



YAVAPAI COLLEGE - ALLIED HEALTH NURSING ASSISTANT APPLICATION

Application for admission to AHS 114 Summer 2023 Semester Due May 1st, 2023



Todays Date: _____

AHS114 Class is held at the Verde Valley Campus: 601 W Black Hills Dr., Clarkdale, AZ 86324
Students will attend clinical at sites within Yavapai County.

To begin your registration, please email this application with a copy of your YC ID card if you have one and an Arizona Driver's License (Front and Back) to: malinda.wrisk@yc.edu

Full Name:	Date of Birth:	Y#
Address:	City:	State & Zip:
YC Email Address:	Phone #	
Emergency Contact Name:	Emergency Contact Phone #:	
Do you plan to apply to the nursing program? Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, which semester: _____	Are you a Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>

Select your course



Complete application



Photo copy your ID's Email to all to malinda.wrisk@yc.edu



<input type="checkbox"/> CRN 20811 (3 Week)	On Verde Campus	June 5-29, 2023	Mon, Tue, Wed, Thu, Fri
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Lecture	June 5-29	Mon, Tue, Wed, Thu, Fri	8:00am to 4:30pm	Verde Campus L-212
Lab	June 5-29	Mon, Tue, Wed, Thu, Fri	8:00am to 4:30pm	Verde Campus L-212
Clinical Orientation	June 13	Tue	8:00am to 10:00am	TBA
Clinical	June 14-22	Wed, Thu, Fri, Mon, Tue	6:00am-3:30pm	Clinical Site

Check if Complete & submitted on CastleBranch	Check if Submitting later on CastleBranch	Requirements - check the box if the requirement is submitted on CastleBranch or will be submitted later. See page 3 for CastleBranch instructions.
<input type="checkbox"/>	<input type="checkbox"/>	YC Student ID (front and back) and AZ Driver's License (Front and back).
<input type="checkbox"/>	<input type="checkbox"/>	MMR (measles, mumps, rubella) - 2 doses or lab titer confirming immunity.
<input type="checkbox"/>	<input type="checkbox"/>	Varicella vaccine (chicken pox) - 2 doses or lab titer confirming immunity.
<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis B series - proof of 2 or 3 dose vaccine series or positive titer or declination waiver.
<input type="checkbox"/>	<input type="checkbox"/>	Tetanus, diphtheria, pertussis (Tdap). Must be within the past 10 years or a booster is required.
<input type="checkbox"/>	<input type="checkbox"/>	TB-Mantoux 2 step method (2 tests & 2 results submitted together) or chest x-ray & report stating negative for TB.
<input type="checkbox"/>	<input type="checkbox"/>	Flu vaccination for the current flu season. Seasonal vaccines are usually available August/September. (not required for summer)
<input type="checkbox"/>	<input type="checkbox"/>	COVID-19 Complete vaccine series or submit medical waiver signed by your physician or religious exemption waiver.
<input type="checkbox"/>	<input type="checkbox"/>	(BLS) Basic Life Support certification for Healthcare Providers from the American Heart Association (AHA) must be taken in person and stay current throughout the internship/practicum. Online CPR is not accepted.
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Personal Health Insurance Coverage.
<input type="checkbox"/>	<input type="checkbox"/>	Drug screen—Look to your CastleBranch account for instructions on the Random Drug Screen.
<input type="checkbox"/>	<input type="checkbox"/>	AZ DPS Level 1 fingerprint clearance card - copy of front and back, must show date issued, & date of expiration.
<input type="checkbox"/>	<input type="checkbox"/>	State & Nationwide criminal background check, healthcare fraud & abuse scan and residency history (automatic on CastleBranch) and Urine Drug Screen. Positive results for Marijuana will cause you to fail the drug screen due to Federal Law & clinical site.



YAVAPAI COLLEGE - ALLIED HEALTH NURSING ASSISTANT APPLICATION



Please read the application carefully before applying. Call (928) 771-6126 if you have questions. **This course is offered on a first come, first serve basis.** Requirements submitted to CastleBranch for the course can take several weeks for approval so start now for success!

This is what you will need if you are applying for AHS 114:

1. Be a student of record at Yavapai College, have a Y#, YC email address, and a physical YC photo ID.
2. You must be 16 years of age and successfully complete the following:
3. Reading proficiency test at the Yavapai College Center or provide Yavapai College Registration Office with proof of successful completion of 12 college credits.
4. Successful completion of MAT082 or higher or a satisfactory score on the mathematics skills assessment.
5. Students are accepted into AHS 114 on a first come basis of completed applications and after all requirements on "CastleBranch" are approved.
6. Students are emailed provisional acceptance with instructions for the registration process, background check and random drug screen test.
7. Allied Health students who participate in clinical experience are tested for illegal drug use. Students with a positive drug screen are not permitted to take Allied Health courses for a minimum of one year. A student with a history of drug related convictions may be disqualified from participating in an internship or clinical experience and may be ineligible for certification and/or licensure.
8. Please meet with an academic advisor for further direction.

Health requirements for nursing assistant students:

1. Near and distant vision, corrected if necessary, adequate to perform client activities and use equipment.
2. Hear face-to-face speech, including clients or staff using masks. Hear when using telephone or intercom.
3. Communication skills adequate to communicate verbal and written messages clearly, in English.
4. Lift 50 pounds.
5. Walk independently. Stand for several hours.
6. Carry supplies, pull and push equipment.
7. Manual dexterity involving hands and fingers to write and use small equipment.
8. Able to work with hands in water and wash hands frequently.
9. Able to care for clients with infectious diseases.
10. Free of infection, i.e. TB, active lesion, excluding short term conditions such as problems responding to antibiotics or a cold.
11. Mental and emotional stability.
12. Physical conditions such as diabetes, seizure disorders, cardiac disease, or emotional problems are controlled.

Arizona State Board of Nursing – Information to know when applying for nursing assistant certification or licensure.



CITIZENSHIP/NATIONALITY/ALIEN STATUS DOCUMENTATION

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

FINGERPRINTING

The Arizona State Board of Nursing requires that individuals applying to become a Licensed Nursing Assistant (LNA) submit a full set of fingerprints to them as part of a background check (A.R.S. § 32-1606(B)(16)). This is not a requirement for those individuals applying to become a Certified Nursing Assistant (CNA). See the Arizona State Board of Nursing website for further details: www.azbn.gov

FELONY CONVICTIONS

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

I _____ (print your name) have read and understand the health requirements for the nursing assistant program. I have read the above information about the Arizona State Board of Nursing mandated requirements regarding citizenship, alien status documentation, nationality, fingerprinting and felony convictions.



Applicants Signature



Date Submitted



Clinical immunization requirements to submit to CastleBranch

CastleBranch is a **Medical Document Manager** website that you will use to upload your proof of immunizations, BLS card, and AZ DPS Finger Print Clearance Card. Follow the instructions below to create an account (Place an Order) at www.castlebranch.com. A request to the Dean will be submitted for you to enroll for the class after your requirements are uploaded and complete on the CastleBranch.

CastleBranch Instructions:

HOW TO PLACE AND ORDER



1. Go on line to www.castlebranch.com
2. Click on "Place Order"
3. Type in the Package Code: **YA75**

Package Code: **YA75** includes the Medical Document Manager Annual CRR, Random Drug Screen and Background Check that is required for clinical participation

Package cost \$137.50

You will be prompted to create your secure myCB account. Now you can upload documents, view your results, manage requirements and complete tasks. The email address you provide will become your username. A digital code for the Urine Drug Screen will be provided for you to share with Sonora Quest Labs. Keep in mind your background check and drug screen need to be valid during your clinical and are only valid for 180 days. Failure to pass the drug screen will remove you from the course. Read the information pertaining to Medical Marijuana Act (P.203)

Submitting Documents on CastleBranch:

Options for Digitizing your Document

Take a picture, use the myCB app, scan your document.

Submitting Through myCB

Click **To-Do Lists** with the myCB panel on the left

Expand the requirement you wish to upload to

Click **Browse** next to **Your Computer or Flash Drive**

Select file (s) needed, one at a time

Click **Submit**.

All documents uploaded are stored in your **Document Center** for future use. To attach a previous uploaded document to a requirement, follow the same steps and then click **Browse** next to **My Documents**.

CastleBranch Customer Service Phone: 888-914-7279

Email is servicedesk.cu@castlebranch.com

MMR (Measles, Mumps, Rubella) - Submit proof of 2 previous vaccinations or titer. If results from the titer are positive, attach the results, if the results are Negative, you must get two MMR vaccinations (each 30 day apart) and submit.

Varicella (Chicken Pox) - Submit proof of 2 previous vaccinations or titer. If results from the titer are positive, attach the results, if the results are Negative, you must get two Varicella vaccinations (each 30 day apart) and submit.

Hepatitis B - Submit proof of a full vaccine series: Options include:

3- dose vaccination series: Engerix-B or Recombivax HB or HepA-HepB (Twinrix) this takes 1 to 6 months to complete OR

2-dose vaccination series: Hepisav-B at least 4 weeks apart OR

Submit a proof of a positive HbsAB titer OR Declination waiver.

Flu Vaccine - Submit proof of current flu vaccination. It must be for the current season. (Flu shot is required for Summer Semester)

Tuberculosis (TB) - Options include:

Mantoux Method 2-step TB Skin Test. A 2-step skin test consists of 2 separate Tb Tests and results. The 2nd TB test must be administered 1 to 3 weeks after the first test and results. Please submit both tests and results together at the same time.

If you have a positive TB Skin test you must submit a chest x-ray diagnostic report stating negative for TB, with accompanying TB questionnaire signed by a healthcare provider.

Tetanus, Diphtheria and Pertussis (Tdap) - Submit Tdap immunization within the past 10 years.

***COVID-19 Vaccine (s)** - Submit proof of Vaccination (s). If you received a 2-dose series, both doses are to be submitted at the same time together OR Submit a medical waiver signed by your physician, or a religious waiver that includes a personal statement from you.



*The student must meet all requirements of the clinical site to participate in Clinical. The requirements include providing proof of full vaccination against COVID-19. Understand that if you are not fully vaccinated by the time Clinical begins, and/or the site does not accept a vaccination exemption, you will not successfully complete the required clinical hours and would not achieve a passing grade.

January 12, 2022

NOTICE OF CLINICAL SITE COVID-19 VACCINE REQUIREMENTS FOR HEALTHCARE PROFESSIONS STUDENTS

Dear Student:

Pursuant to recently enacted federal regulations governing YC's partners or agencies, providing clinical education, individuals providing care or having direct care contact with patients in clinical settings at a licensed healthcare institution which includes hospitals, nursing care institutions, residential care institutions, intermediate care facilities for individuals with intellectual disabilities (ICF-IID), group homes, or other medical facilities including ambulances or fire agencies, may be required to provide proof of COVID-19 vaccination and subject to regular health screening and COVID-19 testing as determined in the sole-discretion of YC's partner healthcare institutions.

For more information regarding the COVID-19 Vaccine, visit the C.D.C. website at

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/about-vaccines/index.html>. Students are not considered fully vaccinated until 2 weeks after their second dose of the Pfizer-BioNTech or Moderna COVID-19 Vaccine or 2 weeks after a single dose of Johnson & Johnson's Janssen COVID-19 Vaccine.

Federal regulations also require that employers grant employees certain exemptions from the COVID-19 vaccination requirements for religious or medical reasons. Some of YC's clinical partners or agencies have agreed to make the same exceptions available to YC Healthcare Profession students. While the requirements and exemption rules and process are determined by YC's clinical partners, YC is assisting its clinical partners in this process by collecting the exemption requests. To request an exemption from a clinical partner's COVID-19 vaccination requirement, students must complete the attached exemption request and upload the form to Castlebranch, MyClinicalExchange or Complio; or visit <https://www.yc.edu/alliedhealth> to download the form.

Please note that a completed exemption request does not guarantee clinical placement, which may result in required removal from the clinical course, resulting in a possible incomplete, withdrawal, or inability to complete the program of study. YC is working hard to find sufficient number of clinical experiences to accommodate all exemption requests, but demand for exemptions may exceed available clinical placements. It is also important to note that each clinical site may change its requirements over time, sometimes with little notice. YC will notify all impacted students of the changed requirements for continuation in the placement.

Note also, that students with approved exemptions may be required by the clinical partner or agency to be COVID-19 tested up to 2 times each week at the student's expense. Negative test results would be required as a condition to continue placement. Disclosing the results of each test to the clinical partner or agency as well as with YC is required and the responsibility of the student. YC assumes that these students are testing negative and if there is a positive test result, the student would then immediately contact YC and their respective program and abide by all YC COVID protocols.

Please be aware that even though YC may approve a student exemption, the clinical facility has final say over the exemption policies and procedures and may require additional information, and/or not approve any particular student exemption. In the event of a changed vaccine requirement or refusal to accept an exemption request, YC will use reasonable efforts to find another placement one time, but such alternative placement may not be possible, resulting in an inability to complete the required clinical course and program of study.

To meet the COVID-19 documentation requirements from our clinical partners: Provide a copy of proof of COVID-19 Vaccine proving vaccination. Provide proof of two-dose vaccination of Pfizer-BioNTech or Moderna Vaccine.

OR Provide proof of one dose vaccination of Johnson & Johnson's Janssen vaccine **AND** Also, provide proof of a booster dose if there has been sufficient interval since your initial vaccination. (see <https://tinyurl.com/2p86bc33> for more info)

OR If applicable, provide a copy of your completed exemption form noting that by declining the Vaccine, you continue to be at risk of acquiring COVID-19. Please note that a completed exemption form does not guarantee clinical or simulation placement and may result in required removal from the clinical course, resulting in a possible incomplete, withdrawal, or failure of the program of study.

Sincerely,

Dean for the School of Health and Wellness




Requirements to upload to CastleBranch

CPR Certification—Basic Life Support for Healthcare Providers (BLS)

AHS 114 Nursing Assistant Class requires the Basic Life Support for Healthcare Providers (BLS) from the American Heart Association Certification. BLS is a professional healthcare CPR class specifically for profession rescuers, including students who will be in clinical setting. This BLS course must be entirely in person. Any other type of CPR/First Aid or online CPR will not meet requirements.

Here are some locations you may reach out to in addition to your own Yavapai College!

Central Yavapai Fire District www.centrialyavapaifire.org (928) 772-7711	New Life CPR www.newlifecpr.org (928) 445-5024
 Sedona Fire Department www.sedonafire.org (928) 282-6800	Prescott Fire Department (928) 445-5555

Fingerprint Clearance Card

Arizona Department of Public Safety Level One Fingerprint Clearance card is required for all applicants in the Allied Health Programs at Yavapai College. There may be a 6 to 13 week processing time so please get this started right away.

1. Visit <https://www.azdps.gov/services/public/fingerprint> to obtain or renew an AZ DPS Level 1 Fingerprint Clearance Card.
2. Click **Apply for a card**.
3. Read the information and click **Apply for a Fingerprint Clearance Card**.
4. Click the **Continue** button under Fingerprint Clearance Card.
5. Select **Request a Replacement / Apply for a card**, and click continue.
6. Create an account if needed or login.
7. When asked, select **Non-IVP** card and continue the process.
8. When asked why you are applying, choose **Health Science Student and Clinical Assistant**.
9. Follow the instructions on the form.



Background Check and Drug Screen

Once you have created your CastleBranch account using package code YA75bg, a background check will begin automatically. It is valid for 180 days. Wait to purchase your CastleBranch YA75bg and YA75dt so you are within your 180 days of your clinical dates. The background check contents look for the following:

- Statewide Criminal—Arizona and includes maiden and alias names
- Nationwide Record Indicator (nationwide database) with Nationwide Sex Offender INDEX
- 7 year U.S. County Criminal Search—All counties of residence outside AZ
- Nationwide Healthcare Fraud and Abuse
- Residence history



CastleBranch will provide you with a digital code with the purchase of YA75 to present to Sonora Quest Lab for your Urine Drug Screen. Results of the screen will be posted on your CastleBranch account. Failure to pass the drug screen will remove you from the course. Please read the information pertaining to the Medical Marijuana Act (Proposition 203). Please complete the Alcohol/Drug Test Release and Consent form and return it to Allied Health the day you process your drug screen with Sonora Quest.

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)



ALCOHOL / DRUG TEST RELEASE AND CONSENT FORM



Complete this form the day of your drug screen and mail it to Allied Health in the enclosed envelope.
Mail to: Allied Health, Yavapai College, 3800 N. Glassford Hill Rd., Prescott Valley, AZ 86314
or email to: malinda.wrisk@yc.edu

I authorize Yavapai Regional Medical Center, Verde Valley Medical Center, Sonora Quest or Bradshaw Mountain Essentials or other medical facility or health care professional designated by Yavapai College, to obtain urine and/or blood specimens from my body for laboratory analysis for the purpose of alcohol and/or drug testing. I authorize release of results of the test(s) to the Yavapai College Department of Allied Health, School of Health and Wellness Division.

This release and consent is subject to the terms and conditions of Yavapai College, School of Health and Wellness Division, Allied Health Procedure on Screening for Use of Alcohol and Drugs. A photocopy of this authorization may be used if the original is not available.

I understand that my refusal to authorize such examination will subject me to immediate discipline according to the aforementioned Procedure.

I state that the specimen that I am providing is, in fact, a specimen from my own body given in this medical facility on this date:

Print Name: _____ Date of Birth: _____ Social Security No.: _____

Signature: _____ Date: _____

I have used the following drugs or medicines within the last 30 days, including medicines purchased over the counter and those prescribed by a physician or other licensed health care professionals. (Medical Marijuana Policy attached). If none, write "none". If you require more space, please use the back of this form.

Name of Medicine	Name of Health Care Professional	Date Last Used

Regarding clinical experience and class hours:

I authorize personnel of Yavapai College to transport me to Yavapai Regional Medical Center, Verde Valley Medical Center, Sonora Quest, Bradshaw Mountain Essentials Lab or other medical facility for drug and/or alcohol testing. After testing, I agree to accept arranged transportation home.

Signature: _____ Date: _____



Associated Costs*

Tuition for AHS 114 (5 credits)(Arizona resident)		\$630.00
Textbook		
Mosby's Nursing Assistant Textbook		
Author: Sorrentino	Edition: 10th	ISBN: 9780323655606
		\$93.00
CastleBranch		
Document Manager, Drug Screen and Background Check		\$137.50
Other Required Equipment		
Stethoscope & wristwatch w/2nd hand		\$75.00
CPR for Healthcare Provider (BLS) Card		\$40.00
TB Test (2-Step) or Chest X-Ray Diagnostic Report		\$60.00
Immunizations		
Flu Vaccine		\$45.00
Tetanus, Diphtheria, Pertussis (Tdap) Vaccine		\$85.00
Measles, Mumps, Rubella (MMR) Vaccine		\$230.00
Varicella Vaccine		\$410.00
Hepatitis B Vaccine		\$350.00
COVID-19 Vaccine (No cost with insurance or through a federal program for the uninsured)		\$0.00
Scrubs & Shoes - Navy blue scrubs and white or black shoes (no canvas shoes)		\$75.00
State Exam Fee		\$130.00
*The above information is provided to give students, parents, and advisors an approximate cost of the Allied Health internship program. These are only estimates and are not all-inclusive of the costs associated with the program. The actual costs may be higher or lower. Tuition and other fees may change at the Governing Board's discretion while this document is in effect. Please make sure that you take on the responsibility of knowing tuition and fees schedules as they pertain to you.		

Internship rotation is determined by the location availability and the order in which the student completes all requirements and registration. Some Internship sites will require an account in My Clinical Exchange. The fee is \$20 and is similar to CastleBranch as it is a Medical Document Manager. You will be notified if you need to create an account at www.myclinicalexchange.com.

Affirmative Action / Equal Employment Opportunity

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

Yavapai College es una institución de oportunidades de acción/igualdad afirmativa. Para la declaración de no discriminación de Yavapai College, visite www.yc.edu/aa-eeo. La falta de conocimiento del idioma inglés no será una barrera para la admisión y participación en los programas de la universidad.