

Nursing Assistant Student Guide



Nursing Assistant Certificate



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INTRODUCTION

It is a pleasure to welcome you to the nursing assistant program at Arizona Western College. You have selected a certificate program that offers many rewards, challenges, and opportunities. Students entering the nursing assistant program must be highly motivated, mature, and focused. The Nursing Assistant Program Director, Coordinator, Faculty, and Support Staff wish you success as you begin your nursing education. The Nursing Assistant Student Guide has been developed to provide you with specific policies, procedures, and regulations set forth by the AWC Allied Health department, clinical facilities, and/or other regulating agencies associated with the educational program.

Certain program policies set forth prevail over other institutional policies to assure compliance with standards of practice established by the State of Arizona Board of Nursing.

The nursing assistant department reserves the right to make modifications, additions, or deletions to the Nursing Assistant Student Guide. You will be notified of any changes.

Information found on the AWC Nursing Assistant website will take precedence. Student is responsible for becoming acquainted with the Arizona Western College course catalog and the AWC Nursing Assistant Student Guide as well as all general college policies.

PROGRAM INFORMATION

A. Program Purpose:

Graduates will demonstrate basic knowledge as required of beginning nursing assistant practitioners.

B. Program Description:

1. This course prepares the learner for the state examination to become a certified or licensed nursing assistant. The Arizona State Board of Nursing (AZBN) requires evidence of citizenship or nationality for state certification or licensure. Fingerprints are needed to obtain licensure.
2. Students take ownership of their learning, and faculty members facilitate through a commitment to provide learning activities to meet the needs of a diverse student population, both traditional and non-traditional.

STUDENT RIGHTS and RESPONSIBILITIES

The Nursing Assistant program adheres to AWC Policies and Procedures, available in the AWC Student Handbook and Activity Planner and on the AWC website at www.azwestern.edu.

FEES and FINANCIAL AID

College and program fees are found in the AWC Course Catalog and Schedule of Classes found at www.azwestern.edu. Financial Aid information is also found on the AWC website at <http://www.azwestern.edu/enrollment/financial-aid>. If you have any questions about financial aid, contact the financial aid office by calling 928-344-7634.

PROFESSIONAL STANDARDS/GUIDELINES

A. Arizona State Board of Nursing: Board Powers

1. **Certification:** The Arizona State Board of Nursing will not certify any applicant with one or more felony convictions and who has not received an absolute discharge from the sentences for all felony convictions three or more years before filing an application A.R.S. § 32-1646.
2. **Other Criminal Offenses:** The Board investigates all positive fingerprint results and determines if the applicant for Licensed Nursing Assistant (LNA) is or may be a threat to the health, safety, or welfare of the public. Persons with a positive fingerprint result may be denied a certificate or license if the report indicates unprofessional conduct.
3. If there is any question about eligibility for licensure contact the Arizona State Board of Nursing at www.azbn.gov.

B. Code of Conduct

Nursing assistant students are subject to the general disciplinary rules of AWC and

clinical facilities. Honesty is an expected quality of any person. Students will demonstrate respect for all people in words and actions. The following behaviors are examples of the kind of conduct, which may result in the dismissal of a student from the nursing program (this list is not all-inclusive):

1. Falsification of information in any classroom or clinical setting.
2. Students involved in cheating of any kind will receive a zero (0) for the assignment **and** be subject to dismissal from the Nursing Assistant program. The student will **not** be eligible for readmission.
3. Any breach in test security may result in dismissal from the nursing program. Breaches include but are not limited to, providing test information to students who have not tested, attempting to view another student's test form, and attempting to bring notes, photos, or other information relevant to the test into the testing area.
4. Taking supplies or equipment from AWC or any health agency without permission of the instructor.
5. Plagiarism - the act of stealing or passing off (thoughts or words of another) as one's own: use (a created production) without crediting the source (Merriam- Webster Online Dictionary, 2014).

C. Harassment or Intimidation—AWC Student Code of Conduct

1. Procedure for reporting:

- a. Any individual who reasonably believes they are the subject of or witness to harassing or intimidating behavior where a ***student is the aggressor***, should report the behavior directly to the Campus Life Office. The electronic form for incident reporting is available on the AWC Student Life website at <https://www.azwestern.edu/student-life/student-conduct>.
 - b. Any individual who reasonably believes they are the subject of or witness to harassing or intimidating behavior where ***faculty, administrative personnel or a clinical affiliate*** are the aggressor should report the behavior following the AWC Student Grievance Procedure 551.1 [here](#).
2. Conviction of a felony is cause for dismissal from the program.

Students who do not comply with the student code of conduct may be subject to dismissal from the Nursing Assistant program. Refer to the Grievance Procedure and the current Arizona Western College Behavioral Code of Conduct.

D. Confidentiality Statement

Purpose: The confidentiality statement is required to ensure adherence to the confidentiality policy and procedures of the contracted clinical affiliates.

1. Student will maintain client confidentiality at all times. No discussions regarding clients shall be acceptable outside the classroom or clinical settings. In these areas, all discussions related to clients must take place in a location where the conversation cannot be overheard by uninvolved parties. In clinical conferences and classroom references, the client shall be referred to by initials only.
2. Any identifiable patient information must not be removed from the health care facility. Identifiable patient information includes copies of any health care records with or without patient demographic data. Health care records are the property of the health care facility.
3. If the student commits a violation of confidentiality, a grade of "F" may be given for the course followed by immediate dismissal from the program. The student may be ineligible for readmission. A second breach of confidentiality, at any time during the course of the student's enrollment in the AWC Nursing Assistant

program, will result in dismissal from the program.

E. Grievance Procedure

If a student should want to pursue a complaint, the chain of command is as follows:

1. First, discuss the problem with the nursing instructor involved. If it is a clinical issue, the student must speak with the assigned clinical associate.
2. If the issue cannot be resolved with the instructor/clinical associate, the student may go to the Program Coordinator and present the issue.
3. If the issue cannot be resolved with the Program Coordinator, the student may visit with the Director of Allied Health to present the issue.
4. If the issue remains unresolved at the Director's level, the student may make an appointment to speak to the Executive Director – Dean of Healthcare Programs.

The rules and guidelines in the AWC Student Code of Conduct must be followed if a formal grievance is initiated. A Nursing Department Petition for Instructional Issues is available as a download online at <http://www.azwestern.edu/nursing>.

F. Student Illness/Other Health Limitations Procedure

Student illness and other health limitations will be dealt with according to the College Student Code of Conduct for the protection of students, college employees, other persons and themselves:

1. Students will use good judgment when illness occurs:
 - a. Students with a fever and/or symptom of infectious disease will **NOT** report to the lecture, lab, or clinical setting without speaking to their instructor first.
 - b. A student may be dismissed from the lecture, lab, or clinical setting if the nursing faculty or clinical instructor determines the student poses a health or safety risk to themselves or others, including patients.
 - c. Dismissal from the lecture, lab, or clinical setting will be recorded as an absence and will follow the policy of attendance for whichever setting it occurs in.

ACADEMIC PREPARATION AND REQUIREMENTS

A. Class, Lab and Clinical Preparation

1. General guidelines are to allow at least two hours of study for each hour of class that you have per week.
2. One hour of study for each hour of lab per week.
3. One hour of skills practice for each hour of clinical per week.
4. Students are expected to be prepared for their clinical experience to provide safe patient care.

B. Attendance

1. Students are expected to attend every class session they are enrolled in. Class attendance is essential to academic success at the college level. This is particularly true for laboratory and activity classes since a substantial portion of their course content can be learned only through class participation.
2. Students must notify instructors before any absence (classroom, lab, or clinical).
3. The AZBN requires each student to have a minimum of 120 hours of instruction to receive a certificate of completion from the program.
4. **Lecture and Lab:**
 - a. Students are responsible for classroom material presented on any given day of an absence.

- i. Students shall submit summaries of material presented in the classroom and lab within one week of the absence.
- b. Students are responsible for ensuring the instructor properly annotates his/her Skills Checklist.

5. Clinical:

- a. Students are expected to attend **all** clinical experiences. Any absence from clinical must be discussed with the instructor **before** the absence to determine follow-up action.
 - b. Making up clinical hours is NOT an option unless in the event of a documented emergency or other major unforeseen circumstances AND approved by the instructor and the NA Program Coordinator.
 - c. **Students are not allowed to perform designated skills in a clinical setting without initiated skills being successfully demonstrated in the AWC lab setting.**
- 6. Tardiness:**
- a. A 'Tardy' will be recorded on the attendance roster if a student is absent at the time the instructor or normal class time has indicated.
 - b. It is an expectation that students attend the entire class, lab, or clinical time. Leaving before the end of class or lab must be made up on another day. If a student must leave clinical experience prior to the end of the clinical experience, the student must get prior approval (except in an emergency) from their clinical instructor, and time must be made up prior to the end of the semester.

C. Withdrawals

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

D. Advanced Placement

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

E. Electronic Devices

Electronic devices (including, but not limited to, cell phones, tablets, and recorders) should be in silent or off position during class and lab except for break times. **No** electronic devices are allowed in the clinical setting.

1. If a student violates the electronic devices policy, the violation will be considered a violation of confidentiality (Please see confidentiality statement above).

F. Dismissal from the program

Students may be dismissed from the program for the following reasons:

1. Academic dishonesty
2. Violation of the Arizona Western College Student Code of Conduct.
3. Violation of HIPPA regulations to include photography in a resident care area.
4. Missing 6 hours or more of class or lab for any reason.
5. Missing 8 hours or more of clinical for any reason.
6. Conviction of a felony while enrolled in the program.
7. Unsafe practices or inappropriate behaviors in clinical experiences.

G. Classroom Testing Guidelines

1. Students must take all examinations on the designated day and time.
 - a. No extra time will be allotted to students who arrive late.
 - b. In the event of unforeseen circumstances that prevent a student from attending an exam, the instructor **MUST** be notified **BEFORE** the time the exam begins to be considered for a makeup exam.
 - c. Students who have an excused absence for an examination **MUST** make up the exam before the next scheduled exam.

- i. If the exam is made up in a different time frame, the student will receive a grade of zero (0) for the exam.
 - ii. Students may be expected to take a different exam over the same material.
2. For Online Testing and Paper Testing, students must:
 - a. Be in complete uniform.
 - b. Have your cell phone off or in airplane mode.
3. **NOTE: There is no opportunity to make up final written or final skills exams except in the event of an emergency AND approved by the Nursing Assistant Program Coordinator or Director of Allied Health.**

H. Grading

1. Classroom

- a. Quizzes are given weekly.
- b. There are 2 comprehensive exams (Midterm and Final).
- c. To pass this course, a student must achieve **ALL** of the following:
 - i. A minimum grade of 80% or greater on the final written exam **AND**
 - ii. A minimum grade of 80% or greater on each skill without running out of time in the final skills exam **AND**
 - iii. An overall grade of 75% or higher.
- d. A student who does not achieve 80% or greater on the final exam and on their final skills exam will receive an F for the course, regardless of their average course grade.
 - i. If a student does not pass their first attempt at the final written exam, the student may be allowed to re-test one time. If student failed the first attempt at the final written exam due to an academic dishonesty violation, they will not be allowed to re-test.
- e. There is no rounding of grades (i.e., 83.93 is 83%)

2. Lab

- a. Students must achieve 80% or greater on each skill tested during mid-term and final skills exams without running out of time per D&S State testing guidelines (if time runs out, the resulting grade will be a '0' zero).
 - i. Final: 3 to 4 skills within 35 minutes
 - ii. If student does not pass their first attempt at the final skills exam, they may be given an opportunity to re-test one time. If student failed on the first attempt due to an academic dishonesty violation, they will not be given an opportunity to retest.
- b. A student who does not achieve 80% or greater on each final skill evaluation will receive a course grade of F, regardless of their average course grade.

3. Clinical

- a. Students must meet all course competencies as documented on the Skills Checklist.
 - i. A student who fails to meet all clinical competencies will receive an "F" grade for the course.
- b. A student may be removed from a clinical experience for an unsafe practice, inappropriate behavior, or for failing to report a resident care incident, as determined by the clinical associate.
 - i. Such action is grounds for failure in the course with a grade of "F."

4. Workbook

- a. The workbook assignments will be due according to the Reading & Assignments Schedule located in Canvas.
- b. The workbook must be new. Assignments from used workbooks that have been erased will not be accepted and will be considered academic dishonesty.

5. Grade Distribution

- | | |
|--------------------------------|-----|
| a. Final Skills Exam | 25% |
| b. Final Written Exam | 20% |
| c. Workbooks | 20% |
| d. Quizzes and Midterm Written | 20% |
| e. Professionalism | 10% |
| f. Midterm Mock Skills Exam | 5% |

PERSONAL APPEARANCE CODE

Guidelines for students when functioning in the classroom, laboratory, and clinical setting include the following:

1. Being meticulous regarding personal hygiene:
 - a. AWC-approved uniform that is clean, neat, and free of wrinkles.
 - b. Hair and skin clean.
 - c. Nails are short and clean, with no polish and no artificial nails.
 - d. No strong scent (including, but not limited to deodorant, lotion, perfume and/or cologne).
 - e. Good oral hygiene.
 - f. Hair arranged neatly and securely under control, away from the face.
 - g. Beards are neatly trimmed, and the remaining face/neck area is cleanly shaved.
2. Jewelry and body art:
 - a. Jewelry should be reasonably plain, not long, and dangling. It must not present a safety hazard to patients or other personnel.
 - b. Visible body piercing decoration, i.e., nose, earrings, or tongue rings that may inhibit staff or patient safety, may not be worn on duty. Pierced earrings are acceptable but must appear professional. A small nose stud or jeweled piercing is acceptable. Ear gauges should not be worn when on duty, flesh-colored plugs may be substituted; gauges should not exceed 1 " in diameter.
 - c. Body Art should be limited in body coverage and may not include violence, obscene language, hate, or graphics (nudity and profanity), nor have gang affiliations.
3. No gum chewing.
4. No smoking or vaping during clinical hours.
5. Nursing assistant student uniform:
 - a. Properly fitting wine-colored scrubs in an appropriate material.
 - b. Appropriate undergarments of discreet color under uniform top.
 - c. Scrub skirts or dresses must be 1 inch below the knee.
 - d. Flesh or white colored hose for students wearing scrub dress.
 - e. Scrub pants must cover the ankle and be above the shoe sole.
 - f. Shoes must be closed-toed.
 - g. School patch must be worn on uniform at all times; it must be sewn on left sleeve 1 inch below the shoulder seam (Patches must be purchased from the Mother & Daughter Embroidery).
 - h. Watch with a second hand on it. Digital/Smart watches and/or phones cannot be used as a substitute.
 - i. Approved AWC nametag is provided and **MUST** be worn at all times.

- j. A gait belt (transfer belt) is **required** and considered part of the uniform.
- 6. Stethoscopes and blood pressure cuff set are **optional**.

*****If the professional appearance code is NOT met and unable to be corrected on-site, the student may be sent home and counted absent for the day.*****

HEALTH and SAFETY REQUIREMENTS

The items listed below must be completed and submitted with the application.

1. TB Screening:
 - a. Documentation of a baseline two-step TB test (2 tests done 1-3 weeks apart) OR 2 tests within the last 12 months (the 1st step must be dated within the past year from the start of the semester and the 2nd step must be within 9 months from the start of the semester) must be provided.
 - b. TB tests may only be signed off by one of the following: Registered Nurse (RN), Nurse Practitioner (NP), Physician Assistant (PA), or Physician (MD) or (DO).
 - c. Documentation must be on the provided AWC Nursing Assistant Program TB Surveillance form.
 - d. Students with a history of positive skin tests must provide a chest x-ray with radiologist results, excluding a diagnosis of TB disease, and a clearance letter within 12 months prior to the application deadline.
2. Drug Testing Requirement:
 - a. Applicants to the AWC Nursing Assistant program (the "Program") must submit to a urine drug screening. The Program's clinical affiliates require this drug screening. These affiliates require AWC Nursing Assistant students to obtain the same type of drug testing as they require of their employees who work in a clinical setting.
 - b. The required drug screening is the applicant's responsibility. A rapid 10-pannel test can be purchased at any local facility (e.g., Agile Occupational Medicine, Sonora Quest, or Labcorp, etc.).
 - c. An applicant/student who receives a positive drug screen will temporarily be excluded from nursing assistant classes pending a final administrative determination. If the determination is that the applicant/student (a) Tested positive as the result of use of an illegal substance or a non-prescribed legal substance, or (b) for any other reason poses an unreasonable risk to the health and safety of others in a clinical setting, the applicant/student will not be permitted to continue in the Program. In addition, if the Arizona State Board of Nursing currently licenses the applicant/student, a report will be made to such Board.
 - d. An applicant/student who is excluded from the Program pursuant to the above process may appeal the decision to the Dean of Healthcare Programs
3. Influenza vaccination needs to be the current season's vaccination. Applicants can sign a Declination form to be excluded from this requirement.
4. Varicella (chickenpox). You may submit your childhood vaccination record if it was a complete series. If the vaccination record is unavailable, purchase an IgG Varicella Titer Blood Test or receive the vaccine. Applicants can sign a Declination form to be excluded from this requirement.

5. MMR (Measles, Mumps, Rubella) Vaccine Series. You may submit your childhood vaccination record if it was a complete series. If the vaccination record is unavailable, purchase an IgG MMR Titer Blood Test or receive the vaccine.
6. Hepatitis B Vaccine Series. You may submit your childhood vaccination record if it was a complete series. If the vaccination record is unavailable, purchase an IgG Hepatitis Titer Blood Test or receive the vaccine. Applicants can sign a Declination form to be excluded from this requirement.
7. COVID-19. Vaccines do not have to be current. Applicants MAY be able to sign a Declination form to be excluded from this requirement, depending on changing clinical facility requirements.

IVP Fingerprint Clearance Card and CPR Certification.

8. Fingerprint Clearance Card
 - a. IVP Fingerprint clearance is required to apply to the Nursing Assistant program in order to comply with clinical facility corporate requirements.
 - b. Students that are in possession of a State of Arizona DPS Fingerprint card will be required to submit a copy and may be required to present the original to the AWC Allied Health Department. Validity will be verified with DPS before the student is allowed to enter the Program. Fingerprint Clearance Cards must remain current/valid throughout the student's enrollment in the program.
 - c. A fingerprint card may be applied for by visiting the DPS website: <https://arizona.fingerprint.com/>
 - d. Certification/Licensure Requirement: Fingerprints are required by the AZ Board of Nursing during the Licensed Nursing Assistants (LNA) only. Certified Nursing Assistants (CNA) do not require fingerprints for certification.

9. CPR Certification:

All nursing assistant students are required to hold an American Heart Association HealthCare Provider Basic Life Support certification.

The student is responsible for the costs of these health & safety requirements.

10. Drug and Alcohol Procedure

- a. Purpose and Scope: All students participating in the AWC Nursing Assistant Program are required to provide safe, effective and supportive patient care. This Nursing Assistant Program Drug and Alcohol Procedure ("this Procedure" or "the Procedure") is intended to augment the restrictions in AWC's Student Code of Conduct and to establish a zero tolerance for the use of alcohol and drugs by nursing assistant students. In light of the health care responsibilities of nursing assistant students, the use of unlawful drugs at any time shall be deemed to affect the operation of the College. When this Procedure prohibits drug use, it shall be deemed to apply to drug use at any time.
- b. The Student Code of Conduct: This Procedure shall augment, but not replace, the AWC Student Code of Conduct. In any situation where this Procedure and the AWC Student Code of Conduct are in conflict, the provisions of this Procedure shall preside.
- c. Definitions: The following terms shall apply to this Procedure: The term "drug"

or “drugs” includes any narcotic, dangerous drug, prescription medication, steroid, vapor-releasing toxic substance, marijuana, or controlled substance as defined by Arizona law. The term “drug” or “drugs” includes imitation controlled substances and imitation prescription-only drugs as defined by A.R.S. §13-3451. --- “Reasonable suspicion” is present when there is an objective, individualized basis to believe that a student has used, possessed, or transferred drugs, or alcohol in violation of this Procedure. This includes, but is not limited to, situations in which a student’s behavior or physical appearance suggests impairment. Slurred speech, pupillary changes, impaired physical coordination, or very unusual behavior may indicate impairment. --- The term “transfer” includes any sale, purchase, or other exchange regardless of whether the exchange is completed or merely attempted and regardless of whether something of value is given or paid as consideration for the exchange.

- d. Violations of this Procedure: It is a violation of this Procedure for a nursing assistant student to:
- i. Violate the drug and alcohol policy provisions set out in Section II (A)(2) of the AWC Student Code of Conduct.
 - ii. Receive a positive drug and/or alcohol test pursuant to the protocol set forth in section E below.
 - iii. Use drugs at any time, unless the use involves: (1) prescription medication prescribed by a physician, (2) the medication is used in accordance with the prescription, and (3) use of the medication does not adversely impact the safe practice of nursing.
 - iv. Possess (other than in the student’s capacity as a nursing assistant student), transfer or offer to transfer drugs or drug paraphernalia at any time.
 - v. Be impaired to any extent as a result of the use of any drugs and/or alcohol while functioning in any capacity as a nursing assistant student.
 - vi. Fail and/or refuse (1) to submit to a drug and/or alcohol test when requested by an AWC instructor or administrator, (2) to comply with a required procedure of a drug and alcohol testing facility (the “Testing Facility”) related to the collection of a drug and/or alcohol sample, or (3) to authorize the Testing Facility to release the results of any drug and/or alcohol test to the Nursing Assistant Program Coordinator and/or Director of Allied Health. It is also a violation of this Procedure to attempt to tamper with, contaminate, or switch a drug and/or alcohol sample provided to the testing facility.
 - vii. Be convicted of a drug offense.
- e. Protocol for Conducting a Drug and/or Alcohol Test: The following protocol shall be followed if: (1) an AWC nursing instructor or an AWC nursing staff member (hereafter an instructor and a staff member are collectively referred to as an “Instructor”) observes behavior by a nursing student that provides reasonable suspicion that the student has violated this Procedure, and/or (2) a reliable third person relays information about a nursing student to an instructor that provides reasonable suspicion that the student has violated this Procedure.
- i. The Instructor shall immediately notify the Nursing Assistant Program Coordinator and/or Director of Allied Health who will notify the Dean of Healthcare Programs of the matter.
 - ii. The Instructor shall remove the student to a private setting. The Instructor will discuss with the student the behavior observed by the Instructor and/or the information reported to the Instructor by a third

person. The student will be allowed to respond verbally to the information presented, giving an explanation for his or her behavior. The Instructor has the discretion as to whether to identify any third party that provided information to the Instructor. The Instructor may also ask the student questions concerning the student's use or possession of drugs and/or alcohol.

- iii. After discussion with the student as referenced in #2 above, if the Instructor determines that there is reasonable suspicion to believe that the student has used drugs, and/or alcohol in violation of this Procedure, the Instructor shall request that the student immediately undergo a drug and/or alcohol test at a testing facility chosen by the College.

The Instructor shall inform the student that any failure or refusal to submit to a drug and alcohol test constitutes a violation of this Procedure.

The Instructor shall make arrangements to transport the student to the testing facility. After the drug and/or alcohol tests are completed, the Instructor shall make arrangements to transport the student from the testing facility to the student's residence.

The student shall authorize the testing facility to release the results of any drug and alcohol test to the Nursing Assistant Program Coordinator and/or Director of Allied Health.

- iv. The Instructor shall prepare and deliver to the Nursing Assistant Program Coordinator and/or Director of Allied Health a written report, documenting the Instructor's involvement in the matter, and including any observations of impairment made by the Instructor and/or any information received from a third party about a possible violation of this Procedure. The report shall also describe the arrangements made by the Instructor to transport the student to and from the testing facility.
- f. The Drug and Alcohol Testing Facility: All sample collection and drug and alcohol testing shall be performed according to the following conditions:
 - i. The testing facility shall comply with scientifically accepted analytical methods and procedures for sample collection and testing. Drug testing shall be conducted at a laboratory approved or certified by the United States Department of Health and Human Services, The College of American Pathologists, or the Department of Health Services.
 - ii. The testing facility shall provide confirmation of any positive drug test results. Confirmation of a positive drug test result shall be by use of a chromatographic technique such as gas chromatography-mass spectrometry or another comparably reliable analytical method.
 - g. Cost of Drug and Alcohol Testing: The College shall be responsible for any cost of transporting a student to and from the testing facility and for the cost of any drug and alcohol testing, including the cost of any confirmatory test.
 - h. Exclusion from Clinical Experiences: Pending the results of any drug and alcohol test, a student shall be excluded from all clinical experiences.
 - i. Drug Test Indicating Use of Prescribed medications: If a student tests positive for a prescribed medication, the student must obtain a written statement from a physician, chosen by the college, stating that (i) the drug level is within prescribed limits, (ii) the drug level does not indicate impairment or abuse, and (iii) the drug level does not interfere with the safe practice of

nursing. The student must also present evidence of the applicable prescription in the student's name. The above conditions must be satisfied before the student will be allowed to resume clinical experiences, and failure to satisfy any of the above-reference conditions within a reasonable time shall be deemed presumptive evidence that nursing assistant student has violated this Procedure. The college shall pay the cost of the report required by this section.

- j. Confidentiality of Drug and Alcohol Testing: A request that a student take a drug and alcohol test, and the results of any such test, shall remain confidential, except that an instructor, the Nursing Assistant Program Coordinator and/or Director of Allied Health and/or the Dean of Healthcare Programs may inform other College administrators, faculty members, clinical personnel, the State Board of Nursing, and other entities on a reasonable need-to-know basis. The request for testing and the test results may also be used as evidence in a disciplinary proceeding. The mere absence of a student from a clinical setting or permission for a student to later make-up work is not a reason for disclosure. Positive drug and/or alcohol test results shall be placed in a student's records. Negative drug and/or alcohol test results shall only be placed in a student's records at the request of the student. In addition, if the student is currently licensed by the Arizona State Board of Nursing, a report will be made to said board.
- k. Hearing and Appeal Rights: Upon receipt of information indicating a violation of this Procedure, including but not limited to the receipt of a positive drug and/or alcohol test, the Nursing Assistant Program Coordinator shall inform the Director of Allied Health and the Director of Allied Health shall inform the Dean of Healthcare Programs. The Director of Allied Health shall then file a complaint with the Vice President for Student Services, pursuant to Section IV of the AWC Student Code of Conduct. Upon filing of such a complaint, a formal hearing shall be held to determine whether there has been a violation of this Procedure. The formal hearing shall occur pursuant to the procedures set forth in the AWC Student Code of Conduct, and the Vice President for Student Services shall serve as the Hearing Officer. The Dean of Healthcare Programs shall serve as the College administration representative at the hearing. If the Hearing Officer finds that the student violated this Procedure, the presumptive discipline imposed, absent what the Hearing Officer believes to be unique extenuating circumstances, shall include a suspension of the student from the AWC Nursing Assistant Program for not less than one year. At the discretion of the Hearing Officer, the student may also be suspended or expelled from the College. The student retains the right to appeal the decision of the Hearing Officer as set forth in Section V of the AWC Student Code of Conduct.
- l. Readmission to the Nursing Assistant Program: A student who has been suspended from the Nursing Assistant Program pursuant to this Procedure may request to be readmitted to the Nursing Assistant Program at the end of the suspension period, pursuant to the general admission procedure of the Nursing Assistant Program. In addition to any requirements set forth in the general Nursing Assistant Program admission procedure, admission to the Nursing Assistant Program will be contingent upon the student providing to the Nursing Assistant Program Coordinator and/or the Director of Allied Health documentation from a College approved therapist that the student has completed a treatment program approved by the therapist and is able to provide safe, effective and supportive patient care. Immediately prior to any admission, the student will also be required to submit to a drug and alcohol test, paid for by the College. For students who have also been suspended from the College, additional admission requirements may be imposed pursuant to AWC Student Code of Conduct

Section VI.

Clinical Injury or Exposure to Infectious Materials

1. In the event of an injury or exposure to infectious materials while in the clinical setting, the student must immediately inform the clinical instructor and follow the clinical agency's policy.
2. Insurance claim:
 - a. Please report injuries or exposure to the Director of Risk Management at (928) 314-9474 – office located in the District Services building.
If the student's blood work returns sero-negative, the student will be retested 6 weeks post-exposure and on a periodic basis thereafter (e.g. 12 weeks and 6 months after exposure) in order to determine whether transmission has occurred. The initial cost for blood work will be sent to AWC Risk Management.
 - b. Students shall be counseled regarding safe sex, deferred from donating blood, etc. until results of source HIV/HBV/HC are known.
3. Insurance Coverage:
 - e. AWC Student Accident insurance policy is secondary to all other insurances. If a student has primary insurance, they should follow protocol (pre-authorization) with their primary insurance company for filing of a claim and HSR will be secondary filing of insurance. HSR is limited coverage that has very specific definitions on what is and what is not considered an accident:
 - i. *Accident is defined as a sudden, unexpected and unintended event, which is identifiable and caused solely by an external physical force resulting in injury to a person.*
 - ii. *Accident does not include a loss due to or contributed to by disease or sickness.*
 - f. Please note: Only the insurance company (HSR) determines if an incident is covered under the insurance plan

Student Pregnancy

Policy: Arizona Western College is committed to protecting its pregnant nursing assistant students from health and safety hazards known to be present in the clinical healthcare environment. Students who are pregnant are required to follow the subsequent procedures.

Procedure:

1. Disclosure:
 - a. As soon as the student learns she is pregnant, she must report the pregnancy to her instructor. The student must submit a letter from their healthcare provider to the course coordinator. The letter should include an estimated due date and confirmation that nursing assistant school clinical tasks/activities are approved by the provider. Any subsequent change in status must be documented by the healthcare provider and submitted to the course coordinator. Any contraindications must be stated.
2. Infectious Disease Precautions
 - a. A pregnant student should not receive a TB skin test, chest x-ray or any vaccine without consulting her physician prior.
 - b. A pregnant student may not have contact with a known or suspected teratogen.
3. Precautions for Working in Radiation Environments
 - a. A pregnant student must refrain from any patient care environment in

- which radiation is present.
4. Post-pregnancy Follow-up
 - a. A student must submit a follow-up medical-health exam form providing a statement from the healthcare provider. This statement should confirm that the nursing assistant student may return or continue the nursing clinical work being performed, without any contraindications.
 5. Clinical Schedules
 - a. Following submission of disclosure information, the student shall meet with the Nursing Assistant Program Coordinator to discuss available options. The student will submit a written plan to complete the clinical course time, assignments, and lab work within an agreed upon timeframe.
 - b. The Nursing Assistant Program Coordinator and any involved clinical faculty will review the plan and provide accommodations based upon space availability and learning needs.
 6. Withdrawal
 - a. If the clinical work is contraindicated either during pregnancy or post pregnancy the student must withdraw from the program and re-apply when medically cleared.

Technical Standards Policy and Procedure

(Physical, cognitive, and behavioral requirements for students in the NA Program)

Policy: In order to provide safe care in the nursing assistant program the student must be able to satisfy, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the nursing assistant curriculum. The essential abilities required by the curriculum are in the following areas: motor, sensory, communication, intellectual (conceptual, integrative, and quantitative abilities for problem solving and patient/resident care) and the behavioral and social aspects that impact the performance of a nursing assistant student. Any change in physical, cognitive, and/or behavioral status of the nursing assistant student would require a completed medical history from the student's primary care provider to be put into the student file.

Procedure:

- 1) Nursing assistant students must be able to gain experience in the clinical setting and lab classroom. These settings are physically demanding. The work terrain often varies, and students are expected to walk long distances, and be on their feet for long periods of time. Training to be a nursing assistant includes active, complex experiences requiring the ability to keep track of many activities at the same time. Transportation to all healthcare facilities is the responsibility of the student.
- 2) The program requires the use of comprehensible speech, memory, reading and writing skills to communicate with residents, families and other health care professionals. The student must be able to provide care, engage in therapeutic communication, and function effectively in situations of stress quickly and efficiently.
- 3) Essential functions for this program include the use of senses to gather information, i.e., color changes in the skin, hearing heart and lung sounds through a stethoscope, feeling pulses and feeling hot/cold skin, etc. Resident care requires the ability to synthesize information from a variety of sources and apply it in making decisions regarding safe care. The student must be focused and alert to maintain resident safety. This includes the ability to place the residents' needs first.
- 4) During clinical training, the nursing assistant student must be able to accomplish tasks that ordinarily require the student to: stoop/bend, squat, kneel, climb, push/pull, grasp/handle, reach over shoulders, reach at waist, reach below waist, lift, hear, see, smell, touch, stand and walk during most of the entire clinical day (between 4 and 12

hours). Physical agility is required while working around tables and chairs in a resident's room, bathing room, restorative care room, and dining room and stooping or bending to retrieve supplies from lower storage areas. Pushing and pulling various medical equipment is required for resident care. There may be a need to lift residents with and without mechanical devices.

- 5) Please get in touch with AWC's disabilities coordinator to receive information regarding disability accommodations and documentation requirements. To ensure appropriate accommodations, it is the student's responsibility to request accommodations promptly and to provide appropriate documentation to verify eligibility for support services. (5/02)

Certification/Licensure Application Process

1. State knowledge and skills exam fees are covered as part of the student's program fees.
2. **AFTER** passing both the D&S knowledge and skill exams students may apply for certification or licensure through the Arizona State Board of Nursing [website](#).
3. Students who successfully complete the course will receive a program certificate of completion.
4. Graduates are responsible for applying online for testing through TMU. Students will receive a text message and instructions on how to set up a TMU account at the beginning of the semester. NO fingerprints will be sent for processing before an applicant passes the state competency exams unless the applicant pays a substantial fee.
 5. For any questions and technical assistance with TMU, please call 800-393-8664
 - a. Please note the following policy from D&S Diversified Technologies, the certification testing service provider: "No Shows: If candidates are scheduled for an exam and they don't show up or attempt to reschedule the testing date after 3 pm the business day prior, candidates are deemed as a No Show. This means that all fees are forfeited and must be repaid in full and submitted with another application in order for a new date to be reassigned." Consequently, a student who is a "No Show" will be responsible for any further cost incurred.
6. For questions on the application process for the AZBN, please contact the state board <https://www.azbn.gov/>

8. Felony Convictions

According to A.R.S. § 32-1606(B), an applicant for certified nursing assistant is not eligible for certification if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge from the sentence for all felony conviction(s) must be received 3 or more years before submitting this application. If you cannot prove that the absolute discharge date is 3 or more years, the Board will notify you that you do not meet the requirements for certification.

Student Records

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

1. Name
2. Date of Birth
3. Social Security number
4. Completed Skills checklist
5. Attendance record (include any make-up class sessions)
6. Scores on each test, quiz, or exam, and final grade
7. Verification of student guide
8. Copies of Health and Safety Requirements:
 - a. TB

- b. Drug screen clearance
 - c. CPR Card (see requirements previously noted in this guide)
 - d. Fingerprint clearance card copy
 - e. Vaccination records
9. Copy of the program Certificate of Completion

Class Cohort Records

Class records are maintained by the faculty of record for the course and are turned in to the Allied Health Department at the end of each semester with the individual student records. Class cohort records include:

1. Copy of the curriculum and course schedule
2. Copy of the Final Grade Roster
3. Course evaluations: student evaluation forms and summary of evaluation

*Policies will be evaluated annually by the Nursing Assistant Program Coordinator, Director of Allied Health, and Dean of Healthcare Programs.

Program Records

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

1. Curriculum and course schedule for each cohort group;
2. Results of state-approved written and skills testing;
3. Completed student program evaluation forms, a summary of the evaluations for each cohort group, and measures taken by the program, if any, to improve the program based on student and instructor evaluation; and
4. A copy of any Board reports, applications, or correspondence related to the program.

Nursing Assistant Student Guide - Receipt

The signature of this document signifies that I have received the Arizona Western College Nursing Assistant Student Guide. I am responsible for the information that has been provided. I am hereby notified of the availability of student policies in the AWC General Course Catalog, the AWC Student Handbook & Activity Planner, and on the AWC website. The AWC Nursing Assistant Student Guide is maintained current on the AWC Nursing Department website at nursing.assistant@azwestern.edu Should the printed information differ from information found on the AWC website, the website information will take precedence.

The nursing assistant program will maintain this receipt.

Print Name: _____ Date of Birth: _____

Address: _____

Personal Email: _____

AWC Email: _____

Phone: _____

Signature: _____

Date: _____

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