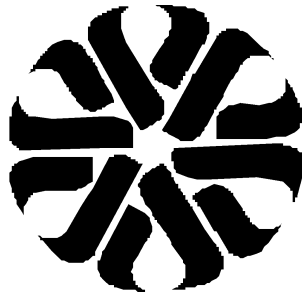


# **Pima Community College**

## **Department of Nursing**

### **Licensed Practical Nurse Program**

#### **Student Policy Handbook**



**Effective April 1, 2018**

**Pima Community College is committed to providing accommodations for qualified individuals with disabilities in a timely and effective manner. To request a reasonable accommodation, students must be registered with the campus Access and Disability Resources (ADR) office. Accommodations will be made based on eligibility determined by Access and Disability Resources. Services can be requested at any time during the year. Requesting services well in advance will help to ensure that resources are available when needed. Please contact an ADR office at 206-5151 (Desert Vista) or 206-6688 (West) or [ADRhelp@pima.edu](mailto:ADRhelp@pima.edu).**

**Handbook Reviewed & Revised: September 2017 and Approved for Publication December 1, 2017.**

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

Arizona State Board of Nursing  
4747 North 7th Street, Suite 200  
Phoenix, AZ 85014-3655  
602-771-7800  
[www.azbn.gov/](http://www.azbn.gov/)

Documentation of this program accreditation is available from the 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 Department of Nursing. The Department of Nursing embraces the mission and vision statements of Pima Community College. The Department of Nursing 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 contains the [Code of Conduct](#). The nursing student is also required to follow Arizona State Board of Nursing policies. There are additional policies specific to the Department of Nursing contained in this document. The purpose of this handbook is to communicate the specific policies of the Pima Community College Department of Nursing.

This Department of Nursing 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.**

All admissions to the Department of Nursing 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.

West Campus Admissions Office	520-206-6640
West Campus Advising	520-206-6699
Desert Vista Admissions Office (CTD)	520-206-5100
Desert Vista Advising	520-206-5030
Nursing Department Faculty Advising	520-206-6661

**Admission to PCC does not automatically guarantee admission to the Department of Nursing.**

The Program Manager, or designee, of the Department of Nursing registers students for all practical nursing courses after admission to the Department of Nursing. Admission to the Department of Nursing 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 any of the Department of Nursing, 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 Department of Nursing strongly recommends students who are unsure of their ability to become licensed post-graduation should contact the Board PRIOR to application into any Department of Nursing 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](http://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 Department of Nursing reserves the right to deny entry to students with prior violations on the basis of concerns for safety.

**Time Commitment for Successful Completion of the Department of Nursing.**

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 Department of Nursing and should be considered by the student for planning for success. Students must be aware that the Department of Nursing 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 Department of Nursing.

## I. PIMA COMMUNITY COLLEGE DEPARTMENT OF NURSING

### 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 health care 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 utilization of evidence-based practice, informatics, lifelong learning, and 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 Department of Nursing 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 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**

**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 error 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 <http://www.mass.edu/currentinit/documents/NursingCoreCompetencies.pdf>

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

Revised: July 2017

## II. LEGAL LIMITATIONS FOR NURSE LICENSURE

The nursing faculty make available to applicants of the Department of Nursing 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.

Reviewed: August 2017

## **A. 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).

### **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 Department of Nursing.

ADR and testing accommodations: 206-5151 or  
[ADRhelp@pima.edu](mailto:ADRhelp@pima.edu)

Revised: August 2017

## IV. BEHAVIORAL POLICIES

### A. STANDARDS OF PROFESSIONAL CONDUCT

Pima Community College Department of Nursing 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 or termination from the Department of Nursing program they are enrolled.*

### B. PIMA COMMUNITY COLLEGE CODE OF CONDUCT

Students admitted to the Department of Nursing are also required to adhere to PCC Code of Conduct defined on the College website:

<http://www.pima.edu/current-students/code-of-conduct/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 from the Department of Nursing.

#### **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 Department Head of Nursing for their enrolled program, and may include the instructor, within five business days and may result in termination from the program with no possibility of return/reapplication.**

### **D. ETHICAL/LEGAL BEHAVIOR**

The Department of Nursing 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.

Revised: August 2017

## V. HEALTH POLICIES/INSURANCE

### A. GENERAL POLICIES

1. Nursing students must meet clinical eligibility requirements at the time of application, as defined by the Department of Nursing, prior to attending clinical experiences. These requirements may change with short notice.
2. In circumstances of student illness, injury or other health limitations, the clinical agency and the college health policies will be followed. The Department of Nursing 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 Department of Nursing 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. Department of Nursing 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 health care 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 Department of Nursing Technical Standards. The Department of Nursing 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 Department of Nursing 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 Dean of Nursing 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 Dean of Nursing may deny a student entry into any Department of Nursing 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 Department of Nursing follows the Pima County Health Department, as well as the individual health facility guidelines regarding tuberculosis screening and immunizations. The Department of Nursing

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 Department of Nursing 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 (NA-810, HO-818, HO-819 or transfer students) will provide the following documentation **on the date and time designated by the Department of Nursing:**

**Failure to provide adequate clinical eligibility documentation by the deadline date will result in the student being withdrawn from the course, receive a Memorandum of Expectations, and have to meet the requirements for the next course offering. 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 they are enrolled in and have to reapply to the program under the catalog year requirements of re-application.**

**Requirements include:**

- a. Signed Health Risk Statement of Understanding (Appendix B) and Health Declaration Form (Appendix F).
- b. Documentation of a negative PPD (TB skin test) current through the last day of the program; this requirement will need to be renewed once during the course of the program. A negative TB Quantiferon Gold test result will also be accepted. Students who cannot get a PPD must provide the following:
  - 1) Documentation which includes the date of the positive PPD **and**
  - 2) Documentation of a negative chest x-ray that was done after the date of the positive PPD and within the last 5 years, **and**
  - 3) Completed Tuberculosis Symptoms Screen Questionnaire. (This is good for one year and cannot expire before the last day of the program.)
- 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 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 program.
- g. Influenza vaccination, one injection within the most recent seasonal year.
- h. Negative urine drug/alcohol screening test.
- i. If advance placement is offered, current Healthcare Provider CPR certification that does not expire until after the last day of the 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.
- j. Arizona Department of Public Safety (DPS) fingerprint clearance card that is in good standing and does not expire before the end of the program.
  - 1) Application can be obtained from the Department of Nursing.
  - 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 Department Head of the Department of Nursing.
  - 4) Failure to self-disclose will result in termination from the program.
- k. 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)
- l. Signed copy of Signature Form for Department of Nursing Student Policy Handbook (Appendix U).
- m. PCC approved background tracker print out showing all requirements completed and no records found on background check.

Returning students will maintain currency of the following documentation every course **on the date and time designated by the Department of Nursing:**

- 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 PPD (TB skin test) or a quantiFERON TB Gold blood test (indicating no disease is present) current through the last day of the current clinical course. 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 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 current clinical course.)
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 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 Department of Nursing Student Policy Handbook (Appendix U).
  9. Signed copy of Student Code of Conduct (Appendix L).
  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 Department Head 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. J2 Laboratory will conduct the drug/alcohol screening and will provide results to the Department of Nursing.
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 Department of Nursing.
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 J2 laboratory indicates the test is invalid for any reason (i.e. failed dilution check), the student will be required to meet with the Department Head and re-test at the expense of the student on the date and time specified. The Department Head or Dean of Nursing reserves the right to request a blood, saliva or hair testing at anytime at the student's expense.

#### **D. DRUG SCREENING PROCEDURE FOR ENROLLED STUDENTS**

1. Enrolled students are drug/alcohol screened periodically at their own expense.
2. When notified of the need to drug/alcohol screen the student will have 48 hours to comply.
3. Students failing to test during the date and time documented on the Drug Testing Form do not meet the requirement for drug testing and will be immediately withdrawn from all nursing courses and are subject to the following guidelines:
  - Submit a letter requesting re-entry to the nursing program.
  - Provide documentation from a healthcare provider stating the student is able to function effectively and provide safe and therapeutic care for clients in the clinical setting.
  - Repeat a random drug/alcohol screen as instructed prior to re-entry.
  - The student will be subject to random drug/alcohol screenings throughout the remainder of the nursing program.
  - If the student, after re-entry to the nursing program has a positive result on a drug/alcohol screen the student will be permanently dismissed from the program with no possibility of readmission or re-entry. Notification will be sent to the Arizona State Board of Nursing if applicable.
  - Subsequent failure to test within the date and time documented on the Drug Test Form will result in withdrawal from the nursing program for a period of one year and the student must re-apply for entry, meeting the current entrance requirements, including documentation as discussed in Section X.
4. Students testing positive for drugs/alcohol will be deemed unsafe for the clinical setting and will be withdrawn from the Department of Nursing for a period of one year. Please see Section X – Re-entry of a Nursing Student after a Positive Drug/Alcohol Screen.
5. Students that test positive 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 Board of Medicine will be reported to the Board of Medicine (this includes refusal to test).
6. J2 Laboratory will conduct the drug/alcohol screening and will provide results to the Department of Nursing.
7. Students may also be randomly drug screened at any time throughout the program without cause.
8. Random drug screenings may be done with or without reasonable suspicion. The cost of random drug screens will be at the expense of the student.
9. If J2 laboratory indicates the test is invalid for any reason (i.e. failed dilution check), the student will be required to meet with the Department Head and re-test on the date and time specified at

the expense of the student. The Department Head or Dean of Nursing reserves the right to request a saliva or hair testing at anytime at the student's expense.

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

Revised: July 2017

## 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

#### **College 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 Department of Nursing policy.*

1. Personal electronic devices must be “off” or on “vibrate” mode when on the clinical unit.  
**Students will not access their wireless devices in the classroom, college laboratory or any clinical facility.**
2. Text messaging may only be done during breaks, not while students are in the classroom, college laboratory or clinical laboratory.
3. During class times, electronic devices are to be used to access course materials only. Instructors may require students to turn off all electronic devices, including computers, during class, clinical, or laboratory.
4. **Electronic devices will be turned off (NOT put in vibrate mode) during examinations.**
5. **Students found to be in violation of the above policy will be required to meet with the Department Head 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 Department of Nursing 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 LPN, RN 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 Department of Nursing.

**PN-861: Introduction to Practical Nursing**

**After demonstration in the college laboratory:**

1. Students will be supervised by the clinical instructor or designated staff nurse during the preparation, administration and recording of all 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.

**PN-872: Practical Nursing A**

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 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 nurse.
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 nurse.
8. Students may not co-sign any documents or serve as a witness for consent.

**PN-874, PN-882, PN-887 and PN-890**

1. Students will be supervised by the clinical instructor or designated staff nurse during the preparation, administration, and recording of all medications.
2. Students can perform all of the clinical skills performed by the PN-872 student.
3. Students may add medications and administer intravenous solutions with supervision by the clinical instructor or designated staff nurse.
4. Students may prepare intravenous piggyback infusions with direct supervision. 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.
6. Students may administer intravenous piggyback medications through a saline lock with direct supervision by the clinical instructor or designated staff nurse.

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

Students will use good judgment when illness occurs. To protect patients, staff and peers, students with a fever and/or symptoms of infectious disease will NOT report to the clinical laboratory setting. Students will consult with the clinical instructor prior to the start of the clinical day. The clinical instructor may dismiss a student from the clinical laboratory setting if the student poses a safety risk to themselves or patients. Clinical laboratory absence hours will be recorded for students dismissed from the clinical laboratory.

When a student experiences a change which may hinder their ability to perform in the clinical setting, the Department of Nursing 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 exposures 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 Department Head for the program they are assigned 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 Department Head of the Practical Nursing Program, with a copy to the Dean of Nursing, 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. Absences in excess of 10% of the total offered course hours from any of these (lecture, college laboratory and/or clinical laboratory) will result in failure in the course.

Students are expected to **remain in town** until the scheduled breaks of their program. Missed course hours for vacation will not be excused.

### **Lecture**

Punctual attendance is **mandatory**.

### **College Laboratory**

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

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

1. Contact the college laboratory faculty member prior to the missed session and successfully complete the assignment within two (2) weeks unless otherwise specified in the course syllabus.
2. 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 on 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 "fail", 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.**
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 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. PN-882 and PN-887 are the courses commonly called the “specialty” areas of nursing: PN-882: Maternal-Newborn Nursing and PN-887: Pediatric Nursing. The modules are limited to five (5) 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 Department of Nursing Student Policy Handbook. All requests for an excused absence must meet the department policy and the request is to be sent directly to the Department Head 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

### **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. OCCURRENCE REPORTS**

Occurrence 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.). In the event that 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 occurrence report per facility protocol.
4. Forward a copy of the occurrence report, per facility protocol, or a summary of the incident to the Department Chair of Nursing. ([Pima Community College Accident/Injury Reporting form](#))

5. Further discuss the occurrence with the clinical instructor who may assign subsequent documentation that explains:
  - a. The precipitating events that led to the occurrence.
  - 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 Department Chair of Nursing immediately if their DPS Fingerprint Clearance card has been suspended or revoked.
4. It is the student's responsibility to follow clinical laboratory agency policy and procedures. Policies and procedures are available at all clinical facilities.
5. Students are not allowed to smoke on the grounds of any clinical laboratory facility. Students who violate this policy will be dismissed from clinical, receive a clinical absence which may result in a clinical laboratory failure, and must meet with the Department Chair of Nursing and may result in termination from the program.
6. 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 Department Chair of Nursing within five business days and may result in termination from the program.**
7. While a student is enrolled in the PCC Department of Nursing, the student must practice as a nursing student regardless of other licenses or certifications held.
8. Students are not allowed to take verbal **or** phone orders from a physician or other healthcare provider.
9. 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.
10. Students are responsible for their own transportation to and from clinical laboratory facilities.

11. It may be necessary to make changes after registration to accommodate the needs of the Department of Nursing and/or the clinical facility. The nursing faculty guarantee a clinical laboratory experience for all students admitted but there is NO guarantee of specific day, time, instructor or facility.
12. 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 fees receipts to attend any part of the Department of Nursing.
13. 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.
14. 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.
15. 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.
16. **Clinical facilities may require an additional background check from students. Clinical facilities reserve the right to refuse a student based on the results.**
17. **Students must be able to attend a clinical laboratory at any of the clinical facilities used by the Department of Nursing during ANY cohort. Student's personal convenience cannot be accommodated. Students will be required to sign the Department of Nursing Scheduling Policy. (See Appendix I.)**
18. It is the student's responsibility to notify the Department Chair of Nursing if they have been banned or denied entry into ANY clinical facility. Failure to report this information will result in termination from the Department of Nursing.
19. 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 Department Chair of Nursing 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 Department of Nursing is the Student Nursing Association at Pima (SNAP). SNAP representatives are invited to attend the Department of Nursing 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. Faculty and course meetings are held from 1530-1700 on Mondays. The student class representative(s) will be provided with scheduled meeting dates/location.

Revised: August 2017

## VII. UNIFORM POLICY

**Any student not following the Uniform Policy will be excused from the clinical, college laboratory setting, or simulation by the Department of Nursing 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.

### A. UNIFORMS

Uniforms will be clean, well-fitting, non-stained, pressed and in good repair. Vouchers will be provided for you during program orientation to obtain the uniform tops, jacket and pants:

1. Uniform Tops:
  - a. Scrub top with PCC Logo and Nursing Professions Program embroidery
  - b. Jacket: Black long sleeve scrub jacket which snaps down the front. Jacket must be embroidered with PCC Logo and Nursing Professions Program embroidery.
  - c. Tattoos **MUST** be covered with a neutral colored (i.e. white, black, gray) long sleeve crew neck shirt, turtleneck shirt, or covered with waterproof makeup.
  - d. Students may wear a plain white shirt (no lettering, ruffles, collar, buttons, or appliqués) under their scrubs.
2. Uniform Pants: Black, uncuffed, and hemmed. If the pants have a drawstring, the drawstring must be the color of the pants (black). Waistband of the pants must sit on the waist. Pant hems may not touch the floor.
3. Skirts: Black scrub skirts must reach at least to the bottom of knee.
4. Name Pin: Name tags will be provided by the Nursing Professions Program Office prior to the first day of class. Name tag (legal first name and first initial only) must **ALWAYS** be visible.
5. Shoes: Clean, dark, unadorned (no lace or rhinestones) shoes with closed toe and heel. Black athletic shoes may be worn.
6. Stockings: Dark socks or anklets are to be worn with pants. With a skirt, dark colored hosiery (nylons) without runs are to be worn.

7. Uniforms vouchers will be provided to obtain items at:

- a. Jeri's Uniforms  
5665 E. Speedway Blvd.  
Tucson, AZ 85712  
520-795-3493

## **B. OTHER EQUIPMENT**

1. Watch with second hand measurement
2. Non-erasable **BLACK** ball-point pen. No felt tip OR roller-ball pens.
3. Stethoscope
4. Simple calculator
5. Pen light

## **C. GENERAL APPEARANCE**

1. Daily bathing/showering and effective unscented deodorant is professional demeanor. Absence of body odor is expected. Odors that may be offensive to patients are not allowed. This includes, but is not limited to: cologne, fragrant hairspray and cigarette smoke.
2. Makeup should be minimal and a natural look suitable for daytime use.
3. Hair should be clean, restrained and controlled so it is out of the face and does not hang forward. Hair accessories should match the color of the hair and be appropriate for a professional look. A head covering will be a solid color, preferably hunter green, or a neutral 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. Men should be clean shaven (no stubble). They may have neatly trimmed mustaches (even with the upper lip), beards (no whiskers on the neck), and/or sideburns (no longer than the ear lobes and non-flared). Eyebrows must be neatly trimmed.
5. Nails must be clean and well-manicured and no longer than ¼ inches long. No acrylic nails. If polish is worn, it must be clear. No type of long-lasting, chip-free, or extended-wear nail color, such as Shellac or gel-polish, is to be worn.
6. Jewelry is NOT appropriate for the clinical laboratory and is limited to 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.



8. Fanny packs are not allowed.

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

Revised: August 2017

## VIII. CLASSROOM/CLINICAL EVALUATION

### A. GRADING POLICY

The Department of Nursing 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 80% must be achieved in each course in order to advance to the next course.

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

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

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

**Classroom (Theory) Grading Scale:**

Pass	80% or higher
Fail	79.99% or lower

**Final course grades are not rounded.**

2. Grading policy for College laboratory:
  - a. College (skills) laboratory sections will be graded Pass/Fail (see individual course syllabi regarding college laboratory).
  - b. Students who have demonstrated unsafe clinical practice will be removed from the nursing course immediately, terminated from the Department of Nursing, and will receive an “F” as their final grade.
  - c. Students who have received a Student Success Contract/Memorandum of Expectations - Clinical, that Student Success Contract/Memorandum of Expectations - Clinical will be in effect until the student graduates from the Department of Nursing.
3. Grading policy for clinical laboratory:
  - a. Clinical laboratory will be graded Pass/Fail.
  - b. Students who are not making progress toward the course objectives at any point in the course will:
    - 1) Have a conference with 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/Memorandum of Expectations – Clinical, increased supervision, temporary exclusion, or dismissal.
- 3) All matters relating to clinical laboratory standing, including dismissal will be handled initially through the Department of Nursing and the Department Head of Nursing.
4. A minimum grade of “Pass” (80% 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. 79.6 will not be rounded to 80).
5. Students will take comprehensive final examinations in selected courses. Students will take standardized tests as required by the Department of Nursing. These standardized test scores are factored into the student’s course grade.
6. A drug calculation exam will be given at the beginning of PN-861, PN-872, and PN-874. A minimum grade of 90% must be achieved to continue in the course. If a student scores less than a 90% on the first attempt, students will have two additional attempts to pass the exam. Students must pass the exam before medications can be passed in the clinical setting. If a student is unable to pass the drug calculation exam within the three attempts, they will be considered unsafe to pass medications. An “F” will be given for clinical, and they will be withdrawn from the course. See Policy for Re-Entry in Section VIII.
7. A drug calculation exam will be given at the beginning of PN-882, PN-887, and PN-890. A minimum grade of 100% must be achieved to continue in the course. If a student scores less than a 100% on the first attempt, students will have two additional attempts to pass the exam. Students must pass the exam before medications can be passed in the clinical setting. If a student is unable to pass the drug calculation exam within the three attempts, they will be considered unsafe to pass medications. An “F” will be given for clinical, and they will be withdrawn from the course. See Policy for Re-Entry in Section VIII.
8. Students will be provided with formal feedback through an individual progress report (IPR) at the midpoint and final day of the course. This feedback may be administered in person through an individual meeting with the instructor or through D2L. Documents must be acknowledged and signed by the instructor and the student either in person or electronically through a secure online system.

## **B. ADMISSIONS**

1. Students who are unsuccessful in completing the nursing program and have re-entered the program one time as outlined in the re-entry policy, must wait a period of one year to re-apply under the current entrance requirements starting at the beginning of the program (NA-810 or if appropriate, HO-818).
2. Students who have applied to the Department of Nursing and have been unsuccessful can make an appointment with the Department Chair of Nursing to appeal this policy.

3. Incoming students are required to attend orientation to program prior to their program start date. This generally occurs one to two weeks prior to the start date. Students who do not attend the program orientation will not be permitted to enter the Department of Nursing and must reapply meeting the current entrance requirements.
4. The Department of Nursing Dean reserves the right to deny admission, continued enrollment, or re-enrollment to any applicant or student.

### C. TERMINATION

Termination from the Department of Nursing without return/reapplication option is based upon any one of the following:

1. Two Fs, or two Ws (withdrawal with failing) for academic or other reasons (including illness or other emergencies) or any combination thereof, as final grades in NA-810, HO-818, HO-819, PN-861, PN-872, PN-874, PN-882, PN-887 or PN-890.

2. Cheating

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

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

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

**Unsafe:** Department of Nursing 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 Department Head of Nursing. Any student who has a clinical evaluation of unsafe will be terminated from the Department of Nursing with no possibility of re-entry or re-admission. Unsafe practice may include:

- a. Lack of preparation for clinical laboratory.

- b. Performance which could jeopardize life, impedes recovery, or interferes with the maintenance of the patient's current health status.
  - c. Failure to immediately report a patient-care error to the clinical faculty and/or responsible nursing personnel.
  - d. Performing a procedure prior to instruction and faculty check-off is considered unsafe nursing practice resulting in a required meeting with the student, instructor, and Department Head of Nursing within five business days and may result in termination from the program.
  - e. The Arizona State Board of Nursing (AZBN) will be notified of licensed/certified students who have been terminated due to unsafe practice.
  - f. Students testing positive for drugs/alcohol will be deemed unsafe for the clinical setting and may be terminated from the Department of Nursing. Students that test positive for drugs and hold an LNA license or CNA certificate will 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 will result in a required meeting with the student, instructor, and Department Head of Nursing within five business days and may result in termination from the program with no possibility of return/reapplication.
  6. Failure of entering students to provide adequate clinical eligibility documentation by the deadline date and time may result in the student being terminated from the program and needing to reapply to the program and meet the current entrance requirements.
  7. It is the student's responsibility to notify the Department Head of Nursing if they have been banned or denied entry into **ANY** clinical facility that the Department of Nursing uses for student instruction. Failure to report this information will result in termination from the Department of Nursing.
  8. Orientation to class, college laboratory and clinical laboratory is critical to student's performance. Absence from any of these orientations may necessitate an instructor-initiated withdrawal from the course. Punctual attendance at all 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 an instructor-initiated withdrawal from this course.
  9. Punctual attendance at each clinical laboratory is **mandatory**. See Section VI- Policy on Attendance/Tardiness.
    - a. No call, no show in the clinical laboratory may result in removal from the course.

10. The student is required to disclose any changes in status related to Department of Safety (DPS) clearance to the Department Head of Nursing. Failure to self-disclose will result in termination from the program.
11. Entering students with a positive drug/alcohol screen are withdrawn from the program. Students with a positive urine drug/alcohol screen must reapply to the program and meet the current entrance requirements after a period of one year, with permission from the Department Head.
12. Entering students, including students on the alternate list, failing to test during the date and time documented on the Drug Testing Form do not meet the requirement for drug testing and will be withdrawn from the Department of Nursing. Students must reapply to the program and meet the current entrance requirements after a period of one year with permission from the Department Head.
  - a. Returning students failing to test during the date and time documented on the Drug Testing Form do not meet the requirement for drug testing and will be immediately withdrawn from all nursing courses for a period of one year and are subject to the same policy as positive drug/alcohol screens. Please see Section X – Re-entry of a Nursing Student after a Positive Drug/Alcohol Screen.
  - b. Permanent termination from the Department of Nursing will be warranted for refusal to submit to drug/alcohol screening without adequate explanation.
  - c. If a student applying for re-entry to the Department of Nursing has a positive result on the screening immediately prior to readmission, has a positive result on a random screen, or refuses to submit to random drug/alcohol screening, the student will be permanently terminated from the Department of Nursing.
13. Students identified as accessing their wireless devices in the classroom, college laboratory or any clinical facility will be required to meet with the Department Head of Nursing within five business days and may result in termination from the program.
14. Performance that violates the PCC Student Handbook, Student Rights and Responsibilities and/or the Department of Nursing Student Policy Handbook.
15. Falsification of any documents required by, and turned in to the Department of Nursing will result in termination from the Department of Nursing.
16. A student may appeal their termination by submitting a written request to the Dean of Nursing. Students may not attend classes during the appeal process.

#### **D. WITHDRAWAL**

1. **Student Initiated Withdrawal (W)**
  - a. 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.

- b. 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 cohort must notify their faculty of their intent prior to missing the next scheduled class. Placement into the next cohort will depend on space availability. A student must return to the Department of Nursing within six months or they will be terminated from the program (see Re-Entry Policy, section VIII).
- c. The written notice of withdrawal must be submitted within seven days to both the Department Head 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 Department Head to discuss the re-entry policy. The written notice will contain:
  - a. Reason for withdrawal.
  - b. Date of official withdrawal.
  - c. Date or cohort of intended request for re-entry. (See Policy for Re-entry.)
  - d. Request for Re-Entry form with attachments (See Appendix I).
- d. 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 Department Head of Nursing.

#### **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 Department of Nursing. 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 F, or W in PN-designated course in the PCC Associate Degree Department of Nursing).
2. Students who fail or withdraw and are eligible for re-entry must have an exit interview with Department Head member to discuss the re-entry policy.
3. A Request for Re-Entry form (See Appendix I) must be submitted to the Department Head within ten (10) business days of the failure/withdrawal/drop.
4. Before the start of each cohort, 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 in order of highest final course grade.
  - c. Students not selected due to lack of seats will have preference the following cohort over other students except those with passing grades at withdraw.
  - 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 Department of Nursing and meet the current entrance requirements starting at the beginning of the program.
5. Students leaving the Department of Nursing for any reason have six months (180 days) to return.

## **F. TRANSFER**

Due to the variability among nursing curriculums, transferring into the Department of Nursing may not be possible.

Applicants applying to enter the Department of Nursing 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 Department Head of Nursing as 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 Department Head of Nursing.
3. Lecture and college laboratory schedules indicating specific content covered at previous school(s) of nursing must be submitted to the Department Head of Nursing.
4. Validation of good standing letter from the Nursing Program Coordinator/Director stating your program status at the time of exit was "in good standings" 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 Department of Nursing 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 Department of Nursing Dean 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 Department of Nursing 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](http://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 Dean of Nursing.
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 PN-861 (lecture, skills lab, simulation, and clinical) is required to progress in the program. If this course is not successfully completed, and the student is eligible for re-entry, the course must be re-taken.
2. Successful completion of PN-872 (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, the course must be re-taken.
3. Successful completion of PN-874 (lecture, skills lab, simulation, and clinical) is required to progress in the program. If this course is not successfully completed, and the student is eligible for re-entry, the course must be re-taken.
4. Successful completion of PN-882 and PN-887 (lecture, skills lab, simulation, and clinical) is required to progress in the program. Both courses must be taken and completed successfully in the same cohort. If either of these sections are not successfully completed, and the student is eligible for re-entry, the failed or incomplete course must be re-taken.
5. Successful completion of PN-890 (lecture, skills lab, HESI exam, and simulation) is required to progress to graduation. If this course is not successfully completed, and the student is eligible for re-entry, the course must be re-taken.

6. Students identified by their clinical instructor as needing skills remediation will be required to follow the skills success referral process as defined in Appendix N.
7. Attendance at all class and clinical sessions to meet the objectives of the course.
8. A minimum score of 80 percent in the lecture component and a passing score in each clinical laboratory component is required for each course. Additional course requirements may be outlined in each course syllabus, complete HESI standardized tests with required remediation, if necessary.
9. Completion of all written and clinical assignments with a satisfactory grade.
10. Maintenance of the standards as outlined in the college catalog, PCC Student Handbook, Student Rights and Responsibilities Policy, and the Department of Nursing 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 Nursing PCC Institutional Research and/or the Department of Nursing Committees. Student feedback is utilized by the Department of Nursing for evaluating program effectiveness and student satisfaction.

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

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

1. Students are required to have a Pima Student Identification card available to show the instructor before EACH test if requested.
2. No discussion about the test will occur among students until all students have taken the test.

3. There is no opportunity to retake a test.
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 and CAT exams. Students who are unable to test at their assigned time and/or location due to an emergency may, with approval of instructors or faculty, arrange an alternate time and/or location. Failure by a student to test as assigned or to make alternative arrangements **before** their regularly scheduled date and time may result in the student receiving a zero (0) on the exam. Students may be asked to provide appropriate documentation (doctor's excuse, police report, etc.). If unable or unwilling to provide written documentation of why the test was missed, the student will be given a zero (0).
5. Accommodations for standardized or licensing exams are not approved by ADR and a separate request must be made to the company providing the exam (i.e. Pearson VUE for NCLEX).
6. **All** testing materials are the property of the Department of Nursing.
7. Test Review:
  - a. Students will have an opportunity to review test questions, with rationales, within one week of the test, **if not provided as part of completed computerized exams.**
  - b. Students will be informed via MyPima of a designated classroom for test review.
  - c. Students will be provided with their test report within one week of the test.
  - d. Students will have 15 minutes to silently review the questions and rationales of items answered incorrectly.
  - e. With the exception of the student test report, no materials, including writing instruments, cell phones, recorders, purses, backpacks, watches, etc. may be taken into the room.
  - f. Only nursing students currently enrolled in the course may attend the test review.
  - g. Students may not speak or ask any questions during this review.
  - h. If a student has comments or questions he or she should make an appointment with their primary course instructor within two weeks of the test. During this appointment only questions answered **incorrectly** will be reviewed. The maximum time for this appointment is 20 minutes.
  - i. Students must attend the test review prior to making an appointment with their primary course instructor.

Revised: August 2017

## IX. COMMUNICATION CHANNELS

### A. Department of Nursing OFFICES AND PHONE NUMBERS

Department of Nursing Office (West Campus)	D-200	206-6661
Department of Nursing Office (Desert Vista)	J-101	206-5140
Dean of Nursing	D-220	206-6663

### B. COMMUNICATION BETWEEN Department of Nursing, FACULTY, AND STUDENTS

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

1. MyPima will be the only electronic communication channel between students and faculty. Student emails sent from personal email sites will **NOT** be acknowledged.
2. MyPima email is to be checked daily.
3. Department of Nursing faculty office telephone numbers are listed on the PCC homepage directory ([www.pima.edu](http://www.pima.edu)) and in their syllabus.
4. Department of Nursing faculty have posted office hours which are available through the Department of Nursing Administrative Assistant at 206-5140
5. Students will be notified with 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. Nursing faculty/instructor
  - b. Primary nursing instructor/Course chair
  - c. Department head
  - d. Dean of Nursing
  - e. Pima Community College Grade Appeals/Complaint Procedures (refer to Section X).

### C. ADVISOR ASSIGNMENTS

Students are strongly encouraged to use CTD Student Services on the Desert Vista Campus for general advising on the Practical Nursing Program. Preadmission advising for the Registered Nursing Program should be sought from the Senior Advisor for Nursing. The Department of Nursing 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 Associate Degree Department of Nursing Course Summary Sheet (Appendix R or S). Students will progress through the Department of Nursing 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 cohort.
3. Making referrals for the student in issues outside of the academic domain.

**The student is responsible for:**

1. Making an appointment **each** cohort with his/her assigned faculty advisor. Student should bring a current copy of their My Degree Plan to this meeting. The purpose of these appointments is to assure completeness of the student file and to assess student progress.
2. Notifying the faculty advisor should the student not be able to keep a scheduled appointment.
3. Verifying all program requirements are met, and maintaining and updating their own copy of the Associate Degree Department of Nursing Course Summary Sheet.
4. **Assuming the ultimate responsibility for meeting graduation requirements.**

Revised: August 2017

## **X. PIMA COMMUNITY COLLEGE CODE OF CONDUCT AND COMPLAINT PROCESSES**

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

See [complaint process](#) for the procedure. The [grade related complaint process](#) is a different process. Students who wish to appeal a grade must do so, in writing to the Department Head/Director of the program, within thirty (30) business days from the end of the course. Grade appeals will be automatically denied if an appeal is received greater than thirty (30) business days from the end of the course. This will result in the conferred grade remaining on the student's transcript and may impact their grade point average (GPA).

Once an appeal has been received by the Department of Nursing, a meeting will be scheduled within ten (10) business days. As outlined in the College practices, the student will be required to provide proof of a mistake, fraud, or bad-faith of the instructor. The burden of proof rests upon the student to prove these allegations. After meeting with the student (the Investigation Meeting), the nursing department administration will have five (5) business days to provide a decision if a remedy cannot be achieved at the meeting. In rare instances, more time may be required to reach a decision, and, if that occurs, the student will be notified in writing of the new date when a decision can be expected.

All communications regarding grade appeals or complaints should be completed using the student's official Pima email address. All decision letters will be issued via email from the department head or dean directly to the student's official Pima email address. If no response or acknowledgement of the letter has been received by the issued deadline, the appeal will automatically be denied.

### **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 Department Chair 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 Nursing. This written report is the formal charge and

should include a description of the alleged event and pertinent documentation. Written notice to the student is done by written memorandum from the Vice President of Student Development.

### **C. SEXUAL HARASSMENT**

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

### **D. PIMA COMMUNITY COLLEGE Department of NURSING CHEMICAL IMPAIRMENT POLICY**

Pima Community College and the Department of Nursing 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 Dean of Nursing of the circumstances. The Campus Police will be notified for transportation needs.
  - c. The student will be required to make an appointment with the Dean 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 Dean 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 Dean of Nursing. Make an appointment for the student to meet with the Dean of Nursing on the next working day (Monday-Friday).
7. Have the student call family, friend or cab company to arrange transportation home after the screening.
8. If a student is unwilling or unable to arrange transportation home, Campus Police may be used for their safe transportation.
9. The student will **not** return to the classroom, laboratory, or clinical setting until the test results are available and the student's status in the program is determined. The Dean of Nursing will consider the screening results, or the student's refusal to consent to screening (if applicable) in determining the student's status in the program.

### **Confidentiality**

All communications received by Pima Community College relevant to drug/alcohol screening conducted pursuant to this Chemical Impairment Policy will be treated as confidential. Such communications will not be disclosed, except:

1. To the tested student or any other person designated in writing by the student.
2. To individuals designated by the College to receive and evaluate test results or hear the student's explanation.
3. 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 college and the Dean 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 from the program 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 Department of Nursing 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 Department of Nursing. Re-entry is based upon space availability.
2. Provide satisfactory evidence of rehabilitation related to the student's prior chemical impairment. The Department 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 Department 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 Department of Nursing 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 Department of Nursing.

### **Negative Drug/Alcohol Screen After Being Suspected of Chemical Impairment**

If the drug/alcohol toxicology screen is negative, the student will meet with the Department Head of Nursing 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 Department Head of Nursing 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 2017



**Pima Community College  
Department of Nursing**

**CONSENT TO TRANSPORT**

I, \_\_\_\_\_, hereby authorize Pima Community College to transport me to a nearby J2 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 2015



**Pima Community College  
Department of Nursing**

**RELEASE AND CONSENT FORM**

I, \_\_\_\_\_, authorize J2 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 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 Department of Nursing.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Revised: July 2016

## **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 Department of Nursing 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 Department of Nursing faculty and Department of Nursing faculty are not allowed to accept gifts from students.

### **D. PROGRAM COSTS**

See Approximate Costs for Nursing Students - Appendix P

### **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 Department of Nursing faculty meetings and selected membership on Department of Nursing 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 Department of Nursing 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 O) thru 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 Department of Nursing. 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 Department of Nursing will count the ballots.

## **G. GRADUATION REQUIREMENTS**

The **PN-890** 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 PN-890.

There is a specific protocol which has been traditionally established for the ceremony. Dress code for this event is a black graduation gown with semi-formal attire under the gown. 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 graduation gown, attire under the gown and 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 Dean of Nursing and may be terminated from the Department of Nursing.

## **I. NCLEX® EXAMINATIONS**

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

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

Admission to the NRS 188 course is handled solely through the Department of Nursing. Students cannot enroll in NRS 188 without the permission of the Department of Nursing. The NRS 188 applicant must

have worked in the community as a licensed practical nurse for a minimum of 576 hours to qualify for this course.

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.
  - c. Complete any other requirements put forth by the Department of Nursing for entry.
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 program.

#### **K. CNA EDUCATION WAIVER**

Nursing students who successfully completed NA-810 within the past two years may be eligible to apply to the Arizona State Board of Nursing for Nursing Assistant Certification. Students must have completed 40 hours of patient care in a long-term care facility approved by the State Board of Nursing and have had no absences or tardies during the LTC rotation. Students are responsible for submitting the completed CNA/LNA application to the Arizona State Board of Nursing, scheduling their exam with Headmaster, and the cost of the exam. Student will be notified by Pima email when form is ready for pick-up in the nursing office.

#### **L. 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.

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

1. Go to: <http://www.azbn.gov/Applications.aspx>
2. Click on RN/LPN application by examination. Complete the application.
3. The program code is 96-195
4. Go to Pearson Vue at <http://pearsonvue.com/nclex/capva/> 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: August 2017





## UNIVERSAL PRECAUTIONS

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

1. Health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids of any patient. Gloves should be worn when exposed to blood and body fluids, mucous membranes or non-intact skin of all patients, handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed and hands washed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membrane of the mouth, nose and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. 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 infective 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: July 2017



**HEALTH RISK STATEMENT OF UNDERSTANDING**

I understand there are health risks involved **as a participant in the Department of Nursing** at Pima Community College.

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

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

I understand to fulfill the requirements of the skills laboratory and clinical laboratory components of the Department of Nursing, 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 Department of Nursing at Pima Community College.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature



**Pima Community College  
Department of Nursing**

**RELEASE OF ALL CLAIMS**

RELEASE, made by the undersigned,

of

(Street Address / City / State / Zip)

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



### 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

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

\_\_\_\_\_  
Name and title (please print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: August 2017



**(PAGE 2 OF 2)**

**To be completed by the student:**

Student name: \_\_\_\_\_

Pima ID number: A\_\_\_\_\_

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

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



**Pima Community College  
Department of Nursing**

**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 Department of Nursing and the clinical agencies that I have personal health insurance.
- 3) falsification of this document will result in my being terminated from the Department of Nursing.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Entering Cohort



**Pima County Community College District**  
**Department of Nursing**  
**Health Declaration/ Physical Examination Form – Department of Nursing -**  
**Student**

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

**Student Applicant Contact Information**

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

**Health Declaration**

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

**Physical Examination**

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

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

## 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"> <li>• Move within confined spaces such as treatment room or operating suite</li> <li>• Assist with turning and lifting clients</li> <li>• Administer CPR</li> </ul>
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills	<ul style="list-style-type: none"> <li>• Pick up and grasp small objects with fingers such as insulin syringe, pills</li> <li>• Perform tracheotomy suctioning, insert urinary catheter</li> </ul>
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"> <li>• Walk/stand for extended periods of time; turn, position, and transfer clients.</li> <li>• Manually resuscitate clients in emergency situations</li> </ul>
Physical Strength	Physical strength sufficient to perform full range of required client care activities	<ul style="list-style-type: none"> <li>• Push and pull 250 pounds on wheeled bed or gurney</li> <li>• Lift and move heavy objects up to 50 pounds</li> </ul>
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"> <li>• 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</li> </ul>
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs	<ul style="list-style-type: none"> <li>• Hear normal speaking level sounds</li> <li>• Hear auscultatory sounds</li> <li>• Hear auditory alarms (monitors, fire alarms, call bells)</li> <li>• Hear cries for help</li> </ul>
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of nursing care	<ul style="list-style-type: none"> <li>• See objects up to 20 feet away</li> <li>• Visual acuity to read calibrations on 1 ml syringe</li> <li>• Assess skin color (cyanosis, pallor)</li> </ul>
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs	<ul style="list-style-type: none"> <li>• Feel vibrations (pulses)</li> <li>• Detect temperature changes</li> <li>• Palpate veins for cannulation</li> </ul>
Smell	Olfactory ability sufficient to detect significant environmental and client odors	<ul style="list-style-type: none"> <li>• Detect odors from client (foul smelling drainage, alcohol breath)</li> <li>• Detect smoke</li> </ul>
Emotional/ Behavioral	Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for actions	<ul style="list-style-type: none"> <li>• Establish rapport with clients, instructors and members of health care team.</li> <li>• Respect and care for persons whose appearance, condition, beliefs and values may be in conflict with their own</li> <li>• Deliver nursing care regardless of client's race, ethnicity, age, gender, religion, sexual orientation or diagnosis</li> </ul>
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"> <li>• Conduct themselves in a composed, respectful manner in all situations and with all persons</li> <li>• Work with teams and workgroups</li> <li>• Establish and maintain therapeutic boundaries</li> <li>• Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation</li> <li>• Demonstrate prompt and safe completion of all client care responsibilities</li> <li>• Adapt rapidly to changing environment/stress</li> <li>• Exhibit ethical behaviors and exercise good judgment</li> </ul>
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"> <li>• 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</li> <li>• Elicit and record information about health history, current health status and responses to treatment from clients or family members</li> <li>• Convey information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner</li> <li>• Recognize and report critical client information to other caregivers</li> </ul>



**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 Disabled Student Resources (DSR) Office to determine if reasonable accommodations can be made. Enrollment into the nursing assistant and practical nurse programs will be pending evaluation by the PCC Desert Vista Campus DSR Office and the Nursing Professions Program.**

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: \_\_\_\_\_  
\_\_\_\_\_

**Pima Community College  
Department of Nursing**

**Technical Standards  
(Functional Abilities Essential for Nursing Practice)**

The purpose of the Department of Nursing 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 Department of Nursing, 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 Department of Nursing Technical Standards will be accepted for admission.

Students admitted to the Department of Nursing 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 Department of Nursing Technical Standards**

<b>Functional Ability</b>	<b>Standard</b>	<b>Examples of Required Activities</b>
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"> <li>• Move within confined spaces such as treatment room or operating suite</li> <li>• Assist with turning and lifting patients</li> <li>• Administer CPR</li> </ul>
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills	<ul style="list-style-type: none"> <li>• Pick up and grasp small objects with fingers such as insulin syringe, pills</li> <li>• Perform tracheotomy suctioning, insert urinary catheter</li> </ul>
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"> <li>• Walk/stand for extended periods of time; turn, position, and transfer patients.</li> <li>• Manually resuscitate patients in emergency situations</li> </ul>

Physical Strength	Physical strength sufficient to perform full range of required patient care activities	<ul style="list-style-type: none"> <li>• Push and pull 250 pounds on wheeled bed or gurney</li> <li>• Lift and move heavy objects up to 50 pounds</li> </ul>
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"> <li>• 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</li> </ul>
Hearing	Auditory ability sufficient for physical monitoring and assessment of patient health care needs	<ul style="list-style-type: none"> <li>• Hear normal speaking level sounds</li> <li>• Hear auscultatory sounds</li> <li>• Hear auditory alarms (monitors, fire alarms, call bells)</li> <li>• Hear cries for help</li> </ul>
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of nursing care	<ul style="list-style-type: none"> <li>• See objects up to 20 feet away</li> <li>• Visual acuity to read calibrations on 1 ml syringe</li> <li>• Assess skin color (cyanosis, pallor)</li> </ul>
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs	<ul style="list-style-type: none"> <li>• Feel vibrations (pulses)</li> <li>• Detect temperature changes</li> <li>• Palpate veins for cannulation</li> </ul>
Smell	Olfactory ability sufficient to detect significant environmental and patient odors	<ul style="list-style-type: none"> <li>• Detect odors from patient (foul smelling drainage, alcohol breath)</li> <li>• Detect smoke</li> </ul>
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"> <li>• Establish rapport with patients, instructors and colleagues.</li> <li>• Respect and care for persons whose appearance, condition, beliefs and values may be in conflict with their own</li> <li>• Deliver nursing care regardless of patient's race, ethnicity, age, gender, religion, sexual orientation or diagnosis</li> <li>• Conduct themselves in a composed, respectful manner in all situations and with all persons</li> <li>• Work with teams and workgroups</li> <li>• Establish and maintain therapeutic boundaries</li> <li>• Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation</li> <li>• Demonstrate prompt and safe completion of all patient care responsibilities</li> <li>• Adapt rapidly to changing environment/stress</li> <li>• Exhibit ethical behaviors and exercise good judgment</li> </ul>
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"> <li>• 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</li> <li>• Elicit and record information about health history, current health state and responses to treatment from patients or family members</li> <li>• Convey information to patients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner</li> <li>• Recognize and report critical patient information to other caregivers</li> </ul>
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"> <li>• Calculate appropriate medication dosage given specific patient parameters</li> <li>• Analyze and synthesize data and develop an appropriate plan of care</li> <li>• Collect data, prioritize needs and anticipate reactions</li> <li>• Transfer knowledge from one situation to another</li> <li>• 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</li> </ul>

Conceptual/Spatial Abilities	Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships	<ul style="list-style-type: none"> <li>Comprehend spatial relationships in order to properly administer injections, start intravenous lines, assess wounds of varying depths etc.</li> </ul>
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"> <li>Evaluate patient or instrument responses, synthesize data, draw sound conclusions</li> </ul>
Flexibility	Adapt to Department of Nursing course scheduling policy	<ul style="list-style-type: none"> <li>Available to work the hours of an assigned schedule which could include any shift and day of the week</li> </ul>

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

If an accommodation is necessary to participate in the Department of Nursing, participation is dependent on the identification of a reasonable accommodation. Reasonableness is determined by the Access and Disability Resources (ADR) Office and the Department of Nursing on a case-by-case basis utilizing the Department of Nursing 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.

Reviewed: July 2017



**Pima Community College  
Department of Nursing**

**APPENDIX H**

### **SCHEDULING POLICY**

Schedules for nursing courses (lectures, college laboratory, clinical laboratory) are established at the discretion of the Department of Nursing. 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 Department Head of Nursing if they have been banned or denied entry into any clinical facility used for instruction by the Department of Nursing.

I have read and understood the above statement. I also understand this policy letter applies for all courses of the Department of Nursing.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nursing Course and Cohort

Revised: August 2017



REQUEST FOR RE-ENTRY

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

I am requesting consideration for re-entry into the Pima Community College Associate Degree Department of Nursing.

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 Department Head and they have verified I have 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: \_\_\_\_\_

\_\_\_\_\_



**Pima Community College**  
**Department of Nursing**

### **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. Proof of 3 Hepatitis B vaccinations or a positive/reactive titer.
4. Proof of Negative TB skin test (PPD) or TB Quantiferon Gold:  
This is good for one year and cannot expire before the last day of the current clinical course.
5. Students who have had a positive PPD or BCG 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 clinical course.)
6. Tetanus, Diphtheria, Pertussis (Tdap): This is good for ten years and cannot expire before the last day of the program.
7. Seasonal influenza vaccine.
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 care does not expire until after the last day of the program. CPR certification is good for two years. **(For re-entry or advance 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 Department of Nursing 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 is subject to change. It is ultimately the students’ responsibility to maintain current clinical documentation. (see [CastleBranch® Inc.](#))**

## Clinical Eligibility Requirements for Entering Students

**Required Immunizations:** All students entering the Department of Nursing 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 Department of Nursing. 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. DO NOT** hand in any original paperwork – **COPIES ONLY!**

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 series: Three doses **or** students may provide a copy of laboratory results demonstrating 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 one-step PPD (TB skin test) or Quantiferon Gold current through the last day of the program. Students who cannot get a PPD must provide the following:
7.
  - 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 *Department of Nursing Student Policy Handbook*.
5. Signed copy of Student Code of Conduct from *Department of Nursing Student Policy Handbook*.

Revised: July 2016





*Desert Vista Campus*

*Department of Nursing  
5901 S. Calle Santa Cruz  
Tucson, Arizona 85709-6370  
Telephone (520) 206-5140  
Fax (520) 206-5178  
www.pima.edu*

## Student Code of Conduct

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

<http://www.pima.edu/current-students/code-of-conduct/docs/Student-Code-of-Conduct.pdf>

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

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

Name (Please print):

Signature:

Date:

Reviewed: August 2017



### **RULES FOR TAKING TESTS BY NURSING STUDENTS**

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

1. Students are required to have a Pima Student 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 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 or scantron.
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 Department of Nursing 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.



**Pima Community College**  
**Department of Nursing**

### **Skills Success Referral Process**

1. Clinical instructor identifies 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 open lab.
3. Clinical instructor and student complete "Skill Success Referral Form" with instruction to student to bring referral form to lab coordinator.
4. Clinical instructor sends an e-mail to the lab coordinator communicating the referral.
5. Student makes appointment with nursing office to meet lab coordinator during "open lab" time.
6. Student brings "Skills Success Referral Form" to meeting with lab coordinator.
7. Remediation is completed before the student can return to the clinical setting.
8. Bottom half of form is filled out and 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.



**Pima Community College**  
**Department of Nursing**

## 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:

- Anime
- American Advertising Federation Student Chapter
- Archaeology Club
- Art Club
- Campus Crusade for Christ
- Cooperative Outreach and Responsibility Education (CORE) Club
- Culinary Competition Club
- Dental Hygiene Association
- Engineering Club
- Gamers Club
- Gay Straight Alliance
- International Student Club
- Intramural Sports Club
- MEChA (Movimiento Estudiantil Chicano de Aztlán)
- Native American Student Association
- PCC Dance Club
- Performing Arts
- [Phi Theta Kappa International Honor Society](#) (PTK)
- Philosophy Club
- Photography Club
- Pima Music Society
- Pima PAWS
- Slow Foods Club
- [Student Government](#)
- Student Nurses Association (SNAP)
- Student Social Services Organization
- Student Veterans Organization
- Students in Free Enterprise (Business)
- Substance Abuse Recovery & Awareness Club
- West Campus Apparel Association (Fashion)

**Student Life Office Contact Information:** West Campus, AG20 Jennifer Wellborn 520.206.6742

[WC-Student-Life@pima.edu](mailto:WC-Student-Life@pima.edu)

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

Facebook: [www.facebook.com/studentlifewc/](https://www.facebook.com/studentlifewc/)



**Pima Community College District  
Department of Nursing**

**APPROXIMATE COSTS FOR NURSING STUDENTS 2017-2018**

<b>PN-861:</b>	<b>\$ 3326</b>
<b>PN-872:</b>	<b>\$ 2745</b>
<b>PN-874:</b>	<b>\$ 2745</b>
<b>PN-882:</b>	<b>\$ 1806</b>
<b>PN-887:</b>	<b>\$ 1470</b>
<b>PN-890:</b>	<b>\$ 1495</b>

**Total module costs listed here. For further breakdown of fees, please contact the Department of Nursing at (520) 206-5140**

Revised: July 2017



**Pima Community College District  
Department of Nursing**

**SIGNATURE FORM FOR Department of Nursing STUDENT POLICY HANDBOOK**

Name: \_\_\_\_\_ Student Number A \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address / City / State / Zip)

Phone (H): \_\_\_\_\_ Phone (C): \_\_\_\_\_ Phone (W): \_\_\_\_\_

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

- \_\_\_\_\_ 1. Introduction to PCC Department of Nursing
- \_\_\_\_\_ 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: \_\_\_\_\_

**RETURN COMPLETED & SIGNED FORM WITH YOUR CLINICAL ELIGIBILITY DOCUMENTS**

Revised for version effective April 1, 2018