



Practical Nurse Certificate Program

Student Policy Handbook

2025-2026

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 ADR. Services can be requested at any time during the year. 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 Reviewed & Revised: May 2025

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

Arizona State Board of Nursing
1740 West Adams Street, Suite 2000
Phoenix, AZ 85007
602-771-7800
azbn.gov

Documentation of this program accreditation is available at 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 Licensed Practical Nurse (LPN) program is a member of the Practical Nurse Certificate program. The Practical Nurse Certificate program embraces the mission and vision statements of Pima Community College. The Practical Nurse Certificate program 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 & Planning Calendar](#), which also 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 Practical Nurse Certificate program contained in this document. The purpose of this handbook is to communicate the specific policies of the Pima Community College Practical Nurse Certificate program.

This Practical Nurse Certificate Program 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 which will be communicated via MyPima or official student email.

All admissions to the Practical Nurse Certificate program proceed through the Admissions Office at the campus location of the program of choice. This includes initial admission to the program, as well as advanced placement admissions for transfer and articulation.

WC Campus Admissions Office	520-206-6640
WC Campus Advising	520-206-6699
PN Department Instructional Advising	520-206-5140

Admission to PCC does not automatically guarantee admission to the Practical Nurse Certificate program.

The PN Academic Program Manager, or designee, of the Practical Nurse Certificate program, registers students for all practical nursing courses after admission to the program. Admission to the Practical Nurse Certificate program is no guarantee of graduation from Pima Community College.

Notice of Ability to Become Licensed after Graduation and Proof of Citizenship.

Graduation from the college, or the Practical Nurse Certificate program, is not the sole criteria for obtaining a license to practice nursing in the state of Arizona at any level. Licensing requirements are the exclusive

responsibility of the State Board of Nursing (Nursing Practice Act ARS. Sections 32-1632, et.seq.) and those requirements are independent of any requirements for graduation from the college. Students who have questions regarding the ability to be licensed must contact the Arizona State Board of Nursing directly at 602-771-7800. The Practical Nurse Certificate program strongly recommends students who are unsure of their ability to become licensed post-graduation should contact the Board PRIOR to application into any Practical Nurse Certificate program course.

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 www.azbn.gov for further details outlining requirements for application documentation.

Prior Violations or Disciplinary Actions Against a License or Certification.

Prior issues associated with violations against one's license or certification will be considered on a case-by-case basis. Students must contact the Arizona State Board of Nursing to consult the possibility of being licensed PRIOR to application to a nursing program. The Practical Nurse Certificate program reserves the right to deny entry to students with prior violations based on safety concerns.

Time Commitment for Successful Completion of the Practical Nurse Certificate program.

Nursing students should expect to spend approximately **45 hours per week** in class, laboratories, and studying. The clinical laboratory requires considerable preparation. Thus, **ANY** additional activities or employment should be considered as influential in the success in the Nursing Program and should be considered by the student for planning for success.

Nursing students should expect to study three (3) hours per credit hour they are enrolled in to achieve the required passing grade in their courses. Thus, **ANY** additional activities or employment should be considered as influential in the success in the Practical Nurse Certificate program and should be considered by the student for planning for success. Students must be aware that the Practical Nurse Certificate program courses are rigorous and demand a large amount of time commitment. Students are encouraged to develop a plan of study and time management plan PRIOR to entry into the Practical Nurse Certificate program.

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I. PIMA COMMUNITY COLLEGE PRACTICAL NURSING CERTIFICATE PROGRAM

A. MISSION

“Our mission is to prepare students for their professional nursing role as they develop knowledge, attitudes, and skills for the benefit of patients and the community.”

B. PHILOSOPHY

“Faculty believe the primary goal of the program is to prepare graduates to use their acquired knowledge, attitudes, and skills to contribute to community health in local, national, and global settings. We believe partnerships with community healthcare facilities foster student learning and civic engagement while providing service and support to unique socio-economic and culturally diverse populations. Faculty promote educational advancement through the utilization of evidence-based practice, informatics, lifelong learning, and the development of clinical reasoning. We are committed to graduating compassionate, ethical, and knowledgeable nurse leaders who are empowered to transform health care.”

C. ORGANIZING STRUCTURE AND MAJOR CONCEPTS

The program of learning for the Pima Community College Practical Nurse Certificate program uses the Nurse of the Future Nursing Core Competencies-National League of Nursing, Accreditation Council for Graduate Medical Education (ACGME), Nursing Scope and Standards of Practice, and Quality and Safety Education for Nurses (QSEN) as a framework for the incorporation of ten major concepts and ten programmatic outcomes. These concepts are communication, evidence-based practice, informatics, leadership, patient-centered care, professionalism, quality improvement, safety, system-based practice, and teamwork and collaboration.

Definitions:

The graduate will meet the following programmatic outcomes and roles of practice:

Communication: Interact effectively with patients, families, and colleagues to enhance patient satisfaction and health outcomes.

Evidence-based practice: Integrate the best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Informatics: Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

Leadership: Influence the behavior of individuals or groups within their environment in a way that will facilitate achievement of shared goals.

Patient-centered care: Provide compassionate and coordinated care based on respect for patient/designee's preferences, values, and needs.

Professionalism: Demonstrate accountability for the delivery of care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles as described in the Nursing: Scope and Standards of Practice.

Quality improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

System-based practice: Demonstrate an awareness of, and responsiveness to, the larger context of the health care system.

Teamwork and collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

D. PROGRAM LEVEL OUTCOMES BASED ON ROLES OF PRACTICE

Program Level Outcomes for the Practical Nursing Program

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

1. Interact effectively with patients, families, and colleagues to enhance patient satisfaction and health outcomes.
2. Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
3. Use information and technology to communicate, manage knowledge, mitigate errors and support clinical decision making.
4. Influence the behavior of individuals or groups within their environment in a way that will facilitate achievement of shared goals.
5. Provide passionate and coordinated care based on respect for patients/designee's preferences, values, and needs.
6. Demonstrate accountability for the delivery of care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles as described in the *Nursing: Scope and Standards of Practice*.
7. Use data to monitor the outcomes of care processes to continuously improve the quality and safety of health care systems.
8. Minimize risk of harm to patients and providers through both systems effectiveness and individual performance.
9. Demonstrate an awareness of, and responsiveness to, the larger context of the health care system.
10. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

References

American Nurses Association. (2010). *Nursing: Scope & Standards of Practice*. Washington, D.C.: American Nurses Association.

QSEN Institute. (2013). *Competencies*. Retrieved from <http://qsen.org/competencies>

Massachusetts Department of Higher Education. (2010). *Creativity and connections: Building the framework for the future of nursing education and practice*. Retrieved from https://campaignforaction.org/wp-content/uploads/2016/05/NOFNCC-LPN-Final_1.pdf

Accreditation Council for Graduate Medical Education. (n.d.). Retrieved from <http://www.acgme.org/>

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II. LEGAL LIMITATIONS FOR NURSE LICENSURE

The nursing faculty make available to applicants of the Practical Nurse Certificate program the following information regarding Arizona State Board of Nursing legal limitations for licensure. All students and faculty are upheld to the Arizona Nurse Practice Act. Any violations of R4-19-403, Unprofessional Conduct, as listed below, will be immediately reported to the Arizona State Board of Nursing for investigation and will result in removal from the course they are enrolled or teaching in.

R4-19-403 Unprofessional Conduct

For purposes of A.R.S. § 32-1601(22) (d) any conduct or practice that is or might be harmful or dangerous to the health of a patient or the public includes one or more of the following:

1. A pattern of failure to maintain minimum standards of acceptable and prevailing nursing practice;
2. Intentionally or negligently causing physical or emotional injury;
3. Failing to maintain professional boundaries or engaging in a dual relationship with a patient, resident or any family member of a patient or resident;
4. Engaging in sexual conduct with a patient, resident, or any family member of a patient or resident who does not have a preexisting relationship with the nurse, or any conduct in the workplace that a reasonable person would interpret as sexual;
5. Abandoning or neglecting a patient who requires immediate nursing care without making reasonable arrangement for continuation of care;
6. Removing a patient's life support system without appropriate medical or legal authorization;
7. Failing to maintain a patient record that accurately reflects the nursing assessment, care, treatment, and other nursing services provided to the patient;
8. Falsifying or making a materially incorrect, inconsistent, or unintelligible entry in any record:
 - a. Regarding a patient, health care facility, school, institution or other workplace location; or
 - b. Pertaining to obtaining, possessing or administering any controlled substance as defined in the federal Uniform Controlled Substances Act, 21 U.S.C 801 et seq., or Arizona's Uniform Controlled Substances Act, A.R.S. Title 36, Chapter 27;
9. Failing to take appropriate action to safeguard a patient's welfare or follow policies and procedures of the nurse's employer designed to safeguard the patient;
10. Failing to take action in a healthcare setting to protect a patient whose safety or welfare is at risk from incompetent health care practice, or to report the incompetent health care practice to employment or licensing authorities;
11. Failing to report to the Board a licensed nurse whose work history includes conduct, or a pattern of conduct, that leads to or may lead to an adverse patient outcome;
12. Assuming patient care responsibilities that the nurse lacks the education to perform, for which the nurse has failed to maintain nursing competence, or that are outside the scope of practice of the nurse;
13. Failing to supervise a person to whom nursing functions are delegated;
14. Delegating services that require nursing judgment to an unauthorized person;
15. Removing, without authorization, any money, property, or personal possessions, or requesting payment for services not performed from a patient, employer, co-worker, or member of the public;
16. Removing, without authorization, a narcotic, drug, controlled substance, supply, equipment, or medical record from any health care facility, school, institution or other work place location;
17. A pattern of using or being under the influence of alcohol, drugs, or a similar substance to the extent that judgment may be impaired and nursing practice detrimentally affected, or while on duty in any health care facility, school, institution, or other work location;

18. Obtaining, possessing, administering or using any narcotic, controlled substance, or illegal drug in violation of any federal or state criminal law, or in violation of the policy of any health care facility, school, institution or other work location at which the nurse practices;
19. Providing or administering any controlled substance or prescription-only drug for other than accepted therapeutic or research purposes.
20. Engaging in fraud, misrepresentation or deceit in taking a licensing examination or on an initial or renewal application for a license or certificate;
21. Impersonating a nurse licensed or certified under this Chapter;
22. Permitting or allowing another person to use the nurse's license for any purpose;
23. Advertising the practice of nursing with untruthful or misleading statements;
24. Practicing nursing without a current license or while the license is suspended;
25. Failing to:
 - a. furnish in writing a full and complete explanation of a matter reported pursuant to A.R.S. §32-1664, or
 - b. respond to a subpoena issued by the Board;
26. Making a written false or inaccurate statement to the Board or the Board's designee in the course of an investigation;
27. Making a false or misleading statement on a nursing or health care related employment or credential application concerning previous employment experience, education, or credentials.
28. If a licensee or applicant is charged with a felony or a misdemeanor involving conduct that may affect patient safety, failing to notify the Board in writing, as required under A.R.S. § 32-3208, within 10 days of being charged. The licensee or applicant shall include the following in the notification:
 - a. Name, address, telephone number, social security number, and license number, if applicable;
 - b. Date of the charge; and
 - c. Nature of the offense;
29. Failing to notify the Board, in writing, of a conviction for a felony or an undesignated offense within 10 days of the conviction. The nurse or applicant shall include the following in the notification:
 - a. Name, address, telephone number, social security number, and license number, if applicable;
 - b. Date of the conviction; and
 - c. Nature of the offense;
30. For a registered nurse granted prescribing privileges, any act prohibited under R4-19-511(D); or
31. Practicing in any other manner that gives the Board reasonable cause to believe the health of a patient or the public may be harmed.

Interpretation of Felony Bar Statutes

For purposes of the Nursing Board's felony bar statutes, A.R.S. [Sections 32-1606\(B\)\(17\)](#) and [1646\(B\)](#), the commission of any felony offense on or after July 23, 2010, which results in a conviction of an undesignated offense, shall be treated by the Board as a felony "until such time as the court may actually enter an order designating the offense a misdemeanor" pursuant to A.R.S. [Section 13-604\(A\)](#).

Reviewed: May 2024

III. 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 based on eligibility determined by Access and Disability Resources. Services can be requested at any time during the program. Requesting services well in advance will help to ensure resources are available when needed.

1. ADR accommodations are only valid for the course applied and will not carry over to future courses.
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 accommodations must be initiated with ADR and approved by the Practical Nurse Certificate program.

ADR and testing accommodations: 520-206-6688 or
ADRhelp@pima.edu

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IV. BEHAVIORAL POLICIES

A. STANDARDS OF PROFESSIONAL CONDUCT

Pima Community College Practical Nurse Certificate program 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.

Ethical - Adhering to the [Nurse's Code of Ethics](#) (ANA, 2015).

Legal - Operating within the standards of care related to the nursing 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 nurse'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 and/or termination with the possibility of reentry or re-application to the Practical Nurse Certificate program.

B. PIMA COMMUNITY COLLEGE CODE OF CONDUCT

Students admitted to the Practical Nurse Certificate program are also required to adhere to PCC Code of Conduct defined on the College website:

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

C. AMERICAN NURSES ASSOCIATION (ANA) PRINCIPLES FOR SOCIAL NETWORKING

Students are expected to adhere to the ANA's Principles for Social Networking as listed below. Violations of these principles may result in termination with the possibility of reentry or re-application to the Practical Nurse Certificate program.

ANA's Principles for Social Networking

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

6. Nurses should participate in developing institutional policies governing online conduct.

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 nurse-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.

National Council of State Boards of Nursing. (2011, August). White Paper: A Nurse's Guide to the Use of Social Media. Chicago, IL: Author.

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 and PN Academic Faculty Director for their enrolled program, and may include the instructor, within five business days and may result in termination with the possibility of reentry or re-application to the program.

D. ETHICAL/LEGAL BEHAVIOR

The Practical Nurse Certificate program believes all nurses and nursing students should adhere to the Arizona Nurse Practice Act and follow a professional code of ethics. The American Nurses' Association "Nursing: Scope and Standards of Practice" contains the 2015 Code of Ethics.

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V. HEALTH POLICIES/INSURANCE

A. GENERAL POLICIES

1. Nursing students must meet clinical eligibility requirements at the time of application, as defined by the Practical Nurse Certificate program, 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 Practical Nurse Certificate program faculty member will assess a student's ability to give adequate and safe nursing care and will determine if the student can remain and/or return to the clinical laboratory, regardless of a healthcare provider's approval to return.
3. If illness occurs during the clinical laboratory, the Practical Nurse Certificate program faculty will determine if the student must leave the clinical facility. The student will be referred to his/her private healthcare provider. A new Health Declaration form must be completed by the healthcare provider in cases of severe illness or injury. Practical Nurse Certificate program faculty and administration reserve the right to request an updated Health Declaration form at any time. 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 Practical Nurse Certificate program Technical Standards. The Practical Nurse Certificate program 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 Practical Nurse Certificate program may request a specialist to perform the evaluation and complete the release prior to return to the clinical setting.
4. Should an illness exceed the allowed clinical absences designated by the nursing course, the student may be removed from the clinical laboratory, subsequently receiving an "F" grade in the course.
5. In the event that the faculty are not available, or off contract, the Practical Nurse Academic Faculty Director reserves the right to review complaints, appeals, events, and policies on a case-by-case basis and make a decision based upon the evidence.
6. The Practical Nurse Academic Faculty Director may deny a student entry into any Practical Nurse Certificate program. The student will be informed of the reason for denial in writing and will have the right to appeal the decision through the [Pima Community College complaint process](#)

B. PERSONAL HEALTH AND CLINICAL LABORATORY REQUIREMENTS

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

The Practical Nurse Certificate program follows the Pima County Health Department, as well as the individual health facility guidelines regarding tuberculosis screening and immunizations. The Practical Nurse Certificate program routinely consults the Arizona Department of Health Services for guidance with regard to immunizations and safety.

Health facilities may have guidelines which conflict with the Pima County Health Department and the Arizona Department of Health Services policies. There are no regulatory practices to define clinical eligibility by the State of Arizona. The Arizona Department of Health Services reports that the clinical agency where the student is assigned dictates the clinical eligibility requirements; for consistency of reporting needs, the Practical Nurse Certificate program may require a uniform listing of clinical requirements that meets the needs of the most rigorous of clinical sites. Students will be notified of any additional requirements before entering assigned clinical laboratory experiences.

1. Entering students will use the PCC approved background tracker for all clinical eligibility requirements.
2. Entering students (NRA 101, BIO 160, HRP 104 or transfer students) will provide the following documentation **on the date and time designated by the Practical Nurse Certificate program:**

Failure to provide adequate clinical eligibility documentation by the deadline date may result in the student being withdrawn from the program and must re-apply for re-entry and have to meet the current entrance requirements.

Requirements include:

- a. Signed Immunization and Health Declaration Form.
- b. Documentation of a negative T-SPOT or QuantiFERON-TB Gold current through the last day of the current semester.
- c. Measles, mumps, and rubella immunization (MMR) x 2 or positive serology (titer) results indicating immunity.
- d. Varicella immunization x 2 or positive serology (titer) results indicating immunity.
- e. Hepatitis B immunization (series of two or three injections), or positive or reactive serology (titer) results indicating immunity.
- f. Tetanus, Diphtheria, and Pertussis (Tdap) immunization for adults, one injection within the last ten (10) years that does not expire until after the last day of the current semester.
- g. Influenza vaccination, one injection within the last seasonal year.
- h. Negative urine drug/alcohol screening test.
- i. Vaccination Declination Form/process (contact Academic Faculty Director or Program Manager for form).
- j. Current Basic Life Support Provider CPR certification that does not expire until after the last day of the current semester. The card must clearly state “BLS Provider” and that the provider is the “American Heart Association”. CPR certification is good for two years. Online CPR courses are not accepted.
- k. Arizona Department of Public Safety (DPS) fingerprint clearance card that is in good standing and does not expire before the end of the current semester.

- 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 PN Academic Faculty Director.
- 4) Failure to self-disclose may result in termination with the possibility of reentry or re-application to the program.

1. 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. Discount or sliding scale fee cards are not accepted. (See Verification of Personal Health Insurance - Appendix E)
- m. Signed copy of Signature Form for Practical Nurse Certificate program Student Policy Handbook (Appendix P).
- n. Signed copy of Signature Form for Student Code of Conduct (Appendix K)
- o. Signed copy of Signature Form for Scheduling Policy (Appendix H)

Returning students will maintain currency of the following documentation every course **on the date and time designated by the Practical Nurse Certificate program:**

1. Arizona Department of Public Safety (DPS) fingerprint clearance card that is in good standing and does not expire before the end of the program.
2. Negative T-SPOT TB test, or a QuantiFERON-TB Gold blood test (indicating immunity) current through the last day of the current semester.
3. Current Healthcare Provider CPR certification that does not expire until after the last day of the current program. The card must clearly state "Healthcare Provider" or "BLS Provider" and that the provider is the "American Heart Association". CPR certification is good for two years. Online CPR courses are not accepted.
4. Tetanus, Diphtheria, and Pertussis (Tdap) immunization for adults, one injection within the last ten (10) years that does not expire until after the last day of the current program.
5. Hepatitis B immunization (series of two or three injections), or positive or reactive serology (titer) results indicating immunity.
6. Influenza vaccination, one injection within the last seasonal year.
7. Verification of health insurance by an insurance card. 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. Discount or sliding scale fee cards are not accepted. (See Verification of Personal Health Insurance - Appendix E)

8. Signed copy of Signature Form for Practical Nurse Certificate program Student Policy Handbook (Appendix P).
9. Signed copy of Student Code of Conduct (Appendix K).
10. All required documentation is necessary for clinical attendance.

Failure to provide adequate clinical eligibility documentation by the deadline date may result in the student being withdrawn from the course and need to complete a request for re-entry form through the Academic Faculty Director of the Practical Nursing Program. If a student is required to wait out a course rotation and remains noncompliant for a second time, the student will be removed from the nursing program and have to reapply under the current entrance requirements.

C. DRUG/ALCOHOL SCREENING PROCEDURE FOR ENTERING STUDENTS

1. This policy includes entering students assigned to the cohort and students who accepted placement on the alternate list.
2. Entering students must have a negative drug/alcohol screen as a condition of enrollment in all nursing programs/courses. The drug screen cost is paid by the student at the laboratory.
3. 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; the cost of the testing is the burden of the student.
4. Students with a positive drug/alcohol screen are not allowed to start the program. Students with a positive urine drug/alcohol screen must reapply to the program and meet the current entrance requirements. If the student wishes to re-apply, they must wait one year and submit documentation of substance abuse rehabilitation to the Department Chair before re-applying.
5. The College designated laboratory will conduct the drug/alcohol screening and will provide the results to the Nursing Department.
6. Students that test positive for drugs/alcohol and hold an LPN license, LNA license or CNA certificate will be reported to the Arizona State Board of Nursing (AZBN). Any candidate licensed by the Arizona Board of Medicine will be reported to the Board of Medicine (this includes refusal to test).
7. Entering students will not be allowed to use previous drug screens requested by any person or agency outside the Pima Community College Practical Nurse Certificate program.
8. Entering students failing to test during the date and time documented on the Drug Testing Form do not meet the requirement for drug/alcohol testing and are not allowed to start the program. Students failing to test by the required date and time must reapply to the program and meet the current entrance requirements.

9. Students may also be randomly drug screened at any time throughout the program without cause.
10. 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.
11. If the College designated laboratory indicates the test is invalid for any reason (i.e. failed dilution check), the student will be required to meet with the Academic Faculty Director and retest at the expense of the student on the date and time specified. The Academic Faculty Director or Director of Nursing reserves the right to request a saliva or hair testing at any time at the student's expense.

MEDICAL MARIJUANA

Pima Community College prohibits the possession and use of marijuana on all campuses and in all off-campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes 15-108 which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or postsecondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.

Pima Community College receives federal funds through grants and financial aid. Pima Community College continues to enforce current policies regarding controlled substances and any student who violates university policy prohibiting the use or possession of illegal drugs on campus or in student activities, including educational internships, will be subject to disciplinary action and criminal prosecution.

Drug screens are required of students prior to attending nursing courses and randomly. Medical marijuana, or its metabolite, is not an acceptable substance in drug screens and will result in a positive drug screen. Students with a prescription for medical marijuana will not be considered exempt from drug screening.

D. DRUG SCREENING PROCEDURE FOR ENROLLED STUDENTS

Refer to Chemical Impairment Policy (page 45 in this document)

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

Revised: July 2025

VI. CLASSROOM/COLLEGE LABORATORY/CLINICAL LABORATORY

Students must have access to a computer, their student email, and the internet every day.

A. METHODS OF INSTRUCTION

Classroom

1. Audiovisual material
2. PowerPoint presentations
3. Lectures
4. Printed handouts
5. Guest speakers
6. Group discussion/Audience Response System
7. Critical thinking exercises
8. Case studies
9. Internet-based assignments: discussion questions, adaptive learning
10. Presentation of evidence-based practice
11. Virtual, in-person, and pre-recording modality

Skills Laboratory

1. Audiovisual material
2. Role playing
3. Small group discussion
4. Critical thinking exercises
5. Evidence-based journal presentations
6. Simulation experiences

Clinical Laboratory

1. Small group discussion

2. Critical thinking exercises
3. Nursing care plans/Concept Maps/Functional Health Patterns
4. Teaching projects
5. Process recordings
6. Pre- and post-conferences/reflection
7. Selected clinical experiences
8. Planned student/teacher conferences
9. Evidence-based journal presentations
10. Simulation experiences
11. Quality Improvement Project
12. Preceptorship

Electronic Devices (cell phones, PDAs, smartphones, smart watch, laptop computers, Google Glass™, etc.)

Clinical facility policy regarding electronic devices will be followed in addition to the Practical Nurse Certificate 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. **Unapproved 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 of their program within five business days and may result in dismissal from the program, depending on the circumstances.**

B. SUPERVISION OF MEDICATION ADMINISTRATION POLICY

Failure to follow this policy may result in dismissal from the Practical Nurse Certificate program in which the student is enrolled.

The level of supervision of medication administration in the clinical laboratory varies according to the course level of the student and the [legal scope of practice](#). The goal is to ensure the highest quality of patient care and safety while providing a maximum learning experience. Students may be limited in medication administration as specified by the clinical instructor and clinical facility.

Specific Medication Policies for All Pima College Nursing Students:

1. Students will demonstrate knowledge of medications to be administered, including action, contraindications, side effects, safe dose and patient education prior to administration.
2. Students will verify all medications with their clinical instructor or designated staff licensed practical nurse (LPN), or registered nurse (RN) utilizing the 6 “Rights” prior to medication administration.
3. Students will NOT administer intravenous “push” medications, chemotherapy agents nor “bolus” epidural infusions.
4. All medications administered by the student will be under [direct supervision](#) by the staff nurse or the clinical instructor.
5. Students will NOT administer blood products or serve as the double-check for blood product administration (Fresh Frozen Plasma, Red Blood Cells). Students may assist to monitor the infusion after two RN’s have completed the double-check process and started the infusion.
6. In specific clinical facilities, special policies regarding medication administration may override the policies of the Practical Nurse Certificate program.

NRS 110: Introduction to Practical Nursing

After demonstration in the college laboratory:

1. Students will be supervised by the clinical instructor or designated staff LPN/RN during the preparation, administration, and recording of all oral and injectable medications.
2. Students may administer [unmedicated](#) intravenous (IV) fluids through an established IV catheter. Students may not place a new IV catheter in this course.
3. All clinical skills must be performed with the clinical instructor for the first time.

NRS 115: Practical Nursing Med/Surg I

1. All clinical skills must be performed with the clinical instructor for the first time.
2. Students will be supervised by the clinical instructor or designated staff LPN/RN during the preparation, administration, and recording of all oral and injectable medications.

After demonstration in the college laboratory:

3. Students will monitor intravenous infusions received by the patients under their care.
4. Students hang unmedicated intravenous infusions to an existing site with direct supervision by the clinical instructor or designated staff LPN/RN.
5. Students may initiate unmedicated intravenous infusions under the direct supervision of the clinical instructor or designated staff nurse in clinical facilities according to hospital policy.
6. Students may administer IV piggyback medications through a saline lock with direct supervision by the clinical instructor or designated staff nurse according to hospital procedures.
7. Students may utilize central venous access devices to administer unmedicated IV solutions or premixed IV piggyback and medications under the direct supervision of the clinical instructor or designated staff LPN/RN.
8. Students may not co-sign any documents or serve as a witness for consent.

NRS 116, NRS 117, and NRS 119

1. Students will be supervised by the clinical instructor or designated staff LPN/RN during the preparation, administration, and recording of all medications.
2. Students can perform all of the clinical skills performed by the NRS 115 student.
3. Students may administer unmedicated or pre-mixed intravenous solutions with supervision by the clinical instructor or designated staff nurse unless facility policy dictates otherwise.
4. Students may prepare intravenous piggyback infusions with direct supervision unless facility policy dictates otherwise. The clinical instructor or designated staff nurse will verify all intravenous preparations prior to their administration.
5. Students may initiate intravenous infusions under the direct supervision of the clinical instructor or designated staff nurse unless facility policy dictates otherwise.
6. Students may administer intravenous piggyback medications through a saline lock with direct supervision by the clinical instructor or designated staff nurse unless facility policy dictates otherwise.

C. ILLNESS/ACCIDENTS, INJURIES AND TECHNICAL STANDARDS IN THE CLINICAL LABORATORY OR COLLEGE LABORATORY (SKILLS LAB)

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 Practical Nurse Certificate program reserves the right to require a licensed physician'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 exposure to body fluids) in the clinical laboratory should immediately notify his/her instructor and report to the emergency department, call 911, or designated clinic for the facility they are currently located.
2. A written summary of the illness, accident or injury and care rendered will be completed on the [Accident/Injury Reporting Form](#).
3. If the injury is life-threatening or for a needle stick, the student will be seen in the Emergency Room of the facility or by calling 911. The clinical instructor and/or representative of the facility has the right to require the student to seek medical attention.
4. If the injury is NOT life-threatening, the student needs to contact their personal physician for immediate care and follow-up after consultation from the clinical instructor.
5. 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.
6. The instructor will notify the PN Academic Faculty Director AFTER the student is medically treated or waiting to be treated.
7. The nursing instructor will write a summary via email of the incident which will be sent to the Academic Faculty Director of the Practical Nursing Program, with a copy to the Dean of Health Professions, within 24 hours after the incident.

D. POLICY ON ATTENDANCE/TARDINESS

Orientation to class, college laboratory and clinical laboratory is critical to student's performance. Absence from any of these orientations will result in an instructor-initiated withdrawal from the course. Punctual attendance at all nursing classes; lecture, college laboratory, clinical laboratory and assigned community experiences is expected. Excessive absences from any of these (lecture, college laboratory, and/or clinical laboratory) may result in failure in the course.

Students are expected to remain in town until the end of the semester.

Lecture

Punctual attendance is **mandatory**.

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. Students shall not perform skills in the clinical laboratory until they have completed the missed college laboratory skill successfully.
3. The missed college laboratory skill will be made up during the student's time with their college laboratory skills instructor or faculty designee.
4. Missed college laboratory skills not completed satisfactorily will 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**. In the event of an illness or emergency, the student must notify the clinical instructor prior to the start of the clinical day.
2. **No call, no show in the clinical laboratory may result in removal from the course, which will constitute a failure in the course.**
3. Tardiness in the clinical laboratory is unprofessional. Students arriving after the faculty designated start time are considered tardy. Students who are tardy two (2) times will be given one clinical absence. Students arriving 15 minutes later than the faculty designated start time may be considered absent.
4. **Students are expected to attend every session of the clinical laboratory. Allowed clinical absences will be defined in the course syllabi.** Students who have more than the allowed clinical laboratory absences during any cohort will be given an "F" in the clinical laboratory. Receiving an "F" will result in a course failure.
5. NRS 117 are the courses commonly called the "specialty" areas of nursing: Maternal-Newborn Nursing and Pediatric Nursing. The modules are limited to four (4) weeks and clinical exposure is very compressed. Therefore, only **one (1) absence is allowed**. Students who have more than one clinical laboratory absence during a course will be given a "fail" in the clinical laboratory. Receiving a "fail" will result in a course failure.

Special Circumstances

There are no provisions for an “excused absence” outside the following list as described in the Practical Nurse Certificate program Student Policy Handbook. All requests for an excused absence must meet the department policy and the request is to be sent directly to the PN Academic Faculty Director and the primary course instructor. Students must present absence documentation to the instructor before the absence. Prior arrangements must be made with each instructor for makeup work/hours. 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

Students who cannot attend clinical for an extended period may be permitted to complete alternative clinical assignments. Alternate clinical assignments must be approved by the course faculty and the Block Lead. Before an alternative assignment can be approved, the student must utilize their one clinical absence. Alternative assignments will only be granted for short-term unforeseen circumstances (i.e., illness, injury) that prohibit the student from participating in the assigned clinical experience. Faculty may request supporting documentation of the unforeseen circumstance. To effectively evaluate student performance in achieving outcomes, a maximum number of alternative assignments are permitted per semester (please see course syllabus). The absence policy will apply; any additional absences will result in receiving a failing grade.

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 in the number of absences allowed by an instructor or department.

E. INCIDENT REPORTS

Incident reports are utilized in the clinical laboratory when an error or accident has occurred (e.g., medication error, injury involving student, client, staff, visitor, etc.). If an accident or error occurs, the student will:

1. Immediately notify the clinical instructor.
2. Notify the head/charge nurse. The physician will then be notified according to hospital protocol.
3. Be responsible for completing the incident report and follow policy per facility protocol.
4. Forward a copy of the incident report, per facility protocol, or a summary of the incident to the Academic Faculty Director of Nursing.
5. Further, discuss the incident with the clinical instructor who may assign subsequent documentation that explains:
 - a. The precipitating events that led to the incident.
 - b. How and why the event occurred.
 - c. How the student intends to avoid this situation in the future.
 - d. The commitment from the student to prevent this or similar occurrences from happening.

F. 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 PN 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. The student may do ONLY those procedures in which he/she has had classroom instruction, has practiced, and has 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 nursing practice resulting in a required meeting with the student, instructor, and PN Academic Faculty Director within five business days and may result in termination with the possibility of reentry or re-application to the program.**
6. While a student is enrolled in the PCC Practical Nurse Certificate program, the student must practice as a nursing student regardless of other licenses or certifications held.
7. Students are not allowed to take verbal or phone orders from a physician or other healthcare provider.
8. 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.
9. Students are responsible for their own transportation to and from clinical laboratory facilities.
10. It may be necessary to make changes after registration to accommodate the needs of the PCC Practical Nurse Certificate program and/or the clinical facility. The nursing faculty guarantees a clinical laboratory experience for all students admitted but there is NO guarantee of specific day, time, instructor or facility.
11. Nursing students must have malpractice insurance. The liability malpractice insurance fee is automatically included in tuition costs for the nursing courses. Therefore, all students MUST have paid fee receipts to attend any part of the PCC Practical Nurse Certificate program.
12. If a student has an emergency/illness the student must notify their clinical instructor of an absence prior to the start of the clinical day. See Section VI- Policy on Attendance/Tardiness.
13. Nursing students need to arrange their schedules to meet nursing course requirements. Employed students are advised to work no more than 24 hours a week. Students are requested not to work the shift prior to a clinical laboratory to ensure patient and personal safety.

14. Students unprepared for a clinical laboratory experience will not be permitted to participate in the clinical experience and will be considered absent. This may result in a clinical laboratory failure.
15. **Clinical facilities may require an additional background check from students. Clinical facilities reserve the right to refuse a student based on the results.**
16. **Students must be able to attend a clinical laboratory at any of the clinical facilities used by the PCC Practical Nurse Certificate program during ANY semester. Student's personal convenience cannot be accommodated. Students will be required to sign the PCC Practical Nurse Certificate Program Scheduling Policy. (See Appendix H.)**
17. It is the student's responsibility to notify the PN Academic Faculty Director or Director of Nursing if they have been banned or denied entry into ANY clinical facility. Failure to report this information may result in termination with the possibility of reentry or re-application to the PCC Practical Nurse Certificate program.
18. Students with an LPN license, LNA license or CNA that has ever been suspended, revoked, terminated or otherwise modified as to rights and privileges must notify the Academic Faculty Director immediately.

G. STUDENT GOVERNANCE AND PARTICIPATION IN FACULTY AND COURSE MEETINGS

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. One campus association specifically linked with the PCC Practical Nurse Certificate program is the Student Nursing Association at Pima (SNAP). SNAP representatives are invited to attend the PCC Practical Nurse Certificate program faculty meetings each month to share student concerns/comments, offer suggestions or ask questions. In addition, at each course orientation a nursing student representative is selected to become the spokesperson for their class. The student class representative may attend monthly course meetings as concerns, comments or questions arise. The student class representative(s) will be provided with scheduled meeting dates/location.

Revised: July 2025

VII. UNIFORM POLICY

Any student not following the Uniform Policy will be excused from the clinical, college laboratory setting, or simulation by the Practical Nurse Certificate program 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 simulation experiences, college laboratory, and clinical laboratory. Students must follow the full dress code during these experiences. This includes during preparation for the clinical learning experience and during optional college laboratory experiences (open skills lab).

A. UNIFORMS

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

1. Uniform:

- a. Hunter Green top and bottom meeting the following requirements:
 - 1) The top and pants must match.
 - 2) No contrast stitch
 - 3) No contrast color
 - 4) No laser cut-out pattern or weave pattern.
 - 5) No ruffles or collars
 - 6) No t-shirt scrub tops

Any questions or concerns please have the uniform approved by the Academic Faculty Director.

- b. Optional Jacket: Hunter green long or short sleeve scrub jacket which snaps, buttons, or zips down the front.
- c. Students may wear a plain black or white shirt (no lettering, ruffles, collar, buttons, or appliques) under their scrubs.
2. Uniform Pants: Hunter green, uncuffed, hemmed. Joggers are allowed. If the pants have a drawstring, the drawstring must be the color of the pants (hunter green). The waistband of the pants must sit on the waist. Pant hems may not touch the floor.
3. Skirts: Hunter green scrub skirts must reach at least to the bottom of the knee.
4. Name Pin: Name tags will be purchased by the students prior to the first day of class. The name tag (legal first name) must ALWAYS be visible.
5. Shoes: Clean, white or black, polished, unadorned (no lace or rhinestones) shoes with closed toe and heel. White athletic shoes may be worn. Shoelaces are to match shoe color.
6. Stockings: White or black socks or anklets are to be worn with pants. With a skirt, white or nude colored hosiery (nylons) without runs are to be worn.

B. TATTOO POLICY

At Pima Community College Nursing Program, 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.

C. OTHER EQUIPMENT

1. Watch with second-hand measurement.
2. Non-erasable **BLACK** ball-point pen. No other writing instruments.
3. Stethoscope
4. Simple calculator
5. Pen light/bandage scissors (provided by nursing program)

D. GENERAL APPEARANCE

1. Daily bathing/showering and effective unscented deodorant is part of 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, such as 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. The student 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 $\frac{1}{4}$ inches long. No acrylic nails, no gel 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 a metal wedding set, a professional watch, and one small stud earring in each ear lobe. NO necklaces or bracelets may be worn (with the exception of medical alert jewelry). 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. Additionally, no food or drinks are allowed in the college laboratory except water in the designated personal item storage area.
8. Fanny packs are not allowed.

The Practical Nurse Certificate program faculty may address any personal appearance issues which may be deemed objectionable or a safety issue whether or not addressed in this policy.

Revised: July 2024

VIII. CLASSROOM/CLINICAL EVALUATION

A. GRADING POLICY

The PCC Practical Nurse Certificate program courses are designed so each course in the sequence builds on the previous course content. The student must be successful in each course in order to advance to the next course in the sequence. Each course will be completed in the order established. A minimum grade of 75% must be achieved in each course in order to advance to the next course. (a minimum grade of 90% must be achieved in each math portion of each nursing course to pass each class. (NRS110, NRS115, NRS116, NRS117).

Each student needs to be familiar with the grading policy.

1. Successful completion of each nursing course requires a passing grade in:
 - a. classroom theory,
 - b. skills laboratory,
 - c. clinical laboratory

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

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

2. The grading policy for laboratories:
 - a. College laboratory sections will be graded Pass/Fail (see course syllabi regarding college laboratory).
 - b. Students who have demonstrated unsafe clinical practice will be removed from the nursing course immediately, terminated from the Nursing Program, and will receive an “F” as their final grade.
 - c. Students who have received a Student Success Contract - Clinical, that Student Success Contract - Clinical will be in effect until the student graduates from the Nursing Program.
3. The grading policy for clinical laboratory:
 - a. The clinical laboratory will be graded Pass/Fail.
 - b. To pass the clinical laboratory, the student must satisfactorily meet course requirements on the final clinical evaluation form.
 - c. Students who receive unsatisfactory on the final clinical evaluation form by the end of the semester will receive an “F” as their final grade.
 - d. Students who receive unsatisfactory at any point in the semester will:
 - 1) Have a conference with the nursing student and the clinical nursing faculty.
 - 2) Based on the outcome of the conference, written recommendation(s) may include, but are NOT limited to warning, written Student Success Contract – Clinical, increased supervision, temporary exclusion, or dismissal.
 - 3) All matters relating to clinical laboratory standing, including dismissal will be handled initially through the Nursing Program and the Academic Faculty Director of Nursing.

4. A minimum grade of “Pass” (75% or higher) in theory must be achieved in each course in order to advance to the next course. **Grades will not be rounded to the nearest whole number** (i.e. 74.6 will not be rounded to 75).
5. Students will take comprehensive final examinations in selected courses. Students will take standardized tests as required by the PCC Practical Nurse Certificate program. These standardized test scores are factored into the student’s course grade.
6. A drug dose calculation exam will be given in HRP 104, NRS110, NRS115, NRS116, NRS117 - courses. A minimum grade of 90% must be achieved to pass the course. If a student scores less than a 90% on the first attempt, students will have one additional attempt to pass the exam. Students must pass the exam to pass their current course. Each nursing course has math that needs to be mastered. If a student is unable to pass the drug calculation exam within the 2 attempts, they will be considered unsafe to move forward in their course and will have to repeat. See Policy for Re-Entry in Section VIII.
7. Students will take comprehensive final examinations in selected courses. Students will take standardized tests as required by the Nursing Program. These standardized test scores may be factored into the student’s course grade.
8. **Incomplete Grade (I)**
Components for an Incomplete grade issued by PCC Practical Nurse Certificate program faculty will consist of all of the following:
 - a. A student must be achieving satisfactory work in the enrolled course.
 - b. An Incomplete grade (I) may be considered for the lecture component and/or written assignments if the student is unable to continue to meet the course objectives due to an unavoidable life event. The student must meet with the faculty for consideration of an incomplete grade.
 - c. Students will be provided with a written outline specifying the work will be completed.
 - d. Students will be provided with a written timeline indicating when the work will be completed.
 - e. A copy of the written outline and timeline will be placed in the student’s file.
 - f. After the work is completed, the Department of Nursing faculty will submit a Change of Grade Form to the Admissions Office.
 - g. A student, who does not complete the work by the written timeline, will receive a grade of “F” in the course. In this event, the PCC Practical Nurse Certificate program nursing faculty will submit a Change of Grade form reflecting the final grade for the course.
 - h. The Director of Nursing and the PN Academic Faculty Director will be notified of the student’s status.

An Incomplete grade (I) will not be given for purposes of “making up” skills or clinical laboratory sessions.

B. ADMISSIONS

1. Students who are unsuccessful in completing the nursing program may re-apply under the current entrance requirements.
2. This policy also applies to LPNs applying to the LPN to RN transition program.

3. Students who have applied to the Nursing Program and have been unsuccessful can make an appointment with the Academic Faculty Director of Nursing to appeal this policy.
4. The Director of Nursing reserves the right to deny admission, continued enrollment, or re-enrollment to any applicant or student.

C. TERMINATION

Termination from the PCC Practical Nurse Certificate program with the possibility of reentry or re-application to the Practical Nurse Certificate program is based upon any one of the following:

1. Two Ds, two Fs, or two Ws for academic or other reasons (including illness or other emergencies) or any combination thereof, as final grades in HRP 102, HRP 104, NRS 110, NRS 115, NRS 116, NRS 117, NRS 119
2. Cheating

Any proven incident of cheating, plagiarism or other dishonest activity.

Note: If 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 Director of Nursing indicating such findings of falsification. This policy includes:

- a. The PCC Practical Nurse Certificate program 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. **Including 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.

3. Unsafe clinical practice

Unsafe: PCC Practical Nurse Certificate program 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 program. Should this occur, the student will have a conference with their course faculty member and the PN Academic Faculty Director. 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.
- e. Students testing positive for drugs/alcohol.

- f. Students who perform a procedure prior to instruction and faculty check-off or that test positive for drugs and hold an LNA license or CNA certificate may be reported to the Arizona State Board of Nursing (AZBN). See Section X.
4. Violations of principles of confidentiality.
5. Violating any of the Standards of Professional Conduct, the PCC Code of Conduct, or ANA's Principles for Social Networking.
6. Failure of entering students to provide adequate clinical eligibility documentation by the deadline date and time.
7. Failure to notify the PN Academic Faculty Director if they have been banned or denied entry into **ANY** clinical facility that the PCC Practical Nurse Certificate program uses for student instruction.
8. Failure to self-disclose any changes in status related to Department of Safety (DPS) clearance to the PN Academic Faculty Director.
9. Students with a positive drug/alcohol screen.
10. Students failing to complete drug test during the date and time scheduled. Please see Section X – Re-entry of a Nursing Student after a Positive Drug/Alcohol Screen.
11. Falsification of any documents required by, and turned in to the PCC Practical Nurse Certificate program.

A student may appeal their termination by submitting a written request to the PN Academic Faculty Director.

D. WITHDRAWAL

1. Student Initiated Withdrawal (W)

- a. **If a student withdraws from any nursing course, this is considered withdrawal from the nursing program. Per Pima Community College policy, an instructor cannot initiate a withdrawal. Students who are granted a medical withdrawal through the College may re-apply.**
- b. Withdrawal from a nursing course while the student has a failing grade in the course or clinical setting at the time of withdrawal is equivalent to a non-passing grade in the course. Students who withdraw from a nursing 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 semester. See the PCC Academic Calendar for the exact date.
- c. Withdrawal **once** is allowed during the program if the student has passing grades in the course and clinical at the time of withdrawal. Students who withdraw from a semester 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 semester. See the PCC Academic Calendar for the exact date.

Placement into the next semester will depend on space availability. A student must return to the PCC Practical Nurse Certificate program within six months, or they will be terminated from the program (see Re-Entry Policy, section VIII).

- d. The written notice of withdrawal must be submitted within seven days to both the PN Academic Faculty Director and the course faculty. The student who withdraws and is eligible for re-entry and wishes to re-enter must have an exit interview with the PN Academic Faculty Director to discuss the re-entry policy. The written notice will contain:
 - 1) Reason for withdrawal.
 - 2) Date of official withdrawal.
 - 3) Date or cohort of intended request for re-entry. (See Policy for Re-entry.)
 - 4) Request for Re-Entry form with attachments (See Appendix I).
- e. 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 PN Advanced Program Manager.

E. POLICY FOR RE-ENTRY

Students who have not successfully completed a PN-designated course may request a re-entry into that specific course. Requested re-entry into the specific nursing course will be allowed only once in the PCC Practical Nurse Certificate program. The student request will be individually considered for re-entry, contingent on space availability and based upon the following guidelines:

- 1. The student is eligible for re-entry. (Student has not had a previous D, F, or W in PN-designated course in the PCC PN Certificate program of the PCC Practical Nurse Certificate program.)
- 2. Students who fail or withdraw and are eligible for re-entry must have an exit interview with the PN Academic Faculty Director to discuss the re-entry policy.
- 3. A Request for Re-Entry form (See Appendix I) must be submitted to the PN Academic Faculty Director within ten (10) business days of the failure/withdrawal/drop.
- 4. The student will attach an unofficial current transcript to the Request for Re-Entry form
- 5. Before the start of each semester, qualified students will be considered for re-entry. Re-entry is dependent upon the submission of the required paperwork within ten (10) business days of the failure/withdrawal and space availability. In the event there are more requests than space available, students will be selected in the following manner:
 - a. Students who had a passing grade in the course prior to withdrawal will receive first priority for re-entry.
 - b. Remaining seats will be filled by random selection.
 - c. Students not selected due to lack of seats will have preference the following semester.
 - d. Students must re-enter within six months of failing/withdrawing from the course. If the student is unable to re-enter within six months, the student must reapply to the PCC Practical Nurse

Certificate program and meet the current entrance requirements starting at the beginning of the program.

6. Students leaving the PCC Practical Nurse Certificate program for any reason have six months (180 days) to return.

F. TRANSFER

Due to the variability among nursing curricula, transferring into the PCC Practical Nurse Certificate program may not be possible.

Applicants applying to enter the PCC Practical Nurse Certificate program beyond the first course are required to contact the Department of Nursing and must meet the same admission criteria as new student applicants. Applicants will be reviewed on an individual basis. Applicants will be required to submit all of the following documentation to the Practical Nurse Academic Faculty Director the beginning step in the transfer process. The applicant will complete the following steps:

1. All official transcripts from the transferring institution must be evaluated by Pima Community College and transfer pre-co requisite courses must appear on the student's PCC transcript.
2. Syllabi of all nursing courses that the student wishes to transfer must be submitted to the Practical Nurse Academic Faculty Director.
3. Lecture and college laboratory schedules indicating specific content covered at previous school(s) of nursing must be submitted to the Practical Nurse Academic Faculty Director.
4. Validation of a good standing letter from the Nursing Academic Faculty Director/Director stating your program status at the time of exit was "in good standing" with eligibility to return or explanation for ineligibility to return.
5. Additionally, the student may be required to provide copies of clinical performance evaluations from all clinical courses completed in the program.

Placement will be offered on a space available basis. Transfer applicants will not be given advanced placement into the PCC Practical Nurse Certificate program if they have had interrupted nursing study for longer than one year. Students with interrupted study for longer than one year will need to apply as a beginning nursing candidate.

The PCC Dean of Health Professions reserves the right to deny transfer if there is reasonable concern about a student's ability to perform safely and ethically in the clinical setting.

G. GRADUATES OF FOREIGN NURSING SCHOOLS

Applicants applying to the PCC Practical Nurse Certificate program for required coursework completion will be considered as follows:

1. Graduates of foreign nursing schools must have completed all of the Arizona State Board of Nursing requirements to receive an Arizona State PN license (See www.AZBN.gov for further details). The State of Arizona requires:
 - a. Validation of Educational Requirements
 - b. Validation of English language skills, if necessary.
2. Submit the results of the Validation(s) to the Practical Nurse Academic Faculty Director.
3. Placement into courses which need to be completed for licensure will be offered on a space available basis.

H. PROGRESSION/RETENTION

Nursing courses are sequential, and the successful completion of each course is a prerequisite for admission to the next level.

Nursing students may progress through the subsequent courses of the program if the following have been achieved:

1. Successful completion of BIO160 and HRP 104 (lecture) is required to progress in the program. If these courses are not successfully completed, and the student is eligible for re-entry, the course/s must be re-taken. Successful completion of BIO 201 and BIO 202 will fulfill the requirements for BIO160 and thus the student will only be required to take HRP 104.
2. Successful completion of NRS 110 (lecture, clinical, simulation, and skills lab) is required to progress in the program. If this course is not successfully completed, and the student is eligible for re-entry, all three sections must be re-taken.
3. Successful completion of NRS 115 (lecture, clinical, simulation, and skills lab) is required to progress in the program. If this course is not successfully completed, and the student is eligible for re-entry, all three sections must be re-taken.
4. Successful completion of NRS 116 (lecture, skills lab/simulation, and clinical) is required to progress in the program. All sections of the course must be taken concurrently and completed successfully in the same semester. If any one of these sections is not successfully completed, and the student is eligible for re-entry, all three sections must be re-taken.
5. Successful completion of NRS 117 (lecture, skills lab, simulation, and clinical) is required to progress in the program. All sections of the course must be taken and completed successfully in the same semester. If any one of these sections are not successfully completed, and the student is eligible for re-entry, all three sections must be re-taken.
6. Successful completion of NRS 119 (lecture, skills lab/simulation, HESI exam, and clinical preceptorship) is required to progress to graduation. If this course is not successfully completed, and the student is eligible for re-entry, both sections must be re-taken.

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 M.
8. Attendance at all class and clinical sessions to meet the objectives of the course.
9. A minimum score of 75 percent in the lecture component and each clinical laboratory component is required for each course. Additional course requirements may be outlined in each course syllabus, complete NLN standardized tests with required remediation, if necessary.
10. Completion of all written and clinical assignments with a satisfactory grade.
11. Maintenance of the standards as outlined in the college catalog, PCC Student Handbook, Student Rights and Responsibilities Policy, and the PCC Practical Nurse Certificate program Student Policy Handbook.

I. 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 instructors or 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.

J. CLINICAL LABORATORY EVALUATION TOOL WITH SUMMARY

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

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

Each year students will be asked to complete a “Student Climate” survey. Pima Community College also solicits student feedback on the “Student Feedback – End of Course Evaluation – Instructional Faculty” form. Evaluations are anonymous. The data is reviewed by the Dean of Health Professions, PCC Institutional Research and/or the Practical Nurse Certificate program Committees. Student feedback is utilized by the Practical Nurse Certificate program for evaluating program effectiveness and student satisfaction.

L. TESTING POLICIES (See Rules for Taking Tests by Nursing Students - Appendix L)

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

Testing Policy

All exams will be administered in person. Students are expected to take the exam at the scheduled date/time. Students are expected to be on time for the exam. Students who show up to the exam after the start time will forfeit that time.

Students will not be allowed to go backwards in an exam. Each exam is set with forward navigation

only. Students will not be allowed to return to a question once the question appears on the screen.

Before you Begin

Your exam password will be given to you by your instructor on exam day.

- Only head adornments of a medical or religious nature are permitted during examinations
- Hats, hoodies, beanies, sunglasses, and/or other ornamental head coverings must be removed.

During your Exam

- Remain focused on the exam and your computer screen at all times during the exam and review portion.
- Do not read exam questions out loud
- Do not use your mobile phone at any time
- Do not get up from your computer for any reason until your exam is complete
- If you act in a manner that is disruptive, offensive or abusive during your test session or after the test, or if you engage in any of the acts listed as misconduct, the proctor will give you a warning, and they may stop your test session if you repeatedly engage in the behavior after the warning.

Finishing Your Exam

Once your exam is complete, Exemplify will automatically upload your answer file.

- Keep your computer connected to the internet with Exemplify until you verify that the upload is complete
- If for some reason your computer is turned off before the upload is complete, it will automatically resume when your computer is turned on and connected to the internet.

Exam Review

- Students will have 15 minutes to review wrong answers only at the time designated by the course faculty.
- 1. The student should only bring the Course approved items (see syllabus).
- 2. 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, including NLN exams. Students who are unable to test at their assigned time and/or location due to an emergency may, with the 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 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).
- 3. All exceptions to the timed portion of the test and the scheduled location will be allowed after written documentation of accommodations approved by Access & Disability Resources.
- 4. After the exam is completed, students will be able to review incorrect answers for the time limit of 15 minutes.
- 5. During the test, monitoring will be done to ensure there is no communication – verbal or nonverbal between students. In addition, there will be no discussion of the test contents.

6. These rules are in addition to those outlined by course faculty and on the exam.
7. If you have knowledge of any cheating that is occurring, you have a duty to report it to the test monitor or the course faculty.

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IX. COMMUNICATION CHANNELS

A. Practical Nurse Certificate program offices and phone numbers

Department of Nursing Office	J-320	520-206-5140
Dean of Health Professions	J-320	520-206-6661

B. COMMUNICATION BETWEEN DEPARTMENT OF NURSING, FACULTY, AND STUDENTS

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

1. MyPima and D2L 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 Program faculty office telephone numbers are listed on the PCC homepage directory (pima.edu/).
4. Nursing Program 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. Director 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 Student Services for general advising. Pre-Admission advising for the Registered Nursing Program should be sought from the Senior Advisor for Nursing. The PCC Practical Nurse Certificate program does not accept course substitutions.

The nursing faculty/instructor is responsible for:

1. Advising students in meeting academic goals. All nursing and general education courses must be taken in the sequence specified on the appropriate Practical Nurse PCC Practical Nurse Certificate program Course Summary Sheet. Students will progress through the PCC Practical Nurse Certificate program by the outlined sequence. Following the sequence is a shared responsibility with the nursing faculty advisor **but the ultimate responsibility lies with the student.**
2. Maintaining and updating the course summary sheet and completing progress notes for each semester.

3. Making referrals for the student in issues outside of the academic domain.

The student is responsible for:

1. Making an appointment **each** semester with his/her assigned faculty advisor. The purpose of these appointments is to assure completeness of the student file and to assess student progress in the program.
2. Notifying the faculty advisor should the student not be able to keep a scheduled appointment.
3. Verifying all program requirements are met, by monitoring their My Degree Plan..
4. **Assuming the ultimate responsibility for meeting graduation requirements.**

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X. 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.

1. Students will attempt resolution of a grade, policy, or practice dispute at the instructor level.
2. Students who did not receive an acceptable resolution with the instructor in the informal resolution process may appeal in writing to the Academic Faculty Director of the program within five (5) business days detailing the grade issue, policy from the handbook, or the practice they wish to appeal. Appeals will be automatically denied if the appeal is received greater than five (5) business days from the informal resolution decision.
3. Students who did not receive an acceptable resolution with the Academic Faculty Director in the formal resolution process may appeal in writing to the Director of Nursing within five (5) business days from acceptance of the decision letter from the Academic Faculty Director detailing NEW EVIDENCE of an error made in the review process by the Academic Faculty Director. Appeals may be automatically denied if the appeal is received greater than five (5) business days from the formal resolution decision.
4. Students who did not receive an acceptable resolution with the Director of Nursing formal resolution process, may appeal in writing to the Dean of Health Professions within five (5) business days from the date of the decision letter from the Director of Nursing detailing evidence of inconsistent practice or ill-faith behavior on part of the Nursing Program.

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 PN 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 Dean of Health Professions and the PN Academic Faculty Director. 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 PRACTICAL NURSE CERTIFICATE PROGRAM CHEMICAL IMPAIRMENT POLICY

Pima Community College and the PCC Practical Nurse Certificate program 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, blood-shot eyes, fine motor tremors, difficulty in calculation, inability to follow directions, confusion, nausea, vomiting or sweating. If faculty suspect 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 student 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 PN Academic Faculty Director/ Director 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 PN Academic Faculty Director/ Director of Nursing within 24 hours.
 - d. Dismissal from the program 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 PN Academic Faculty Director/ Director of Nursing about 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 PN Academic Faculty Director/ Director of Nursing. Make an appointment for the student to meet with the PN Academic Faculty Director/ Director 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 PN Academic Faculty Director/ Director 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. If the student is a Certified Nursing Assistant or Licensed Nursing Assistant, notification of positive screening results will be sent to the Arizona State Board of Nursing or other jurisdiction where the student is registered, certified, or licensed (ARS 32-1601, 1602 et seq., Arizona Administrative Code R4-19-403).
4. In a proceeding related to an action taken by the College or student arising out of this Chemical Impairment Policy.
5. 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 PN Academic Faculty Director and the Director of Nursing.
2. If the results indicate a positive toxicology screen or if the student refused screening, the student will be given an opportunity to explain the screening results or refusal to submit to screening.
3. The student will be withdrawn 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 Student after a Positive Drug/Alcohol Screen

A student withdrawn from the PCC Practical Nurse Certificate program may re-enter after the withdrawal period has expired (which is one year), according to the following guidelines:

1. Follow the Re-Entry Policy for the PCC Practical Nurse Certificate program. Re-entry is based upon space availability.
2. Provide satisfactory evidence of rehabilitation related to the student's prior chemical impairment. The PN Academic Faculty Director/ Director of Nursing faculty will determine successful rehabilitation for re-entry. Evidence of rehabilitation may include any of the following:
 - a. Documentation of a completed rehabilitation or substance abuse treatment program.
 - b. Proof of regular attendance in a "12 Step" anonymous program or similar therapeutic program.
 - c. Evidence of after-care attendance upon completion of a rehabilitation or substance abuse treatment program.
 - d. Students failing to test by the deadline may have an evaluation and letter completed by a physician specializing in addiction stating that the student does not have an addiction to alcohol, prescription drugs, or illicit substances. The student must sign a release with the physician allowing the PN Academic Faculty Director/ Director of Nursing to discuss the evaluation with the physician. This may not be an option for students testing positive for drugs/alcohol.
3. Letter from treatment facility and/or therapist stating the student would be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
4. Students requesting readmission must have a repeat screening for drugs and/or alcohol immediately prior to readmission.
5. Students requesting readmission must agree to submit to random alcohol/drug screening, at student expense.

If a student applying for re-entry to the PCC Practical Nurse Certificate program under this Policy: 1) has a positive result on the screening immediately prior to readmission, 2) has a positive result on a random screen, or

3) refuses to submit to random drug screening or screening immediately prior to readmission, the student will be permanently dismissed from the PCC Practical Nurse Certificate 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 PN 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 PN Academic Faculty Director 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. Make-up clock hours will be provided to the student as needed.

Appeal Statement

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

Revised: July 2024



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: July 2024



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 PCC Practical Nurse Certificate program.

Print Name

Date

Signature

Reviewed: July 2024

XI. 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 PCC Practical Nurse Certificate program office at 206-5140. 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 PCC Practical Nurse Certificate program faculty and PCC Practical Nurse Certificate program faculty are not allowed to accept gifts from students.

D. PROGRAM COSTS

(See Approximate Costs for Nursing Students - Appendix O)

E. STUDENT NURSE ASSOCIATION AT PIMA COMMUNITY COLLEGE (SNAP)

SNAP is a pre-professional organization. Officers are elected by the current members of the organization. Each officer serves a one-year term.

Nursing students are encouraged to join and participate in the activities of SNAP. The organization has business and educational meetings scheduled throughout the school year. The members sponsor fundraising events, the Pinning Ceremony and educational programs. In addition, the organization provides students with an opportunity to have input into PCC Practical Nurse Certificate program faculty meetings and selected membership on PCC Practical Nurse Certificate program committees. The members of SNAP are also eligible to join the National Student Nurses Organization and receive valuable insight into the issues that are currently affecting the nursing profession and health care.

F. STUDENT PARTICIPATION IN PCC PRACTICAL NURSE CERTIFICATE PROGRAM GOVERNANCE

Nursing students are encouraged to join PCC Student Government and Desert Vista Campus student activities groups. Students can obtain information about College student governance opportunities and available student groups (Appendix N) through the Desert Vista Campus Student Services Office. The Student Nursing Association of Pima (SNAP) provides an important mechanism for communication between nursing students and faculty. All enrolled nursing students can join SNAP and have input into the governance of the PCC Practical Nurse Certificate program. Nursing students are also strongly encouraged to volunteer as a class representative. Class representatives serve as the spokesperson for their classmates and bring

concerns/comments, offer suggestions and ask questions to their course faculty. If more than one person volunteers, an election by students will take place. A representative of the PCC Practical Nurse Certificate program will count the ballots.

G. GRADUATION REQUIREMENTS

The **NRS 119** student will be responsible for:

1. Submitting the signed graduation application to the Admissions office prior to the PCC graduation application deadline.

Nursing graduates are encouraged to participate in the Pima Community College graduation ceremony at the Tucson Convention Center held in May of each year.

H. PINNING CEREMONY

The pinning ceremony is the Department of Nursing completion ceremony for graduates. A specific date for the ceremony is determined by program faculty/instructors. It is held at the end of NRS 119.

There is a specific protocol which has been traditionally established for the ceremony. Dress code for this event is the scrubs worn during the program. Nursing hats are not to be worn during the ceremony. No flowers or corsages are to be worn on the gown. The planning committee for the ceremony consists of the nursing faculty/instructors and members of the graduating class. A nursing pin will be given to the student during the ceremony. Each individual class member is responsible for their photographic services.

The pinning ceremony is a long-held tradition in the field of nursing signifying the culmination of the educational program. This ceremony is a welcoming of students into the professional field of nursing. Students are expected to behave in an appropriate and respectful manner during this solemn event. Students violating this policy will be required to meet with the PN Academic Faculty Director/ Director of Nursing and may be terminated from the PCC Practical Nurse Certificate program.

I. NCLEX® EXAMINATIONS

In order to be eligible to take the NCLEX-PN® exam, a student must successfully complete all coursework required by the PCC Practical Nurse Certificate program. **Completion of the NCLEX-PN® eligibility requirements does not guarantee passage of the NCLEX-PN® examination.** All licensure decisions are rendered by the Arizona State Board of Nursing.

J. AFTER GRADUATION: ADMISSION TO THE LPN TO RN TRANSITION PROGRAM

1. In order to be eligible for NRS 188, the applicant must have:
 - a. completed the pre-requisites as described in the [program requirements](#).
 - b. an LPN license from the state of Arizona or multi-state privileges to practice in Arizona. The LPN license cannot indicate probationary status or be encumbered in any way.
2. The LPN applicant to NRS 188 must complete the LPN to RN nursing program application.

3. The LPN applicant must meet the clinical eligibility requirements of the ADN program. This information will be provided to the applicant upon acceptance to the program.

K. ELIGIBILITY FOR NCLEX-PN® EXAMINATION AND LICENSURE

Once the student has successfully completed the program, the student's name will be sent to the Arizona State Board of Nursing (AZBN).

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

1. Go to: <https://www.azbn.gov/licenses-certifications/apply-for-a-license>
2. Click on RN/LPN application by examination. Complete the application.
3. The program code is 96-195
4. Go to Pearson Vue at <https://wsr.pearsonvue.com/testtaker/profile/create/SignUp/NCLEXTESTING> to register to take the exam. (Program Code: US96109500)
5. Please utilize an NCLEX-PN® review book to practice before taking the exam. Remember that you are answering questions as an LPN, not RN. Review the LPN scope of practice.
6. Please be aware it may take the AZBN up to 30 days to process your education information allowing clearance to schedule your NCLEX-PN.

Revised: July 2025

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 membranes 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. Hand hygiene should be performed 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 disposable 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 healthcare workers are not known to be at greater risk of contracting HIV infection than health care workers who are not pregnant; however, if a healthcare worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission.
7. In the event of accidental exposure to potentially infectious material, the student should immediately contact their Clinical Instructor for further instructions. The student will be permitted to exit their clinical experience to seek immediate medical attention.

Reviewed: June 2024

HEALTH RISK STATEMENT OF UNDERSTANDING

I understand there are health risks involved **as a participant in the Practical Nurse Certificate 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 that to fulfill the requirements of the skills laboratory and clinical laboratory components of the PCC Practical Nurse Certificate program, 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 departments within the Practical Nurse Certificate program at Pima Community College.

Print Name

Date

Student Signature

Revised: July 2024

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 obligations 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

Tuberculosis Symptom Screen for Persons with Positive PPDs

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
9. Chest pain Yes No

(Name of Patient) is free of symptoms of tuberculosis. I do not recommend a repeat chest radiograph.

Name and title (please print)

Signature: _____

Date: _____

Revised: August 2017

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):

The above student cannot receive a PPD due to a previous positive PPD.

Date of positive PPD: _____

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

Print Name: _____

Title: _____

Signature: _____

Phone: _____

Address: _____

Date: _____

Revised: August 2017



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 PCC Practical Nurse Certificate program and the clinical agencies that I have personal health insurance.
- 3) Falsification of this document will result in my being terminated from the PCC Practical Nurse Certificate program.

Print Name

Date

Student Signature

Entering Semester

Revised: July 2024

**Health Declaration/Physical Examination Form-PCC Practical Nurse Certificate
Program-Student**

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

Student Applicant Contact Information

Student Applicant Name: _____ A Number: _____

Street Address: _____ Home Phone: _____

City, State, ZIP: _____

Official Pima Email Address: _____ @mail.pima.edu

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

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
		<ul style="list-style-type: none"> ● 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 Desert Vista Campus Access & Disability Resources (ADR) Office to determine if reasonable accommodations can be made. Enrollment into the Practical Nurse Certificate program will be pending evaluation by the PCC Desert Vista Campus ADR Office and the Department of Nursing.

Student Applicant Name: _____ Student Applicant I.D. #: A _____

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: _____

Technical Standards (Functional Abilities Essential for Nursing Practice)

The purpose of the PCC Practical Nurse Certificate 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 PCC Practical Nurse Certificate 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 PCC Practical Nurse Certificate program Technical Standards will be accepted for admission.

Students admitted to the PCC Practical Nurse Certificate 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 Practical Nurse Certificate 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

Functional Ability	Standard	Examples of Required Activities
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 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	<p>Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for actions</p> <p>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</p> <p>Honesty and integrity beyond reproach</p>	<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

Functional Ability	Standard	Examples of Required Activities
		<ul style="list-style-type: none"> 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 Practical Nurse Certificate program 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 PCC Practical Nurse Certificate program, the student is responsible for notifying their nursing instructor of conditions that impact the student's ability to meet the PCC Practical Nurse Certificate program Technical Standards. Any change in the student's ability to meet and/or perform the PCC Practical Nurse Certificate program Technical Standards would require the student to provide appropriate documentation (as identified by the PCC Practical Nurse Certificate program) that they once again meet Technical Standards.

If an accommodation is necessary to participate in the Practical Nurse Certificate program, participation is dependent on the identification of a reasonable accommodation. Reasonableness is determined by the Access and Disability Resources (ADR) Office and the Practical Nurse Certificate program on a case-by-case basis utilizing the PCC Practical Nurse Certificate program 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 each course and in a timely manner.

Revised: July 2024

SCEDULING POLICY

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

It is the student's responsibility to notify the PN Academic Faculty Director if they have been banned or denied entry into any clinical facility used for instruction by the PCC Practical Nurse Certificate program.

I have read and understood the above statement. I also understand this policy letter applies for all courses of the PCC Practical Nurse Certificate program.

Student Name

Student ID#

Student Signature

Date

Nursing Course and Cohort

Revised: July 2024

REQUEST FOR RE-ENTRY

To be completed by the student. This form will not be accepted unless fully completed!

I am requesting consideration for re-entry into the Pima Community College Practical Nurse Certificate program.

The course I am requesting to re-enter is: _____

The cohort I am requesting to re-enter is (i.e. color and year): _____

Courses Completed: _____

I understand re-entry is contingent upon space availability and there is no guarantee a seat will be available upon my return. I understand failure to update my contact information may cause me to lose my re-entry seat because I cannot be contacted. Attached is a PCC unofficial transcript.

I have discussed my re-entry with the PN Academic Faculty Director, and they have verified I am eligible to re-enter and have attached all necessary re-entry paperwork.

Student Name _____ (Please Print)

Any other names used while at Pima Community College: _____

Student ID# A _____

Current Address _____

(Street Address / City / State / Zip)

Telephone # _____ Pima E-mail Address: _____ @mail.pima.edu

Student Signature _____ Date: _____

Nursing Course Faculty _____ Date: _____
(Signature)

Reason for Re-Entry: _____

Reviewed: May 2024

CLINICAL ELIGIBILITY FOR CURRENT/RETURNING STUDENTS

1. Proof of two MMR (Mumps, Measles, Rubella) vaccinations or a positive/reactive titer.
2. Proof of two Varicella (Chicken Pox) vaccinations or a positive/reactive titer.
3. Hepatitis B immunization (series of two or three injections), or positive or reactive serology (titer) results indicating immunity.
4. Tetanus, Diphtheria, Pertussis (Tdap): This is good for ten years and cannot expire before the last day of the program.
5. Seasonal influenza vaccine.
6. Proof of Negative 2-step TB skin test (PPD) or TB Quantiferon Gold or T-spot or Physician Clearance: This is good for one year and cannot expire before the last day of the current clinical course.
7. Students who have had a positive PPD must provide the following:
 - a. Documentation from an MD/DO/NP/PA which includes the date of the positive PPD **and**
 - b. Documentation of a negative chest x-ray that was done after the date of the positive PPD **and**
 - c. Completed Tuberculosis Symptom Screen Questionnaire (This is good for one year and cannot expire before the last day of the current semester.)
8. Physical exam form completed and signed by a healthcare provider.
9. Current Healthcare Provider CPR certification that clearly states “Healthcare Provider” and “**American Heart Association**.” The card does not expire until after the last day of the program. CPR certification is good for two years (**For re-entry or advanced placement only**).
10. DPS Fingerprint Card (cannot expire before the last day of the current program.)
11. Proof of Health Insurance **and** Health Insurance Verification form.
12. Signed copy of *Signature Form For Practical Nurse Certificate program Student Policy Handbook*.
13. Signed copy of *Student Code of Conduct* form.

Clinical eligibility documentation contained herein is current at the time of publication. Requirements may be revised and are subject to change. It is ultimately the students' responsibility to maintain current clinical documentation. (All documents are uploaded to Typhon.)

Clinical Eligibility Requirements for Entering Students

Required Immunizations: All students entering the PCC Practical Nurse Certificate program must meet eligibility requirements to attend the clinical laboratory. This is essential for the safety of the clients at the clinical facilities used by the PCC Practical Nurse Certificate program. The student must provide proof of meeting these requirements.

Copies of immunization records and laboratory results of titers **must be provided by the student along with the Health Declaration/Physical Examination Form. You will be asked to upload these documents into the current document management system.**

1. MMR (measles/ mumps/rubella): Two doses (4 weeks between doses) **or** students may provide a copy of laboratory results demonstrating immunity.
2. Varicella (chicken pox): Two doses (4 weeks between doses) **or** students may provide a copy of laboratory results demonstrating immunity.
3. Hepatitis B immunization (series of two or three injections), or positive or reactive serology (titer) results indicating immunity.
4. Tdap (tetanus, diphtheria and pertussis) within the last 10 years, effective through the last day of the program.
5. Flu vaccine: must be administered within the appropriate flu season.
6. Negative two-step PPD (TB skin test) or Quantiferon Gold current through the last day of the program.
7. Students who cannot get a PPD must provide the following:
 - a. Documentation which includes the date of the positive PPD **and**
 - b. Documentation of a negative chest x-ray that was done after the date of the positive PPD and within the last five years **and**
 - c. Completed Tuberculosis Symptoms Screen Questionnaire. (This is good for one year and cannot expire before the last day of the currently enrolled clinical course.)
8. Certified Background printout showing all requirements completed and no records found on background check.

Additional Eligibility Requirements: As with the immunizations, the student is to retain the originals and provide copies of all documentation provided regarding clinical eligibility.

1. Arizona Department of Public Safety (DPS) Fingerprint Clearance Card and a copy of the card.
2. CPR card (Health Care Provider level – infant/child/adult) effective through the last day of the program and a copy of both sides of the card. **Must be done through the American Heart Association.** No online courses accepted.
3. Verification of health insurance with insurance card and a copy of the card, effective through the end of the program.
4. Signed copy of Signature Form from *PCC Practical Nurse Certificate program Student Policy Handbook*.
5. Signed copy of Student Code of Conduct from *PCC Practical Nurse Certificate program Student Policy Handbook*.

Revised: July 2024

Student Code of Conduct and Academic Integrity Code

As a student of Pima Community College you have rights and responsibilities which are listed in the Student Code of Conduct and Academic Integrity Code. 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>

<https://pima.edu/student-resources/student-policies-complaints/docs/Academic-Integrity-Code.pdf>

As a student in the Pima Community College Practical Nurse Certificate program, 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 and Academic Integrity Code. I confirm that I have read and understand the Student Code of Conduct and Academic Integrity Code.

Name (Please print): _____

Signature: _____ Date: _____

Revised: June 2022

RULES FOR TAKING TESTS BY NURSING STUDENTS

“Test” refers to any test, quiz, or examination.

1. Students are required to have an identification card available to show the instructor before EACH test.
2. Students will place the following items off to one side of the room while testing:
 - a. Backpacks, briefcases, laptop computers, cell phones, pagers, scientific calculators, iPods, Smart Watches, portable DVD players, Google Glass™ or any other portable electronic data transmitting device.
 - b. Study materials, textbooks, notes, nursing journals, magazines, dictionaries or any other piece of paper, document, book, etc. with any words in any language or code, any drawings or graphs.
 - c. Water, food, baseball caps, Kleenex, paper towels, bathroom tissue or anything else which can be written on.
3. The student should bring the following to the test: Two wooden pencils with erasers. A simple calculator will be provided. No pens or mechanical pencils.
4. 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, including HESI or NLN exams. 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 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).
5. All exceptions to the timed portion of the test and the scheduled location will be allowed after written documentation of accommodations approved by Access & Disability Resources.
6. After the exam is completed, students will have no further access to their exam.
7. During the test, monitoring will be done to ensure there is no communication – verbal or nonverbal between students during the test. In addition, there will be no discussion of the test contents.
8. These rules are in addition to those outlined in the Testing Policies addressed previously in VIII. Classroom/Clinical Evaluation in the Practical Nurse Certificate program Student Policy Handbook, the directions on the test booklet and instructions by the nursing faculty or proctor.
9. If you have knowledge of any cheating that is occurring, you have a duty to report it to the test monitor or the course instructor.

Skills Success Referral Process

1. Clinical instructor identifies the student who requires skill remediation in the clinical setting.
2. Clinical instructor completes a learning contract indicating the student's need to attend skill success training in an open lab.
3. Clinical instructor and student complete "Skill Success Referral Form" with instruction to student to bring referral form to lab instructor.
4. Clinical instructor sends an e-mail to the lab instructor communicating the referral.
5. Student makes an appointment with the nursing office to meet the lab instructor during "open lab" time.
6. Student brings "Skills Success Referral Form" to meeting with lab instructor.
7. Remediation is completed before the student can return to the clinical setting.
8. Bottom half of the form is filled out and the entire form is returned to the clinical instructor as the student's "ticket" back into clinical.
9. The original form will be returned to the clinical instructor to be placed in the student's file.

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
- American Advertising Federation Student Chapter
- Archaeology Club
- Art Sparks!
- Aviation Technology Club
- Black Student Union
- Ceramics Club
- Cinematopia
- College Republicans
- Cultures United
- Dental Hygiene Association
- Diversity and Inclusion Club
- Engineering Club
- Gamers Club
- Gay Straight Alliance
- Ham Radio Club
- Honors Club
- International Student Club
- Journalism Club
- Mission Campus Ministry
- Multi-Media Club
- Native American Student Association
- Paralegal Club
- PCC Men of Color Achievement Program
- PCC Pool Club
- PCC Superusers Club
- Performing Arts
- Phi Theta Kappa International Honor Society (PTK)
- Philosophy Club
- Photography Club
- Pima Business Club
- Pima Chess Club
- Pima Climate Action and Sustainability Ambassadors
- Pima Dance Club
- Pima Fashion Association
- Pima Hospitality Club
- Pima Video Game Club
- Pima Weightlifting Club
- Ping Pong Club
- Pride Alliance
- Rad Club
- Respiratory Therapy Club
- Society of Hispanic Professional Engineers
- Stars "R" us
- Student Nurses Association (SNAP)
- Student Senate
- Student Veterans Organization
- Tabletop RPG Club
- Turning Point USA at Pima Community College
- Undocumented Youth Alliance
- Vet Tech Club
- Young Democrat

Student Life Office Contact Information:

West Campus, AG20, 520.206.6742

WC-Student-Life@pima.edu

Twitter: [@StudentLifeWC](#)

Facebook: www.facebook.com/studentlifewc/

APPROXIMATE COSTS FOR NURSING STUDENTS 2024-2025

1. Uniforms			NRS110	
Name Pin	Varies		1. Tuition	\$653.25
Pants, Top, Jacket, Shoes	Varies		2. Course Fees	\$450.00
2. Clinical Eligibility	Varies			(testing platform, lab supplies, technology fee)
(Immunizations, Background Check)			NRS115	
3. Document Tracking Service	70.00		1. Tuition	\$653.25
4. Equipment (stethoscope, bandage scissors, hemostat, watch with second hand)		Varies	2. Course Fees	\$290.00
				(testing platform, lab supplies, technology fee)
5. Books/Resources	\$1757.56		NRS116	
			1. Tuition	\$653.25
BIO160			2. Course Fees	\$290.00
1. Tuition	\$368.00			(testing platform, lab supplies, technology fee)
2. Course Fees	\$80.00		NRS117	
(testing platform, lab supplies, technology fee)			1. Tuition	\$653.25
HRP 104			2. Course Fees	\$315.00
1. Tuition	\$201.00			(testing platform, lab supplies, technology fee)
2. Course Fees	\$25.00		NRS119	
(testing platform, lab supplies, technology fee)			1. Tuition	\$251.25
			2. Course Fees	\$265.00
				(testing platform, NLN testing, technology fee)
			NCLEX-PN®	
			AZBN Fee	\$350.00
			Testing Service Fee	\$200.00

Estimated Program Totals: 10,435.81

- **Tuition Based on In-State Residency**
- **Does not include any optional courses or college related additional fees**
- **Costs are estimates**

Revised: July 2024

SIGNATURE FORM FOR PRACTICAL NURSING STUDENT POLICY HANDBOOK

Name: _____ Student Number A _____

PCC student email: _____ @mail.pima.edu

Phone (Home): _____ Phone (Cell): _____

I have received, read, understood and will abide by the Pima Community College Practical Nurse Certificate Program Student Policy Handbook regarding the following policies:

- 1. Introduction to PCC Practical Nurse Certificate program
- 2. Arizona State Board of Nursing Legal Limitations for Nurse Licensure
- 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: _____

COMPLETE & SIGN FORM TO UPLOAD INTO TYPHON