

ALLIED HEALTH
Clinical Partner Health and Safety Requirements
Practical Nursing Fast Track

HEALTH REQUIREMENTS

Essential skills and functional abilities

Certain skills and abilities are essential for the delivery of safe, effective nursing care. These are essential in the sense that they constitute core components of nursing practice, and there is a high probability that negative consequences will result for patient/clients under the care of nurses who fail to demonstrate these skills and abilities. A program preparing students for the practice of nursing must be able to attend to these essential functional abilities in the education and evaluation of its students.

This statement identifies the functional abilities deemed by the nursing faculty to be essential to the practice of nursing. Reference material used in the development of these standards include the Arizona Nurse Practice Act and The Functional Abilities Essential for the Delivery of Safe and Effective Nursing Care (a descriptive research study conducted by the National Council of State Boards of Nursing). The essential skills and functional abilities are reflected in the Practical Nursing Fast Track 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 patient safety.

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

Emotional	<p>nondiscrimination. Capacity for development of mature, sensitive and effective therapeutic relationships.</p> <p>Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</p> <p>Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</p> <p>Negotiate interpersonal conflict.</p> <p>Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes</p>	<p>Emotional skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients.</p> <p>Adapt rapidly to environmental changes and multiple task demands.</p> <p>Maintains behavioral decorum in stressful situations.</p>
Safe Environment for patients, families and co-workers	<p>Ability to accurately identify patients.</p> <p>Ability to effectively communicate with other Caregivers</p> <p>Ability to administer medications safely in the clinical area.</p> <p>Ability to recognize and minimize hazards that could increase healthcare associated infections.</p> <p>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</p>	<p>Prioritizes tasks to ensure patient safety and standard of care</p> <p>Maintains adequate concentration and attention in patient care settings.</p> <p>Seeks assistance when clinical situation requires a higher level of expertise/experience.</p> <p>Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</p>
Communication	<p>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families another 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>Gives verbal directions to or follows verbal directions from members of the healthcare team and participates in health care team discussions of patient care.</p> <p>Elicits and records information about health history, current health state and responses to treatment from patients or family members.</p> <p>Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective, sensitive, and timely manner.</p> <p>Establishes and maintains effective working relations with patients and co-workers.</p> <p>Recognizes and reports critical patient information to other caregivers.</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>Calculates appropriate medication dosage given specific patient parameters.</p> <p>Analyze and synthesize data to develop an appropriate plan of care.</p>

	<p>Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</p> <p>Ability to comprehend three – dimensional and spatial relationships.</p> <p>Ability to react efficiently in an emergency situation.</p>	<p>Comprehend spatial relationship adequate to properly administer injections, start intravenous lines assess wounds of various depths.</p> <p>Collects data, prioritize needs and anticipate reactions.</p> <p>Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers.</p> <p>Transfers knowledge from one situation to another.</p> <p>Accurately processes information on medication containers, physicians’ orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</p>
Punctuality/ work habits	<p>Ability to adhere to nursing policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and student handbook and course syllabus.</p> <p>Ability to complete classroom and clinical assignments and submit assignments at the required time.</p> <p>Ability to adhere to classroom and clinical schedules.</p>	<p>Attends class and clinical assignments punctually.</p> <p>Reads, understands and adheres to all policies related to classroom and clinical experiences.</p> <p>Contact the instructor in advance of any absence or late arrival.</p> <p>Understands and completes classroom and clinical assignments by due date and time.</p>
Environment	<p>Recognize the personal and patient risk for exposure to health hazards.</p> <p>Use equipment in laboratory or clinical settings needed to provide patient care.</p> <p>Tolerate exposure to allergens (latex, chemical etc.)</p> <p>Tolerate wearing protective equipment (e.g. mask, gown, gloves).</p>	<p>Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex.</p> <p>Uses personal protective equipment (PPE) appropriately.</p>

HEALTH DECLARATION

It is essential that nursing students be able to perform a variety of patient care activities without restrictions 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.

HEALTH INSURANCE

Students must have health insurance. Contact Strong Foundations <https://www.yc.edu/v6/student-services/strong-foundations/index.html> for assistance.

FINGERPRINT CLEARANCE

The Level I Fingerprint Clearance Card is a requirement of the Nursing Program application process and must remain valid for the duration of all nursing courses. Federal law and agency accreditation rules require a DPS Fingerprint Clearance Card for nursing students. Please visit <https://www.azdps.gov/services/public/fingerprint> to determine how to obtain or renew an Arizona DPS Level I Fingerprint Clearance Card.

Fingerprint processing services are available through a third-party vendor contracted with AZDPS. Students may access the online application through the website above and may need to contact the fingerprinting location by phone to process their fingerprint application for AZDPS.

Applicants should check for an available fingerprinting location site and verify hours of operation prior to registration. Online registration is required on the DPS website before scheduling and processing payment for the fingerprint location. Applicants must bring their registration number along with a government issued photo id, and a secondary form of identification (as needed) to the location site. Processing may take 1-4 weeks from the date Arizona DPS receives the completed application packet. For those individuals who do have a criminal record, the process may take 6 -13 weeks.

A copy of the front and back of the student's current Arizona Level I Fingerprint Clearance Card is required as part of the initial application submission for the Nursing Program and is kept as part of the student file. A full copy of the card is included in DISA as a compliance document. The student is responsible for completing this DISA 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 I Fingerprint Clearance may be denied which will result in removal from the Nursing Program.

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

ADDITIONAL ADMISSION REQUIREMENTS AFTER CONDITIONAL ACCEPTANCE

1. Drug testing, Criminal Background Check, and Immunization Tracker (One all-inclusive package through DISA): a fee of \$151.00 is payable to DISA after a conditional acceptance letter is received. An additional fee may be required if you have had multiple addresses

in past years. Payment for DISA accounts must be completed in a timely manner to allow adequate time for background check processing and program compliance.

2. The completed Health Care Provider Signature Form (Appendix A) submitted to DISA as part of the Immunization Tracker documentation.
3. Yavapai College Picture ID – due the first day of classes - email onecard@yc.edu to obtain a physical ID card. Refer to: <https://www.yc.edu/v6/enrollment-services/onecard.html> for more information.
4. Some clinical site affiliates no longer accept Drivers Licenses or state-issued ID cards that are not **REAL ID** compliant. Students must have 2 separate forms of IDs.
 - Primary ID: **REAL ID** (has the Star  Symbol), active Passport, or military/military dependent IDs only.
 - Secondary ID: SSN Card, birth certificate, certificate of naturalization, voter registration card or tribal card.

DRUG TESTING

Random drug testing is a standard procedure throughout the Practical Nursing Program. The first drug test will be at the student's expense. Any subsequent drug testing will be done at the program's expense. When a student is informed that they are a subject of random drug testing, they will be provided an appropriate form and a list of local laboratories that they can utilize. The drug testing must be completed by the end of that business day.

BACKGROUND CHECK

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

IMMUNIZATIONS

Immunizations are required by clinical agencies with which Yavapai College has an affiliation. Yavapai College has no control over a clinical agency's health standards and requirements for students participating in clinical learning experiences. Clinical learning experiences in facilities/agencies is a requirement of the Fast Track Practical Nursing program for all practical nursing students. All student clinical placements are final.

Students are responsible for remaining in compliance with all mandated immunizations and must adhere to all deadline requirements. Copies of immunization records and updated immunization documentation must be submitted to DISA (DISA.com) after admission to the Fast Track Practical Nursing Program for the student files as required by the Department to remain and continue in the program.

Students who have upcoming expirations for immunizations or documentation that will occur during the first semester must renew the requirement prior to program start. It may be necessary to contact DISA to request a re-set to the expiration date to upload renewal

documentation.

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

Students registering for courses or programs with clinical requirements may not be able to complete the course/program without proof immunizations and/or regular health screenings and testing as determined by the healthcare facility/agency.

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

- 1. MMR (Measles, Mumps, and Rubella):** Adults entering health care professions must have documented proof of immunity (**positive titer**) or **proof of two MMR's**. A positive 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.
- 2. Varicella (Chicken Pox):** Documented proof of immunity or two varicella immunizations are required upon conditional acceptance of the student into the Fast Track Practical Nursing Program. If the student has had chickenpox, a positive titer is necessary to document immunity.
- 3. Hepatitis B:** Documented evidence of completed three-dose series or positive titer. Complete documentation is submitted to DISA upon conditional acceptance to the Program. *If beginning a series, allow for six months prior to application submission for completion.*
- 4. Tdap (Tetanus, Diphtheria and Pertussis):** A vaccination is required every ten (10) years. It is the responsibility of the student to maintain a record of a Tdap vaccination of less than ten (10) years throughout the duration of the Fast Track Practical Nursing Program.
- 5. Influenza:** Annual vaccination is required. It is the responsibility of the student to receive an annual vaccination and have proof submitted to DISA by October 1st, or prior to clinical commencing for new incoming students beginning in a fall term. Students who begin the Fast Track Practical Nursing program in spring, should already have the current flu season immunization completed upon conditional acceptance to the program. If allowed for and provided for by the clinical agency, you may submit a waiver for medical reasons signed by a healthcare physician/provider or a religious exemption per the clinical agency policies and requirements.
- 6. Tuberculosis: 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. A one step TB Skin Test will be acceptable for renewal documentation only.

TB Renewal: 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.

CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION REQUIREMENT

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

For program compliance, students are responsible for keeping their fingerprint clearance, CPR, and health care requirement documentation current through the entire duration of the Fast Track Practical Nursing Program enrollment and/or graduation. To remain in the Fast Track Practical Nursing Program theory and clinical courses, all required documentation needs to be entered and current in DISA in addition to being approved by the clinical agency, clinical coordinator and/or course instructor two weeks prior to the start date. If the student is not compliant with these policies, the student will not be able to attend clinical and will be administratively withdrawn from their current nursing course(s) by the Director of Allied Health.

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