

Nursing Assistant Student Guide



Nursing Assistant Certificate

Table of Contents

Introduction	4
Program Information	5
Program Purpose.....	5
Program Description.....	5
Student Rights and Responsibilities	5
Fees and Financial Aid	5
Professional Standards/Guidelines	5
Arizona State Board of Nursing: Board Powers.....	5
Code of Conduct.....	5
Harassment or Intimidation	6
Confidentiality Statement	6
Grievance Procedure	7
Academic Preparation and Requirements	7
Class, Lab, and Clinical Preparation	7
Attendance	7
<i>Lecture and Lab</i>	7
<i>Clinical</i>	8
<i>Tardiness</i>	8
<i>Early Departure</i>	8
Withdrawals	8
Advanced Placement.....	8
Electronic Devices.....	8
Classroom Testing Guidelines	8
Grading.....	9
<i>Classroom</i>	9
<i>Lab</i>	9
<i>Clinical</i>	9
<i>Workbook</i>	9
<i>Grade Distribution</i>	9
<i>Remediation</i>	9
Personal Appearance Code	10
Health and Safety Requirements	11
TB Screening.....	11
Drug Testing Requirement	12
Vaccinations	12
Fingerprint Clearance Card.....	12
CPR Certification.....	12
Drug and Alcohol Procedure	12
Clinical Injury or Exposure to Infectious Materials	16
Student Pregnancy	16
Technical Standards Policy and Procedure	17
Certification Application Process	18
Student Records	19
Class Cohort Records	19
Program Records	19
Nursing Assistant Student Guide-Receipt	21

1

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INTRODUCTION

It is a pleasure to welcome you to the nursing assistant program at Arizona Western College. You have selected a certificate program that offers many rewards, challenges, and opportunities. Students entering the nursing assistant program must be highly motivated, mature, and focused. The Nursing Assistant Program Coordinator, Faculty, and Support Staff wish you success as you begin your nursing education. The Nursing Assistant Student Guide has been developed to provide you with specific policies, procedures, and regulations set forth by the nursing assistant department, clinical facilities, and/or other regulating agencies associated with the educational program.

Certain program policies prevail over other institutional policies to assure compliance with standards of practice established by the State of Arizona Board of Nursing.

The nursing assistant department reserves the right to make modifications, additions, or deletions to the Nursing Assistant Student Guide. You will be notified of any changes.

Information found on the AWC nursing department website will take precedence.

You are responsible for becoming acquainted with the Arizona Western College catalog and the AWC Nursing Assistant Student Guide as well as general college policies.

PROGRAM INFORMATION

A. Program Purpose:

Graduates will demonstrate basic knowledge as required of beginning nursing assistant practitioners.

B. Program Description:

1. This course prepares the learner for taking the state examination to become a certified or licensed nursing assistant. The Arizona State Board of Nursing (AZBN) requires evidence of citizenship or nationality for state certification or licensure. Fingerprints are needed to obtain licensure.
2. Students take ownership of their learning, and faculty members facilitate through a commitment to provide learning activities to meet the needs of a diverse student population, both traditional and non-traditional.

STUDENT RIGHTS and RESPONSIBILITIES

The nursing assistant program adheres to the AWC Policies and Procedures, which are available in the AWC Student Handbook and Activity Planner and on the AWC website at www.azwestern.edu.

FEES and FINANCIAL AID

College and program fees are found in the AWC Course Catalog and Schedule of Classes found at www.azwestern.edu. Financial Aid information is also found on the AWC website at <http://www.azwestern.edu/enrollment/financial-aid>. If you have any questions about financial aid, contact the financial aid office by calling 928-344-7634.

PROFESSIONAL STANDARDS/GUIDELINES

A. Arizona State Board of Nursing: Board Powers

1. **Certification:** The Arizona State Board of Nursing will not certify any applicant who has one or more felony convictions and who has not received an absolute discharge from the sentences for all felony convictions three or more years before filing an application A.R.S. § 32-1646.
2. **Other Criminal Offenses:** The Board investigates all positive fingerprint results and determines if the applicant for Licensed Nursing Assistant (LNA) is or may be a threat to the health, safety, or welfare of the public. Persons with a positive fingerprint result may be denied a certificate or license if the report indicates unprofessional conduct.
3. If there is any question about eligibility for licensure, contact the Arizona State Board of Nursing at www.azbn.gov.

B. Code of Conduct

Nursing assistant students are subject to the general disciplinary rules of the college and

clinical facilities. Honesty is an expected quality of any person. Students will demonstrate respect for all persons in words and actions. The following behaviors are examples of the kind of conduct which may result in the dismissal of a student from the nursing program (this list is not all-inclusive):

1. Falsification of information in any classroom or clinical setting.
2. Students involved in cheating of any kind will receive a zero (0) for the assignment **and** be subject to dismissal from the nursing assistant program. The student will **not** be eligible for readmission.
3. Any breach in test security may result in dismissal from the nursing program. Breaches include but are not limited to providing test information to students who have not tested, attempting to view another student's test form, and attempting to bring notes, photos, or other information relevant to the test into the testing area.
4. Taking supplies or equipment from the college or health agency without the permission of the instructor.
5. Plagiarism - the act of stealing or passing off (thoughts or words of another) as one's own: use (a created production) without crediting the source (Merriam- Webster Online Dictionary, 2014).

C. Harassment or Intimidation—AWC Student Code of Conduct

1. Procedure for reporting:

- a. Any individual who reasonably believes they are the subject of or witness to harassing or intimidating behavior where a ***student is the aggressor*** should report the behavior directly to the Campus Life Office. The electronic form for incident reporting is available on the AWC Campus Life website at <http://www.azwestern.edu/student-life>.
 - b. Any individual who reasonably believes they are the subject of or witness to harassing or intimidating behavior where ***faculty, administrative personnel or a clinical affiliate*** are the aggressor should report the behavior following the AWC Student Grievance Procedure 551.1.
2. Conviction of a felony is cause for dismissal from the program.

D. Confidentiality Statement

Purpose: The confidentiality statement is required in order to ensure adherence to the confidentiality policy and procedures of the contracted clinical affiliates.

1. Maintain client confidentiality at all times. No discussions regarding residents/patients shall be acceptable outside the classroom or clinical settings. In these areas, all discussions related to residents/patients must take place in a location where uninvolved parties cannot overhear the conversation. In clinical conferences and classroom references, the residents/patients shall be referred to by initials only.
2. Any identifiable patient information must not be removed from the healthcare facility. Identifiable patient information includes copies of any health care records with or without patient demographic data. Healthcare records are the property of the healthcare facility.
3. If the student commits a violation of confidentiality, a grade of "F" may be given for the course, followed by immediate dismissal from the program. The student may be ineligible for readmission. A second breach of confidentiality, at any time during the course of the student's enrollment in the AWC Nursing Assistant

Program will result in dismissal from the program

E. Grievance Procedure

If a student should want to pursue a complaint, the chain of command is as follows:

1. First, discuss the problem with the nursing instructor involved. If it is a clinical issue, the student must speak with the assigned clinical associate.
2. If the issue cannot be resolved with the instructor/clinical associate, the student may go to the Program Coordinator and present the issue.
3. If the issue cannot be resolved with the Program Coordinator, the student may visit with the Director of Allied Health to present the issue.
4. If the issue remains unresolved at the Director's level, the student may make an appointment to speak to the Dean of Healthcare.

The rules and guidelines in the AWC Student Code of Conduct must be followed if a formal grievance is initiated. A Nursing Department Petition for Instructional Issues is available as a download online at <http://www.azwestern.edu/nursing>.

F. Student Illness/Other Health Limitations Procedure

Student illness and other health limitations will be dealt with according to the College Student Code of Conduct for the protection of students, college employees, other persons, and themselves:

1. Students will use good judgment when illness occurs:
 - a. Students with a fever and/or symptoms of infectious disease will **NOT** report to the lecture, lab, or clinical setting. A student must be free of fever without the use of antipyretics for a period of 24 hours before returning to lecture, lab, or clinical.
 - b. A student may be dismissed from the lecture, lab, or clinical setting if the nursing faculty or clinical instructor determines the student poses a safety risk to themselves or others, including patients.
 - c. Dismissal from the lecture, lab, or clinical setting will be recorded as an absence and will follow the policy of attendance for whichever setting it occurs.

ACADEMIC PREPARATION AND REQUIREMENTS

A. Class, Lab, and Clinical Preparation

1. General guidelines are to allow at least two hours of study for each hour of class that you have per week.
2. One hour of study for each hour of lab per week.
3. One hour of skills practice for each hour of clinical per week.
4. Students are expected to be prepared for their clinical experience in order to give safe patient care.

B. Attendance

1. Students are expected to attend every session of the class in which they are enrolled. Class attendance is especially important to academic success at the college level. It is particularly true for laboratory and activity classes since a substantial portion of their course content can be learned only by class participation.
2. Students are expected to notify instructors prior to any absence (classroom, lab, or clinical).
3. The AZBN requires each student to have a minimum of 120 hours of instruction in order to receive a certificate of completion from the program.
4. **Lecture and Lab:**
 - a. Students are responsible for classroom material presented on any given day of absence.
 - i. Students shall submit summaries of material presented in the classroom and lab within one week of the absence.

- b. Students are responsible for ensuring the instructor properly annotates his/her Skills Checklist.

5. Clinical:

- a. Students are expected to attend all clinical experiences. Any absence from clinical must be discussed with the instructor prior to the absence for determination of follow-up action.
 - i. Students are responsible for planning with the instructor to make up clinical hours over 8 hours prior to the end of the course.

- b. **Students are not allowed to perform designated skills in a clinical setting without initiated skills being demonstrated in the lab.**

6. Tardiness:

- a. A 'Tardy' will be recorded on the attendance roster if a student is not present at the time indicated on the course schedule or time designated by the instructor

7. Early Departure:

- a. It is an expectation that students attend the entire class, lab, or clinical time.

C. Withdrawals

The program adheres to the AWC Withdrawals Policy and Procedure, which may be found in the AWC Catalog.

D. Advanced Placement

The program does not offer an advanced placement option at this time.

E. Electronic Devices

Electronic devices (including, but not limited to, cell phones, tablets, and recorders) should be in silent or off position during class and lab except for break times. **No** electronic devices are allowed in the clinical setting.

1. If a student commits a violation of electronic devices, the violation will be treated as a violation of confidentiality (Please see confidentiality statement above).

F. Dismissal from the program

Students may be dismissed from the program for the following reasons:

1. Academic dishonesty
2. Violation of the Arizona Western College Student Code of Conduct.
3. Violation of HIPPA regulations to include photography in a resident care area.
4. Missing 6 hours or more of class or lab for any reason.
5. Missing 8 hours or more of clinical for any reason.
6. Conviction of a felony while enrolled in the program.

G. Classroom Testing Guidelines

1. Students are expected to take all examinations on the designated day and time.
 - a. No extra time will be allotted to students who arrive late.
 - b. In the event of unforeseen circumstances, which prevent a student from attending an exam, the instructor **MUST** be notified **PRIOR** to the administration of the exam.
 - c. Students who miss an examination **MUST** make up the exam prior to the next scheduled exam.
 - i. If the exam is not made up in the specified time frame, the student will receive a grade of zero (0) for the exam.
 - ii. Students may be expected to take a different exam over the same material.
2. For Online Testing and Paper Testing, students must:
 - a. Be in complete uniform.
 - b. Have cell phone off or in airplane mode.
 - c. Place all study materials and bags against the wall.

H. Grading

1. Classroom

- a. Exams are given weekly.
- b. There are 2 comprehensive exams (Midterm and Final).
- c. A student must achieve:
 - i. An average of 75% or greater on weekly exams,
 - ii. **AND** a minimum grade of 80% or greater on the final exam.
- d. A student who has less than a 75% average exam grade is **NOT** eligible to take the final exam.
 - i. The student will receive an F as a final grade.
- e. A student who does not achieve 80% or greater on the final exam will receive an F for the course, regardless of their average course grade. Students will have an opportunity to remediate and re-test if they choose to do so.

2. Lab

- a. Students must achieve 80% or greater on each skill tested during final skills exams without running out of time per D&S State testing guidelines (if time runs out, the resulting grade will be a '0' zero).
 - i. Final: 3 to 4 skills within 35 minutes
- b. A student who does not achieve 80% or greater on each final skill evaluation will receive an F for the course, regardless of their average course grade. Students will have the opportunity to remediate and re-test if they choose to do so

3. Clinical

- a. Students must meet all course competencies as documented on the Skills Checklist.
 - i. A student who fails to meet all clinical competencies will receive a grade of "F" for the course.
- b. A student may be removed from a clinical experience for unsafe practice or failing to report a resident care incident, as determined by the clinical associate.
 - i. Such action is grounds for failure in the course with a grade of "F."

4. Workbook

- a. The workbook assignments will be due according to the schedule of the Professor for the particular section. Please refer to 'Schedule and Reading Assignments' in Canvas for submission due dates.
- b. The workbook must be new. Assignments from used workbooks that have been erased will not be accepted and will be considered academic dishonesty.

5. Grade Distribution

- | | |
|--------------------------|-----------|
| a. Semester Test Average | 20% |
| b. Final Exam Grade | 20% |
| c. Final Skills Exam | 30% |
| d. Workbook Average | 20% |
| e. Course Points | 05% |
| f. Discussion Questions | 05% |
| g. Clinical | Pass/Fail |

Remediation

Students will be given the opportunity to remediate if minimum scores on the final knowledge exam and or final skills evaluation are not met. In order to qualify for remediation, students must have turned in all assignments. Remediation will be based on each student's needs. Remediation is voluntary.

PERSONAL APPEARANCE CODE

Guidelines for students when functioning in the classroom, laboratory, and clinical setting include the following:

1. Being meticulous regarding personal hygiene:
 - a. AWC-approved uniform, clean, neat, and pressed (free of wrinkles).
 - b. Hair and skin clean.
 - c. Nails short and clean, no polish, and no artificial nails.
 - d. No strong scent (including, but not limited to, deodorants, lotion, perfume, and cologne). Your instructor is highly sensitive and will ask you to leave class if the scents are too strong.
 - e. Good oral hygiene.
 - f. Hair arranged neatly and securely under control, away from the face. Must be up in a ponytail in the lab and a bun when in clinical
 - g. Beards neatly trimmed, remaining face/neck area clean shaved.
2. Jewelry and body art:
 - a. Jewelry should be reasonably plain, not long, and dangling. It must not present a safety hazard to patients or other personnel.
 - b. Visible body piercing decoration, i.e., nose, earrings, or tongue rings that may inhibit staff or patient safety, may not be worn on duty. Pierced earrings are acceptable but must appear professional. A small nose stud or jeweled piercing is acceptable. Ear gauges should not be worn when on duty. Flesh-colored plugs may be substituted; gauges should not exceed 1 " in diameter.
 - c. Body Art should be limited in body coverage and may not include: violence, obscene language, hate, or graphics (nudity and profanity) nor have gang affiliations.
3. No gum chewing
4. No smoking during clinical hours
5. Nursing assistant student uniform:
 - a. Properly fitting wine-colored scrubs.
 - b. Clothing must be of appropriate material and fit appropriately.
 - c. Appropriate undergarments of discreet color under a uniform top.
 - d. Scrub skirts or dresses must be 1 inch below the knee.
 - e. Tights/hose for students wearing scrub dresses, socks for students wearing pants.
 - f. Scrub pants must cover the ankle and be above the shoe sole.
 - g. Shoes must be non-skid and closed-toed. Clogs with heel straps are allowed (material must be easy to clean and maintain).
 - h. School patch must be worn on uniform at all times; it must be sewn on the left sleeve 1 inch below the shoulder seam (Patches must be purchased at Mother and Daughters Embroidery).
 - i. Watch with a second hand on it (No cell phones).
 - j. Approved AWC nametag is provided and **MUST** be **worn at all times**.
 - k. A gait belt (transfer belt) is **required** and considered part of the uniform.
6. Stethoscopes and blood pressure are **required** but not considered part of the uniform.

*****If the professional appearance code is NOT met and unable to be corrected on-site, the student may be sent home and counted absent for the day.*****

HEALTH and SAFETY REQUIREMENTS

The following items listed below **must be completed, and the documentation must be on file with the AWC Nursing Assistant Program Coordinator prior to the published due date** unless they are marked as optional. *A student who has not met these requirements by the published due date will be dropped from the program.*

1. TB Screening:

- a. Documentation of a baseline two-step TB test (2 tests done 1-3 weeks apart) OR 2 tests within the last 12 months (the 1st step must be dated within the past year from the start of the semester, and the 2nd step must be within 9 months from the start of the semester) must be provided.
- b. TB tests may only be signed off by one of the following: Registered Nurse (RN), Nurse Practitioner (NP), Physician Assistant (PA), or Physician (MD) or (DO).
- c. Documentation must be on the provided AWC Nursing Assistant Program TB Surveillance form.
- d. Students with a history of positive skin tests must provide
 - i. Chest x-ray radiologist results excluding a diagnosis of TB disease, within 12 months of the start of the semester.
 - ii. Completed TB symptoms questionnaire dated within 3 months of the start of the semester.

2. Drug Testing Requirement:

- a. Applicants to the College's Nursing Assistant Program (the "Program") are required to submit to a urine drug screening. The Program's clinical affiliates require this drug screening. These affiliates require AWC nursing assistant students to obtain the same type of drug testing as they require of their own employees who work in a clinical setting.
- b. The required drug screening is the applicant's responsibility and is initiated online at <http://www.castlebranch.com>. The required urine sample must be provided in the manner directed by castlebranch.com not more than **60** days prior to the start of the semester.
- c. If a urine sample tests positive, it will be sent to a Medical Review Officer (MRO) contracted by castlebranch.com. The MRO will contact the applicant/student to discuss the positive result and elicit any prescription drug usage or other relevant information that could impact the test result. The MRO will then make a final determination concerning the test result and will convey such determination to the College's Nursing Assistant Program Coordinator.
- d. An applicant/student who receives a positive drug screen reported by the MRO will temporarily be excluded from nursing classes pending a final administrative determination. If the determination is that the applicant/student (a) Tested positive as the result of the use of an illegal substance or a non-prescribed legal substance, or (b) for any other reason poses an unreasonable risk to the health and safety of others in a clinical setting, the applicant/student will not be permitted to continue in the Program.
- e. An applicant/student may not submit previous drug screen results obtained at the request of a person or agency other than the AWC Department of Nursing.
- f. An applicant/student excluded from the Program pursuant to the above process may appeal the decision to the Vice President for Student Services.

3. Vaccines

The Nursing Assistant Community Partners require either proof or declination of the following:

- a. Influenza vaccination or declination: required (Oct – April)
- b. Covid vaccine or medical waiver: required
- c. Two MMR vaccines or titer: required
- d. Varicella or titer or declination: required
- e. Hepatitis B vaccine or declination: required

A fingerprint clearance card and CPR certification are required to apply.

4. Fingerprint Clearance Card

- a. Fingerprint clearance is required for applying to the Nursing Assistant Program in order to comply with clinical facility corporate requirements.
- b. Students that are in possession of a State of Arizona DPS Fingerprint card will be required to submit a copy and may be required to present the original to the College's Nursing Assistant Department. Validity will be verified with DPS before the student is allowed to enter the program. Fingerprint Clearance Cards must remain current/valid throughout the student's enrollment in the program.
- c. A fingerprint card may be applied for by visiting the DPS website: <https://arizona.fieldprint.com/User/SignIn?ReturnUrl=%2f>
- d. Certification/Licensure Requirement: Fingerprints are required for Licensed Nursing Assistants (LNA) only. Certified Nursing Assistants (CNAs) do not require fingerprints for certification.

5. CPR Certification:

All nursing assistant students are required to hold a Health Care Provider Basic Life Support certification. The card must state HealthCare Provider- American Heart Association. (Documentation is required in order to apply and must remain valid throughout the course.)

The student is responsible for the costs of these health & safety requirements.

Drug and Alcohol Procedure

Purpose and Scope: All students participating in the AWC Nursing Assistant Program are required to provide safe, effective, and supportive patient care. This Nursing Assistant Program Drug and Alcohol Procedure ("this Procedure" or "the Procedure") is intended to augment the restrictions in AWC's Student Code of Conduct and to establish zero tolerance for the use of alcohol and drugs by nursing students. In light of the health care responsibilities of nursing assistant students, the use of unlawful drugs at any time shall be deemed to affect the operation of the College. When this Procedure prohibits drug use, it shall be deemed to apply to drug use at any time.

- e. The Student Code of Conduct: This Procedure shall augment, but not replace, the AWC Student Code of Conduct. In any situation where this Procedure and the AWC Student Code of Conduct conflict, the provisions of this Procedure shall control.
- f. Definitions: The following terms shall apply to this Procedure: The term “drug” or “drugs” includes any narcotic, dangerous drug, prescription medication, steroid, vapor-releasing toxic substance, marijuana, or controlled substance as defined by Arizona law. The term “drug” or “drugs” includes imitation controlled substances and imitation prescription-only drugs as defined by A.R.S. §13-3451. --- “Reasonable suspicion” is present when there is an objective, individualized basis to believe that a student has used, possessed, or transferred drugs or alcohol in violation of this Procedure. This includes but is not limited to, situations in which a student’s behavior or physical appearance suggests impairment. Slurred speech, pupillary changes, impaired physical coordination, or unusual behavior may indicate impairment. --- The term “transfer” includes any sale, purchase, or other exchange regardless of whether the exchange is completed or merely attempted and regardless of whether something of value is given or paid as consideration for the exchange.
- g. Violations of this Procedure: It is a violation of this Procedure for a nursing assistant student to:
 - i. Violate the drug and alcohol policy provisions set out in Section II (A)(2) of the AWC Student Code of Conduct.
 - ii. Receive a positive drug and/or alcohol test pursuant to the protocol set forth in section E below.
 - iii. Use drugs at any time unless the use involves: (1) prescription medication prescribed by a physician, (2) the medication is used in accordance with the prescription, and (3) use of the medication does not adversely impact the safe practice of nursing.
 - iv. Possess (other than in the student’s capacity as a nursing assistant student), transfer, or offer to transfer drugs or drug paraphernalia at any time.
 - v. Be impaired to any extent as a result of the use of drugs and/or alcohol while functioning in any capacity as a nursing assistant student.
 - vi. Fail and/or refuse (1) to submit to a drug and/or alcohol test when requested by an AWC instructor or administrator, (2) to comply with a required procedure of a drug and alcohol testing facility (the “Testing Facility”) related to the collection of a drug and/or alcohol sample, or (3) to authorize the Testing Facility to release the results of any drug and/or alcohol test to the Nursing Assistant Program Coordinator and/or Director of Allied Health. It is also a violation of this Procedure to attempt to tamper with, contaminate, or switch a drug and/or alcohol sample provided to Testing Facility.
 - vii. Be convicted of a drug offense.

- h. Protocol for Conducting a Drug and/or Alcohol Test: The following protocol shall be followed if: (1) an AWC nursing instructor or an AWC nursing staff member (hereafter an instructor and a staff member are collectively referred to as an "Instructor") observes behavior by a nursing student that provides reasonable suspicion that the student has violated this Procedure, and/or (2) a reliable third person relays information about a nursing student to an instructor that provides reasonable suspicion that the student has violated this Procedure.
- i. The Instructor shall immediately notify the Nursing Assistant Program Coordinator and/or Director of Allied Health, who will notify the Dean of Instruction.
 - ii. The Instructor shall remove the student to a private setting. The Instructor will discuss with the student the behavior observed by the Instructor and/or the information reported to the Instructor by a third person. The student will be allowed to respond verbally to the information presented, explaining his or her behavior. The Instructor has the discretion as to whether to identify any third party that provided information to the Instructor. The Instructor may also ask the student questions concerning the student's use or possession of drugs and/or alcohol.
 - iii. After discussion with the student, as referenced in #2 above, if the Instructor determines that there is reasonable suspicion to believe that the student has used drugs and/or alcohol in violation of this Procedure, the Instructor shall request that the student immediately undergo a drug and/or alcohol test at a Testing Facility chosen by the College.
 1. The Instructor shall inform the student that any failure or refusal to submit to a drug and alcohol test constitutes a violation of this Procedure.
 2. The Instructor shall make arrangements to transport the student to the Testing Facility. After the drug and alcohol tests are completed, the Instructor shall make arrangements to transport the student from the Testing Facility to the student's residence.
 3. The student shall authorize the Testing Facility to release the results of any drug and alcohol test to the Nursing Assistant Program Coordinator and/or Director of Allied Health.
 - iv. The Instructor shall prepare and deliver to the Nursing Assistant Program Coordinator and/or Director of Allied Health a written report documenting the Instructor's involvement in the matter, including any observations of impairment made by the Instructor and/or any information received from a third party about a possible violation of this Procedure. The report shall also describe the arrangements made by the Instructor to transport the student to and from the Testing Facility.
- i. The Drug and Alcohol Testing Facility: All sample collection and drug and alcohol testing shall be performed according to the following conditions:
- i. The Testing Facility shall comply with scientifically accepted analytical methods and procedures for sample collection and testing. Drug testing shall be conducted at a laboratory approved or certified by the United States Department of Health and Human Services, The College of American Pathologists, or the Department of Health Services.
 - ii. The Testing Facility shall provide confirmation of any positive drug

test results. Confirmation of a positive drug test result shall be by use of a chromatographic technique such as gas chromatography-mass spectrometry or another comparably reliable analytical method.

- j. Cost of Drug and Alcohol Testing: The College shall be responsible for any cost of transporting a student to and from the Testing Facility and any drug and alcohol testing, including the cost of any confirmatory test.
- k. Exclusion from Clinical Experiences: Pending the results of any drug and alcohol test, a student shall be excluded from all clinical experiences.
- l. Drug Test Indicating Use of Prescribed medications: If a student tests positive for a prescribed medication, the student must obtain a written statement from a physician chosen by the college state that (i) the drug level is within prescribed limits, (ii) the drug level does not indicate impairment or abuse, and (iii) the drug level does not interfere with the safe practice of nursing. The student must also present evidence of the applicable prescription in the student's name. The above conditions must be satisfied before the student will be allowed to resume clinical experiences, and failure to satisfy any of the above-reference conditions within a reasonable time shall be deemed presumptive evidence that nursing assistant student has violated this Procedure. The college shall pay the cost of the report required by this section.
- m. Confidentiality of Drug and Alcohol Testing: A request that a student take a drug and alcohol test, and the results of any such test, shall remain confidential, except that an instructor, the Nursing Assistant Program Coordinator and/or Director of Allied Health and/or the Dean of Instruction may inform other College administrators, faculty members, clinical personnel, the State Board of Nursing, and other entities on a reasonable need-to-know basis. The request for testing and the test results may also be used as evidence in a disciplinary proceeding. The mere absence of a student from a clinical setting or permission for a student to later make-up work is not a reason for disclosure. Positive drug and/or alcohol test results shall be placed in a student's records. Negative drug and/or alcohol test results shall only be placed in a student's records at the request of the student. In addition, if the student is currently licensed by the Arizona State Board of Nursing, a report will be made to such Board.
- n. Hearing and Appeal Rights: Upon receipt of information indicating a violation of this Procedure, including but not limited to the receipt of a positive drug and/or alcohol test, the Nursing Assistant Program Coordinator shall inform the Director of Allied Health and the Director of Allied Health shall inform the Dean of Instruction. The Director of Allied Health shall then file a complaint with the Vice President for Student Services, pursuant to Section IV of the AWC Student Code of Conduct. Upon filing of such a complaint, a formal hearing shall be held to determine whether there has been a violation of this Procedure. The formal hearing shall occur pursuant to the procedures set forth in the AWC Student Code of Conduct, and the Vice President for Student Services shall serve as the Hearing Officer. The Dean of Instruction shall serve as the College administration representative at the hearing. If the Hearing Officer finds that the student violated this Procedure, the presumptive discipline imposed, absent what the Hearing Officer believes to be unique extenuating circumstances, shall include a suspension of the student from the AWC Nursing Assistant Program for not less than one year. At the discretion of the Hearing Officer, the student may also be suspended or expelled from the College. The student retains the right to appeal the decision of the Hearing Officer as set forth in Section V of the AWC Student Code of Conduct.

- o. Readmission to the Nursing Assistant Program: A student who has been suspended from the Nursing Assistant Program pursuant to this Procedure may request to be readmitted to the Nursing Assistant Program at the end of the suspension period, pursuant to the general admission procedure of the Nursing Assistant Program. In addition to any requirements set forth in the general Nursing Assistant Program admission procedure, admission to the Nursing Assistant Program will be contingent upon the student providing to the Nursing Assistant Program Coordinator and/or the Director of Allied Health documentation from a College approved therapist that the student has completed a treatment program approved by the therapist and is able to provide safe, effective and supportive patient care. Immediately prior to any admission, the student will also be required to submit to a drug and alcohol test, paid for by the College. For students who have also been suspended from the College, additional admission requirements may be imposed pursuant to AWC Student Code of Conduct Section VI.

Clinical Injury or Exposure to Infectious Materials

1. In the event of an injury or exposure to infectious materials while in the clinical setting, the student must immediately inform the clinical instructor and follow the clinical agency's policy.
2. Health Insurance claim:
 - a. Students must complete a Health Insurance claim at AWC Health Services (HS), located on main campus at Cottage 1, *on the first business day the services are open*. If the incident happens on a Friday, the student can report to Health Services on Monday. It is best for the student to report the incident as soon as possible (i.e. within 24 hours/ the next day), to keep the details fresh when filling out paperwork.
 - b. Summer semester courses: Please report injuries or exposure to the Director of Risk Management at (928) 314-9474 – office located in the District Services building.
 - c. If the student's blood work returns sero-negative, the student will be retested 6 weeks post-exposure and on a periodic basis thereafter (e.g. 12 weeks and 6 months after exposure) in order to determine whether transmission has occurred. Results will be sent to AWC HS and the Medical Director. The initial cost for blood work will be sent to Health Services.
 - d. Students shall be counseled regarding safe sex, deferred from donating blood, etc. until results of source HIV/ HBV/ HC are known.
3. Insurance Coverage:
 - e. AWC Student Accident insurance policy, Health Special Risk, (HSR) is secondary to all other insurances. If a student has primary insurance, they should follow protocol (pre-authorization) with their primary insurance company for filing of a claim and HSR will be secondary filing of insurance. HSR is limited coverage that has very specific definitions on what is and what is not considered an accident:
 - i. *ACCIDENT means a sudden, unexpected and unintended event, which is identifiable and caused solely by an external physical force resulting in injury to a person.*
 - ii. *Accident does not include a loss due to or contributed to by disease or sickness.*
 - f. AWC has \$1000 limit for communicable disease exposures, if the student is exposed while in the clinical setting. This insurance covers certain immediate preventative measures of exposure if reported within 48 hours of the incident but it does not cover on-going treatment or costs exceeding \$1,000.

- g. Please note: Only the insurance company (HSR) determines if an incident is covered under the insurance plan

Student Pregnancy

Policy: Arizona Western College is committed to protecting its pregnant nursing assistant students from health and safety hazards that are known to be present in the clinical health care environment. Students who are pregnant are required to follow the subsequent procedures.

Procedure:

1. Disclosure:
 - a. As soon as the student learns she is pregnant, she must report the pregnancy to her clinical instructor. The student must complete and submit an updated medical-health form signed by her healthcare provider to the course coordinator. The form should include an estimated due date and confirmation that nursing assistant school clinical work may be performed. Any subsequent change in status must be documented by the healthcare provider and submitted to the course coordinator. Any contraindications must be stated.
2. Infectious Disease Precautions
 - a. A pregnant student should not receive a TB skin test, chest x-ray, or any vaccine without consulting her physician.
 - b. A pregnant student may not have contact with a known or suspected teratogen.
 - c. Students who may be pregnant are restricted from administering cytotoxic agents or caring for patients who receive these agents.
3. Precautions for Working in Radiation Environments
 - a. A pregnant student must refrain from any patient care environment in which radiation is present.
4. Post-pregnancy Follow-up
 - a. A student must submit a follow-up medical-health exam form providing a statement from the healthcare provider. This statement should confirm that the nursing assistant student may return or continue the nursing clinical work being performed without any contraindications.
5. Clinical Schedules
 - a. Following submission of disclosure information, the student shall meet with the course coordinator to discuss available options. The student will submit a written plan to complete the clinical course time and assignments within an agreed-upon timeframe.
 - b. The course team and any involved clinical faculty will review the plan and provide accommodations based on space availability and learning needs.
6. Withdrawal
 - a. If the clinical work is contraindicated either during pregnancy or post-pregnancy, the student must withdraw from the program.

Technical Standards Policy and Procedure

(Physical, cognitive, and behavioral requirements for students in the NA Program)

Policy: In order to provide safe care in the nursing assistant program, the student must be able to satisfy, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum. The essential abilities required by the curriculum are in the following areas: motor, sensory, communication, intellectual (conceptual, integrative, and quantitative abilities for problem-solving and patient/resident care) and the

behavioral and social aspects that impact the performance of a nursing assistant student. Any change in physical, cognitive, and/or behavioral status of the nursing assistant student would require a completed medical history from the student's primary care provider to be put into the student file.

Procedure:

- 1) Nursing assistant students must be able to gain experience in the clinical setting and laboratory. These settings are physically demanding. The work terrain often varies and students are expected to walk distances. Training to be a nursing assistant includes active, complex experiences requiring the ability to keep track of a large number of activities at a time. Transportation to healthcare facilities is the responsibility of the student.
- 2) The program requires the use of comprehensible speech, memory, reading and writing to communicate with residents, families, and other healthcare professionals. The student must be able to quickly and efficiently provide care, engage in therapeutic communication, and function effectively in situations of stress.
- 3) Essential functions for this program include the use of senses to gather information, i.e., color changes in the skin, hearing heart and lung sounds through a stethoscope, feeling pulses and feeling hot/cold skin, etc. Resident care requires the ability to synthesize information from a variety of sources and apply it in making decisions regarding safe care. The student must be focused and alert to maintain resident safety. This includes the ability to place the residents' needs first.
- 4) During clinical training, the nursing assistant student must be able to accomplish tasks that ordinarily require the student to: stoop/bend, squat, kneel, climb, push/pull, grasp/handle, reach over shoulders, reach at waist, reach below waist, lift, hear, see, smell, touch, stand and walk during most of the entire clinical day (between 4 and 12 hours). Physical agility is required while working around tables and chairs in a resident's room, bathing room, restorative care room, and dining room, as well as stooping or bending to retrieve supplies from lower storage areas. There is pushing and pulling of various medical equipment required for resident care. There may be a need to lift residents with and without mechanical devices.
- 5) Please contact AWC's disabilities coordinator to receive information regarding disability accommodations and documentation requirements. To ensure appropriate accommodations, it is the student's responsibility to request accommodations in a timely manner and to provide appropriate documentation to verify eligibility for support services. (5/02)

Certification/Licensure Application Process

1. State knowledge and skills exam fees are covered as part of the student's lab fees.
2. **AFTER** passing both the D&S knowledge and skill exams, apply for certification or licensure through the Arizona State Board of Nursing website:
 - <https://azbn.boardsofnursing.org/azbn>
3. Students who successfully complete the course will receive a program certificate of completion.
4. Graduates are responsible for applying online for testing with D & S Diversified Technologies at www.hdmaster.com.
NO fingerprints will be sent for processing before an applicant passes the state competency exams unless the applicant pays a substantial fee.
5. For any questions and technical assistance in using the D&S website, please call D&S personnel at 800-393-8664; or email www.hdmaster.com.

- a. Please note the following policy from D&S Diversified Technologies, the certification testing service provider: “No Shows: If candidates are scheduled for an exam, and they don’t show up or attempt to reschedule the testing date after 3 pm the business day prior, candidates are deemed as a No Show. This means that all fees are forfeited and must be repaid in full and submitted with another application in order for a new date to be reassigned.” Consequently, a student who is a “No Show” will be responsible for any further cost incurred.
6. For questions on the application process for the AZBN, please contact the state board <https://www.azbn.gov/>

FELONY CONVICTIONS

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

Student Records

The Allied Health Department will maintain student records for 3 years and will include:

1. Name
2. Date of Birth
3. Social Security number
4. Completed Skills checklist
5. Attendance record (include any make-up class sessions)
6. Scores on each test, quiz, or exam and final grade
7. Verification of student guide
8. Copies of Health and Safety Requirements:
 - a. TB
 - b. Drug screen clearance
 - c. CPR Card
 - d. All Vaccines/titers/wavier
9. Copy of the program Certificate of Completion

Class Cohort Records

Class records are maintained by the faculty of record for the course and are turned in to the Allied Health Department at the end of each semester with the individual Student Records. Class cohort records include:

1. Copy of the curriculum and course schedule
2. Copy of the Final Grade Roster
3. Course evaluations: student evaluation forms and summary of the evaluation

*Policies will be evaluated annually by the Nursing Assistant Program Coordinator, Director of Allied Health & Dean of Healthcare.

Program Records

As per AZBN rules (R4-19-801 (D)(5), Program records are maintained by the Department of Allied Health for three years and include:

1. Curriculum and course schedule for each cohort group.
1. Results of state-approved written and manual skills testing;
2. Completed student program evaluation forms, a summary of the evaluations for each cohort group, and measures taken by the program, if any, to improve the program based on student and instructor evaluation; and
3. A copy of any Board reports, applications, or correspondence related to the program

Nursing Assistant Student Guide - Receipt

The signature of this document signifies that I have received the Arizona Western College Nursing Assistant Student Guide. I am responsible for the information that has been provided. I am hereby notified of the availability of student policies in the AWC General Course Catalog, the AWC Student Handbook & Activity Planner, and on the AWC website. The AWC Nursing Assistant Student Guide is maintained current on the AWC Nursing Department website at <http://www.azwestern.edu/nursing>. Should the printed information differ from information found on the AWC website, the website information will take precedence.

The nursing assistant program will maintain this receipt.

Print Name: _____ Date of Birth: _____

Address: _____ Zip code _____ :

Student Social Security Number: _____

Signature: _____

Date: _____

THIS PROGRAM FOLLOWS THE RULES AND REGULATIONS OF THE ARIZONA STATE BOARD OF NURSING.