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. We currently enroll up to 192 students on the Prescott and Verde Valley campuses. Graduates have been employed throughout Arizona, the United States and several foreign countries.

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). 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 and finalized by the Nursing Faculty Division. Copies of revised policies will be distributed to students and faculty with discussions as appropriate. The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the College. 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.
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Faculty & Staff Roster

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<tr>
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<tr>
<td><strong>Nursing Program Director</strong></td>
<td></td>
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</tr>
<tr>
<td>Mary Brown MSN MEd RN CNE</td>
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</tr>
<tr>
<td><strong>Full-time</strong></td>
<td></td>
<td></td>
</tr>
<tr>
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<tr>
<td><strong>Part-time</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Full-time faculty have scheduled office hours posted each semester. Part-time faculty do not have posted office hours but are available during scheduled clinical times and by appointment.

**Administrative Assistants**

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keryn Lafferty</td>
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<tr>
<td>Patty Naville</td>
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</tr>
</tbody>
</table>
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 take into account 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.

**Definitions of Major Organizing Concepts**

1. **Clinical Competency**

   Competency is inherent to the practice of nursing. Competency is defined as the ability to plan and carry out knowledgeable, efficient and safe nursing care and assumes an awareness of one's own limitations. The achievement of competency is evidenced by the student's ability to provide nursing care in increasingly complex settings and situations. Students are required to master the core competencies which include: 1) achieving an entry level professional knowledge base, 2) practicing safe, effective, and efficient nursing care, and 3) demonstrating nursing skills.

   The students learn the skills and knowledge needed to demonstrate clinical competency. Students learn to synthesize information from the knowledge and skills learned and analyze data to individualize nursing care in well-defined practice settings
for clients of all ages with multiple health care needs and problems. Students develop proficiency in their skills in the laboratory and clinical settings.

2. **Critical Thinking**

   Critical thinking is reflective judgment and reasonable thought that focuses on deciding what to believe or what to do. It is a composite of attitudes, knowledge, and skills. Students are required to use knowledge from nursing, biological and social sciences, and humanities as a basis for nursing practice. Nurse educators expect the student to learn and apply critical thinking skills. Students need to be able to arrive at decisions to facilitate health that are specific to the unique circumstances of each client. Nursing process is the critical thinking framework used for systematic, client-centered, outcome-oriented methods of nursing practice.

   Students learn to obtain information from current, accepted nursing references and other disciplines. They synthesize knowledge and skills to formulate and implement decisions related to complex nursing practice situations in well-defined settings.

3. **Caring**

   Caring is an essential component of nursing which involves the therapeutic use of self within the context of nursing practice. Caring requires a personal, social, moral, and spiritual engagement of the nurse. Caring is intentional in nature and is of benefit to the client.

   Students apply and integrate caring behaviors into nursing practice. Students learn to differentiate between caring as an emotional response and a knowledgeable, deliberative intervention. They use this knowledge with cognitive and psychomotor activities to produce purposeful outcomes that protect, enhance, and preserve human dignity.

4. **Diversity/Culture**

   Society is composed of widely diverse groups of people. The groups include, but are not limited to, people with different racial, ethnic, and socio-economic backgrounds, sexual orientation, gender, age and geographical areas.

   Culture refers to the acquired knowledge individuals use to interpret life's experiences and to generate social behavior. Nursing professionals need to seek to know and understand the values, beliefs, and daily living patterns of a variety of cultures. Because of the relationship between diversity, culture and health care, it is important to identify factors that influence how individuals, families, groups, and communities experience and ascribe meanings to health and illness.
Nursing faculty are challenged to help students recognize personal values and biases to broaden students' perspectives of diversity and to help students develop cultural sensitivity.

Students learn basic culture concepts and begin to identify cultural differences in knowledge and belief, daily living, and health practices. They recognize that diversity impacts a client’s experiences with health care. Students integrate knowledge of diversity/culture into nursing practice. They also recognize the interactions between one's own culture and the culture of the client.

5. Communication

Communication is the means of sending and receiving messages through symbols, words, signs, and gestures. Therapeutic communication is deliberate, client-focused communication designed to assist the client in problem solving and goal achievement. Students are assisted in exploring, analyzing, and evaluating communication processes with clients. They learn the skills needed to interact with clients in a therapeutic manner, and to adapt the communication techniques as appropriate to clients’ diverse backgrounds, education, development, and health status.

Effective interpersonal communication involves the ability to interact with nurse colleagues and other members of the healthcare team in a positive, respectful manner. Students learn the processes which foster open communication, conflict resolution, and proper delegation. They also learn the importance of (and techniques for) clear, accurate, and timely written and verbal communication.

6. Learning-Teaching

The learning-teaching process is ongoing, dynamic, and interpersonal. The nurse facilitates health promotion, maintenance, and restoration of clients' health through education. The purpose of teaching is to help clients develop self-care abilities to improve their quality of life or achieve a dignified death.

Faculty serve as motivators, facilitators, and role models. Learning-teaching is most effective when the student is an active participant in the process. Thus, the student implements choices and selects opportunities to develop personal learning-teaching objectives and experiences. The student has the opportunity to develop the ability to think critically, act responsibly, be creative, and communicate effectively.

Students identify components of the learning-teaching process and incorporate the learning-teaching role into the nursing role.
7. Accountability

Nurses are held responsible and accountable for nursing practice based upon the profession's code of ethics, standards of practice and legal regulations. Nurses are responsible for developing and maintaining current nursing knowledge and skills through formal and continuing education.

Faculty foster the development of professional responsibility and accountability through students' self-regulatory mechanisms such as student self-appraisal, standards of academic integrity, honesty, and the maintenance of confidentiality. Students identify, explore, and analyze the ethical, legal and political factors which impact upon the role of professional nursing in the health-care delivery system. Students are expected to demonstrate responsibility and accountability appropriate to their levels of education, experience and practice.

8. Management/Leadership

Management and leadership are essential elements of nursing practice. Nurses function as vital members of the health care team and are responsible for the management of client care. Management in nursing occurs at all levels of practice and involves coordination of care, fiscal responsibility, resource utilization, and participation as a member of the organization. Registered nurses must also have the knowledge and skills to make decisions regarding prioritization, delegation, conflict management, and evaluation. Faculty facilitate the acquisition of the cognitive, technical, interpersonal, and ethical/legal skills that graduates need to become effective managers of care.

Leadership is the ability to influence and guide the decisions and subsequent actions of others. Developing leadership skills involves self-reflection, understanding human processes, envisioning possibilities, goal setting, and communication. Students are introduced to the importance of nursing involvement in professional organizations, political processes, and organizational decision making.

Definition of Scholarship

Scholarship is the active pursuit of knowledge, skill, and ability through study and research.
ASSOCIATE DEGREE IN NURSING (Curriculum Plan for 2016-2017)

Math and science course work must be completed within the last ten years. Course work transferred from other colleges must be evaluated for equivalency. Courses in each semester are prerequisite to the next semester. Deviation from this plan requires written advance approval by the Nursing Program Director. Prerequisite courses must be completed or in progress in order to be eligible to apply for the next nursing cohort group. A student who does not successfully complete all of the prerequisite and co-requisite courses by the end of a Program semester, as outlined below, will not be allowed to continue into the next nursing semester or course.

Prerequisites:

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<td>MAT 152</td>
<td>College Algebra OR Concepts in College Mathematics</td>
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<td>ENG 101</td>
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<td>BIO 156</td>
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Semester 1

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<td>Anatomy &amp; Physiology II</td>
<td>BIO 201</td>
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<tr>
<td>NSG 131</td>
<td>Foundations in Nursing I</td>
<td>Admission to nursing program</td>
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<tr>
<td>NTR 135 *</td>
<td>Human Nutrition (3 credits)</td>
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<td>NSG 132</td>
<td>Foundations in Nursing II</td>
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<td>NSG 210</td>
<td>Pharmacology and Nursing Practice</td>
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<td>PSY 245 *</td>
<td>Human Growth &amp; Development</td>
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<td>ENG 102 *</td>
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<tr>
<td>BIO 205 *</td>
<td>Microbiology</td>
<td>BIO 100 OR BIO 156 OR BIO 181</td>
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<td>NSG 231</td>
<td>Concepts in Nursing III</td>
<td>NSG 132 OR consent</td>
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<td>NSG 233</td>
<td>Perinatal and Women’s Health Nursing</td>
<td>NSG 132 OR consent</td>
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<td></td>
<td>Critical Thinking (Any approved course from Critical Thinking General Education Courses - see 2016 - 2017 Catalog.)</td>
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<td>Psychiatric/Mental Health Nursing</td>
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<td>NSG 235</td>
<td>Nursing Management and Leadership</td>
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</table>

Required courses for the AAS in Nursing must be completed with a minimum grade of 2.0.

*Denotes a Program General Education Requirement – it is recommended that you consider completing this course prior to admission to the Program.
Nursing Program Outcomes

The Nursing Program will prepare graduates who can demonstrate:

1. **Clinical Competence**
   - Synthesize knowledge and skills to independently provide nursing care for groups of clients with multiple health care needs and problems.

2. **Critical Thinking**
   - Synthesize knowledge and skills to formulate and implement decisions related to complex nursing practice situations.

3. **Caring**
   - Synthesize knowledge and skills, awareness of need, and uses of empathy to protect, enhance and preserve human dignity.

4. **Diversity/Culture**
   - Apply concepts of diversity/culture in the provision of nursing care to individuals, families, or groups.

5. **Communication**
   - Incorporate evaluation and modification of communication skills in nursing practice.

6. **Learning/Teaching**
   - Use the nursing process to meet the learning needs of individuals, families, and peers.

7. **Accountability**
   - Examine ethical and political issues within the healthcare system. Take responsibility and accountability for personal actions.

8. **Management/Leadership**
   - Collaborate with other personnel within the organizational structure to manage client care through supervision, delegation and coordination.
### Nursing Program Student Success Rates

The following data is taken from Year 2015 and can also be found on the nursing webpage at [www.yc.edu/nursing](http://www.yc.edu/nursing) by clicking on the link labeled **Success Rates** under “Information for Students”.

#### Graduate success for the December 2015 Cohort

<table>
<thead>
<tr>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate success on licensure exam (NCLEX-RN) first attempt</td>
<td>93.75%</td>
</tr>
<tr>
<td>Graduate success on licensure exam (NCLEX-RN) Overall</td>
<td>97.00%</td>
</tr>
<tr>
<td>Graduates obtaining jobs as Registered Nurses</td>
<td>97.00%</td>
</tr>
</tbody>
</table>

#### Student Completion Time (January-December 2015)

<table>
<thead>
<tr>
<th>Completion Time After Pre-requisite Requirements Have Been Met</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 100% of allotted program time (4 semesters)</td>
<td>50</td>
</tr>
<tr>
<td>Within 150% of allotted program time (5-6 semesters)</td>
<td>12</td>
</tr>
<tr>
<td>More than 150% program time (&gt;6 semesters)</td>
<td>4</td>
</tr>
</tbody>
</table>

### Non-Discrimination/Non-Harassment

Yavapai College is committed to providing an environment that is free of any harassment/discrimination based on gender, race, national origin, age, religion, disability, or any other status protected under federal law.

Any complaint of harassment or discrimination will be treated in a confidential manner to the extent feasible. All students and employees are assured that they will be free from any and all retaliation for filing such complaints.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. No supervisor or other employee may indicate in any manner, either explicitly or implicitly, that an employee's, student's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, any term or condition of employment, or academic progress.

Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, unnecessary touching of an individual, sexually degrading words used to describe an individual, any display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault, where the conduct has either the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work or academic environment.
Employees and students should consult Yavapai College Code of Conduct 2016-2017, under Unlawful or Discriminatory Harassment, to resolve any allegations of discrimination, including sexual harassment. For further clarification, Human Resources should be contacted at 928-776-2217.

Yavapai College will not tolerate retaliation of any kind against employees or students based upon their allegations regarding discrimination or harassment. If employees or supervisors engage in harassment or discrimination, they will be subject to immediate discipline, including possible termination.

Conversely, employees and students should keep in mind that these allegations of harassment and discrimination are potentially very serious to the person charged; and while such allegations should be made wherever warranted, they should be made with accuracy and veracity.

Nursing Program Policies

GENERAL POLICIES

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 the designated nursing advisors:
Prescott campus: 928-776-2106
Verde campus: 928-634-6510

Advising Process
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. After the second deficient grade less than 78% in a course, the student is to meet with the Nursing Program Director.

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

The responsibility for learning falls upon the student. It is therefore, necessary for the student to complete reading assignments and submit written work when due, as well as be adequately prepared to participate in class discussions, 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 skills and multimedia labs. No family members, friends, children, etc. are permitted in Clinical Learning Center or clinical practicum areas. This includes study sessions after hours and on weekends.

If a student is tardy for the classroom (defined as not being seated when the instructor begins class) it is requested that he/she wait until the break before entering the classroom in order to not disturb the other students who were punctual.

**Theory/Clinical Learning Centers/Workshop:**
Attendance in theory/Skills/Workshop is expected and monitored in the program. Students are allowed to miss up to 10% of the scheduled lecture/theory/skills lab/workshop sessions. Absences in excess of the 10% will result in the student meeting with the course instructor and the Nursing Program Director to establish a plan for continuation in the Nursing Program. A healthcare provider documentation of illness or other documentation to verify the reason for the absence may be required.

**Clinical Learning Center**

The Clinical Learning Center is a campus simulation setting in which students learn, practice, and demonstrate competency performing skills prior to performing skills on clients. For most skills there are video tapes and/or computer assisted instruction (CAI) programs that are available that demonstrate the skill. Students are expected to use these programs, practice in the lab during available hours (schedule will be posted by instructors on each campus), and then perform the skill to demonstrate competency to the instructor. Unsatisfactory progress in Clinical Learning Center competencies will be considered failure of the associated course.

All students are expected to be in attendance in the lab section for which they are registered/assigned. If a student is tardy to lab, but has not missed the procedure demonstration or video (as appropriate), the student will be permitted to stay but will be counted as tardy. If the student has missed the demonstration/video, he/she will be allowed to stay but will be counted absent.
Clinical Practicum / Workshops

Students must be free of contagious disease, be able to wash hands, walk independently, and provide safe care to clients in clinical settings. Students who come to clinical practicum when they are ill will be sent home.

Clinical Absences or Tardiness

1. If a student misses any orientation period for clinical/preceptorship, he/she cannot continue with his/her clinical/preceptorship for that course and will be withdrawn from the course. He/she may apply for re-admission for the following semester.
2. In a case of absence or anticipated tardiness, the student must call or text (at the instructor’s direction) the supervising instructor at least 60 minutes before scheduled time. Tardiness may result in dismissal from the unit if lateness interferes with patient care and will be counted as a clinical absence.
3. Students must make up any clinical and/or workshop absences by arranging a make-up activity with their clinical/workshop instructor. The make-up activity must be completed within three weeks or by the last week of the semester if absence occurred after week 12. If absences exceed one (1) clinical or workshop day, the student will be withdrawn from the course and may apply for re-admission for the following semester.
4. A “no call-no show” for clinical will result in an automatic five percent (5%) grade reduction from the final course grade and the appropriate next action in the Step Improvement Plan. (See # 3 above.) Any additional “no calls-no shows” during the remainder of the Program will result in a ten percent (10%) final course grade reduction and the next action of the Step Improvement Plan.
5. 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.

Drug Calculation Competency Policy

Calculating medication dosages and intravenous rates accurately are necessary competencies in the Yavapai College Nursing Program. Within the program, the nursing theory classes include a drug calculation competency test that must be passed each semester. Below are the guidelines for this policy.

Test Details:
- All drug calculation tests will consist of 20 conversion and/or word (story) problems. There will be a consistent, format for questions.
- Students will be allowed sixty (60) minutes to complete each of the tests. There are
three (3) attempts allowed to meet the competency for each semester. All competency tests must be passed with a grade of 95% or better.

- The tests will be given according to the following schedules. For specific dates of testing see each course calendar.

  - **First Semester:** The first attempt will be given after the NSG 131 Medication Administration class (approximately between weeks four to six (4 to 6) of the semester) with each repeat attempt a minimum of two (2) weeks apart.
  - **Second and Third Semesters:** The first attempt will be given during week one (1) of the semester with each repeat attempt a minimum of one (1) week apart.
  - **Fourth Semester:** The first attempt will be given according to the course calendar, with repeat attempts completed prior to the start of the preceptorship for that semester but prior to the student withdrawal date.

- Students are allowed to use basic calculators (provided by the nursing department) to complete each test and are expected to show their work for each problem. All scratch paper will be turned in with the tests.
- Correct answers will be consistent with actual dosage recommendations for the specific drug.
- Math examination content will be appropriate to the course.
- Simple problems (tested in First and Second semesters) will consist of: solving for one unknown: basic conversions, solving for one unknown: same unit, intravenous rate calculations, dosage by body weight, and/or simple I & O calculations. Simple I & O include oral and enteral intake, output, N/G tubes, Foley catheters, drains, etc.
- Complex problems (tested in Third and Fourth semesters) will consist of: intravenous drug titration calculations, dosage by body weight, solving for more than one unknown, complex I & O, and story problems containing extraneous information. Complex I & O include the simple I & O list, multiple IV drips and IVPB.
- Failure to demonstrate competency will result in a failing grade for the course.

**Documentation of Remediation:**

The competency criterion for each semester’s test is as previously stated; the student will have three (3) attempts to meet this criterion. 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. Documentation of remediation must be recorded on the *Drug Calculation Remediation Form*.

After the second test failure the student’s remediation must be with a nursing faculty prior to the third attempt. Documentation of remediation must be recorded on the *Drug Calculation Remediation Form*. 
If the student does not pass the math test by the third attempt, they will be removed from the nursing program. The readmission process for the nursing program can be found in this Nursing Student Handbook.

Math Rules:
Although practices at facilities vary, for the purpose of these exams the following rules will apply:

- To promote safety, a zero must be placed to the left of the decimal point in answers that are less than one. No zero is placed to the right of the decimal point in answers that are whole numbers.
  
  Examples:
  
  A.) \(0.5\) mg must be answered as \(0.5\) mg.
  
  B.) \(5.0\) mg must be answered as \(5\) mg.

- All answers must be labeled correctly. No label or an incorrect label makes the answer wrong.

Coordinating School with Other Obligations

The nursing curriculum is very demanding. 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 who are employed are advised to work no more than 24 hours per week. Students working night shift are not allowed to work the night prior to a clinical assignment for client and personal safety.

Audiovisual Aids and Computer Software

Multimedia (videotapes, computer programs, etc.) are available for individual and small group use in the Prescott and Verde Valley Campuses Library and Media Labs during school hours. Some resources may be placed on Reserve in the Library.

Library Services

The Yavapai College Library will be the resource location for all recommended videos and some DVDs on the syllabus assignments. Professional conduct is expected in the Library. Library Services: Library Services are available at the Prescott Campus and the Verde Valley Campus Libraries. Both libraries are members of a countywide library network, which provides access to a wide range of information and resources at libraries throughout Yavapai County. Possession of a College library card entitles students to access materials housed at member libraries. Instructors may place required course materials on reserve in the library or make assignments that require the use of library resources.

Prescott: A library card will be required to check out reserve videos for a period of three hours. The library card can be obtained at the library using your student ID and supplying basic information for the library system. Four multimedia rooms are available
for small groups on a first come first served basis. Please call the library at 776-2260 for room availability and reservation. Individual carrels are also available with headphones and screens. Reference Librarians are on staff and can assist with database information to locate nursing journals and other reference materials for required papers. Library hours can be found on the website at: http://www.yc.edu/library.

**Verde Valley:** The Verde Valley campus has an open reserve shelf. Since the videos are out in the open students do not need to check them out with a library card. There are two media rooms available on a first come first served basis. Library hours can be found on the website: http://www.yc.edu/library.

**Internet Web Sites and Canvas**

Information about the Nursing Program can be found on the Website: http://www.yc.edu/nursing The major method of communication between faculty and students within the Nursing Program are the course Canvas sites. **Students are responsible for information posted on their course Canvas sites.** Each course has a Canvas site for student access to grades, announcements, and other important information. Canvas is accessible via the internet on the Yavapai College home page: http://www.yc.edu

**E-Mail Correspondence**

Faculty e-mail addresses can be found on page five (5) of this Handbook. This is usually the easiest method of communication between students and faculty. Please allow 48 hours (excluding week-ends, holidays, and semester breaks) for a response to your e-mail. Please use your Yavapai College issued e-mail address so that faculty can identify the e-mail as coming from a student. Faculty are not required to respond to e-mails originating from personal e-mail accounts.

**Commitment to Nursing/Pinning Ceremony**

The Commitment to Nursing and Pinning Ceremony is at the end of fall and spring semesters. Families, friends, and community supporters are invited to honor and celebrate with nursing students.

**College Graduation**

Dress 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.
Disabilities

It is the responsibility of the student with verified special needs to notify classroom and clinical faculty of these needs. Services are available on both campuses to assist students who have a disability. Resource: Prescott: 928-776-2085.

For informational purposes only: Any special accommodation requests for taking the NCLEX-RN will fall under different rules than required for educational purposes. This information can be found on the Arizona State Board of Nursing website.

Pregnancy, Illness or Injury

Pregnancy does not preclude participation in the program. This is a decision between the student and her physician. Students must discuss potential hazards in the healthcare environment with their physicians. Pregnant students are discouraged from taking nursing courses during the semester of their due date as clinical attendance policies are not waived. A physician’s release is required for the student to return to clinical or lab if the delivery occurs during a course.

Students who develop illnesses or conditions involving limited activity must provide a physician’s written statement that they are physically and mentally capable of meeting the health requirements as outlined in this handbook. Students will not be permitted to participate in clinical or lab without this written physician’s statement.

Students who must drop a course or step out of course rotation due to pregnancy, illness, or injury must present a physician’s release stating that they are able to return unencumbered for the reason that caused them to leave. The physician’s release must accompany the application to return to the Program and the student will not be placed on a waiting list until said documentation is complete.

Financial Aid

Multiple scholarships are available to nursing students. Students are encouraged to go to the Financial Aid Office and investigate these scholarships which are awarded bi-annually. Contact: 928-776-2152.

Gifts

Students may not give any gifts to patients/clients or accept gifts from patients/clients or their families. Students should not give gifts of any significant monetary value to nursing faculty or clinical instructors.
Grading

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. Grades are not rounded.

Any non-proctored learning assessments will not be weighted in excess of 20% of the total course grade.

Grading Scale: Because of the nature of course work and clinical application in the Nursing Program, faculty members believe nursing students must be held to a higher standard by virtue of the tremendous responsibility for people’s lives in their care. Therefore, 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.

Exam Review

The process for students to review an exam is at the discretion of the instructor, however exams shall be reviewed before the next exam is administered or the time frame designated by the course instructor. A student may submit an Exam Inquiry Form to contest an exam answer if there is a valid concern. The inquiry must be in writing relating the rationale for the alternative correct answer and submitted to the instructor prior to the next scheduled exam or the time frame designated by the course instructor. References from the required course textbook or materials must be listed (including page numbers) to support the inquiry. If the inquiry is not submitted within the designated time frame, the inquiry will not be considered. This supports the rationale to view exams as soon as possible after testing.

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.
Testing Protocol

Computer testing is used for the majority of the nursing classes. It is imperative that all students be seated and have their computer turned on and be ready to begin testing at the appointed time. Any student arriving late will have only the remaining allotted time to complete the exam.

No food or drinks will be allowed in the computer rooms. Hats are not allowed to be worn during testing. One piece of scratch paper (provided by faculty) and a pen/pencil will be allowed at the computer. The paper must be turned in to the instructor at the end of the exam. The computer calculator will be used in place of a hand held calculator.

All cell phones, or other internet enabled devices are prohibited from being worn, used or accessed during the exam period. 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. If a student is discovered with a phone or internet enabled device, the student’s exam score will be reduced by 5%. If evidence of cheating or witnessed cheating occurs, the student will be subject to disciplinary action per the Student Handbook and Yavapai College Student Code of Conduct, and may be dismissed from the nursing program.

The same protocol applies to pencil/paper exams with the exception of a simple hand held calculator being allowed (provided by faculty).

Students may not leave and re-enter during an exam regardless of the format that the exam is offered in. Once a student leaves the room, the exam is considered completed.

Incomplete Grades

Incomplete grades are converted to a letter grade no more than 30 (thirty) days after the last day of the semester.

Late Papers/Assignments

Papers or assignments are due on the day and time assigned. If there are unavoidable problems, students are expected to make prior arrangements with the instructor. If prior arrangements are not made by the student, the instructor may refuse to accept the paper or may impose a grade penalty.

Standardized Assessment Exams

All students are required to complete the Health Education Services, Incorporated (HESI) assessment tests as scheduled. HESI specialty exams are comprehensive knowledge-based assessment tests that are administered each semester to the students enrolled in
the nursing program. The purpose of these examinations is to provide the student with an understanding of where his/her knowledge deficits are in relation to particular content areas within the curriculum. Tutorial and remediation materials provide the student the opportunity to maximize learning throughout the program. Students are expected to make full use of HESI testing products throughout the program.

Students will be required to complete the non-proctored practice exam with a grade of 60% or greater prior to completing the proctored HESI PNE examination. The student must present evidence of completion of his/her non-proctored practice exam in order to gain admission to the proctored examination session. Failure to show completion will result in a ten percent (10%) reduction in the student’s proctored HESI PNE score.

Charts below indicate when HESI Exams are administered and the scoring of the exams. *Refer to the NSG 232 syllabi for scoring of the HESI Exit administered during that course.

<table>
<thead>
<tr>
<th>HESI Exams for cohorts admitted prior to Fall 2015</th>
<th>Administered During</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Fundamentals of Nursing</td>
<td>NSG 131: Foundations in Nursing I</td>
</tr>
<tr>
<td>RN Med/Surg</td>
<td>NSG 132: Concepts in Nursing II</td>
</tr>
<tr>
<td>RN Pharmacology</td>
<td>NSG 210: Pharmacology and Nursing Practice</td>
</tr>
<tr>
<td>RN Pediatric Nursing</td>
<td>NSG 231: Concepts in Nursing III</td>
</tr>
<tr>
<td>RN Maternity Nursing</td>
<td>NSG 233: Perinatal &amp; Woman’s Health Nursing</td>
</tr>
<tr>
<td>*RN Exit /Critical Thinking</td>
<td>NSG 232: Concepts in Nursing IV</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HESI Exams for cohorts admitted Fall 2015 and beyond</th>
<th>Administered During</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Fundamentals of Nursing</td>
<td>NSG 131: Foundations in Nursing I</td>
</tr>
<tr>
<td>RN Med/Surg</td>
<td>NSG 132: Concepts in Nursing II</td>
</tr>
<tr>
<td>RN Pharmacology</td>
<td>NSG 210: Pharmacology and Nursing Practice</td>
</tr>
<tr>
<td>RN Pediatric/Maternity Nursing</td>
<td>NSG 231: Concepts in Nursing III</td>
</tr>
<tr>
<td>RN Mental Health</td>
<td>NSG 234: Psychiatric/Mental Health Nursing</td>
</tr>
<tr>
<td>*RN Exit</td>
<td>NSG 232: Concepts in Nursing IV</td>
</tr>
<tr>
<td>Score</td>
<td>Performance Level</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>≥1050</td>
<td>Recommended Performance</td>
</tr>
<tr>
<td>1000-1049</td>
<td>Recommended Performance</td>
</tr>
<tr>
<td>950-999</td>
<td>Performance</td>
</tr>
<tr>
<td>900-949</td>
<td>Acceptable Performance</td>
</tr>
<tr>
<td>875-899</td>
<td>Acceptable Performance</td>
</tr>
<tr>
<td>850-874</td>
<td>Acceptable Performance</td>
</tr>
<tr>
<td>800-849</td>
<td>Below Acceptable Performance</td>
</tr>
<tr>
<td>750-799</td>
<td>Below Acceptable Performance</td>
</tr>
<tr>
<td>700-749</td>
<td>Needs Further Preparation And Retesting</td>
</tr>
<tr>
<td>≤649</td>
<td>Needs Further Preparation And Retesting</td>
</tr>
</tbody>
</table>

**Study Time**

One credit hour equals one hour of class per week, or three hours of clinical practicum/lab (laboratory) assignment per week for one semester. As a "rule of thumb" for any college course, it is expected that students spend approximately two to three hours in outside study and preparation for each hour spent in class. Clinical practicum courses in nursing require considerable preparation. Reading, audio visual, and computer assignments complement the classroom discussion. Therefore, students enrolled in full time class work should plan on spending 30-40 hours per week in class or studying.

**Appeal Policy**

1. For issues within the Nursing Department:
   a. Try to solve the issue with the instructor of the course.
   b. If this does not resolve the problem, a conference may be scheduled with the student, the instructor, and the Nursing Program Director to resolve the issue.
   c. If the issue is still not resolved, the Nursing Program Director will serve as the final decision maker.
2. For college issues, nursing students follow the Student Grievance review process in the college catalog.

**Progression in the Nursing Program**

Continuously-enrolled students will advance to the next semester of the Nursing Program provided that all required nursing courses and co-requisite courses are completed with a grade of "C" or better. **Withdrawing from or failing to achieve a grade of “C” or higher in any co-requisite course will result in the student NOT being able to progress to the next nursing course for which that co-requisite is required.** The Associate of Applied Science degree will not be conferred and the student may not sit for the NCLEX-RN exam until all courses in the Nursing Program are successfully completed.
Re-Entering the Nursing Program

A student who fails a Yavapai College Nursing Course will be dismissed from the Program with an option to reapply one time only. A student who fails a second Yavapai College Nursing Course will be dismissed from the Program with an option to participate in the regular admission process after one full academic year.

CIRCUMSTANCES WHICH MAY LEAD TO IMMEDIATE DISMISSAL OF A STUDENT

Immediate dismissal is defined by immediate removal by an instructor or faculty member that may lead to dismissal from the Program and/or assignment of a failing grade.

Classroom and Clinical

a. Positive drug testing results for any random or “for cause” drug testing. (Appendix B).
b. Absences accrued, in accordance with the published attendance policy.
c. Dishonesty, including but not limited to, stealing from the College or a clinical agency, plagiarism of papers, cheating on examinations, or unauthorized possession of examinations.
d. Unprofessional conduct: examples including, but not limited to, violations of confidentiality; failure to show respect for client, significant others, peers, staff, and instructor.
e. Failure to improve unsatisfactory clinical performance after counseling.

Clinical

a. Positive drug testing results for any random or “for cause” drug testing. (Appendix B).
b. Performance or negligence which may cause physical or emotional harm to a client.
c. Failure to report immediately a client care error to the clinical instructor and/or responsible staff nursing personnel.
d. Being under the influence of alcoholic beverages, drugs which impair judgment, or illegal drugs while in the clinical setting.
e. Fraudulent or untruthful charting in a medical record.
f. Photographing clients or client records at any time.
g. Electronically recording, copying, or transferring patient and/or hospital data, charts and records.
h. Failure to pass Clinical Learning Center performance competencies.
i. Failure to maintain appropriate behaviors already demonstrated or learned, with consistency, while incorporating new skills and theory.
j. Failure to perform patient care safely may lead to immediate removal from clinical assignments with a grade of "U" at the discretion of the instructor.
k. 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.

Process for Dismissal

a. Student is informed of possible dismissal by the appropriate instructor(s).
b. Student will sign instructor's written report of the significant events, attaching a statement if desired.
c. The action(s) and report(s) shall be immediately reported to the Nursing Program Director. After gathering the necessary incident information the Nursing Program Director will decide if the matter will be handled under the academic process or referred to Code of Conduct discipline process. If the matter is referred to the 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 Code of Conduct.
d. Student may appeal the grade following the appeal procedures outlined the Yavapai College General Catalog.

Student Records

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

Professional Behavior

Students are expected to display professional behavior on campus, in all clinical experiences, and whenever in the student uniform outside of clinical settings (i.e., going to and from clinical settings). When in uniform, students are readily recognizable as Yavapai College Nursing students, and their behavior reflects not just on themselves, but on the Nursing Program, the College, and the Nursing Profession.

Behaviors such as talking when others are talking, disparaging remarks, incivility towards peers and faculty, using computers for purposes unrelated to class, and cell phone usage (including texting) are unprofessional and unacceptable.

Respect for the rights of others and for the College and its property are fundamental expectations for every student. The “Student Code of Conduct” outlines behavioral expectations, and explains the process for responding to allegations of student misconduct.
Professional behavior also includes the following:
- Guarding patient confidentiality at all times
- Displaying respect for all persons (in class and in clinical)
- Communicating with others in a responsible and positive manner
- Being accountable for one’s own actions
- Being honest and trustworthy
- Abstaining from the use of alcohol when functioning in a professional capacity
- Abstaining from the use of illegal substances at all times

**CLASSROOM POLICIES**

**Step Improvement Plan**

Nursing is a profession where lives are dependent on the behavior and actions of the nurse. In order to ensure that the student nurse is learning/practicing to the best of his/her ability, the faculty will continually be evaluating the performance of each student.

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, the plan will include:
- Statement of deficiency/deficiencies
- Student perception of deficiencies
- Ways to demonstrate achievement of course objectives
- Time limit for demonstration of improvement and correction of deficiencies
- Consequences if no improvement and/or correction of deficiencies occur
- Signature of both student and instructor

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

When a Step Two Improvement Plan is implemented, the plan will include:
- Statement of deficiency/deficiencies
- Student perception of deficiencies
- Ways to demonstrate achievement of course objectives
- Time limit for demonstration of improvement and correction of deficiencies
- Consequences if no improvement and/or correction of deficiencies occur
- Signature of both student and instructor
A Dismissal Contract (Step Three) will be initiated if there is a violation of the Step Two Plan, if other violations occur, or if no improvement is made by the specified time frame.

The Step Improvement Plan carries over from one semester to the next throughout the Program.

Classroom Behavior

1. Ground rules for classroom behaviors and ITV classroom etiquette will be explained by your faculty at the beginning of each semester and will be included in course syllabi for easy reference.
2. Neither audio or video taping, photographing, nor note-taking is allowed during exam reviews.
3. No audible pagers or cell phones are permitted in classrooms.
4. Cell phone policy, beyond that described in number 3 immediately above, is per facility policy in accordance with instructor approval.

CLINICAL & CLINICAL LEARNING CENTER POLICIES

1. Clinical experiences are correlated with classroom theory and encompass campus Clinical Learning Center assignments and performance competencies and off-campus clinical assignments. To make the best use of learning opportunities, students are expected to arrive at both campus and off-campus clinical laboratory sessions on time and to be prepared to function at the start of the session.

2. In the Clinical Learning Center (CLC) on campus, it is the student’s responsibility to practice the skill before doing required performance check-off. Nursing performance competencies must be checked off during the assigned weeks. A student will not be allowed to perform the missed skill in the clinical area until it is satisfactorily performed in the CLC.

3. Clinical Learning Center Policies:
   a) The student will be expected to perform the competency during the competency performance evaluation without major error and with little or no prompting.
   b) There will be only one chance to demonstrate the competency during the performance evaluation.
   c) The student has three opportunities to pass an assigned competency. In the event of a third failure to demonstrate competency, the student will receive an Unsatisfactory under Clinical Competence on the Clinical Evaluation Tool.
Receiving an Unsatisfactory in the Clinical Learning Center performance will prevent advancement to the next nursing course.

d) Students will sign up for evaluation appointments on assigned days and attendance is expected as per #1 above. Failure to do so without prior notice will result in a grade of Unsatisfactory for that attempt.

4. In off-campus clinical laboratory experiences, students provide care for patients. These experiences take place in hospitals, nursing homes, and other community agencies. Among others, the following sites may be used for students’ clinical experiences:
   a. Yavapai Regional Medical Center (West & East campuses)
   b. Northern Arizona VA Health Care System
   c. Good Samaritan Prescott Village
   d. Prescott Valley Good Samaritan
   e. Mountain Valley Rehabilitation Hospital
   f. Verde Valley Medical Center
   g. Kachina Point Health Center
   h. Haven of Camp Verde

5. Nursing Instructors assign clinical experiences for students based on course requirements and individual students’ learning needs. Students are expected to accept patient assignments.

6. Because opportunities to demonstrate a satisfactory level of competence with clinical performance outcomes may be limited based on patient availability in clinical sites, students are expected to exert a maximum effort to avoid absences and to demonstrate competence with every opportunity that presents.

7. Temporary health problems, including injuries, that limit physical capacities for providing patient care or that produce clinical absences may interfere with a student’s successful completion of course clinical outcomes. Students should provide immediate documentation to their instructor from a healthcare professional of any temporary limits on physical capacity. This documentation should specify how the physical limits affect the ability to carry out nursing care activities and should estimate how long the temporary problem will be present. When making patient assignments and scheduling Clinical Learning Center check-offs, instructors will consider, to the extent possible, any documented temporary physical limitations students may have. However, such consideration cannot be offered indefinitely. Students may need to consider withdrawing from the Program until the problem is resolved. Under no circumstances should a student undertake to give care to a patient whose needs for care exceed her/his physical capacity to meet those needs. It is expected that students with temporary health problems will exercise prudent judgment in not subjecting either patients or themselves to risks of harm.
8. Required off-campus clinical laboratory is assigned during day, evening, and night shifts, and meeting this requirement may mean that employment and family responsibilities will need to be adjusted. During the fourth semester of the program, students are in a preceptorship experience that requires working 132 hours over a four to five week period with work times scheduled to match assigned preceptors. Students must be prepared to organize any employment or family obligations around the requirements of the preceptorship experience.

9. Students are responsible for their own transportation to and from clinical agencies.

10. Clinical Schedules:
   a. Clinical schedules are posted at the beginning of each semester indicating the students' clinical area assignments each week.
   b. Specific clinical assignments are posted on Canvas or on agency units. Students are expected to check their assignments the day before the clinical experience or as directed. Occasionally assignments are changed at the last minute due to a client’s discharge or other circumstances.
   c. Students must attend clinical conferences scheduled as part of clinical experiences and student-instructor conferences whenever scheduled.

11. During the assigned clinical experience, students must report to the clinical instructor and/or designated staff member when arriving at and leaving the nursing unit or agency.

12. Students experiencing any accident or injury to self on duty should inform the instructor immediately and file an incident report with the agency before the end of the shift. A Yavapai College Accident Report must also be completed. These forms are available from the YC Nursing Office.

13. Excusing students to attend workshops or other related activities will be decided by the Program Director. Each case will be considered upon its own merit.

14. Preparation for Clinical Assignments:
   a. Guidelines for some clinical assignments will be provided prior to these experiences (e.g., operating room, community agencies).
   b. When given a hospital or long term client care, or team/management assignment, students are expected to go to the facility as directed.
   c. When in the clinical agency in the student role, including “preparation time,” you are expected to be identifiable as a nursing student either in uniform or lab coat with Yavapai College issued picture name badge. (Refer to dress policy.)
   d. Read the individual's clinical record including the client's current status in the progress notes.
   e. Read the current nursing and medical care plans on the Chart/Kardex/or computer.
Research textbooks and Prelab Grids regarding the individual's condition and care.

Prepare worksheets or care plans according to course clinical objectives and guidelines.

In preparation for clinical assignments, students are responsible for reviewing skills they may have to perform. Resources for this review include procedure manuals, skills checklists, fundamentals text, videos, computer programs, etc. **Lack of preparation constitutes unsafe practice.** In this case, the student may be asked to leave clinical at the discretion of the instructor and the clinical day will be counted as an absence. Unsafe practice will be reviewed as it relates to a student’s progression in the program.

15. Smoking policies are governed by individual sites. Whether at Yavapai College or at a clinical site, the student has the responsibility of knowing each site’s policy and strictly following it.

16. Leaving a clinical site campus for lunch or breaks is not allowed.

**Grading**

Clinical Practicum grade is based on mastery of all competencies as demonstrated by clinical performance and clinical papers. Clinical grades are S/U. A student must receive a satisfactory grade for Clinical Learning Center competencies and all clinical practicum outcomes in order to pass a course.

The Clinical Learning Center grade (S/U) is based on demonstrating competency when performing the specific skill demonstrated. Deadlines are identified in the course calendars. In the event that a student does not demonstrate competency by the deadline, he/she must contact the Clinical Learning Center instructor to plan remediation. In the event of a third failure to demonstrate competency, the student will receive an Unsatisfactory under Clinical Competence on the Clinical Evaluation Tool. Receiving an Unsatisfactory in the Clinical Learning Center performance will prevent advancement to the next nursing course. The Clinical Learning Center is available to practice skills. Arrange practice time with an instructor on campus.

**Professional Appearance**

*Instructors have the responsibility of not allowing a student in clinical area if requirements are not met.* The purposes of the uniform and dress policy are to maintain acceptable standards of grooming and client/student safety. Appearance is a direct reflection of feelings about self and others. One's credibility as a teacher of healthful practices and as a provider of care may be directly influenced by appearance and observed behaviors. As students, you will be representatives of the Yavapai College Department of Nursing in the clinical agencies. You will be assessed, in part, by your
dress and grooming. The Yavapai College dress code is similar to the codes of clinical agencies. Students must follow guidelines of assigned agencies.

**General Uniform Guidelines**

1. Dress for hospital/extended care facility.
   a. The uniform consists of the Yavapai College regulation nursing uniform as specified: pullover scrub, any style, and uniform pants, any style, both in color Hunter Green.
   b. Shoes: white, closed toe and secure heel (closed or strap), leather or vinyl uppers, low rubber heal. Shoes and shoe laces are to be white and clean.
   c. Socks: Clean white socks or hose must be worn. If skirts are worn, legs must be covered with nude or white stockings. If pants are worn, socks must be long enough so that no bare legs are showing when legs are crossed.
   d. A watch which indicates the time in seconds.
   e. Student Yavapai College issued picture name badges must be worn with clips attaching them to the collar. Lanyards are not allowed as they may interfere with patient care. Students must also wear the Yavapai College Nursing Program patch and the appropriate “First Year,” “Second Year,” or “Preceptee” patches.
   f. The uniform must fit properly and be clean and pressed at all times. Pant cuffs should be an appropriate length and may not drag on the floor.
   g. Uniforms are worn only in nursing clinical courses, workshops, and during competency evaluations to minimize the spread of pathogens.
   h. White lab coats may be worn over uniforms if appropriate. Sweaters are not permitted.

2. Dress for out-of-hospital assignments is included in the guidelines for that clinical experience. No shorts, mini-skirts, etc.

3. Standards
   a. Acceptable jewelry is limited to: a watch as required and small stud earrings (one per earlobe). Married students may wear a wedding band. Rings with large stones may not be worn. Nose rings, eyebrow rings and similar jewelry are potentially dangerous. They must be removed or covered with a band-aid. Tongue studs/rings interfere with communication and may not be worn to a clinical setting.
   b. All tattoos must be covered.
   c. No chewing gum is allowed.
   d. Personal hygiene.
      i. Bathing and use of unscented deodorant before arriving in clinical agencies is required.
      ii. Perfume, after shave and other fragrant products may not be worn in clinical settings.
      iii. Hair: must be well-groomed, clean and controlled, and off-the-collar. Moustaches and beards must be clean, well-groomed, and trimmed short. Hair must be of a natural color.
iv. Make-up should be unobtrusive and used in moderation.

v. No artificial nails are permitted. Fingernails will be kept short and well-manicured. Pale and neutral nail polish may be worn if not chipped or cracked. Nail polish is prohibited in operating rooms and labor and delivery area.

e. Some hospital departments such as OB and OR have stricter requirements which the student will have to meet during those rotations.

4. Dress for pre-clinical visit to hospital for data-gathering.
   a. Student uniform or a white lab coat over clean, modest clothing.
   b. College issued picture name badge must be worn. Staff should refuse access to a client’s medical information to a student who does not have a name badge.
   c. Shorts, mini-skirts, frayed pants, sweat pants, jeans or Levis, flip flops, low-cut or belly-baring tops, etc. are not acceptable for the hospital setting.

5. Equipment for Clinical
   a. Watch which indicates seconds, black ink pens, bandage scissors, stethoscope, penlight, and small note pad are required.

Health Requirements, Immunizations, TB Screening, CPR Requirements

1. Health Requirements: Certain functional abilities are essential for the delivery of safe, effective nursing care. These abilities are essential in the sense that they constitute core components of nursing 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 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 Services to discuss the process of identifying reasonable accommodations. Students should seek accommodation advising as soon as possible so that a plan for accommodation can be in place at the beginning of the program. 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 Services. Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of nursing practice for all students. Registration with Disability Services 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.

**STANDARDS**

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

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

Examples of relevant activities (nonexclusive):
- Detect changes in skin color or condition
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action
- Draw up the correct quantity of medication into a syringe

b. **Hearing ability** sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities (nonexclusive):
- Detect sounds related to bodily functions using a stethoscope
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate clearly in telephone conversations
- Communicate effectively with patients and with other members of the health care team

c. **Olfactory ability** sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities (nonexclusive):
- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials
d. **Tactile ability** sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities (nonexclusive):
- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid

e. **Strength and mobility** sufficient to perform patient care activities and emergency procedures

Examples of relevant activities (nonexclusive):
- Safely transfer patients in and out of bed. A standard guideline assigned to weight lifting capability is 50 pounds; however, students will encounter situations requiring them to lift and manipulate greater than 50 pounds.
- Turn and position patients as needed to prevent complications due to bed rest
- Hang intravenous bags at the appropriate level
- Accurately read the volumes in body fluid collection devices hung below bed level
- Perform cardiopulmonary resuscitation

f. **Fine motor skills** sufficient to perform psychomotor skills integral to patient care

Examples of relevant activities (nonexclusive):
- 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, vials, ampules, and medication packages, to administer medications


g. **Physical endurance** sufficient to complete assigned periods of clinical practice and to function effectively under stress in acute health care situations.

h. **Ability to speak, comprehend, read, and write English** at a level that meets the need for accurate, clear, and effective communication

i. **Emotional stability** to function effectively under stress, to 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.

j. **Cognitive ability** to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes
k. **Other abilities** sufficient to demonstrate competencies such as ability to arrive to a clinical on a timely basis; to meet the demands for timely performance of duties; to meet organizational requirements to perform these duties in a professional and competent manner.

2. MMR (Measles, Mumps, and Rubella) and Varicella (Chicken Pox): Adults entering health care professions must have documented proof of immunity (titer) or proof of two MMR immunizations. Persons born prior to 1957 may be considered immune. Proof of immunity (titer) or proof of two Varicella immunizations will also be required. This documentation is required as part of the student’s application into the Nursing Program and must be submitted to Castle Branch.

3. Hepatitis B: Documented evidence of completed series or positive titer. If beginning a series, the first injection must be prior to application to the program. The series of three immunizations must be completed per the time schedule designated by the Center of Disease Control. Documentation of the completed series must be submitted to Castle Branch and may be submitted as each immunization is received.

4. Tdap (Tetanus, Diphtheria and Pertussis): A Tdap vaccination is required every ten (10) years. Please provide proof of a Tdap vaccination that was administered less than ten (10) years ago. 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. This documentation is required as part of the student’s application into the Nursing Program and must be submitted to Castle Branch.

5. Influenza: Annual vaccination is required. It is the responsibility of the student to receive an annual vaccination and have proof submitted to Castle Branch each year. Vaccines usually become available in September of each year for the upcoming flu season.

6. Tuberculosis: Negative skin test (annually), or blood test (annually), or chest x-ray with a statement signed by a health professional that student does not have active tuberculosis (annually). It is the responsibility of the student to maintain annual screenings and submit proof to Castle Branch each year.

7. BLS (Basic Life Support) certification must be current for the entire nursing program. Online courses to obtain or renew certification are not acceptable. CPR certification status is reported annually while students are enrolled in the program. Beginning Fall 2017, the Nursing Program will only accept BLS (CPR & AED) certification through the American Heart Association (AHA). Students without current documented CPR certification will be dismissed from their clinical rotation jeopardizing their ability to complete the Nursing Program. It is the responsibility of the student to maintain current certification and submit proof to Castle Branch.
**Fingerprint Requirement**

Fingerprint clearance is required for enrollment in all nursing courses (NSG). Fingerprint clearance is required through agreements with the clinical agencies to place students for training purposes. If there is a positive criminal history, a fingerprint clearance may be denied which would cause removal from the Nursing Program until this can be cleared. The Fingerprint Clearance Card cannot expire during any of the Nursing Program (NSG) courses. This Fingerprint Clearance Card required for the Nursing Program courses will not meet the requirements for licensure through the Arizona State Board of Nursing. The card is also a requirement of the Nursing Program application.

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 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.

**Insurance**

As part of the Nursing Program fees for clinical courses, students are covered by a Yavapai College liability policy. These policies are secondary to your personal primary insurance coverage. Students are responsible for providing their own health insurance coverage.

**Clinical Deficiencies**

The Nursing faculty is committed to promoting student success. To this end, faculty assess student progress toward meeting the course outcomes frequently throughout each semester and advice students accordingly. If problems that may affect student success in a clinical Nursing course are detected, faculty members inform students and assist them to develop a plan that identifies goals and actions for improved performance. Students are responsible for implementing the plan, including following up on referrals for help and arranging additional conferences with their instructor as needed to follow up on problems. Faculty members inform students about, and document problems on, the clinical evaluation tool and written contracts (Step Improvement Plan).

**National Student Nurses’ Code of Academic and Clinical Conduct**

**PREAMBLE**

Students of nursing have a responsibility to society to learn the academic, theory, and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.
The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment, but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS
As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments, we:

1. Advocate for the rights of all clients.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and those proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.
Student Participation in Development of Policies and Evaluation of Program

Students have the opportunity annually 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. Graduates also have the opportunity to evaluate the program and the curriculum at intervals after graduation.

Yavapai College Campus and Nursing Department Activities

Nursing Advisory Council

Student representatives from each campus are invited as members of the Council.

Student Nurses' Association

Both Prescott and Verde Valley campuses have chapters of SNA. They are Yavapai College Student Clubs. All students enrolled in nursing classes are eligible to join. The purpose of the Association is to aid in the development of the individual student and to urge students as future health professionals, to be aware and to contribute to improving the health care of all people.

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:
- Attend meetings of the Association and planning meetings of the officers.
- Serve as a resource person by counseling and advising.
- Serve as liaison between the Association and College committees.

Other college and community committees

We encourage nursing students to participate in Yavapai College committees, leadership opportunities, and community service projects.

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 anticipated graduation. The petition for graduation is filed with the Admissions and Registration office. All marks of deficiency
on the student’s records must be removed thirty days prior to the day of commencement.

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 at the following address:

Arizona State Board of Nursing
4747 N. 7th Street, Suite 200
Phoenix, AZ 85014-3655
Phone: (602) 771-7800
Home Page: https://www.azbn.gov

Conditions that Might Affect Licensure

Admission or graduation from the program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations (August, 2013) independently of any college or school requirements for graduation.

If convicted of a felony, an applicant for licensure must submit proof that they have completed any sentence including imprisonment, probation, parole, community supervision or any form of court supervision. The Arizona Nurse Practice Act states (sections 32-1601, 32-1632; 32-1637) “If convicted of one or more felonies, has received an absolute discharge from the sentences for all felony convictions five or more years prior to the date of filing an application.” Examples of situations which may prohibit licensure and certification include, but are not limited to, felony/misdemeanor convictions, substance abuse, conviction of an offense involving immoral behavior, or being guilty of acts which deceive, defraud or harm the public in any way. Fingerprinting will be part of the application process for RN applicants.

If there is any question about eligibility for licensure or certification, contact the nursing education program administrator or the Arizona State Board of Nursing (602-771-7800).
# Nursing Role Differences

## Undergraduate Program

The primary goal of the nursing Healing Community Program is to prepare a general practitioner in nursing who reflects the following outcomes. The roles of the associate degree nurse and baccalaureate degree nurse are different and reflect differences in boundaries, complexity, and knowledge base.

<table>
<thead>
<tr>
<th>OUTCOME</th>
<th>Associate Degree EXIT</th>
<th>BSN EXIT</th>
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</thead>
<tbody>
<tr>
<td>Clinical competence</td>
<td>Demonstrates the use of knowledge and learned nursing skills to provide safe and effective therapeutic nursing interventions in well-defined practice settings to individuals, families and groups.</td>
<td>Demonstrates the use of knowledge and learned nursing skills to develop and provide the overall comprehensive plan of nursing care in diverse settings to individuals, families, groups, and communities.</td>
</tr>
<tr>
<td>Critical thinking</td>
<td>Uses theory, research and critical thinking to formulate and implement decision making in nursing care.</td>
<td>Incorporates and applies theory, research, and critical thinking to make complex decisions in all aspects of nursing care.</td>
</tr>
<tr>
<td>Caring</td>
<td>Apply and integrate caring behaviors that demonstrate respect for the human condition.</td>
<td>Apply and integrate caring behaviors that demonstrate respect for the human condition.</td>
</tr>
<tr>
<td>Culture</td>
<td>Applies cultural concepts in the provision of nursing care to individuals, groups, and families.</td>
<td>Synthesizes cultural concepts in complex situations in the provision of nursing care to individuals, groups, families and communities.</td>
</tr>
<tr>
<td>Communication</td>
<td>Uses effective communication to achieve mutually defined goals in collaboration with clients and other members of the health care team.</td>
<td>Uses effective communication to achieve mutually defined goals in collaboration with clients and other members the health care team.</td>
</tr>
<tr>
<td>Learning-teaching</td>
<td>Selects, adapts and implements learning-teaching activities to address health needs of individuals, families, and groups.</td>
<td>Identifies, develops and conducts learning-teaching activities to address health needs of individuals, families, groups and communities.</td>
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Accountability

Practices within the ethical and legal frameworks of nursing reflecting political awareness and current nursing practice standards.

Practices within the ethical and legal frameworks of nursing reflecting political awareness and current nursing practice standards.

Leadership/Management

Collaborates with other personnel within the organizational structure to manage client care through supervision, delegation, and coordination.

Assumes a leadership role in healthcare delivery in multi-disciplinary settings through supervision, delegation, coordination, case management, care coordination, and research endeavors using a broad knowledge base.

Screening for Use of Alcohol and Drugs Policy & Procedure

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

Procedures

- **Preclinical Drug Screening**
  Students will be informed of this Procedure on Screening for Use of Alcohol and Drugs prior to admission to the Nursing Program and will be required to sign and return to the Department of Nursing, a statement indicating understanding of the Procedure.

- **All nursing students may be required to submit randomly to a urine drug screen at the Nursing Program Director’s discretion.**

- **Students will be advised of the procedure to follow to complete the urine drug screening prior to the beginning of clinical experiences.**

- **The cost for preclinical drug screening is, generally, at the student’s expense; random drug screening is, generally, at the Program’s expense.**

- **Students cannot begin clinical experiences until the test results are available.**

- **Students receiving negative drug screens or positive screens due to permissible prescriptive drugs will be permitted to begin/continue clinical experiences. In the latter case, medical review and documentation may be required.**
• Students testing positive for illegal substances or for non-prescribed legal substances will be dismissed from the Nursing Program. See Positive Screening Test below.

• Drug Testing for Cause
  1. The student will be asked to submit to an alcohol or drug screening test at college expense if the nursing faculty, clinical instructor, or staff at a clinical facility where the student is assigned:
     a. have reasonable cause to suspect that the student is mentally or physically impaired due to alcohol or substance abuse immediately prior to or during the performance of his/her clinical duties, or
     b. perceives the odor of alcohol or observes physical signs and/or behavior including, but not limited to, slurred speech, unsteady gait, confusion, or inability to concentrate.
  
  2. Student will sign a consent form and have a blood or urine specimen collected immediately according to current procedure.
  
  3. The student will be removed from client care assignments, pending results of the test(s).
  
  4. Test results will be sent to the Nursing Program Director or designee.

Positive Screening Test

  1. If the result of the drug screening test is positive and the student provides documentation of a prescription for the substance, the Nursing Program Director and/or designee will consider the case in collaboration with the student and his/her health care provider. Each student will be asked to disclose prescription and over-the-counter medications he/she is taking at the time of testing.

  2. If the results indicate a positive drug screen for alcohol, illegal substances, or medications not prescribed for that individual, the Nursing Program Director and/or designee will withdraw the student from the Nursing Program for a period of one year. Proof of counseling and a negative drug screen will be required prior to re-entry into the Program. Random drug screening tests at the students expense may be required for the duration of the Program.

  3. If the student is a Certified Nursing Assistant, Licensed Nursing Assistant, or Licensed Practical Nurse, notification of positive screening results will be sent to the Arizona State Board of Nursing or other jurisdiction where the student is registered, certified, or licensed. (ARS 32-1663, 1664 et seq., AZ Administrative Code R4-19-403).
Negative screening tests results

1. If the results of tests indicate a negative drug screen for alcohol or drugs, the student shall meet with the Nursing Program Director or designee within two working days of the test results to discuss the circumstances surrounding the impaired clinical behavior.

2. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation, with a report provided to the Nursing Program Director or designee, may be required.

3. Based on the information presented in the meeting, and a medical report if required, the Nursing Program Director or designee will make a decision regarding return to the clinical setting.

   If re-admitted, the student must make up clinical absences incurred for testing.

Confidentiality

All test results will be sent to the Nursing Program Director or designee. All results will be kept as a part of the student’s regular file and will be handled as confidentially as possible. The Nursing Program Director or designee may consult with college Deans, nursing faculty, and others for appropriate action/follow-up.

Inability to submit to a screening test in a timely manner or refusal to submit to a screening test

If a student in the Nursing Program is unable to submit to a drug or alcohol screening test in the designated time frame, unless due to a documented emergency situation, or refuses to submit to screening, the student will be removed from the Nursing Program.

No Right to Appeal

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

1. Students who leave (withdrawal, failure, or dismissal) the Program at any level cannot be guaranteed an opportunity to return. Placements in each nursing course are on a space available basis. Any student who withdraws from the Program at NSG 131 (first clinical nursing course) must re-apply to the Nursing Program.

2. Any student who seeks re-admission to the Program must follow application procedures and Program requirements in effect at the time of re-entry. Because Nursing courses must be taken as a whole (i.e., theory and clinical must be taken concurrently), re-entering students are required to meet all requirements for the course of re-entry.

3. A student who fails a Yavapai College Nursing Course will be dismissed from the Program with an option to reapply one time only. A student who fails a second Yavapai College Nursing Course will be dismissed from the Program with an option to participate in the regular admission process after one full academic year.

4. Based on reasons for leaving the Program, the following guidelines are used in making decisions regarding students seeking re-admission to clinical Nursing courses:

   a. Students who are dismissed because of academic dishonesty are ineligible to re-enter the Nursing Program.

   b. The program generally runs at capacity and, due to strict accreditation guidelines, the program must adhere to these capacities. Re-admission is only available to any student if space is available. Further, the location where a space may become available is not guaranteed. Students need to understand that they may be offered a location not of their first choosing.

   c. Students who are not successful or exit a course will be permitted one re-entry if space is available from the course which they exited. Any subsequent failure to successfully complete the same course will make the student ineligible to re-enter that course another time. A re-entry is defined as being registered for the course on the first day of the semester regardless of attendance in the course.

   d. Students seeking re-admission due to reasons other than academic and/or clinical failure will be placed on a waiting list after submitting a re-application. When space becomes available, applicants are offered admission in the order that they appear on the waiting list. Students who must withdraw from a course due to pregnancy, illness, or injury must present a physician’s release from treatment stating that they are able to return unencumbered from the reason that caused them to leave. The physician’s release must accompany the application to return and the student will not be placed on a waiting list until
said documentation is complete. Students in this category will receive preference over students seeking re-admission due to academic and/or clinical failure.

e. Students seeking re-admission due to academic and/or clinical failure will be ranked as to their order of re-entry using a ranking rubric. Re-application needs to be made within one week of the final grade being posted by the course instructor in Canvas for best consideration for admission for the next semester.

f. Students offered re-admission must document to the Director of Nursing that any recommendations or requirements for re-entry made at the time of program exit have been satisfied.

5. Re-admitted students who repeat courses in which they previously achieved a passing grade must again achieve a passing grade in that course to progress in the program following re-entry.

6. The maximum allowable time lapse since last enrollment in nursing courses is one year indicating the student must apply for acceptance to a beginning cohort group (start the program over).

7. Appeals to any of the above practices must be made to the Nursing Program Director whose decision will be final.

**READMISSION POLICY SPECIFIC TO NSG 232:**

1. Any student who is unsuccessful in passing the didactic portion of NSG 232 with a C or better may not proceed to preceptorship and will be required to register for NSG 236 (Clinical Refresher) in order to repeat NSG 232. NSG 236 is taken concurrently with the second admission to NSG 232. The only exception to this is if the student has an active LPN license and is practicing in that capacity. Proof of working schedule is required.

2. Any student who drops or does not pass the didactic portion of NSG 232 with a C or better must complete the entire NCLEX-RN Review Course offered by the Program prior to re-entry to NSG 232 (refer to course calendar dates). Documentation of 100% attendance and completion must be on record in the student file before re-applying and registering for NSG 232. Another NCLEX-RN Review course may be substituted at the student’s expense, but this must be pre-approved by the Nursing Program Director. At this time the only approved substitutes are Kaplan, HURST, the NCSBN Review Course, ATI Testing and/or The College Network NCLEX-RN Review courses. In lieu of these courses, submission of proof of completion of each of the five Evolve HESI RN Practice Tests (Fundamentals, Pharmacology, Medical-Surgical, Pediatric/Maternity and Mental Health Nursing) may be submitted. A score of 78% or higher must be achieved on each practice test. The testing date of each test must be as recent as four (4) months prior to the date of re-application to the program and can be no older. **Evidence of completion**
of the approved NCLEX-RN review course or the HESI-RN Practice Tests is due to the Nursing Program Director before repeating NSG 232.

3. Any student who has a delay or interruption during the second year of acute-care clinical practice within the Nursing Program of one semester or more, will be required to successfully pass NSG 236 – Clinical Refresher. The student enrolled in NSG 236 will be evaluated after four weeks and again after 8 weeks of clinical using the NSG 231/236 Clinical Evaluation Tool and must be at a satisfactory level in all areas before moving into the preceptorship portion of NSG 232. NSG 236 is taken concurrently with NSG 232. The student will be required to attend all mandatory orientations for NSG 232 and for NSG 236.

Medical Marijuana Act (Proposition 203)

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

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, “…no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees.” Another Federal law, the Controlled Substances Act, prohibits the possession, use, production and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act.

Because Yavapai Community College could lose its eligibility for Federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Yavapai Community College will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on its property or as part of any of its activities.

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

Social Media Privacy Policy

Until such time that Yavapai College produces a college-wide Social Media Policy, the following shall be in full force and effect for Yavapai College Nursing Program Students. The discussions, uses, and disclosures addressed by this agreement mean any written, verbal, or electronic communication and pertain to all forms of social media, i.e., Facebook, LinkedIn, Twitter, etc.
A student is never to discuss or review any information regarding a patient, a student, faculty or staff of the Yavapai College Nursing Program on social media. While in the nursing program, a student may not disclose any information about a patient, another student, faculty or staff at the Yavapai College Nursing Program on social media without the written authorization of the Director of the Nursing Program.

Additionally, any personal information, whether or not it excludes some or all identifiers, may only be used or disclosed for health care training and educational purposes at Yavapai College and must otherwise remain confidential and remain off social media.

I understand that I must promptly report any violation of the this Social Media Privacy Policy by myself or another Yavapai College student or faculty member to the appropriate Yavapai College Faculty or Staff or to the Director of the Nursing Program.

Finally, I understand that, if I violate the social media policies of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action.
YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
NURSING PROGRAM

Faculty/Staff/Student Confidentiality Agreement
For Yavapai County Community College District Educational System 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 site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information, and conversations between or among healthcare professionals about patients are confidential under law and this agreement.

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

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

- 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

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may only be used or disclosed for health care training and educational purposes at Yavapai College and must otherwise remain confidential.

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

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

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

Signed: _____________________________  Date: _______________________________
(Print Name)

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 health care 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

STUDENT COPY

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
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 are 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
<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>RECOMMENDATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand hygiene</td>
<td>After touching blood, body fluids, secretions, excretions, contaminated items; immediately after removing gloves; between patient contacts.</td>
</tr>
<tr>
<td>Personal protective equipment (PPE)</td>
<td></td>
</tr>
<tr>
<td>Gloves</td>
<td>For touching blood, body fluids, secretions, excretions, contaminated items; for touching mucous membranes and non-intact skin.</td>
</tr>
<tr>
<td>Gown</td>
<td>During procedures and patient-care activities when contact of clothing/exposed skin with blood/body fluids, secretions, and excretions is anticipated.</td>
</tr>
<tr>
<td>Mask, eye protection (goggles), face shield*</td>
<td>During procedures and patient-care activities likely to generate splashes or sprays of blood, body fluids, secretions, especially suctioning, endotracheal intubation</td>
</tr>
<tr>
<td>Soiled patient-care equipment</td>
<td>Handle in a manner that prevents transfer of microorganisms to others and to the environment; wear gloves if visibly contaminated; perform hand hygiene.</td>
</tr>
<tr>
<td>Environmental control</td>
<td>Develop procedures for routine care, cleaning, and disinfection of environmental surfaces, especially frequently touched surfaces in patient-care areas.</td>
</tr>
<tr>
<td>Textiles and laundry</td>
<td>Handle in a manner that prevents transfer of microorganisms to others and to the environment</td>
</tr>
<tr>
<td>Needles and other sharps</td>
<td>Do not recap, bend, break, or hand-manipulate used needles; if recapping is required, use a one-handed scoop technique only; use safety features when available; place used sharps in puncture-resistant container</td>
</tr>
<tr>
<td>Patient resuscitation</td>
<td>Use mouthpiece, resuscitation bag, other ventilation devices to prevent contact with mouth and oral secretions</td>
</tr>
<tr>
<td>Patient placement</td>
<td>Prioritize for single-patient room if patient is at increased risk of transmission, is likely to contaminate the environment, does not maintain appropriate hygiene, or is at increased risk of acquiring infection or developing adverse outcome following infection.</td>
</tr>
<tr>
<td>Respiratory hygiene/cough etiquette (source containment of infectious respiratory secretions in symptomatic patients, beginning at initial point of encounter e.g., triage and reception areas in emergency departments and physician offices)</td>
<td>Instruct symptomatic persons to cover mouth/nose when sneezing/coughing; use tissues and dispose in no-touch receptacle; observe hand hygiene after soiling of hands with respiratory secretions; wear surgical mask if tolerated or maintain spatial separation, &gt;3 feet if possible.</td>
</tr>
</tbody>
</table>

* During aerosol-generating procedures on patients with suspected or proven infections transmitted by respiratory aerosols (e.g., SARS), wear a fit-tested N95 or higher respirator in addition to gloves, gown, and face/eye protection.  

Revised 1/7/2016
Appendix D

STUDENT COPY

Handbook Statement/Signature

I, __________________________, have read this Spring 2017 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 follow and comply with its provisions at all times during my enrollment in the Yavapai College Nursing Program.

I further understand that I am supplied with a written copy of the Nursing Student Handbook as I enter the program and that the Handbook can be revised from semester to semester. For the duration of my attendance in the program, I agree that it is my responsibility to check each semester for an updated electronic copy, become knowledgeable of any and all changes made to it and agree to follow and comply with any subsequent and more current version while I am a Yavapai College Nursing student. A paper copy will not be provided for me again, unless requested, but I can obtain and review a digital copy at any time on the Yavapai College Nursing Program website www.yc.edu/nursing

Signature: __________________________

Date: __________________________