

**Allied Health
Nursing Assistant
Student Handbook
2025-2026**

***Yavapai*
COLLEGE**

Be More

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YAVAPAI COLLEGE NURSING ASSISTANT STUDENT HANDBOOK

Welcome to the Yavapai College Nursing Assistant Program!

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

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

A note regarding the policies and provisions of this Handbook:

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

Communications of changes in the Nursing Assistant Program policies, procedures and program information will be clearly given to all students, prospective students, and the public, and will provide advance notice in a timeframe that allows those who are or may be affected to comply with the changes. Director of Allied Health will communicate changes through the Learning Management System (Canvas), email, and/or through the Yavapai College website. The College reserves the right to make and designate the effective date of changes in college policies and other regulations at any time such changes are desirable or necessary.

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

ALLIED HEALTH DEPARTMENT MISSION STATEMENT

The Allied Health department shares the mission and values of Yavapai College. We are committed to providing quality education that will develop competent, caring, holistic and ethical practitioners who value lifelong learning and adapt to continuous changes in the health care system.

THE NURSING ASSISTANT PROGRAM PHILOSOPHY

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

Definitions of Concepts:

Client

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

Environment

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

Health

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

Learning

Learning is a continuous, lifelong process that incorporates cognitive, psychomotor and affective

domains. The process of learning must incorporate different learning styles and rates for each individual and consider the person's motivation, life experience, and developmental level.

ORGANIZING FRAMEWORK

The following diagram illustrates the concepts in the organizing framework. The sphere reflects a multidimensional orientation to the curricular plan and depicts Nurse assisting as surrounding and permeating the total sphere. Nurse assisting is seen as the summative concept, encompassing the whole and made up of those concepts that are developed and reflected throughout the program.



PROGRAM DESCRIPTION

The Nursing Assistant training program at Yavapai College prepares students to take the State competency exams that lead towards certification or licensure as a nursing assistant. The program fulfills Federal, State, and post-secondary requirements.

The State Board of Nursing requires that students complete a minimum of 120 hours of training before taking the state certification/licensure exams. Students must spend a minimum of 60 hours in lecture, 20 hours in skills lab, and a minimum of 40 hours in a clinical setting. Of the 40 hours spent in clinical, a minimum of 20 hours must be spent in a long-term care facility.

The duration of the program varies from 3 weeks to 16 weeks depending on which semester (fall, spring, or summer) the course is taught and the number of days per week and hours per day that students spend completing the course. The program schedule is posted on the college website and can be viewed at www.yc.edu. The college will follow the posted schedule unless there are unforeseen circumstances that warrant a change in the schedule (i.e., natural disaster, inclement weather, cancellation of clinical site) in which case the college will assure that students are provided an opportunity to complete the required hours.

PROGRAM STUDENT LEARNING OUTCOMES

Nursing Assistant students that graduate from the program will be able to:

1. Function effectively in the role and within the scope of the nursing assistant.
2. Perform nursing assistant skills safely to meet the needs of diverse populations.
3. Demonstrate effective communication skills with the patients or residents and families.
4. Apply the legal and ethical aspects of the nursing assistant role.

PROGRAM APPROVAL

The program is approved by Arizona State Board of Nursing.

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

The curriculum is designed in accordance with the standards set forth by the Arizona State Board of Nursing. The program is designed around a model of classroom and laboratory instruction integrated with hands-on experience in a clinical setting that provides a thorough educational foundation and professional preparation to enter the workforce as a nursing assistant upon graduation.

Graduates of the program are eligible to:

1. Receive a Nursing Assistant program certificate of completion
2. Sit for the AZBN Nursing Assistant Knowledge and Manual Skills exam
3. Apply for certification (CNA) or licensure (LNA) as a nursing assistant

LOCATIONS

Locations Offered:

Prescott Valley Center, 3800 N. Glassford Hill, Prescott Valley, 86314
 Verde Valley Campus, 601 W. Black Hills Dr, Clarkdale, AZ 86324

NURSING ASSISTANT CURRICULUM PROGRESSION PLAN

Nursing Assistant Program Pre-Admissions Requirement(s):							
Admission to AHS 114 Nursing Assistant is through an application process. Must be at least 16 years old. Prerequisite: Reading Proficiency (or have successfully completed 12 college credits) and MAT 082 (or a satisfactory score on the mathematics skills assessment). The State Board of Nursing requires that nursing assistant students possess English language, reading, and math skills necessary to comprehend course materials and perform duties safely.							
				Typically Offered			
Course		Semester 1	Co- requisites	Credits	FA	SP	SU
AHS	114	Nursing Assistant	Concurrent enrollment in AHS 114L and AHS 114C	4	X	X	X
AHS	114L	Nursing Assistant Lab	Concurrent enrollment in AHS 114 and AHS 114C	0.5	X	X	X
AHS	114C	Nursing Assistant Clinical	Concurrent enrollment in AHS 114 and AHS 114L	1.5	X	X	X
TOTAL SEMESTER CREDITS				6			

*All Nursing Assistant courses must be completed with a passing grade in the same semester. If a student does not pass one of the courses, they must repeat all 3 courses.

STUDENT FEES AND FINANCIAL AID

Current tuition and fees are identified in the Yavapai College Schedule of Classes at <https://www.yc.edu/v6/academics/tuition-fees-2021.html>. Visit www.yc.edu/AlliedHealth for a list of costs associated the Nursing Assistant Program. Yavapai College will publicly post any increase in fees on the school website 30 days in advance of the increase. Students seeking financial aid should contact the Financial Aid office on the Prescott or Verde Valley campus (928-776-2152).

PROGRAM POLICIES

1. Admissions

Admission to AHS 114 Nursing Assistant is through an application process. The application is on our website at www.yc.edu/AlliedHealth. Application is required with the following documentation:

- a. Pre-admission requirements
 - Reading/English proficiency: proof of successful completion of 12 or more college credits, via official transcripts; or YC Reading Accuplacer with a score of 230 or above
 - Math proficiency: Proof of successful completion of MAT082 or higher via official transcripts; or YC Quantitative Reasoning Accuplacer with a score of 220 or higher
- b. Criminal background and DPS Level 1 Fingerprint Clearance Card
- c. Proof of current Health Insurance coverage
- d. Proof of Citizenship (See pg 32)
- e. Government issued photo ID
- f. Age 16 or older
- g. BLS CPR through American Heart Association (See pg 26)
- h. Health care provider signature form (Appendix D)
- i. Health, Drug and Safety Screenings via CastleBranch (See pg 23-31)

2. Withdrawal

A student-initiated withdrawal deadline is established by the college. If a student has not withdrawn from a class by the deadline, the student will receive the letter grade earned in the course at the end of the semester; earned grades will be posted on the student's permanent record. [Academic Calendar](#)

Active participation in an online class is a measurable activity that requires a student to engage in materials and complete and submit some type of assignment.

If the student drops or stops attending all classes at Yavapai College (complete withdraw) after they have received financial aid, the student may be required to repay a portion of the funds received. YC is required by federal statute to recalculate federal financial aid eligibility for students who withdraw prior to completing 60% of a term. Recalculation is based on the percentage of earned aid using the federal Return to Title IV funds formula. All unearned aid must be returned to the Department of Education and repaid to YC. [R2T4 Policy](#)

3. Process for Dismissal

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

4. Attendance

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

Students are expected to attend classes and /or actively participate in all credit courses regardless of the delivery method.

A minimum of 120 hours is required to pass this course (60 hours lecture, 20 hours skills lab and 40 hours clinical). Each student's attendance will be recorded daily by student signature. Missing more than the allowable hours in any category will result in failure of the class regardless of test grades. Please notify your instructor at least 60 minutes prior to the start of the class if you will be absent or need to miss any amount of time from a class or clinical day. In the case of a clinical absence, you must call the clinical agency where you are assigned at least 60 minutes before the scheduled time to tell unit staff you will be absent. Make a note of the name of the person you notify. You must also notify your instructor at least 60 minutes prior to the start of the clinical.

You must be on time the first day of class or you will be dropped from the class. Open positions will be offered to students on the alternate list providing they are present and on time the first day of class.

Students missing time in the classroom, skills lab, or clinical area will only be granted "make-up" time in the event of an excused absence. Examples of excused absences are illness, accident, or injury of the student; death of an immediate family member; inclement weather; or other

unforeseen events. Students may be required to provide documentation that aids in determining whether the absence is excused or not.

If a student is allowed to make-up missed time, the student will be required to complete learning activities that are equivalent to the missed curricular topics, clinical experiences, or skills lab in both substance and in classroom or clinical time. Make-up time will be done under the supervision of a qualified instructor, and the scheduling of make-up time is dependent on instructor availability.

If the student chooses not to make up missed time and does not meet the minimum hourly requirements of the program, the student will not pass the course.

Clinical Sessions: Students are expected to attend all clinical sessions necessary to meet the competencies of the course as determined by the instructor(s).

- a) All Students are required to provide their own transportation to off-campus clinical activities.
- b) A “no call-no show” for a clinical day will result in an automatic failure.
- c) Clinical hours include pre- and post-conferences on all scheduled clinical days
- d) All students must complete and online and/or agency clinical orientation requirements prior to all clinical rotations if requested. Any student who fails to complete the requirements or is absent on a day of mandatory orientation without prior instructor approval may not continue in the rotation and will be withdrawn from the course.
- e) In case of absence or anticipated lateness, the student must notify the instructor at least 60 minutes before scheduled time. Lateness can result in dismissal from the clinical unit if it interferes with or disrupts resident care and will be recorded as a clinical absence.
- f) Late arrival or leaving early from the clinical experience may result in disciplinary action and place the student at risk for failing to achieve the course competencies and hour requirements.
- g) Students must remain in clinical for the entire day until dismissed by the faculty. A student may not leave the facility for lunch or breaks.
- h) In case of serious illness or emergency situations, a student may find an absence unavoidable. When an absence occurs, the student must notify the didactic and/or clinical instructor at least 60 minutes in advance of the clinical hours and didactic hours missed. Any absence can jeopardize successful achievement of course competencies.
- i) The Nursing Assistant Program does not provide “make-up” clinical hours.
- j) Any absence for any reason in didactic courses will result in the student meeting with the course instructor to establish a plan for continuation in the Nursing Assistant Program.
- k) All requests for an absence are to be sent directly to the course instructor. There are no provisions for an “excused absence”.

5. Student-Faculty Communications

The official method of communication between students and faculty is college email account: [Student E-Mail Accounts](#). Faculty communicate with students using the official YC communication e-mail system. Under normal circumstances, please allow 24hours (excluding weekends, holidays, and semester breaks) response time to your e-mail. Faculty generally

respond to email within 24 hours or the next business day. Students are required to use the Yavapai College issued e-mail address for faculty correspondence. Faculty are not required to respond to e-mails originating from personal e-mail accounts.

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

6. Disabilities and Accommodations

Prescott Campus 928-776-2085

Verde Campus 928-634-6567

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

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

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

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

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

7. Title IX Pregnancy

Yavapai College is committed to ensuring equal opportunity for all students regardless of sex, including students experiencing pregnancy and childbirth. In accordance with Title IX, pregnancy does not preclude participation in the Nursing Assistant Program; this is a decision between the

student and her physician. Yavapai College's Title IX Coordinator is available to coordinate adjustments or accommodation plans, for students who are pregnant or who have recently experienced childbirth, have post pregnancy needs, or related medical restrictions. Pregnant students are encouraged to work closely with the Title IX Coordinator and Disability Resources to develop a plan. It is the responsibility of the pregnant student to initiate requests for accommodation and to help arrange specific accommodation.

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

- a) Consult with their individual instructors and/or the Director of Allied Health regarding the types of hazards to which the student may be exposed in the class in which enrolled or expecting to enroll in the future.
- b) Contact the treating health care provider as soon as possible to obtain recommendations for a plan to minimize exposure to hazards with the possibility of reproductive effects to which there may be exposure.
- c) If adjustments, accommodations, work restrictions, or class schedule changes are recommended, contact the Disability Resource Center to develop an accommodation plan as early as possible to assist in accordance with the health care provider recommendations.

Examples of accommodations that may be considered include but are not limited to:

- a) Continue as is with no schedule or assignment changes if no reproductive hazardous exposures are anticipated.
- b) Potential assignment or schedule changes to minimize potential exposures: the flexibility of this option is dependent upon the Nursing Assistant Program requirements and the availability of alternate assignments, such as clinical assignments.

Yavapai College Nursing Assistant Program does not discriminate against students based on sex or pregnancy. The Nursing Assistant Program recognizes that it is the right of the pregnant student to make decisions concerning pregnancy. At the same time, the pregnant student is expected to complete each requirement of the curriculum in a scheduled time frame or plan that can reasonably be implemented and under which risks are deemed acceptable by the student and her health care provider. The student and her health care provider are responsible to determine risk levels of participation in educational activities within the Nursing Assistant Program based upon the student's health condition and any known risk factors.

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

placements.

8. Grading Scale and Academic Standards

Learning outcomes are defined in each course syllabus.

Classroom assignments and examinations are given a percentage score or letter score. Grading Scale: Because of the rigorous course work, clinical application, and clinical judgement in the Nursing Assistant Program, nursing students are held to a higher standard by their responsibility for the safety and security of residents in their care. The grading scale for nursing assistant courses AHS 114:

A	=	90.00 -100%
B	=	80.00 – 89.9%
C	=	75.00 – 79.9%
D	=	65.00 – 74.9%
F	=	≤65.00%

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

Students must demonstrate satisfactory completion of all required skills and competencies and apply them safely and correctly while caring for clients/residents.

Final Exam

1. Arizona State Board of Nursing Rule R4-19-801 requires students score a minimum 75% correct answers on a comprehensive secure final examination with no more than one re-take.
2. A student may be allowed an additional re-take following documented, focused remediation based on past test performance. Any re-take examination must contain different items than the failed exam, address all course competencies, and be documented with score, date administered and proctor in the student record. Further grading criteria is addressed in the course syllabus.

Skills

3. Students must demonstrate, to program faculty, satisfactory performance of each practical skill as prescribed in the curriculum before performance of that skill on residents without the instructor's presence, direct observation, and supervision. A nursing assistant instructor shall verify and document that the following skills are satisfactorily performed by each student to perform the skill on a resident without instructor present:
 - a. Taking vital signs, height, and weight using standing, wheelchair and bed scales;
 - b. Maintaining a resident's environment;
 - c. Observing and reporting pain;
 - d. Assisting with diagnostic tests including obtaining specimens;
 - e. Providing care for residents with drains and tubes including catheters and feeding tubes.
 - f. Recognizing and reporting abnormal resident physical, psychological, or mental changes

- to a supervisor;
- g. Applying clean bandages;
- h. Providing peri-operative care; and
- i. Assisting in admitting, transferring, or discharging residents.
- j. Bathing, skin care, and dressing;
- k. Oral and denture care;
- l. Shampoo and hair care;
- m. Fingernail care;
- n. Toileting, perineal, and ostomy care;
- o. Feeding and hydration, including proper feeding techniques and use of assistive devices in feeding.
- p. Body Mechanics
- q. Assistive Devices used in transferring, ambulating and dressing
- r. Range of Motion Exercises
- s. Care and use of prosthetic and orthotic devices
- t. Turning and positioning a resident in bed, transferring a resident between bed and chair and positioning a resident in a chair.
- u. Hand hygiene
- v. Donning and Doffing isolation gown and gloves.

If the student does not satisfactorily complete all skills the student will receive a failure for AHS114L.

4. Each student must pass a Mock Skills exam demonstrating 3 or 4 randomly selected skills with a score of at least 80% on each skill demonstrated. If a student does not pass mock skills with an 80% or better on each skill of the first attempt, the student will be given a second attempt. The student will repeat the skill(s) that were not passed and 1 or 2 randomly selected skills for a total of 3 skills. If a student does not pass on the second attempt they will receive a failure for AHS114L.
5. The course grade is based on theoretical examinations. Skills labs and clinicals are graded Satisfactory/Unsatisfactory.

Students must pass AHS114, AHS114L and AHS114C to successfully complete the program

9. Grievance Policy

For concerns within the Allied Health Department:

- a) The student is to meet with the instructor of the course to engage in conversation specific to the concern.
- b) Should continuation of conversations be needed to resolve the concern, a conference may be scheduled with the student, the instructor, and the Director of Allied Health.
- c) If the concern is still not resolved, the Director of Allied Health will make the final decision.
- d) Should the student continue to have concerns, students are to follow the *Student Appeal*

of Academic or Instructional Decisions by Faculty: [Student Appeals/Complaints](#)

- e) Visit www.yc.edu/academiccomplaints for additional information and to submit the appeal in a timely manner following the established procedures listed in [Policy Number 3.16](#)

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

10. Recording Devices

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

11. Student Rights and Responsibilities

Policies surrounding student rights and responsibilities' are specific to Academic Integrity; Academic Load, Renewal, and Requirements; Acceptable Use; Attendance Policy; Cody of Conduct; Phot and Videotape; Drug Free Environment; Harassment; Standards of Academic Progress; Student E-Mail Accounts; Student Complaints; Student Success; Title IX; Tobacco Use, and Visitors can be found in the College Catalog <https://catalog.yc.edu/content.php?catoid=25&navoid=6955&hl=student+rights&returnto=search> as well as in each course syllabus.

12. Civility

Civility is a critical principle, behavior, and attitude of professionalism in healthcare. Civility is behavior that: 1) shows respect toward another; 2) causes another to feel valued; 3) contributes to mutual respect, effective communication, and team collaboration (ANA, 2012) (myamericannurse.com/civility-starts-with-you/). Students are to refer to the Statement of ANA Position (July, 2015). [Incivility, Bullying and Workplace Violence](#)

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

13. Standards of Student Professional Conduct Policy R4-19-814

The nursing assistant faculty believe that standards of professional conduct are an inherent part of professional socialization, therefore all enrolled nursing program students are to adhere to professional conduct standards. Students within the boundaries and rules of practice within the

Arizona State Board Nurse Practice Act, the ANA Code of Ethics, the YC guidelines for Code of Conduct for students and the policies and regulations of the healthcare agency where they are assigned clinical placement for learning. Unprofessional conduct: examples including but not limited to, violations of confidentiality; failure to show respect for client, significant others, peers, staff, and faculty; clinical agency policies and procedures. Violations of the Nurse Practice Act, AZBN, National Student Nurses' Code of Academic and Clinical Conduct; violations of the American Nurse Association (ANA) Code of Ethics Scope and Standards of Practice. Students are to reference the ANA Code of Ethics at [ANA Ethics and Human Rights](#) and [Rules of the State Board of Nursing R4-19-814, What is the Code of Ethics?](#)

Standards of Student Professional Conduct include:

- a) Confidentiality: Respects the privacy of clients and respects privileged information.
- b) Accountability: Is answerable for one's action; answers to self, the resident, the profession, and the institution.
- c) Responsibility: Executes duties associated with the nursing assistants particular role.
- d) Facility/Agency Policies and Procedures: Reads and adheres to the agency policies and procedures.
- e) Veracity: truthfulness; adherence to precision, honesty, integrity.
- f) Punctuality and Promptness: Is on time for all class, lab, and clinical assignments.
- g) Dependability: Is trustworthy and reliable.
- h) Respect: Treats others with consideration, courtesy, and civility.
- i) Professional Appearance: Adheres to established dress code in all clinical and professional activities.
- j) Ethical: Adheres to the Code of Ethics for Nurses with Interpretive Statements [What is the Code of Ethics](#)
- k) Legal: Operates within the standards of care related to the student nurse role.
- l) Safety: Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.
- m) Civility: All students in the nursing assistant program are expected to contribute to a positive learning environment. Nursing Assistant students are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and college and clinical staff. Angry outbursts, disruptive behavior, and the use of abusive or derogatory language will not be tolerated and may result in removal from the course and/or program.

Students are expected to display professional behavior on campus, in all clinical experiences, and whenever in the practical nursing student uniform outside of clinical agency environment (i.e., going to and from the clinical agency). When in uniform, students are readily recognizable as Yavapai College Nursing Assistant students; nursing assistant student behavior is reflective of the student, the Yavapai College Nursing Assistant Program, and the nursing profession. If students observe such behaviors identified above in others that appear to violate these standards the student has the responsibility to report these behaviors or actions to the instructor and/or the Director of Allied Health

14. Professional Boundaries

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

15. Students and Faculty

Faculty and students will maintain a professional relationship:

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

16. Students and Residents

Students will maintain a professional nursing assistant-resident relationship (NCSBN, 2018):

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

Reference: National Council of State Boards of Nursing. (2018). [ANurse’sGuide to ProfessionalBoundaries: NCSBN](#). [Brochure]. Chicago: Author.

17. Uncivil, Inappropriate, & Unprofessional Behavior

Examples of uncivil, inappropriate, and unprofessional behavior which are discouraged include but are not limited to, that may lead to immediate dismissal* of a student (Clark & Springer, 2010):

- a) Habitually interrupting, side bar conversations or undermining faculty instruction.
- b) Disruptive behavior that disrupts the learning of other students in the classroom, clinical placement environment, nursing skills lab or simulation lab.

- c) Demeaning, belittling, aggressive, intimidating, bullying or harassing others including Nursing Assistant program staff, instructors, or any member of the nursing team.
- d) Rumoring, gossiping about or damaging a classmate, shunning, or marginalizing other students, Yavapai College Nursing Assistant Program staff, faculty, curriculum, or assignments, clinical agency, or clinical agency employee's reputation including but not limited to any staff person in the clinical agency/facility utilized by the Nursing Assistant Program.
- e) Lack of attention to instruction or college communications, including not checking and responding to email communication.
- f) Sending emails or posting information online or via social media that is inflammatory in nature and in the tone of the email.
- g) Yelling or screaming at instructors, peers, clinical agency staff, or any Nursing Assistant Program staff, faculty, or nursing team member.
- h) Consistently arriving late to the start of class.
- i) Knowingly withholding information needed by a peer, preceptor, instructor, clinical agency staff, or Nursing Assistant Program staff/team member.
- j) Discounting or ignoring input from instructors or preceptors regarding classroom and/or clinical performance or professional conduct specific to the profession and standards of nursing and expectations of Yavapai College.
- k) Not sharing credit for collaborative work or not completing equal share of assigned collaborative and/or small group work.
- l) Threatening others, including physical threats and intimidation, verbal/nonverbal threats, and implied threats of any kind of harm (physical, emotional, reputational).
- m) Inappropriate displays of temper including but not limited to tantrums of any sort, throwing of objects directly or indirectly toward another person(s).
- n) Use of unauthorized technology or unauthorized materials during examinations or completion of assignments.
- o) Using supplies or breaking equipment without notifying the appropriate staff/faculty or preceptor.
- p) Using inappropriate language of any kind or type.
- q) Inappropriate use or misuse of equipment or electronics, including personal electronic devices.
- r) Disclosing protected resident information without consent.
- s) Direct communication with clinical placement agencies to inquire regarding clinical placement processes, decisions or placement denials, or inquiry of health requirements.
- t) Attempts to make direct arrangements with clinical placement agencies for clinical placements.
- u) Positive drug test.
- v) Accrued absences in accordance with attendance policy.
- w) Academic dishonesty according to the College Student Code of Conduct: [Academic Integrity](#)

- x) Violating clinical agency rules, regulations and instructions received by faculty or the clinical agency representatives.
- y) Any other student behavior which the Director of Allied Health deems uncivil, inappropriate, and unprofessional.

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

Reference: Clark, C, & Springer, P. (2010). Incivility. *Journal of Nursing Education*. Doi: 10.3928/01484834-20100224-01

18. Student Practice Regulations

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

- a) Practicing outside scope of practice
- b) Refusal of an assignment based on resident's race, culture, religious preference, or medical diagnoses.
- c) Denies, covers-up or does not report own errors in clinical learning practice.
- d) Ignores and/or fails to report unsafe, dishonest, or unethical behavior in others to the instructor.
- e) Practices skills that have not yet been assigned/taught or are intended to be checked off prior to independent performance.
- f) Demonstrates inability to make appropriate clinical judgments or decisions.
- g) Interacts inappropriately with agency staff, co-workers, peers, residents/clients, families, and/or faculty resulting in miscommunication, and/or disruption of the learning and/or resident care environment.
- h) Violates principles of confidentiality (HIPAA).
- i) Lack of preparation for clinical learning practice.
- j) Fails to respect client rights and dignity.
- k) Solicits, borrows, or removes property or money from a client or resident's family.
- l) Assume resident care tasks for which the student does not have the education or competence to perform.
- m) Removes drugs, supplies, equipment, or medical records from the clinical environment.
- n) Abandonment: Leaves clinical agency or resident assignment without notification to the clinical instructor and nursing staff on assigned floor.
- o) Obtaining, possessing, administering, or using any narcotic, controlled substance, or illegal drug in violation of the any federal or state criminal law or in violation of any policy in any health care facility, YC, institution or in any YC clinical placement facilities.

19. Zero Tolerance Policy:

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

- a) Intentionally or recklessly causing physical harm to any person on the campus or at a clinical agency, or intentionally or recklessly causing reasonable apprehension of such harm.
- b) Not following the COVID 19 compliance policies of clinical agencies for optimal safety of residents, clinical agency staff, clinical course peers and instructor.
- c) Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical agency.
- d) Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical agency.
- e) Any verbal, non-verbal, and/or written actions which are deemed uncivil, threatening, abusive, or bullying will not be tolerated and may result in removal from the course and/or program.
- f) Other egregious acts as determined by the Director of Allied Health.

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

20. Student Participation in Development of Policies and Evaluation of Program

Students have the opportunity each semester to anonymously and confidentially evaluate the course instructor, curriculum, classroom environment, clinical instructor, clinical setting, textbook, and resources of the program.

21. Readmission to Program

The Nursing Assistant Program supports the readmission of qualified students. The student must apply as a new program applicant to be considered for admission.

Eligibility

- a) The Director of Allied Health reserves the right to deny a request for readmission if the student was dismissed for issues relating to academic integrity, unsafe resident care, inappropriate conduct, violation of Student Handbook provisions, or dismissal from a college or clinical agency.
- b) All students must meet current Application, Health, Drug and Safety requirements.

If a student unsuccessfully completes (ie: withdraws or fails) a course in the Nursing Assistant program, the entire semester must be retaken if a readmission to the program is granted. Re-admitted students who repeat courses in which they previously achieved a passing grade must again achieve a passing grade in same course(s).

22. Self Disclosure

In accordance with professional standards and the mission of the nursing assistant program, all students are required to self-disclose any conditions, behaviors, or incidents that may impact

their ability to safely and effectively participate in clinical and classroom settings. This includes, but is not limited to:

- a. Physical or mental health conditions that may impair judgment or performance.
- b. Use of substances (prescription, over-the-counter, or illicit) that may interfere with safe practice.
- c. Criminal charges or convictions, including arrests or citations, that occur before or during enrollment.
- d. Any disciplinary actions taken by other educational institutions, licensing bodies, or employers related to professional conduct.

Notification must be made in writing to the Director of Allied Health as soon as the student becomes aware of the issue. Confidentiality will be maintained to the extent possible while ensuring compliance with legal, ethical, and safety standards. The program will assess the disclosure and may require documentation, medical clearance, or a professional evaluation to assist in determining continued program eligibility. Failure to self-disclose may result in disciplinary action, up to and including dismissal from the program by the Director of Allied Health.

CLASSROOM POLICIES

1. Professional Appearance

In all cases, the student must be in compliance with the professional appearance policy of the clinical agency. No accommodation will be made to change location of clinical experiences. The following guidelines are mandatory for students to remain in compliance with the dress code:

- a) Students are expected to present themselves in a professional manner at all times while enrolled in the Nursing Assistant Program. Students must be in compliance with the professional dress code guidelines at all times. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility due to noncompliance with the professional appearance policies.
- b) Students are to wear the official Nursing Assistant Program uniform in all clinical environments and as requested by the Faculty, Staff, and Director of Allied Health unless the learning environment or agency requires other clinical attire.
- c) Uniforms are to fit so that when the student bends forward, the bottom hem of the scrub top covers the pants' waistband in the back. Visible chest cleavage is not permitted.
- d) Pant hems are tailored to not drag on the floor when walking or standing.
- e) Students may wear a plain white, gray, or navy blue t-shirt under the uniform. No other colors are permitted. The t-shirt may be sleeveless, short, or long-sleeved. Turtlenecks are permitted.
- f) Sweaters, hoodies, or similar apparel are not permitted in the clinical environment.
- g) Yavapai College Student issued picture name badges must be worn with clips attaching them

to the collar, picture facing forward. Lanyards are not allowed.

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

The Nursing Assistant Program reserves the right to dismiss a student at any time on grounds the program may judge to be appropriate. Each student by his/her admission into the Nursing Assistant Program recognizes the right of program to do so. The continuance of any student on

the enrollment lists and or roster of the program, the receipt of academic credit, letter of good standing, graduation, and the granting of any degree within the program rests solely within the powers of the college and the Nursing Assistant Program.

3. Use of Information Technology

Nursing Assistant students will be required to use online resources and will need access to a computer and network connection. Yavapai College offers student support for Educational Technology & Online Learning through the TeLS (Teaching and e-Learning Department). The TeLS mission is to make the online learning experience at Yavapai College the best it can be, by providing exemplary support and training opportunities to faculty, students, and staff, working in all modes of course delivery. [TeLS](#)

Use of mobile device during clinical and classroom rotations: Professional behavior and proper technology etiquette should be always observed when using cell phones, iPads, iPods, mobile devices, laptops or other electronic devices. Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

- a. These may be used only when authorized by faculty and for clinical activities, not personal use.
- b. Cell phones and all mobile devices must be on “silent” mode or turned off during class, lab, and clinical experiences.
- c. No photos may be taken by students in the clinical agency or lab environments. The exception to taking photos or videos in the laboratory environment is when it is a course assignment.
- d. No personal phone conversations or texting allowed at any time while in nursing assistant skills labs, classroom, or clinical. An improvement plan will be given for the first violation of using the mobile device for socializing during clinical time. A second violation may result in removal from the clinical environment.
- e. When accessing information on smartphones, students are expected to have the equipment turned off if agency policy requires it and go to an area designated for cell phone use when accessing information on a mobile device.
- f. Faculty or clinical agency staff may ask to see what programs you are using at any time. Use of facility/agency computers for personal use is prohibited.
- g. You must always protect the confidentiality of resident information in accordance with HIPAA. Students may not take any photographs of clients or client records, nor print or make copies of client records.
- h. Students who violate resident privacy with the mobile device will be subject to HIPAA infractions of the clinical agency and may be subject to disciplinary action.
- i. Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens, so may mobile devices. Be sure to disinfect/decontaminate them as needed.
- j. Social networking agency: When contributing to a social networking agency, it is important to remember that everyone can see and read what is placed on the agency even if “privacy” options are selected. Keep your interactions professional and err on the

conservative side when placing written communication or posting pictures. Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you and many recruiters now routinely search the social networking venues when considering people for a new hire. It is never appropriate to post photos or information about a resident. Social network postings can be subject to disciplinary action from the Nursing Assistant Program.

- k. For additional information on how to use social media without professional or personal repercussions, visit: [Social Media NCSBN](#)

HEALTH AND SAFETY REQUIREMENTS

1. 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 residents 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 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 accommodation. 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 resident safety.

Essential Functional Abilities	Standard	Examples of Required Activities
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Motor Abilities	Physical ability and mobility sufficient to execute gross motor skills, physical endurance, and strength to provide safe resident care.	Mobility sufficient to carry out resident care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting residents, 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 blood pressure cuff, pump and valve.
Perceptual, Sensory Abilities	Sensory/perceptual ability to monitor and assess clients.	Sensory abilities to hear alarms, auscultatory sounds, cries for help, etc. access color (cyanosis, pallor). Tactile ability to feel pulses, temperature, etc. Olfactory ability to detect smoke, odor.
Behavioral, Interpersonal, Emotional	<p>Ability to relate to colleagues, staff and residents with honesty, civility, integrity and nondiscrimination.</p> <p>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 residents/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 residents.</p> <p>Adapt rapidly to environmental changes and multiple task demands.</p> <p>Maintains behavioral decorum in stressful situations.</p>
Safe Environment for residents, families and co-workers	Ability to accurately identify residents.	<p>Prioritizes tasks to ensure resident safety and standard of care</p> <p>Maintains adequate concentration and attention in resident care settings.</p>

	<p>Ability to effectively communicate with other Caregivers</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 resident, family and co-worker falls.</p>	<p>Seeks assistance when clinical situation requires a higher level of expertise/experience.</p> <p>Responds to monitor alarms, emergency signals, call bells from residents, and orders in a rapid and effective manner.</p>
Communication	<p>Ability to communicate in English with accuracy, clarity and efficiency with residents, their families, and 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>Communicates professionally and civilly to the healthcare team including peers, instructors, and preceptors.</p>	<p>Follows verbal directions from members of the healthcare team and participates in health care team discussions of resident care.</p> <p>Reports current health state and responses to treatment from residents or family members to the nurse.</p> <p>Establishes and maintains effective working relations with residents and co-workers.</p> <p>Recognizes and reports critical resident information to the nurse.</p>
Cognitive/ Conceptual/ Quantitative Abilities	<p>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</p> <p>Ability to comprehend three – dimensional and spatial relationships.</p> <p>Ability to react efficiently in an emergency.</p>	<p>Recognizes an emergency and responds effectively to safeguard the resident and other caregivers.</p> <p>Transfers knowledge from one situation to another.</p> <p>Accurately processes information on equipment calibrations, printed documents, flow sheets, graphic sheets, and policy and procedure manuals.</p>
Punctuality/ work habits	<p>Ability to adhere to policies, procedures and requirements as described in the Student Nursing Assistant Handbook, college catalog and course syllabus.</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>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>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>
Environment	<p>Recognize the personal and resident risk for exposure to health hazards.</p> <p>Use equipment in laboratory or clinical settings needed to provide resident 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>

2. CPR

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

3. 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. Students may be subject to regular health screening and testing as determined by the healthcare institutions. Clinical learning experiences in facilities/agencies is a requirement of the Nursing Assistant program for all nursing students per the Arizona State Board of Nursing. If a student cannot complete clinicals due to any unmet clinical agency requirements, they will not successfully complete the Nursing Assistant program. As part of our affiliation agreements with healthcare institutions, Yavapai College is required to provide healthcare facilities/agencies with pertinent healthcare and safety screening documentation upon their request and would obtain the documentation from CastleBranch and/or My Clinical Exchange.

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. 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. Vaccination 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.

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 Program for the student record as required to remain and continue in the program.

Students who have upcoming expirations for immunizations 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.

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

- a. **MMR (Measles, Mumps, and Rubella):** Adults entering health care professions must have documented proof of immunity (positive titer) or proof of two MMR immunizations. A titer needs to be positive for Measles, Mumps, and Rubella. Additional immunization is generally required when titer results are not positive for each – plan accordingly. Persons born prior to 1957 may be considered immune.
- b. **Varicella (Chicken Pox):** Documented proof of immunity or two varicella immunizations are required upon conditional acceptance of the student into the Nursing Assistant program. If the student has had chickenpox, a positive titer is necessary to document immunity.
- c. **Hepatitis B:** Documented evidence of two-dose series or positive titer. Completed documentation is submitted to Castle Branch upon conditional acceptance to the Program. If beginning a series, allow for six months prior to practical nursing application submission for completion.
- d. **Tdap (Tetanus, Diphtheria and Pertussis):** A Tdap vaccination is required every ten (10) years. It is the responsibility of the student to maintain a record of a Tdap vaccination of less than 10 years throughout the duration of the Nursing Assistant Program.
- e. **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.

New, 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.

- f. **Influenza:** One of the following is required,
- Documentation of Influenza vaccination for the current season (must be completed by October 15th for Fall entry, and prior to semester starting for Spring entry. Not required for summer sessions.
 - If allowed for and approved 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.
- g. **COVID-19:** Requirements are site dependent.

For program compliance, students are responsible for keeping their fingerprint clearance, CPR, and all health and safety documentation requirements current through the entire duration of Nursing Assistant 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 Program acceptance packet. If a student does not meet the datelines as identified on the forms provided in the acceptance packet, the student's Nursing Assistant Program acceptance will be administratively withdrawn by the Director of Allied Health.

4. **Fingerprint Requirement**

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

5. 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 background findings will be reviewed to determine admission or continuation in the program, on a case-by-case basis by the Director of Allied Health. Clinical agencies may request a background check at any time during student clinical rotations during their Nursing Assistant program course progression. To meet the clinical agency requirements students must comply with clinical agency requests to remain in the Nursing Assistant program without disruption in their program course progression. As part of our affiliation agreements with healthcare institutions, Yavapai College is required to provide healthcare facilities/agencies with pertinent healthcare and safety screening documentation upon their request and would obtain the documentation from CastleBranch and/or My Clinical Exchange.

6. Health Insurance

All students are required to provide proof of personal health insurance. The student is responsible for providing this coverage throughout the entirety of their time in the Nursing Assistant Program.

7. Health Care Provider Signature Form

A health care provider must sign the Health Care Provider Signature Form and indicate whether the applicant will be able to function as a Nursing Assistant student. Health care providers who qualify to sign this declaration include a licensed physician (M.D., D.O., N.D.), nurse practitioner, or a physician's assistant.

SCREENING FOR USE OF ALCOHOL AND DRUGS POLICY AND PROCEDURE

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

1. Drug Screening Guidelines

- a) Once students are accepted into the Nursing Assistant program, they will receive instructions to purchase the drug screen on CastleBranch and go to a lab to submit a urine specimen.
- b) Private health insurance does not pay for this screening. The lab will provide the student with a receipt.
- c) 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.
- d) 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.

- e) If a student challenges a positive result, the student is responsible for the cost of the retest.
- f) Only students testing negative drug screens can remain enrolled in nursing courses.
- g) 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.
- h) Students will not be allowed to use previous drug screens requested by any person or agency outside of Yavapai College Nursing Assistant Program requirements.
- i) 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.
- j) Random and "for cause" testing will be done at the discretion of the Director of Allied Health.

2. 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.

3. 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 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:

- a) The instructor will remove the student from the resident care or assigned work area

immediately and notify the Director of Allied Health or designee.

- b) 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.
- c) The student is to have a picture ID in his/her possession.
- d) After testing, the student is to call for transportation service.
- e) If the student admits to alcohol or drug use, he/she will still require drug screening.
- f) The student is responsible for all costs associated with the for-cause drug-screening test.
- g) 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.
- h) 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.
- i) 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.
- j) Based on the information provided and further medical evaluations if warranted, the Director of Allied Health will decide regarding return to the clinical environment.
- k) 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:

- a) The student will be removed from the clinical environment by the instructor or clinical agency representative pending a full investigation.
- b) 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.
- c) Failure to comply with any aspect of this policy will result in withdrawal from the program.

Readmission Guidelines Related to Positive "For Cause" Testing

Students seeking readmission who were withdrawn from nursing assistant 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:

- a) Documentation from a therapist with experience in addiction behaviors indicating status and/or documented rehabilitation related to alcohol/drug abuse.
- b) Include documentation of compliance in a treatment program if identified as required by the therapist.
- c) 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.

- d) If a student, after being re-admitted to the Nursing Assistant Program, has positive results on an alcohol/drug screen, the student will be permanently dismissed from the Yavapai College Nursing Assistant Program and notification will be sent to the State Board of Nursing.

4. No Right to Appeal

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

GUIDELINES REGARDING EXPOSURE TO INFECTIOUS DISEASES/BODY FLUIDS

Standard precautions, which are intended to reduce the risk of pathogen transmission, are the basic level of infection control. Students are expected to follow hand hygiene, personal protective equipment (PPE), respiratory hygiene, and linen and waste disposal guidelines recommended by the World Health Organization Standard precautions in health care: [Standard Precautions for All Resident Care](#)

All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.

Nursing assistant students are not permitted to care for clients in airborne isolation/precautions unless they have proof of documentation that they are eligible to safely wear an N95 respirator mask and have been effectively and safely N95 fit tested accordingly. If students are not able to wear an N95 respirator mask, a PAPR or CAPR may be worn if available by the clinical agency and assigned to the student by the clinical agency representative. [Recommended routine infection prevention and control](#)

1. Exposure Guidelines

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

ARIZONA STATE BOARD OF NURSING REQUIREMENTS

Graduation from the Yavapai College Nursing Assistant program is not the sole criteria for obtaining

licensure or certification as a nursing assistant in Arizona. Licensing and certification requirements are the exclusive responsibility of the Arizona State Board of Nursing (A.R.S. Sections 32-1632, et seq.), and students must satisfy those requirements independently of their satisfaction of any requirements for graduation from Yavapai College.

1. Citizenship/Nationality/Alien Status Documentation

Federal law, 8 U.S.C. § 1641, and State law, A.R.S. § 1-501, require documentation of citizenship or nationality for certification. If the documentation does not demonstrate that the applicant is a United States citizen, national, or a person described in specific categories, the applicant will not be eligible for certification in Arizona. All applicants must submit documentation regarding their citizenship/nationality/alien status with their application. See [Citizenship and Alien Status](#) for more information.

2. Fingerprinting

The Arizona State Board of Nursing requires that individuals applying to become a Licensed Nursing Assistant (LNA) submit a full set of fingerprints to them as part of a background check. This is not a requirement for those individuals wishing to apply to become a Certified Nursing Assistant (CNA). See the Arizona State Board of Nursing website for further details: www.azbn.gov

3. Felony Convictions

According to A.R.S. § 32-1606(B), an applicant for Licensed Nursing Assistant (LNA) is not eligible for licensure 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 convictions 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 licensure.

4. Instructor Qualifications

Program instructor qualifications and duties:

A. Program instructor qualifications include: a. Holding a current, registered nurse license that is active and in good standing under A.R.S. Title 32, Chapter 15 and provide documentation of a minimum of one year full time or 1500 hours employment providing direct care as a registered nurse in any setting; and

b. At a minimum, one of the following:

i. Successful completion of a three semester credit course on adult teaching and learning concepts offered by an accredited post-secondary educational institution,

ii. Completion of a 40 hour continuing education program in adult teaching and learning concepts that was awarded continuing education credit by an accredited organization,

iii. One year of full-time or 1500 hours experience teaching adults as a faculty member or clinical educator, or

iv. One year of full time or 1500 hours experience supervising nursing assistants, either in addition to or concurrent with the one year of experience required in subsection (C)(1)(a).

5. Clinical Supervision

In addition to the program instruction requirements in R4-19-801(C), a nursing assistant program instructor shall provide on-site supervision for each student placed in a health care facility not to exceed 10 students per instructor. The instructor will remain in the clinical facility and focus attention on student learning needs during all clinical experiences. Instructors' current and valid contact information will be provided to the clinical site. Student performance will be documented daily, consistent with course skills and objectives. Instructors will actively engage in all activities related to the supervision of students and review all student documentation.

Clinical and classroom hour requirements and resources:

A. A nursing assistant training program shall ensure each graduate receives a minimum of 120 hours of total instruction consisting of:

- a. Instructor-led teaching in a classroom setting for a minimum of 40 hours;
- b. Instructor-supervised skills practice and testing in a laboratory setting for a minimum of 20 hours; and
- c. Instructor-supervised clinical experiences for a minimum of 40 hours, consistent with the goals of the program.

Clinical requirements include the following:

- i. The program shall provide students with clinical orientation to any clinical setting utilized.
 - ii. The program shall provide a minimum of 20 hours of direct resident care in a long-term care facility licensed by the Department of Health Services, except as provided in subsection (iv). Direct resident care does not include orientation and clinical pre and post conferences.
 - iii. If another health care facility is used for additional required hours, the program shall ensure that the facility provides opportunities for students to apply nursing assistant skills similar to those provided to long-term care residents.
 - iv. If a long-term care facility licensed by the Department of Health Services is not available within 50 miles of the training program's classroom, the program may provide the required clinical hours in a facility or unit that cares for residents or patients similar to those residing in a long-term care facility.
- d. To meet the 120 hour minimum program hour requirement, a CNA program shall designate an additional 20 hours to classroom, skill or clinical instruction based upon the educational needs of the program's students and program resources.

5. Record Maintenance

The following student records are maintained either electronically or in paper form in the Administrative Offices of the Allied Health department for a minimum period of three years.

- a) Curriculum and course schedule included in a syllabus 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.
- d) A copy of any Board reports, applications, or correspondence, related to the program.
- e) A copy of all clinical contracts.
- f) A record of each student's legal name, date of birth, address, telephone number, email address and social security number, if available.
- g) A completed skills checklist containing documentation of student level of competency performing the skills in R4-19-802(F) for nursing assistant.

- h) An accurate attendance record, which describes any make-up class sessions and reflects whether the student completed the required number of hours in the course.
- i) Scores on each test, quiz, or exam and, if applicable, whether such test, quiz or exam was retaken.
- j) A copy of the program certificate of completion, issued to the student upon successful completion of the training program.

Students may request access to their records by contacting the administrative office of the Allied Health Department.

PARTICIPATORY GOVERNANCE

Students may participate in activities that contribute to the governance of the parent institution. This may be engaging in activities that serve the College or the community, or a combination of both. Such activities include, but are not limited to, the follow:

- Student representatives from each program are invited to participate in Allied Health Advisory Council meetings (contact the Allied Health office for meeting schedule and agenda request)
- District, College, and division/department meetings (contact the Allied Health office for meeting schedule and agenda request)
- District, College, and division/department [organization/club](#) membership

Yavapai College's use of a Participatory Governance model ensures that the institution engages its internal constituencies in collaborative decision making and that faculty and, when appropriate, staff and students are involved in setting academic requirements, policy and processes through effective collaborative structures in compliance with Higher Learning Criteria for Accreditation, Criterion 5: Institutional Effectiveness, Resources & Planning, Arizona Statute A.R.S. § 15-1444(A)(7) and District Governing Board Resolution 2021-07. [Participatory Governance Policy 10.11](#)

STUDENT GOVERNMENT ASSOCIATION

Yavapai College Student Government Association (YCSGA) strives to build a platform to listen to, speak for, and stand with YC student body. The YCSGA provides tools for students in governing both academic and non-academic interests, advocates matter pertinent to the student body and other constituencies of YC and organizes activities and projects that promote the interests and/or addresses the concerns of the student body. [YCSGA](#)

ALLIED HEALTH CLUB

The goal is to promote student participation in health care related activities, provide educational outreach to campus community, participate in community service, and enhance career development. All students enrolled in Allied Health classes are eligible to join.

Appendix A

Faculty/Staff/Student Confidentiality Agreement For Yavapai College Allied Health Clinical Training

STUDENT COPY

Name (Print): _____

Check One: Student Staff Faculty

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

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

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

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

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

Additionally, I acknowledge that any resident information, whether it excludes some or all of those identifiers, may only be used or disclosed for healthcare training and educational purposes at Yavapai College and must otherwise remain confidential.

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

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

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

Print Name: _____

Signed: _____

Date: _____

Appendix B

Yavapai College Allied Health Department Release of Student Information

STUDENT COPY

Name (Print) _____

I give permission for the Yavapai College Allied Health faculty and/or the Yavapai College Allied Health administration to share my personal information; including name, social security number, date of birth and documentation of the health and safety requirements of the Allied Health Program; including but not limited to immunization records, titer results, verification of a TB disease state, drug screens and criminal background to health care agencies to which the student is or may be assigned.

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

Signature: _____

Date: _____

Appendix C

Yavapai College Allied Health Department Voluntary Assumption of Risk and Release of Liability

STUDENT COPY

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

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

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

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

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

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

IMMUNIZATIONS: Student has been advised and is aware that Yavapai College does not currently require certain immunizations for admission to Yavapai College. However, such immunizations may

be required by a clinical agency with which Yavapai College has an affiliation.

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

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

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

Student Signature

Date

Appendix D

Handbook Statement/Signature

STUDENT COPY

I, _____, acknowledge receipt of the 2024-2025 electronic version of the Nursing Assistant Program Student Handbook. I am fully aware of the implications of its contents for the completion of my goals in the Nursing Assistant Program and agree to always follow and comply with its provisions during my enrollment in the Yavapai College Practical Nursing Program.

I further understand that I am supplied with an electronic version of the Nursing Assistant Program Student Handbook and that the handbook can be revised at any time and it is not a contract.

Signature: _____

Date: _____

Appendix E
HEALTH CARE PROVIDER SIGNATURE FORM

Instructions for Completion of Health Care Provider Signature Form:

A health care provider **must** sign the Health Care Provider Signature Form and indicate whether the applicant will be able to function as a Fast Track Practical Nursing Program student. Health care providers who qualify to sign this declaration include a licensed physician (M.D., D.O., N.D.), nurse practitioner, or a physician's assistant.

(Please Print)

Applicant Name: _____ Student ID No.: _____

It is essential that Fast Track Practical Nursing students be able to perform many physical activities in the clinical portion of the program. At a minimum, students will be required to lift and/or reposition patients, have physical capacity sufficient to complete assigned periods of clinical practice, and perform gross and fine motor skills essential to providing safe patient care. Students will be required to transport patients on gurneys and in wheelchairs, move heavy equipment throughout the clinical site, and must be physically capable of performing CPR in an emergency. Students will encounter situations requiring them to lift and manipulate weight greater than 50 pounds. It is advisable that students consult with their physicians prior to the start of this program and determine their ability to perform the necessary job requirements. Students who have medical impairments must be capable of implementing safe, direct patient care, while maintaining their current treatment plan or medication regimen.

Clinical experiences also place students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should consider the mental and physical demands of the program.

I believe the applicant _____ WILL or _____ WILL NOT be able to function as a practical nursing student as described above.

If not, please explain:

Licensed Healthcare Examiner (M.D., D.O., N.D., N.P., P.A.)

Print Name:	Medical License #:
Signature:	Date:
Address:	City:
State / Zip:	Phone: