

CENTRAL ARIZONA COLLEGE

2022-2023

**NURSING
STUDENT
HANDBOOK**

CENTRAL ARIZONA COLLEGE

NURSING STUDENT HANDBOOK

NURSING DIVISION
8470 N. OVERFIELD RD.
COOLIDGE, AZ 85128
W BUILDING
520-494-5330
centralaz.edu

The Central Arizona Nursing Program is approved by:

The Arizona Board of Nursing (AZBN)
1740 W. Adams Street, Suite 2000
Phoenix, AZ 85007
Phone: 602-771-7800
Fax: 602-771-7888
Home page: <http://www.azbn.gov>

The Central Arizona College Nursing Program is Accredited by:

The Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Rd. NE, Suite 850
Atlanta, GA 30326

Phone: 404-975-5000
Fax: 404-975-5020
www.acenursing.org

This Handbook prescribes standards of conduct for students enrolled in the Central Arizona College Nursing Program. Violation of any standard may serve as grounds for program dismissal, suspension, or other disciplinary action. The Nursing Division Faculty and Director reserve the right to make program changes as needed with reasonable notice and to change any information requirements and regulations published in this document.

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Chapter

1

Welcome to CAC's Nursing Program

Dear Nursing Student,

Welcome to the Central Arizona College Nursing Division. We are very excited to be a part of your educational experience. Nursing is an extremely rewarding profession and offers numerous avenues for advancement and professional experiences.

A professional nurse develops over time and you will see that who you are when you start the program is much different than who you are when you graduate. You will learn skills, master them, reflect on how you applied them in the clinical setting, evaluate responses to nursing interventions, provide comfort to your patients and classmates, and build integrity and character. You will work closely with faculty who are experts in their field and they will guide you through the maze of courses, requirements and expectations that will result in you becoming a respected member of the nursing profession.

You will learn how to care for people when they are well and ill. You will use specific knowledge that comes from nursing research. You will also find that the way you approach problems may change as you learn about safe, competent nursing practice. The nursing education environment is a place for sharing among students and faculty that is mutually beneficial for both. Students bring their own uniqueness and life experiences to the learning environment while, faculty bring their expertise and individuality.

The Nursing Division Student Handbook contains valuable information that you will need to proceed through the nursing program effectively and efficiently. You will be required to follow the information found in the handbook and will be expected to reference this information as needed. Please read it carefully and keep it handy.

Again, welcome to the Central Arizona College Nursing Division. We look forward to working with you throughout the program to help you become a CAC GRAD. A CAC nursing graduate is competent and caring, accountable and responsible, able to communicate effectively, is respectful and ethical, applies leadership skills through critical thinking, embraces diversity and develops a spirit of inquiry, and exhibits nursing excellence in clinical practice. You are the next generation of CAC alumni and nurses in the community and we want you to be the best.

Sincerely,

Tina Berry, PhD, MSN, MBA, HCM, RN
Dean of Nursing, Allied Health, and Industrial Sciences
Central Arizona College

**NURSING
VISION:**

VISION AND MISSION OF THE NURSING PROGRAM

ARIZONA'S LEADING CHOICE OF QUALITY NURSING EDUCATION
AND CENTER OF EXCELLENCE

**NURSING
MISSION:**

Teaching safe, evidenced-based practice
Reaching out to a culturally diverse population within our community
Understanding trends in nursing education and healthcare dynamics
Empowering student learning through the use of innovation and technology

**NURSING
PROGRAM
OUTCOMES:**

The CAC Nursing Program learning outcomes are adapted from the National League of Nursing (NLN) Educational Competencies Model and the NLN (2010) Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate and Research Doctorate Programs in Nursing. At the end of the CAC Nursing Program, graduates can:

1. Support healthy physiological, psychological, developmental, cultural and spiritual functioning for patients, families, communities, and self.
2. Employ sound critical thinking/clinical judgment skills in practice using evidenced-based nursing competencies to promote safe, quality, nursing care.
3. Develop a professional identity by integrating the nursing role using integrity, ethical and legal practices, and advocating for patients, families, and communities.
4. Practice and maintain a respectful spirit of inquiry by examining evidence that underlies nursing practice and offering insights to improve care to patients, families, and communities.
5. Plan with other personnel within the healthcare organizational structure to manage patient care through supervision, delegation, and coordination.
6. Use and evaluate effective communication to achieve mutually defined goals in collaboration with patients and other members of the healthcare team.

**CAC
GRADUATES
ACTION
ORIENTED**

CAC Nursing Program Graduates are **ACTION** oriented. They are:

Accountable
Competent
Trustworthy
Integrity conscious
Open-Minded &
Nurturing

The Faculty and the Director of Nursing provide a contemporary curriculum that requires graduates to be ACTION oriented. The Nursing core values of

Accountability, Competency, Trustworthiness, Integrity, Open-Mindedness, and Nurturing align with the College's mission and vision. Nursing is a nurturing profession and strives to provide competent nurses to meet the needs of the communities in which they serve. Through the integration of ethics, values, integrity, and patient centeredness, the student learns to use knowledge and clinical judgment/critical thinking to make decisions involving individual patients, family, and communities. Safe, clinical reasoning, and effective decision-making assists the student in building trustworthiness with patients, families, and communities as well as the faculty who observe the students' growth. Students and Faculty consistently use honest, open communication to facilitate a professional relationship while learning from each other.

A contemporary curriculum enables students to complete the program in a timely manner and begin nursing practice. Students are required to meet standards that represent excellence in the didactic, simulation, and clinical areas while at CAC.

Faculty members and the Director of Nursing integrate threads across the curriculum to allow students to improve upon necessary skills practiced in the healthcare setting. The nursing student learns the threads of knowledge, skills, and abilities at higher and higher levels across the curriculum in order to master professional standards. Students improve skills in math, writing, communication, teamwork, nursing knowledge and science, simulation, technology, quality and safety, and personal and professional development. Students learn to experience organizational environments that include cultural, physiological, psychosocial, spiritual and developmental differences. Didactic, clinical and simulation objectives measure comprehensive nursing knowledge and psychomotor skill sets needed to practice evidenced-based nursing care. Nutritional concepts are taught at a basic level, and medical terminology starts the process to ensure that students are aware of the language of health care.

**CURRICULUM
CONCEPT
THREADS**

Threads Across the Curriculum

Faculty believe that there are specific skills that need repetitive review throughout the curriculum. These threads include but are not limited to:

- Math – dosages and calculations are required for medication administration and accuracy of the calculation is necessary to prevent medication errors.
- Writing – professional writing involves being able to communicate

with other colleagues and healthcare personnel in a professional manner using the APA format.

- Communication and Teamwork – communication involves a clear message for both patients/clients and nurses while working together with colleagues and other healthcare personnel to provide continuity across disciplines.
- Nursing Knowledge and Science – a nurse uses the nursing process to provide nursing care to patients, families, communities, and populations and utilizes this knowledge to think critically.
- Simulation – simulation involves using realistic scenarios that provide a learning benefit to students without the potential for harm in the clinical setting. Pre-scenario work along with debriefing strategies assist the student to learn clinical practice.
- Informatics and Technology – informatics and technology assist in simulation and didactic areas including Blackboard. An Electronic Health Record (‘EHR) software program simulates authentic medical records that students are required to document in for simulation and clinical practice.
- Quality and Safety – safety is the outcome of every patient encounter and providing quality care means that students are aware and utilize evidence to make safe decisions.
- Personal and Professional Development – students are taught to take ownership for learning and to work with faculty to improve the process of learning. Students are expected to provide faculty with feedback to identify strengths and opportunities for improvement in each course and as a program overall.
- Cultural, Physiological, Psychosocial, Spiritual, and Developmental (Holistic) Perspectives-these perspectives repeat throughout the curriculum and apply to every patient’s health. Faculty provide many opportunities to teach and review the application of these principles based upon the developmental assessment of the patient through didactic, simulation, and clinical learning.
- Nutrition- basic nutritional principles repeat so that students can adequately learn how the patient can improve healthy eating. Students teach nutrition concepts using educational principles.
- Medical Vocabulary – medical vocabulary is important for learning to care for patients. The application of this vocabulary is evident in the test questions that students are required to answer and the simulation/clinical areas that students practice skills in. Critical thinking requires the understanding and analysis of these words as they apply


to nursing practice.

**COURSE
STUDENT
LEARNING
OUTCOMES**

Each course provides knowledge, skills, and abilities necessary to demonstrate competency and increased rigor throughout the program. The course learning outcomes are measures to determine how successful nursing students are in meeting the knowledge, skills, and abilities necessary to apply concepts to classroom, simulation, clinical, and laboratory activities.

Faculty review these outcomes on a course-by-course basis each semester. Students meet the course learning outcomes to progress in the program. The course learning outcomes are shared with students each semester in the course syllabus.

**GUIDED
PATHWAY
AAS ONLY**

Area of Interest: Nursing, Health & Emergency Careers Degree: Nursing, Associate of Applied Science (AAS) Certificate: Practical Nursing College Catalog: 2022-2023			
Program Location: Signal Peak Campus (All Campuses prerequisite/corequisite courses.) Program Description: Central Arizona College's Registered Nursing Program prepares students for the medical workforce or to complete further education to specialize in clinical practice, teaching, or administration. Contact Information: nhec.advisor@centralaz.edu Area of Interest Website: Nursing, Health & Emergency Careers			
Legend Bold Course =Required Course Recommended Course (R) Stackable Certificate (SC)			
AGEC Course List (Arizona General Education Curriculum)			
Written Communication (WC)	Oral Communication (OC)	Arts/Humanities (AH)	Social/Behavioral Science (SB)
Biological Science (BS)	Mathematics (M)	Core Course (CC)	Elective (E)
Pre-Program Admission Requirements: Before applying to the program, students need to have completed the following:			
BIO181 General Biology I , BIO156 or placement assessment required to register for BIO201 or BIO205. Completed BIO201 Anatomy & Physiology I with a grade of "C" or better (within 5 years prior to the application.) Completed BIO202 Anatomy & Physiology II with a grade of "C" or better (within 5 years prior to the application.) Licensed Nursing Assistant (LNA) or Licensed Practical Nurse (LPN)- CNA125: Nursing Assistant course is offered at CAC or other AZ Board of Nursing Approved Licensed Nursing Assistant programs can be found at: https://www.nxnz.org/education/nursing-programs-lists Eligible to register for ENG101 College Composition I . Eligible to register for MAT141 College Mathematics or higher. • New Students-Find your suggested starting point for English/Reading & Math courses. Application to the Nursing Program (Must attend an informational session within one year of application.) The program application will be provided in the information session. HESI Nursing entrance exam at CAC prior to submitting application. The HESI must be completed within three attempts with the following scores: 80% minimum with 90-95% preferred on Reading Comprehension, Grammar, Vocabulary, and Mathematics and 70% minimum on Anatomy/Physiology. (A 30 day wait is required before retesting.) Cumulative GPA of 2.75 or higher on nursing prerequisite/corequisite.			
Students are encouraged to take as many corequisites as possible before applying to the program in order to make the semesters less intense. These courses also assist with increasing the point value for entry into the program. Corequisites: Block 1: ENG101 and MAT141 Block 2: ENG102 and PSY101			
Block 3: BIO205		Block 4: Arts & Humanities	
	Pre-Degree Courses	CREDITS	SEMESTER/GRADE NOTES
BS	BIO201 Anatomy & Physiology I	4	
BS	BIO202 Anatomy & Physiology II	4	BIO201 & BIO202 must be taken within five years of application to the Nursing Program.
	Co-requisite Courses	CREDITS	SEMESTER/GRADE NOTES
SC	WC ENG101 College Composition I	3	
SC	WC ENG102 College Composition II	3	
SC	SB PSY101 Introduction to Psychology	3	
AH	Art & Humanities course	3	
SC	M MAT141 College Mathematics	4	
BS	BIO205 Microbiology	4	
Document revised 7/2/2021 cc			

Nursing Block 1 (Students may enroll in NUR courses AFTER official acceptance into the Nursing Program).				
	COURSE	CREDITS	SEMESTER/GRADE	NOTES
SC	CC NUR200 Advanced Medical Terminology for Clinical Nursing	1		Must take prior to Block 1 Summer only.
SC	CC NUR121A Nursing Transitions Introduction	4		
SC	CC NUR125 Nursing Psychiatric Care and Developmental Transitions	4		
SC	CC NUR126A Introduction to Principles and Application of Drug Dosage Calculations	1		
		Semester Credits	9	Research career resources and opportunities!

Block 2				
	COURSE	CREDITS	SEMESTER/GRADE	NOTES
SC	CC NUR121B Fundamentals of Health/Illness Transitions	4		
SC	CC NUR135 Nursing in Obstetric & Pediatric Transitions	4		
SC	CC NUR145A Introduction to Pathopharmacology	2		
	NUR150 Nursing Professional Transitions (optional)	(3)		Optional course
		Semester Credits:	10	Students may sit for LPN license after taking NUR150

Block 3				
	COURSE	CREDITS	SEMESTER/GRADE	NOTES
CC	NUR201 Advanced Nursing in Health/Illness Transitions	8		
CC	NUR126C Advanced Principles and Application of Drug Dosage Calculations	1		
CC	NUR145B Advanced Pathopharmacology	2		
		Semester Credits:	11	Apply for graduation and attend career events!

Block 4				
	COURSE	CREDITS	SEMESTER/GRADE	NOTES
CC	NUR222 Nursing Organizational Transitions	8		
CC	NUR223 Transition to the Nursing Workforce	1		
		Semester Credits	9	Students may sit for RN license after successfully completing nursing program at CAC. After obtaining RN license, the student may apply to any Baccalaureate nursing programs.
		Total Degree Credits	60	
		Total Certificate Credits	33	

Arizona Resident Tuition for 2022-2023 is \$50 per credit hour, see [Paying for College](#). Financial aid may be available.

Transfer Information

CAC University Transfer Center: centralaz.edu/transfer. FREE CAC transfer resources and assistance.

AZTransfer Nursing Major Guide has a list of transfer programs at ASU, NAU, or UA.

Partnership Programs: CAC has partnerships with NAU and ASU for Concurrent Enrollment Program (CEP). If you are considering the concurrent enrollment programs, please those maps.

- Students can graduate from CAC with AAS in Nursing and NAU with BSN concurrently.
- Students can graduate from CAC with AAS in Nursing, take the licensure exam and pass, and complete one additional semester at ASU to receive their BSN.

Students also have the option to complete a university BSN program after completing CAC's AAS Nursing.

Career Information

CAC Career Center: centralaz.edu/career. FREE CAC career resources and assistance.

O*NET OnLine: Visit onstooline.org and search for:

- Education needed for specific occupations
- Occupation tasks, knowledge, skills and abilities
- Salary/wages for specific occupations (\$)

Note: Use this Program MAP as a guide to choose courses with your advisor and track progress towards milestones and completion of program. Work with an advisor to customize your plan to align with your specific career and/or transfer goals.

Part-Time Students: Plans can be modified to fit the need of part-time students by adding more semesters. **The NUR program is not offered as a part-time program.**

Chapter

2

The Program of Study or Guided Pathway describes the program and the courses students' need to graduate. The first pathway is the Associate of Applied Science (AAS) degree. Students take courses in sequence. Progression in the program is dependent on the sequencing of courses. While a student can take general education courses along with nursing courses, most students take all the prerequisites and corequisites prior to the program start to concentrate solely on the nursing courses.

**CONCURRENT
ENROLLMENT
PROGRAMS**

The Concurrent Enrollment Programs at CAC allow students to earn the AAS with CAC and the BSN with either Northern Arizona University (NAU) or Arizona State University (ASU). Students who take the CEP tract and who fail a course in the CAC or University pathway are automatically withdrawn from the University CEP. The student can continue with CAC in the AAS pathway if only one course is failed (CAC). Readmission to the AAS program is contingent upon classroom space and available clinical sites.

If you are in the CEP program and have questions, please contact the Director of Nursing or Program Assistant, Jean Halloran for questions about the AAS portion of the program. If you have any questions about CEP, you must contact the appropriate program (NAU/ASU).

CEP programs are subject to change based the requirements of our University partners. For examples of CEP maps please go to the following websites:

Northern Arizona University:

<https://centralaz.edu/divisions-programs/nursing-health-emergency-careers/nursing-pathway-with-concurrent-enrollment-to-nau/>

Arizona State

<https://centralaz.edu/wp-content/uploads/2021/10/ASU-CEP-Nursing-Map-21-22-1.pdf>

3

**NURSING
PROGRAM
POLICIES AND
PROCEDURES
GENERAL**

Nursing Program Policies may differ from College Policies and are addressed in the following pages.

Orientation Policy:

All nursing students are required to attend orientation, which is scheduled by your instructor before the first. Please check in with the Program Assistant the day of orientation or proceed to the room given to you by the Director or faculty member.

Orientation gives students a chance to meet others from each block and to network among peers. Faculty review coursework, clinical work, and simulation work required for each course in addition to reviewing the syllabus. It is also a day to become familiar with your Professor and review the expectations of the course. Additionally, a mandatory math test occurs on orientation day for second and third block students. If students do not attend and take the math test, a reduction in points is likely. Remediation in math is mandatory prior to attending clinical for any score less than 100%.

Background Check and Drug Screen:

Students admitted to the program are required to have a negative background check and drug screen. The student pays for the test through Core Screening (or American Databank). A student whose background check and/or drug screen is positive must meet with the Director to determine eligibility to stay in the program. A positive on one of the screenings could result in dismissal from the program and is evaluated on a case-by-case basis using existing guidelines and policies.

Insurance Requirement:

Clinical affiliating agencies require that students have their own health insurance. During the first semester, the student is required to submit a copy of insurance coverage. The student is required to keep the nursing office updated of any change in insurance carriers. Insurance is available from various agencies. Information is available through Student Services on campus, the National Student Nurses Association, and information through educational pamphlets located in the nursing office.

The student is responsible for all health care costs including requested drug screen or titers upon admission and while attending the nursing program. In the event of student injury suffered during clinical practice, emergency medical treatment occurs at the clinical facility per policy and procedure. **However, such treatment will be at the students' expense.** Central Arizona College does not cover students injured or taken ill while on the College campus or on College business. Professional Liability Insurance is necessary for each student.

Immunization and BLS Requirements:

All students must provide upon admission and maintain current immunization records through My Clinical Exchange (MCE).

Immunization requirements are set by the college's clinical partners.

TB testing is required on an annual basis upon admission and while in the program. A student must have a two-step TB test if this is their first TB test. A two-step TB test is one in which the student receives the intradermal test, has the results verified by an RN or designee 48 to 72 hours later and repeats the test one week after the first test. Once the two-step is complete the first time, a student only requires one test annually. If a TB test has been positive in the past, a chest x-ray is required every two years in place of the annual TB Mantoux test. An Alpha QuantiFERON serum test is available in place of the TB Mantoux test (began SP 2019).

If the student does not have previous immunizations documented, blood work (titers) can determine immunity. Students obtain the blood results following an appointment with their provider. If immunity is positive, students can upload the documents to the portals requested to meet the requirements. If the result shows a lack of immunity, students may need additional vaccines or testing. A list of all immunizations required by the Nursing program is available in the Nursing office.

Students must be BLS certified through the American Heart Association (AHA) as a health care provider. Certification expires two years from the date of completion of the course. Students must submit a copy of their current certification card and be in possession of it during clinical rotations. If a student's BLS certification is due to expire within the semester that the student is in clinical, the student must renew so that expiration does not occur **DURING** the semester.

Annual flu shots are required for Maricopa and Pinal County clinical agencies. No student can attend clinical without current immunizations as required by clinical agencies. The flu shot is seasonal and therefore required during flu season (generally between October and March).

LNA

All students are required to possess a current LNA license or LPN license upon admission **and throughout** the program. The LNA designation requires the same training as the CNA course but requires a fee to obtain the license.

Enrollment in a nursing program satisfies the maintenance requirement for LNA licensure for renewal. A student requests a letter from the Director of Nursing to verify the clinical hours completed to renew the LNA license with the Arizona State Board of Nursing. An LPN license fulfills the requirement. If a student requires additional information regarding the LNA license, please contact the Arizona Board of Nursing (AZBN) for further information at <http://www.azbn.gov>.

Essential Skills and Functional Ability Forms (Physical Exam):

Students must be able to enter the Program and be physically and emotionally able to meet program requirements upon admission and throughout the Program. The student is responsible for notifying the clinical instructor of conditions that impact the student's ability to meet technical standards.

Students must meet all physical requirements as outlined on the functional abilities form during the entire length of the program.

PHYSICAL DEMAND	HRS PER SHIFT	PHYSICAL DEMAND	HRS PER SHIFT
Fingering/keyboarding	2 – 3 hours	Standing	4 – 6 hours
Lifting/Carrying 1-10 lbs. with no assistance	3 – 4 hours	Walking	4 – 6 hours
Lifting/Carrying 11-20 lbs. with no assistance	0 – 30 minutes	Sitting	2 – 3 hours
Lifting/Carrying up to 50 lbs. with no assistance	0 – 10 minutes	Climbing stairs	0 – 15 minutes
Lift/Move Patient	0 – 5 minutes	Bending/Stooping	15 – 30 minutes
Vision to assure safety of others	4 – 7 hours	Kneeling	0 – 15 minutes
Hearing to assure safety of others	4 – 7 hours	Foot controls	0 – 15 minutes
Oral/written communication	4 – 7 hours	Reaching above shoulders	15 – 30 minutes
Cognitive function	No impairment	Reaching floor-knee	0 – 15 minutes
		Respiratory function	Prolonged Mask Use

If a student is injured during the program they must be reevaluated by their provider. Based on the injury the program reserves the right to ask the student to be cleared by a specialist prior to returning to the program. Detailed examples of how these physical requirements affect a student during labs and clinical were supplied to you when you applied. If a copy is needed for you or your medical provider, please see the Director of Nursing or Program Assistant, Jean Halloran.

Reasonable Disability Accommodations:

Central Arizona College welcomes students with disabilities into the College's educational programs. If you have a documented disability, including a learning disability, and would like to discuss possible accommodations, please contact the Central Arizona College Accessibility Resources and Services Office at 520-494-5409 or email Cheryl.Hernandez@centralaz.edu. Students must keep in touch with the Accessibility Coordinator to review accommodations each year.

Accommodation for physical disability cannot put any patient, student, or faculty member at risk for physical injury. The student must be able to demonstrate any nursing skill frequently an autonomously without assistance. Physical accommodations cannot conflict with the job description of a nurse's duties defined by our clinical partners.

Learning Center:

The Learning Center provides a variety of services to students. Any student enrolled at CAC may obtain free tutoring from the cooperative Learning Center. Tutoring referral forms are available from the Nursing Program Assistant.

Students who need accessibility accommodations to take exams can take their exams at the learning center. For more information, please review the Testing Policy reviewed later in this manual.

Library:

The main college library is located on the Signal Peak campus. CAC students have access to library resources. Remember that professional librarians are there to help you if you need guidance in finding or using resources in the library. Students enrolled in non-nursing online courses will have access to library materials and other online resources through the course site.

Financial Aid:

Many sources of financial assistance are available for Community College students. Consult your College Catalog for details. The Financial Aid Office is in the Student Services Building (M). There are nursing-specific scholarships and application information in the College catalog. Please contact Maggie Dooley, Director, CAC Foundation for more information on the CAC Foundation Nursing scholarships.

Bookstore:

The Barnes and Noble Bookstore is available for students to purchase textbooks and other necessary supplies for class. The bookstore is in the I Building and is open from 9 a.m. to 4:00 p.m. M-Th.

“The Peak”:

The Peak is our cafeteria for students, faculty, and staff. The Peak is in the I-building. Hours can be located on the CAC website.

Education is a cooperative effort between the expertise of the faculty and the willingness of the student to learn. The nursing faculty believe that students have certain rights when they enroll in the nursing program. With every right, however, comes a responsibility, which is the students alone.

**STUDENT
CONDUCT
GUIDELINES
AND THE
STUDENT
BILL OF
RIGHTS**

Students have a right to:

- An accurate, organized, cohesive, and interrelated nursing education.
- Faculty who are knowledgeable, experienced, up-to-date, and able to communicate effectively. A quality classroom instruction that is punctual, clearly communicated, and presented in a positive learning environment.
- Quality clinical instruction that is safe, provides a variety of experiences, and guides the student toward effective nursing practice.
- Fair, impartial, and prompt evaluation of your performance, in both theory, laboratory, and clinical.
- Return of test scores, papers, and other assignments promptly, but reasonably.
- Regular availability of faculty (scheduled as their office hours) for advice and assistance with academic or clinical matters.

Students have a responsibility to:

- Be accountable for their own learning.
- Commit to learning nursing theory and practice.
- Be aware of their own strengths and opportunities for improvement.
- Capitalize on strengths as a learner and take advantage of opportunities for improvement.
- Learn using the expertise and knowledge of the Faculty who facilitates the learning.
- Attend class promptly and regularly. Be prompt and reliable for all assignments and activities.
- Be attentive in class; avoid talking out of turn, conversing with friends, or sleeping.
- Follow accepted standards of behavior for nurses.
- Remember that as a student you are a guest in the clinical agency and demonstrate appropriate social manners.
- Learn and abide by health care agency policies and procedures.
- Remember that the primary responsibility of the staff nurses is patient care, not monitoring or instructing students.

**APPROPRIATE
CHANNELS OF
COMMUNICATION
TO RESOLVE
CONFLICT**

The Nursing Division requires that all students learn behaviors that exemplify the professional role of the nurse. This means that students are to adhere to the appropriate channels of communication when communicating and/or resolving conflict.

The chain of command for nursing students to follow requires steps 1-5.

1. Go to the person involved to discuss the concern and resolve the problem.
2. Go to the clinical or classroom instructor to voice the concern. The faculty refers the student back to the original person involved if the student has not discussed with the person involved first.
3. Go to the team leader of the block to discuss the concern if other than the professor.
4. Go to the Director of Nursing to discuss the concern once items 1-3 are complete.
5. Go to the Dean of Nursing, Allied Health, Professional Programs, and Skilled Trades (for academic complaints) or the Dean of Student Services (for non-academic complaints).

**DISCIPLINARY
ACTION
GUIDELINES**

The nursing program has a strict code of conduct that is congruent to the profession of nursing. In addition to college policies on what constitutes misconduct, the nursing program is also regulated by its credentialing bodies. Examples of events leading to disciplinary action are (but are not limited to):

Academic Misconduct, Cheating, and Plagiarism

Cheating is “dishonesty for one’s own gain.” It takes many forms:

- getting exam questions or answers from another student
- giving answers to another student
- changing answers on the answer sheet after the exam has been turned in but before the grade has been recorded
- using crib notes or getting exam answers out of lecture notes, textbooks or other sources when the exam proctor isn’t watching
- Deliberately entering incorrect or false information into a health record is another form of cheating that is illegal with potentially career-ending consequences.
- Obtaining, using, buying, selling, stealing, transporting or soliciting the contents of a test, test bank, or any other published coursework of CAC or its vendors.
- This applies to test bank and test bank question use.
- If a student is in possession of and/or solicits the contents of test banks or test bank questions, the student will be subject to discipline up to and including:
 1. A grade penalty on a test of zero.
 2. Administrative withdrawal from a course with a failing grade (D or F), and/or the inability to return to the program.

Plagiarism: - CAC recognizes the seriousness of plagiarism, which constitutes turning in someone else's work and calling it your own. At CAC, plagiarism is a dishonest action, an issue of dishonorable behavior. There are two types of plagiarism to beware of--intentional and unintentional plagiarism.

1. **Intentional plagiarism** is an obvious type of cheating that includes turning in writing that you are falsely presenting as your own. It may be writing that was produced by a roommate, a spouse, an essay bought from the Internet, and passages copied from a research source such as a book, magazine, or website.
2. Allowing another student to copy your work is another type of intentional plagiarism. Students should avoid **unintentional plagiarism**, which means including the use of another person's work and passing it off as your own writing, phrases, sentences, paragraphs, or more. To avoid unintentional plagiarism, you must paraphrase properly and identify the original writer and source; otherwise known as citing your work.

Instructors are eager to help you learn how to cite your sources correctly. Unintentional plagiarism can also include passing off somebody else's ideas (not just words) as your own without indicating that the idea or information came from somewhere else. Unintentional plagiarism also can be allowing someone else to make significant wording alterations or editing changes to your writing.

Finally, if a student 'recycles' a paper, or a portion of a paper, for one assignment and turns it in for another assignment, without proper citation, this can be considered a form of unintentional self-plagiarism. The best way to avoid plagiarism is to cite all sources.

Safe Assign is a tool that determines what percentage of the assignment changed from an original source. All students submit essay assignments to Safe Assign prior to submitting the work. The nursing division has determined scores greater than 15% as extensively quoted or paraphrased as unacceptable.

Penalties for plagiarism, according to CAC's Violations of the Student Code of Conduct (college level) can be severe. They may range from failure of an assignment to failure of a course, referral to the Director or dismissal from a program of study. These actions ensure that students understand that the school takes plagiarism seriously. The underlying message of the CAC plagiarism policy is that instructors are committed to encouraging student writers to use source material correctly and develop the confidence to express themselves in their own unique ways.

If a student is suspected of cheating or observed cheating in the Nursing Division during an exam, the proctor will remove the student's exam and request that the student leave the room. If a student plagiarizes, the student speaks with the instructor immediately. The instructor provides due process for the student, which involves an opportunity to explain the circumstances. If plagiarism occurred, the student is accountable for the behavior.

The Nursing Faculty may employ several options when a student cheats or plagiarizes, which may differ slightly from the college handbook based upon the seriousness of the incident. Integrity is a large part of nursing and all violation will be documented in the students record and reported to the Program Director. The faculty believe that in some cases a student who receives a warning may learn the lesson from the consequences received. Therefore, options include:

1. Issue a written warning stating that a repeated incident will be cause for future disciplinary action or removal from the program.
2. Administer an alternative examination to the student or students immediately.
3. Give a grade penalty, such as a lower grade or even a zero for the exam or paper.
4. Issue a failing course grade and acknowledge that the student will have to repeat the course if the student has not had more than one failure. If the failing course grade constitutes a second failure, the student cannot reenter the program.
5. Expel the student from the nursing program with no option for returning.

Students will receive a copy of any written disciplinary matters. If a student is dissatisfied and feels unfairly penalized, the student can discuss the issue with the Director of Nursing. If the student is still dissatisfied, they may pursue grade appeal or grievance procedures as outlined in the CAC Student Handbook and the CAC catalog using the proper chain of command.

**STUDENT
BEHAVIOR
AND
DISMISSAL
FROM
PROGRAM**

The following list of behaviors will result in the immediate dismissal from the Nursing Program at the discretion of the Director of Nursing and faculty with no ability to return.

- The student participates in unsafe clinical behavior putting the patient at risk for harm.
- The student participates in HIPAA/confidentiality violations affecting patient care.
- Participating in threatening, bullying, or abusive behavior; substance abuse; or other behavioral concerns.
- At any time, any issue presented to the Director can lead to immediate

dismissal from the program without a verbal or written warning.

**PROGRESSION
RETENTION
AND SUCCESS**

Students' attendance during class, lab, and clinical rotations are necessary to obtain the knowledge necessary to pass the class. Therefore, there are policies on tardiness, absenteeism, no call, no show, and unsatisfactory behaviors. These include but are not limited to:

Tardiness: If a student enters the classroom after the start time, the student is late. Class starts on time – those not in their seat are tardy. Three tardies in any part of the course result in one unsatisfactory.

Absenteeism: **Every absence is an unsatisfactory** unless the student provides a doctor's excuse within 48 hours of the absence. The doctor's excuse can be scanned and emailed to the instructor.

No Call/No Show: If the student does not call the Professor and does not show up for class, laboratory, or clinical, the student will be given an unsatisfactory and must speak to the Director (1st occurrence). If a 2nd occurrence is cited, the student will fail the course.

Unsatisfactory: Students who receive three unsatisfactory write-ups in any part of the class (skills, clinical, or class) will fail the course.

**DIDACTIC,
LAB, AND
CLINICAL
POLICIES AND
PROCEDURES**

Students are expected to attend classroom, laboratory, and clinical to meet all requirements of the nursing program. Tardiness, absenteeism, no call/no show, and unsatisfactory behaviors will have consequences affecting a student's standing in the program. However, there may be other issues that need to be addressed in the classroom, laboratory and/or clinical and each of these are listed individually below.

**COMMUNICABLE
DISEASE:**

If a student acquires a communicable disease that makes them contagious, the student is required to see a doctor and follow recommendations (may include antibiotics for 48 hours) before returning to class, lab, or clinical. Please notify your Professor and receive instructions. If a student is unable to return to school due to the illness or not meet the requirements due to multiple weeks off, the student will have to drop the course and a medical withdrawal can be pursued. A doctor's note must be provided to the Professor within 48 hours of not attending class, simulation or clinical.

Covid-19 All students are expected to follow the most recent CDC guidelines regarding the prevention and transmission of COVID-19. Absences related to COVID-19 must be coordinated between the student, instructor, and the CAC office of Disability and Accommodations. In addition CAC has, guidelines outlined here <https://centralaz.edu/cac-cares/returning-to-campus/>

JURY DUTY

If a student is called for jury duty, it is recommended that the student be excused from serving. Jury duty would not be an excuse from class, clinical, or lab. Please contact the Program Assistant for a written letter.

BEREAVEMENT

If the student has a death in the family, they are to contact the Professor of the current course being taken. Discussion of circumstances and acceptable absences will be made on an individual basis. Students are required to make up missed assignments, clinical, and lab.

**DIDACTIC OR
CLASSROOM
POLICIES**

A total of 60 hours is required in the classroom each semester in each course except for Block I, which requires 75 hours. Cellular phones are to be turned off while in class to avoid disruptions to the learning environment. **NO EXCEPTIONS.** Headphones are not permitted in class, but earphones are allowed. No recording of lecture unless permission is obtained from the course instructor.

The course syllabus is a contract between the student and the faculty that outlines the requirements for the course. Assignments are listed in the three-column outline along with due dates. Assignments are due on time. If a student does not meet the deadline for the assignment the student will receive a zero (0) for that assignment.

**TESTING
POLICIES:**

The Nursing Program uses testing as one form of assessment. Exams are used to reflect the students learning and use of critical thinking/clinical judgment. Exams provide a measurement of the course and program outcomes. Exams prepare students for the NCLEX-RN exam.

All exam scores will be posted in Blackboard, except for make-up exams; in which content and delivery method are at the faculty's discretion. Once an exam is finalized and closed, the exam grades are final. All blocks will have a comprehensive final exam of 100 questions. Final exams are not reviewed by students after the exam but are statistically reviewed by faculty and the Director of Nursing when appropriate.

The faculty uses the NCLEX-RN test plan as a guide for developing questions using the categories and subcategories as designated from the National Council of State Boards of Nursing (NCSBN). As each level of the nursing program progresses, the level of thinking increases from comprehension to application, application to analysis, and analysis to evaluation.

The faculty categorizes each exam under these minimum specific guidelines. Alternate format questions make up to 40% or more of the

NCLEX-RN exam (dosage and calculations, select all that apply, prioritizing, hot spots, etc.). Block I, II, & III students will see between 20-40% alternate formatted questions on exams while Block IV students will see up to 50% alternate format exam questions. Each faculty member will determine what the percentage is for each test.

Additionally, students will see up to 10% of the material from the previous test. The rationale is to assist students in retaining important material. All final exams are cumulative throughout the whole program.

Students are required to take all quizzes and exams at the times and dates scheduled on campus as outlined in the specific course syllabus. Unless stated differently in the course syllabus, exams are timed at 1 ½ minute per question and 2 minutes for math questions. Certain NCLEX next-generation style questions may be given more time based on National Council State Board of Nursing (NCSBN) recommendations.

Test reviews will be scheduled at the discretion of the nursing faculty. Any student who needs to make up the exam (that did not take it initially) must take the exam before the next course meeting.

Any questions concerning the exam are submitted to the faculty member in writing 24 hours prior to the test review. The question number, textbook reference, page number, and rationale must be included in the request to review a question. The faculty member will review the request and offer a response to the student prior to the test review (business days).

If a student is caught attempting to copy any part of an exam, all or partial, he/she will be required to meet with the faculty and Director to determine whether the student fails the course or dismissal from the program occurs. Dismissal from the Program is determined on a case-by-case basis by the Director of Nursing.

Exams must be taken at the date and time assigned in the Course Calendar. The student must notify the faculty member if they are unable to take an exam at least two hours **PRIOR** to the start time. Emailing or leaving a voice message is an acceptable notification for the faculty member.

- Any make-up exam must take place prior to the next class.
- The make-up exam may be different from the exam given at the scheduled time; however, it will cover the same content.
- The exam format is at the discretion of the faculty member.
- It is the student's responsibility to arrange with the instructor the make-up date and time and verify the schedule.
- If the proper procedures are not followed, a grade of zero may be

awarded for the exam. Only one make-up exam is acceptable in each course. The student receives a zero (0) for failure to take the exam at the rescheduled time and date.

**TEST
PROCEDURE:**

Testing is designed to mirror the National Council State Board of Nursing (NCSBN) procedure as outlined at <https://www.ncsbn.org/1268.htm>. Testing policies are up to the discretion of the faculty and will include but are not limited to:

- All tests will be password protected.
- Students use whiteboards purchased by the nursing division to solve equations on exams.
- All books, bags, phones, smartwatches, and other items belong in the back of the room, including smartwatches.
- Three-column outlines provide students with information about the content and specific assignments needed to meet the course outcomes. The three-column outlines serve as the students' review of each unit.
- Testing will occur as outlined in the course syllabus in a manner congruent with the testing policies.
- Make-up tests can be alternate format at the discretion of the faculty member.

**STANDARDIZED
ASSESSMENTS**

Each block requires students to purchase a standardized exam package at the beginning of each semester. Standardized exams determine how a student tests compared to students across the country and provides data on areas needing improvement as a program.

Points may be issued towards a student's overall course grade for standardized exams as stipulated in the individual course syllabus.

**WRITTEN
ASSIGNMENTS**

Completion of assignments is required for completion of a nursing course. Failure to submit satisfactory assignments may result in course failure. All formal papers are written in APA format. No late work will be accepted and students who turn in late assignments will receive a zero (0) (emergencies will be considered by the faculty member).

All post-didactic written assignments are due on the date and time determined by the course calendar. No late work is accepted, and students receive a zero (0) for the assignment (emergencies will be considered by the faculty member).

**SPECIAL
COURSE
REQUIREMENTS
- NUR126
DOSAGE
CALCULATIONS**

Accurate calculation of drug dosages and medication safety is critical for safe patient care. This is one of the most critical outcomes for any nursing program. Students will practice dosage calculations in clinical, simulation, and in lab

The student needs a basic, non-programmable calculator for the exam or the student can use the calculator on the computer for testing. If the computer does not allow for a calculator due to security issues, then the student must use the designated calculators in the classroom.

In all NUR126 (A, B, and C), students are required to pass a Medication Proficiency Exam (10-point math exam) by the end of the course and achieve 100%. The student receives two attempts to meet the requirement. Faculty allow three-minutes for each math question. If a student fails, the first exam they will be given a remediation plan. Students who fail to achieve 100% on the second exam may still receive a passing grade in NUR126A but will be placed in a probationary status with the program to maintain a safe patient environment. Once on probation, the Faculty and Director will develop a second remediation plan. The student will not be removed from probation until they have met the requirements of their plan and are deemed safe for patient care.

In any clinical* course, a student will be expected to pass a 10-point math exam with a score of 100% on the first attempt. If the student does not pass the math exam in one attempt, they will be given a second opportunity to remediate with like problems to reach 100% to attend clinical. Students that take two or more attempts to pass will need to meet with their Faculty and the Director to develop a remediation plan. The student will be placed on probation and only allowed to pass medications with their clinical instructor until the student has been deemed safe. This may have a negative impact on the student's clinical grading. While on probation, medication safety issues that may have resulted in an error if the instructor did not intervene will constitute a clinical failure.

***Per NCSBN guidelines, simulation is clinical content**

**INFORMATION
TECHNOLOGY**

Students are expected to be able to access and use computers and various other technologies to complete assignments.

During class, Blackboard delivers course information, including podcasts. Students are expected to use Blackboard daily to progress successfully. All paperwork is submitted electronically, on Blackboard, unless otherwise specified. Students use CAC email and/or course messaging for all communication with the instructor. It is an expectation that all students have computers and Internet access.

S O C I A L M E D I A

Social Media can be a valuable tool when used appropriately. Electronic sharing includes Twitter, Facebook, YouTube, etc. The sharing of any information, pictures, or presentations (audio or video) of academic and clinical settings are considered confidential and are not to be distributed. In special cases, the Director of Nursing may give permission prior to an event. It is never appropriate to post photos or information about a patient. If a breach of confidentiality occurs, the student meets with the faculty member and the Director of Nursing.

Any inappropriate social network postings can be subject to disciplinary action from the nursing program. Disciplinary action includes failure of a course to dismissal from the program.

The National Council of State Boards of Nursing (NCSBN), 2011, provides caution that inappropriate use of social media can be reported to the Board of Nursing. An investigative report ensues from the complaint made and if the allegations are true, nurses can be subject to civil and criminal penalties. Nurses have an ethical and legal obligation to maintain patient privacy and confidentiality always. For more information, please refer to A Nurse's Guide to the Use of Social Media by the NCSBN, 2011. <https://www.ncsbn.org/3739.htm>

**L A B A N D
C L I N I C A L
C O M P O N E N T S :**

There are four courses that require laboratory and clinical activities. Each block has a different number of lab and clinical hours previously determined to fulfill the requirements of the college, the nursing curriculum, the Arizona State Board of Nursing (AZBN) and ACEN (accreditation body).

Student schedules must be flexible to accommodate the required days and hours of labs and clinical rotations at health care agencies. Clinical experiences may occur during the day or evening, including on weekends. Weekend clinical shifts are not guaranteed for evening or alternative schedule options.

The Nursing Director reserves the right to restrict a student's participation in clinical experiences and involvement in patient care if a student has any restrictions/limitations placed on their LNA License by the Arizona Board of Nursing. This may apply until the certificate and/or license is valid and unrestricted, terms of the action are met, and the action is dismissed.

Clinical partners of CAC reserve the right to reject any student who does not pass their background check. In order for CAC students to be able to complete clinical experiences at local hospitals, students must meet this standard. The Arizona Board of nursing (AZBN) requires clinical hours. The AZBN does not allow Simulation activities to replace clinical

hours. If a clinical location is not available to accept a student based on a criminal background check, the student will be dismissed from the program and will receive a failing grade in the course.

**NURSING
LABORATORY
EQUIPMENT**

The Nursing Laboratories contain healthcare supplies and equipment to simulate a healthcare environment for student learning. This equipment is costly to replace, and therefore when these labs are not in use, and no instructor is present, the doors are closed and locked. Students are responsible for attending a lab orientation at the beginning of each semester outlining safe practices and policies.

**CLINICAL
ROTATIONS,
LAB AND
SIMULATION**

Clinical hours are required for each nursing course. Clinical is preparation for professional nursing practice and allows students the opportunity to perform hands-on skills with supervision. Due to the limitations on clinical space, there are semesters when no makeup times are available if a student misses clinical. **If a student cannot meet the clinical requirements, the student will be issued an unsatisfactory failing grade for the clinical rotation.**

If a student's total didactic points for a clinical course drop below the overall points needed to obtain a passing course grade, they will not be able to continue to attend clinical rotations.

Students must be flexible with clinical hours and scheduling. Our clinical partners reserve the right to make alterations in their schedule to protect patient safety. The number of hours for each clinical rotation varies by semester e.g. Block I students may meet for nine (or more) hours per day, and by Block IV students will meet for 12 hours each clinical day.

Simulation and Skills Lab – Simulation and lab are required components of the course. Simulation gives students an opportunity to practice skills prior to clinical and/or to improve skills during the semester. Laboratory hours allow faculty to teach new skills and to perform competency checks to determine safety in the clinical setting.

**CAC NURSING
PROGRAM
DRESS CODE**

Professional appearance in the classroom and at CAC campus activities is expected. Bare midriffs, halter tops, tank tops, spaghetti straps, see-through clothing or clothing which is revealing are considered inappropriate. Shorts or skirts cannot be shorter than arms-length. Body piercings, atypical hair colors or styles, and tattoos are considered inappropriate for the nursing professional.

The official nursing program uniform must be worn at all clinical and laboratory days. If a student presents out of uniform, they will be sent home. *Effective for the fall 2022 cohort, professional dress includes hunter green scrub top with CAC logo, pewter scrub pants, black shoes and socks, no visible undergarments, CAC student ID, no artificial nails, nail polish, or artificial eyelashes, hair secured up and off shoulders, and no visible tattoos.

**Cohorts that started in the spring of 2022 and earlier will continue to wear the uniform purchased when they entered the program. White scrub top with embroidered CAC logo, hunter green scrub pants, white shoes, and socks*

The following guidelines are mandatory for students to remain in compliance with the professional dress code while in the lab and clinical setting.

1. Students are to wear the official program uniform with the CAC logo in all simulation and clinical settings.
2. The uniform must be clean and neat with no wrinkles and be in good repair. Hem of pants should not touch the floor. No visible undergarments.
3. A short sleeve t-shirt is permitted underneath the scrub top. The t-shirt color must match the color of the uniform shoes and socks. No long sleeves are permitted unless covering tattoos or as based upon an accommodation plan.
4. Only the official student uniform jacket may be worn over the uniform and not when taking care of patients.
5. Uniform style shoes and laces must be clean with low heels and fully enclosed.
6. Shoe soles must be solid (no springs, shocks, etc.).
7. Picture ID badge is always worn while in the clinical agency.
8. No jewelry is to be worn except a wedding band (no stones), one pair of small post-earrings, sweep second-hand watch only (**no smartwatches are permitted**).
9. All visible body art and piercings must be covered or removed.
10. Hair must be clean, off the shoulder, and secured so it does not interfere with patient care. (No ponytails).
11. Neatly trimmed beards and mustaches are permitted.
12. Make-up should be subtle and in good taste.
 - a. false eyelashes and lash extensions are not permitted.
13. Perfume/cologne is not allowed.
14. No chewing gum while in the nursing laboratory or in the clinical setting.
15. Fingernails must be clean, short, with NO nail polish. Artificial nails, nail wraps, or extenders are not permitted in any setting.
16. Stethoscope, penlight, black pen, a watch with a second hand, paper,

skills competency sheet, supplies bag, and a drug book are brought to the clinical and lab setting each day.

**CLINICAL
GUIDELINES**

During the Nursing program, each student is exposed to several clinical facilities. Students may have both day and evening clinical experiences on any day of the week. Clinical experiences are the practice of nursing, under the supervision of an instructor, in a healthcare agency.

Due to safety issues, students may not work after 11 p.m. the night before clinical or simulation. Reporting to clinical or simulation after working the night before will result in being sent home with an unsatisfactory. Any student who continues to work after 11 p.m. prior to clinical and/or simulation is considered unsafe and can be dismissed from the program.

During clinical the instructor-to-student ratio is never more than 10:1, and in some cases, clinical site requirements are 5:1. Student clinical experiences are arranged by the nursing program through contractual agreements with healthcare agencies that are committed to nursing education. The nursing program requests specific dates of the clinical, but the location and hours are determined by the healthcare agencies.

The student nurse is providing nursing services (like an employee) when they are in a healthcare agency. **This means that the student must follow the agency's rules and regulations for their employees.**

**SAFE
PRACTICE IN
CLINICAL AND
SIMULATION**

Safe and effective nursing practice is the goal of the nursing education experience. Clinical experience is the student's opportunity to apply classroom theory to nursing practice. Student clinical performance is the most important demonstration of the ability to practice nursing safely and effectively. However, simulation is used to determine a student's ability to be safe in the clinical setting. If a student does not perform safely in simulation, the student meets with the faculty member and the Director of Nursing to determine an improvement plan. If the student does not improve, the student fails the course and may repeat if the criteria for readmission is met.

The clinical evaluation is one of the most important measurements of student learning. Therefore, clinical performance is graded as pass/fail; passing is a requirement for progression. Each clinical course has a list of clinical competencies the student must demonstrate by the end of the clinical rotation. All invasive skills must have a faculty member, instructor, or if approved by faculty a facility staff nurse (RN) present. If the student does not demonstrate the clinical competencies, the student will fail the course.

Students can only provide skilled care that they have successfully demonstrated in the skills lab. In clinical, students must carry (at all times) a list of skills that they are approved to perform in the clinical setting. This list must be provided to faculty or the clinical nurse upon request. If the student provides skilled care in a clinical setting that does not meet the nursing program standards, they receive a Lab Prescription for further practice. All behaviors must be safe for the student's clinical performance to be "Satisfactory." When the student is unprepared for clinical or has not retained critical knowledge/skills from previous semesters, the student is at higher risk of being deemed unsafe. Summative evaluations are completed during each semester/rotation. Students must meet with faculty advisors at mid-semester and prior to the final week to discuss their progress.

Safe practices in the clinical setting are contingent upon the student's ability to perform the physical tasks of a nurse as defined by section R4-19-402 of the nurse practice act (Standards Related to Registered Nurse Scope of Practice). In circumstances of student illness, injury, or other health limitations, both the clinical agency and the college health policies must be upheld. The Nursing Program faculty member will assess a student's ability to give adequate and safe nursing care and will determine if the student can remain and/or return to the clinical laboratory, regardless of a healthcare provider's approval to return. Under no circumstance will a student with restrictions (such as non-weight bearing, in a cast, orthopedic boot, or other appliances or restrictions) be allowed to participate in activities that involve patient care.

**M E D I C A T I O N
A D M I N I S T R A T I O N
G U I D E L I N E S**

Clinical competencies include the preparation and administration of medications. Part of the administration of medication is being able to do math to find the correct amount of medication to give based upon the type and amount of drug in the pharmacy or hospital. Therefore, math calculations in the clinical setting are reviewed for accuracy.

**N U R S I N G L A B
O P E N H O U R S**

Use of the skills lab enhances the refinement of psychomotor skills necessary for effective delivery of nursing care. Students are strongly encouraged to utilize this resource. Assistance is available during scheduled laboratory hours. Individual assistance is available on request, but an appointment is required to make sure that the Nursing Lab/Simulation Specialist or faculty member is available. If a weakness is present in the performance of skills in the practice setting, students may receive a lab or education prescription as part of remediation.

**THE CLINICAL
LAB
PRESCRIPTION**

A clinical lab prescription form is presented to the Nursing Lab/Simulation Specialist by the student. The student is responsible for arranging to practice and perform the skill(s). The Nursing Lab/Simulation Specialist completes the section “successful completion of the skill(s)”. The student must present documentation of successful completion of the remediation. This will be required prior to resuming practice in the clinical setting. Documentation of the referral is made by the clinical faculty on the student’s clinical evaluation tool.

The Skills Lab Prescription form is for students who are unsuccessful in meeting all requirements during a scheduled skill check-off or clinical procedure. The student is required to remediate by attending at least one hour in open lab prior to a second scheduled skills check-off. The student must satisfactorily check off the skills identified within a two-week time- frame. If the student does not successfully complete the scheduled check-off in the two-week time frame, the student will receive an unsatisfactory. Each additional week in which the student does not pass the skill is an additional unsatisfactory. When the student reaches three unsatisfactory occurrences, the student fails the course. Open skills lab hours are posted each semester in the skills laboratory.

**LABORATORY
POLICIES**

Eating or drinking in the clinical lab area will only be allowed in designated areas. To protect valuable lab equipment all drinks must be in closed sealable containers. **NO CELL PHONES OR SMARTWATCHES** in testing or student work areas.

Children or unauthorized personnel are not allowed in the clinical lab at any time. Central Arizona College is not responsible for injury to unauthorized personnel in the lab.

All students shall practice proper hand washing technique while utilizing the clinical lab. Gloves are worn by students and faculty during any contact with body fluids. Gloves are utilized for practice and demonstration of skills. Gloves are utilized by faculty, staff, and/or students when using harsh disinfectants to clean the lab.

The labs are not to be used as a social area. Students are responsible to report any misconduct occurring in the laboratories.

**SAFETY
GUIDELINES
IN THE
SKILLS
LABORATORY**

Students are instructed to practice and demonstrate only those skills for which they have received previous instruction and gained familiarity with the content and proper procedure. Students are to come to the laboratory prepared according to the prior instruction on the procedure/skill.

Prior to utilizing the nursing lab students must attend a lab orientation and safety meeting at the beginning of each semester. After completing the lab orientation and safety meeting students must sign the Skills and Simulation Lab agreement.

Students must follow all posted guidelines when working in skills and simulation areas. The guidelines will be posted on brightly colored signage throughout the skills and simulations lab. Irresponsible use of equipment (e.g. needles, monitoring equipment, etc.) that pose a health danger to anyone or damages college property will result in disciplinary action and possible failure to pass the nursing course.

**PHYSICAL
SAFETY**

- Students are instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting and transferring skills.
- Students should use caution when practicing lifting skills and should not lift another student who is too heavy without assistance.
- Students practicing lifting techniques are to perform procedures in a safe manner. Irresponsible behavior will result in the student's failure to pass the lab skill and/or dismissal from the lab for practice.
- Equipment for the practice of proper body mechanics (bed, wheelchairs, stretcher, etc.) is kept in good working condition. Any broken part should be reported immediately to the Nursing Lab Specialist.
- The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice and return demonstration.

**LAB
PRACTICE
AND SKILLS
CHECK-OFF**

You must call the Nursing Lab/Simulation Specialist to schedule a time to practice so that she is available to work with you. If you would like to come to open lab, please make sure to let the Nursing Lab/Simulation Specialist know what you would like to work on, so she may have the supplies available.

Notify the Nursing Lab Specialist ASAP if you are unable to keep appointments. Call (520) 494- 5331 (office, voice mail) if the cancellation is same day or short notice. You may email the Nursing Lab/Simulation Specialist at omar.barba@centralaz.edu for other cancellations.

NO testing or practice is allowed during times that a student is scheduled to attend any college class. Bring all necessary check-off forms, modules, peer evaluations, and any necessary equipment, such as stethoscope or penlight, for testing. You may also bring your own drug book for IV and Medication check-offs. Lack of preparation - including forms (i.e. peer evaluation, incorrect testing forms), modules, equipment, or proper attire will cause you to be sent home and you will receive an unsatisfactory (U) for your clinical day. **NOTE: Student check-offs are not done in open lab.**

**MY CLINICAL
EXCHANGE**

For clinical in Maricopa or Pinal Counties, students must register and pay an annual fee for entrance to a clinical site. My Clinical Exchange is the platform used by Banner Health and many other clinical agencies to meet compliance with facility requirements. My Clinical Exchange requires that nursing students pay a fee per year to use the site and to upload all documents required for clinical rotations. This money is non-refundable. More information will be given in each course or at orientation for each block. All requirements are due at least 4 weeks prior to the start of a clinical rotation. If a student fails to complete the orientation requirements, they will not be able to attend clinical.

PREGNANCY

A student's rights related to pregnancy are defined by Title IX of the Education Amendments of 1972. The CAC Nursing Program is committed to protecting pregnant nursing students from health and safety hazards known to be present in the hospital environment or any healthcare environment. Pregnant students are expected to meet all program objectives/expectations. Nursing students who are pregnant are required to follow the following guidelines.

Disclosure

As soon as the nursing student learns that she is pregnant, she must promptly report this to her clinical instructor by completing and submitting an updated medical health form signed by her primary care provider.

Precautions

To ensure the safety of the pregnant nursing student, full disclosure is needed to prevent a student from potential teratogens in the clinical environment (cytotoxic medications, radiation, rubella, etc.).

If nursing clinical work is contraindicated during the pregnancy or post-pregnancy by the student's provider, the nursing student will work with the department to determine if course objectives can be met. If the student cannot meet the course objectives, then the faculty will create a plan for completing the course objectives with the assistance of the Director of Nursing.

Post-pregnancy/Return

Following delivery, returning to class and clinical assignment requires an unrestricted physician clearance.

**ACCIDENT OR
INJURY IN
THE CLINICAL
SETTING**

If the student becomes ill, or has an accident, injury, needle stick, or exposure to blood or body fluids while in clinical, the student must:

1. Report the illness or the incident to the clinical instructor immediately.
2. Go to Employee Health Services or the Emergency Room (according to agency policies) for treatment as soon as possible.
3. Follow agency policies regarding accident or incident reports. The

- clinical instructor will guide you.
4. Comply with the treatment recommendations.
 5. Comply with both their primary care provider and their instructor's guidelines for returning to clinical.
 6. Faculty report accidents or needle sticks to the Director of Nursing immediately following reporting to the appropriate personnel at the clinical site.
 7. Carry documentation of health insurance always. The student is responsible for any incurred health care costs

GUIDELINES
REGARDING •
EXPOSURE TO
HIV AND •
BODY FLUIDS

For this policy, these definitions are used:

- **HIV- Human Immunodeficiency Virus** is a microorganism that attacks specific cells, called lymphocytes, which control the immune system.
- **HIV Positive** - Status of a person who has tested positive for HIV and can transmit the virus to others.
- **AIDS- Acquired Immune Deficiency Syndrome** is the disease that results from the progression of infections by HIV. HIV is transmitted from an infected person to a non-infected person through exposure to blood and body fluids. The Center for Disease Control states that the risk to healthcare workers of occupation transmission of the virus is extremely low and nearly impossible if standard precautions to prevent exposure are followed. To prevent exposure to HIV or blood-borne diseases, the Nursing Division adheres to these policies:

Faculty Responsibility

- The nursing faculty ensures that all students understand and maintain standard precautions when working with all clients.
- The clinical faculty also orients students to the location of gloves, masks, CPR micro-shields and receptacles for needle disposal in each clinical setting.
- The clinical faculty ensures that students caring for HIV positive or AIDS clients have the knowledge and skills to protect themselves from exposure.

Guidelines for Students

- A student must use standard precautions always. Failure to do so only places the student and clients at risk for unnecessary exposure and infection.
- If the student knows they are HIV positive, they are ethically and legally obligated to conduct themselves responsibly by seeking health care and following strict CDC standard precautions guidelines when giving direct client care.

**ACCIDENTAL
EXPOSURE TO
BLOOD OR
BODY FLUIDS**

If a student is exposed to blood/body fluids through a needle stick, open skin lesion, or mucosal membrane, immediately wash the affected area thoroughly with soap, water, and vigorous cleansing action. Notify the clinical instructor and report to the Employee Health Service or Emergency Room of the clinical agency immediately for care and follow-through.

The clinical agency will determine if an exposure is HIV positive or has other blood-borne infections that can be treated. If the body substance source is HIV positive, (which is determined by blood tests), the appropriate course of prophylactic (preventive) treatment will begin immediately. The student's primary care provider through your health insurance carrier provides for initial and any continuing or follow-up care.

**DRUG
SCREENING
GUIDELINES**

**ZERO
TOLERANCE
POLICY**

Central Arizona College has a student policy that prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol while on campus. The policies are available in the office of the Vice President of Student Services at CAC.

The safety of the patients, students, and faculty is our priority. The Nursing Division has its own policy in addition to college policy regarding impaired practice. Preparing individuals for state licensure as professional nurses require that students do not come to the classroom, lab, simulation area, or clinical impaired. Professional nurses are held to rigorous standards of personal and professional conduct by the Nurse Practice Act. (Therefore, this program has a broader concern regarding the use of mind-altering substances.)

A mind-altering substance is a medication or recreational consumable that affects one's ability to think clearly, make rational judgments, or solve problems. The affiliating clinical agencies have strict policies regarding substance use and abuse. The student must notify the faculty if the student has a medical condition that may mimic signs of confusion, disorientation or other conditions with impaired mental functioning. For example, hypoglycemia that occurs with diabetes will cause these signs. If a student is taking a mind-altering drug by prescription, report this information to the faculty for consultation and guidance.

Healthcare agencies we partner with require urine and sometimes blood tests of their employees/students when substance abuse is suspected. The student will be dismissed and not permitted to return until test results are available. If a student tests positive for illegal or unprescribed drugs or alcohol while on the school campus or at a clinical site, the student is subject to immediate dismissal from the program.

In addition to college policy the definitions of what qualifies as an illegal drug or substance are defined the polices of our clinical partners. If a clinical partner deems a substance to cause impairment that would interfere with a student's ability to take adequate care in the carrying out of his or her duties and would pose an immediate risk of death or serious physical harm to the student or to other people, it is prohibited.

Central Arizona College Nursing Division holds the position that chemical dependency and mental illness are treatable disorders. A student experiencing one or both disorders can return to safe, competent practice with the proper intervention and appropriate referrals. The student can request readmission following documentation of successful treatment

Procedural steps to assess, intervene, report, document and ensure appropriate referral regarding the impairment of the student are in place

Nursing faculty's assessment of the impaired performance of the student may indicate that the student is:

1. Under the influence of alcohol, recreational or illegal drugs, prescribed medication, and/or an over-the-counter (OTC) medication.
2. Suffering from a mental illness or mental disorder.
3. Distressed from a situation or condition that interferes with functioning.

**DRUG
TESTING
POLICY**

If any signs of behaviors are observed by the faculty or are reported to the nursing faculty, which elicits concern of impaired performance, the following procedure will be implemented:

- Remove the student to a private area.
- Question the student regarding the behaviors observed and the use of any substances used, and what, when, and how much was used and by what route.
- Allow the student to provide a brief verbal explanation.
- The student is to be relieved of any remaining client responsibilities for the day.
- A urine drug screen (UDS) or blood test may be requested and must be provided immediately upon request. All costs involved with UDS/blood screen are the responsibility of the student.
- If the drug screen tests are positive or the student refuses to have the drug screen, the student may be immediately dismissed from the nursing program.
- The student will arrange for transportation (an impaired student is not permitted to drive).
- The student will inform the faculty member how the student intends to get home.
- The faculty member will document the occurrence along with the

student's travel arrangements home.

- The faculty member involved in observing the behavior(s) indicative of impaired practice will prepare a written report carefully documenting the observations and events. The faculty will then submit the written report to the Director of Nursing within one working day. The Director of Nursing will inform other appropriate faculty members also involved with the student on a “need to know” basis.
- A meeting will be scheduled within one week of the documented occurrence. This meeting will consist of an ad hoc “Impaired Performance/Violation of Safe Practice” committee to include the Director of Nursing, two nursing faculty members and the student involved (student service representatives may be appointed also). The faculty members will review the documentation of the alleged impairment and provide the student an opportunity to explain his/her conduct and to provide any other relevant information.
- Following assessment of the additional information obtained at the meeting, one of the following actions will be determined:
 - No action due to non-validation of Impaired Performance /Violation of Safe Practice.
 - Need for action due to validation of Impaired Performance/Violation of Safe Practice.
- Interventions determined will be specific and documented according to the individual situation. If the evidence supports the impairment is due to chemical use or emotional, the Director of Nursing/faculty will refer the student to the Vice President of Student Services for help in assisting in determining a referral source.
- The student has the option to appeal following the Central Arizona College policy and procedure should they disagree with the planned interventions. Any positive alcohol or illegal drug use is cause for immediate dismissal from the program. If a student holds a state certification or license and tests positive for illegal drugs or alcohol, nursing faculty are bound by professional ethics and licensure laws to report to the Arizona State Board of Nursing.

**N O S M O K I N G
P O L I C Y**

No smoking is allowed on any hospital campus. This includes inside vehicles. Students are not allowed to leave the hospital campus during the clinical day. All students who are currently smokers should consider quitting smoking before graduation. Most hospitals are adding nicotine testing to the new hire drug screen and are rescinding offers of employment for the applicants who test positive for nicotine.

F O R M S

The following forms are available in each of the NUR courses. Forms may be completed electronically or on paper. Additional forms may be required based on course requirements. Definitions of our most commonly used forms are included here.

- Health Information Portability and Accountability Act (HIPAA) and Confidentiality Statement – used to provide information to students on HIPAA violations given the fact that students practice clinical outside the environment of the nursing program building. Assures that students are aware of consequences based upon the inability to follow the policy.
- Talent Release Form – used to allow video capture of simulations for student learning.
- Enrollment Agreement Form – used to provide students with information on the Nursing Student Handbook. Assures that students are aware of the consequences of not following policies in the Nursing Student Handbook.

H I P A A
G U I D E L I N E S

During clinical and simulation, an Electronic Health Record is used for documentation purposes. Please become familiar with the HIPAA guidelines below as you are required to handle such information according to protocol.

HIPAA and Confidentiality

The Health Insurance Portability and Accountability Act (HIPAA) became law in 1996. It requires that a patients' healthcare information be protected, and it gives patients more access and control over how their health information is used. HIPAA regulations give patients a stronger say in who can access their personal health information.

Patients have the right to determine:

- Who can access their protected health information (PHI) and,
- What they can do with it, and under what circumstances.

Three Main HIPAA Responsibilities of a Student Nurse

- Understand privacy standards
- Understand and abide by policies of clinical facilities
- Report suspected violations using an approved chain of command.

Protected health information (PHI) is subject to privacy standards whether it is on paper, written or electronic documents, spoken word, or audio recordings. The following items are examples of PHI.

- Name
- Age
- Address
- Phone number
- Email address
- Social security number
- Medical record number
- Vehicle ID and serial number
- Device identifier and serial number
- Web URLs,

- IP addresses
- Biometric identifier
- Full face photograph
- Any unique identifying characteristic, number, or code
- Tests ordered and results
- Diagnostic codes
- Identifiers relating to clinical and financial information.

The nurse/student nurse is responsible for the confidentiality of all PHI. Under HIPAA, only individuals with a “need to know” can access patient information to accomplish the tasks they must perform for a patient. Individuals with a business-related “need to know” can access only as much information as needed to accomplish the tasks they must perform for the patient. This amount of information is referred to as the ‘minimum necessary’.

A student nurse may only share the “minimum necessary” information with individuals in an assigned patient care area and may only share the amount of information needed to accomplish tasks for the patient. The patient’s family and friends are not privileged to receive information about a patient unless the patient gives permission. It is important to take HIPAA responsibilities seriously because violating HIPAA laws has serious consequences. Releasing any protected health information outside the guidelines of information sharing is a HIPAA violation.

Violations of HIPAA law is very serious and may include criminal penalties. Punishments for HIPAA violations include formal counseling, job loss, dismissal from a nursing program, fines, and jail time. As a student, if you witness what you think is a violation of the privacy statutes you should immediately notify the faculty and/or clinical facility staff member to whom you are assigned.

It is required to read and understand the Health Information Portability and Accountability Act (HIPAA) statement before clinical experiences begin.

**C O U R S E
G R A D I N G**

Course grading scales are listed in each syllabus. The minimum percentage required for the didactic part of the course is 78%. If a student does not pass the didactic portion of the course, the student fails the course.

The clinical portion of the course is pass/fail. If a student passes the didactic portion of the course and the clinical portion of the course, then all assignment points are added to the overall score. The number of points received by the student is then compared to the grading scale in the syllabus and a letter grade is assigned. If a student fails the clinical portion of the course, the student must repeat the whole course.

It is possible that a student may pass didactic and clinical but still not pass the course if other assignments are not completed by the deadline. It is recommended that students do not skip assignments as in some cases the number of actual points has not been enough for a student to pass the course.

**COURSE
WITHDRAWAL**

If a student is unable to attend the course or must drop the course, it is the responsibility of the student to withdraw from the course before the withdrawal deadline.

Note: It is the student's responsibility to officially withdraw from a course through the Records & Registration Office, admissions@centralaz.edu. It is recommended that students planning to withdraw from the Program meet with their faculty advisor. If the student does not withdraw, a failing grade will be given.

**READMISSION
GUIDELINES**

Students who leave the Nursing Program for any reason may be readmitted one time at the discretion of the Director of Nursing and/or Faculty. If a student receives a grade below 78%, they may request readmission to repeat the course. Two course failures (or withdraws while failing a course) will make the student ineligible to be readmitted to the nursing program. Requests for readmission must be made in writing to the Director of Nursing at least 4-weeks in advance of the start of the semester for which the student plans to return.

Included in the request should be:

- An explanation of factors that contributed to the unsuccessful initial attempt.
- Actions to enhance the chance for success if the opportunity for readmission is granted.

Written notification of the decision will be sent to the student. Applicants must meet all admission requirements for the year/semester that they are applying. (i.e., minimum GPA of 2.75 cumulative in all prerequisite and nursing program courses) Students requesting readmission to the Nursing Program may be required to participate in remediation and/or validation of previous nursing course content. If a student has been out of the Nursing Program for longer than one full calendar year, the student may be required to repeat courses to ensure their knowledge and skills are current when the student is readmitted to the Nursing Program.

Readmission will be granted by the Nursing program on an individual basis according to information submitted, space availability, student GPA, and faculty/Director of Nursing approval. All students must complete the Nursing Program within four (4) years of initial acceptance.

Failure to do so will require going through the entire application process and beginning the program from Block 1.

**GRADING
SCALE**

The grading scale beginning for all courses with the NUR designation includes:

- A= 93-100%
- B= 92.9-86%
- C = 85.9-78%
- D = 77.9-68%
- F = 67.9% or less.

The grading scale is different than that of the college due to the amount of rigor necessary to provide competency to take the NCLEX-RN-licensure exam. No extra credit is given to raise exam grades. Exams are to be taken only once. Faculty are permitted to give extra credit for leadership activities that are above and beyond normal expectations and which are no more than 1% of the total points in the class.

**GRADE
APPEAL**

The student has the right to an explanation of an instructor's grading procedure and how a grade was determined. Only in exceptional cases shall a grade appeal be heard at times other than during the regular academic year (fall and spring semesters.) The Dean will determine if a case is exceptional and warrants a review and has the authority to extend the time limits of the appeal process. In no case shall the appeal process extend beyond the end of the first semester following the awarding of the grade without the consent of all parties involved. The Dean will decide if the time constraints have been satisfied. The appeals procedures are as follows:

1. The student must first confer with the instructor stating the evidence and reasons for questioning the grade received. This conference must take place by the end of the tenth (10th) week of the first semester following the semester in which the grade was assigned.
2. If the grade appeal is not resolved at the student-instructor level, the student may appeal to the Division Chair/Director within five (5) school days. The Chair/Director should review the request and try to resolve the problem if possible. The Chair/Director will respond to the student and faculty member in writing as to the recommendation of the concern. The response shall be made within ten (10) school days.
3. If steps 1 and 2 do not resolve the matter to the satisfaction of both parties, either may appeal. The request shall be made in writing to the Office of the Dean of Nursing, Allied Health, Professional Programs and Skilled Trades within ten (10) school days of the recommendation of the Director. The appeal shall specify in detail the grounds upon which the

appeal is based. Failure to file the written appeal on time shall constitute a waiver of any right to request an appeal.

4. The Dean will review the appropriate materials, such as: transcripts, letters, catalogs, the results of the appeal at each level, and other relevant materials. The Dean will also meet with all principals involved. All parties will be notified in writing within five (5) working days of the decision and the decision of the Dean is final with no appeal beyond that point.

**GRADUATION
APPLICATION**

Block 3 students must complete an application for the degree sought through the Admissions and Records department to graduate in Block IV. During Block III, the nursing advisor prompts the student to complete an application for graduation by mid-semester. It is, however, the student's responsibility to complete the process to graduate.

Students who do not follow this procedure may have to delay their graduation due to the need to take required courses that were not scheduled on time. The Central Arizona College Nursing program does not discriminate based on race, religion, color, national origin, sex, handicap/disability, sexual orientation, age, or veteran status in the application, admission, participation, access and treatment of persons in instructional programs and activities

Students must meet the general education course and nursing course requirements for the Associate in Applied Science (AAS) degree in Nursing. The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog.

The application for graduation must be posted before authorization is given to the State Board of Nursing to take the licensing exam. Authorization is completed by the Director of Nursing on the Arizona State Board of Nursing website once all information is completed by the Registrar's office.

Eligibility to take the National Examination for Licensure as a Registered Nurse (NCLEX) Students must have a high school diploma or GED certificate and proof of graduation from an accredited/approved nursing program. Completion of the nursing program and graduation from a college does not guarantee passage of the licensing exam. Application for and passage of the NCLEX-RN exam is the sole responsibility of the student.

PINNING

The purpose for this policy is to provide guidelines for preparation of the Pinning Ceremony. The students have input into planning the ceremony

in collaboration with the Faculty, Director of Nursing, and the Academic Dean.

- At the beginning of the semester, a committee will be formed by Block 4 students.
- The ceremony date is determined and approved by administration.
- The committee decides who the speakers are once invited and confirmed.
- The committee decides which faculty 'pin' the students.
- The committee provides photos to be included in the video presentation.
- The video/music is coordinated by the Program Assistant and Pence Center staff.
- The committee will not be reimbursed any monies used to purchase items for the ceremony.
- All purchases need prior approval by the Director of Nursing.
- Dress for the ceremony is white robes and green stoles; provided by the Nursing Division.
- Dress attire should be worn beneath the robes with appropriate shoes (no flip-flops/sneakers).
- Standardized Invitations and Programs are provided by the Nursing Division.
- Nursing pin purchases are coordinated by the Block 4 lead and the Program Assistant.

**STUDENT
REPRESENTATION**

All students are encouraged to provide input on decisions, including admission standards, curriculum, student services, and the teaching/learning process. Students are invited to become active in student government and nursing student associations and organizations, both on campus and in the community.

Each block will elect a student representative for their cohort. The student representative will compile student concerns and email (or give in writing) to the faculty (or Director). The faculty will address the feedback at each faculty meeting.

Each block may have a block student meeting per semester to address concerns and suggestions. Minutes of the meeting will be taken and given to the Director to review at the end of the course.

**EMERGENCY /
CONTINGENCY
PLAN**

In the event of an unforeseen emergency, a contingency plan will be created, and the course curriculum may be altered temporarily. Examples of these incidents may include but are not limited to natural disasters (e.g., tornados), epidemics/pandemics (e.g., Covid-19), and unforeseen facility/staffing emergencies. In the event of one of these

incidents, the course faculty will create a modified assignment or clinical opportunity.

**U N U S U A L
O C C U R R E N C E
G U I D E L I N E S**

An unusual occurrence is any event that has the potential for harm to any person while in the nursing program classes, laboratories, or clinical agencies.

1. Upon notification, the faculty and student will meet to determine the nature of the occurrence. The faculty member will determine the necessary actions required for follow-up of the occurrence.
2. A nursing program “Student Learning Contract” must be completed to document any unusual occurrence.
3. Any student failing to notify the instructor immediately upon discovery of an unusual occurrence as defined will be subject to disciplinary actions, including course failure and program withdrawal.
4. When a behavior occurs that could jeopardize life, impede recovery, or interfere with the maintenance of the patient’s current health status, a conference will be held as soon as possible with the nursing student, nursing instructor, and the Nursing Director.
5. Any student unable to demonstrate safe and competent patient care, fails to maintain compliance with the health and safety requirements, violates the code of conduct, or has excessive absences from the clinical experience will be removed from the clinical assignment and will receive a failing grade in the course.

Adopted from MCC

P R O B A T I O N

Students may be placed on probation for correctable academic or clinical concerns during the program. This ensures that students are given a method of demonstrating academic excellence and safe patient practices based on guidelines set forth by the program, college, and Board of Nursing. Once on probation the student will be placed on a remediation plan that identifies the “at-risk behaviors” and offers the student a plan for success. Students who meet the probation conditions will be removed from probation by the faculty and/or program director. A student that continues “at-risk behaviors” will be dismissed from the program.