappropriate displays of temper including but not limited to tantrums of any sort, throwing of objects directly or indirectly toward another person(s).
14. Use of unauthorized technology or unauthorized materials during examinations or completion of assignments.
15. Using supplies or breaking equipment without notifying the appropriate staff/faculty or preceptor.
16. Using inappropriate language of any kind or type.
17. Inappropriate use or misuse of equipment or electronics, including personal electronic devices.
18. Disclosing protected patient information without consent.
19. Direct communication with clinical placement agencies to inquire regarding clinical placement processes, decisions or placement denials, or inquiry of health requirements.
20. Attempts to make direct arrangements with clinical placement agencies for clinical placements.
21. Positive drug test.
22. Accrued absences in accordance with attendance policy.
23. Academic dishonesty according to the College Student Code of Conduct: [Academic Integrity](#)
24. Violating clinical agency rules, regulations and instructions received by faculty or the clinical agency representatives.
25. Any other student behavior which the Director of Nursing deems uncivil, inappropriate, and unprofessional.

Immediate dismissal is defined by immediate student removal by an instructor or faculty member that may lead to dismissal from a nursing course, the Nursing Program and/or the recording of a failing grade.

Reference: Clark, C, & Springer, P. 2010. Journal of Nursing Education doi: 10.3928/01484834-20100224-01 [Incivility](#)

Communications - Student-Faculty

The official method of communication between students and faculty is college email account: [Student E-Mail Accounts](#). Faculty communicate with students using the official YC communication e-mail system. Under normal circumstances, please allow 24 hours (excluding weekends, holidays, and semester breaks) response time to your e-mail. Faculty generally respond to email within 24 hours. Students are required to use the Yavapai College issued e-mail address for faculty correspondence. Faculty are not required to respond to e-mails originating from personal e-mail accounts.

Students are encouraged to check Canvas announcements and their YC email daily for faculty correspondence. Program changes are communicated to students via the faculty, Nursing Program Newsletter, and email communications.

Conference Hours

Nursing faculty will post a minimum of five student conference hours each week during the semester. Appointments are encouraged, however, drop in times are available. Appointments can be made though email, phone, text, bookings or at the beginning/end of class session to arrange for additional course assistance.

COVID-19
Please refer to the college website for current Covid-19 information:
https://www.yc.edu/v6/college-police/yc-covid-status.html

Refer to the "What you can do" tab for latest information and guidelines on what to do if you are sick. All students need to be aware of the current CDC guidelines and follow them accordingly for optimal safety and wellness.

Please notify your nursing faculty of any illness that prevents you from coming to campus and attending classes so that you may develop a plan for course work and stay on pace with your studies. The YC Nursing Program values the effectiveness with in-person learning. Zoom links are not available for illness.

Campus Placement

1. Once a campus has been assigned to and accepted by a student there will be no transfer offered; students will be assigned to the campus all four semesters.
2. Students may be required to travel to a campus in which they are not assigned for occasional selected experiences (i.e. orientation, simulation, etc.).
3. All students are required to provide their own transportation to off-campus clinical activities.
4. Testing accommodations will be primarily available at the student's assigned campus location.

Disabilities, Accommodations, Title IX

Prescott Campus 928-776-2085   Verde Campus 928-634-6567
Disability Resources (DR) provides equal access to educational programs and activities to students at Yavapai College with documented disabilities. Academic support services may include, but are not limited to, special testing arrangements, and technological aids. In order to receive assistance, it is the student's responsibility to contact the Disability Resources office and to provide required documentation verifying the nature and extent of the disability prior to receiving any accommodation.

Students who believe they have an undocumented disability may contact Disability Resources to discuss options and to schedule an intake interview with a DR staff member. Students should contact Disability Resources in a timely manner to allow time for the initial appointment and arrangement of accommodations based on the type of need.

Services are available on both campuses to assist students. Email disabilityresources@yc.edu, call the DR office, or visit www.yc.edu/disabilityresources for more information or to set an appointment.

It is the responsibility of the student with accommodations to notify classroom and clinical faculty of the accommodation plan. The student is required to meet with Disability Resources each semester to set up accommodations.

Students are expected to participate fully in activities required by the program (reference the Technical Standards for nursing students in the Nursing Program Student Handbook). Any student having a temporary medical condition inhibiting/restricting their activities must provide written documentation from their physician. Should a student become unable to participate in the program's activities, an incomplete or withdrawal may be given.

Title IX Pregnancy [Title IX Coordinator and Information Pages](#)

Yavapai College is committed to ensuring equal opportunity for all students regardless of sex, including students experiencing pregnancy and childbirth. In accordance with Title IX, pregnancy does not preclude participation in the Nursing Program; this is a decision between the student and her physician. Yavapai College's Title IX Coordinator is available to coordinate adjustments or accommodation plans, for students who are pregnant or who have recently experienced childbirth, have post pregnancy needs, or related medical restrictions. Pregnant students are encouraged to work closely with the Title IX Coordinator and Disability Resources to develop a plan. It is the responsibility of the pregnant student to initiate requests for accommodation and to help arrange specific accommodations.

Students admitted to the Nursing Program are at greater risk for exposure to certain materials or incidents that may result in injury. Some of these exposures could potentially affect pregnant women or their unborn child. Possible exposures may include: needle stick exposure, chemical exposure, infectious agents and other illness. Students who are pregnant should:

1. Consult with their individual instructors and/or the Director of Nursing regarding the types of hazards to which the student may be exposed in the class in which enrolled or expecting to enroll in the future.
2. Contact the treating health care provider as soon as possible to obtain recommendations for a plan to minimize exposure to hazards with the possibility of reproductive effects to which there may be exposure.
3. If adjustments, accommodations, work restrictions, or class schedule changes are recommended, contact the Disability Resource Center to develop an accommodation plan as early as possible to assist in accordance with the health care provider recommendations.

Examples of accommodations that may be considered include but are not limited to:
1. Continue as is with no schedule or assignment changes if no reproductive hazardous exposures are anticipated;
2. Potential assignment or schedule changes to minimize particular potential exposures: the flexibility of this option is dependent upon the Nursing Program requirements and the availability of alternate assignments, such as clinical assignments;

3. An approved leave of absence for a reasonable time period, if deemed necessary by the student's attending health care provider, with no adverse consequences on the student' enrollment status;

Yavapai College Nursing Program does not discriminate against students on the basis of sex or pregnancy. Yavapai College Nursing Program recognizes that it is the right of the pregnant student to make decisions concerning pregnancy. At the same time, the pregnant student is expected to complete each requirement of the curriculum by a schedule or plan that can reasonably be implemented and under which risks are deemed acceptable by the student and her health care provider. The student and her health care provider are responsible to determine risk levels of participation in educational activities within the Nursing Program based upon the student's health condition and any known risk factors.

The Yavapai College Nursing Program makes no representations as to whether risks of harm to the pregnant student and/or unborn child are acceptable. Yavapai College Nursing Program does not control decisions of affiliate clinical agency partners of clinical placements.

Emergency Response Plan
Located on the YC website: [Emergency Response Plan](#)

Grading Scale

Learning outcomes are defined in each course syllabus. Clinical competencies are identified on the Clinical Evaluation Tool.

Classroom assignments and examinations are given a percentage score or letter score. Grading Scale: Because of the rigorous course work, clinical application, and clinical judgement in the Nursing Program, nursing students are held to a higher standard by their responsibility for the safety and security of patients in their care. The grading scale for all nursing courses is:

A	=	92.00 -100%
B	=	84.00 - 91.00%
C	=	78.00 - 83.00%
D	=	69.00 - 77.00%
F	=	≤68.00%

Note: *These scores are absolute cutoffs; rounding scores is never practiced.*
For all nursing courses, a cumulative grade of "C" or better is required to progress to the next course in sequence. Grades are not rounded.

Inclement Weather
Refer to YC website https://www.yc.edu/v6/facilities/closures.html for additional information.

In all closure or delay situations, the announcement will be posted on the College's website

and shared with local media. Mobile text alerts will be sent out to those who have registered to receive the alerts

Note: At the discretion of the instructor, abbreviated classes and activities may resume once the College has reopened. Check your syllabus or Canvas announcements for course specific information and exceptions.

Mid-day closure: All but essential storm response personnel should exit the campus within 30 minutes of the closure

Please keep in mind that the decision to travel to Yavapai College is always a personal one and if you are not comfortable traveling in adverse conditions you should notify your instructor or supervisor of your choice to stay home.

Progression in the Nursing Program

To qualify for enrollment in subsequent pre-requisites and co-requisites 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 until program completion.
3. Meet all deadlines for clinical facility requirements (mCE, Castle Branch) by the due dates.
4. Maintain and demonstrate professional student conduct at all times when in the Nursing Program as described in the Nursing Program Student Handbook and Yavapai College YC Code of Conduct.

Re-Entering the Nursing Program

Regarding re-entering the Nursing Program following dismissal, please refer to the Readmission Program Policy within this Handbook.

Student Records

The Department of Nursing maintains a student record for each student. This record contains documentation related to admission and progression in the program. See the Yavapai College General Catalog for information regarding student record disclosure.

Use of Information Technology

Nursing students will be required to use online resources and will need access to a computer and network connection. Please refer to the Student Support for Educational Technology & Online Learning: TELS Student Support Technology & Online Learning

In the fourth semester, students will be required to take one Classroom and Web based course (Hybrid), on Nursing Professional Concepts (NSG 280). This course blends face to face in class sessions with web-based activities or virtual classes. Please refer to the TELS hyperlink above for technology requirements.

Standards of Student Professional Conduct Policy R4-19-402
The nursing faculty believes that standards of professional conduct are an inherent part of professional socialization, therefore all enrolled nursing program students are to adhere to professional conduct standards. Students within the boundaries and rules of practice within the Arizona State Board Nurse Practice Act, the ANA Code of Ethics, the YC guidelines for Code of Conduct for students and the policies and regulations of the healthcare agency where they are assigned clinical placement for learning. Unprofessional conduct: examples including but not limited to, violations of confidentiality; failure to show respect for client, significant others, peers, staff, and faculty; clinical agency policies and procedures. Violations of the Nurse Practice Act, AZBN, National Student Nurses' Code of Academic and Clinical Conduct; violations of the American Nurse Association (ANA) Code of Ethics Scope and Standards of Practice. Students are to reference the ANA Code of Ethics at ANA Ethics and Human Rights and Rules of the State Board of Nursing R4-19-402, What is the Code of Ethics?

Standards of Student 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.
- Facility/Agency Policies and Procedures: Reads and adheres to the agency policies and procedures.
- Veracity: truthfulness; adherence to precision, honesty, integrity.
- Punctuality and Promptness: Is on time for all class, lab, and clinical assignments.
- Dependability: Is trustworthy and reliable.
- Respect: Treats others with consideration, courtesy and civility.
- Professional Appearance: Adheres to established dress code in all clinical and professional activities.
- Ethical: Adheres to the Code of Ethics for Nurses with Interpretive Statements What is the Code of Ethics
- 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 may result in removal from the course and/or program.
- Students are expected to display professional behavior on campus, in all clinical

experiences, and whenever in the nursing student uniform outside of clinical agency environment (i.e., going to and from the clinical agency). When in uniform, students are readily recognizable as Yavapai College Nursing students; nursing student behavior is reflective of the student, the Yavapai College Nursing Program and the nursing profession.

If students observe such behaviors identified above in others that appear to violate these standards the student has the responsibility to report these behaviors or actions to the instructor and or the Director of Nursing.

Professional Boundaries

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

Students and Faculty

Faculty and students will maintain a professional relationship:
   a. Students should not expect an instructor to act as personal counselor or therapist. Students should seek assistance from academic advisors and the Student Assistance Program (SAP) SAP.
   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.

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.
b. The student should abstain from obtaining personal gain at the client's expense and refrain from inappropriate involvement in the client's personal relationships.
c. 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. (2018). A Nurse's Guide to Professional Boundaries: NCSBN. [Brochure]. Chicago: Author.

Clinical Misconduct
   1. Positive drug testing results for any random or "for cause" drug testing. (Appendix B).
   2. Performance or negligence which may cause physical or emotional harm to a client.

3. Failure to report immediately a client care error to the clinical instructor and/or responsible staff nursing personnel.
4. Being under the influence of alcoholic beverages, over the counter or prescription drugs which impair judgment, or illegal drugs while in the clinical environment.
5. Fraudulent or untruthful charting in a medical record.
6. Photographing clients or client records at any time.
7. Electronically recording, copying, or transferring patient and/or hospital data, charts and records.
8. Failure to maintain appropriate behaviors already demonstrated or learned, with consistency, while incorporating new skills and theoretical concepts.
9. Failure to perform patient care safely may lead to immediate removal from clinical assignments with a failing grade at the discretion of the instructor.
10. Clocking in to be paid by your employer while in clinical in the student role is cause for immediate dismissal from the Nursing Program. This is a violation of the Arizona State Board of Nursing Nurse Practice Act. This activity also violates Scope of Practice and the State Board of Nursing Advisory Opinion for Pre-Licensure Students in a Professional Nursing Program.
11. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student with a clinical agency or removal from clinical due to behavioral issues.
12. A student may be dismissed and receive a failing grade in the course for violation of Standards of Professional Conduct and Student Practice Regulations.
13. Failure to follow clinical facilities/agency rules and regulations which apply to the student and clinical education.

Student Practice Regulations

Examples of unsafe practice include, but are not limited to:
1. Refusal of an assignment based on client's race, culture, religious preference, or medical diagnoses.
2. Denies, covers-up or does not report own errors in clinical learning 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 learning 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 does not have the education or competence to perform.

12. Removes drugs, supplies, equipment, or medical records from the clinical environment.
13. Abandonment: Leaves clinical agency or patient assignment without notification to the clinical instructor and nursing staff on assigned floor.
14. Obtaining, possessing, administering, or using any narcotic, controlled substance, or illegal drug in violation of the any federal or state criminal law or in violation of any policy in any health care facility, YC, institution or in any YC clinical placement facilities.

The Nursing Program forbids 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 environment outside of the normal clinical agency environment. This includes labs, simulation, or independent practice time. Invasive procedures include any procedure that penetrates the skin or is inserted into an orifice. Examples (but not limited to): 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 Director of Nursing will make the final determination on invasive procedures should questions arise.

Unusual Occurrence Guidelines:

1. An unusual occurrence is any event that has potential for harm to any person while in the Nursing Program classes, nursing skills lab, simulation lab, or clinical agencies.
2. 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.
3. A Nursing Program "Step Improvement Plan" must be completed to document any unusual occurrence.
4. 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.
5. 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 Director of Nursing.
6. 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 is absent from the clinical experience will be removed from the clinical assignment and will receive a failing grade in the course.

Students determined by the Nursing Program faculty and administration to have violated the standards of civility, professional behaviors, or standards of safe care will be subject to disciplinary action or may be immediately dismissed from the course, and/or Nursing Program. The status of dismissal is at the discretion of and determined by Director of Nursing, or designee of the Nursing Program. In the case of disciplinary action short of dismissal, the offending student will be expected to follow the professional standards and standards of safe care; any further breach of such standards will result in immediate dismissal from the Nursing Program. Disciplinary sanctions will be imposed as outlined in the Student Code of Conduct.

Zero Tolerance Policy:

The Nursing Program has a Zero Tolerance Policy for behaviors which include but are not limited to the following:

1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical agency, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Not following the COVID 19 compliance policies of clinical agencies for optimal safety of patients, clinical agency staff, clinical course peers and instructor.
3. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical agency.
4. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical agency.
5. Any verbal, non-verbal, and/or written actions which are deemed uncivil, threatening, abusive, or bullying will not be tolerated and may result in removal from the course and/or program.
6. Other egregious acts as determined by the Director of Nursing.

Nursing students engaging in this misconduct are subject to dismissal from nursing courses and disciplinary action as described in the Nursing Program Student Handbook and the Yavapai College Student Code of Conduct Handbook located on the yc.edu website.

Process for Dismissal

1. Student is informed of possible dismissal by the appropriate instructor(s).
2. Student will sign instructor's written report of the significant events, attaching a statement if desired.
3. The action(s) and report(s) shall be immediately reported to the Director of Nursing.
4. After gathering the necessary incident information, the Director of Nursing will determine next steps either toward the academic process and/or refer to the Student Code of Conduct discipline process. If the matter is referred to the Student Code of Conduct discipline process, the student must confer with the instructor and Chief Judicial Officer or designee before being readmitted to class. If a resolution is not reached, the student may be removed permanently pursuant to disciplinary procedures outlined in the Yavapai College Student Code of Conduct.
5. Student may appeal the grade following the appeal procedures outlined in the Yavapai College General Catalog and in this handbook.

CLASSROOM AND CLINICAL POLICIES

Recording Devices

Students are <u>not permitted</u> to use any video or audio recording device during anytime for any part of the lecture or learning session in the classroom or laboratory environments (for the purposes of recording lecture or learning sessions) without the prior approval of the faculty teaching the session, or without an accommodation plan documented by Disability Resources. Students failing to comply will not be permitted to remain in the class, will need to meet with the Director of Nursing and receive a Step One Improvement Plan. All cell phones and pagers are to be set to silent as to avoid disruptions of instruction and learning. Ground rules for classroom behaviors and virtual classroom etiquette will be explained by your faculty at the beginning of each semester and will be included in course syllabi for easy reference.

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 location of clinical experiences.
1. Students are expected to present themselves in a professional manner at all times while enrolled in the Nursing Program. Students must be in compliance with the professional dress code guidelines at all times. 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 due to noncompliance with the professional appearance policies.
2. Students are to wear the official Nursing Program uniform in all clinical environments and as requested by the Faculty, Staff, and Director of Nursing unless the learning environment or agency requires other clinical attire.
3. Additional nursing program uniform requirements:
   a. Traditional watch with a second hand for timing seconds.
   b. Black pen (not erasable)
   c. Stethoscope with diaphragm and bell
   d. Pen light and bandage scissors
4. Uniforms are to fit so that when the student bends forward, the bottom hem of the scrub top covers the pants' waistband in the back. Visible chest cleavage is not permitted.
5. Pant hems are to be tailored as to not drag on the floor when walking or standing.
6. Students may wear a plain white, gray 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.
7. A plain white lab coat may be worn over the uniform. Sweaters, hoodies, or similar apparel are not permitted in the clinical environment.
8. Student Yavapai College issued picture name badges must be worn with clips attaching them to the collar, picture facing forward. Lanyards are not allowed.
9. Students must also wear the Yavapai College Nursing Program patch and the appropriate "First Year," "Second Year," or "Preceptee" patches.
10. White or black socks or neutral nylons should be worn with the uniform. Other color socks are

not permitted.

11. 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.
12. The uniform must be clean and wrinkle-free. Undergarments must be worn at all times and cannot be visible.
13. The only jewelry that may be worn with the uniform is a wedding/engagement ring, one pair of small post earrings in earlobes only, and a wristwatch. No other body piercing jewelry is allowed. If necessary, a small skin toned bandage is permitted to cover a visible piercing. Necklaces must be kept under clothing and not visible. In certain clinical rotations, it may be advisable to not wear any jewelry at all.
14. Earlobe gauges must be filled or covered in flesh tones.
15. No objects of any type may be worn in the tongue.
16. Tattoos must be covered if possible. Tattoos which cannot be covered must not convey a message that is contrary to the Yavapai College Nursing Program or nursing professional standards and must not pose a potential customer relations issue.
17. 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 environments. For infection control purposes, beards are to be clean, free of debris and no more than 1 inch in length; closely trimmed sideburns, and mustaches are permitted, but must meet the same requirement for infection control and patient safety. A beard cover may need to be worn in some specialty units. No hair adornments may be worn in the hair to the clinical/lab environment (i.e. artificial flowers, scarves, or jewels) unless approved for cultural/religious reasons.
18. Makeup should be minimal.
19. No chewing tobacco or gum while in the nursing laboratory or in the clinical environment. Chewing tobacco is not allowed in class, laboratory, or clinical environment.
20. Students will maintain personal hygiene, including oral care.
21. Students will be free of offensive body odor and/or cigarette odor. No cologne, after-shave, scented lotions, and/or perfumes are permitted.
22. 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 environment.
23. <u>Students are to be in complete uniform for Nursing Skills Lab instruction. This include hair, shoes, equipment, student ID.</u>
24. The Director of Nursing may further determine additional student professional appearance and requirements.

Unacceptable Attire in the Clinical and/or Laboratory Environment:
NO thin or see-through clothes, halter tops, tank tops, belly tops, shorts, or mini dresses, yoga pants, exercise pants, flip flops. Students observed in the above attire will not be permitted in the clinical, nursing skills lab, or simulation lab environments for the day and will be noted as an absence.

The Nursing Program reserves the right to dismiss a student at any time on grounds the Nursing Program may judge to be appropriate. Each student by his/her admission into the Nursing Program

recognizes the right of the Nursing Program to do so. The continuance of any student on the enrollment lists and or roster of the Nursing Program, the receipt of academic credit, letter of good standing, graduation, and the granting of any degree within the Nursing Program rests solely within the powers of the college and the Nursing Program.

Skills Lab/Clinical Learning Center Policies

1. Students are required to bring their skills totes for classroom demonstrations and practice. Students must use their own supplies for practice. The skills lab does not have enough supplies to cover students who forget to bring their totes.
2. Lab space, equipment (manikins, simulators, IV pumps) and personnel are limited during high usage times. The highest demand for use of space and equipment is right after class and the day before check offs. Access is on a first-come first-serve basis.
3. Please consider using off times to practice. Sharing of resources (space & supplies) when practicing may be necessary. Four to six students per bed/manikin is acceptable. Working in groups is also beneficial for learning.
4. Students are welcome to practice during any Open Lab Hours except during scheduled lecture and clinical times (the calendar is posted outside of Lab areas).
5. If there should be a needle stick/sharps or other injury, please inform lab personnel immediately so appropriate action can be taken.
6. Manikins:
   a. Do NOT move manikins/parts without help of lab personnel.
   b. Do NOT use betadine on manikins (i.e. during Foley insertion procedure).
   c. Ask for assistance for use of SimPad units (VSs, cardiac, respiratory and bowel assessments).
   d. Treat each manikin as if a real patient. Be respectful of lab equipment. Keep simulators clothed and covered when not performing procedures/skills.

Step Improvement Plan (see Appendix J)

Nursing is a profession where lives are dependent on behaviors and actions of the nurse; nurses are accountable for their actions. In order to ensure that the student nurse is learning/practicing to the best of his/her ability, and demonstrating accountability, the faculty will continually be evaluating the performance of each student. The Step Improvement Plan is progressive and continuous through each semester of the program. For example, A Step One in a given semester can progress to a Step Two for additional deficiencies in a subsequent semester.

When an area in theory/lab/clinical is identified by an instructor where there is a need for student improvement, the instructor will meet with the student to verbally identify and discuss the problem area(s). Together they will discuss and document a plan for correcting deficiencies (**Verbal Warning**).

If little or no improvement is demonstrated by the student, the student and the instructor will meet to develop and sign an Improvement Plan for correcting deficiencies (**Step One**).

When a **Step One** Improvement Plan is implemented, it is recommended the plan include:
- Statement of deficiency/deficiencies with reference to the Nursing Program Student Handbook
- Faculty Recommendations, Plan and Due Date for Student Remediation, Improvement and Success
- Student Plan for Success/Comments
- Consequences if No Improvement and/or Correction of Deficiencies in Student Performance
- Signature of both Student and Instructor
  - Signature of the Director of Nursing

If the deficiencies are not corrected or further deficiencies arise, a **Step Two** Improvement Plan will be initiated with steps to improve.

When a **Step Two** Improvement Plan is implemented, it is recommended the plan include:
- Statement of deficiency/deficiencies with reference to the Nursing Program Student Handbook
- Faculty Recommendations, Plan and Due Date for Student Remediation, Improvement and Success
- Student Plan for Success/Comments
- Consequences if No Improvement and/or Correction of Deficiencies in Student Performance
- Signature of both Student and Instructor
- Signature of the Director of Nursing

For violation of the **Step 2** I**mprovement Plan**, a **Step 3 Letter of Formal Dismissal by the Director of Nursing** will be immediately put into effect. A formal meeting will occur with the student, faculty/instructor and Director of Nursing.
The Step Improvement Plan carries over from one semester to the next throughout the Program. Please see the back of the Nursing Program Student Handbook for the Step Improvement Plan Form.

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Exam Administration and Remediation Policy

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A. _Assignment Expectations_
1. All course assignments must be completed. Failure to complete assignments on time will result in a 10% deduction from the graded assignment.
2. Any theory/skills assignment that is not turned in within 48 hours of the due date will result in a zero grade.
3. Any clinical assignment that is not turned in by the due date will result in a zero grade.
4. Please notify the instructor early if an assignment extension is needed due to extenuating circumstances.
5. If you have questions regarding an assignment, contact your course instructor prior to the due date so that questions may be answered in a timely manner and the assignment can be completed on time.

B. _Quiz and Examination Expectations_
1. Students taking quizzes and examinations are expected to adhere to the standards of academic integrity according to the current Nursing Program Student Handbook and the current Yavapai College Student Code of Conduct, under Academic & Classroom Misconduct.

2. Computerized exams are used to test learning of theory in Nursing courses. Students are responsible for all content. Content includes textbook assignments, required audiovisuals, and classroom theory content. Exams will include some questions that require math calculations. Calculators are provided on the computer while taking the exam.
3. Students are expected to take their exams on the scheduled dates as posted in the syllabus or on the learning management system (i.e. Canvas).
    a. Exception: Students with accommodations in the testing center or with disability resources (due to variable scheduling needs).
4. Course pretests will have 20 questions, and students may take the pretest up to a maximum of three attempts. The highest score will be accepted. The pretest will close at midnight on the due date. Instructors will NOT extend pretest due dates.
5. Students must be seated and have their computer turned on and be ready to begin testing at least five minutes before the scheduled time.
6. Make-up exams are generally not permitted. Alternate exams may be administered at the discretion of the instructor; the content of these exams will mirror the original content.
7. Missed dosage calculation competencies will result in a zero score for that scheduled examination attempt. A maximum of three attempts are allowed.
8. Exceptions:
    a. Exam score deductions are listed in the table below
    b. All circumstances require completion of the exam within 48 hours of originally scheduled exam date.

Late	Emergency or Planned Absence	Absence related to Special Circumstance	Absence without instructor notification
No late entries allowed.			No show No notification
Must complete exam within 48 hours	Must complete exam within 48 hours	Must complete exam within 48 hours	Must complete exam within 48 hours
5% Deduction	5% Deduction **	Deduction waived **	10% deduction
	**Deduction may be waived IF appropriate documentation is provided related to the reason for the emergency absence	** Deduction waived IF proper and timely documentation (i.e. military duty, court appearance, funeral) is provided	

C. *Proctor Responsibilities*
1. The proctor does not leave the room during the exam.
2. The faculty or a designee proctor monitors the exam by moving around the room and freely observing students and computer monitors. If multiple unauthorized screens are found open, this is grounds for immediate dismissal.

3. Once an examination has begun, the proctor will <u>not</u> be permitted to answer any student questions.
4. Faculty are expected to proctor exams at the scheduled time. If a make-up exam is needed, a Proctor Request Form will be completed by faculty and sent to the testing center.

D. *Exam Administration Protocol*
1. Exams will be proctored live and are given by computer-based testing through the learning management system or standardized testing. Students will use a computer-based calculator as needed.
   a. Remote testing procedures are not permitted, except for extreme/unexpected circumstances. Remote testing will be authorized by the Director of Nursing.
2. Each exam will be locked with a password code. The code is provided to students immediately before the exam begins.
3. To promote academic integrity, the following statement will be included in the Canvas instructions for the exam:
   Academic integrity, honesty, and exam security are a priority for nursing and nursing students. I understand that cheating of any kind is not tolerated and results in immediate dismissal from the nursing program per the Yavapai College and Nursing's testing and academic integrity policies. Use of any type of technology, paper, notes, or other devices is completely prohibited during the exam. Furthermore, I understand that not immediately reporting any type of observed, discovered, or suspected cheating by any student in the program for any reason is considered a violation of the academic integrity policy. By entering the passcode for this exam, I agree to abide by the understanding above.
4. As a guideline, 1.5 minutes is scheduled per multiple choice questions. Multiple step mathematical computation (dosage calculation) questions may be given up to three minutes.
   b. Standardized assessment allows 1 minute per question.
5. One question will be shown at a time and the questions will be locked after answering to mimic NCLEX style testing environment. Backtracking will not be allowed. The dosage calculation competency is the only exception: questions will NOT be locked and the student MAY go back to double check math and answers.
6. Randomization of distractors will be enabled.
7. Exams are administered in a quiet environment.
8. No food or drinks will be allowed at the computer.
9. It is recommended that the student leave personal items/valuables secured in their vehicles or in the regular classroom before entering the computer testing area.
10. Students are required to leave hats, scarves, gloves, and coats outside of the testing room or at the back/side of the classroom.
11. Students may be permitted to wear ear plugs only. Headphones are not allowed.
12. All cell phones, or other internet enabled devices are prohibited from being worn, used or accessed during the exam period. If a student is discovered to be in possession of or using an unauthorized device the student will be asked to leave the testing area immediately and the student will receive a zero for the exam.
13. If evidence of cheating or witnessed cheating occurs, the student will receive a zero for the exam and be subject to disciplinary action per the Student Handbook and Yavapai College Student Code of Conduct and may be dismissed from the nursing program.

14. The student may have a pencil and/or pen. Scratch paper will be provided immediately prior to start of exam; all scratch paper must be turned in to the instructor/proctor at the end of the exam. Students may not make notes on their scratch paper prior to the start of the exam.
15. Once the exam begins, students are prohibited from having study materials or notes at their desk.
16. No students may leave the room without permission from the proctor.
17. Students are encouraged to use the restroom prior to the examination. If permission to use the restroom is granted (during longer examinations), only one student may leave the room at a time.
18. Once an exam is completed, the student MUST leave the classroom and may not reenter for any reason until all students have completed the exam to minimize noise and disruptions to those students still testing.
19. Yavapai College is committed to providing educational support services to students who have a documented need for an accommodation. It is the responsibility of the student to notify classroom and clinical faculty of the accommodation at the beginning of the semester or at least one week prior to a scheduled exam. Services are available on both campuses to assist students who have a documented need for testing accommodation. Testing Center resource information: Prescott: 928 -776-2085; Verde 928-634-6550.
20. Any violations of testing protocols will result in disciplinary actions.

E. *Collaborative Exam Testing*
1. Collaborative testing offers advantages such as teamwork and collaboration, which mimic real world clinical practice, to enhance care coordination and to improve patient outcomes. Collaborative testing also helps to strengthen communication, negation, and advocacy skills, and allows for deeper understanding and improved critical thinking skills.
2. Any final comprehensive exam cannot be given as a collaborative exam.
3. Collaborative tests will be given on paper, with the grade being manually entered into Canvas. The same grade is assigned to all students in the group.
4. Groups must be randomly assigned. Faculty can use a deck of cards, a number system or faculty can assign groups across a range of academic skills.
   a. Groups can be 3-5 students maximum.
5. The student group is allowed 75-80 minutes to take a 50-question exam collaboratively.
6. For students with testing accommodations, the student can elect to test with the group, or test alone in disability resources or the testing center. Again, test will be on paper.
7. Hard copies of collaborative exams need to be retained for a period of 2 years after the student completes the nursing program.
8. Exam review procedures will follow "Exam Review Protocol" listed in section F of this policy.
9. Resources are permitted (online text books, open text books, internet resources etc.). However, assigned program textbooks are the primary references accepted.

F. *Exam Review Protocol*
1. Faculty will supervise all exam reviews.
2. Exam review takes place after the completion of each in person exam. Students are allowed to see their exam responses on the computer (incorrect questions will be marked in student

feedback) only once after each attempt.

3. During review students may <u>not</u> take notes, have phones, cameras or recording equipment when reviewing exams. No books or papers are permitted. Students may not copy any exam question or have additional computer screens open during the review.

4. If additional review is required, a maximum time block of thirty (30) minutes per student, per scheduled appointment with the instructor, is allowed for review of test questions that were answered incorrectly.

G. *Student Success*

1. Our goal is for you to be successful in the nursing course. Additional success strategies have been incorporated into the course that requires the following:

   a. All students who fail a single course exam must make an appointment and meet with the instructor for a test review within 7 days of the exam. During the meeting, the Loma Linda Exam Analysis Procedure (***Appendix I***) will be completed and an action plan generated.

   b. All students below a 78% proctored point grade after the 2nd-course exam or throughout the remainder of the course must complete and submit the Student Success Self-Reflection within 7 days of the exam after reviewing their exam. The reflection can be essay format identifying a plan for success or outlining planned changes to implement and must be discussed with the instructor. Additional follow-up conferences with the instructor will be mandated should the Student continue below a 76% proctored course grade.

   c. If a student declines to complete the requirements detailed above, the Student will need to provide a brief, written rationale as to why he or she is not going to participate in the success plan. This rationale can be written and given to the instructor or can be emailed. This will be maintained in the student file.

H. *Exam Inquiry Form (see Appendix G).*

1. Students do not engage in verbal debate with faculty regarding any test item and conduct themselves in a civil and professional manner in accordance with the nursing program student handbook.

2. Students are provided the opportunity to make an inquiry on any exam question.

   a. An Exam Inquiry Form must be completed and submitted to the instructor within 3 days of completing the exam.

   b. If the inquiry is not submitted within the designated time frame or does not contain all required information, the inquiry will not be considered.

   c. The rationale for why the keyed answer is not correct must be provided as well as rationale for what the student believes to be the correct answer. A minimum of two published references (including page numbers) to support the inquiry.

   d. One Exam Inquiry Form is completed per question.

   e. References must be current (published within the last 5 years).

   f. The Inquiry Forms are reviewed by faculty and decisions are rendered within 5-7 days.

      i. The inquiry does not only impact the student submitting the form, but the entire class.

ii. If the exam question being queried is deemed valid, all student exams will be adjusted accordingly.

I. ***Dosage Calculation Competency Protocol***
1. A dosage calculation competency must be completed successfully completed each semester. A passing score for the competency is 95%.
    a. Students will not be permitted to pass medications to patients in the clinical setting until successfully completing the dosage calculation competency.
2. All dosage calculation competencies will consist of 20 conversion and/or word problems. The questions will be presented in a consistent format. Correct answers will be consistent with actual dosage recommendations for the specific drug in question.
3. Students will be allowed 60 minutes to complete the competency in an online format using a computer-based calculator for the first attempt. Second and third attempts will be given on paper using a handheld calculator. All scratch paper must include the student's name and be turned in to the instructor at the conclusion of the exam.
4. Questions will not be locked and students will be permitted to go back to previous questions to double check math/answers.
5. A maximum of three (3) attempts are allowed to meet the competency each semester. Failure to demonstrate competency will result in:
    b. After first attempt: written warning will be issued and the student may self-remediate or work with faculty.
    c. After second attempt: step improvement plan will be issued and the student must work with faculty for remediation.
    d. After third attempt: student will be administratively withdrawn from the course. The student should make an appointment with their academic advisor for readmission to the course.
6. Each repeat attempt to complete the dosage calculation competency must be scheduled a minimum of **48** hours apart and evidence of remediation must be completed.
7. The first attempt on the dosage calculation competency will be given during clinical orientation or during the first week of clinical; the exam may be given at the college pending room and computer availability.
8. Dosage calculation content will be appropriate to the level of the course:
    a. First and second semester: Simple problems will consist of: solving for one unknown (basic conversions, same unit, intravenous rate calculations), dosage by body weight, I&O calculations.
    b. Third and fourth semester: Complex problems will consist of: intravenous dosage titration calculations, dosage by body weight, solving for more than one unknown variable, complex I&O and story problems containing extraneous information.
9. Math rules comply with National Patient Safety Goals. Rounding rules will be written into each dosage calculation question.
    a. A zero must be placed to the left of the decimal point in answers than are less than one. **Example: .5 mg must be answered as 0.5 mg.**
    b. No zero is placed to the right of the decimal point in answers that are whole numbers. **Example: 5.0 mg must be answered as 5 mg.**
    c. When exams are online (through LMS) or paper/pencil, only a numerical answer is

expected; units will be provided.

    d. All answers must be rounded correctly.
- If the last digit is equal to or greater than 5, round up; example: 2.37 = 2.8
- If the last digit is less than 5, round down; example: 4.81 = 4.8

10. When performing calculations, do not round until calculating the final answer.

    a. EXCEPTION: Rounding weights: For consistency, when converting from pounds to kilograms, the student is expected to round the weight to the tenth PRIOR to beginning any calculations when solving for the answer.

11. Documentation of remediation must be completed after each unsuccessful attempt.

    a. If the first attempt is not successful, the student will complete and sign the Dosage Calculation Remediation form (***Appendix H***) prior to taking the second attempt. This form is to be considered a written warning.

    b. After the first unsuccessful attempt, students have the option to: self-remediate, utilize peers, tutors in the Testing Center, or seek an instructor's assistance.

    c. After the second unsuccessful attempt, students must remediate with a nursing faculty and will complete and sign the Dosage Calculation Remediation form (***Appendix H***) prior to the third attempt. This form is to be considered a formal Level 2 Step Improvement Plan.

    d. Documentation of all remediation must be recorded on the Dosage Calculation Remediation form.

J. *Skills Testing and Remediation Procedure*

1. In the Skills Lab on campus, it is the student's responsibility to practice the skill before doing required performance check-off. Prior to the scheduled performance check off, the student will need to provide the testing instructor with evidence of three separate peer reviews that occurred during practice time. To clarify- there must be 3 separate actual repetitions of the skill with different peers to review. Failure to provide evidence of three peer reviews will result in a zero for that attempt.

2. Nursing skills must be checked off during the assigned weeks. Students will sign up for check-off appointments on the assigned day and attendance is expected. Failure to show/no show without prior notice will result in a zero for that attempt. A student will NOT be allowed to complete the course unless all skills are passed successfully.

3. Student will be expected to perform the skill during skill check-off with a minimum proficiency of 83% based upon the skills rubric.

4. Students will have three opportunities to satisfactorily perform an assigned skill.

    i. The student will need to provide evidence of remediation with faculty in the event of an unsuccessful attempt.

    ii. Skills remediation forms are found in each check off room and will be required to be completed and shown to skills instructor for any unsuccessful attempt.

    iii. Practice is mandatory prior to retesting.

    iv. To retest, the student must make an appointment with a skills instructor at least 48 hours after the initial attempt. On the third attempt, a different instructor will be chosen to complete the check off.

    v. In the event of multiple attempts, the average grade scored for each attempt will be the

final grade for that skill.

vi. In the event of a third unsatisfactory demonstration of a skill, failure of the course will result.

5. The student is expected to complete the required documentation after completion of each skill. The student has 24 hours to complete documentation following a skill. Failure to complete documentation within the time specified will result in a zero for that assessment activity.

6. Deadlines for demonstrating competency with skills are identified in the course calendar.

Simulation Policy

1. Each learner participant has a signed Confidentiality Videotaping Recording Agreement on file for the academic program. Adherence to the confidentiality agreement will be strictly enforced. Breach of confidentiality will result in initiation of the step process; refer to the Student Handbook for the process.
   a. Non-participant observers are also required to sign a confidentiality agreement and adhere to the same standards of respect and professionalism.

2. All simulation and debriefing sessions may be recorded by authorized personnel. Any recording or photos by students is prohibited.

3. Students may be videotaped/filmed/photographed for use in print or electronic media for marketing/publicity by the nursing department and Yavapai College without compensation.

4. Learner orientation to the simulation environment and to necessary equipment is required prior to assigned participation.

5. The student is expected to arrive on time and must contact instructor if unable to attend/participate in the simulation experience.

6. The student must come to simulation prepared with pre-briefing material completed and ready to be submitted (this is the student's "ticket to participate in simulation").

7. Preparation is required prior to scheduled simulation experience in efforts to promote optimal learning.

8. Clinical attire for students is required for participation in simulation. The student is expected to bring standard clinical equipment to simulation (e.g. stethoscope, watch, etc.).

9. Disruptive students will be removed from the simulation experience.

10. The use of cell phones is prohibited during simulation unless otherwise determined by the instructor or simulation personnel. No personal calls will be allowed.

11. Evaluation of simulation experiences is completed by participating students following each simulation experience, and as necessitated by facilitator or other nursing faculty.

12. **STANDARDS FOR STUDENT PERFORMANCE IN SIMULATION**
    a. Be accountable for all previous knowledge and skills learned in the applicable YC nursing program.
    b. Maintain respect for self and others.
    c. Enjoy, engage, and participate in the process. Be open to role playing and new experiences.
    d. Expect to make mistakes and learn from them.
    e. Follow guidelines presented in orientation.
    f. Exhibit professional behaviors while interacting with patients, peers, and faculty.
    g. Follow established standards of care for nursing care (based on educational level).

Use of Mobile Devices During Clinical Rotations and Classroom Settings

Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, laptops or other electronic devices.

Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

- 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 nursing skills or simulation lab, class, or clinical. A Step One 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 environment.
- 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 clinical agency staff may ask to see what programs you are using at any time. Use of facility/agency 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 agency: When contributing to a social networking agency, it is important to remember that everyone can see and read what is placed on the agency 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: [Social Media NCSBN](#)

HEALTH AND SAFETY REQUIREMENTS

Technical Standards of the Nursing Program at Yavapai College

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 practice, and there is a high probability that negative consequences will result for patient/clients under the care of nurses who fail to demonstrate these abilities. A program preparing students for the practice of nursing must be able attend to these essential functional abilities in the education and evaluation of its students.

This statement of the Technical Standards of the Nursing Program at Yavapai College identifies the functional abilities deemed by the nursing faculty to be essential to the practice of nursing. 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 Program's performance-based outcomes, which are the basis for teaching and evaluating all nursing students.

Students with disabilities who think they may require accommodation in meeting the Technical Standards of the Nursing Program should contact the Office of Disability Resources to discuss the process of identifying reasonable accommodations. Students should seek advice regarding accommodation as soon as possible so that a plan for reasonable accommodation can be in place at the beginning of the program. Applicants seeking admission to the Nursing Program who may have questions about the Technical Standards and appropriate reasonable accommodations are invited to discuss their questions with the Office of Disability Resources. Yavapai College will provide equal educational opportunity for students with disabilities while adhering to the standards of nursing practice for all students. Registration with Disability Resources is required before any accommodation requests can be granted. Under no circumstances will any course requirements or technical standards be waived for any student, with or without a disability.

Technical Standards

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

Functional Ability	Standard	Examples of Required Activities
Motor Abilities	• Strength and mobility sufficient to perform patient care activities and emergency procedures. • Demonstrate fine motor skills sufficient for providing safe nursing care. • Endurance sufficient to complete assigned periods of clinical practice	• Mobility sufficient to perform patient care procedures such as assisting with ambulation of clients, transferring patients safely in and out of bed, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating room • Position intravenous bags at the appropriate level • Accurately read the volumes in body fluid collection devices hung below bed level • Safely dispose of needles in sharps containers. • Accurately place and maintain position of stethoscope for detecting sounds of bodily functions • Manipulate small equipment and containers such as syringes, and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter
Observation/ Perceptual/ Sensory Ability	• Sensory/Perceptual abilities to monitor and assess clients.	• Detect changes in skin color, temperature, or condition • Collect data from recording equipment and measurement devices used in patient care • Detect smoke and/or fire in a patient area and initiate emergency action Draw up the correct quantity of medication into a syringe • 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 • Detect foul odors of bodily fluids or spoiled foods • Detect unsafe temperature levels in heat producing devices used in patient care • Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid

Functional Ability	Standard	Examples of Required Activities
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. • Emotional stability and endurance sufficient to function effectively under stress in acute health care situations. • Ability to work as a part of a team and to respond appropriately to supervision, to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities. • 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. • Adapt rapidly to environmental changes and multiple tasks 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. • Ability to administer medications safely and accurately. • Ability to operate equipment safely in the clinical area. • Ability to recognize and minimize hazards that could increase healthcare associated infections. • Ability to recognize and minimize accident hazards in the clinical environment including hazards that contribute to patient, family, and co-worker falls.	• Prioritize tasks to ensure patient safety and standard of care. • Maintains adequate concentration and attention in patient care environments. • Seeks assistance when clinical situation requires a higher level of expertise/experience. • Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner

Functional Ability	Standard	Examples of Required Activities
Communication	• Ability to communicate effectively in English using verbal, non-verbal, and written formats at a level that meets the need for accurate, clear, and effective communication. • Ability to read and comprehend English, and to interpret without assistance. • Ability to effectively communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.	• Give verbal directions to or follow verbal directions from other members of the healthcare team and participate in health care team discussions of patient care. • Elicit and record information about health history, current health state and responses to treatment from patients or family members. • Convey information to clients and others to teach, direct and counsel individuals in an accurate, effective, and timely manner. • Recognize and report critical patient information to other caregivers.
Intellectual/ Conceptual/ Quantitative Abilities	• Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis. • Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgements and manage decisions that promote positive patient outcomes. • Ability to comprehend three-dimensional and spatial relationships. • Ability to react effectively in an emergency situation.	• Calculate appropriate medication dosage given specific patient parameters. • Analyze and synthesize data and develop appropriate plan of care. • Collect data, prioritize needs, and anticipate reactions. • Comprehend spatial relationships adequate to properly administer injections, start intravenous lines, or assess wounds of varying depths. • Recognize an emergency situation and respond effectively to safeguard the patient and other caregivers. • Transfer knowledge from one situation to another. • Accurately process information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.
Punctuality/ work habits	• Abilities sufficient to demonstrate competencies such as ability to arrive to a clinical on a timely basis; to meet demands for timely performance of duties; to meet organizational requirements, and to perform these duties in a professional and competent manner.	• Attend class and clinical assignments punctually. • Read, understand, and adhere to all policies related to classroom and clinical experiences. • Contact instructor in advance of any absence or late arrival. • Understand and complete classroom and clinical assignments by due date and time.
Environment	• Recognize the personal risk environments needed to provide patient care • Tolerate exposure to allergens (latex, chemical, etc.) • Tolerate wearing protective equipment (e.g. mask, gown, gloves)	• Take appropriate precautions for possible exposures such as communicable disease, blood-borne pathogens, and latex. • Use personal protective equipment (PPE)

Immunizations

Immunizations are required by clinical agencies with which Yavapai College has an affiliation. Yavapai College has no control over a clinical agency's health standards and requirements for students participating in clinical learning experiences. Clinical learning experiences in facilities/agencies is a requirement of the nursing program for all nursing students.

Yavapai College may occasionally or completely be unable to place the student in a clinical affiliation program if those programs require a student to be immunized against certain illnesses and the student has not received immunization for those illnesses. The student has been advised and understands that Yavapai College has no duty to seek out additional clinical affiliations to accommodate a student's immunization history or decisions. All student clinical placements are final.

Students are responsible for remaining in compliance with all clinical agency required immunizations and must adhere to all deadline requirements. Copies of immunization records are to be submitted to Castle Branch (castlebranch.com) after admission to the Nursing Program for the student record as required in order to remain and continue in the program.

Students who have upcoming expirations for TB and CPR that will occur during the semester must renew the requirement prior to semester start. It may be necessary to contact Castle Branch to request a re-set to the expiration date in order to upload renewal documentation.

COVID-19 Vaccination and INFLUENZA Vaccination

Students participating 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.

As part of our affiliation agreements with healthcare institutions, Yavapai College is required to provide healthcare facilities/agencies with pertinent healthcare documentation upon their request and would obtain the documentation from Castle Branch and/or My Clinical Exchange.

It is important to understand that while Yavapai College does not require or mandate COVID-19 vaccinations or testing, or the influenza vaccination, our healthcare facility/agency partners have the right to do so and are the decision makers on whether a student will be allowed to take part in clinical learning placements at their facility/agency.

Students registering for courses or programs with clinical requirements may not be able to complete the course/program without proof of influenza vaccination and/or COVID-19 vaccination and/or regular health screenings and testing as determined by the healthcare facility/agency. Exemptions are specific to the dates requested and YC will attempt to provide a reasonable placement as a result of this request that does not create an undue hardship on YC.

The annual influenza vaccination is due in the fall no later than October 15, or prior to clinical commencing for new incoming students beginning the program in a fall term. Students who begin the Nursing Program in spring, should already have the current flu season immunization completed upon conditional acceptance to the program.

All immunization records <u>must</u> include your name, date, and name and   signature of healthcare provider giving the immunization and/or vaccination.

a.   **MMR (Measles, Mumps, and Rubella):** Adults entering health care professions must have documented proof of immunity (positive titer) or proof of two MMR immunizations. A titer needs to be positive for Measles, Mumps, and Rubella. Additional immunization is generally required when titer results are not positive for each – plan accordingly. Persons born prior to 1957 may be considered immune.

b.   **Varicella (Chicken Pox):** Documented proof of immunity or two varicella immunizations are required upon conditional acceptance of the student into the nursing program. If the student has had chickenpox, a <u>positive</u> titer is necessary to document immunity.

c.   **Hepatitis B:** Documented evidence of three-dose series or positive titer. Completed documentation is submitted to Castle Branch upon conditional acceptance to the Program. If beginning a series, allow for six months prior to nursing application submission for completion.

d.   **Tdap (Tetanus, Diphtheria and Pertussis):** A Tdap vaccination is required every ten (10) years. It is the responsibility of the student to maintain a record of a Tdap vaccination of less than ten (10) years throughout the duration of the Nursing Program.

e.   **Influenza:** Annual vaccination is required. It is the responsibility of the student to receive an annual vaccination and have proof submitted to Castle Branch by October 15th each year. If a student has an allergy to the flu vaccine, documentation is required from a licensed health care provider and must be provided to Castle Branch for this requirement.

f.   **Tuberculosis:** Negative skin test or blood test (annually) or chest x-ray (valid for two years) with an annual statement signed by a health professional that student does not have active tuberculosis. It is the responsibility of the student to maintain annual screenings. Documentation is to be renewed prior to semester start if the expiration date occurs while a semester is in progress.

Incoming students must provide one of the following: an initial 2 step TB Skin Test, or a T-Spot or QuantiFERON Gold Blood Test. If results are positive, a chest x-ray with an annual statement signed by a health professional that student does not have active tuberculosis must be provided. A one step TB Skin Test will be accepted for renewal documentation only.

g.   **COVID-19 Vaccine:** Complete Vaccine series -One of the following is required:

a. Documentation of your COVID-19 vaccination(s). If you receive the 2 dose vaccine series, both doses must be submitted at the same time for approval. Documentation must include the vaccine manufacturer and date.
    Please note you are not considered fully vaccinated until 2 weeks after the second dose of the Pfizer-BioNTech or Moderna COVID-19 vaccine, or 2 weeks after a single dose of Johnson & Johnson's Janssen COVID-19 Vaccine.

b. If allowed for and provided for by the clinical agency, you may submit a waiver for medical reasons signed by a healthcare physician/provider, or a religious exemption per the clinical agency policies and requirements.

Please be aware that in order for a clinical agency to accept students, the student must meet all requirements of the clinical agency. The requirements include providing proof of full vaccination against COVID-19. You should understand that as a student if you are not fully vaccinated by the time clinical begins, and/or the site does not accept a vaccination exemption, you may not be able to successfully complete the required clinical hours and progress in the program.

For more information regarding the COVID-19 Vaccine visit the CDC website.

h.   **BLS (Basic Life Support) certification** for Health Care Providers must be current for the entire Nursing Program. CPR certification status is reported annually while students are enrolled in the program. The Nursing Program will only accept BLS Provider certification (CPR & AED) through American Heart Association (AHA). An in-person course or a course with an in-person check off is required. A student without current documented BLS Provider certification (CPR & AED) will be dismissed from their clinical rotation and/or the Nursing Program. It is the responsibility of the student to maintain current certification and to submit renewal documentation to Castle Branch according to Nursing Program guidelines. Documentation is to be renewed prior to semester start if the expiration date occurs while a semester is in progress.

For program compliance, students are responsible for keeping their fingerprint clearance, CPR and health care requirement documentation current through the entire duration of Nursing Program enrollment to program completion. To remain in Nursing Program theory and clinical courses, all required documentation needs to be entered and current in Castle Branch in addition to being approved by the clinical agency, clinical coordinator and/or course instructor two weeks prior to the start date. If the student is not compliant with these policies, the student will not be able to attend clinical and will be administratively withdrawn from their current nursing course(s) by the Director of Nursing.

Incoming students are required to meet the program compliance dates provided in the Nursing Program acceptance packet. If a student does not meet the datelines as

identified on the forms provided in the acceptance packet, the student's Nursing Program acceptance will be administratively withdrawn by the Director of Nursing.

Fingerprint Requirement

The Level One Fingerprint Clearance Card is a requirement of the Nursing Program application process and must remain valid for the duration of all nursing courses. Federal law and agency accreditation rules require a DPS fingerprint clearance card for nursing students. Please visit https://www.azdps.gov/services/public/fingerprint to determine how to obtain or renew an Arizona DPS Level One Fingerprint Clearance Card.

A copy of the front and back of the student's current Arizona Level One Fingerprint Clearance Card is required as part of the initial application submission for the Nursing Program and is kept as part of the student record. A full copy of the card is included in Castle Branch as a compliance document. The student is responsible for completing this Castle Branch requirement upon conditional acceptance to the program, and for submitting renewal documentation prior to the card expiration date as needed.

If there is a positive criminal history, the Level One Fingerprint clearance may be denied which will result in removal from the Nursing Program.

A student whose conduct results in the loss of fingerprint clearance will be dropped from the Nursing Program and will not be allowed to progress until a Level One Fingerprint Clearance Card is obtained. If the time period for clearance progresses past one year of removal from the Nursing Program the student will need to re-apply to the Nursing Program and repeat any courses already taken.

Criminal Background Check

All students are required to obtain a background check. Information regarding how to obtain the background check is provided to the student upon provisional acceptance to the program. The cost of this background check is at the student's expense. Due to clinical agency contracts, any negative results will be reviewed to determine admission or continuation in the program, on a case-by-case basis by the Nursing Department and the Director of Nursing. Clinical agencies may request a background check at any time during student clinical rotations during their nursing program course progression. To meet the clinical agency requirements students must comply with clinical agency requests to remain in the nursing program without disruption in their program course progression.

Student Participation in Development of Policies and Evaluation of Program

Students have the opportunity biannually to review and provide comments and suggestions related to program policies and procedures. Students have the opportunity to evaluate the nursing curriculum, texts, faculty, clinical placements, and other aspects of the program each semester. Students send the Director of Nursing their questions or concerns in an email and have opportunity to meet with the Director of Nursing to review concerns. A graduate survey will be sent to all graduates of the program by Yavapai College at some point in time following commencement.

Yavapai College Campus and Nursing Department Activities

Nursing Advisory Council

Student representatives from each campus are invited to participate in Advisory Council meetings and are encouraged to contribute to conversations.

Student Nurses' Association

Both Prescott and Verde Valley campuses have chapters of Student Nurse Association (SNA). All students enrolled in nursing classes are eligible to join. The purpose of the SNA is to be aware of, to contribute to improving the health of communities and all persons, as well as supporting one another in the growth and educational development as future nurses.

Activities include service, education, fund-raising, and social events.
Sources of funds: dues, fund-raising projects, donations, and allotments from the College.

Role of the faculty advisor:
- o Attend meetings of the Association and planning meetings of the officers.
- o Serve as a resource person by advising and referring to YC and community resources.
- o Serve as liaison between the Association and College committees.

Application for Graduation and Licensure

Application for Graduation

Petition for graduation from the Associate of Applied Science in Nursing Program must be initiated by the student by the application deadline date published in the College Catalog, approximately two months prior to graduation. 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. 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. An Affidavit of Graduation is electronically provided to the Arizona State Board of Nursing by the Director of Nursing.

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. 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. Please notify and identify to the AZBN verified accommodations needed for taking the NCLEX-RN that they may provide information and guidance.

Application for Licensure

Applications for and information about the RN National Council Licensing Examinations (NCLEX-RN) can be obtained from the Arizona State Board of Nursing (AZBN) at the following address:

Arizona State Board of Nursing
1740 W. Adams St., Suite 2000
Phoenix, AZ 85007
Phone: (602) 771-7800
Home Page: https://www.azbn.gov

Screening for Use of Alcohol and Drugs Policy & Procedure

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

Drug Screening Guidelines

- All students are required to submit to a random urine drug screen as a condition of enrollment in the Nursing Program. Once students are accepted into the program they will receive instructions to go to a lab where they will pay and submit a urine specimen.
- Private health insurance does 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 provide a list of prescription drugs they are currently taking to Castle Branch upon request.
- If a student provides a dilute sample which tests positive, the result is considered positive and pending review, the student will be withdrawn. A negative dilute specimen will require a retest at the student's expense.
- If a student challenges a positive result, the student is responsible for the cost of the retest.
- Only students testing negative drug screens can remain enrolled in nursing courses.
- Students testing positive for illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical environments 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.
- Students will not be allowed to use previous drug screens requested by any person or agency outside of Yavapai College Nursing Program requirements.
- 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.
- Random and "for cause" testing will be done at the discretion of the Director of Nursing.

Medical Marijuana Policy

Yavapai College prohibits the possession and use of marijuana on all campuses and in all off-campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108 which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.

Yavapai College receives federal funds through grants and financial aid. Yavapai College continues to enforce current policies regarding controlled substances and any student or employee who violates College policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational internships - will be subject to disciplinary action and criminal prosecution.

Urine drug screens are required of students prior to attending 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.

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. 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:

- The instructor will remove the student from the patient care or assigned work area immediately and notify Director of Nursing or designee.
- 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 Yavapai College. If the student refuses transportation, the student should be informed that security/law enforcement may be notified.
- The student is to have a picture ID in his/her possession.
- After testing, the student is to call for transportation service.
- If the student admits to alcohol or drug use, he/she will still require drug screening.
- The student is responsible for all costs associated with the for-cause drug-screening test.
- If the results of the test(s) are negative for alcohol, illegal substances, or non-prescribed legal substances, the student shall meet with the Director of Nursing to discuss the circumstances surrounding the behavior.
- If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical environment.
- 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.
- Based on the information provided and further medical evaluations if warranted, the Director of Nursing will make a decision regarding return to the clinical environment.
- If the results of the test(s) are positive for alcohol, illegal substances, or for non-prescribed legal substances, the Director of Nursing will withdraw the student from all nursing courses. The results of the positive screening test except for alcohol or nicotine will be reported to the State Board of Nursing.

If a student refuses "for Cause" Testing:

- The student will be removed from the clinical environment by the instructor or clinical agency representative pending a full investigation.
- The instructor will contact the transportation service recommended by Yavapai College 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.
- Failure to comply with any aspect of this policy will result in withdrawal from the program.

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 Director of Nursing which includes:
- Documentation from a therapist with experience in addiction behaviors indicating status and/or documented rehabilitation related to the alcohol/drug abuse.
- Include documentation of compliance in a treatment program if identified as required by the therapist.

- Repeat a random urine drug screen for alcohol/drugs as instructed 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 re-admitted to the Nursing Program, has positive results on an alcohol/drug screen, the student will be permanently dismissed from the Yavapai College Nursing Program and notification will be sent to the State Board of Nursing.

No Right to Appeal

The Nursing Program Drug Testing Policies and Procedures are not eligible for appeal.

Medication Administration Guidelines

All students are required and must:
- Follow the principles of safe medication administration
- Adhere to the agency's policies and procedures for medication administration.
- Demonstrate competency in calculating medication dosages prior to administering medications. Students unable to calculate accurate doses may receive clinical

warning/probation related to unsafe clinical practice.

- Report all medication errors to the instructor immediately.
- All medications given to infants and children must be approved by the instructor.
- In all cases, 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.

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. 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: Standard Precautions for All Patient Care
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. Nursing students are not permitted to care for clients in airborne isolation/precautions unless they have proof of documentation that they are eligible to safely wear an N95 respirator mask and have been effectively and safely N95 fit tested accordingly. If students are not able to wear an N95 respirator mask, a PAPR or CAPR may be worn if available by the clinical agency and assigned to the student by the clinical agency representative. Recommended routine infection prevention and control

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 is responsible for all costs related to exposure, triage, and treatment.
4. The clinical instructor and student will notify the agency department supervisor and Director of Nursing.
5. The clinical instructor will fill out the proper forms.

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

READMISSION POLICY

I. **POLICY STATEMENT**
Yavapai College Nursing Program supports the readmission of qualified students with one withdrawal or failure. No readmission is guaranteed. The maximal amount of time students can be out of the program is two semesters. After two semesters students must apply as a new program student applicant to be considered for admission.

Data and reapplication materials will be reviewed by Nursing Program Instructional Support Staff, Director of Nursing, and Student Advising. The following data points criteria will be used for decision making in student placement:

1. Current GPA
2. Course Percentage Grade
3. Program Entrance GPA
4. One course failure
5. Two or more course failures
6. Point system score: application entrance score (includes ATI TEAS score up to 50% of points)
   ❖ Point system score is the application entrance score for admission into the Nursing Program- up to 1000 points possible.

II. **POLICY**

A. **DEFINITIONS**
1. Readmission: enrolling in the same semester course(s) from which the student had a withdrawal or failure. No readmission is guaranteed. The readmission process is available for students in every semester of the Nursing Program.
2. Failure: course failure in one or more courses within one semester.
3. Withdrawal: course withdrawal from one or more courses within one semester. A course withdrawal after the halfway point of the nursing course(s) when a student is not meeting course competencies at the time of withdrawal is considered a course failure.
4. Good standing: maintaining a passing grade ("C" or >/= 78% or "S") in all nursing core courses at the time of withdrawal; maintaining student conduct in accordance with the Nursing Program Student Handbook.

B. **ELIGIBILITY**

1. Generally, if the student has had more than one withdrawal or one failure or any combination of the two for any reason the student is considered to be out of the Nursing Program. The Director of Nursing may consider emergency circumstances when applying this eligibility requirement.
2. A student may be granted ONE readmission per program enrollment if there is space available after considering all first-time applicants and the student has no previous readmissions. The location where a space may open is not guaranteed.

3. The Director of Nursing 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, violation of Student Handbook provisions, or dismissal from a college or clinical agency.
4. The Director of Nursing reserves the right to approve an admission or readmission for a student in good standing who must withdraw for military deployment or an <u>unexpected</u> catastrophic event (death of an immediate family member or severe injury or illness).
5. Students who seek readmission due to illness or injury will need to submit a physician's release to meet the essential functions of the Nursing Program. The Director of Nursing will review the documentation before a determination for readmission can be granted.
6. When space is not available in the semester a student applies for, the application may be considered for the following semester. The same criteria apply for readmission consideration.
7. All students must meet all current Health and Safety requirements.
8. A clinical skills refresher check-off (also known as Readmission Skills Testing) will be required for all students accepted for readmission before advancing to the next clinical course.
9. To be considered eligible, students requesting readmission must:
   a. Meet with a Yavapai College academic advisor.
   b. Complete the readmission worksheet. The readmission worksheet should include course(s) needed and semester applying for; actions taken, to be taken, or changes in situation that would optimize the student's success.
   c. Update the immunization tracker in Castle Branch prior to application submission. <u>Other Castle Branch items including background check and random drug screening may be required if the student has been out of the Nursing Program for one semester or more.</u> Payment for Castle Branch requirements will be the responsibility of the student.
   d. Submit required application documents for readmission to the administrative office of the Nursing Program.
   e. Once accepted for readmission, satisfactorily complete the required clinical skills refresher check off prior to starting clinical.
10. Students granted readmission must enroll in the next course offering. Readmission is on a seat available basis. No readmission is guaranteed.

III. **PROCEDURE:**
   A. **Application Process:**
   A. The student desiring readmission must follow the steps in the Readmission Policy as outlined below:
      a. Meet with an academic advisor regarding readmission process.
      b. Completed Readmission Application Form and Readmission Worksheet dated and signed by academic advisor.
      c. Readmission Agreement signed and dated by student.

d. Compliant Castle Branch To Do List Summary Report.
   e. **Submit the completed readmission application packet (steps b, c, d) to the Nursing Department (nursing@yc.edu) on or before the first Tuesday after the regular semester ends by 4:00 PM: no exceptions will be given or made**

B. After review of the Application for Readmission materials, and enrollment availability data, the Director of Nursing will notify students of the final decision
C. The student will receive notification of the readmission decision from the Director of Nursing. Notification will be emailed to the student's YC Scholar email, and a formal letter sent to the address of record.
D. Re-admitted students who repeat courses in which they previously achieved a passing grade must again achieve a passing grade in same course(s) to progress in the program following re-entry.
E. Appeals to any of the above practices must be made to the Director of Nursing whose decision will be final.
F. Incomplete readmission applications will not be processed. Please make copies of documents prior to submitting the application (we do not provide copy service).

B. After Being Accepted:
A. Once readmission has been granted students must complete clinical skills refresher checkoffs. Students will be required to perform the selected nursing skills competency check off at a satisfactory level. The required nursing skills are subject to change.
   a. First semester: Nursing skills include head to toe assessment, sterile procedure, medication administration.
   b. Second, third, or fourth semester: In addition to the first semester skills, skills competency will include starting an IV, spike and prime IV solution, calculating drip rates, and IV push medication administration.
B. Practice times prior to the check off may be scheduled in collaboration with the Simulation Coordinator.
C. The student is responsible for making the skills refresher check off appointment with the Simulation Coordinator after sufficient practice time in the skills lab. The Simulation Coordinator will approve and finalize the date and complete the check off.
D. The skills refresher check off is part of the readmission plan. Satisfactory completion is required ***prior to advancing*** to the next clinical course in the Nursing Program. All students must have skills check offs completed prior to the first clinical day with patient care (not including hospital orientation).
E. The simulation coordinator will provide a summary of the completed skills to the student, instructional support specialist, and the student's assigned clinical instructor via email. This proof of initial completion will be placed in the student's academic record/file. The summary will include the skills that were completed satisfactorily and the skills that need improvement and additional practice time.
F. Skills that need improvement will need to be repeated before the student is able to attend clinical and participate in patient care. The student will have 7-10 days to practice and repeat the skill in collaboration with the Simulation Coordinator.

READMISSION POLICY SPECIFIC TO NSG 270:

1. Any student who drops or does not pass the didactic portion of NSG 270 with a minimum grade of C must complete the scheduled NCLEX-RN Review Course offered by the Program prior to re-entry to NSG 270 (refer to course calendar dates). Documentation of 95% attendance and completion must be noted in the student record before re- applying and registering for NSG 270. Another NCLEX-RN Review will be substituted at the student's expense and must be pre-approved by the Course Instructor and Director of Nursing. Currently the only approved substitutes are Kaplan, HURST, the NCSBN Review Course, ATI Testing and/or The College Network NCLEX-RN Review courses. **Evidence of completion of the approved NCLEX-RN review course due to the Director of Nursing before repeating NSG 270.**

Pinning Ceremony

The Pinning Ceremony is at the end of fall and spring semesters. Students may participate in Pinning Ceremony if they have met all the program requirements for graduation. The ceremony represents entrance into the nursing profession and is offered to graduates by the Nursing Faculty, Director of Nursing and Staff.
Families, friends, and community supporters are invited to honor and celebrate with nursing students.

Pinning Ceremony Attire

Students are to wear Nursing Scrubs for the Pinning Ceremony. The nursing scrub color will be determined by the Director of Nursing.

Students are expected to purchase a Yavapai College Nursing pin from the bookstore prior to the ceremony. The nursing pin will be presented to the student during the Pinning Ceremony by their pinner.

Formal College Graduation

Graduation Regalia for graduates is a standard graduation cap and gown. Graduation takes place at the end of the spring semester. Nursing students order their cap and gown through the bookstore in the second half of their final semester. Fall graduates may participate in the spring ceremony.

Appendix A – Confidentiality Agreement

STUDENT COPY
YAVAPAI COLLEGE NURSING PROGRAM

Faculty/Staff/Student Confidentiality Agreement
For Yavapai College Nursing Program Clinical Training

Name (Print):_____ Check One: ☐ Student ☐ Staff   ☐ Faculty

Health Care Program: _____
The discussions, uses, and disclosures addressed by this agreement mean any written, verbal, or electronic communication.

I understand that I am never to discuss or review any information regarding a patient at a clinical agency unless the discussion or review is part of my assignment to the agency. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical agency 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 environment, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the healthcare staff of the clinical agency.

I understand that I may not remove any record from the clinical agency without the written authorization of the agency. 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:

- Name
- Geographical subdivisions smaller than a state
- Dates of birth, admission, discharge, death
- Telephone numbers
- E-mail addresses
- Social Security Numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers
- Device identifiers
- Web locators (URLS)

- Internet protocol addresses
- Biometric identifiers
- Full face photographs
- Any other unique identifying number, characteristic, or code
- All ages over 89 years
- Any other potential identifiable information

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 healthcare training and educational purposes at Yavapai College and must otherwise remain confidential.

I understand that I must promptly report any violation of the clinical agency's privacy policies and procedures, applicable law, or this confidentiality agreement, by me or a Yavapai College student or faculty member to the appropriate Yavapai College clinical coordinator or Director of Nursing.

Finally, I understand that, if I violate the privacy policies and procedures of the clinical agency, applicable law, or this agreement, I will be subject to disciplinary action.

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

Signed:_____ Date: _____

Appendix B – Release of Student Information

STUDENT COPY
Yavapai College Nursing Program
Release of Student Information

_____

(Print Name)

I give permission for the Yavapai College nursing faculty and/or the Yavapai College Nursing Program administration to share my personal information; including name, social security number, date of birth and documentation of the health and safety requirements of the Nursing Program; including immunization records, titer results and verification of a TB disease state to health care agencies to which the student is or may be assigned.

I understand that my personal identifying information may be shared with healthcare agencies needing this information to enter me in their security system, in their computer system, their medication administration system, and/or verify a student meets the agency's acceptable health standards.

Signature: _____

Date: _____

Appendix C – Release of Liability

STUDENT COPY

YAVAPAI COLLEGE NURSING PROGRAM
VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND IT BEFORE SIGNING.

Yavapai College is a non-profit educational institution. References to Yavapai College include its officers, officials, employees, volunteers, students, agents, and assigns.

I (print your name)_____, ("Student") freely choose to participate in the Yavapai College Nursing Program. In consideration of my voluntary participation in this Program, I agree as follows:

RISKS INVOLVED IN PROGRAM: Student understands that the clinical training environment for this Program, in which Student is enrolled through Yavapai College, contains exposures to risks inherent to activities of the Program such as, but not limited to, bodily injury, communicable and infectious diseases, and property damage.

HEALTH AND SAFETY: Student has been advised to consult with a medical doctor regarding Student's personal medical needs and immunizations. Student states that there is no health- related reasons or problems that preclude or restrict Student's participation in this Program. Student recognizes that Yavapai College is not obligated to attend to any of my medical or medication needs, and Student assumes all risk and responsibility, therefore. In case of a medical emergency occurring during Student's participation in this Program, Student authorizes, in advance, a representative of Yavapai College to secure whatever treatment is necessary, including the administration of anesthetic and surgery. Yavapai College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding Student's health and safety. Student agrees to pay all expenses relating thereto and releases Yavapai 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, Student hereby knowingly assumes all risks inherent in this activity and connected activities. Student agrees to release, indemnify, and defend Yavapai College and their officials, officers, employees, agents, and volunteers from and against any and all claims, of whatsoever kind or nature, which Student, Student's parents or legal guardian or any other person may have for any losses, damages or injuries arising out of, or in connection with, Student's participation in this Program.

IMMUNIZATIONS: Student has been advised and is aware that Yavapai College does not currently require certain immunizations for admission to Yavapai College. However, such immunizations may be required by a clinical agency with which Yavapai College has an affiliation.

Yavapai College has no control over a clinical agency's health standards for students in the clinical program.

Student has been advised and acknowledges that Yavapai College may occasionally or completely be unable to place Student in a clinical affiliation program if those programs require a student to be immunized against certain illnesses and Student has not received immunization for those illnesses. Student has further been advised and understands that Yavapai College has no duty to seek out additional clinical affiliations to accommodate a student's immunization history or decisions.

SIGNATURE: By signing below, Student acknowledges having read the terms and conditions of participation in this Program and agrees to abide by them. Student has carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledges that Student understands it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Voluntary Assumption of Risk and Release of Liability shall be governed by the laws of the State of Arizona that shall be the forum for any lawsuits filed under, or incident to, this Form or to the Program. If any portion of this Form is held invalid, the rest of the document shall continue in full force and effect.

_____   _____
Signature of Program Participant   Date

Yavapai COLLEGE

Appendix D- Nursing Program Readmission Application

Semester applying for (i.e. Spring2023/Fall 2024)_____

Course(s):_____

Please print or type

Name_____Yavapai College "Y" Number _____

List any previous names while in the Yavapai College Nursing Program_____

Mailing Address (Street, P.O. Box):_____

City:_____State:_____Zip:_____

Phone_____   YC Student e-mail_____

On which campus are you applying for re-admission?_____Prescott_____Verde Valley   _____*Either

Once a student is re-admitted to the Nursing Program and is assigned to a campus, the student is expected to complete the program on that campus and is responsible for housing and transportation.

What was the last academic semester that you attended the Nursing Program, (i.e., Fall 2022)? :

_____

Which Program Semester are you requesting re-admission to (1st, 2nd, 3rd, 4th)?_____

If applicable, list other colleges from which you are transferring courses and course completion dates. Transfer credits MUST be evaluated for equivalency by Yavapai College.

_____

ADVISOR SIGNATURE:_____DATE:_____

The Readmission Application materials may be hand-delivered to the Nursing Office, mailed to address below, or emailed.

Mail to: Yavapai College Nursing Department
1100 East Sheldon Street, YC Box 6017
Prescott, AZ 86301

Phone: 928-776-2247
Toll Free: 1-800-922-6787, ext. 2247

e-mail: nursing@yc.edu

Please, remember to sign your portion of the Re-Admission Agreement. If you are accepted for readmission, a copy executed by the Director of Nursing will be forwarded to you to confirm your acceptance.

Appendix E - <u>Readmission Agreement and Acceptance</u>

I understand that no more than two attempts are allowed for any nursing course. An attempt is defined as _any enrollment_ in the course even if I, the student, self-withdraw or I am administratively withdrawn prior to course completion. I understand that this is my second and final enrollment in this/these course(s) and no additional enrollment(s) in this/these course(s) will be allowed or offered, regardless of the final course outcome.

I am enrolling for the following course(s): _____.
I understand that I will not be given another opportunity to continue in the program without a successful completion grade of "C" or above regarding this course enrollment.

I also understand that I am required to complete a nursing skills refresher check-off before I can start my next clinical course and will schedule an appointment with the Simulation Coordinator.

Printed Name: _____

Signature: _____

Date: _____

Accepted: _____
Dr. Barbara Durham, DNP, RN, CNE, CHSE, CNEcl

Appendix F – Handbook Statement

STUDENT COPY

Handbook Statement/Signature

I,_____, acknowledge receipt of the 2022-2023 electronic version of the Nursing Program Student Handbook. I am fully aware of the implications of its contents for the completion of my goals in the Nursing Program and agree to always follow and comply with its provisions during my enrollment in the Yavapai College Nursing Program.

I further understand that I am supplied with an electronic version of the Nursing Program Student Handbook, Online Testing Guidelines, Testing Policy, and Simulation Policy as provided in the supplemental manual, as I enter the program and that the Handbook can be revised at any time and that the Handbook is not a contract.

Signature: _____

Date: _____

Appendix G - EXAM INQUIRY FORM

Submit one Exam Inquiry Form per question with appropriate rationale and references.

YCNS Name: _____   Course: _____

Exam: _____   Date: _____   Question # (if known) _____

Rational why I believe the keyed answer is not correct.

_____

_____

Reference: Cite two published references (within 3-5 years) in APA formatting (include page number) that support why you believe the keyed answer is incorrect:

_____

_____

What I believe to be the correct answer (provide rationale for your answer):

(Caputi & Engelmann, 2008)

APPENDIX H – Dosage Calculation
Remediation Procedure
Dosage Calculation Remediation Procedure – Including Written Warning and Step 2 Improvement Plan

Student: _____   Date: _____

Semester: (Circle)   1st semester   2nd semester   3rd semester   4th semester
The competency criterion is set at 95%; the student will have three (3) attempts to meet this criterion.

Section A: First Unsuccessful Attempt – This Form is your Written Warning
If the first attempt is not successful, the student will provide documentation of remediation in dosage calculation prior to taking the second attempt. Students have the option to: self-remediate, utilize peers or tutors in the Testing Center, or seek an instructor's assistance, etc.
With this warning the student has been informed that any further deficiencies in this behavior, will result in the implementation of a Step Improvement Plan directly to step 2.
Identify math concepts that need to be remediated: _____
_____
_____
Remediation Completed: Indicate form of remediation, time spent, and date(s):
_____
_____
_____
Student's Signature: _____Faculty Signature: _____
Comments: _____
**This form must be completed and signed PRIOR to scheduling your second attempt.

Section B: Second Unsuccessful Attempt
After the second unsuccessful test the student will be placed on a Step 2 of the Student Improvement Step according to the process stated in the Student Handbook. **Student must remediate with a designated, qualified nursing faculty prior to the third attempt.**

Identify area(s) of concern/deficiency and math concepts that need to be remediated:
_____
_____
_____
Linked Core Abilities for Step 2 Improvement Plan with Student Handbook page references:
Program Outcome: Safety (page 7) – "Integrate strategies to minimize the risk of harm to patients and providers through both system effectiveness and individual performance".
Technical Standards: Functional Abilities (page 36-37) – Intellectual/Conceptual/Quantitative Abilities. "Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis".
Medication Administration Guidelines (page 47) – All students are required and must "demonstrate competency in calculating medication dosages prior to administering medications".

Faculty Recommendation and Plan for Student Success: Remediation Assigned

Check box to assign	The student will complete the required remediation as assigned	Due Date
	Make an appointment with instructor for 1:1 meeting during office hours to review test-taking and dosage calculation strategies	
	Complete dosage calculation worksheets for remediation: (Faculty to specify)	
	Complete ATI remediation: Dosage Calculation 3.0: (Faculty to specify)	
	Complete dosage calculation problems in Swift River: (Faculty to specify)	
	Other:	

Student Comments:

_____
_____
_____

Remediation Completed: Indicate form of remediation, time spent, and date(s):

_____
_____
_____

**This form must be completed and signed PRIOR to scheduling your third attempt.

Student's Signature: _____   Faculty Signature: _____

Nursing Program Director Signature: _____

Section C: Third Unsuccessful Attempt

If the student does not pass the Drug Calculation test with a score of 95% on the third attempt, they will be removed from the nursing program. See the student handbook for the readmission process.

Check box for reason	Reason for Course Failure
	A passing grade (95%) must be achieved on dosage calculation competency. Failure to successfully complete the dosage calculation competency after 3 attempts will be administratively withdrawn from the nursing course.
	Failure to complete required remediation: *Unsuccessful remediation of the concern identified in the Student Progress Memo will result in a course grade of F.*

Student's Signature: _____   Faculty Signature: _____

Nursing Program Director Signature: _____

†Original to be placed in student's folder
†Copy to the student

APPENDIX I – Loma Linda Exam Analysis Procedure

LOMA LINDA UNIVERSITY SCHOOL OF NURSING
LEARNING ASSISTANCE PROGRAM
The Exam Analysis Procedure

The following steps make up the exam analysis procedure:

1. The student and instructor/learning facilitator become aware that the student has a problem with taking exams.

2. The student requests an exam analysis.

3. The student and instructor/learning facilitator who is doing the analysis, discuss the LAP Summary of Exam techniques.

4. The student and instructor/learning facilitator go over each question which the student missed on the exam. The student uses the exam techniques to answer these questions. (The student does not look at his former answer or at the correct answer on the answer key).

5. The student and instructor/learning facilitator identify the main category and specific problem or contributing factor for why the student missed each question.

6. The instructor/learning facilitator records why each item was missed on the exam analysis worksheet.

7. The instructor/learning facilitator totals the number of items missed and the percentages for each specific problem and each main category.

8. Suggested interventions are developed with input from the student and recorded on the Suggestions to Improve Exam Performance checklist.

9. A copy of the exam analysis is given to the student, and another is retained in the student's record.

10. Follow-up appointments (or referrals) for help with exam skills, tutoring, counseling and evaluation of progress are made.

Vaneta M. Condon, PhD, RN
Associate Professor
Learning Resources Director
vcondon@llu.edu

Loma Linda University
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LOMA LINDA UNIVERSITY SCHOOL OF NURSING
LEARNING ASSISTANCE PROGRAM

SUMMARY OF EXAM TECHNIQUES
FOR MULTIPLE CHOICE QUESTIONS

A. Be Sure You Know What The Question is Asking

   ♦ Read question carefully.
   ♦ Underline important words.
   ♦ Try to answer the questions yourself before you look at the answer options.
   ♦ Create a pool of possible answers (jot down key word(s) for each)

B. Consider Each Option Carefully

   ♦ Compare answer options given on exam with your own pool of possible answers.
   ♦ Re-read the question carefully.
   ♦ Read the answer options carefully underlining key words.
   ♦ Mark each answer option as either true, false, T?, F?, or ?.

C. Use Your Knowledge When Choosing the Best Answer

   ♦ Choose your answer based on what you have learned in the course. Example: Choose answer marked true above one marked?
   ♦ Do not choose an answer just because "it sounds good" if you have not heard of it before (in lecture or textbook)—it may be a cleverly worded distractor.

D. Use Your Time Wisely

   ♦ Do not spend too long on any one question.
   ♦ Read the question and answer options carefully (twice if necessary).
   ♦ If you are not sure which choice is correct, guess and mark the question number so you can come back to it if you have time.
   ♦ Do not be in a hurry to leave. Check your paper to be sure you have answered all questions.
   ♦ Check carefully for clerical errors (marking wrong answer by mistake).
   ♦ Read each stem with the answer you have marked to be sure it makes sense.

E. If You Do Not Understand The Question or Answer Option Ask For Help

   ♦ Ask the instructor to clarify what is not clear.
   ♦ Ask the instructor to "restate" a confusing question or option.

F. Do Not Change Your Answers

   ♦ The only time you should change an answer is when you know why the first answer is wrong and/or why the second answer is right.
   ♦ Never change an answer just because you feel uncertain.

LOMA LINDA UNIVERSITY SCHOOL OF NURSING
LEARNING ASSISTANCE PROGRAM
OBJECTIVE EXAM ANALYSIS WORKSHEET

Student_____ Course _____ Exam _____

Grade _____ Date _____

Test item missed	LACK OF KNOWLEDGE					ENGLISH SKILLS				EXAM ANXIETY				EXAM SKILLS							OTHER (SPECIFY)	ANALYSIS RESULTS
	Reading/textbook	Inadequate notes	Application of knowledge	Poor retention	Other ____	Reading comprehension	Reading speed	Vocabulary	Other ____	Decreased concentration	Mental block	Forgot to use exam techniques	Other ____	Did not focus on what question asked	Failed to consider options carefully As T, F, ?, T?, or F?,)	Poor use of time	Changed answer	Carelessness/clerical errors	Did not write own answer first	Other ____	Other ____	
Items																						
%																						_____
% Totals																						

Suggestions to Improve Exam Performance

Name: _____ Date: _____ Class: _____

Priority # _____ Lack of Knowledge of Subject Matter

_____ 1. Use study guide/objectives/specific class guidelines to identify important content while reading textbook.
_____ 2. Write out key points from #1 and use for later review.
_____ 3. Take careful notes during class.
_____ 4. As soon as possible <u>after class</u> and at <u>the end of each week</u> review #2 and #3 from above
_____ 5. Participate in study group each week.
_____ 6. Use NCLEX-RN review books to review important content and to practice application on review questions.
_____ 7. Predict exam questions. Use these for group review.
_____ 8. Schedule time to review each lecture carefully before each exam.
_____ 9. Note weak areas such as pathophysiology, medication side effects, lab values, etc.
_____ 10. Other: _____

Priority # _____ Exam-taking skills

_____ 1. Read each question carefully and <u>underline or circle key words</u>.
_____ 2. Give your <u>own answer</u> (write down a few words BEFORE looking at choices given on exam).
_____ 3. Mark each answer choice as T, F, ?, ?T, or ?F.
_____ 4. Choose the best answer based on what you learned in this class.
_____ 5. Don't change an answer unless you <u>know why</u> the first answer is wrong. (<u>Never</u> change an answer just because you <u>feel uncertain</u>).
_____ 6. <u>Practice application</u> of knowledge using <u>case studies and NCLEX-RN review questions</u>.
_____ 7. Other: _____

Priority # _____ English Language/Vocabulary

_____ 1. Look up vocabulary terms/new words identified in reading assignment, lecture, and study groups, etc.
_____ 2. Write out the meanings of these words, note pronunciation and use them in a sentence, make flash cards or write them in a notebook.
_____ 3. Drill on these words several times each week.
_____ 4. If you don't understand an exam question or answer choice ask the instructor for clarification.
_____ 5. Other: _____

Priority # _____ Exam Anxiety

_____ 1. <u>Over-prepare for exams</u> so that you feel <u>confident</u> about your knowledge.
_____ 2. Use recommended exam skills on every question. This helps you think logically.
_____ 3. Use positive self-talk- i.e. "I know these concepts", "I am going to do well on this exam".
_____ 4. Don't spend too long on a difficult question. This lowers your confidence and increases anxiety. Read it carefully 2xs, guess and move on to easier questions. Come back later if you have time.
_____ 5. Pray that God will help you feel calm, remember what you have learned and apply knowledge and exam skills.
_____ 6. Practice relaxation techniques (deep breathing, etc.) so you can use them p.r.n.
_____ 7. Other: _____

Priority # _____ Other (Please Specify Below):

APPENDIX J - Step Improvement Plan

Step 1 Improvement Plan for_____ NSG _____ Date_____

I) The following deficiencies in student performance related to expected course and/or Nursing Program outcomes have been identified in accordance with Nursing Program Student Handbook (page reference):

II) Faculty Recommendations, Plan and Due Date for Student Remediation, Improvement and Success:

III) Student Plan for Success/Student Comments:

IV) Consequences If No Improvement and/or Correction of Deficiencies in Student Performance:

_____ must complete, and consistently maintain daily, the above detailed remedial strategies for optimal success within the required due date(s) for the remainder of the Nursing Program. Failure to meet any of the detailed remedial strategies will result in a **Step 2** Contract.

Should a **Step 2** Contract be put into effect_____understands that failure to meet any of the detailed remedial strategies in this contract will result in **Step 3** immediate dismissal from the currently enrolled nursing course(s) with a course grade of F, and/or **Step 3** immediate dismissal from the Yavapai College Nursing Program, as determined by the Director of Nursing.

_____   _____
Yavapai College Student   Date

_____   _____
Yavapai College Faculty/Instructor   Date

_____   _____
Yavapai College Director of Nursing   Date

*Distribution of the Step Improvement Plan to the student, indicates it has been received by the student and student will complete the required remediation plan given by Faculty/Instructor by the due date; failure to complete this will result in a course grade of F.

**Unsuccessful remediation of the concern(s) identified in the Step Improvement Plan will result in a course grade of F.