

Nursing Program

STUDENT HANDBOOK



2021-2022

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YAVAPAI COLLEGE

Welcome to the Yavapai College Nursing Program!

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

The first graduation class in 1971 consisted of seven nursing students. Graduates have been employed throughout Arizona and the United States.

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

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

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

A note regarding the policies and provisions of this Handbook:

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

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

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

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Please see the course syllabus for faculty contact information and the YC [Employee Directory](#):

Nursing Program Mission Statement

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

The Yavapai College Nursing Program Philosophy

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

Definitions of Concepts

Client

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

Environment

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

Health

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

Nursing Therapeutics

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

Learning

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

ORGANIZING FRAMEWORK

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



2021-2022

**Nursing Curriculum Progression Plan
End of Program Student Learning Outcomes**

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

Patient Centered Care:

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

Teamwork and Collaboration:

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

Evidenced Based Practice:

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

Quality Improvement:

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

Safety:

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

Informatics:

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

Curriculum Progression Plan

Course		Nursing Program Pre Admissions Requirement(s):	Pre-requisites Co- requisites			
		Currently certified as a CNA, LNA or have	MAT 142 (3cr)			
		completed an approved Nursing Assistant	ENG 101 (3cr)			
		course within the last three years in Arizona	ENG 102 (3cr)			
			PSY 101 or PHI 204 (3cr)			
			BIO 181 (4cr)			
			BIO 201 (4cr)			
			BIO 202 (4cr)	Typically Offered		
Course		Semester 1	Pre requisites/Co-requisites	CREDITS	FA	SP
NSG	140	Nursing Theory I* (4 cr)	See above	4	X	X
NSG	143	Development of Nursing Practice I (skills lab, first 8 weeks)* (2 cr)	Concurrent enrollment in NSG 140, NSG 145 **	1	X	X
NSG	142	Application of Nursing Theory I (clinical, second 8 weeks)* (2 cr)	Successful completion of NSG 143 & NSG 145, Concurrent enrollment in NSG 140 & NSG 144**	2	X	X
NSG	145	Pharmacology I (first 8 weeks)* (1 cr)	Concurrent enrollment in NSG 140, NSG 143**	1	X	X
NSG	144	Mental Health Nursing Theory I (second 8 weeks)* (1 cr)	Concurrent enrollment in NSG 140, NSG 142**	1	X	X
			TOTAL SEMESTER CREDITS	9		
Course		Semester 2	Pre requisites/Co-requisites			
NSG	150	Nursing Theory II (5 cr)	Successful completion of NSG 140, NSG 142, NSG 143, NSG 144, NSG 145, Concurrent enrollment in NSG 152, NSG 153, NSG 155**	5	X	X
NSG	152	Application of Nursing Theory II (clinical, 8 weeks) (2 cr)	Concurrent enrollment in NSG 150, NSG 153, NSG 155 **	2	X	X
NSG	153	Development of Nursing Practice II (skills lab) (2 cr)	Concurrent enrollment in NSG 150, NSG 152, NSG 155 **	1	X	X

NSG	155	Pharmacology for Nursing II (2 cr)	Concurrent enrollment in NSG 150, NSG 152, NSG 153**	2	X	X
BIO	205	Microbiology* (4 cr)	Successful completion of BIO 181, BIO 201 & BIO 202	4	*	*
			TOTAL SEMESTER CREDITS	14		
Course	Semester 3		Prerequisites Corequisites			
NSG	240	Nursing Theory III (3 cr)	Successful completion of BIO 205, NSG 150, NSG 152, NSG 153, NSG 155 Concurrent enrollment in NSG 242, NSG 250, NSG 260**	3	X	X
NSG	242	Application of Nursing Theory III (3 cr)	Concurrent enrollment in NSG 240, NSG 250, NSG 260 **	3	X	X
NSG	250	Maternal/Child Nursing Theory (2 cr)	Concurrent enrollment in NSG 240, NSG 242, NSG 260 **	2	X	X
NSG	260	Mental Health Nursing Theory II (2 cr)	Concurrent enrollment in NSG 240, NSG 242, NSG 250 **	2	X	X
			TOTAL SEMESTER CREDITS	10		
Course	Semester 4		Pre-requisites/Co-requisites			
NSG	270	Nursing Theory IV (first 11 weeks) (3 cr)	Successful completion of NSG 240, NSG 242, NSG 250, NSG 260 Concurrent enrollment in NSG 280 **	3	X	X
NSG	272	Application of Nursing Theory IV (last 5 weeks) (4.5 cr)	Successful completion of NSG 270 & NSG 280 **	3	X	X
NSG	280	Professional Nursing Concepts (first 8 weeks) (2 cr)	Concurrent enrollment in NSG 270 **	2	X	X
			TOTAL SEMESTER CREDITS	8		
* COLLEGE COURSE - ENROLLMENT DRIVEN: MAY BE TAKEN IN THIRD SEMESTER						
** Each semester's courses must be passed prior to advancing to next semester						
***Students repeating courses will only need to retake failed course(s) in a given semester						
****Students will only be allowed one readmission per program enrollment if there is space available (see Readmission Policy in Student Handbook)						
REV 7/25/2021						

Nursing - Associate Degree

General Education Course Requirements and Options

Associate of Applied Science Degree

Campus: Prescott, Verde Valley

Curriculum for 2020-2021

First Year Composition (6 credits required)	Prerequisites
Required Courses:	
ENG 101 English Composition 1 (3 credits)	ENG 100 or a satisfactory score on the English skills assessment. Reading Proficiency
ENG 102 English Composition 2 (3 credits)	ENG 101 or ENG 103
Mathematics (3 credits required)	
MAT 142 College Mathematics (3 credits) or higher level math course	MAT 092 or a satisfactory score on the mathematics skills assessment. Reading Proficiency
Sciences (12 credits required)	
Required Courses:	
BIO 181 (4credits)	
BIO 201 (4 Credits)	BIO 181
BIO 202 (4 credits)	BIO 181, BIO 201
Social and Behavioral Science (3 credits required)	
Choose from:	
PSY 101 Intro to Psych (3credits)	
PHI 204 Ethics in Health care (3 credits)	ENG 101 or ENG 103
24 GENERAL EDUCATION CREDITS REQUIRED	

Please contact your academic advisor for further information.

Nursing Program Student Success Rates

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

Nursing Program Policies

Advisement/Counseling

Mandatory Advising:

Meeting with an academic advising counselor is required prior to registering for nursing classes. Contact the following offices to speak to an advisor:

Prescott campus: 928-776-2106

Verde campus: 928-634-6510

Advising Process

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

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

Alternate Counseling Services

- a. Counseling and Career Services 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 math, spelling, vocabulary, test taking, and study skills.

COVID-19 Protocol

All students need to be aware of and comply with the safety and operational protocols for COVID-19 while on Yavapai College's campuses or centers. Safety protocols can be found at this link: [YC COVID -19 Information & Procedures](#)

All nursing program students in face to face classes should conduct symptom self-monitoring every day before coming to campus and must be free of any symptoms potentially related to COVID-19 in order to come to campus.

YC has selected CampusClear app for this purpose. An information page is located at www.yc.edu/campusclear. The app can be easily found in the application stores by searching for Campusclear. The information page also contains a link to access the non-smartphone version of the application.

If you are exhibiting a Temperature of 100.4 do not come to campus. Nursing students are to check their temperature at the Wello Station Temperature-Check Kiosk located at:

- Lobby of Building 19 on Prescott Campus
- Answer Center on Prescott Valley Campus
- Upstairs Lobby of Building L on Verde Valley Campus

Please notify your nursing instructor that you will not be on campus as noted above so that you may develop a plan for course work and stay on pace with your studies.

All policies and protocols in the Nursing Program Student Handbook apply to the online instructional learning environments; didactic, clinical learning labs, simulation labs, and clinical practicum environments.

All students employed in health care agencies/facilities are not to come to campus in their work clothes, work scrubs, etc for the health and safety of others on campus. Students coming to campus after working in a health care agency or facility are to change from their work clothes, scrubs, etc before coming to campus and class.

Students are to be aware that clinical agencies/facilities will have their own COVID 19 policies and protocols different from Yavapai College and may require the COVID 19 vaccination as a requirement for clinical student placement.

Campus Placement

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

campus location.

Student Records

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

Attendance Policy

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

Students are expected to attend classes and /or actively participate in all credit courses regardless of the delivery method ([YC Attendance: College Catalog](#))

Nursing classes prepare students for safe client care and faculty expect students to attend each class, laboratory, and clinical session to develop the theoretical and practice components of the professional nursing role. It is the responsibility of the student to notify the instructor prior to absence or anticipated late arrival. Laboratory and clinical hours are often extremely challenging to make up due to scheduling and clinical agency requirements; students must not expect make-up time to be available. When an absence results in the inability of the student to develop and demonstrate clinical practice objectives and meet the required hours of the course necessary for credit, the student will not receive a passing grade in the course.

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

1. Theory/didactic sections: Students are expected to attend all classes necessary to meet competencies of the course. If an absence occurs the student is responsible to obtain class notes and assignments. Students may not arrive late or leave early as these behaviors disrupt the learning environment. A faculty member has the right to deny entrance if a student is late.
2. Laboratory Sessions: Students must attend all laboratory sessions. Makeup time

for nursing skills taught in the nursing skills or simulation lab may not be possible. Students will be graded on successful demonstration of skills/procedures and are responsible for reviewing skills prior to care.

3. Clinical Sessions: Students are expected to attend all clinical sessions necessary to meet the competencies of the course as determined by the instructor(s).
4. A “no call-no show” for a clinical day will result in an automatic zero with a Step Improvement Plan.
5. Clinical hours include pre-clinical laboratory practice, pre- and post-conferences, all scheduled clinical days, alternative clinical learning activities, and simulation.
6. All students must complete the online and agency clinical orientation requirements prior to all clinical rotations. Any student who fails to complete the requirements or is absent on a day of orientation without prior instructor approval may not continue in the rotation and will be withdrawn from the course.
7. In a case of absence or anticipated lateness, the student must notify the instructor at least 60 minutes before scheduled time. Lateness can result in dismissal from the clinical unit if it interferes or disrupts patient care and will be recorded as a clinical absence
8. Late arrival or leaving early from the clinical experience may result in disciplinary action and place the student at risk for failing to achieve the course competencies.
9. 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.
10. Clinical experiences scheduled in psychiatric/mental health, obstetrical, and pediatric rotations are assigned to meet the minimum course requirements and attendance is mandatory.
11. In case of serious illness or emergency situations, a student may find an absence unavoidable. When an absence occurs, the student must notify the didactic and /or clinical instructor in advance of the clinical hours and didactic hours missed. Any absence can jeopardize successful achievement of course competencies.
12. The Nursing Program does not provide “make-up” clinical hours.
13. Any absence for any reason in didactic courses will result in the student meeting with the course instructor to establish a plan for continuation in the Nursing Program.
14. All requests for an absence are to be sent directly to the course instructor. There are no provisions for an “excused absence”.

ATI Integration

ATI Nursing Educational Resources are used throughout the Nursing Program, in every semester and are required for all nursing program students. Students have a wealth of resources to support and supplement their learning through utilization of the ATI Resources.

Students purchase the online materials and resources through ATI 1-800-367-4762. The materials are financial aid-able. Students are required to purchase their ATI materials in order to maintain enrollment in their Nursing Program courses. ATI will provide the access code directly to the student.

Students should direct ATI Resource questions to their course/clinical Nursing Instructor; the Nursing Instructor will be very helpful. The fee amount will be specific to the semester of the Nursing Program student.

ATI Nursing Educational Resources information is noted in the 2021-2022 Course Syllabus for reference.

Students that have not purchased their materials within two weeks of the course start date will not be permitted to progress in the course and will be withdrawn from all courses by the Director of Nursing

Student-Faculty Communications

Faculty e-mail addresses are provided within this Handbook. This is the appropriate method of communication between students and faculty. Under normal circumstances, please allow 24-48 hours (excluding weekends, holidays, and semester breaks) response time to your e-mail. Faculty generally respond to email within 24 hours but no later than 48 hours. Students are required to use the Yavapai College issued e-mail address for faculty correspondence. Faculty are not required to respond to e-mails originating from personal e-mail accounts.

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

Disabilities and Accommodations

Prescott Campus 928-776-2085

Verde Campus 928-634-6550

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

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

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

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

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

Title IX Pregnancy

[Title IX Coordinator and Information Pages](#)

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

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

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

The Title IX Coordinator will discuss with the student possible accommodations based upon student's individual needs. Examples of accommodations that may be considered include but are not limited to:

1. Continue as is with no schedule or assignment changes if no reproductive hazardous exposures are anticipated;
2. Potential assignment or schedule changes to minimize particular potential exposures: the flexibility of this option is dependent upon the Nursing Program requirements and the availability of alternate assignments, such as clinical assignments;
3. An approved leave of absence for a reasonable time period, if deemed necessary by the student's attending health care provider, with no adverse consequences on the student's enrollment status;

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

educational activities within the Nursing Program based upon the student's health condition and any known risk factors.

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

Grading Scale

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

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

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

Note: *These scores are absolute cutoffs; rounding scores is never practiced.*

For all nursing courses, a cumulative grade of "C" or better is required to progress to the next course in sequence. Grades are not rounded.

Appeal Policy

1. For concerns within the Nursing Department:
 - a. The student is to meet with the instructor of the course to engage in conversation specific to the concern.
 - b. Should continuation of conversations be needed to resolve the concern, a conference may be scheduled with the student, the instructor, and the Director of Nursing.
 - c. If the concern is still not resolved, the Director of Nursing will make the final decision.
 - d. Should the student continue to have concerns, students are to follow the *Student Appeal of Academic or Instructional Decisions by Faculty*: [Student Appeal Procedure](#)
 - e. Visit www.yc.edu/academiccomplaints for additional information and to submit the appeal in a timely manner following the established procedures listed in [Policy Number 3.16](#)

2. For Non-Academic Complaints nursing students follow the Student Appeals/Complaints process: [Non-Academic Student Appeals/Complaints](#)

Progression in the Nursing Program

To qualify for enrollment in subsequent prerequisites and co-requisites the following must be achieved:

1. Pass all components of the current nursing course.
2. Maintain compliance with the Health and Safety requirements of the Nursing Program throughout the semester of enrollment until program completion.
3. Meet all deadlines for clinical facility requirements (mCE, Castle Branch) by the due dates.
4. Maintain and demonstrate professional student conduct at all times when in the Nursing Program as described in the Nursing Program Student Handbook.

Re-Entering the Nursing Program

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

Recording Devices

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

Civility

Civility is a critical principle, behavior, and attitude of professionalism in healthcare. Civility is behavior that: 1) shows respect toward another; 2) causes another to feel valued; 3) contributes to mutual respect, effective communication and team collaboration (ANA, 2012) (myamericannurse.com/civility-starts-with-you/).

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

CIRCUMSTANCES WHICH MAY LEAD TO IMMEDIATE DISMISSAL OF A STUDENT

Uncivil, Inappropriate, & Unprofessional Behavior Examples

Examples of uncivil, inappropriate, and unprofessional behavior which are discouraged include but are not limited to:

1. Habitually interrupting, side bar conversations or undermining faculty instruction.
2. Disruptive behavior that disrupts the learning of other students in the classroom, clinical placement environment, nursing skills lab or simulation lab.
3. Demeaning, belittling, aggressive, intimidating, bullying or harassing others including Nursing Program staff, instructors or any member of the nursing team.
4. Rumoring, gossiping about or damaging a classmate, shunning or marginalizing other students, Yavapai College Nursing Program staff, faculty, curriculum, or assignments, clinical agency, or clinical agency employee's reputation including but not limited to any staff person in the clinical agency/facility utilized by the Nursing Program.
5. Lack of attention to instruction or college communications, including not checking and responding to email communication.
6. Sending emails or posting information online or via social media that is inflammatory in nature and in the tone of the email.
7. Yelling or screaming at instructors, peers, clinical agency staff, or any Nursing Program staff, faculty or nursing team member.
8. Consistently arriving late to the start of class.

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

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

Reference: Clark, C, & Springer, P. 2010. Journal of Nursing Education doi: 10.3928/01484834-20100224-01

Standards of Student Professional Conduct Policy R4-19-402

The nursing faculty believes that standards of professional conduct are an inherent part of professional socialization, therefore all enrolled nursing program students are to adhere to professional conduct standards. Students within the boundaries and rules of practice within the Arizona State Board Nurse Practice Act, the ANA Code of Ethics, the YC guidelines for Code of Conduct for students and the policies and regulations of the healthcare agency where they are assigned clinical placement for learning. Unprofessional conduct: examples including but not limited to, violations of confidentiality; failure to show respect for client, significant others, peers, staff, and faculty; clinical agency policies and procedures. Violations of the Nurse Practice Act, AZBN, National Student Nurses' Code of Academic and Clinical Conduct; violations of the American Nurse Association (ANA) Code of Ethics Scope and Standards of Practice. Students are to reference the ANA Code of Ethics at [ANA Ethics and Human Rights](#) and [Rules of the State Board of Nursing R4-19-402, p 25 What is the Nursing Code of Ethics?](#)

Standards of Student Professional Conduct include:

- Confidentiality: Respects the privacy of clients and respects privileged information.
- Accountability: Is answerable for one's action; answers to self, the client, the profession and the institution.
- Responsibility: Executes duties associated with the nurse's particular role.
- Facility/Agency Policies and Procedures: Reads and adheres to the agency policies and procedures.
- Veracity: truthfulness; adherence to precision, honesty, integrity.
- Punctuality and Promptness: Is on time for all class, lab, and clinical assignments.
- Dependability: Is trustworthy and reliable.
- Respect: Treats others with consideration, courtesy and civility.
- Professional Appearance: Adheres to established dress code in all clinical and professional activities.
- Ethical: Adheres to the Code of Ethics for Nurses with Interpretive Statements [What is the Code of Ethics](#)
- Legal: Operates within the standards of care related to the student nurse role.
- Safety: Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.
- Civility: All students in the nursing program are expected to contribute to a positive learning environment. Nursing students are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and college and clinical staff. Angry outbursts, disruptive behavior, and the use of abusive or derogatory language

will not be tolerated and may result in removal from the course and/or program.

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

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

Professional Boundaries

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

Students and Faculty

Faculty and students will maintain a professional relationship:

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

Student and Clients

Students will maintain a professional nurse-client relationship:

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

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

Clinical Misconduct

1. Positive drug testing results for any random or “for cause” drug testing. (Appendix B).
2. Performance or negligence which may cause physical or emotional harm to a client.
3. Failure to report immediately a client care error to the clinical instructor and/or responsible staff nursing personnel.
4. Being under the influence of alcoholic beverages, over the counter or prescription drugs which impair judgment, or illegal drugs while in the clinical environment.
5. Fraudulent or untruthful charting in a medical record.
6. Photographing clients or client records at any time.
Electronically recording, copying, or transferring patient and/or hospital data, charts and records.
7. Failure to maintain appropriate behaviors already demonstrated or learned, with consistency, while incorporating new skills and theoretical concepts.
8. Failure to perform patient care safely may lead to immediate removal from clinical assignments with a failing grade at the discretion of the instructor.

9. 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.
10. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student with a clinical agency or removal from clinical due to behavioral issues.
11. A student may be dismissed and receive a failing grade in the course for violation of Standards of Professional Conduct and Student Practice Regulations.
12. Failure to follow clinical facilities/agency rules and regulations which apply to the student and clinical education.

Student Practice Regulations

Examples of unsafe practice include, but are not limited to:

1. Refusal of an assignment based on client's race, culture, religious preference or medical diagnoses.
2. Denies, covers-up or does not report own errors in clinical learning practice.
3. Ignores and/or fails to report unsafe, dishonest or unethical behavior in others to the instructor.
4. Practices skills that have not yet been assigned/taught, or are intended to be checked off prior to independent performance.
5. Demonstrates inability to make appropriate clinical judgments or decisions.
6. Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty resulting in miscommunication, and/or disruption of the learning and/or patient care environment.
7. Violates principles of confidentiality (HIPAA).
8. Lack of preparation for clinical learning practice.
9. Fails to respect client rights and dignity.
10. Solicits, borrows, or removes property or money from a client or client's family.
11. Assumes client care tasks for which the student does not have the education or competence to perform.
12. Removes drugs, supplies, equipment, or medical records from the clinical environment.
13. Abandonment: Leaves clinical agency or patient assignment without notification to the clinical instructor and nursing staff on assigned floor.
14. Obtaining, possessing, administering or using any narcotic, controlled substance, or illegal drug in violation of the any federal or state criminal law or in violation of any policy in any health care facility, YC, institution or in any YC clinical placement facilities.

The Nursing Program forbids the practice of invasive skills on any live subject (this would include student to student, student to faculty, student to volunteer, or animals) in any environment outside of the normal clinical agency environment. This includes labs, simulation, or independent practice time. Invasive procedures include any procedure that penetrates the skin or is inserted

into an orifice. Examples (but not limited to): IV insertion, injections, blood glucose monitoring, insertion of catheters, nasogastric tubes, or the instillation of medications into the eyes, nasal passages, ears, or other areas of the body. This list is not inclusive, and the Director of Nursing will make the final determination on invasive procedures should questions arise.

Unusual Occurrence Guidelines:

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

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

Zero Tolerance Policy:

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

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

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

Process for Dismissal

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

CLASSROOM POLICIES

Step Improvement Plan

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

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

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

When a **Step One** Improvement Plan is implemented, it is recommended the plan include:

- Statement of deficiency/deficiencies with reference to the Nursing Program Student Handbook
- Faculty Recommendations, Plan and Due Date for Student Remediation, Improvement and Success
- Student Plan for Success/Comments
- Consequences if No Improvement and/or Correction of Deficiencies in Student Performance
- Signature of both Student and Instructor
- Signature of the Director of Nursing

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

When a **Step Two** Improvement Plan is implemented, it is recommended the plan include:

- Statement of deficiency/deficiencies with reference to the Nursing Program Student Handbook
- Faculty Recommendations, Plan and Due Date for Student Remediation, Improvement and Success
- Student Plan for Success/Comments
- Consequences if No Improvement and/or Correction of Deficiencies in Student Performance
- Signature of both Student and Instructor
- Signature of the Director of Nursing

For violation of the **Step 2 Improvement Plan**, a **Step 3 Letter of Formal Dismissal by the Director of Nursing** will be immediately put into effect. A formal meeting will occur with the student, faculty/instructor and Director of Nursing.

The Step Improvement Plan carries over from one semester to the next throughout the Program. Please see the back of the Nursing Program Student Handbook for the Step Improvement Plan Form.

Professional Appearance

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

In all cases, the student must be in compliance with the professional appearance policy of the clinical agency. No accommodation will be made to change location of clinical experiences.

1. Students are expected to present themselves in a professional manner at all times while enrolled in the Nursing Program. Students must be in compliance with the professional dress code guidelines at all times. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility due to noncompliance with the professional appearance policies.
2. Students are to wear the official Nursing Program uniform in all clinical environments and as requested by the Faculty, Staff, and Director of Nursing unless the learning environment or agency requires other clinical attire.
3. Uniforms are to fit so that when the student bends forward, the bottom hem of the scrub top covers the pants' waistband in the back. Visible chest cleavage is not permitted.
4. Pant hems are to be tailored as to not drag on the floor when walking or standing.
5. Students may wear a plain white, gray or black t-shirt under the uniform. No other colors are permitted. The t-shirt may be sleeveless, short or long-sleeve. Turtlenecks are permitted.
6. A plain white lab coat may be worn over the uniform. Sweaters, hoodies, or similar apparel are not permitted in the clinical environment.
7. Student Yavapai College issued picture name badges must be worn with clips attaching them to the collar, picture facing forward. Lanyards are not allowed.
8. Students must also wear the Yavapai College Nursing Program patch and the appropriate "First Year," "Second Year," or "Preceptee" patches.

9. White or black socks or neutral nylons should be worn with the uniform. Other color socks are not permitted.
10. Uniform style shoes are to be white or black with low heels. No open toes, backless shoes or sandals. White or black clogs (no other colors are permitted) with a back strap are permitted. All shoes must have a non-porous top.
11. Traditional watch with a second hand for timing seconds.
12. The uniform must be clean and wrinkle-free. Undergarments must be worn at all times and cannot be visible.
13. The only jewelry that may be worn with the uniform is a wedding/engagement ring, one pair of small post earrings in earlobes only, and a wristwatch. No other body piercing jewelry is allowed. If necessary, a small skin toned bandage is permitted to cover a visible piercing. Necklaces must be kept under clothing and not visible. In certain clinical rotations, it may be advisable to not wear any jewelry at all.
14. Earlobe gauges must be filled or covered in flesh tones.
15. No objects of any type may be worn in the tongue.
16. Tattoos must be covered if possible. Tattoos which cannot be covered must not convey a message that is contrary to the Yavapai College Nursing Program or nursing professional standards, and must not pose a potential customer relations issue.
17. Hair must be clean, combed, natural color (not pink, blue, etc.), worn up/off the collar, and secured back from the face so it does not fall forward while in uniform to meet health and safety standards. Unconventional hair styles (such as a Mohawk) are not permissible in lab or clinical environments. For infection control purposes, beards are to be clean, free of debris and no more than 1 inch in length; closely trimmed sideburns, and mustaches are permitted, but must meet the same requirement for infection control and patient safety. A beard cover may need to be worn in some specialty units. No hair adornments may be worn in the hair to the clinical/lab environment (i.e. artificial flowers, scarves, or jewels) unless approved for cultural/religious reasons.
18. Makeup should be minimal.
19. No chewing tobacco or gum while in the nursing laboratory or in the clinical environment. Chewing tobacco is not allowed in class, laboratory, or clinical environment.
20. Students will maintain personal hygiene, including oral care.
21. Students will be free of offensive body odor and/or cigarette odor. No cologne, after-shave, scented lotions, and/or perfumes are permitted.
22. Fingernails must be clean, short with clear, neutral or pale polish, if any. Artificial nails, gel polish nail wraps, or extenders are not permitted in the clinical environment.
23. Students are to be in complete uniform for Nursing Skills Lab instruction.
24. The Director of Nursing may further determine additional student professional appearance and requirements.

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

The Nursing Program reserves the right to dismiss a student at any time on grounds the Nursing Program may judge to be appropriate. Each student by his/her admission into the Nursing Program recognizes the right of the Nursing Program to do so. The continuance of any student on the enrollment lists and or roster of the Nursing Program, the receipt of academic credit, letter of good standing, graduation, and the granting of any degree within the Nursing Program rests solely within the powers of the college and the Nursing Program.

Use of Information Technology

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

In the fourth semester, students will be required to take one Classroom and Web based course (Hybrid), on Nursing Professional Concepts (NSG 235/NSG 280). This course blends face to face in class sessions with web-based activities or virtual classes. Please refer to the TELS hyperlink above for technology requirements.

USE OF MOBILE DEVICE DURING CLINICAL AND CLASSROOM ROTATIONS

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

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

- These may be used only when authorized by faculty and for clinical activities, not personal use.
- Cell phones and all mobile devices must be on “silent” mode or turned off during class, lab, and clinical experiences.
- No photos may be taken by students in the clinical agency or lab environments. The exception to taking photos or videos in the laboratory environment is when it is a course assignment.
- No personal phone conversations or texting allowed at any time while in nursing skills or simulation lab, class, or clinical. A Step One will be given for the first violation of using the mobile device for socializing during clinical time. A second violation may result in removal from the clinical environment.

- When accessing information on smartphones, students are expected to have the equipment turned off if agency policy requires it and go to an area designated for cell phone use when accessing information on a mobile device.
- Be respectful to the client at all times and ensure that your entire attention is focused on the client when you are in the client's room. If you are using any type of mobile device at the bedside be sure to apologize for the interruption in care and explain how the use of the technology will assist with care.
- Faculty or clinical agency staff may ask to see what programs you are using at any time. Use of facility/agency computers for personal use is prohibited.
- You must protect the confidentiality of patient information at all times in accordance with HIPAA. Students may not take any photographs of clients or client records, nor print or make copies of client records.
- Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency and may be subject to disciplinary action.
- Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens, so may mobile devices. Be sure to disinfect/decontaminate them as needed.
- Social networking agency: When contributing to a social networking agency, it is important to remember that everyone can see and read what is placed on the agency even if "privacy" options are selected. Keep your interactions professional and err on the conservative side when placing written communication or posting pictures. Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you and many recruiters now routinely search the social networking venues when considering people for a new hire. **It is never appropriate to post photos or information about a patient. Social network postings can be subject to disciplinary action from the Nursing Program.**
- For additional information on how to use social media without professional or personal repercussions, visit: [Social Media NCSBN](#)

HEALTH AND SAFETY REQUIREMENTS

Technical Standards of the Nursing Program at Yavapai College

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

This statement of the Technical Standards of the Nursing Program at Yavapai College identifies the functional abilities deemed by the nursing faculty to be essential to the practice of nursing. Reference material used in the development of these standards include the Arizona Nurse Practice Act, The Functional Abilities Essential for the Delivery of Safe, Effective Nursing Care (a descriptive research study conducted by the National

Council of State Boards of Nursing), and Core Components and Competencies of ADN graduates (developed by the Council of Associate Degree Nursing of the National League for Nursing). The Technical Standards are reflected in the Nursing Program’s performance-based outcomes, which are the basis for teaching and evaluating all nursing students.

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

TECHNICAL STANDARDS

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

Functional Ability	Standard	Examples of Required Activities
Motor Abilities	<p>Strength and mobility sufficient to perform patient care activities and emergency procedures.</p> <p>Demonstrate fine motor skills sufficient for providing safe nursing care.</p> <p>Endurance sufficient to complete assigned periods of clinical practice</p>	<p>Mobility sufficient to perform patient care procedures such as assisting with ambulation of clients, transferring patients safely in and out of bed, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating room</p> <p>Position intravenous bags at the appropriate level</p> <p>Accurately read the volumes in body fluid collection devices hung below bed level</p> <p>Safely dispose of needles in sharps containers.</p>

		<p>Accurately place and maintain position of stethoscope for detecting sounds of bodily functions</p> <p>Manipulate small equipment and containers such as syringes, and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter</p>
Observation/ Perceptual/ Sensory Ability	Sensory/Perceptual abilities to monitor and assess clients.	<p>Detect changes in skin color, temperature, or condition</p> <p>Collect data from recording equipment and measurement devices used in patient care</p> <p>Detect smoke and/or fire in a patient area and initiate emergency action Draw up the correct quantity of medication into a syringe</p> <p>Detect sounds related to bodily functions using a stethoscope</p> <p>Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions</p> <p>Communicate clearly in telephone conversations Communicate effectively with patients and with other members of the health care team</p> <p>Detect foul odors of bodily fluids or spoiled foods</p> <p>Detect unsafe temperature levels in heat producing devices used in patient care</p> <p>Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid</p>
Behavioral/	Ability to relate to	Establish rapport with patients/clients

<p>Interpersonal/ Emotional</p>	<p>colleagues, staff and patients with honesty, civility, integrity and nondiscrimination. Capacity for development of mature, sensitive and effective therapeutic relationships.</p> <p>Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds.</p> <p>Emotional stability and endurance sufficient to function effectively under stress in acute health care situations.</p> <p>Ability to work as a part of a team and to respond appropriately to supervision, to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities.</p> <p>Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes</p>	<p>and colleagues.</p> <p>Work with teams and workgroups. Emotional skills sufficient to remain calm in an emergency situation.</p> <p>Adapt rapidly to environmental changes and multiple tasks demands.</p> <p>Maintain behavioral decorum in stressful situations.</p>
<p>Safe environment for patients, families and co-workers</p>	<p>Ability to accurately identify patients.</p> <p>Ability to effectively communicate with other</p>	<p>Prioritize tasks to ensure patient safety and standard of care.</p> <p>Maintains adequate concentration and attention in patient care environments.</p>

	<p>caregivers.</p> <p>Ability to administer medications safely and accurately.</p> <p>Ability to operate equipment safely in the clinical area.</p> <p>Ability to recognize and minimize hazards that could increase healthcare associated infections.</p> <p>Ability to recognize and minimize accident hazards in the clinical environment including hazards that contribute to patient, family, and co-worker falls.</p>	<p>Seeks assistance when clinical situation requires a higher level of expertise/experience.</p> <p>Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</p>
Communication	<p>Ability to communicate effectively in English using verbal, non-verbal, and written formats at a level that meets the need for accurate, clear, and effective communication.</p> <p>Ability to read and comprehend English, and to interpret without assistance.</p> <p>Ability to effectively communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.</p>	<p>Give verbal directions to or follow verbal directions from other members of the healthcare team and participate in health care team discussions of patient care.</p> <p>Elicit and record information about health history, current health state and responses to treatment from patients or family members.</p> <p>Convey information to clients and others to teach, direct and counsel individuals in an accurate, effective, and timely manner.</p> <p>Recognize and report critical patient information to other caregivers.</p>
Intellectual/ Conceptual/ Quantitative Abilities	<p>Ability to read and understand written documents in English and solve problems involving</p>	<p>Calculate appropriate medication dosage given specific patient parameters.</p> <p>Analyze and synthesize data and develop</p>

	<p>measurement, calculation, reasoning, analysis, and synthesis.</p> <p>Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgements and manage decisions that promote positive patient outcomes.</p> <p>Ability to comprehend three-dimensional and spatial relationships.</p> <p>Ability to react effectively in an emergency situation.</p>	<p>an appropriate plan of care.</p> <p>Collect data, prioritize needs, and anticipate reactions.</p> <p>Comprehend spatial relationships adequate to properly administer injections, start intravenous lines, or assess wounds of varying depths.</p> <p>Recognize an emergency situation and respond effectively to safeguard the patient and other caregivers.</p> <p>Transfer knowledge from one situation to another.</p> <p>Accurately process information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</p>
Punctuality/ work habits	<p>Abilities sufficient to demonstrate competencies such as ability to arrive to a clinical on a timely basis; to meet demands for timely performance of duties; to meet organizational requirements, and to perform these duties in a professional and competent manner.</p>	<p>Attend class and clinical assignments punctually.</p> <p>Read, understand, and adhere to all policies related to classroom and clinical experiences.</p> <p>Contact instructor in advance of any absence or late arrival.</p> <p>Understand and complete classroom and clinical assignments by due date and time.</p>
Environment	<p>Recognize the personal risk for exposure to health hazards.</p> <p>Use equipment in laboratory or clinical environments needed to provide patient care.</p>	<p>Take appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex.</p> <p>Use person protective equipment (PPE) appropriately.</p>

	<p>Tolerate exposure to allergens (latex, chemical, etc.)</p> <p>Tolerate wearing protective equipment (e.g. mask, gown, gloves)</p>	
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Immunizations

Immunizations are required by clinical agencies with which Yavapai College has an affiliation. Yavapai College has no control over a clinical agency's health standards and requirements for students in the clinical component of the nursing program.

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

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

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

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

All immunization records must include your name, date and name and signature of the healthcare provider giving the immunization.

- a. **MMR (Measles, Mumps, and Rubella):** Adults entering health care professions must have documented proof of immunity (positive titer) or proof of two MMR immunizations. A titer needs to be positive for Measles, Mumps, and Rubella. Additional immunization is generally required when titer results are not positive for each – plan accordingly. Persons born prior to 1957 may be considered immune.
- b. **Varicella (Chicken Pox):** Documented proof of immunity or two varicella immunizations are required upon conditional acceptance of the student into the nursing program. If the student has had chickenpox, a positive titer is necessary to document immunity.
- c. **Hepatitis B:** Documented evidence of three-dose series or positive titer. Completed documentation is submitted to Castle Branch upon conditional acceptance to the Program. If beginning a series, allow for six months prior to nursing application submission for completion.
- d. **Tdap (Tetanus, Diphtheria and Pertussis):** A Tdap vaccination is required every ten (10) years. It is the responsibility of the student to maintain a record of a Tdap vaccination of less than ten (10) years throughout the duration of the Nursing Program.
- e. **Influenza:** Annual vaccination is required. It is the responsibility of the student to receive an annual vaccination and have proof submitted to Castle Branch by October 15th each year. If a student has an allergy to the flu vaccine, documentation is required from a licensed health care provider and must be provided to Castle Branch for this requirement.
- f. **Tuberculosis:** Negative skin test or blood test (annually) or chest x-ray (valid for two years) with an annual statement signed by a health professional that student does not have active tuberculosis. It is the responsibility of the student to maintain annual screenings. Documentation is to be renewed prior to semester start if the expiration date occurs while a semester is in progress.

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

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

Nursing Program guidelines. Documentation is to be renewed prior to semester start if the expiration date occurs while a semester is in progress.

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

Incoming students are required to meet the program compliance dates provided in the Nursing Program acceptance packet. If a student does not meet the datelines as identified on the forms provided in the acceptance packet, the student's Nursing Program acceptance will be administratively withdrawn by the Director of Nursing.

Fingerprint Requirement

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

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

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

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

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.

Student Participation in Development of Policies and Evaluation of Program

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

Yavapai College Campus and Nursing Department Activities

Nursing Advisory Council

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

Student Nurses' Association

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

Activities include service, education, fund-raising and social events.

Sources of funds: dues, fund-raising projects, donations, and allotments from the College.

Role of the faculty advisor:

- 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.

Application for Graduation and Licensure

Application for Graduation

Petition for graduation from the Associate of Applied Science in Nursing Program must be initiated by the student by the application deadline date published in the College Catalog, approximately two months prior to graduation. Students must meet the general education course and nursing course requirements for the Associate in Applied Science (AAS) degree in Nursing. The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog. The AAS degree must be posted on the student's transcripts before authorization is given to the State Board of Nursing to take the licensing exam. An Affidavit of Graduation is electronically provided to the Arizona State Board of Nursing by the Director of Nursing.

Eligibility to take the National Council Licensure Examination - Registered Nurse (NCLEX-RN):

Students must have a high school diploma or GED certificate and proof of graduation from an accredited/approved nursing program. Completion of the nursing program and graduation from a college does not guarantee a passing score on the licensing exam. Application for NCLEX-RN is the sole responsibility of the student. Please notify and identify to the AZBN verified accommodations needed for taking the NCLEX-RN that they may provide information and guidance.

Application for Licensure

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

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

Screening for Use of Alcohol and Drugs Policy & Procedure

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

Drug Screening Guidelines

- All students are required to submit to a random urine drug screen as a condition of enrollment in the Nursing Program. Once students are accepted into the program they will receive instructions to go to a lab where they will pay and submit a urine specimen.
- Private health insurance does not pay for this screening. The lab will provide the student with a receipt.
- Students should not take a prescription to the lab to be evaluated but will provide a list of prescription drugs they are currently taking to Castle Branch upon request.
- If a student provides a dilute sample which tests positive, the result is considered positive and pending review, the student will be withdrawn. A negative dilute specimen will require a retest at the student's expense.
- If a student challenges a positive result, the student is responsible for the cost of the retest.
- Only students testing negative drug screens can remain enrolled in nursing courses.
- Students testing positive for illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical environments will not be permitted to attend nursing courses. All positive results except cotinine (nicotine), and alcohol, resulting in dismissal are reported to the Arizona State Board of Nursing.
- Students will not be allowed to use previous drug screens requested by any person or agency outside of Yavapai College Nursing Program requirements.
- Students failing to test during the designated date and time do not meet the requirement for drug testing and will be withdrawn from all nursing courses.
- Random and "for cause" testing will be done at the discretion of the Director of Nursing.

Medical Marijuana Policy

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

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

Urine drug screens are required of students prior to attending nursing courses. Medical marijuana, or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening.

Drug Screening “For Cause” Testing

This policy refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the Nursing Program. When a faculty/clinical instructor perceives the odor of alcohol or marijuana, or observes behaviors such as but not limited to, slurred speech, unsteady gait, or confusion, extreme fatigue or lethargy, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:

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

If a student refuses “for Cause” Testing:

- The instructor will remove the student from the clinical environment pending a full investigation.
- The instructor will contact the transportation service recommended by Yavapai College to request that the student be transported home. If the student refuses transportation, the student should be informed that security/law enforcement may be notified.
- Failure to comply with any aspect of this policy will result in withdrawal from the program.

Readmission Guidelines Related to Positive “For Cause” Testing

Students seeking readmission who were withdrawn from nursing courses for reasons related to positive “for cause” testing or refusal of “for cause” testing will be required to submit a letter requesting readmission to the Director of Nursing which includes:

- Documentation from a therapist with experience in addiction behaviors indicating status and/or documented rehabilitation related to the alcohol/drug abuse.
- Include documentation of compliance in a treatment program if identified as required by the therapist.
- Repeat a random urine drug screen for alcohol/drugs as instructed prior to readmission and may be subject to random drug screening at the student’s expense during the program of study.
- If a student, after being re-admitted to the Nursing Program, has positive results on an alcohol/drug screen, the student will be permanently dismissed from the Yavapai College Nursing Program and notification will be sent to the State Board of Nursing.

No Right to Appeal

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

Medication Administration Guidelines

All students are required and must:

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

warning/probation related to unsafe clinical practice.

- Report all medication errors to the instructor immediately.
- All medications given to infants and children must be approved by the instructor.
- In all cases, the instructor reserves the right to limit a student's medication administration experience.
- Some clinical agencies may require that the students only administer medication with their clinical instructor.

Guidelines Regarding Exposure to Infectious Diseases/Body Fluids

1. Standard precautions, which are intended to reduce the risk of pathogen transmission, are the basic level of infection control. Students are expected to follow hand hygiene, personal protective equipment (PPE), respiratory hygiene, and linen and waste disposal guidelines recommended by the World Health Organization Standard precautions in health care: [Infection prevention and control during health care when COVID 19 is suspected CDC Standard Precautions for All Patient Care](#)
2. All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.
3. Nursing students are not permitted to care for clients with active/suspected tuberculosis, mumps, measles, varicella, or any client in airborne isolation/precautions.

Exposure Guidelines

- A. Nursing students who are directly exposed to body fluids must immediately notify the clinical instructor.
- B. Students exposed to body fluids shall follow this protocol:
 1. Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available; for eye splashes rinse the area with clean water.
 2. Report the incident to the clinical instructor.
 3. The student should immediately go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment. The student is responsible for all costs related to exposure, triage, and treatment.
 4. The clinical instructor and student will notify the agency department supervisor and Director of Nursing.
 5. The clinical instructor will fill out the proper forms.

Source: U.S Department of Labor, Occupational Safety & Health Administration. (OSHA).

Bloodborne pathogens and needlestick prevention.

<https://www.osha.gov/SLTC/bloodbornepathogens/index.html>

READMISSION POLICY

I. POLICY STATEMENT

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

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

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

II. POLICY

A. Definitions

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

ELIGIBILITY

2. Generally, if the student has had more than one withdrawal or one failure or any combination of the two for any reason the student is considered to be out of the Nursing Program. The Director of Nursing may consider emergency circumstances when applying this eligibility requirement.
3. A student may be granted ONE readmission per program enrollment if there is space available after considering all first-time applicants and the student has no previous readmissions. The location where a space may open is not guaranteed.
4. The Director of Nursing reserves the right to deny a request for readmission if the student was dismissed for issues relating to academic integrity, unsafe patient care, inappropriate conduct, violation of Student Handbook provisions, or dismissal from a college or clinical agency.
5. The Director of Nursing reserves the right to approve an admission or readmission for a student in goodstanding who has to withdraw for military deployment or an unexpected catastrophic event (death of an immediate family member or severe injury or illness).
6. Students who seek readmission due to illness or injury will need to submit a physician's release to meet the essential functions of the Nursing Program. Director of Nursing will review the documentation before a determination for readmission can be granted.
7. When space is not available in the semester a student applies for, the application may be considered for the following semester. The same criteria applies for readmission consideration.
8. All students must meet current Health and Safety requirements.
9. A clinical skills refresher check off will be required for students accepted for readmission who did not complete clinical in the current semester, or have been out of clinical for one semester or more before advancing to the next clinical course. Students will be required to perform the nursing skills competency check off at a satisfactory level.
10. The clinical skills refresher check off will be scheduled by the student. The student is responsible for making the check off appointment with the Faculty/Instructor. The Faculty/Instructor will approve and finalize the date for check off. Practice times prior to the check off may be scheduled in collaboration with the Faculty/Instructor.
11. The check off is part of the readmission plan. Satisfactory completion is required prior to advancing to the next clinical course in the Nursing Program. Proof of completion must be submitted to the Nursing Program office.

12. Students requesting readmission must:
 - a. Meet with a Yavapai College academic advisor.
 - b. Complete the reapplication worksheet Reapplication worksheet should include course(s) needed and semester applying for; actions taken, to be taken, or changes in situation that would optimize the student's success.
 - c. Update the immunization tracker in Castle Branch prior to application submission. Other Castle Branch items including background check and random drug screening may be required if the student has been out of the Nursing Program for one semester or more. Payment for Castle Branch requirements will be the responsibility of the student.
 - d. Submit required application documents for readmission to the administrative office of the Nursing Program.

13. Students granted readmission must enroll at the next course offering. Readmission is on a seat available basis. No readmission is guaranteed.

III. PROCEDURE

A. The student desiring readmission must follow the steps in the Readmission Policy as outlined below:

1. Meet with an academic advisor regarding readmission process.
 2. Completed Readmission Application Form and Readmission Worksheet dated and signed by academic advisor.
 3. Readmission Agreement signed and dated by student.
 4. Complete Castle Branch To Do List Summary.
 5. Receipt for \$50 Readmission fee (payable at college's cashier office or online at www.yc.edu/nursing).
 6. Submit complete readmission application packet to the Nursing Department up to two business days after the course completes.
- B. After review of the Application for Readmission materials, and enrollment availability data, the Director of Nursing will notify students of the final decision.
- C. The student will receive notification of the readmission decision from the Director of Nursing. Notification will be emailed to the student's YC Scholar email and a formal letter sent to the address of record.
- D. Re-admitted students who repeat courses in which they previously achieved a passing grade must again achieve a passing grade in same course(s) to progress in the program following re-entry.
- E. Appeals to any of the above practices must be made to the Director of Nursing whose decision will be final.

- F. Incomplete readmission applications will not be processed. Please make copies of documents prior to submitting the application (we do not provide copy service).

- G. Readmission application materials are to be received by the nursing office from the student on the first Tuesday after the regular semester ends by 4:00 PM: no exceptions will be given or made.

READMISSION POLICY SPECIFIC TO NSG 270:

1. Any student who drops or does not pass the didactic portion of NSG 270 with a minimum grade of C must complete the entire NCLEX-RN Review Course offered by the Program prior to re-entry to NSG 270 (refer to course calendar dates). Documentation of 100% attendance and completion must be noted in the student record before re-applying and registering for NSG 270. Another NCLEX-RN Review will be substituted at the student's expense, and must be pre-approved by the Course Instructor and Director of Nursing. 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.
Evidence of completion of the approved NCLEX-RN review course due to the Director of Nursing before repeating NSG 270.

Pinning Ceremony

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

Pinning Ceremony Attire

Students are to wear Nursing Scrubs for the Pinning Ceremony. The nursing scrub color will be determined by the Director of Nursing. Students are expected to purchase a Yavapai College Nursing pin from the bookstore prior to the ceremony. The nursing pin will be presented to the student during the Pinning Ceremony by their pinner.

Formal College Graduation

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

Appendix A

STUDENT COPY YAVAPAI COLLEGE NURSING PROGRAM

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

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

Health Care Program: _____

The discussions, uses, and disclosures addressed by this agreement mean any written, verbal, or electronic communication.

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

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

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

- Name
- Geographical subdivisions smaller than a state
- Dates of birth, admission, discharge, death
- Telephone numbers
- E-mail addresses
- Social Security Numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers
- Device identifiers
- Web locators (URLS)
- Internet protocol addresses
- Biometric identifiers
- Full face photographs
- Any other unique identifying number, characteristic, or code
- All ages over 89 years
- Any other potential identifiable information

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

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

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

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

Signed: _____ Date: _____

Appendix B

STUDENT COPY
Yavapai College Nursing Program
Release of Student Information

(Print Name)

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

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

Signature: _____

Date: _____

Appendix C

STUDENT COPY

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

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

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

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

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

HEALTH AND SAFETY: Student has been advised to consult with a medical doctor regarding Student’s personal medical needs and immunizations. Student states that there 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

Step Improvement Plan

Step 1 Improvement Plan for _____ NSG _____ Date _____

- I) The following deficiencies in student performance related to expected course and/or Nursing Program outcomes have been identified in accordance with Nursing Program Student Handbook (page reference):
- II) Faculty Recommendations, Plan and Due Date for Student Remediation, Improvement and Success:
- III) Student Plan for Success/Student Comments:
- IV) Consequences If No Improvement and/or Correction of Deficiencies in Student Performance:

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

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

Yavapai College Student

Date

Yavapai College Faculty/Instructor

Date

Yavapai College Director of Nursing

Date

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

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



Appendix D

Nursing Program Readmission Application

Semester applying for (i.e. Spring/Fall 2022) _____

Course(s): _____

Please print or type

Name _____ Yavapai College "Y" Number _____

List any previous names while in the Yavapai College Nursing Program _____

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

City: _____ State: _____ Zip: _____

Phone _____ YC Student e-mail _____

On which campus are you applying for re-admission? ___ Prescott ___ Verde Valley ___ *Either

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

What was the last academic semester that you attended the Nursing Program, (i.e., Fall 2021)? :

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

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

ADVISOR SIGNATURE: _____ DATE: _____

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

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

Phone: 928-776-2247
Toll Free: 1-800-922-6787, ext.
2247
FAX: 928-776-2394
e-mail: nursing@yc.edu

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



Appendix E

Readmission Agreement and Acceptance

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

I am enrolling for the following course(s): _____.

I understand that I will not be given another opportunity to continue in the program without a successful completion grade of "C" or above with regard to this course enrollment.

Printed Name: _____

Signature: _____

Date: _____

Accepted: _____

Ms. Marylou Mercado, Ed.D, MSN, RN,
CNE, FNP-BC

Appendix F

STUDENT COPY

Handbook Statement/Signature

I, _____, acknowledge receipt of the 2021-2022 electronic version of the Nursing Program Student Handbook. I am fully aware of the implications of its contents for the completion of my goals in the Nursing Program and agree to 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 an electronic version of the Nursing Program Student Handbook, Online Testing Guidelines, Testing Policy, and Simulation Policy as provided in the supplemental manual, as I enter the program and that the Handbook can be revised at any time and that the Handbook is not a contract.

Signature: _____

Date: _____