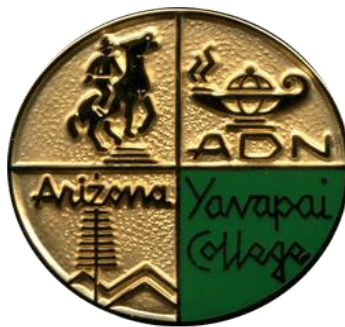


Nursing Program

STUDENT HANDBOOK



2019-2020

Prescott Campus:
1100 E. Sheldon
Prescott, AZ 86301
(928) 776-2247

Verde Valley Campus:
601 Black Hills Drive
Clarkdale, AZ 86324
(928) 634-6546

Toll free number: 1-800-922-6787
FAX: (928) 776-2394
Email: nursing@vc.edu

YAVAPAI COLLEGE

Welcome to the Yavapai College Nursing Program!

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

The first graduation class in 1971 consisted of seven nursing students. We currently enroll up to 192 students on the Prescott and Verde Valley campuses. Graduates have been employed throughout Arizona, the United States and several foreign countries.

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

The Yavapai College Nursing Program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN). In addition, the Nursing Program has been continually approved by the Arizona State Board of Nursing since 1969.

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

A note regarding the policies and provisions of this Handbook:

Policies affecting nursing students and/or nursing faculty are developed and/or revised through the action of various nursing department committees and finalized by the Nursing Faculty. Students will receive communications of nursing program policy/process changes or revisions from the faculty; the nursing program director will communicate changes through the Nursing Newsletter posted on the YC website and in the LMS, Canvas. 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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Faculty & Staff Roster

Name	Telephone	Email
Nursing Program Director		
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<u>Full-time</u>		
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Nicole Chun MSN RN	928-634-6547	nicole.chun@yc.edu
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Michael Hughes MSN RN	928-771-6190	michael.hughes@yc.edu
Crystal McCarthy MSNEd RN	928-771-6164	crystal.mccarthy@yc.edu
Melanie Paradise BSN RN	928-649-5468	melanie.paradise@yc.edu
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TBD	928-771-4856	
Jennifer Ritter DNP MSN/Ed RN CMSRN	928-717-7904	jennifer.ritter@yc.edu
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Stephanie Scovill PhD MSN/Ed RN	928-771-4859	stephanie.scovill@yc.edu
Rosemarie Thieme MSN RN CNE	928-717-7672	rosemarie.thieme@yc.edu
Maria Thomas MSN MS RN CNE	928-771-4863	maria.thomas@yc.edu

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

Administrative Assistants

Keryn Lafferty BS	928-634-6546	keryn.lafferty@yc.edu
Patty Naville	928-776-2017	patricia.naville@yc.edu

Nursing Program Mission Statement

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

The Yavapai College Nursing Program Philosophy

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

Definitions of Concepts

Client

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

Environment

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

Health

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

Nursing Therapeutics

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

Learning

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

ORGANIZING FRAMEWORK

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



2019-2020

**Restructured Curriculum Progression Plan
Fall 2019 Start
Nursing End of Program Outcomes**

Nursing students that graduate from the program can 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.

Restructured Curriculum Progression Plan Fall 2019 Start

Course		Nursing Program Pre Admissions Requirement(s):	Prerequisites/ 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	Prerequisites/ Co-requisites	CREDITS	FA	SP
NSG	140	Nursing Theory I* (4 credits)	See above	4	X	X
NSG	143	Development of Nursing Practice I (skills lab, first 8 weeks)* (2 credits)	Concurrent enrollment in NSG 140, NSG 145 **	2	X	X
NSG	142	Application of Nursing Theory I (clinical, second 8 weeks)* (2 credits)	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 credit)	Concurrent enrollment in NSG 140, NSG 143**	1	X	X
NSG	144	Mental Health Nursing Theory I (second 8 weeks)* (1 credit)	Concurrent enrollment in NSG 140, NSG 142**	1	X	X
TOTAL SEMESTER CREDITS				10		
Course		Semester 2	Prerequisites/ Co-requisites			
NSG	150	Nursing Theory II (5 credits)	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 credits)	Concurrent enrollment in NSG 150, NSG 153, NSG 155 **	2	X	X
NSG	153	Development of Nursing Practice II (skills lab) (2 credits)	Concurrent enrollment in NSG 150, NSG 152, NSG 155 **	2	X	X

NSG	155	Pharmacology for Nursing II (2 credits)	Concurrent enrollment in NSG 150, NSG 152, NSG 153**	2	X	X
BIO	205	Microbiology* (4 credits)	Successful completion of BIO 181, BIO 201 & BIO 202	4	*	*
			TOTAL SEMESTER CREDITS	15		
Course		Semester 3	Prerequisites Co-requisites			
NSG	240	Nursing Theory III (3 credits)	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 credits)	Concurrent enrollment in NSG 240, NSG 250, NSG 260**	3	X	X
NSG	250	Maternal/Child Nursing Theory (2 credits)	Concurrent enrollment in NSG 240, NSG 242, NSG 260**	2	X	X
NSG	260	Mental Health Nursing Theory II (2 credits)	Concurrent enrollment in NSG 240, NSG 242, NSG 250**	2	X	X
			TOTAL SEMESTER CREDITS	10		
Course		Semester 4	Prerequisites/ Co-requisites			
NSG	270	Nursing Theory IV (first 11 weeks) (3 credits)	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 credits)	Successful completion of NSG 270 & NSG 280**	4.5	X	X
NSG	280	Professional Nursing Concepts (first 8 weeks) (2 credits)	Concurrent enrollment in NSG 270**	2	X	X
			TOTAL SEMESTER CREDITS	9.5		
* 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 7/25/2019						

Nursing - Associate Degree

General Education Course Requirements and Options

Associate of Applied Science Degree

Campus: Prescott, Verde Valley

Curriculum for 2019-2020

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 (4 credits)	
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 (3 credits)	
PHI 204 Ethics in Health care (3 credits)	ENG 101 or ENG 103
24 GENERAL EDUCATION CREDITS REQUIRED	

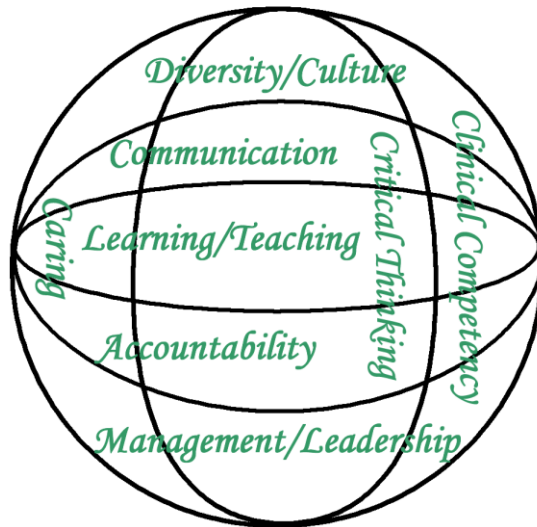
Please contact your academic advisor for further information.

SUNSETTING END OF PROGRAM OUTCOMES

Fall 2019 – Fall 2020

ORGANIZING FRAMEWORK

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



Definitions of Major Organizing Concepts

1. **Clinical Competency**

Competency is inherent to the practice of nursing. Competency is defined as the ability to plan and carry out knowledgeable, efficient and safe nursing care and assumes an awareness of one's own limitations. The achievement of competency is evidenced by the student's ability to provide nursing care in increasingly complex settings and situations. Students are required to master the core competencies which include:

1) Achieving an entry level professional knowledge base, 2) practicing safe, effective, and efficient nursing care, and 3) demonstrating nursing skills.

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

2. **Critical Thinking**

Critical thinking is reflective judgment and reasonable thought that focuses on deciding what to believe or what to do. It is a composite of attitudes, knowledge, and skills. Students are required to use

knowledge from nursing, biological and social sciences, and humanities as a basis for nursing practice. Nurse educators expect the student to learn and apply critical thinking skills. Students need to be able to arrive at decisions to facilitate health that are specific to the unique circumstances of each client. Nursing process is the critical thinking framework used for systematic, client-centered, outcome-oriented methods of nursing practice.

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

3. Caring

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

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

4. Diversity/Culture

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

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

Nursing Faculty are challenged to help students recognize personal values and biases to broaden students' perspectives of diversity and to help students develop cultural sensitivity.

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

5. Communication

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

Effective interpersonal communication involves the ability to interact with nurse colleagues and other members of the healthcare team in a positive, respectful manner. Students learn the processes which

foster open communication, conflict resolution, and proper delegation. They also learn the importance of (and techniques for) clear, accurate, and timely written and verbal communication.

6. Learning-Teaching

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

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

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

7. Accountability

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

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

8. Management/Leadership

Management and leadership are essential elements of nursing practice. Nurses function as vital members of the health care team and are responsible for the management of client care. Management in nursing occurs at all levels of practice and involves coordination of care, fiscal responsibility, resource utilization, and participation

as a member of the organization. Registered nurses must also have the knowledge and skills to make decisions regarding prioritization, delegation, conflict management, and evaluation. Faculty facilitate the acquisition of the cognitive, technical, interpersonal, and ethical/legal skills that graduates need to become effective managers of care.

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

Curriculum Progression Plan Prior to Fall 2019 Start

Prerequisites:

		Prerequisite	Credit Hours
	Current certification as a CNA OR AHS 114 or equivalent within the last two years		
MAT 152	College Algebra OR	MAT 122 OR placement	
MAT 142	Concepts in College Mathematics	MAT 092 OR placement	3
ENG 101	College Composition I	ENG 100 OR placement	3
BIO 156	Human Biology for Allied Health OR		
BIO 181	General Biology		4
BIO 201	Anatomy & Physiology I	BIO 156 OR BIO 181	4
	Critical Thinking (Any approved course from Critical Thinking General Education Courses - see 2018 - 2019 Catalog.)		3
Total Pre-Requirement Credits			17
Semester 1			
BIO 202 *	Anatomy & Physiology II	BIO 201	4
NSG 131	Foundations in Nursing I	Admission to nursing program	8
NTR 135 *	Human Nutrition		3
Total Semester Credits			15
Semester 2			
NSG 132	Foundations in Nursing II	NSG 131	9
NSG 210	Pharmacology and Nursing Practice	NSG 131, BIO 201 & BIO 202	3
PSY 245 *	Human Growth & Development		3
ENG 102 *	College Composition II	ENG 101 OR consent	3
Total Semester Credits			18

		Prerequisite	Credit Hours
Semester 3			
BIO 205 *	Microbiology	BIO 100 OR BIO 156 OR BIO 181	4
NSG 231	Concepts in Nursing III	NSG 132 OR consent	7
NSG 233	Perinatal and Women's Health Nursing	NSG 132 OR consent	2
Total Semester Credits			13
Semester 4			
NSG 232	Concepts in Nursing IV	NSG 231 OR consent	5
NSG 234	Psychiatric/Mental Health Nursing	NSG 231 OR consent	3
NSG 235	Nursing Management and Leadership	NSG 231 OR consent	2
Total Semester Credits			10

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

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

Nursing Program Student Success Rates

The NCLEX data and job placement data is located on the nursing webpage at www.yc.edu/nursing by clicking on the link labeled Success Rates under “Nursing 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 Centers provide for workshops on career exploration, personal concerns and academic problems.
- b. Special Services-free tutors, peer counselors, personality inventories.
- c. Learning Center- free services for math, spelling, vocabulary, test taking, and study skills.

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

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 conferences and patient teaching situations. It is the student's responsibility to attend all classes, clinical conferences and patient teaching situations. Only students enrolled in nursing courses may attend classes or be present in the skills and multimedia labs. No family members, friends, children, pets, etc. are permitted in Clinical Learning Center or clinical practicum areas; this includes study sessions after hours and on weekends.

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 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 skills taught in 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 onsite 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.
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 clinical instructor in advance of the clinical hours. Any absence can jeopardize successful achievement of course competencies.
12. The nursing program does not routinely provide “make-up” clinical hours.
13. Appropriate documentation is required for any and all absences from enrolled courses.

14. Any absence for any reason in didactic courses will result in the student meeting with the course instructor and the Nursing Program Director to establish a plan for continuation in the Nursing Program.
15. Students may not give any gifts to patients/clients or accept gifts from patients/clients or their families.

Special Circumstances: All requests for an excused absence are to be sent directly to the course instructor. The course instructor has sole discretion as to whether an absence may or may not be excused and will be determined on a case by case basis depending upon circumstances and documentation provided. Prior arrangements must be made with the course instructor for makeup work. If an absence is prolonged and too much content is missed an incomplete may be given.

ATI Integration

ATI Nursing Educational Resources are used throughout the Nursing Program, in every semester and is 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 2019-2020 Course Syllabus for reference.

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

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. 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

It is the responsibility of the student with accommodations to notify classroom and clinical faculty of the accommodation plan. Services are available on both campuses to assist students. Resource: Prescott: 928 -776-2085.

Students are expected to participate fully in activities required by the program. See the Essential Skills and Functional Abilities for Nursing Students. 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, he/she may be given an incomplete or be withdrawn. Should the student require any type of special accommodation, the student must notify the Disability Services and Resources (DSR) Office. The DSR office should be contacted by the student before the first class meeting.

Special accommodations for testing will be given only with appropriate documentation. Official documentation for accommodation for, but not limited to additional time, alternative environments, or reference materials.

Title IX Pregnancy

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 Nursing Program Director 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 or 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.
4. The student will be asked to provide a copy of the specific restrictions or accommodations recommended by her treating health care provider to the Accommodation Representative and/or instructor.
5. A health care provider release is required for the student to return to clinical or lab post-delivery.

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;
4. A modification in the sequence or order of the scheduled courses during the pregnancy period.

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. 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 and clinical application 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.

Nursing Skills Lab

Faculty provide lab support hours for students Mon-Thurs and by appointment. Students have multiple opportunities to practice skills prior to check offs. The lab is also a space where students can practice Dosage Calculation equations, pharmacology, etc., and study quietly in small groups.

The nursing skills lab is open to students Monday through Friday. Scheduled lab hours are posted on the door for students to reference and may be subject to change; any changes are updated and reposted for student review.

POLICY

I. POLICY STATEMENT

The Yavapai College (YC) nursing faculty incorporates standardized protocols for the administration of all exams and remediation processes in the respective courses. These standardized protocols serve as an aid to students and faculty to promote integrity and honesty with the administration of exams.

II. PROCEDURE

Quiz and Examination Expectations

1. Students taking quizzes and examinations are expected to adhere to the standards of academic integrity according to the Nursing Program Student Handbook and the Yavapai College Student Code of Conduct, 2019-2020, under Academic & Classroom Misconduct.
2. Students are expected to take their exams on the scheduled dates as posted in the syllabus or on the education management system (i.e. Canvas).
3. Students must be seated and have their computer turned on and be ready to begin testing at the scheduled time.
4. Any student arriving late must notify the instructor of record. No late entries will be permitted once the exam is in progress. The student is required to reschedule the exam within 48 hours and will incur a 5% deduction in their overall exam score.
5. If there is an emergency situation, students must notify their instructor of the absence at least one hour prior to the scheduled start of the exam.
6. If the instructor is notified of an unexpected absence due to an emergency situation, the student will receive a 5% deduction in their overall exam score and must complete a make-up exam within 48 hours.
7. If the instructor is not notified of an absence for a scheduled exam, the student will receive a 10% deduction in their overall exam score and must complete a make-up exam within 48 hours.
8. The instructor may require written documentation of an illness by a health-care provider or other relevant documentation.
9. If the student has a planned absence for personal reasons (i.e. life-changing events, court dates), the student must notify the instructor as soon as possible and provide necessary documentation (i.e. notice of non-refundable venue, summons to appear in court) to verify the absence to avoid receiving a 5% deduction in their overall exam score. The student must complete a make-up exam within 48 hours.
10. Missed course quizzes will result in a zero score/grade.
11. Missed dosage calculation competencies will result in a zero score for that scheduled examination attempt; maximum of three attempts are allowed.

A. Exam Administration Protocol

- a. Exams are given by computer-based testing through the course management system or standardized testing and students will use a computer-based calculator as needed.
- b. As a guideline, 1.5 minutes is scheduled per multiple choice questions. Multiple step mathematical computation (dosage calculation) questions may be given up to three minutes.
 1. National Council for State Boards of Nursing (NCSBN) allows 1.36 minutes for multiple-choice questions.
 2. ATI allows 1.5 minutes per question for standardized assessments.
- c. One question will be shown at a time and the questions will be locked after answering to mimic NCLEX style testing environment.
- d. Exams are administered in a quiet environment.
- e. No food or drinks will be allowed at the computer.
- f. It is recommended that the student leave personal items/valuables secured in their vehicles or in the regular classroom before entering the computer testing area.
- g. Students are required to leave hats, scarves, gloves, and coats outside of the testing room or at the back/side of the classroom.
- h. Students may be permitted to wear ear plugs only. Headphones are not allowed.
- i. All cell phones, or other internet enabled devices are prohibited from being worn, used or accessed during the exam period. If a student is discovered to be in possession of or using an unauthorized device the student will be asked to leave the testing area immediately and the student will receive a zero for the exam.
- j. If evidence of cheating or witnessed cheating occurs, the student will receive a zero for the exam and be subject to disciplinary action per the Student Handbook and Yavapai College Student Code of Conduct and may be dismissed from the nursing program.
- k. The student may have a pencil and/or pen. Scratch paper will be provided immediately prior to start of exam; all scratch paper must be turned in to the instructor/proctor at the end of the exam.
- l. Once the exam begins, students are prohibited from having study materials or notes at their desk.

- m. No students may leave the room without permission from the proctor.
- n. Students are encouraged to use the restroom prior to the examination. If permission to use the restroom is granted (during longer examinations), one student may leave the room at a time.
- o. Once an exam is completed, the student MUST leave the classroom and may not reenter for any reason until all students have completed the exam to minimize noise and disruptions to those students still testing.
- p. Yavapai College is committed to providing educational support services to students who have a documented need for an accommodation. It is the responsibility of the student to notify classroom and clinical faculty of the accommodation. Services are available on both campuses to assist students who have a documented need for testing accommodation. Testing Center resource information: Prescott: 928 -776-2085; Verde 928-634-6550.
- q. Any violations of testing protocols result in disciplinary actions.

B. Exam Review Protocol

- 1. Faculty supervise all exam reviews.
- 2. Exam review takes place after the completion of each exam. Students are allowed to see their exam responses on the computer (incorrect questions will be marked in student feedback) only once after each attempt.
- 3. During review students may not take notes, have phones, cameras or recording equipment when reviewing exams. No books or papers are permitted. Students may not copy any exam question or have additional computer screens open during the review.
- 4. If additional review is required, a maximum time block of thirty (30) minutes per student, per scheduled appointment with the instructor, is allowed for review of test questions that were answered incorrectly.

C. Exam Inquiry Form

- 1. Students do not engage in verbal debate with faculty regarding any test item and conduct themselves in a civil manner in accordance with the nursing program student handbook.
- 2. Students are provided the opportunity to make an inquiry on any exam question.
 - a. An Exam Inquiry Form must be completed and submitted to the instructor within 3 days of completing the exam.
 - b. If the inquiry is not submitted within the designated time frame or does not contain all required information, the inquiry will not be considered.

- c. The rationale for why the keyed answer is not correct must be provided as well as rationale for what the student believes to be the correct answer. A minimum of two published references (including page numbers) to support the inquiry.
- d. One Exam Inquiry Form is completed per question.
- e. References must be current (published within the last 5 years).
- f. The Inquiry Forms are reviewed by faculty and decisions are rendered within 5-7 days.

D. Dosage Calculation Competency Protocol

1. A dosage calculation competency must be successfully completed each semester. A passing score for the competency is 95%.
2. All dosage calculation competencies will consist of 20 conversion and/or word problems. The questions will be presented in a consistent format. Correct answers will be consistent with actual dosage recommendations for the specific drug in question.
3. Students will be allowed 60 minutes to complete the competency using their own personal basic calculator. All scratch paper must include the student's name and be turned in to the instructor at the conclusion of the exam.
4. A maximum of three (3) attempts are allowed to meet the competency each semester. Failure to demonstrate competency will result in a failing grade for the course.
5. Each repeat attempt to complete the dosage calculation competency must be scheduled a minimum of 24 hours apart.
6. The dosage calculation competency test is given each semester for all four semesters. Students are to review the course syllabus and their course schedule provided by the faculty for scheduled dates.

Dosage calculation content will be appropriate to the level of the course:

- a. First and second semester: Simple problems will consist of: solving for one unknown (basic conversions, same unit, intravenous rate calculations), dosage by body weight, I&O calculations.
- b. Third and fourth semester: Complex problems will consist of: intravenous dosage titration calculations, dosage by body weight, solving for more than one unknown variable, complex I&O and story problems containing extraneous information.

Math rules comply with National Patient Safety Goals.

- c. A zero must be placed to the left of the decimal point in answers that are less than one. Example: .5 mg must be answered as 0.5 mg.
- d. No zero is placed to the right of the decimal point in answers that are whole numbers. Example: 5.0 mg must be answered as 5 mg.
- e. All answers must be labeled correctly. No label or an incorrect label makes the answer wrong.
- f. All answers must be rounded correctly. If the number is less than "5", round down; if the number is greater than or equal to "5", round up.
- g. Documentation of remediation must be completed after each unsuccessful attempt.

- h. i. If the first attempt is not successful, the student will complete and sign the Dosage Calculation Remediation form (Appendix B) prior to taking the second attempt.
- i. j. After the first unsuccessful attempt, students have the option to: self-remediate, utilize peers, tutors in the Testing Center, or seek an instructor's assistance.
- j. k. After the second unsuccessful attempt, students must remediate with a nursing faculty prior to the third attempt.
- k.

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

Students are not allowed to pass medications to patients in the clinical setting until successfully completing the dosage calculation competency.

Standardized Computer Testing

All students are required to complete the ATI assessment tests as scheduled. The specialty exams are comprehensive knowledge-based assessment tests that are administered each semester to the students enrolled in the nursing program. The purpose of these examinations is to provide the student with an understanding of where his/her knowledge strengths and areas for improvement in relation to focused content areas within the curriculum. Students are to review their course syllabus for information regarding testing and testing scores.

- 12. The NCLEX-RN exam uses a computer adaptive test (CAT) model. Faculty may offer quizzes or exams that require the use of the computer (i.e. course management systems, standardized testing, etc.) and mimic NCLEX style questions.
- 13. Standardized assessment exams are integrated into the curriculum and are offered each semester.
- 14. All students are required to complete the ATI comprehensive knowledge-based assessment tests that are administered each semester and are required to complete non-proctored practice exam.
- 15. The student must complete the non-proctored practice exam by the established deadline (according to course syllabus) in order to gain admission to the proctored examination session. If not completed on time, student will receive a 5% deduction in the earned score on the proctored exam.

Appeal Policy

1. For issues 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 Nursing Program Director.
 - c. If the concern is still not resolved, the Nursing Program Director will make the final decision.
2. For college issues not related to the Nursing Department, nursing students follow the Student Grievance review process in the college catalog.

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.
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 setting (for the purposes of recording lecture or learning sessions) without the prior approval of the Faculty teaching the session. Students failing to comply will be not be permitted to remain in the class, will need to meet with the Nursing Program Director 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 ITV classroom etiquette will be explained by your faculty at the beginning of each semester and will be included in course syllabi for easy reference.

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.

All students are expected to comply with the standards of professionalism whether in the classroom or clinical setting. Failure to comply with any of the following items or other policies in this Handbook may result in a conference with the Nursing Program Director. If the problem warrants immediate action, the Nursing Program Director 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 Behavior Examples

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

1. Habitually interrupting or undermining faculty instruction.
2. Disruptive behavior that disrupts the learning of other students in the classroom, clinical or lab.
3. Demeaning, belittling or harassing others including Nursing Program staff, instructors or any member of the nursing team.
4. Rumoring, gossiping about or damaging a classmate, 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 sites 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 an in the tone of the email.
7. Yelling or screaming at instructors, peers, clinical agency staff, or any nursing program staff, faculty or team member.
8. Consistently arriving late to 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 the 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 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 facilities 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.
24. Violating clinical site rules, regulations and instructions received by faculty or the clinical site representatives.

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

Conduct Policy

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](#) and [Rules of the State Board of Nursing](#)

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

Professional Boundaries

Students enrolled in a program of study in nursing 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 counselor at the college.
- 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, drugs which impair judgment, or illegal drugs while in the clinical setting.
5. Fraudulent or untruthful charting in a medical record.
6. Photographing clients or client records at any time.
7. Electronically recording, copying, or transferring patient and/or hospital data, charts and records.
8. Failure to pass Clinical Learning Center performance competencies.
9. Failure to maintain appropriate behaviors already demonstrated or learned, with consistency, while incorporating new skills and theory.
10. Failure to perform patient care safely may lead to immediate removal from clinical assignments with a grade of "U" at the discretion of the instructor.

11. 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.
12. 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 or removal from clinical due to behavioral issues.
13. A student may be dismissed and receive a failing grade in the course for violation of Standards of Professional Conduct.

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 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 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 lacks the education or competence to perform.
12. Removes drugs, supplies, equipment, or medical records from the clinical setting.
13. Abandonment: Leaves clinical agency or patient assignment without notification to the clinical instructor and nursing staff on assigned floor.

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 setting outside of the normal clinical/facility setting. This includes labs, simulation, or independent practice time. Invasive procedures include any procedure that penetrates the skin or is inserted into an orifice. Examples would be 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 Nursing Director 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, laboratories, 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 Nursing Director.
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.

The following are guidelines of the general academic and professional responsibilities that nursing students are encouraged to follow:

1. **Attentiveness** – Students are required to regularly attend class. Extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority within the nursing program. The student is consistently on time for lectures, labs, and clinical experiences and stays until the conclusion of presentations or activities. The student is alert and demonstrates attentiveness during the presentation.
2. **Demeanor** – The student has a positive, open attitude toward peers, instructors, and others during the course of healthcare studies. The student maintains a professional bearing and interpersonal relations. He/she functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.
3. **Maturity** – The student functions as a responsible, ethical, law-abiding adult.
4. **Cooperation** – The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, freely giving and accepting in the interchange of information.

5. Personal Appearance – The student’s personal hygiene and dress reflect the high standards of the nursing profession.
6. Moral and Ethical Standards – The student respects the rights and privacy of all other individuals and is knowledgeable and compliant with nursing code of ethics.
7. Academic Integrity – The student completes academic work honestly and in accordance with instructions. Plagiarism, unauthorized work sharing, use of unauthorized devices or reference materials, cheating or other failure to adhere to instructions for examinations or assignments is a violation of the nursing program professional standards.

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 Nursing Program Director, 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 site, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
4. Any verbal, non-verbal, and/or written actions which are deemed threatening, abusive, or bullying will not be tolerated and may result in removal from the course and/or program.
5. Other egregious acts as determined by the Nursing Program.

Nursing students engaging in this misconduct are subject to dismissal from nursing classes and disciplinary action as described in the Nursing Student Handbook and the Student Code of Conduct Handbook.

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 Nursing Program Director.
4. After gathering the necessary incident information the Nursing Program Director will determine next steps either toward the academic process or refer to Code of Conduct discipline process. If the matter is referred to the Code of Conduct discipline process, the student must confer with the instructor and Chief Judicial Officer or designee before being readmitted to class. If a resolution is not reached, the student may be removed permanently pursuant to disciplinary procedures outlined in the Yavapai College Code of Conduct.
5. Student may appeal the grade following the appeal procedures outlined in the Yavapai College General Catalog.

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 Nursing Program Director

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 Nursing Program Director

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

The Step Improvement Plan carries over from one semester to the next throughout the Program. Please see the back of the 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 settings and as requested by the nursing program unless setting 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 setting.
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 Yavapai College Program, 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 settings. Beards are to be clean, free of debris and no more than 1 inch in length. A beard cover may need to be worn in some specialty units; closely trimmed sideburns, and mustaches are permitted, but must meet facility policy for client safety. No hair adornments may be worn in the hair to the clinical/lab setting (i.e. artificial flowers, scarves, or jewels) unless approved due to cultural/religious reasons.
18. Makeup should be minimal.
19. No chewing tobacco or gum while in the nursing laboratory or in the clinical setting. Chewing tobacco is not allowed in class, laboratory, or clinical setting.
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 setting.
23. Students are to be in complete uniform for Nursing Skills Lab instruction.

Unacceptable Attire in the Clinical and/or Laboratory Setting: 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 and/or laboratory setting 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. In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom seat time is reduced. 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 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 setting.

- 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 hospital staff may ask to see what programs you are using at any time. Use of facility 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 sites: When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site 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](#)

HIGH FIDELITY SIMULATION

PURPOSE

To establish expectations of professionalism in behavior during high fidelity simulation (HFS) assignments as in other clinical assignments and settings.

To facilitate and guide learners as they develop decision-making and clinical reasoning skills through active learning.

RESPONSIBILITY

Student

1. Maintain professional integrity related to simulation.
2. Read and seek clarification of:
3. Yavapai College Nursing Student Handbook
4. Complete assigned coursework related to simulation (i.e. prebriefing activity).
5. Actively engage in the prebriefing and debriefing discussions as well as participate in the simulation experience.

6. Sign the Confidentiality and Videotaping Recording Agreement.
 7. Arrive on time and prepared for the clinical simulation activity.
 8. Complete an evaluation of the simulation experience.
-

POLICY

I. POLICY STATEMENT

The Yavapai College (YC) Nursing Program offers a high fidelity simulation (HFS) learning environment that provides clinical experiences in a simulated laboratory setting. The use of this teaching and learning methodology offers faculty-facilitated clinical experiences for students during all levels of the YC programs.

II. PROCEDURE

- A. Each learner participant has a signed Confidentiality Videotaping Recording Agreement on file for each academic semester. Adherence to the confidentiality agreement will be strictly enforced. Breach of confidentiality will result in initiation of the step process.
 - i. Non-participant observers are also required to sign a confidentiality agreement and adhere to the same standards of respect and professionalism.
- B. All simulation and debriefing sessions may be recorded by authorized personnel. Any recording or photos by students is prohibited.
- C. Students may be videotaped/filmed/photographed for use in print or electronic media for marketing/publicity by the nursing department and Yavapai College without compensation.
- D. Learner orientation to HFS and to necessary equipment is required prior to assigned participation.
- E. The student is expected to arrive on time. Must contact instructor if unable to attend/participate in the simulation experience.
- F. The student must come to simulation prepared with pre-briefing material completed and ready to be submitted (this is the student's "ticket to participate in simulation").
 - i. Preparation is required prior to scheduled simulation experience in efforts to promote optimal learning and preparation time.
- G. Clinical attire for students are required for participation in HFS. The student is expected to bring standard clinical equipment to simulation (e.g. stethoscope, watch, etc.).

- H. Disruptive students will be removed from the simulation experience.
- I. The use of cell phones is prohibited during simulation unless otherwise determined by the instructor or simulation personnel. No personal calls will be allowed.
- J. Students are expected to complete an evaluation of the simulation experiences within 24 hours of each simulation experience.

III. STANDARDS FOR STUDENT PERFORMANCE IN SIMULATION

- A. Be accountable for all previous knowledge and skills learned in the applicable YC nursing program.
- B. Maintain respect for self and others.
- C. Enjoy, engage, and participate in the process. Be open to role playing and new experiences.
- D. Expect to make mistakes and learn from them.
- E. Follow guidelines presented in orientation.
- F. Exhibit professional behaviors while interacting with patients, peers, and faculty.
- G. Follow established standards of care for nursing care (based on educational level).

Health Requirements, Immunizations, TB Screening, CPR Requirements

Health Requirements: Certain functional abilities are essential for the delivery of safe, effective nursing care. These abilities are essential in the sense that they constitute core components of nursing practice, and there is a high probability that negative consequences will result for patient/clients under the care of nurses who fail to demonstrate these abilities. A program preparing students for the practice of nursing must 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 Services to discuss the process of identifying reasonable accommodations. Students should seek accommodation advising as soon as possible so that a plan for accommodation can be in place at the beginning of the program. Applicants seeking admission to the Nursing Program who may have questions about the Technical

Standards and appropriate reasonable accommodations are invited to discuss their questions with the Office of Disability Services. Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of nursing practice for all students. Registration with Disability Services is required before any accommodation requests can be granted. Under no circumstances will any course requirements or technical standards be waived for any student.

Essential Skills and Functional Abilities for Nursing Students

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

Examples of relevant activities (nonexclusive):

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

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

Examples of relevant activities (nonexclusive):

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

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

Examples of relevant activities (nonexclusive):

- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

- d. **Tactile ability** sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.
Examples of relevant activities (nonexclusive):
- Detect changes in skin temperature
 - Detect unsafe temperature levels in heat-producing devices used in patient care
 - Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid
- e. **Strength and mobility** sufficient to perform patient care activities and emergency procedures
Examples of relevant activities (nonexclusive):
- Safely transfer patients in and out of bed. A standard guideline assigned to weight lifting capability is 50 pounds; however, students will encounter situations requiring them to lift and manipulate greater than 50 pounds.
 - Turn and position patients as needed to prevent complications due to bed rest
 - Hang intravenous bags at the appropriate level
 - Accurately read the volumes in body fluid collection devices hung below bed level
 - Perform cardiopulmonary resuscitation
- f. **Fine motor skills** sufficient to perform psychomotor skills integral to patient care
Examples of relevant activities (nonexclusive):
- Safely dispose of needles in sharps containers
 - Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
 - Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications
- g. **Physical endurance** sufficient to complete assigned periods of clinical practice and to function effectively under stress in acute health care situations.
- h. **Ability to speak, comprehend, read, and write English** at a level that meets the need for accurate, clear, and effective communication.
- i. **Emotional stability** to function effectively under stress, to work as a part of a team and to respond appropriately to supervision; to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities.
- j. **Cognitive ability** to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes
- k. **Other abilities** sufficient to demonstrate competencies such as ability to arrive to a clinical on a timely basis; to meet the demands for timely performance of duties; to meet organizational requirements to perform these duties in a professional and competent manner.

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 for students in the clinical 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.

Beginning Fall 2019, students who have upcoming expirations for TB and CPR that will occur during the semester, must renew the requirement prior to program 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 immunization was received, healthcare provider location and signature of healthcare provider giving the immunization as applicable.

- 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 in lifetime. 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. MMR documentation is submitted to Castle Branch upon conditional acceptance to the Nursing Program to verify compliance with this requirement.
- 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.

Students must submit varicella documentation to Castle Branch for compliance verification.

- c. **Hepatitis B:** Documented evidence of completed three-dose series or positive titer. Documentation is submitted to Castle Branch upon conditional acceptance to the

Program. If beginning a series, allow six months 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. This documentation is required upon conditional acceptance into the Nursing Program and must be submitted to Castle Branch.
- 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 and submit proof to Castle Branch each year.
- g. **BLS (Basic Life Support) certification** 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 (CPR & AED) certification through American Heart Association. 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 submit proof to Castle Branch.

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 and/or graduation. 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 Nursing Program Director.

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

Fingerprint Requirement

The Level I 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 [Fingerprint Clearance Card](#) to determine how to obtain or renew an Arizona Level One Fingerprint Clearance Card. A full copy of the card must be included in Castle Branch as a compliance document.

If there is a positive criminal history, the Level 1 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 I 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 during the time of Nursing Department meetings. Students have the opportunity to evaluate the nursing curriculum, texts, faculty, clinical placements, and other aspects of the program each semester. Graduates also have the opportunity to evaluate the program and the curriculum at intervals after graduation.

Yavapai College Campus and Nursing Department Activities

Nursing Advisory Council

Student representatives from each campus are invited as members of the Council and are encouraged to engage and contribute to conversations.

Student Nurses' Association

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

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

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

Role of the faculty advisor:

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

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 Nursing Program Director.

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 list prescription drugs they are currently taking.
- 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 receiving 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 setting 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 Nursing Program Faculty, Staff and Nursing Program Director.

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 the lead instructor, college Director 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.
- 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 Nursing Director 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 setting.

- 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 Nursing Director will make a decision regarding return to the clinical setting.
- If the results of the test(s) are positive for alcohol, illegal substances, or for non-prescribed legal substances, the Nursing Director will withdraw the student from all nursing courses. The results of the positive screening test except for alcohol or nicotine will be reported to the State Board of Nursing.

If a student refuses “for Cause” Testing:

- The instructor will remove the student from the clinical setting pending a full investigation.
- The instructor will arrange transportation service 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 Nursing Program Director 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: [World Health Organization Article](#)
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 Nursing Program Director.
 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.

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 Nursing Program Director 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. After consulting with the Admissions Committee, the Nursing Program Director 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 site.
5. After consulting with the Admissions Committee, the Nursing Program Director reserves the right to approve an admission or readmission for a student in good standing 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. The physician's release must be reviewed by the Admissions Committee and Program Director 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 following skills at a satisfactory level: Head to toe assessment, Foley catheter, IV start/IV fluid priming & manually calculate gtts/min., IM injection using Z track method and ventrogluteal site.
10. The clinical skills refresher check off will be scheduled at the campus where placement is assigned. The student is responsible for setting the check off appointment with the Nursing Program office. Appointments are available the week prior to semester beginning. Practice times prior to the check off may also be scheduled.
The check off is part of the remediation plan as applicable. 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 to be included in the student file.
11. Students requesting readmission must:
 - a. Meet with a Yavapai College academic advisor.
 - b. Complete remediation plan specific to student's need and reason for withdrawal as applicable. Remediation plan 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.
 - e. Student meets with Readmission Committee at set review date as applicable.
12. Students granted readmission must enroll at the next course offering. Readmission is on a seat available basis. No readmission is guaranteed.
13. Ties for students in equal standing will be determined first by GPA of course(s) the student withdrew from or failed, followed by the admissions matrix score (YC Nursing Program Selection Criteria), and course/clinical evaluations.

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. Cover letter outlining success plan for the semester the student is reapplying for
 3. Letter of recommendation from course instructor or clinical instructor stating the student's ability to be successful in the course(s) student is seeking readmission
 4. Completed copy of remediation plan with proof of current program compliance
 5. Completed Readmission Application Form dated and signed by academic advisor. A Readmission Application form is included within the Appendix section of this Handbook.
 6. Readmission Agreement signed and dated by student. A Readmission Agreement form is provided within the Appendix section of this Handbook.
 7. Receipt for \$50 Readmission fee (payable at college's cashier office or online at www.yc.edu/nursing)
 8. Submit complete application packet to the Nursing Department up to two business days after the course completes
 9. Meet with Readmission Committee as scheduled
- B. After review of the Application for Readmission materials, student meetings review, and enrollment availability data, the Admission Committee will meet with the Program Director to make final determinations.
- C. The student will receive notification of the readmission decision by Yavapai College Nursing Program Admissions Committee via the Nursing Program Director. Notification will be emailed to the student's YC Scholar email and a formal letter sent to the address on file.
- D. Students offered readmission must submit documentation to the Nursing Director that any recommendations or requirements made by the Readmission Committee have been satisfied.
- E. 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.
- F. Appeals to any of the above practices must be made to the Readmissions Committee whose decision will be final.
- G. Incomplete applications will not be processed. Please make copies of documents prior to submitting the application (we do not provide copy service).

READMISSION POLICY SPECIFIC TO NSG 232:

1. Any student who drops or does not pass the didactic portion of NSG 232 with a minimum grade of C must complete the entire NCLEX-RN Review Course offered by the Program prior to re-entry to NSG 232 (refer to course calendar dates). Documentation of 100% attendance and completion must be on record in the student file before re-applying and registering for NSG 232. Another NCLEX-RN Review will be substituted at the student's expense, and must be pre-approved by the Course Instructor and Nursing Program Director. At this time the only approved substitutes are Kaplan, HURST, the NCSBN Review Course, ATI Testing and/or The College Network NCLEX-RN Review courses. **Evidence of completion of the approved NCLEX-RN review course due to the Nursing Program Director before repeating NSG 232.**

Pinning Ceremony Attire

Students are required to wear Nursing Scrubs for the Pinning Ceremony, no exceptions. The nursing scrub color will be determined by the Nursing Program Director.

Pinning Ceremony

The Commitment to Nursing and 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 and Staff. Families, friends, and community supporters are invited to honor and celebrate with nursing students.

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 COUNTY COMMUNITY COLLEGE DISTRICT
NURSING PROGRAM

Faculty/Staff/Student Confidentiality Agreement

For Yavapai County Community College District Educational System Clinical Training

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

Health Care Program: _____

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

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

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

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

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

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may only be used or disclosed for 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 site's privacy policies and procedures, applicable law, or this confidentiality agreement, by me or a Yavapai College student or faculty member to the appropriate Yavapai College clinical coordinator or Nursing Program Director.

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

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

Signed: _____ Date: _____

Appendix B

STUDENT COPY

Yavapai County Community College District
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 COUNTY COMMUNITY COLLEGE DISTRICT
NURSING PROGRAM
VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY

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

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

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

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

HEALTH AND SAFETY: Student has been advised to consult with a medical doctor regarding Student's personal medical needs and immunizations. Student states that there are no health-related reasons or problems that preclude or restrict Student's participation in this Program. Student recognizes that Yavapai College is not obligated to attend to any of my medical or medication needs, and Student assumes all risk and responsibility therefore. In case of a medical emergency occurring during Student's participation in this Program, Student authorizes, in advance, a representative of Yavapai College to secure whatever treatment is necessary, including the administration of anesthetic and surgery. Yavapai College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding Student's health and safety. Student agrees to pay all expenses relating thereto and releases Yavapai College from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, Student hereby knowingly assumes all risks inherent in this activity and connected activities. Student agrees to release, indemnify, and defend Yavapai College and their officials, officers, employees, agents, and volunteers from and against any and all claims, of whatsoever kind or nature, which Student, Student's parents or legal guardian or any other person may have for any losses, damages or injuries arising out of, or in connection with, Student's participation in this Program.

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

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

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

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

Signature of Program Participant

Date

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 Nursing Program Director.

Yavapai College Student

Date

Yavapai College Faculty/Instructor

Date

Yavapai College Nursing Program Director

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 2020) _____

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 2019)? :

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

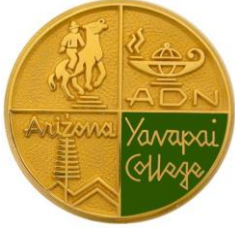
If applicable, list other colleges from which you are transferring courses and course completion dates. Transfer credits MUST be evaluated for equivalency by Yavapai College.

ADVISOR SIGNATURE: _____ DATE: _____

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

Mail to: Yavapai College Nursing Department	Phone:	928-776-2247
1100 East Sheldon Street, YC Box	Toll Free:	1-800-922-6787, ext.
6017		2247
Prescott, AZ 86301	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 Nursing Program Director 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

Appendix F

STUDENT COPY

Handbook Statement/Signature

I, _____, acknowledge receipt of the 2019- 2020 Nursing Program Student Handbook. I am fully aware of the implications of its contents for the completion of my goals in the Nursing Program and agree to follow and comply with its provisions at all times during my enrollment in the Yavapai College Nursing Program.

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

Signature: _____

Date: _____