



Nursing Assistant Student Guide

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Student Rights and Responsibilities

The 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. Additional requirements for the program are provided in this document.

Fees & Financial Aid

College and program fees are found on the AWC Course Catalog and Schedule of Classes found online at www.azwestern.edu. Financial Aid information is also found on the AWC website. If you have any question about financial aid contact the financial aid office at AWC by calling 344-7634.

Class and Clinical Preparation

General Guidelines are to allow at least 2 hours of study for each hour of class that you have per week and one hour of study for each hour of lab or clinical per week. You will be expected to be prepared for your clinical experience week as per instructor.

Attendance & Preparation

1. Students are expected to attend every session of class in which they are enrolled. Class attendance is especially important to academic success at the college level and is particularly true for laboratory and activity classes, since a substantial portion of their course content can be learned only by class participation.
2. A student must have a minimum of 120 hours of instruction in order to receive a certificate of completion for the program.
3. Lecture and Lab:
 - a. **More than 2 class or lab absences, for any reason, will be grounds for dismissal.**
 - b. This will be at the instructor's discretion based on overall attitude, participation, grade in the theory portion of class, and meeting the minimum number of class hours.
 - c. The Arizona State Board of Nursing requires that a student have a minimum of 60 hours of classroom in order to be eligible for state certification.
 - d. Students are responsible for classroom material presented on any given day of absence.
4. Clinical: Students are expected to attend all clinical experiences. Any absence from clinical must be discussed with the instructor for determination of follow up action.
 - a. Contact the instructor prior to any absence.
 - b. ***A student who is absent for more than 1 clinical will be exited from the program.***
 - c. The Arizona State Board of Nursing requires each student to have a minimum of 40 hours of direct patient care in order to be eligible for state certification.
5. Tardiness:
 - a. A "Tardy" will be recorded in the attendance roster if a student is not present at the time indicated on the course schedule.
 - b. An absence will be documented in the student's record if the student leaves before the activity is dismissed, without the faculty's permission.
 - c. A student who is "Tardy" 3 times during the semester, the 3rd and every subsequent tardy will be documented as "Absent".
6. Early Departure:

It is an expectation that students attend the entire class, lab, or clinical time. Leaving prior to the end of class will result in receiving a tardy (T) on the attendance roster.

Withdrawals

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

Advanced Placement

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

Grading

1. Exams/Tests:
 - a. Tests will be given each week.
 - b. There will be 2 comprehensive exams, a Midterm and a Final exam, as per calendar schedule.
 - c. In order to be successful in the course, a student must achieve:
 - I. an average grade of 75% or above on weekly course tests, including the midterm exam.
 - II. and a minimum grade of 75% on the comprehensive final exam.
 - d. A student who has less than a 75% average grade on weekly exams is not eligible to take the final exam. The student will receive the average weekly test grade as a final grade.
 - e. ***A student who does not achieve 75% on the final exam will receive the final exam grade for the course, regardless of their average course grade.***
2. Lab: Students must achieve 80% or higher on each skill tested during the final skills exams in order to continue in the class. ***A student who does not achieve 80% on each final skill evaluation will receive the skill grade for the course, regardless of their average course grade.***
3. Clinical:
 - a. Students must meet all course competencies as documented on the Skills Checklist. 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 for failing to report a patient care incident, as determined by the clinical faculty. Such action is grounds for failure in the course with a grade of "F".
4. Workbook:
 - a. Workbooks will be collected twice this semester and awarded points each time, depending on the amount of work completed.
 - b. First collection will be due around mid semester, second collection is due during finals weeks.
 - c. Workbooks must be completed as per scheduled and is equivalent to 5% of the total course grade.
5. Grade Distribution:
 - a. Test Average: 25% (must be $\geq 18.75\%$ to take the final)
 - b. Workbook: 5% (Mid-semester 2%, Finals week 3%)
 - c. Final Exam: 20%
 - d. Lab exams: 50%
 - e. Clinical: pass/fail

Testing

Students are typically tested using paper & pencil method, but other modalities such as computerized testing may be used.

1. Students are expected to take all examinations on the designated days.
2. Students are expected to have #2 pencils with erasers for use on the Scantron test sheets (when they are being used). There is no guarantee that faculty will have extra supplies available.
3. Once an exam has started, no student will be allowed to enter the classroom until all students have completed the exam.
4. Students are responsible for notifying the instructor prior to the exam if they expect to be absent.
5. Students who miss an examination **must** make up the exam prior to the next scheduled exam. If the exam is not made up in the specified time frame, the student will receive a grade of zero (0) for the exam. Students may be expected to take a different exam over the same material.

Nursing Skills Lab Guidelines

1. **Students are not allowed to perform designated skills in a clinical setting without initiated skills being demonstrated in the skills lab.**
2. Success will depend on early planning, preparation and practice.
3. Practice in the skills lab. Request instructor assistance as needed.
4. Needles and syringes must never be removed from the lab.
5. Students must satisfactorily perform each skill in the Skills Lab by the designated date set by the clinical faculty.
6. A specific time frame may be allotted for successful completion of certain skills.
7. It is the student's responsibility to ensure that the Lab or Clinical Instructor properly annotates his/her Skills Checklist.
8. Scheduled skills lab hours will be posted.
9. Failure to satisfactorily complete skills may:
 - a. Decrease the number of clinical opportunities for patient care experience.
 - b. Be reflected in the student's evaluation of preparedness for clinical experiences.
 - c. Result in an unsatisfactory clinical grade.

Code of Conduct

Honesty is an expected quality of any person. Students will demonstrate respect for all persons in words and actions. The following behaviors are illustrative of the kind of conduct, which can result in the dismissal of a student from the nursing program:

1. Students involved in cheating of any kind will receive a zero (0) for the assignment **and** be subject to dismissal from the nursing program. The student will **not** be eligible for readmission.
2. Falsification of information in any classroom or clinical setting.
3. Taking supplies or equipment from the college or health agency without permission of the instructor.
4. Plagiarism - the act of stealing or passing off (ideas or words of another) as one's own: "use (a created production) without crediting the source: to commit literary theft."
Students who do not comply with the above criteria may be subject to dismissal from the nursing program. Nursing students are also subject to the general disciplinary rules of the college and clinical facilities. Refer to the Grievance Procedure and the current Arizona Western College Behavioral Code of Conduct.

Cell Phones

Personal cell phones are to be in "off" position and stored during clinical preparation or clinical time periods, class, and skills lab, except during break times.

Photocopying the Client Record

If the student is observed leaving the facility with any photocopied part of the client record that contains any identifiable information, a grade of F will be awarded for the course, followed by immediate dismissal from the program.

Confidentiality Statement

1. Maintain client confidentiality at all times. No discussion regarding clients shall be acceptable outside the classroom or clinical setting. In these areas, all discussions related to clients must take place in a location where the conversation cannot be overheard by uninvolved parties.
2. Any identifiable information must not be removed from the health care facility.
3. If the student commits a violation of confidentiality, a grade of "F" will be awarded for the course followed by immediate dismissal from the program. The student may be ineligible for readmission.

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 and pressed
 - 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, cologne, ...).
 - e. Good oral hygiene
 - f. Hair arranged neatly and securely under control, away from the face
 - g. Beards neatly trimmed, remaining face/neck area clean shaved
- 2) Jewelry limited to a watch, "plain" wedding band, and no more than 1 set of studs in the ears. No other visible body parts may have pierced jewelry. No visible tattoos.
- 3) No gum chewing.
- 4) No smoking during clinical hours or while in uniform.
- 5) Nursing Student uniform:
 - a. Properly fitting **Tan** scrubs available at the AWC Bookstore
 - b. Scrub skirts or dresses must be 1 inch below the knee
 - c. Scrub pants must cover the ankle and be above the shoe sole
 - d. For specialty areas, conform with the dress code for area
 - e. School patch must be worn on uniform at all times, it must be sewn on left sleeve 1 inch below shoulder seam (Patches must be purchased from the AWC Bookstore)
 - f. Appropriate underwear of discreet color
 - g. Scrubs must be clean, neat, and free of wrinkles
 - h. Shoes must be all white with closed toes (clogs with heel straps are allowed)
 - i. Flesh- or white colored hose for women, white socks for students wearing pants
 - j. Approved AWC nametag provided (**required at all times in clinical settings**)
 - k. A gait belt is **required** and considered part of the uniform
 - l. Watch with a second hand

Stethoscopes and blood pressure cuffs are optional.

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 instructor.
2. If the issue cannot be resolved with the instructor, the student may go to the Course Coordinator and present the issue.
3. If the issue cannot be resolved with the Course Coordinator, the student may go to the Director of Nursing and 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 for the School of Career & Technical Education

The rules and guidelines in the AWC Behavioral Code of Conduct must be followed if a formal grievance is initiated.

Health and Safety Requirements

The following items listed below **must be completed and the documentation must be on file with the AWC Nursing Department 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. New applicants must submit documentation of 2 TB skin tests, with one TB skin test reading done within 1 month prior to the first day of class.
 - b. If the applicant does not have documentation of a TB skin test done within the last 12 months, a baseline two-step TB skin test is required. (*2-step TB test: 2 skin tests are done 1-3 weeks apart*)
 - c. Applicants with a history of positive skin test will be required to submit the results of one baseline chest radiograph done following a positive TB screen, which excludes a diagnosis of TB disease, documentation of a medical evaluation and a symptom screen.
 - d. AWC Campus Nurse does the skin test on Monday and Tuesday and the TB symptom screen from Monday to Thursday during the academic year.
 - e. A TB test (or symptom screen) is required yearly.
2. Influenza vaccination: Strongly recommended.
3. Fingerprint Clearance Card
Fingerprint clearance is required for enrollment in the Nursing Assistant Program. Fingerprint clearance is required to work and care for children, the elderly, and any vulnerable adult. If there is a positive criminal history, a fingerprint clearance may be denied. Students unable to obtain a fingerprint clearance card will be withdrawn from the program. The Fingerprint Clearance Card required for the Nursing Assistant Program will not meet the requirements for certification through the Arizona State Board of Nursing.
4. Drug Testing Requirement:
 - a. Applicants to the College's Nursing Assistant Program (the "Program") are required to submit to a urine drug screening. This drug screening is required by the Program's clinical affiliates. These affiliates require AWC Nursing 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.CertifiedBackground.com>. The required urine sample must be provided in

- the manner directed by CertifiedBackground.com not more than 30 days prior to the health and safety requirements documentation submission deadline.
- c. If a urine sample tests positive, it will be sent to a Medical Review Officer (MRO) contracted by CertifiedBackground.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 potentially 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 Director of Nursing.
 - d. An applicant/student who receives a positive drug screen as 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 use of an illegal substance or a non-prescribed legal substance, or (b) for any other reason poses an unreasonable risk to the health or safety of others in a clinical setting, the applicant/student will not be permitted to continue in the Program. In addition, if the applicant/student is currently licensed by the Arizona State Board of Nursing, a report will be made to such Board.
 - e. An applicant/student may not submit previous drug screen results that were obtained at the request of a person or agency other than the AWC Department of Nursing.
 - f. An applicant/student who is excluded from the Program pursuant to the above process may appeal the decision to the Vice President for Student Services.
5. CPR Certification:
- All nursing assistant students are required to hold a Health Care Provider Basic Life Support (CPR) certification. The card must state either HealthCare Provider or Professional Rescuer. (Documentation is required for enrollment in the course.)
The student is responsible for the costs of these health & safety requirements.

Drug and Alcohol Procedure (for cause)

1. *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 a zero tolerance for the use of alcohol and drugs by nursing students. In light of the health care responsibilities of nursing 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.
2. *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 are in conflict, the provisions of this Procedure shall control.
3. *Definition:* *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 very 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.

4. *Violations of this Procedure:* It is a violation of this Procedure for a nursing student to:
 - a. Violate the drug and alcohol policy provisions set out in Section II (A)(2) of the AWC Student Code of Conduct.
 - b. Receive a positive drug and/or alcohol test pursuant to the protocol set forth in section E below.
 - c. Use drugs at any time, unless the use involves: (i) prescription medication prescribed by a physician, (ii) the medication is used in accordance with the prescription, and (iii) use of the medication does not adversely impact the safe practice of nursing.
 - d. Possess (other than in the student's capacity as a nursing student), transfer or offer to transfer drugs or drug paraphernalia at any time.
 - e. Be impaired to any extent as a result of the use of drugs and/or alcohol while functioning in any capacity as a nursing student.
 - f. Fail and/or refuse (i) to submit to a drug and/or alcohol test when requested by an AWC instructor or administrator, (ii) 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 (iii) to authorize the Testing Facility to release the results of any drug and/or alcohol test to the Director of Nursing. 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.
 - g. Be convicted of a drug offense.
5. *Protocol for Conducting a Drug and/or Alcohol Test:* The following protocol shall be followed if: (i) 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 (ii) a reliable third person relays information about a nursing student to an instructor that provides reasonable suspicion that the student has violated this Procedure.
 - a. The Instructor shall immediately notify the Director of Nursing who will notify the Dean of Instruction of the matter.
 - b. 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, giving an explanation for 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.
 - c. 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 Director of Nursing.
 - d. The Instructor shall prepare and deliver to the Director of Nursing a written report, documenting the Instructor's involvement in the matter, and 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.
6. *The Drug and Alcohol Testing Facility: All sample collection and drug and alcohol testing shall be performed according to the following conditions:*
 - a. 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.
 - b. 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.
 7. *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 for the cost of any drug and alcohol testing, including the cost of any confirmatory test.
 8. *Exclusion from Clinical Experiences:* Pending the results of any drug and alcohol test, a student shall be excluded from all clinical experiences.
 9. *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, stating 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-referenced conditions within a reasonable time shall be deemed presumptive evidence that a nursing student has violated this Procedure. The College shall pay the cost of the report required by this section.
 10. *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 Director of Nursing 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.
 11. *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 Director of Nursing shall inform the Dean of Instruction. The Director Nursing 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.

12. *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 readmission procedure of the Nursing Assistant Program. In addition to any requirements set forth in the general Nursing Assistant Program readmission procedure, readmission to the Nursing Assistant Program will be contingent upon the student providing to the Director of Nursing 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 readmission, 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 readmission 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:
 - a. 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.*

- b. 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.
- c. 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 students from health and safety hazards that are known to be present in the clinical health care environment. Nursing students who are pregnant are required to follow the subsequent procedures.

Procedure:

1) Disclosure:

As soon as the nursing student learns that 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 estimated due date and confirmation that nursing 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 nursing student should not receive a TB skin test, chest x-ray or any vaccine without consulting her physician.
- b. A pregnant nursing student may not have contact with a known or suspected teratogen.
- c. Nursing 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 pregnant nursing student must refrain from any patient care environment in which radiation is present.

4) Post-pregnancy Follow-up

A nursing student must submit a follow-up medical-health exam form providing a statement from the healthcare provider. This statement should confirm that the nursing 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 upon space availability and learning needs.

6) Withdrawal

If the clinical work is contraindicated either during pregnancy or post pregnancy the student must withdraw from the program.

Arizona State Board of Nursing: Board Powers

- **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 five or more years before filing an application. A.R.S. §32-1646.

- **Other Criminal Offenses:** The Board investigates all positive fingerprint results and determines if the applicant 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 license if the report indicates unprofessional conducts.

Certification Application Process

- 1) Certification exam fees for the Arizona State Board of Nursing (AZBN) are covered as part of the student's lab fees.
 - 2) Students who successfully complete the course will receive a pre-populated AZBN application and a program certificate of completion.
 - 3) Graduates are responsible for applying online for testing with D & S Diversified Technologies at www.hdmaster.com.
 - 4) **AFTER** passing both the D&S skills and written exams, send the AZBN application for certification by exam to the Arizona State Board of Nursing (AZBN). Enclose copies of the following documents with the application form:
 - b. Certificate of completion
 - c. Proof of legal presence in the country
 - d. Fingerprints on the AZBN issued card
 - e. A copy of the Passed Results letter from D & S mailed or emailed directly to the applicant.
 - 5) **NO** fingerprints will be sent for processing before an applicant passes the state competency exams unless the applicant pays a substantial fee.
 - 6) Fingerprints may be obtained at:
 - AWC Campus Police: Monday to Friday, 8 am to 4 pm, no charge
 - Yuma Police Department: Wednesdays and Thursdays, from 9 am to 11 am, no charge
 - Sheriff's office: Monday through Friday, 9 am to 11 am, a nominal fee applies
- ❖ 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. For questions on the application process for the AZBN, please contact Judy Bontrager at jbbontrager@azbn.gov.
- ❖ 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.
- SB1096 - Felony Bar**
FELONY BAR FOR NURSES
SB1096 went into Effect August 21, 1998
Since 1995, the number of applicant's applying for licensure and certification, who have a prior criminal felony conviction, has increased by 1400%. Senate Bill 1096

and its amendments ("the Bill") is intended to respond to this dramatic increase in individuals with criminal histories who are electing to enter the nursing profession.

The Bill bars an applicant who has been convicted of a felony, from obtaining a nursing license or nursing assistant certificate, for five years following the completion of a sentence. The legislation also provides that the Board will initiate disciplinary proceedings for revocation against applicants for renewal, reactivation, or recertification of their licenses/certificates who have failed to previously disclose a felony conviction to the Board or who have been convicted of a felony since the date of their last application, renewal, reactivation or recertification. This legislation does not apply to nurses or certified nursing assistants who disclosed a felony conviction and who were granted licensure/certification or allowed to renew, reactivate or recertify. The Bill will also require that all nurse and nursing assistant applicants be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information.

The rationale for the five year bar is to permit individuals to complete their sentences and other obligations associated with a conviction such as restitution to the victim. The five year bar also provides sufficient time for individuals to demonstrate rehabilitation and safety to practice.

Senate Bill 1096 was signed by Governor Hull and will become effective on August 21, 1998.

Student Records

Student records will be maintained by the Nursing Department for 3 years and will include:

1. Name
2. Date of Birth
3. Social Security number
4. Completed Skills check list
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 (Must be Basic Life Support or Professional Rescuer)
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 Department of Nursing 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 WebAdvisor Final Grade Roster
3. Course evaluations: student evaluation forms and summary of evaluation

*Policies will be evaluated annually by the Nursing Department.

Program Records

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

- a. Curriculum and course schedule for each cohort group;
- b. Results of state-approved written and manual skills testing;
- c. 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
- d. A copy of any Board reports, applications, or correspondence, related to the program.

**Arizona Western College
Nursing Assistant Program**

INTERVIEW

Student Name: _____ Grade: _____

1. Scheduled Interview Time: _____ Time Student Arrived: _____ /10

(Student must be on time in order to receive points)

2. Introduction of self: _____ Notes: _____ /15
✓ Handshake:
✓ Dressed Appropriately:

3. AWC Job Application _____ Note: _____ /20
✓ Completed Application:

(Errors/blanks/mis-spelling words - Minus 2 points for each)

4. Response to interviewer questions: _____ Notes: _____ /25
✓ Response to Clinical Questions
✓ Knowledge of ADA requirements

5. Questions asked by student re: _____ Notes: _____ /25
✓ Uniform
✓ Job Description
✓ Tour of Facility
✓ Benefits

6. Closure: _____ Notes: _____ /5
✓ Thanked interviewer
✓ Handshake

Total: /100

Comments: _____

AWC Nursing Assistant Student Guide - Receipt

The signature of this document signifies that I have received the Arizona Western College Nursing Assistant Student Guide, which documents the Students Rights and Responsibilities. I am responsible for the information that has been provided. This receipt will remain with my student file.

Print Name _____ Date of Birth _____

Address: _____

Student Social Security #: _____

Signature _____ Date _____

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

AWC Nursing Assistant Program

Health Evaluation/Drug Screen Consent and Release Form

I understand that as a condition of admission in the AWC Nursing Assistant Program, I must satisfactorily meet the health and safety requirements, which include a mandatory substance abuse screen. As a candidate for admission, I fully understand that if I test positive for any drug synonymous with substance abuse or fail to pass the remaining health and safety requirements, I will be withdrawn from the course.

My signature below indicates that I agree to this drug screen, the results which may be used by the AWC Nursing Department in its review and consideration of my admission status, and hereby release Arizona Western College and its agents from any liability or claim arising out of this procedure or information obtained through the medical inquiries outlined above.

If a student has a certificate or license from the Arizona State Board of Nursing, the results of a positive drug screening test will be reported to the Board as mandated by law.

Student's Printed Name: _____

Student's Signature Date

Witness Date