



PimaCommunityCollege
CENTER OF EXCELLENCE
Health Professions

Nursing Assistant Student Policy Handbook

2026-2027

Pima Community College is committed to providing accommodations for qualified individuals with disabilities in a timely and effective manner. To request a reasonable accommodation, students must be registered with the campus Access and Disability Resources (ADR) office. Accommodations will be made based on eligibility, determined by Access and Disability Resources. Services can be requested at any time during the semester. Requesting services well in advance will help to ensure that resources are available when needed. Please contact an ADR office at 520-206-6688 or ADRhelp@pima.edu.

Handbook Revised: May 2026

Pima County Community College District's Nursing Assistant program is also approved by the:

Arizona State Board of Nursing
1740 W Adams St. Suite 2000
Phoenix, AZ 85007
602-771-7800
www.azbn.gov/

Documentation of this program accreditation is available from the Pima Community College (PCC) Program Services Office, 520-206-4901.

Pima County Community College District is accredited by the Higher Learning Commission.

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INTRODUCTION

Pima Community College (PCC) is accredited by the Commission on Institutions of Higher Education, North Central Association of Colleges and is approved by the Arizona State Board of Directors for Community Colleges.

Academic or occupational programs that are either accredited or approved by an external entity may have policies or procedures that are different or more restrictive than those of the College. These policies or procedures will supersede any conflicting College policies or procedures.

The Nursing Department embraces the mission and vision statements of Pima Community College. The Nursing Department is an integral part of the college and the general policies formulated for all students apply to the nursing student. Policies for all Pima College students are found in the [PCC Student Handbook](#), which contains the [Student Code of Conduct](#). The nursing student is also required to follow Arizona State Board of Nursing policies. There are additional policies specific to the Nursing Department. The purpose of this handbook is to communicate the specific policies of the Pima Community College Nursing Department.

This Nursing Assistant Student Policy Handbook was prepared on the basis of the best information available at the time. All information – including statements on legal limitations for nurse licensure, attendance and behavior policies, health policies/insurance, classroom/college laboratory/clinical laboratory, uniform policy, classroom/clinical evaluation, communication channels, student service policies and miscellaneous information – is subject to change without notice, obligation, or liability.

This handbook is updated as necessary. Prospective and continuing students are responsible and accountable for the updates.

All admissions to the nursing program proceed through the Nursing Department. This includes initial admission to the program, as well as advanced placement admissions for transfer and articulation.

Pima Community College Advising	520-206-6699
Nursing Department Faculty Advising	520-206-5140

Admission to PCC does not automatically guarantee admission to the Nursing Program.

The Program Manager of the Nursing Department registers students for all nursing assistant (NRA) courses after admission to the nursing program.

Licensing/certification requirements are the exclusive responsibility of the State Board of Nursing and are independent of any requirements for graduation from the college.

Effective January 1, 2008, based on Federal and Arizona Laws, all applicants must provide evidence of citizenship or nationality as part of the licensure application. See [Arizona State Board of Nursing](#) for further details outlining requirements for application documentation.

Nursing assistant students should expect to be in class, laboratories and clinical settings 100% of the scheduled time. The clinical laboratory may require preparation. Thus, **ANY** additional activities should be kept at a minimum. Optional but recommended, four (4) hours of Open Skills Lab Time offered every other week.

The NRA 101 course is designed to prepare students to take the Arizona State Board of Nursing Certification Exam for Nursing Assistants. It is divided into three components: lecture, college skills lab and clinical lab. Total instructional hours for the course are equal to 141 hours, divided as follows:

Lecture: 4 hours/day x 12 Days	Total: 48 hours
Skills Lab: 4 hours/day x 12 Days	Total: 48 hours
Clinical 9 hours/day x 5 Days	<u>Total: 45 hours</u>
	Total: 141 hours

I. PIMA COMMUNITY COLLEGE NURSING ASSISTANT PROGRAM

A. STUDENT LEARNING OUTCOMES BASED ON ROLES OF PRACTICE

Performance Objectives

Upon successful completion of this program, the student will be able to:

1. Demonstrate the ability to function as a member of the healthcare team within the healthcare facility and/or community.
2. Demonstrate ethical and legal behavior that maintains resident's rights.
3. Assist in identifying the mental health and social service needs of residents.
4. Demonstrates effective communication.
5. Maintain a safe environment for residents and others.
6. Demonstrate general principles of infection control.
7. Provide basic emergency care.
8. Apply the principles of basic nutrition to resident care.
9. Provide the resident with personal care and grooming.
10. Measure vital signs.
11. Demonstrate safe transfers, positioning, and turning of residents using effective body mechanics.
12. Care for cognitively impaired residents.
13. Identify the function, structure and common health problems and normal aging changes of each body system.
14. Provide comfort and rest.
15. Assist with diagnostic tests.
16. Provide care for the peri-operative resident and/or resident with special needs.
17. Assist in the admission/transfer/discharge of the resident.
18. Provide care for residents and family when death is imminent.

References

Arizona State Board of Nursing. (2016). Nursing assistant competencies. Retrieved from <http://www.azbn.gov/education/programs/na-programs/>

B. REQUIREMENTS FOR CERTIFIED NURSING ASSISTANT CERTIFICATION

Federal law, 8 U.S.C. § 1641, and state law, A.R.S. § 1-501, require documentation of citizenship or nationality for licensure. If the documentation does not demonstrate that the applicant is a United States citizen, national, or a person described in specific categories, the applicant will not be eligible for licensure in Arizona.

Arizona regulations state that a person must:

1. Successfully complete a Board approved training program
2. Show proof of passing the written and manual skills tests and
3. Complete a criminal background check

A Certified Nursing Assistant who passes an approved CNA course and the state manual skills/written exams, has their name placed on the CNA registry. Any substantiated allegations of abuse, neglect, or misappropriation of property/theft will be reported to the Office of Inspector General (OIG) and will be listed on the registry.

C. REQUIREMENTS FOR LICENSED NURSING ASSISTANTS

Federal law, 8 U.S.C. § 1641, and state law, A.R.S. § 1-501, require documentation of citizenship or nationality for licensure. If the documentation does not demonstrate that the applicant is a United States citizen, national, or a person described in specific categories, the applicant will not be eligible for licensure in Arizona.

Arizona regulations state that a person must:

1. Successful completion of CNA educational and exam requirements and, in addition
2. Submit an application, fingerprints, and fees to the Board.

The LNA is regulated by the Board which has a broader jurisdiction for any act of unprofessional conduct.

Interpretation of Felony Bar Statutes

If a Certified/Licensed Nursing Assistant applicant has a felony conviction, the Board must receive the following information from the applicant: Proof that three or more years have gone by since the date of absolute discharge of the felony. Applicants are not eligible to apply if they cannot provide this information. The Board considers applicants with felony convictions over three years from the date of absolute discharge on a case-by-case basis. The Board has certified some individuals with felony convictions.

Revised: November 2018

II. ACCESS AND DISABILITY RESOURCES ACCOMMODATIONS

Pima Community College is committed to providing accommodations for qualified individuals with disabilities in a timely and effective manner. To request a reasonable accommodation, students must be registered with the campus Access and Disability Resources (ADR) office. Accommodations will be made based on eligibility, determined by Access and Disability Resources. Services can be requested at any time during the semester. Requesting services well in advance will help to ensure that resources are available when needed.

1. Nursing students who have ADR accommodations must meet with their course leader to share accommodations for successful completion of the nursing course(s).
2. ADR accommodations for additional testing time are not extended to include any additional time-related accommodation for the student at the clinical site.
3. All clinical accommodations must be initiated with ADR and approved by the Nursing Department.

ADR and testing accommodations: 206-6688 or
ADRhelp@pima.edu

III. BEHAVIORAL POLICIES

A. STANDARDS OF PROFESSIONAL CONDUCT

Pima Community College Nursing Assistant students will adhere to the following standards of professional conduct as an integral aspect of professional socialization.

Accountability - Answering for one's action to self, the client, the profession and the college.

Legal - Operating within the standards of care related to the nursing assistant student role.

Honesty - Practicing fairness and truthfulness in conduct.

Dependability - Being trustworthy and reliable.

Respect - Treating others and self with consideration and courtesy.

Responsibility - Performing duties associated with the nursing assistant's particular role.

Confidentiality - Respecting the privacy of clients by respecting privileged information.

Punctuality - Arriving on time for all classroom and clinical assignments.

Professional Appearance - Following personal appearance standards and uniform policy at any Pima Community College activities.

Any behavior or conduct that disrupts the harmony of the learning environment may result in failure of the course.

B. PIMA COMMUNITY COLLEGE CODE OF CONDUCT

This course follows the standards and guidelines in the Pima Community College [Student Code of Conduct](#). The faculty expects honesty and integrity of each student. Any violation will be processed in accordance with the Pima Community College guidelines.

C. NURSING DEPARTMENT POLICY FOR SOCIAL NETWORKING

Students are expected to adhere to the Nursing Departments Policy for Social Networking as listed below. Violations of these principles may result in termination from the nursing assistant course.

1. The nursing assistant student must not transmit or place online individually identifiable patient information.
2. The nursing assistant student must observe ethically prescribed professional patient-nursing assistant boundaries.
3. The nursing assistant student should understand that patients, colleagues, institutions, and employers may view postings.
4. The nursing assistant student should take advantage of privacy settings and seek to separate personal and professional information online.
5. The nursing assistant student should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.

Six Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nursing assistant-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, clinical facilities, instructors, students, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

References:

American Nurses Association (2011, September). Principles for Social Networking and the Nurse. Silver Spring, MD: Author.

Violating any of the Standards of Professional Conduct, the PCC Code of Conduct, or Nursing Department Policy for Social Networking will result in a required meeting with the student and Academic Faculty Director and may include the instructor within five business days and may result in termination from the course with no possibility of return/reapplication.

Revised: November 2018

IV. HEALTH POLICIES/INSURANCE

A. GENERAL POLICIES

1. Nursing assistant students must meet clinical eligibility requirements, as defined by the Nursing Department, prior to attending clinical experiences.
2. In circumstances of student illness, injury or other health limitations, the clinical agency and the college health policies will be followed. The Nursing Department faculty member will assess a student's ability to provide adequate and safe patient 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.
3. If illness occurs during the clinical laboratory, the Nursing Department faculty will determine if the student must leave the clinical facility. The student will be referred to their private healthcare provider and must provide a full release prior to returning to the clinical laboratory.
4. Should an illness exceed the allowed clinical absences designated by the nursing assistant course, the student may be removed from the clinical laboratory, subsequently receiving an "F" grade in the course.
5. Following the occurrence of a serious injury, surgery, or illness, the student must be evaluated by a licensed healthcare provider (MD, DO, NP or PA) to determine whether they can perform their assigned clinical duties in a safe, reliable manner as defined by the Nursing Program Technical Standards. The Nursing Department will request a release from their health care provider (See Health Declaration/Physical Examination Form–Appendix F.) to return to the clinical laboratory **without restrictions**. The Nursing Department may request a specialist to perform the evaluation and complete the release prior to return to the clinical setting.

B. PERSONAL HEALTH AND CLINICAL LABORATORY REQUIREMENTS

Nursing assistant students acknowledge the health risks involved in the pursuit of a nursing career. (See Health Risk Statement of Understanding - Appendix B.)

The Nursing Department follows the Pima County Health Department, as well as the individual health facility guidelines regarding tuberculosis screening and immunizations.

Health facilities may have guidelines which conflict with the Pima County Health Department policy. Students will be notified of any additional requirements before entering assigned clinical laboratory experiences.

1. Entering students will provide the following documentation **prior to registration in the course**.

Failure to provide complete registration eligibility may result in the student not being accepted into the course.

Requirements include:

- a. CNA Program Application
- b. Signed Immunization and Health Declaration Form.
- c. Documentation of a negative T-SPOT or QuantiFERON-TB Gold current through the last day of the current semester.

- d. Measles, mumps and rubella immunization (MMR) x 2 (with four weeks between doses) or positive serology (titer) results indicating immunity.
- e. Varicella immunization x 2 (with four weeks between doses) or positive serology (titer) results indicating immunity.
- f. Hepatitis B immunization (series of three injections), or positive serology (titer) results indicating immunity.
- g. Tetanus, Diphtheria, and Pertussis (Tdap) immunization for adults, one injection within the last ten (10) years (cannot expire during the semester the student is enrolling in).
- h. Influenza (flu) vaccination, one injection within the current seasonal year.
- i. Vaccination Declination Form/process (contact Academic Faculty Director or Program Manager for form.)
- j. Entering students must have a negative drug/alcohol screen as a condition of enrollment in the nursing courses. The drug screen cost is paid by the student at the laboratory.
- k. Current Healthcare Provider CPR certification that does not expire until after the last day of the current semester. The card must clearly state “Basic Life Support (BLS) Provider”. Must be through the American Heart Association. Online CPR courses are not accepted.
- l. Arizona Department of Public Safety (DPS) fingerprint clearance card that is in good standing and does not expire during the semester the student is enrolling in.
 - 1) The application can be obtained from the [Arizona Department of Public Safety](#) website.
 - 2) Students with previously obtained DPS criminal background check clearance cards will submit a Change of Employer Form (provided at student orientation).
 - 3) The student is required to disclose any changes in status related to DPS clearance to the Academic Faculty Director of the Nursing Program.
 - 4) Failure to self-disclose may result in termination with the possibility of reentry or re-application to the program.
- m. Verification of health insurance. Students must provide a **current** personal health insurance card. Students will be asked to sign a form verifying and agreeing to maintain personal health insurance while in the program. (See Verification of Personal Health Insurance - Appendix E)
- n. Signed copy of Signature Form for Nursing Department Nursing Assistant Student Policy Handbook (Appendix M).
- o. A photocopy of valid Arizona driver’s license or Arizona State I.D.
- p. D & S Testing information sheet to register each student in TMU which is a requirement for your D & S Testing Certificate.
- q. Copy of your Accuplacer Scores: Must meet required scores or better: Reading (236) Math (200) and Writeplacer (4).

C. DRUG/ALCOHOL SCREENING PROCEDURE FOR ENTERING STUDENTS

1. Entering students must have a negative drug/alcohol screen as a condition of enrollment in the Nursing Assistant Course. The drug screen cost is paid by the student at the laboratory.
2. A variety of specimen collection methods may be utilized, some of which may include, but are not limited to, blood, urine, hair, saliva and breath.
3. Students with a positive drug/alcohol screen may not be allowed to start the program. Students with a positive urine drug/alcohol screen may be immediately withdrawn from the course.
4. Program designated lab will conduct the drug/alcohol screening and will provide results to the Nursing Department.
5. Entering students will not be allowed to use previous drug screens requested by any person or agency outside the Pima Community College Nursing Department.
6. Entering students failing to test during the date and time documented on the Drug Testing Form do not meet the requirements for drug/alcohol testing and may not be allowed to start the program.
7. Students may also be randomly drug screened at any time throughout the program.
8. Random drug screenings may be done with or without reasonable suspicion. The cost of random drug screens will be at the expense of the student.
9. If the designated laboratory indicates the test is invalid for any reason (i.e. failed dilution check), the student may be required to meet with the Academic Faculty Director and re-test at the expense of the student on the date and time specified.

D. INFECTION CONTROL POLICY (See Universal Precautions - Appendix A)

V. CLASSROOM/COLLEGE LABORATORY/CLINICAL LABORATORY

Students must have access to a computer and the internet every day.

A. METHODS OF INSTRUCTION

Classroom

1. Audiovisual material
2. PowerPoint presentations
3. Lectures
4. Printed handouts
5. Group discussion/Audience Response System
6. Critical thinking exercises

College Skills Laboratory

1. Audiovisual material
2. Role playing
3. Small group discussion
4. Critical thinking exercises

Clinical Laboratory

1. Small group discussion
2. Critical thinking exercises
3. Pre- and post-conferences/reflection
4. Selected clinical experiences
5. Planned student/teacher conferences

Electronic Devices (cell phones, smartphones, smart watch, laptop computers, tablets, smart glasses, etc.)

Clinical facility policy regarding electronic devices will be followed in addition to the nursing assistant program policy.

1. Personal electronic devices must be “off” or on “vibrate” mode when on the clinical unit. **Students will not access their wireless devices in the classroom, college laboratory or any clinical facility.**
2. Text messaging may only be done during breaks, not while students are in the classroom, college laboratory or clinical laboratory.

3. During class times, electronic devices are to be used to access course materials only. Instructors may require students to turn off all electronic devices, including computers, during class, clinical, or laboratory.
4. **Electronic devices will be turned off (NOT put in vibrate mode) during examinations.**
5. **Students found to be in violation of the above policy will be required to meet with the Academic Faculty Director within five business days and may result in dismissal from the program, depending on the circumstances.**

B. ILLNESS/ACCIDENTS, INJURIES AND TECHNICAL STANDARDS IN THE CLINICAL LABORATORY

Students will use good judgment when illness occurs. To protect patients, staff and peers, students with a fever and/or symptoms of infectious disease will NOT report to the clinical laboratory setting. Students will consult with the clinical instructor prior to the start of the clinical day. The clinical instructor may dismiss a student from the clinical laboratory setting if the student poses a safety risk to themselves or patients. Clinical laboratory absence hours will be recorded for students dismissed from the clinical laboratory. When a student experiences a change which may hinder their ability to perform in the clinical setting, the Nursing Department reserves the right to require a licensed health care provider's statement authorizing that the student can safely continue to give patient care as stipulated in the Technical Standards Essential for Nursing Practice (see Appendix G). Each case will be considered on an individual basis. Specific release guidelines may be required in the physician's statement for situations involving back injury, surgery, communicable diseases, etc. (see General Policies in Section V – Health Policies/Insurance). The following guidelines will outline the process to be followed should an injury occur in the clinical laboratory setting:

1. A student who is injured (this includes exposures to body fluids) in the clinical laboratory should immediately notify their instructor.
2. Students should report any accident, injury, or safety concern that occurs during class, lab, or any college-sponsored activity to their instructor or supervising staff member as soon as possible.
3. The college and the clinical facility are **not** responsible for any claims for expenses that result from an action of a student in the clinical laboratory setting.
4. The nursing instructor will write a summary of the incident which will be sent to the Academic Faculty Director.

C. POLICY ON ATTENDANCE/TARDINESS

Orientation to class, college laboratory and clinical laboratory is critical to student's performance. Absence from any of these orientations may necessitate an instructor-initiated withdrawal from the course. Punctual attendance at all nursing assistant classes; lecture, college laboratory, clinical laboratory is expected.

Lecture

Punctual attendance is mandatory. No lecture absences are allowed. Two tardies equal one absence. Students cannot make lecture time up or at the discretion of the Academic Faculty Director.

College Laboratory

Punctual attendance at each college laboratory is MANDATORY!

Should a make-up college laboratory session be needed, the student will:

1. Contact the college laboratory faculty member prior to the missed session and successfully complete the assignment within two (2) weeks unless otherwise specified in the course syllabus.
2. The missed college laboratory skill will be made up on the students' time with their college laboratory skills instructor or faculty designee.
3. Missed college laboratory skills not completed satisfactorily may result in the student receiving a college laboratory grade of "F", which will constitute a failure in the course.

Clinical Laboratory

Punctual attendance at each clinical laboratory is **mandatory**.

1. **Attendance at each clinical laboratory is mandatory.**
2. **No clinical laboratory absences are allowed. Two tardies equal one absence.**
3. Students with a clinical laboratory absence during any semester may be given an "F" in the clinical laboratory. Receiving an "F" will result in a course failure.

Special Circumstances

There are no provisions for absences outside the following list as described in the Nursing Department Nursing Assistant Student Policy Handbook. All requests for an absence must meet the division's policy and the request is to be sent directly to the Academic Faculty Director (AFD). Students must present absence documentation to the AFD before the absence. Prior arrangements must be made with each instructor for makeup work. If an absence is prolonged and too much content is missed an incomplete may need to be given. Appropriate documentation is required.

- Jury duty and subpoenas
- Event of death of an immediate family member
- Military Duty
- Serious illness or injury

Religious Observance Accommodation

Pima Community College accommodates the religious observances and practices of students unless it will result in undue hardship to college programs. At least two weeks before the religious observance, students must submit to their instructor(s) a written statement that contains both the date of observance and the reason why class attendance is impossible. Absences for religious observances and practices do not count against attendance in the course.

D. CLINICAL EXPECTATIONS OF STUDENTS

1. Students are not to contact the clinical facility unless directed to do so by their clinical faculty.
2. Clinical eligibility documentation, drug/alcohol screening, and criminal background check results will be shared with appropriate clinical facilities.
3. Students are responsible for notifying the Academic Faculty Director immediately if their DPS Fingerprint Clearance card has been suspended or revoked.
4. It is the student's responsibility to follow clinical laboratory agency policy and procedures. Policies and procedures are available at all clinical facilities.

5. Students are not allowed to smoke on the grounds of any clinical laboratory facility. Students who violate this policy will be dismissed from clinical, receive a clinical absence which may result in a clinical laboratory failure, and must meet with the Academic Faculty Director.
6. The student may perform ONLY those procedures in which they have had classroom instruction, have practiced, and have been checked off in the college laboratory. If unsure, the student needs to contact their instructor BEFORE proceeding with any procedure. **Performing a procedure prior to instruction and faculty check off is considered unsafe, resulting in a required meeting with the student, instructor, and Academic Faculty Director within five business days and may result in termination from the course.**
7. Students must report off to their instructor and assigned nurse, or charge nurse if the assigned nurse is unavailable, before leaving the unit for any reason.
8. Students are responsible for their own transportation to and from clinical laboratory facilities.
9. It may be necessary to make changes after registration to accommodate the needs of the Nursing Department and/or the clinical facility. The department guarantees a clinical laboratory experience for all students admitted but there is NO guarantee of specific day, time, instructor or facility.
10. If a student has an emergency/illness the student must notify their clinical instructor.
11. Students need to arrange their schedules to meet nursing assistant course requirements. Students are requested not to work the shift prior to a clinical laboratory to ensure patient and personal safety.
12. Students unprepared for a clinical laboratory experience may not be permitted to participate in the clinical experience and may be considered absent. This may result in a clinical laboratory failure.
13. **Clinical facilities may require an additional background check from students. Clinical facilities reserve the right to refuse a student based on the results.**
14. **Students must be able to attend a clinical laboratory at any of the clinical facilities used by the Nursing Department during ANY semester. Students' personal convenience cannot be accommodated. Students will be required to sign the Nursing Department Scheduling Policy. (See Appendix H.)**

E. INSTRUCTOR SUPERVISION IN THE CLINICAL AREA

1. In the clinical laboratory each instructor will provide their students with a method to contact them, as needed.
2. Instructors will make regular rounds for each student according to patient or resident need and student ability.
3. Student performance will be directly observed and documented, consistent with course and clinical objectives.
4. Instructor evaluation of the student will only include those activities directly supervised by that instructor during the clinical session.

F. STUDENT GOVERNANCE

Pima Community College offers students opportunities to have a voice in college functions through recognized campus student government associations, the Board of Governors, and appropriate student groups and committees.

VI. UNIFORM POLICY

Any student not following the Uniform Policy will be excused from the clinical, college laboratory setting by the Nursing Department faculty and be given an absence which may result in a course failure.

The delivery of competent nursing care depends on professional behavior to meet ethical and personal appearance standards of the profession.

The nursing student uniform is to be worn when representing Pima Community College in college laboratory, and clinical laboratory. Students must follow the full-dress code during these experiences. This includes during preparation for the clinical learning experience.

A. UNIFORMS

Uniforms will be clean, well-fitting, non-stained, pressed and in good repair.

1. Uniform Tops: Khaki top (scrub shirt).
2. Uniform Pants: Black uniform pants or scrub pants. The waistband of the pants must sit on the waist. Pant hems may not touch the floor.
3. Shoes: Clean, neutral colors (black, white, tan), polished, unadorned (no lace or rhinestones) shoes with closed toe and heel. White athletic shoes may be worn. Shoelaces are to be white/black (No Colors).
4. Name Pin: Name tags will be furnished by the CNA Program. Name tag (legal first name only and **Nursing Assistant Student, Pima Community College**) must **ALWAYS** be visible.
5. Students may wear a plain white or black shirt (no lettering, ruffles, collar, buttons, or appliqués) under their scrubs.

B. OTHER EQUIPMENT

1. Watch with secondhand measurement
2. Non-erasable **BLACK** pen.
3. Stethoscope
4. Manual Blood Pressure Cuff
5. A gait belt is strongly advised and may be required at certain facilities.
6. Laptop computer

C. TATTOO POLICY

At Pima Community College Nursing Programs, we value and respect the individuality of our students while maintaining the highest standards of professionalism. Our tattoo policy is designed to balance personal expression with the professional image expected in the nursing field.

Acceptance and Respect for Individual Expression:

We recognize tattoos as a form of self-expression and personal art. Students are allowed to have tattoos while enrolled in our nursing program.

Placement Guidelines:

To ensure a professional image in clinical settings, tattoos on the face, neck, or hands must not interfere with patient comfort and respect.

Content Guidelines:

Tattoos containing offensive language, explicit imagery, or inappropriate symbols are not permitted. This includes tattoos promoting racism, hate, sexual content/nudity, profanity, or controversial phrases.

Covering and Concealing:

If a tattoo does not meet the placement or content guidelines, students must cover or conceal it during clinical rotations, labs, or other professional events.

Professionalism and Patient Care:

While personal expression is encouraged, students must prioritize professionalism and patient care, ensuring tattoos do not detract from the quality of healthcare or compromise patient trust and comfort.

Assessment and Compliance:

Nursing faculty and staff have the authority to assess tattoos for compliance with these guidelines. Violations may result in disciplinary action, including counseling, remediation, or probation.

Review and Revision:

This policy is subject to periodic review and revision to ensure it aligns with the values and standards of the Pima Community College Nursing Program and the evolving needs of the nursing profession.

D. GENERAL APPEARANCE

1. Daily bathing/showering and effective unscented deodorant is a professional demeanor. Absence of body odor is expected. Odors that may be offensive to patients are not allowed. This includes, but is not limited to: cologne, fragrant hairspray and cigarette smoke.
2. Makeup should be minimal and a natural look suitable for daytime use.
3. Hair should be clean, restrained and controlled so it is out of the face and does not hang forward. Hair accessories should match the color of the hair and be appropriate for a professional look. A head covering will be a solid color, preferably a neutral color like white, black or tan. Hair color and hair styles will not be extreme and will have a natural or conservative look appropriate for a professional appearance.
4. Men should be clean shaven (no stubble). They may have neatly trimmed mustaches (even with the upper lip), beards (no whiskers on the neck), and/or sideburns (no longer than the ear lobes and non-flared). Eyebrows must be neatly trimmed.
5. Nails must be clean and well-manicured and no longer than ¼ inches long. No acrylic nails. If polish is worn, it must be clear. No type of long-lasting, chip-free, or extended-wear nail color, such as Shellac or gel-polish, is to be worn.
6. Jewelry is NOT appropriate for the clinical laboratory and is limited to metal wedding rings without stones, a professional watch, and one small stud earring in each ear lobe. NO necklaces or bracelets may be worn. NO jewelry in other pierced visible body parts, including tongue rings, nose rings, and gauges.

7. No gum chewing is allowed during clinical laboratory, college laboratory/skills lab, or college clinical (simulation) assignments.

The Nursing Department faculty may address any personal appearance issues which may be deemed objectionable or a safety issue whether or not addressed in this policy.

Revised: May 2026

VII. CLASSROOM/CLINICAL EVALUATION

A. GRADING POLICY

In order to pass the course and be eligible to take the NA certification/licensure exam, the student must meet all performance requirements for theory, college laboratory and clinical laboratory.

It is important for each student to be familiar with the grading policy.

1. Successful completion of the nursing assistant course requires a passing grade in:
 - a. classroom theory,
 - b. college laboratory, and
 - c. clinical laboratory

Unsuccessful completion of any of the above may result in a course failure.

<u>Grading Scale:</u>	A	90 – 100%
	B	80 – 89%
	C	75 – 79%
	D	65 – 74%
	F	0 – 64%

No less than 75% after taking all quizzes and tests prior to the final exam and no less than 80% on Final required to pass the course.

THERE IS NO ROUNDING UP.

2. Grading policy for College Skills laboratory:
 - a. College laboratory sections will be graded Pass/Fail. Students must pass at 80% the mandatory skills competency (Mock Skills) exam.
 - 1) **Satisfactory (P):** All NA skills must be performed satisfactorily.
 - 2) **Unsatisfactory (F):** Unable to perform NA skills in a satisfactory manner. **Missing any skills labs.**
 - b. Grading policy for clinical laboratory:
 - 1) **Satisfactory (P):** All objectives and assignments completed in a satisfactory manner.
 - 2) **Unsatisfactory/Unsafe (F):** All objectives and assignments are not completed in a satisfactory manner. **Missing any clinical labs.**

If a student has performed in a manner which could jeopardize life, impedes recovery, or interferes with the maintenance of the patient's current health status, the student will be immediately removed from the clinical laboratory. A conference will be held with the Academic Faculty Director, the clinical faculty, and the student. A grade of "Unsafe" will result in the student receiving an "F" as their final grade, and the student may not be allowed to re-enter the course.

All matters relating to clinical laboratory standing, including dismissal, will be handled initially through the Nursing Department and the Academic Faculty Director.

B. ADMISSIONS

1. Students who are unsuccessful in completing the Nursing Assistant program may re-apply under the current entrance requirements.

C. TERMINATION

Termination from the nursing assistant course program without return/reapplication option is based upon any one of the following:

1. The students assessed documented unsafe behavior, which is determined to be a significant risk to patient/residents or other persons by the appropriate nursing faculty and/or administration.
2. Falsification of documents or information for admission or progression in the program.
3. Cheating

Pima Community College has a longstanding policy that prohibits cheating and plagiarism; therefore, students in all classes are expected to do their own work. Any proven incident of cheating, plagiarism or other dishonest activity may result in the student being terminated from the nursing assistant course with no possibility of re-entry or re-admission.

Note: In the event that such falsification is noted after the student has completed the program, a letter shall be directed to the Arizona State Board of Nursing by the Associate Dean of Nursing indicating such findings of falsification. This policy includes:

- a. The Nursing Department expects that all student assignments will be the student's own work.
 - b. Any verbal communication or written material that is fraudulent, untruthful and/or dishonest or written in an unprofessional manner. **Submitting written material previously submitted.**
 - c. Academic dishonesty such as cheating on exams, knowingly assisting another to cheat, or failure to report observed cheating by other students.
4. Unsafe clinical practice

Unsafe: Nursing Department faculty reserve the right to remove from the clinical area any student deemed unsafe. The clinical facility or unit reserves the right to remove a student from the facility or unit and not allow the student to return. This can occur at any point during the course. Should this occur, the student will have a conference with their course faculty member and the Academic Faculty Director. Any student who has a clinical evaluation of unsafe may be terminated from the nursing assistant course with no possibility of re-entry or re-admission. Unsafe practice may include:

- a. Lack of preparation for a clinical laboratory.
- b. Performance which could jeopardize life, impedes recovery, or interferes with the maintenance of the patient's current health status.
- c. Failure to immediately report a patient-care error to the clinical faculty and/or responsible nursing personnel.

- d. Performing a procedure prior to instruction and faculty check-off is considered unsafe nursing practice resulting in a required meeting with the student, instructor, and Academic Faculty Director within five business days and may result in termination from the program.
 - e. Students testing positive for drugs/alcohol will be deemed unsafe for the clinical setting and may be terminated from the Nursing Assistant Course.
5. Violations of principles of confidentiality.
 6. Violating any of the Standards of Professional Conduct, the PCC Code of Conduct, or ANA's Principles for Social Networking will result in a required meeting with the student, instructor, and Academic Faculty Director within five business days and may result in termination from the course with no possibility of return/reapplication.
 7. It is the student's responsibility to notify the Academic Faculty Director if they have been banned or denied entry into **ANY** clinical facility that the Nursing Assistant Course uses for student instruction. Failure to report this information may result in termination from the Nursing Assistant course.
 8. Orientation to class, college laboratory and clinical laboratory is critical to student's performance. Absence from any of these orientations may necessitate an instructor-initiated withdrawal from the course. Punctual attendance at all classes; lecture, college laboratory, and clinical laboratory is expected. Excessive absences from any of these (lecture, college laboratory and/or clinical laboratory) may result in an instructor-initiated withdrawal from this course.
 9. Punctual attendance at each clinical laboratory is **mandatory**.
 - a. No call, no show in the clinical laboratory may result in removal from the course.
 10. The student is required to disclose any changes in status related to Department of Safety (DPS) clearance to the Academic Faculty Director. Failure to self-disclose may result in termination from the course.
 11. Entering students with a positive drug/alcohol screen are withdrawn from the course. Students with a positive urine drug/alcohol screen must reapply to the course.
 12. Students identified as accessing their wireless devices in the classroom, college laboratory or any clinical facility may be required to meet with the Academic Faculty Director within five business days and may result in termination from the course.
 13. Performance that violates the PCC CNA Student Handbook, Student Rights and Responsibilities and/or the Nursing Department NA Student Policy Handbook.
 14. Falsification of any documents required by, and turned into, the Nursing Department may result in being removed from the Nursing Assistant course.
 15. A student may appeal their removal by submitting a written request to the Associate Dean of Nursing. Students may not attend classes during the appeal process.

D. WITHDRAWAL

1. Student Initiated Withdrawal (W)

- a. Withdrawal from a nursing assistant course while the student has a failing grade at the time of withdrawal is equivalent to a non-passing grade in the course. Students who withdraw from the nursing assistant course must notify their faculty of their intent prior to missing the next scheduled class. A student-initiated withdrawal must be done during the first two-thirds of a course. See the PCC Academic Calendar for the exact date.
- b. The written notice of withdrawal must be submitted within seven days to both the Academic Faculty Director and the course faculty. The written notice from the student who withdraws will contain:
 - 1) Reason for withdrawal.
 - 2) Date of official withdrawal.
- c. A student who has extraordinary circumstances (including medical, personal, etc.) with appropriate documentation may appeal the withdrawal policies by submitting a written request to the Academic Faculty Director.

E. PROGRESSION/RETENTION

1. Attend and complete all lecture classes, which equal 48 hours
2. Attend and complete all skills classes, which equal 48 hours
3. Attend and complete 45 hours of clinical
4. Demonstrate safe and effective resident care in scope of practice
5. Completion of nursing assistant skills sheet with initials and date completed by the clinical instructor
6. Be prepared to sit for the Arizona State Board of Nursing (AZBN) certification exam
7. Students identified by their clinical instructor as needing skills remediation will be required to follow the skills success referral process as defined in Appendix L.
8. Attendance at all class and clinical sessions to meet the objectives of the course.
9. Completion of all course assignments with a satisfactory grade.
10. Maintenance of the standards as outlined in the college catalog, PCC Student Handbook, Student Rights and Responsibilities Policy, and the Nursing Department NA Student Policy Handbook.

F. PIMA COMMUNITY COLLEGE STUDENT CODE OF CONDUCT VIOLATIONS/ COLLEGE-RELATED COMPLAINTS FROM STUDENTS

1. See the procedure in the PCC Student Handbook for student code of conduct violations filed by faculty.
2. See the PCC Student Handbook for the process to make a college-related complaint by a student.
3. See the PCC Student handbook for Student Rights and Responsibilities.

G. CLINICAL LABORATORY EVALUATION TOOL WITH SUMMARY

Individual course clinical laboratory evaluation criteria and forms are found in each course syllabus.

H. STUDENT EVALUATION OF PROGRAM/COURSE/INSTRUCTORS/CLINICAL SITES

Each year students will be asked to complete an end of course/facility evaluation. Evaluations are anonymous. The data is reviewed by the Associate Dean of Nursing, PCC Institutional Research and/or the Nursing Department Committees. Student feedback is utilized by the Nursing Department for evaluating program effectiveness and student satisfaction.

I. TESTING POLICIES

In this handbook “test” refers to any test, quiz, or examination.

1. Students are required to have a photo I.D. available to show the instructor before EACH test.
2. No discussion about the test will occur among students until all students have taken the test.
3. Students are required to test at their assigned time and in their assigned location. All students, including ADR students, must test during the same time period on the same day. Students who are unable to test at their assigned time and/or location due to an emergency may, with approval of faculty, arrange an alternate time and/or location. Failure by a student to test as assigned or to make alternative arrangements **before** their regularly scheduled date and time may result in the student receiving a zero (0) on the exam. Students may be asked to provide appropriate documentation (doctor’s excuse, police report, etc.). If unable or unwilling to provide written documentation of why the test was missed, the student will be given a zero (0).
4. All testing materials are the property of the Nursing Department.
5. Test Review:
 - a. Students will have an opportunity to review test questions, with rationales.
 - b. No materials, including writing instruments, cell phones, recorders, purses, backpacks, watches, etc. may be used during exam review.
 - c. Only students currently enrolled in the course may attend the test review.
 - d. If a student has comments or questions he or she should make an appointment with their academic faculty.

VIII. COMMUNICATION CHANNELS

A. NURSING DEPARTMENT OFFICES AND PHONE NUMBERS

Nursing Department Office	J-320	520-206-5140 520-206-6661
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B. COMMUNICATION BETWEEN NURSING ASSISTANT DEPARTMENT, FACULTY, AND STUDENTS

Students must have access to a computer and the internet every day. Students will contact Nursing Department faculty through the following channels:

1. MyPima will be the only electronic communication channel between students and faculty. Student emails sent from personal email sites will **NOT** be acknowledged.
2. MyPima email is to be checked daily.
3. Nursing Department faculty office telephone numbers are listed in the PCC homepage directory (www.pima.edu).
4. Nursing Department faculty have posted office hours listed in D2L
5. Students will be notified of any changes in policies, procedures, or program information using the MyPima website. **The student is responsible for checking their MyPima daily for timely updates.**
6. Students should utilize the chain of command for communication, which is:
 - a. Course faculty
 - b. Nursing faculty advisor
 - c. Academic Faculty Director
 - d. Associate Dean of Nursing
 - e. Dean of Health Professions
 - f. Pima Community College Grade Appeals/Complaint Procedures (refer to Section X).

C. ADVISOR ASSIGNMENTS

Students are strongly encouraged to use the advisors at Student Services on the West Campus for general advising.

The nursing assistant faculty advisor is responsible for:

1. Advising students in meeting academic goals.
2. Making referrals for the student in issues outside of the academic domain.

IX. PIMA COMMUNITY COLLEGE CODE OF CONDUCT AND COMPLAINT PROCESSES

A. GRADE APPEALS/COMPLAINT PROCEDURE: ACADEMIC AND GRADE REGULATIONS

See [Grade related complaint process](#) for the procedure.

B. STUDENT CODE OF CONDUCT VIOLATIONS

See [Student Code of Conduct](#).

Student Code of Conduct Complaint Procedure

Should a Code of Conduct violation occur in the clinical laboratory setting the following guidelines will be followed:

1. The conduct of the student will be documented.
2. A second licensed person will verify the conduct of the student.
3. The student will be dismissed from the clinical laboratory.
4. The instructor will notify the Academic Faculty Director of the violation.

Persons involved in a possible violation of the Student Code of Conduct are advised to discuss the problem informally before assuming an official or public position. If no informal resolution can be reached, the member of the College community who observed the action that may constitute a violation should file an incident report with the Associate Dean of Nursing. This written report is the formal charge and should include a description of the alleged event and pertinent documentation. Written notice to the student is done by written memorandum from the Vice President of Student Development.

C. SEXUAL HARASSMENT

See [Code of Conduct/Sexual Harassment](#)

D. PIMA COMMUNITY COLLEGE NURSING DEPARTMENT CHEMICAL IMPAIRMENT POLICY

Pima Community College and the Nursing Department require that students provide safe, effective and supportive client care. To fulfill this purpose, it is the policy of Pima Community College that students not be chemically impaired during participation in **any** part of their college program including classroom, laboratory, and clinical settings.

A chemically impaired student is defined as a person who is under the influence of or has abused, either separately or in combination: alcohol (ethanol, isopropanol or methanol), over-the-counter medication, illegal drugs (as defined by the schedule of controlled substances section of the Comprehensive Drug Abuse Prevention and Control Act of 1970, 21 U.S.C. § 812), prescribed medications, inhalants or synthetic designer drugs. A student is “under the influence” if they are affected by the use of alcohol, drugs or medication, and the use may adversely affect the student’s performance in the classroom, laboratory or clinical setting. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical symptomatology.

A chemically impaired student is identified by things such as, but not limited to, the perceived odor of alcohol, drugs or medication, slurred or rapid speech, unsteady or staggering gait, dilated or pinpoint pupils, bloodshot eyes, fine motor tremors, difficulty in calculation, inability to follow directions, confusion, nausea, vomiting or sweating. If faculty suspect that a student is chemically impaired while participating in any part of the student’s college program, the faculty will take

the following steps:

1. Remove the student from the classroom, laboratory or clinical setting.
2. Immediately consult with another faculty or agency supervisor/designee for verification of reasonable suspicions. The verification will be conducted in a confidential and respectful manner.
3. If the second person confirms a reasonable suspicion of chemical impairment, immediately inform the student as to why the student is being removed from the classroom, laboratory or clinical setting.
4. Ask the student to consent to a drug/alcohol screen.
 - a. If the student consents, have the student sign a Student Disclosure Form, Consent to Transport Form, and a Release and Consent Form, consenting to the screen and transportation. Make photocopies of all forms.
 - b. Call the PCC Police (206-2700) to perform required testing or transport student to laboratory for testing.
 - c. Notify facility security.
 - d. DO NOT allow students to leave a faculty member's presence or ingest any substances until the screening procedure is complete.
5. If the student refuses screening:
 - a. Remove the student from patient care or from the academic setting.
 - b. The faculty will inform the Associate Dean of Nursing of the circumstances. The Campus Police will be notified for transportation needs.
 - c. The student will be required to make an appointment with the Associate Dean of Nursing within 24 hours.
 - d. Dismissal from the course will be the consequence for refusal to participate in testing. If a student refuses transportation home by Campus Police, document with a witness.
6. Inform the Associate Dean of Nursing to let the Associate Dean know of the situation and that a student is being tested for chemical impairment "for cause" or that the student refused screening. Documentation of the incident will be forwarded to the Associate Dean of Nursing. Make an appointment for the student to meet with the Associate Dean of Nursing on the next working day (Monday-Friday).
7. Have the student call family, friend or cab company to arrange transportation home after the screening.
8. If a student is unwilling or unable to arrange transportation home, Campus Police may be used for their safe transportation.
9. The student will **not** return to the classroom, laboratory, or clinical setting until the test results are available and the student's status in the program is determined. The Associate Dean of Nursing will consider the screening results, or the student's refusal to consent to screening (if applicable) in determining the student's status in the program.

Confidentiality

All communications received by Pima Community College relevant to drug/alcohol screening conducted pursuant to this

Chemical Impairment Policy will be treated as confidential. Such communications will not be disclosed, except:

1. To the tested student or any other person designated in writing by the student.
2. To individuals designated by the College to receive and evaluate test results or hear the student's explanation.
3. In a proceeding related to an action taken by the College or student arising out of this Chemical Impairment Policy.
4. To an arbitrator or mediator, or a court or governmental agency as authorized by state or federal law.

The tested student has a right of access to the written screening results that pertain to that individual, subject to the maintenance of confidentiality for other individuals.

Positive Drug/Alcohol Screens

1. All positive results will be reviewed by the college and the Academic Faculty Director.
2. If the results indicate a positive toxicology screen or if the student refused to screen, the student will be allowed to explain the screening results or refusal to submit to screening.
3. The student will be withdrawn from the course for a period of one year in the event of a positive screen.
4. Permanent dismissal from the program will be warranted for refusal to submit to screening without adequate explanation.

Re-Entry of a Nursing Assistant Student after a Positive Drug/Alcohol Screen

A student withdrawn from the Nursing Assistant course may re-enter according to the following guidelines:

1. Follow the Re-Entry Policy for the Nursing Department. Re-entry is based upon space availability.
2. Students requesting reentry must have a repeat screening for drugs and/or alcohol immediately prior to reentry.
3. Students requesting reentry must agree to submit to random alcohol/drug screening, at student expense, following reentry to the nursing assistant program.

If a student applying for re-entry to the Nursing Assistant program under this Policy: 1) has a positive result on the screening immediately prior to re-entry, 2) has a positive result on a random screen, or 3) refuses to submit a drug screen, the student may be removed from the nursing program.

Negative Drug/Alcohol Screen After Being Suspected of Chemical Impairment

If the drug/alcohol toxicology screen is negative, the student will meet with the Academic Faculty Director within 24 hours to discuss the circumstances surrounding the suspicion of chemical impairment.

1. If the indicator was the odor of alcohol, the student may be required to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the classroom, laboratory, or clinical setting.
2. If the indicator was behavioral, consideration must be given to the symptoms. A medical referral for evaluation may be indicated.

3. The Nursing Program Administrator will make a decision regarding returning to the classroom, laboratory, or clinical setting based on all information available to them at this meeting.
4. No classroom, clinical, or laboratory absences will be attributed to the student's attendance record if the test results are negative.

Appeal Statement

The student has the right to participate in an Appeal Process as outlined in the Student Code of Conduct Complaint Procedure.

Revised: May 2026



PimaCommunityCollege
CENTER OF EXCELLENCE
Health Professions

STUDENT DISCLOSURE

Student Name: _____

I have used the following drugs or medicines within the last 30 days. (Include any medicines purchased over the counter and those prescribed by a physician or other licensed health care professional.) If none, write “none.”

Student Signature _____ Today's Date: _____



PimaCommunityCollege
CENTER OF EXCELLENCE
Health Professions

CONSENT TO TRANSPORT

I, _____, hereby authorize Pima Community College to transport me to a nearby College designated laboratory for drug and/or alcohol testing. I understand that Pima Community College Campus Police may be used for such transportation. I hereby voluntarily consent to such transportation by Campus Police.

Further, I hereby acknowledge and agree that 1) I am not in the custody of Campus Police, and 2) I am free to refuse to submit to such transportation or drug and/or alcohol screening.

I hereby agree to provide for my own transportation, by family, friend, or public transportation, after the screening.

Print Name

Date

Signature

Revised May 2026



PimaCommunityCollege
CENTER OF EXCELLENCE
Health Professions

RELEASE AND CONSENT FORM

I _____ authorize the College designated laboratory, Pima Community College police or any law enforcement agency deemed appropriate by the Pima Community College police to obtain urine, blood, breath, saliva and/or hair specimens from my body for laboratory analysis for the purpose of alcohol and/or drug screening. I authorize the release of the results of the screen(s) to Pima Community College. This release and consent form is subject to the terms and conditions of the Pima Community College Policy on Chemical Impairment.

A photocopy of this authorization shall be the equivalent of the original.

I understand that my refusal to cooperate in such screening will subject me to discipline according to the aforementioned Policy, up to and including permanent dismissal from the Nursing Assistant Course.

Print Name _____

Date _____

Signature _____

Revised May 2026

X. MISCELLANEOUS INFORMATION

A. FAMILY EMERGENCIES

Should a student need to be contacted while in class, college laboratory or clinical laboratory due to a family emergency, the family member will call the Nursing Department office at 206-6661. The nursing office will communicate with the appropriate instructor.

B. VISITORS IN CLASSROOMS

The classroom environment needs to be one in which teaching and learning is conducted at the highest level possible. There are also insurance restrictions on visitors in classrooms. Therefore, visitors are **not** permitted in classrooms, in the college laboratory or the clinical laboratory.

C. FACULTY GIFTS

Students are not to give gifts to Nursing Department faculty and Nursing Department faculty are not allowed to accept gifts from students.

D. PROGRAM COSTS

(See Approximate Costs for Nursing Students - Appendix K)

E. PROGRAM RECORDS

The nursing assistant training program maintains the following program records for three years:

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

F. STUDENT RECORDS

- a. A record of the student's name, date of birth, and social security number, if available;
- b. A completed skills checklist;
- c. Attendance record, which describes any make-up class sessions;
- d. Scores on each test, quiz, or exam and, if applicable, whether such test, quiz or exam was re-taken; and
- e. A copy of the certificate of completion issued to the student upon successful completion of the training program.

PCC student records are maintained by the Registrar's Office. Nursing Department student records and course files are kept in a secure area for a period of three years.

G. REQUIREMENTS FOR CERTIFIED NURSING ASSISTANT CERTIFICATION/ LICENSURE

Federal law, 8 U.S.C. § 1641, and state law, A.R.S. § 1-501, require documentation of citizenship or nationality for licensure. If the documentation does not demonstrate that the applicant is a United States citizen, national, or a person described in specific categories, the applicant will not be eligible for licensure in Arizona.

Arizona regulations state that a person must:

- a. Successfully complete a Board approved training program
- b. Show proof of passing the written and manual skills tests and
- c. Complete a criminal background check

If a Certified Nursing Assistant applicant has a felony conviction, the Board must receive the following information from the applicant: Proof that five or more years have gone by since the date of absolute discharge of the felony. Applicants are not eligible to apply if they cannot provide this information. The Board considers applicants with felony convictions over five years from the date of absolute discharge on a case-by-case basis. The Board has certified some individuals with felony convictions.

H. FINANCIAL AID

Pima Community College offers a full range of Student Financial Aid. Funds are awarded to students based on financial need and/or academic achievement. The first step to applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA) form. Certain scholarships may require a separate application. A FAFSA form is available at any campus Financial Aid Office or on line at: www.fsfsa.ed.gov.

For more information about financial aid, visit any campus Financial Aid Office or call the PCC Financial Aid Information Line at (520) 206-4950.

ADDITIONAL CHARGES

There are some charges for the Nursing Assistant Course in addition to books and registration fees. These charges include:

- a. Cost of Physical Examination (including immunizations and TB testing)
- b. PCC Nursing Assistant student uniform, shoes, stethoscope and name tag
- c. DPS Fingerprint Clearance Card
- d. Laboratory Drug Screening
- e. CPR Certification
- f. Proof of Personal Medical Insurance

I. ELIGIBILITY FOR NURSING ASSISTANT EXAMINATION AND LICENSURE

Successful completion of the NRA 101 qualifies the student to apply to sit for the Nursing Assistant/Licensed Nursing Assistant board exam. Once the student has successfully completed the course, the student's name will be sent to the Arizona State Board of Nursing.

To complete the application and registration process for licensing and testing:

1. Go to: [Apply for a License](#)
2. Click on CNA / LNA
3. Click on Nurse Portal and follow the instructions
4. Pass the state nursing assistant written and manual skills tests.

UNIVERSAL PRECAUTIONS

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood borne pathogens, blood and body fluid precautions should be consistently used for all patients. This approach previously recommended by CDC and referred to as “universal blood and body fluid precautions” or “universal precautions,” should be used in the care of **all** patients, especially in emergency care settings where the risk of blood exposure is increased and the infection status of the patient is usually unknown.

1. Health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids of any patient. Gloves should be worn when exposed to blood and body fluids, mucous membranes or non-intact skin of all patients, handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed and hands washed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membrane of the mouth, nose and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. Health care workers should take precautions to prevent injuries caused by needles, scalpels and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needlestick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant containers for disposal. The puncture-resistant containers should be located as close as practical to the use area. Large-bore reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.
4. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
5. Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition resolves.
6. Pregnant health care workers are not known to be at greater risk of contracting HIV infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission.

In the event of accidental exposure to potentially infective material, the student should immediately contact their Clinical Faculty.



HEALTH RISK STATEMENT OF UNDERSTANDING

I understand there are health risks involved **as a participant in the nursing assistant program** at Pima Community College.

I understand I may come in contact with clients who have contagious or communicable diseases such as AIDS, hepatitis or measles. I will be taught Universal Precautions, but it is possible I will still come in contact with pathogenic organisms.

I understand contact with pathogenic organisms can cause physical complications during pregnancy and/or can cause defects in an embryo or fetus.

I understand to fulfill the requirements of the skills laboratory and clinical laboratory components of the nursing programs, students must be able to demonstrate correct lifting and transferring of adult clients.

I understand, to meet the requirements of the program, I will have no restrictions on my ability to lift any amount of weight. I must be physically able to meet the requirements of the program.

I am advised to consult a physician concerning any of these health risks as they apply to me.

Understanding the health risks involved, I choose to pursue the training and education necessary to fulfill the requirements of any of the nursing programs at Pima Community College.

Print Name _____

Date _____

Student Signature _____



RELEASE OF ALL CLAIMS

RELEASE, made by the undersigned, _____ of

(Street Address / City / State / Zip)

In consideration of the privilege and permission granted to me by Pima County Community College District to enroll and participate in the _____ program.

I, the undersigned, hereby freely agree to the following contractual representations and agreements:

I have received counseling with regard to the above-mentioned program, and I am aware of and fully understand the hazards related to clinical training and practices in hospitals and clinical settings. I agree to accept and abide by all safety practices and procedures which will be part of the training program.

My participation in the program is voluntary and motivated by personal interest, and I fully assume the risks associated with clinical training, including those related to the treatment of patients who have contagious illnesses or diseases.

I hereby release and discharge Pima County Community College District, its agents, employees and officers from all claims, demands, actions, judgments and executions which the undersigned may have or the undersigned's heirs, executors, administrators or assigns may have against Pima Community College District for all personal injuries, arising out of my participation in the clinical training related to the above mentioned program.

I have read the Standard Practice Guide, and I understand and accept unamended the responsibilities and obligation imposed upon me.

I, the undersigned, have read this Release and understand all its terms. I execute it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, I have executed this release on the day and year appearing after my signature.

Print Name _____

Date _____

Signature _____



(PAGE 1 OF 2)

Tuberculosis Symptom Screen for Persons with Positive TB tests.

Dear Healthcare Provider (MD, DO, NP, PA),

Please complete the symptom checklist below:

- 1. Cough longer than three weeks Yes No
- 2. Hemoptysis Yes No
- 3. Shortness of breath Yes No
- 4. Night sweats Yes No
- 5. Poor appetite Yes No
- 6. Unexplained weight loss Yes No
- 7. Fever/chills Yes No
- 8. Very low energy/very tired without reason Yes No

_____, is free of symptoms of tuberculosis and
(Name of Patient)

I do not recommend a repeat chest radiograph.

Name and title (please print) _____

Signature: _____

Date: _____



(PAGE 2 OF 2)

To be completed by the student:

Student name: _____

Pima ID number: A_____

To be completed by a licensed health care examiner (MD/DO/NP/PA):

Date of positive TB test: _____

Date of negative chest x-ray following the positive TB test: _____

Print Name: _____ Title: _____

Signature: _____ Phone: _____

Address: _____

Date: _____



PimaCommunityCollege
CENTER OF EXCELLENCE
Health Professions

APPENDIX E

VERIFICATION OF PERSONAL HEALTH INSURANCE

I understand:

- 1) in order to participate in any nursing course with a clinical component, I will carry personal health insurance.
- 2) by signing this verification, I am stating to the nursing assistant program and the clinical agencies that I have personal health insurance.
- 3) falsification of this document will result in my being terminated from the nursing assistant program.

Print Name _____

Date _____

Student Signature _____

Entering Semester _____



Health Declaration/ Physical Examination Form – Nursing Assistant Program - Student

**This form must be completed by a licensed health care provider (MD, DO, NP or PA).
Please read and complete all information.**

Student Applicant Contact Information

Student Applicant Name: _____ Student Applicant I.D. #: A _____
 Street Address: _____ Home Phone: _____
 City, State ZIP: _____ Work Phone: _____
 Email: _____ Cell Phone: _____

Health Declaration

Nursing students are required to be able to meet and/or perform the *Technical Standards Essential for Nursing Practice*. These technical standards include a number of physical activities that students must perform in the skills lab and clinical portion of the program, with or without reasonable accommodation. These activities may include lifting clients, performing physical activities for several hours at a time without rest, obtaining readings from medical instruments, placing and obtaining objects from areas above the shoulders and below the waist, receiving verbal instructions, and communicating effectively with members of the health care team, clients, and families. The clinical experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting clients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions.

Physical Examination

In conducting your physical examination to determine whether the above-named applicant is capable of meeting the *Technical Standards Essential for Nursing Practice* listed on the back of this page, please include an evaluation of the following systems:

- Basic vital statistics to include height, weight, blood pressure, pulse, respiration, and temperature
- Vision (Snellen Chart)
- Hearing (gross –whisper heard at 3 ft.)
- EENT
- Cardiovascular System
- Respiratory System
- G.I. System
- G.U. System
- Neuromuscular System
- Musculoskeletal System
- Endocrine
- Integumentary System
- Neurological System

Please read the Nursing Program *Technical Standards Essential for Nursing Practice* listed on the back of this page (page 58) and then complete the two questions on page 42.

Technical Standards Essential for Nursing Practice

Functional Ability	Standard	Examples of Required Activities
Gross Motor Skills	Gross motor skills sufficient to provide the full range for safe and effective client care activities	<ul style="list-style-type: none"> ● Move within confined spaces such as treatment room or operating suite ● Assist with turning and lifting clients ● Administer CPR
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills	<ul style="list-style-type: none"> ● Pick up and grasp small objects with fingers such as insulin syringe, pills ● Perform tracheostomy suctioning, insert urinary catheter
Physical Endurance	Physical stamina sufficient to remain continuously on task for up to a 12- hour clinical shift while standing, sitting, moving, lifting, and bending to perform client care activities	<ul style="list-style-type: none"> ● Walk/stand for extended periods of time; turn, position, and transfer clients. ● Manually resuscitate clients in emergency situations
Physical Strength	Physical strength sufficient to perform full range of required client care activities	<ul style="list-style-type: none"> ● Push and pull 250 pounds on wheeled bed or gurney ● Lift and move heavy objects up to 50 pounds
Mobility	Physical ability sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist and move quickly; manual and finger dexterity; and hand-eye coordination to perform nursing activities	<ul style="list-style-type: none"> ● Move around in work area and treatment areas. Position oneself in the environment to render care without obstructing the position of other team members or equipment
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs	<ul style="list-style-type: none"> ● Hear normal speaking level sounds ● Hear auscultatory sounds ● Hear auditory alarms (monitors, fire alarms, call bells) ● Hear cries for help
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of nursing care	<ul style="list-style-type: none"> ● See objects up to 20 feet away ● Visual acuity to read calibrations on 1 ml syringe ● Assess skin color (cyanosis, pallor)
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs	<ul style="list-style-type: none"> ● Feel vibrations (pulses) ● Detect temperature changes ● Palpate veins for cannulation
Smell	Olfactory ability sufficient to detect significant environmental and client odors	<ul style="list-style-type: none"> ● Detect odors from client (foul smelling drainage, alcohol breath) ● Detect smoke
Emotional/ Behavioral	Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for actions	<ul style="list-style-type: none"> ● Establish rapport with clients, instructors and members of health care team. ● Respect and care for persons whose appearance, condition, beliefs and values may be in conflict with their own ● Deliver nursing care regardless of client's race, ethnicity, age, gender, religion, sexual orientation or diagnosis
Professional Attitudes and Interpersonal Skills	<p>Present professional appearance and demeanor; demonstrate ability to communicate with clients, supervisors, members of health care team to achieve a positive and safe work environment. Follow instructions and safety protocols</p> <p>Honesty and integrity beyond reproach</p>	<ul style="list-style-type: none"> ● Conduct themselves in a composed, respectful manner in all situations and with all persons ● Work with teams and workgroups ● Establish and maintain therapeutic boundaries ● Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation ● Demonstrate prompt and safe completion of all client care responsibilities ● Adapt rapidly to changing environment/stress ● Exhibit ethical behaviors and exercise good judgment
Communication	Oral communication skills sufficient to communicate in English with accuracy, clarity and efficiency with clients, their families and other members of the health care team, including non-verbal communication, such as interpretation of facial expressions, affect and body language	<ul style="list-style-type: none"> ● Give verbal directions to or follows verbal directions from other members of the healthcare team and participate in health care team discussions of client care ● Elicit and record information about health history, current health status and responses to treatment from clients or family members ● Convey information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner ● Recognize and report critical client information to other caregivers

Licensed health care provider's conclusions. Questions #1 and 2 MUST be answered.

1. To the best of your knowledge, do the results of your physical examination indicate that the student applicant will be able to deliver safe and efficient client care while in the nursing program?

_____ **Yes** _____ **No**

If no, please explain. If additional space is required, please attach your explanation on letterhead stationery.

2. To the best of your knowledge, can the student applicant perform all of the Technical Standards Essential for Nursing Practice?

_____ **Yes** _____ **No**

If no, please explain which standards the applicant is unable to perform and why. If additional space is required please attach your explanation on letterhead stationery.

ATTENTION STUDENT APPLICANT: If the health care provider's response to Question #1 or Question #2 is "No", the student must contact the PCC West Campus Disabled Student Resources (DSR) Office to determine if reasonable accommodations can be made. Enrollment into the nursing program will be pending evaluation by the PCC West Campus DSR Office and the Nursing Department.

Licensed Health Care Provider (MD, DO, NP or PA)

Signature of Licensed Health Care Provider: _____ Date: _____

Please PRINT clearly or type:

Name of licensed health care examiner: _____

Title: _____ Telephone Number: _____

Address: _____



Pima Community College Associate Degree Nursing Program

Technical Standards (Functional Abilities Essential for Nursing Practice)

The purpose of the Nursing Program is to educate students to meet the program outcomes and to ensure that no graduate will pose a danger to the patient. Nursing students will receive both classroom and clinical instruction in multiple nursing specialty areas (Medical/Surgical, Maternal/Child, Pediatric, Mental Health, etc.) and will be required to demonstrate competency in each area.

In order to provide safe and effective patient care in the Nursing Program, the student must be able to demonstrate, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the program curriculum and clinical agency requirements. Any applicant who has met the necessary academic prerequisites and can, with or without reasonable accommodation, meet and/or perform the Nursing Program Technical Standards will be accepted for admission.

Students admitted to the Nursing Program gain experience in many settings that can be physically demanding, e.g., hospitals, long-term care facilities, public health and community agencies, school settings and clinics. During each clinical experience, the nursing student is assigned clinical care which may include medication administration and direct patient care. Students will be expected to adhere to the Health Insurance Portability and Accountability Act (HIPAA) of 1996 which safeguards patient confidentiality.

Transportation to and from health care facilities is the responsibility of the student.

Please carefully read the Nursing Program Technical Standards

Functional Ability	Standard	Examples of Required Activities
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective patient care activities	<ul style="list-style-type: none"> Move within confined spaces such as treatment room or operating suite Assist with turning and lifting patients Administer CPR
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills	<ul style="list-style-type: none"> Pick up and grasp small objects with fingers such as insulin syringe, pills Perform tracheotomy suctioning, insert urinary catheter
Physical Endurance	Physical stamina sufficient to remain continuously on task for up to a 12-hour clinical shift while standing, sitting, moving, lifting, and bending to perform patient care activities	<ul style="list-style-type: none"> Walk/stand for extended periods of time; turn, position, and transfer patients. Manually resuscitate patients in emergency situations
Physical Strength	Physical strength sufficient to perform full range of required patient care activities	<ul style="list-style-type: none"> Push and pull 250 pounds on wheeled bed or gurney Lift and move heavy objects up to 50 pounds
Mobility	Physical ability sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist and move quickly; manual and finger dexterity; and hand-eye coordination to perform nursing activities	<ul style="list-style-type: none"> Move around in work area and treatment areas. Position oneself in the environment to render care without obstructing the position of other team members or equipment

Functional Ability	Standard	Examples of Required Activities
Hearing	Auditory ability sufficient for physical monitoring and assessment of patient health care needs	<ul style="list-style-type: none"> • Hear normal speaking level sounds • Hear auscultatory sounds • Hear auditory alarms (monitors, fire alarms, call bells) • Hear cries for help
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of nursing care	<ul style="list-style-type: none"> • See objects up to 20 feet away • Visual acuity to read calibrations on 1 ml syringe • Assess skin color (cyanosis, pallor)
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs	<ul style="list-style-type: none"> • Feel vibrations (pulses) • Detect temperature changes • Palpate veins for cannulation
Smell	Olfactory ability sufficient to detect significant environmental and patient odors	<ul style="list-style-type: none"> • Detect odors from patient (foul smelling drainage, alcohol breath) • Detect smoke
Emotional/ Behavioral Professional Attitudes and Interpersonal Skills	Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for actions Present professional appearance and demeanor; demonstrate ability to communicate with patients, supervisors, co-workers to achieve a positive and safe work environment. Follow instructions and safety protocols Honesty and integrity beyond reproach	<ul style="list-style-type: none"> • Establish rapport with patients, instructors and colleagues. • Respect and care for persons whose appearance, condition, beliefs and values may be in conflict with their own • Deliver nursing care regardless of patient's race, ethnicity, age, gender, religion, sexual orientation or diagnosis • Conduct themselves in a composed, respectful manner in all situations and with all persons • Work with teams and workgroups • Establish and maintain therapeutic boundaries • Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation • Demonstrate prompt and safe completion of all patient care responsibilities • Adapt rapidly to changing environment/stress • Exhibit ethical behaviors and exercise good judgment
Communication	Oral communication skills sufficient to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team, including non-verbal communication, such as interpretation of facial expressions, affect and body language	<ul style="list-style-type: none"> • Give verbal directions to or follows verbal directions from other members of the healthcare team and participate in health care team discussions of patient care • Elicit and record information about health history, current health state and responses to treatment from patients or family members • Convey information to patients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner • Recognize and report critical patient information to other caregivers
Cognitive/ Quantitative Abilities	Reading comprehension skills and mathematical ability sufficient to understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis	<ul style="list-style-type: none"> • Calculate appropriate medication dosage given specific patient parameters • Analyze and synthesize data and develop an appropriate plan of care • Collect data, prioritize needs and anticipate reactions • Transfer knowledge from one situation to another • Accurately process information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals
Conceptual/Spatial Abilities	Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships	<ul style="list-style-type: none"> • Comprehend spatial relationships in order to properly administer injections, start intravenous lines, assess wounds of varying depths etc.
Clinical Reasoning	Ability to reason across time about a patient's changing condition and/or changes in the clinician's understanding	<ul style="list-style-type: none"> • Evaluate patient or instrument responses, synthesize data, draw sound conclusions
Flexibility	Adapt to Nursing Department course scheduling policy	<ul style="list-style-type: none"> • Available to work the hours of an assigned schedule which could include any shift and day of the week

After admission to the Nursing Assistant Course, the student is responsible for notifying their nursing instructor of conditions that impact the student's ability to meet the Nursing Department Technical Standards. Any change in the student's ability to meet and/or perform the Nursing Department Technical Standards would require the student to provide appropriate documentation (as identified by the Nursing Program) that they once again meet Technical Standards.

If an accommodation is necessary to participate in the Nursing Assistant Course, participation is dependent on the identification of a reasonable accommodation. Reasonableness is determined by the Access and Disability Resources (ADR) Office and the Nursing Department on a case-by-case basis utilizing the Nursing Department Technical Standards. The accommodation needs to be in place prior to the start of the program or it may delay your ability to start the program. Pima Community College provides reasonable accommodations to those students who qualify under the Americans with Disability Act, as amended (ADA). Appropriate documentation will be required to determine eligibility to receive accommodations. It is the student's responsibility to contact the ADR Office and request accommodations in a timely manner.



SCHEDULING POLICY

Schedules for nursing assistant courses (lectures, college laboratory, clinical laboratory) are established at the discretion of the Nursing Department. Individual student requests for schedules cannot be honored. Nursing assistant schedules are dependent on clinical site and instructor availability and are subject to change.

It is the student's responsibility to notify the Academic Faculty Director if they have been banned or denied entry into any clinical facility used for instruction by the Nursing Department.

I have read and understood the above statement. I also understand this policy letter applies for all courses of the nursing assistant program.

Student Name _____

Student ID# _____

Student Signature _____

Date _____

Nursing Course and Semester _____



West Campus

*Department of Nursing
2202 West Anklam Road
Tucson, Arizona 85709-0150
Telephone (520) 206-6661
www.pima.edu*

Student Code of Conduct

As a student of Pima Community College, you have rights and responsibilities which are listed in the Student Code of Conduct. It is the duty of each student to be aware of the policies that govern behavior and due process at Pima Community College. This important document can be found on the PCC website or by typing the following link into your browser.

<https://pima.edu/student-resources/student-policies-complaints/docs/Student-Code-of-Conduct.pdf>

As a student in the Pima Community College Division of Nursing, you must sign and date the verification below:

I realize that it is my responsibility to read and understand the information contained in the Student Code of Conduct. I confirm that I have read and understand the Student Code of Conduct.

Name (Please print): _____

Signature: _____

Date: _____



Student Organizations at Pima Community College

Whatever your interest, there's a good chance there's a club or organization for students who share it! Getting involved in clubs and organizations will help you develop skills in communication, networking, teamwork and leadership that will help you achieve your academic goals and more. Student clubs can enhance your resume or university transfer application. Your [Student Life Office](#) can provide a complete list of current student clubs at all campuses or can provide information on how to start a new club.

Some PCC Student Clubs and Organizations include:

- Advanced Manufacturing Club
- All Campus Theater Club
- Archaeology Club
- Black Student Union
- Ceramics Club
- Christian Challenge Pima
- College Republicans
- Creative Workshop
- Engineering Club
- Film Interests and Group Humanities Therapy
- Japanese Cultural Club
- Native American Student Association
- Paralegal and Civil Law Society
- PCC Hike, Run, and Explore!
- PCC Pool Club
- PCC Superusers
- Phi Theta Kappa International Honor Society (PTK)
- Philosophy Club
- Pima Amateur Radio Club
- Pima Business Club
- Pima Chamber Music Society
- Pima Communists
- Pima Community College Magic: The Gathering Club
- Pima Dance Club
- Pima Fashion Club
- Pima Golf Club
- Pima Hospitality Club
- Pima Pride Alliance
- Pima Rocketry Club
- Pima Video Gam Club
- Respiratory Therapy Club
- Student Nurses Association (SNAP)
- Student Veterans of America
- Tucson Roentgen Ray Society
- Vet Tech Club
- Young Democrats

Student Life Office Contact Information: West Campus, 520.206.6742

WC-Student-Life@pima.edu

Twitter: [@StudentLifeWC](https://twitter.com/StudentLifeWC)

Facebook: www.facebook.com/studentlifewc/



APPROXIMATE COSTS FOR NURSING ASSISTANT STUDENTS

Nursing Assistant

1. Physical Examination/Immunizations	Varies
2. Miscellaneous Personal Expenses	Varies
3. Drug Screen	\$ 40.00
4. Textbooks	\$ 200.00
5. Tuition and fees/state testing	\$1207.00
6. Fingerprint Clearance Card	\$ 67.00

Total Estimated Costs for CNA Program \$1514.00*

() Estimated costs provided are subject to change without notice. Students are encouraged to research costs prior to decision-making to ensure the most cost-effective strategy is used to achieve their academic goals. Costs do not include medical office visits, immunizations, physical exams, etc.*

Revised: May 2026



RESOURCES

[AZBN Certified Nursing Assistant Mock Skills](#)

[Arizona Nursing Assistant Candidate Handbook](#)



PimaCommunityCollege
CENTER OF EXCELLENCE
Health Professions

APPENDIX M

Name: _____

Student Number: A _____

Address _____
(Street Address / City / State / Zip)

Phone: _____

I have received, read, understood and will abide by the Pima Community College Nursing Department NA Student Policy Handbook regarding the following policies:

- _____ 1. Introduction to PCC Nursing Assistant Program
- _____ 2. AZBN Notification of Board Requirements
- _____ 3. Access and Disability Resources Accommodations
- _____ 4. Behavioral Policies
- _____ 5. Health Policies/Insurance
- _____ 6. Classroom/College Laboratory/Clinical Laboratory
- _____ 7. Uniform Policy
- _____ 8. Classroom/Clinical Evaluation
- _____ 9. Communication Channels
- _____ 10. Pima Community College Code of Conduct and Complaint Processes
- _____ 11. Miscellaneous Information
- _____ 12. All Appendices

Signature: _____

Date: _____

RETURN COMPLETED AND SIGNED FORM WITH YOUR CLINICAL ELIGIBILITY DOCUMENTS