

ALLIED HEALTH NURSING ASSISTANT CERTIFICATE

Health and Safety Requirements

Essential Skills and Functional Abilities

Certain skills and abilities are essential for the delivery of safe, effective nursing care. These 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 skills and abilities. A program preparing students for the practice of nursing must be able to attend to these essential functional abilities in the education and evaluation of its students.

This statement 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 and The Functional Abilities Essential for the Delivery of Safe and Effective Nursing Care (a descriptive research study conducted by the National Council of State Boards of Nursing). The essential skills and functional abilities are reflected in the Nursing Assistant Certificate Program's performance-based outcomes, which are the basis for teaching and evaluating all practical nursing students.

Students with disabilities who think they may require accommodation in meeting these standards should contact the Office of Disability Resources to discuss the process of identifying reasonable accommodations. Students should seek advice regarding accommodation as soon as possible so that a plan for reasonable accommodation can be in place at the beginning of the program. Registration with Disability Resources is required before any accommodation requests can be granted. Yavapai College will provide equal educational opportunities for students with disabilities while adhering to the standards of nursing practice for all students. Under no circumstances will any course requirements or standards be waived for any student, with or without a Disability. The ultimate determination regarding reasonable accommodations will be based upon preservation of patient safety.

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:

- 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.

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:

- 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.

Essential Functional Abilities	Standard	Examples of Required Activities
Motor Abilities	Physical ability and mobility sufficient to execute gross motor skills, physical endurance, and strength to provide safe patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
Perceptual/ Sensory Abilities	Sensory/perceptual ability to monitor and assess clients.	<p>Sensory abilities to hear alarms, auscultatory sounds, cries for help, etc.</p> <p>Visual acuity to read calibrations on syringe, access color (cyanosis, pallor).</p> <p>Tactile ability to feel pulses, temperature, palpate veins, etc.</p> <p>Olfactory ability to detect smoke, odor.</p>

<p>Behavioral/ Interpersonal/ Emotional</p>	<p>Ability to relate to colleagues, staff and patients with honesty, civility, integrity and nondiscrimination. Capacity for development of mature, sensitive and effective therapeutic relationships.</p> <p>Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</p> <p>Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</p> <p>Negotiate interpersonal conflict.</p> <p>Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes</p>	<p>Establish rapport with patients/clients and colleagues.</p> <p>Work with teams and work groups.</p> <p>Emotional skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibility's attendant to the diagnosis and care of patients.</p> <p>Adapt rapidly to environmental changes and multiple task demands.</p> <p>Maintains behavioral decorum in stressful situations.</p>
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<p>Safe Environment for patients, families and co-workers</p>	<p>Ability to accurately identify patients.</p> <p>Ability to effectively communicate with other Caregivers</p> <p>Ability to administer medications safely in the clinical area.</p> <p>Ability to recognize and minimize hazards that could increase healthcare associated infections.</p> <p>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</p>	<p>Prioritize tasks to ensure patient safety and standard of care</p> <p>Maintains adequate concentration and attention in patient care settings.</p> <p>Seeks assistance when clinical situation requires a higher level of expertise/experience.</p> <p>Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</p>
<p>Communication</p>	<p>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families' other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language.</p> <p>Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.</p>	<p>Gives verbal directions to or follows verbal directions from members of the healthcare team and participates in health care team discussions of patient care.</p> <p>Elicits and records information about health history, current health state and responses to treatment from patients or family members.</p> <p>Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective, sensitive, and timely manner.</p>

	<p>Communicates professionally and civilly to the healthcare team including peers, instructors, and preceptors.</p>	<p>Establishes and maintains effective working relations with patients and co-workers.</p> <p>Recognizes and reports critical patient information to other caregivers.</p>
<p>Cognitive/ Conceptual/ Quantitative Abilities</p>	<p>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</p> <p>Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</p> <p>Ability to comprehend three – dimensional and spatial relationships.</p> <p>Ability to react efficiently in an emergency situation.</p>	<p>Calculates appropriate medication dosage given specific patient parameters.</p> <p>Analyze and synthesize data to develop an appropriate plan of care.</p> <p>Comprehend spatial relationship adequate to properly administer injections, start intravenous lines assess wounds of various depths.</p> <p>Collect data, prioritize needs and anticipate reactions.</p> <p>Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers.</p> <p>Transfers knowledge from one situation to another.</p> <p>Accurately processes information on medication containers, physicians’ orders, monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</p>

<p>Punctuality/ work habits</p>	<p>Ability to adhere to nursing policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and student handbook and course syllabus.</p> <p>Ability to complete classroom and clinical assignments and submit assignments at the required time.</p> <p>Ability to adhere to classroom and clinical schedules.</p>	<p>Attends class and clinical assignments punctually.</p> <p>Reads, understands and adheres to all policies related to classroom and clinical experiences.</p> <p>Contact the instructor in advance of any absence or late arrival.</p> <p>Understands and completes classroom and clinical assignments by due date and time.</p>
<p>Environment</p>	<p>Recognize the personal and patient risk for exposure to health hazards.</p> <p>Use equipment in laboratory or clinical settings needed to provide patient care.</p> <p>Tolerate exposure to allergens (latex, chemical etc.)</p> <p>Tolerate wearing protective equipment (e.g. mask, gown, gloves).</p>	<p>Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex.</p> <p>Uses personal protective equipment (PPE) appropriately.</p>

CPR

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

Immunizations

Immunizations are required by clinical agencies with which Yavapai College has an affiliation. Yavapai College has no control over a clinical agency's health standards and requirements for students participating in clinical learning experiences. Clinical learning experiences in facilities/agencies is a requirement of the Nursing Assistant Certificate Program for all nursing students.

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. All student clinical placements are final.

Students are responsible for remaining in compliance with all clinical agency required immunizations and must adhere to all deadline requirements. Copies of immunization records are to be submitted to CASTLEBRANCH (www.CASTLEBRANCH.com) after admission to the Nursing Assistant Certificate Program for the student record as required to remain and continue in the program.

Students who have upcoming expirations for immunizations, health screening requirements, and CPR that will occur during the semester must renew the requirement prior to semester start. It may be necessary to contact CASTLEBRANCH to request a re-set to the expiration date to upload renewal documentation.

Students participating at a healthcare institution licensed under A.R.S. Title 36 which includes hospitals, nursing care institutions, residential care institutions, intermediate care facilities for individuals with intellectual Disabilities (ICF-IID), group homes, or other medical facilities may be required to provide proof of COVID-19 vaccination and subject to regular health screening and testing as determined by the healthcare institutions.

As part of our affiliation agreements with healthcare institutions, Yavapai College is required to provide healthcare facilities/agencies with pertinent healthcare documentation upon their request and would obtain the documentation from CASTLEBRANCH and/or My Clinical Exchange.

It is important to understand that while Yavapai College does not require or mandate COVID-19 vaccinations or testing, or the influenza vaccination, our healthcare facility/agency partners have the right to do so and are the decision makers on whether a student will be allowed to take part in clinical learning placements at their facility/agency.

Students registering for courses or programs with clinical requirements may not be able to complete the course/program without proof of influenza vaccination and/or COVID- 19 vaccination and/or regular health screenings and testing as determined by the healthcare facility/agency. Exemptions are specific to the dates requested and YC will attempt to provide a reasonable placement because of this request that does not create an undue hardship on YC.

The annual influenza vaccination 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 Assistant Certificate Program in spring should already have the current flu season immunization completed upon conditional acceptance to the program.

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

MMR (Measles, Mumps, and Rubella): Adults entering health care professions must have documented proof of immunity (positive titer) or proof of two MMR immunizations. A titer needs to be positive for Measles, Mumps, and Rubella. Additional immunization is generally required when titer results are not positive for each – plan accordingly. People born prior to 1957 may be considered immune.

Varicella (Chicken Pox): Documented proof of immunity or two varicella immunizations are required upon conditional acceptance of the student into the Nursing Assistant Certificate Program. If the student has had chickenpox, a positive titer is necessary to document immunity.

Hepatitis B: Documented evidence of three-dose series or positive titer. Completed documentation is submitted to CASTLEBRANCH upon conditional acceptance to the Program. If beginning a series, allow for six months prior to practical nursing application submission for completion.

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 Assistant Certificate Program.

Influenza: Annual vaccination is required. It is the responsibility of the student to receive an annual vaccination and have proof submitted to CASTLEBRANCH 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 CASTLEBRANCH for this requirement.

Tuberculosis: Negative skin test or blood test (annually) or chest x-ray (valid for two years) with an annual statement signed by a health professional that student does not have active tuberculosis. It is the responsibility of the student to maintain annual screenings. Documentation is to be renewed prior to semester start if the expiration date occurs while a semester is in progress.

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

COVID-19 Vaccine: Complete Vaccine series - One of the following is required:

Documentation of your COVID-19 vaccination(s). If you receive the 2 dose vaccine series, both doses must be submitted at the same time for approval. Documentation must include the vaccine manufacturer and date. Please note you are not considered fully vaccinated until 2 weeks after the second dose of the Pfizer-BioNTech or Moderna COVID-19 vaccine, or 2 weeks after a single dose of Johnson & Johnson's Janssen COVID-19 Vaccine.

If allowed for and provided for by the clinical agency, you may submit a waiver for medical reasons signed by a healthcare physician/provider, or a religious exemption per the clinical agency policies and requirements.

**Please be aware that for a clinical agency to accept students, the student must meet all requirements of the clinical agency. You should understand that as a student if you are not fully vaccinated by the time clinical begins, and/or the site does not accept a vaccination exemption, you may not be able to successfully complete the required clinical hours and progress in the program. Exemption form submissions are to be filled out appropriately, signed and submitted to Disability Resources and Services for review 6 weeks prior to the semester start or clinical placement start date to prevent disruption of clinical placement and/or clinical course hours.*

For program compliance, students are responsible for keeping their fingerprint clearance, CPR, and health care requirement documentation current through the entire duration of Nursing Assistant Certificate Program enrollment to program completion. To remain in the program theory and clinical courses, all required documentation needs to be entered and current in CASTLEBRANCH 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 practical nursing course(s) by the Director of Allied Health.

Incoming students are required to meet the program compliance dates provided in the Nursing Assistant Certificate 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 Assistant Certificate Program acceptance will be administratively withdrawn by the Director of Allied Health.

Fingerprint Requirement

The Level One Fingerprint Clearance Card is a requirement of the Nursing Assistant Certificate 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 practical nursing students. Please visit <https://www.azdps.gov/services/public/fingerprint> to determine how to obtain or renew an Arizona DPS Level One Fingerprint Clearance Card.

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

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

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

Criminal Background Check

All students are required to obtain a background check. Information regarding how to obtain the background check is provided to the student upon provisional acceptance to the program. The cost of this background check is at the student's expense. Due to clinical agency contracts, any negative results will be reviewed to determine admission or continuation in the program, on a case-by-case basis the Director of Allied Health. Clinical agencies

may request a background check at any time during student clinical rotations during their Nursing Assistant Certificate program course progression. To meet the clinical agency requirements students must comply with clinical agency requests to remain in the Nursing Assistant Certificate program without disruption in their program course progression. SCREENING FOR USE OF ALCOHOL AND DRUGS POLICY AND PROCEDURE

All students participating in the Nursing Assistant Certificate 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 Assistant Certificate Program. Once students are accepted into the program, they will receive instructions to purchase the drug screen on CASTLEBRANCH and go to a lab to submit a urine specimen.

Private health insurance does not pay for this screening. The lab will provide the student with a receipt.

Students should not take a prescription to the lab to be evaluated but will provide a list of prescription drugs they are currently taking to CASTLEBRANCH upon request.

If a student provides a dilute sample which tests positive, the result is considered positive and pending review, the student will be withdrawn. A negative dilute specimen will require a retest at the student's expense.

If a student challenges a positive result, the student is responsible for the cost of the retest.

Only students testing negative drug screens can remain enrolled in nursing courses.

Students testing positive for illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical environments will not be permitted to attend practical 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 Assistant Certificate Program requirements.

Students failing to test during the designated date and time do not meet the requirement for drug testing and will be withdrawn from all nursing courses.

Random and "for cause" testing will be done at the discretion of the Director of Allied Health.

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 practical 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 Assistant Certificate 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 Director of Allied Health or designee.

Upon student’s verbal consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility contracted by Yavapai College. If the student refuses transportation, the student should be informed that security/law enforcement may be notified.

The student is to have a picture ID in his/her possession.

After testing, the student is to call for transportation service.

If the student admits to alcohol or drug use, he/she will still require drug screening.

The student is responsible for all costs associated with the for-cause drug-screening test.

If the results of the test(s) are negative for alcohol, illegal substances, or non-prescribed legal substances, the student shall meet with the Director of Allied Health to discuss the circumstances surrounding the behavior.

If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical environment.

If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.

Based on the information provided and further medical evaluations if warranted, the Director of Allied Health will decide regarding return to the clinical environment.

If the results of the test(s) are positive for alcohol, illegal substances, or for non-prescribed legal substances, the Director of Allied Health will withdraw the student from all practical 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 student will be removed from the clinical environment by the instructor or clinical agency representative pending a full investigation.

The instructor will contact the transportation service recommended by Yavapai College to request that the student be transported home. If the student refuses transportation, the

student should be informed that security/law enforcement may be notified.

Failure to comply with any aspect of this policy will result in withdrawal from the program.

Readmission Guidelines Related to Positive “For Cause” Testing

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

Documentation from a therapist with experience in addiction behaviors indicating status and/or documented rehabilitation related to 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 Assistant Certificate Program, has positive results on an alcohol/drug screen, the student will be permanently dismissed from the Yavapai College Nursing Assistant Certificate Program and notification will be sent to the State Board of Nursing.

No Right to Appeal

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