



MARICOPANURSING

Mesa Community College

RN Refresher Program
Student Handbook
2017 - 2018

Adapted from the MaricopaNursing Program



MARICOPANURSING

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TABLE OF CONTENTS

	Page
I. PROGRAM INFORMATION	3
II. PROFESSIONAL APPEARANCE (DRESS CODE).....	4
III. PROGRESSION AND RETENTION	5
IV. INFORMATION TECHNOLOGY.....	6
V. HEALTH AND SAFETY GUIDELINES.....	7
Requirements.....	7
Essential Skills and Functional Abilities of Nursing Students.....	8
..... Insurance	10
Guidelines Regarding Exposure to Body Fluids	10
VI..... DRUG SCREENING PROCEDURE	12
VII. MEDICATION ADMINISTRATION GUIDELINES.....	14
VIII. GUIDELINES FOR STUDENT CONDUCT	14
.....Standards of Professional Conduct	14
Professional Boundaries	15
Health Insurance Portability and Accountability Act (HIPAA)	16
IX. DISCIPLINARY ACTION GUIDELINES	16
Academic Misconduct.....	16
Student Practice Guidelines.....	17
X. FORMS: COPIES FOR STUDENTS & FOR SIGNATURE.....	19
.....	

This Handbook prescribes standards of conduct for students enrolled in the RN Refresher Program at Mesa Community College. The standards are in addition to those prescribed under Maricopa Community College’ Policies and Administrative Regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline. The Refresher Program reserves the right to make program changes as needed, and to change without notice any information requirements and regulations published in this document.



I. PROGRAM INFORMATION

A. DESCRIPTION

The Nurse Refresher Program is approved by the Arizona State Board of Nursing, 4747 N. 7th St. Suite 200, Phoenix, AZ 85014.

B. OCCUPATIONAL INFORMATION

The R.N. is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The R.N. may be employed in a variety of acute, long-term, and community-based health care settings. Registered Nurses function within the legal scope of practice and use professional standards of care when caring for clients and families across the life span. The RN Refresher may have earned specialized certifications that allow him/her to practice in an expanded scope.

C. ELIGIBILITY FOR LICENSURE

Licensing fees and requirements are determined by and are the sole responsibility of the State Boards of Nursing. For all questions about eligibility for licensure renewal and the documents required showing eligibility, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602-889-5150.

With permission, the Massachusetts Nurse of the Future Core Competencies© are integrated into the student learning outcomes/program competencies:

Patient-Centered Care

Provide holistic care that recognizes an individual's preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.

Professionalism

Demonstrate accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.

Leadership

Influence the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals.

Informatics & Technology

Use information and technology to communicate and manage knowledge, mitigate error, and support decision making (QSEN, 2007).

Communication

Interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes.

Systems-Based Practice

Demonstrate an awareness of and responsiveness to the larger context of the health care system, and will demonstrate the ability to effectively call on microsystem resources to provide care that is of optimal quality and value (Adapted from ACGME, n.d.).



Teamwork & Collaboration

Function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning, and development (Adapted from QSEN, 2007).

Quality Improvement

Use data to monitor the outcomes of care processes, and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN, 2007).

Evidence-Based Practice

Identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients' preferences, experience and values to make practice decisions (Adapted from QSEN, 2007).

Safety

Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2007).

II. PROFESSIONAL APPEARANCE

The following guidelines are mandatory for students to remain in compliance with the dress code:

- A. Students must present themselves in a professional manner at all times while enrolled in the RN Refresher program. Students must comply with the professional dress code guidelines at all times to remain in the clinical setting. If there are exceptions, alternate style of dress will be described by the faculty member involved.
- B. Students are to wear clinical attire in all clinical settings unless setting or agency requires otherwise. The clinical attire, or "uniform" for the RN Refresher is usually full scrubs of the Refresher's choice. Picture ID badge is worn upper left side of uniform at all times while in the clinical agency. Some agencies require that students wear agency-issued ID badges.
- C. Clinical attire should fit so that when the student bends forward, the bottom hem of the top covers the pants' waistband in the back. Visible chest cleavage is not permitted.
- D. Pant hems should be tailored as to not drag on the floor when walking or standing.
- E. Students may wear plain white or black t-shirt under the uniform. No other colors are permitted. The t-shirt may be sleeveless, short or long-sleeved. Turtlenecks are permitted. A uniform jacket or lab coat may be worn. Sweaters, hoodies, or other types of similar apparel are not permitted in the clinical setting.
- F. White or black socks or neutral nylons must be worn with the uniform. Other color socks are not permitted.
- G. Uniform style shoes are to be white or black with low heels. No open toes, backless shoes or sandals. White or black clogs (no other colors are permitted) with a back strap are permitted. All shoes must have a non-porous top. Shoes and laces must be clean at all times when in the clinical setting.
- H. The uniform must be clean and wrinkle-free. Undergarments must be worn at all times, be of a neutral color, and cannot be visible.



- I. The only jewelry that may be worn with the uniform is a wedding/engagement ring, one pair of small post earrings in earlobes only, and a wristwatch. No other body piercing jewelry is allowed. If necessary, a small skin toned bandage is permitted to cover a visible piercing. Necklaces must be kept under clothing and not visible. In certain clinical rotations, it may be advisable to not wear any jewelry at all.
- J. Earlobe gauges must be filled or covered in flesh tones.
- K. No objects of any type may be worn in the tongue. In all cases, the student must be in comply with the professional appearance policy of the clinical agency.
- L. Tattoos must be covered if possible. Tattoos which cannot be covered must not convey a message that is contrary to MaricopaNursing professional standards and must not pose a potential customer relations issue.
- M. Hair must be clean, combed, natural color (not pink, blue, purple, etc.), worn up/off the collar, and worn back from face while in uniform to meet health and safety standards. Unconventional hairstyles (such as a Mohawk) are not permissible in lab or clinical settings. Closely trimmed beards, sideburns, and mustaches are permitted, but must meet facility policy for client safety. No hair adornments may be worn in the hair to the clinical/lab setting (i.e., artificial flowers, scarves, or jewels).
- N. Makeup should be minimal and in good taste.
- O. No chewing gum while in the nursing laboratory or in the clinical setting.
- P. Students will maintain personal hygiene, including oral care. Students will be free of offensive body odor and/or cigarette odor. No cologne, after-shave, scented lotions, and/or perfumes are permitted.
- Q. Fingernails must be clean, short with clear, neutral or pale polish, if any. Artificial nails, gel polish nail wraps, or extenders are not permitted in the clinical setting.
- R. Pagers and cell phones disrupt clinical experiences. Place on a silent code or turn it off. Any response to pagers must be done at a public telephone and only while on break from the clinical unit. Students using cell phones for communication of any type or taking pictures in the classroom, nursing laboratory, or the clinical unit face disciplinary action that may include permanent dismissal.

Unacceptable Attire in the Clinical and/or Laboratory Setting and Sponsored Events: **NO** thin or see-through clothes, sleeveless tops, sun dresses, halter tops, tank tops, T-shirts, shorts, mini dresses, sweat tops or pants, jogging suits, or open toe shoes. When in selected client settings, students are required to wear complete uniform with name badge as outlined above.



III. PROGRESSION AND RETENTION

Disciplinary Actions of Regulatory Boards

1. All students enrolled in Refresher program must remain in good standing with the Board of Nursing.
2. Students receiving any disciplinary actions against their certificate or license must notify the Nursing Department Chairperson within five (5) school days.
3. The Nursing Department Chairperson reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted and terms of the action are met and the action dismissed.
4. Prior to the start of the NUR295 course, students are required to apply for a background check to verify identity, social security number, and that the student's name does not appear on the List of Excluded Individuals/Entities (LEIE) database. Once admitted, any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue. The web site for additional information: <https://oig.hhs.gov/>.

IV. INFORMATION TECHNOLOGY

The RN Refresher program use online resources as a learning and communication tool between instructor and student. Student need access to a computer and network connection.

CRITERIA FOR USE OF MOBILE DEVICE DURING CLINICAL AND CLASSROOM ROTATIONS

Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

- Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, laptops or other electronic devices.
- These may be used only when authorized by faculty and for clinical activities, not personal use.
- Cell phones and all mobile devices must be on "silent" mode or turned off during class, lab, and clinical experiences.
- No photos may be taken by students in the clinical agency or lab environments. The exception to taking photos or videos in the laboratory environment is when it is a course assignment.
- No personal phone conversations or texting allowed at any time while in lab, class, or clinical. A clinical probation will be given for the first violation of using the mobile device for socializing during clinical time. A second violation may result in course failure.
- For combined cell phone/mobile device appliances, students are expected to have the equipment turned off if agency policy requires it and go to an area designated for cell phone use when accessing information on their mobile device.
- Be respectful to the client always and ensure that your entire attention is focused on the client when you are in the client's room. If you are using any type of mobile device at the bedside be sure to apologize for the interruption in care and explain how this will help in their care.
- Faculty or hospital staff may ask to see what programs you are using at any time. Use of facility computers for personal use is prohibited.



- You must protect the confidentiality of patient information at all times in accordance with HIPAA. Students may not take any photographs of clients or client records, nor make Xerox copies of client records.
- **Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency and may be subject to disciplinary action.**
- Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens, so may mobile devices. Be sure to disinfect/decontaminate them as needed.
- Social networking sites: When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site even if “privacy” options are selected. Keep your interactions professional and err on the conservative side when placing written communication or posting pictures. Always remember that your online presence reflects **you** as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you and many recruiters now routinely search the social networking venues when considering people for a new hire. **It is never appropriate to post photos or information about a patient. Social network postings can be subject to disciplinary action from the nursing program.**
- For additional information on how to use social media without professional or personal repercussions, visit: <https://www.ncsbn.org/>.

V. HEALTH AND SAFETY GUIDELINES

A. Health Declaration

It is essential that Refresher students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Some Refreshers, however, may complete preceptorships in non-clinical areas. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should consider the mental and physical demands of the program prior to making application.

B. Health and Safety Requirements

1. All students entering the NUR295 preceptorship portion of the course must meet all Health and Safety requirements prior to beginning the preceptorship and throughout the clinical rotation. Students will meet these requirements by providing documentation of completion of all Health & Safety Requirements, as listed in the RN Refresher Information Packet.
2. Students unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will be withdrawn from the program
3. A variance from this policy is available due to religious or medical reasons. The Nursing Director must be informed of the need for an immunization variance prior to the student’s formal acceptance into the program. Every attempt will be made to place the student in clinical rotations to meet the competencies of the course; however, if a clinical placement cannot be obtained the student may be given an incomplete, may not move forward with his/her cohort, and, in some circumstances, may not be able to complete the program of study. In all instances, a confirmation of TB status is required, and verification of immune status is required by proof of titers for all required elements. For a medical variance, appropriate documentation



from a licensed health care provider is required. Some facilities require an influenza vaccination and a waiver is not accepted. In those instances, a student with no immunization will not be able to attend clinical in that facility.

4. In circumstances of student illness, injury, or other health limitations, both the clinical agency and the college health policies must be upheld. The faculty member will determine a student's ability to give adequate nursing care and will determine if the student can remain and/or return to the clinical experience, regardless of a physician's approval for return. Under no circumstance will a student with restrictions (such as non-weight bearing, in a cast, orthopedic boot, or other health care restrictions) be allowed to participate in clinical activities.
5. **List of Excluded Individuals/Entities (LEIE) database:** Once admitted, any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue.
6. **Level One Fingerprint Clearance Card (FCC):** A level one fingerprint clearance is required for enrollment in the NUR295 preceptorship portion of the RN Refresher Program. Students unable to maintain a current fingerprint clearance card will be withdrawn from the program. If the FCC is suspended or revoked at any time during the program, the student has the duty to report this event to the Nursing Director within five (5) school days and will be unable to continue in the program until the FCC is reinstated. The student must be able to show his or her FCC during the clinical rotation upon request.

**Health & Safety requirements are subject to change without notice depending on clinical agency requirements.*

C. Disabilities

1. Students are expected to participate fully in activities required by the program. See the **Essential Skills and Functional Abilities for RN Refresher Students**. Some Refreshers will complete the clinical experience in non-patient care area or areas that are less demanding physically. In this circumstance, each case will be evaluated individually. Students must also exhibit stable mental processes by being able to function appropriately under stressful conditions.
2. Any student having a temporary medical condition inhibiting/restricting their activities must supply a written explanation from their physician. Should a student become unable to participate fully in the program's activities, he/she may be given an incomplete or withdrawn.
3. Should the student require any type of special accommodation, the student must notify the Disability Services and Resources (DSR) Office. The DSR office should be contacted before the first class meeting. Special accommodations for testing will be given only with appropriate documentation of special needs.
4. Official documentation of disability is required for any accommodation including, but not limited to, additional time, alternative environments, or reference material.



D. Essential Skills and Functional Abilities for RN Refresher Students

Individuals enrolled in the RN Refresher Program must be able to perform essential skills. If a student believes that he or she cannot meet one or more of the standards without accommodations, the nursing program must determine, on an individual basis, whether a reasonable accommodation can be made.

Functional Ability	Standard	Examples of Required Activities
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	<ul style="list-style-type: none"> • Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. • Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc.). • Tactile ability to feel pulses, temperature, palpate veins, etc. • Olfactory ability to detect smoke or noxious odor, etc.
Behavioral/ Interpersonal/ Emotional	<ul style="list-style-type: none"> • Ability to relate to colleagues, staff and patients with honesty, integrity and nondiscrimination. • Capacity for development of mature, sensitive and effective therapeutic relationships. • Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds. • Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. • Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes. 	<ul style="list-style-type: none"> • Establish rapport with patients/clients and colleagues. • Work with teams and workgroups. • Emotional skills sufficient to remain calm in an emergency situation. • Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients. • Adapt rapidly to environmental changes and multiple task demands. • Maintain behavioral decorum in stressful situations.
Safe environment for patients, families and co-workers	<ul style="list-style-type: none"> • Ability to accurately identify patients. • Ability to effectively communicate with other caregivers. • Ability to administer medications safely and accurately. • Ability to operate equipment safely in the clinical area. • Ability to recognize and minimize hazards that could increase healthcare associated infections. • Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls. 	<ul style="list-style-type: none"> • Prioritizes tasks to ensure patient safety and standard of care. • Maintains adequate concentration and attention in patient care settings. • Seeks assistance when clinical situation requires a higher level or expertise/experience. • Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.



Communication	<ul style="list-style-type: none"> • Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language). • Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy 	<ul style="list-style-type: none"> • Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care. • Elicits and records information about health history, current health state and responses to treatment from patients or family members. • Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner. • Establishes and maintain effective working relations with patients and co-workers. • Recognizes and reports critical patient information to other caregivers.
Cognitive/ Conceptual/ Quantitative Abilities	<ul style="list-style-type: none"> • Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis. • Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities. • Ability to comprehend three-dimensional and spatial relationships. • Ability to react effectively in an emergency situation. 	<ul style="list-style-type: none"> • Calculates appropriate medication dosage given specific patient parameters. • Analyzes and synthesize data and develop an appropriate plan of care. • Collects data, prioritize needs and anticipate reactions. • Comprehend spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths. • Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers. • Transfers knowledge from one situation to another. • Accurately processes 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.
Punctuality/ work habits	<ul style="list-style-type: none"> • Ability to adhere to the RN Refresher Program policies, procedures and requirements as described in the RN Refresher Student Handbook, RN Refresher Preceptorship Packet, college catalog and course syllabus. • Ability to complete classroom and clinical assignments and submit assignments at the required time. • Ability to adhere to classroom and clinical schedules. 	<ul style="list-style-type: none"> • Attends class and clinical assignments punctually. • Reads, understands and adheres to all policies related to classroom and clinical experiences. • Contact instructor in advance of any absence or late arrival. • Understand and complete classroom and clinical assignments by due date and time.

E. Pregnancy: Pregnant students may want to take special precautions due to the physical requirements and possible exposure to harmful diseases or substances. If the student has problems with the pregnancy, documentation from the attending physician will be required. Students will be expected to meet all program objectives/expectations. Accommodations will be made if reasonable and possible. Following delivery, returning to class, laboratory and clinical assignment requires an unrestricted physician clearance.



F. Insurance: Health and Accident

1. Students must provide evidence of malpractice insurance.
2. Students are strongly advised and may be required by some clinical facilities to carry their own health and accident insurance. In situations where insurance is required to attend a specific clinical rotation, the student will not be permitted to attend and may have to withdraw from the course. Each student is personally liable for any illness or accident during or outside of school activities.
3. Students participating in a college-related activity have limited coverage by the Student Accident Insurance Policy <https://legal.maricopa.edu/>. The cost of this policy is covered in the student activity fee. Student accident insurance coverage is secondary to the student's primary coverage.
4. If a student is injured during clinical, a Maricopa Community Colleges accident insurance form and verification of other insurance coverage must be completed. Claim forms may be obtained from the Dean of Students or Student Service's office. Completed forms are submitted to the Nursing Director for signature and then forwarded according to campus procedure.
5. Students are responsible for their own transportation and vehicle insurance to and from clinical. No coverage is provided for any motorized vehicle not supervised and provided by the colleges.

G. Guidelines Regarding Exposure to Body Fluids

All nursing personnel and RN Refresher students are professionally and ethically obligated to provide client care with compassion and respect for human dignity. Hence, they may not ethically refuse to care for clients solely because the client is at risk of contracting, or has, an infectious disease such as HIV, AIDS, or HBV. All rules of confidentiality are followed when working with clients.

1. **Standard Precautions** - All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.
 - a. Contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited.
 - b. Contaminated sharps must be placed in appropriate container as soon as possible.
 - c. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
 - d. When exposure is possible, personal protective equipment shall be used. Personal protective equipment includes:
 - 1) Gloves shall be worn when it can be reasonably anticipated that the individual may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, when performing vascular access procedures, and when touching contaminated items or surfaces.
 - 2) Masks, eye protection, and face shields shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.



- 3) Gowns, aprons, and other protective body clothing shall be worn in occupational exposure situations and will depend upon the task and the degree of exposure anticipated.
 - 4) Surgical caps or hoods and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.
- e. Wash hands immediately after removal of gloves or other personal protective equipment.
(Excerpts from OSHA Blood-borne Pathogens Section 1910.1030)

2. Exposure Guidelines

- a. Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.
- b. Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor/liaison.
- c. Students exposed to body fluids shall follow this protocol:
 - 1) Wash the area immediately with a disinfectant agent; for eye splashes rinse the area with clean water.
 - 2) Report the incident to the clinical instructor.
 - 3) The student shall notify his or her primary care practitioner or other health provider within 15 minutes of exposure to seek triage and treatment. Students may choose to contact the Banner Occupational Medicine for Post Exposure (PEP) line at 602-747-8364. The student is responsible for all costs related to exposure, triage, and treatment.
 - 4) The clinical instructor/liaison and student will notify the agency department supervisor.
 - 5) The student will complete an agency site incident report.
 - 6) The student will complete the college student accident report.
 - 7) The student will file a report of the incident with the Nursing Director.
 - 8) Information from the U.S Department of Labor, Occupational Safety & Health Administration (OSHA) is available at: <https://www.osha.gov/>.

VI. DRUG SCREENING PROCEDURE

All students participating in the RN Refresher Program are required to complete a urine drug screen at the student's expense.

A. Drug Screening Guidelines

1. All RN Refresher students enrolled in NUR295 are required to submit to a random urine drug screen as a condition of continued enrollment in the program.
2. Students will receive an information sheet and a chain of custody form requiring they go to a designated lab where they will pay and submit a urine specimen. The student will be informed by the school of the 48-hour window of time they must submit their urine sample at the lab.



3. Private health insurance will not pay for this screening. The lab will provide the student with a receipt. It is important for students to understand they are NOT to take a prescription to the lab to be evaluated, but may list prescription drugs they are currently taking. If the drug screen is positive, the sample will automatically be submitted for the Medical Review Officer's (MRO) evaluation.
 4. The selected laboratory will conduct the urine screening and results will be obtained by the Nursing Director or designee indicated by the program account number.
 5. If a student tests positive, the lab will contact the MRO. The student will be contacted to ascertain any prescriptive drug usage and the Nursing Director or designee will check the report after the MRO review is completed.
 6. If a student provides a dilute sample which tests positive, the result is considered positive and pending MRO review, the student will be withdrawn. A dilute specimen with no determined result will require a retest at an additional cost to the student.
 7. If a student challenges a positive result, only the original sample can be retested. The student must request an order for a re-test of the sample through MRO. All positive samples are retained for one year. The student is responsible for the cost of this test.
 8. Only students receiving negative drug screens as reported by the MRO can remain enrolled in the RN Refresher Program. Reports from the MRO of safety sensitive issues/concerns related to the drug profile will require further evaluation. Students may be on temporary exclusion from the program until evaluation is complete. Students testing positive for drugs that are illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical setting by the MRO will not be permitted to attend NUR295. All positive results resulting in dismissal are reported to the Arizona State Board of Nursing.
 9. Students testing positive and needing an MRO evaluation will pay the cost of the review. In the event a student fails to pay the MRO fee, a financial obligation will be posted to his/her college account.
 10. Students will not be allowed to use previous drug screens requested by any person or agency outside MaricopaNursing.
 11. **Students failing to test during the designated date and time do not meet the requirement for drug testing and will be withdrawn from NUR295.**
- B. **Drug Screening "For Cause" Testing:** This policy refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the RN Refresher Program.
1. When a faculty/clinical/ instructor or agency preceptor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:
 - a. The instructor will remove the student from the patient care or assigned work area and notify the clinical agency supervising personnel.



- b. Upon student's oral consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility contracted by Maricopa Community Colleges.
 - c. The student is to have a picture ID in his/her possession
 - d. After testing, the student may call the transportation service contracted by Maricopa Community Colleges for transport home.
 - e. If the student admits to alcohol or drug use, he/she will still require drug screening.
2. If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the Nursing Director within 24 hours of the test results to discuss the circumstances surrounding the impaired clinical behavior.
 - a. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
 - b. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.
 - c. Based on the information provided and further medical evaluations if warranted, the Nursing Department Chairperson will decide regarding return to the clinical setting.
 3. If the results of the test(s) are positive for alcohol or other illegal substances or for non-prescribed legal substances, the Nursing Department Chairperson will withdraw the student from all nursing courses for a period of one year. The student will pay for all costs associated with the for-cause drug-screening test.
 4. The results of the positive screening test will be reported to the State Board of Nursing.
 5. If a Student refuses "for Cause" Testing:
 - a. The instructor will remove the student from the clinical setting pending a full investigation.
 - b. The instructor will contact the transportation service contracted by Maricopa Community Colleges to request that the student be transported home.
 - c. Failure to comply with any aspect of this policy will result in withdrawal from the program.

C. Readmission Guidelines Related to Substance Abuse

1. Students withdrawn from nursing courses for reasons related to substance abuse will:
 - a. Submit a letter requesting readmission to the RN Refresher Program
 - 1) Include documentation from a therapist specializing in addiction behaviors indicating status of abuse, addiction, or recovery and/or documented rehabilitation related to the alcohol/drug illness.
 - 2) Include documentation of compliance of a treatment program as identified by the therapist including a statement that the student will be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
 - b. Repeat a random urine drug screen for alcohol/drugs as instructed prior to readmission and may be subject to random drug screening during the program of study.
2. If a student, after being re-admitted to the RN Refresher Program, nursing program, has positive results on an alcohol/drug screen, the student will receive permanent dismissal from the RN Refresher Program and notification sent to the Arizona State Board of Nursing.



VII. MEDICATION ADMINISTRATION GUIDELINES

Faculty expects students to function at the level of education and experience according to course competencies. All students must review the agency's medication policies prior to administering medications in the unit.

General Guidelines:

- All students must follow the principles of safe medication administration.
- All students must follow the agency's policies and procedures for medication administration.
- All students must demonstrate competency in calculating medications prior to administering the medication.
- All students must report all medication errors to the preceptor and college faculty immediately.
- RN Refresher students will administer medications under the supervision of the RN preceptor.

VIII. GUIDELINES FOR STUDENT CONDUCT

A. Standards of Professional Conduct

The nursing faculty believes that standards of professional conduct are an inherent part of professional socialization and expects students enrolled in the RN Refresher Program to adhere to the standards. Students practice within the boundaries of the Arizona State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the RN Refresher Program Handbook, and the policies and regulations of the healthcare agency where they are assigned for clinical learning (Nursing scope and standards of practice: American Nurses Association Publications, ANA Code of Ethics: <http://www.nursingworld.org/codeofethics>).

The use of abusive language or disruptive behavior directed toward peers, staff, faculty, or hospital personnel will not be tolerated and may result in disciplinary action up to and including dismissal from the program. Such behavior is inconsistent with professional standards. The Director and/or instructor will complete a Student Conference Form describing behavior and documenting the planned corrective actions to be taken.

Standards of Professional Conduct include:

- Confidentiality: Respects the privacy of clients and respects privileged information.
- Accountability: Is answerable for one's action; answers to self, the client, the profession and the institution.
- Responsibility: Executes duties associated with the nurse's particular role.
- Agency's Policies and Procedures: Reads and adheres to the agency policies and procedures.
- Veracity: Truthfulness; adherence to precision and honesty.
- Punctuality and Promptness: Is on time for all classroom and clinical assignments.
- Dependability: Is trustworthy and reliable.
- Respect: Treats others with consideration and courtesy.
- Professional Appearance: Adheres to established dress code in all clinical and professional activities.
- Ethical: Adheres to the Code of Ethics for Nurses with Interpretive Statements (2001) establishing the ethical standard for the nursing profession. The document is under copyright and can be viewed at: <http://www.nursingworld.org/ethics>.
- Legal: Operates within the standards of care related to the student nurse role.
- Safety: Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.



- **Civility:** All students in the nursing program are expected to contribute to a positive learning environment. Nursing students are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and college and clinical staff.

B. Student Expectation in Reporting Unprofessional Conduct

During the course of study in the RN Refresher Program, a student may observe behaviors in others that appear to violate the standards of academic and/or professional integrity or actions that have a potential to harm another individual. Each student has the responsibility to report any questionable activity to the instructor and/or Nursing Director.

C. Professional Boundaries

Students enrolled in a program of study in nursing must learn the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between the student and the instructor and between the student and the client. Students unclear of proper behavior or of an appropriate response to a client should consult the instructor for guidance.

1. Student and Faculty

Faculty and students will maintain a professional relationship:

- a. Students should not expect an instructor to act as personal counselor or therapist. Students should seek assistance from academic advisors and counselors at the college.
- b. Students should not ask or expect the instructor to join an individual, group, or class in any social situations while the course is in progress.
- c. Students should not offer the instructor gifts or money as gratitude for instruction. Instructors may accept cards or notes when students wish to thank the instructor.

2. Student and Clients

Students will maintain a professional nurse-client relationship:

- a. **Professional Boundaries:** Students providing nursing care strive to inspire the confidence of clients. Students must treat all clients, as well as other health care providers, professionally. Clients can expect those providing nursing care to act in their best interests and respect their dignity. The student should abstain from obtaining personal gain at the client's expense and refrain from inappropriate involvement in the client's personal relationships.
- b. **Boundary violations** can result when there is confusion between the needs of the student and those of the client. Such violations are characterized by excessive personal disclosure by the student nurse, secrecy or even a reversal of roles. Boundary violations can cause delayed distress for the client, which may not be recognized or felt by the client until harmful consequences occur.

Source: A nurse's guide to the importance of appropriate professional boundaries.

Copyright 1996. National Council of State Boards of Nursing, Inc.,

111East Wacker, Suite 2900, Chicago, IL 60601-4277 <https://www.ncsbn.org/index.htm>.

D. Health Insurance Portability and Accountability Act (HIPAA)

All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in



HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including possible dismissal from the program and/or course. All students are required to complete a HIPAA tutorial either according to the orientation requirements of the clinical agency or online at <https://asa.maricopa.edu/departments/healthcare-education-at-the-maricopa-community/maricopanursing-programs/current-nursing-students>.

IX. DISCIPLINARY ACTION GUIDELINES

When a student is in violation of any requirement contained in this RN Refresher Student Handbook, he/she is subject to disciplinary action or immediate dismissal. All students should carefully review the Maricopa Community Colleges' Student Handbook section on Academic Misconduct and Disciplinary Standards. Those codes typically can be found in each college's catalog or student handbook. Dismissals and suspensions for reasons based on academic misconduct and student discipline, as well as reasons based on the RN Refresher Student Handbook, will proceed according to the Judicial Policies section of the Student Discipline Code.

A. Zero Tolerance Policy: The RN Refresher Program supports a Zero Tolerance Policy for the following behaviors:

1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.

Students engaging in this misconduct are subject to immediate dismissal from nursing classes and disciplinary action as described in the Student Handbook of the college.

B. Academic Misconduct:

Cheating on an examination, laboratory work, written work (plagiarism); falsifying, forging or altering college records. Cheating - includes, but is not limited to:

1. Copying from others during an examination.
2. Communicating exam answers with another student during an examination.
3. Offering another person's work as one's own (plagiarism). Taking an examination for another student or having someone take an examination for you.
4. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
5. Tampering with an examination after it has been corrected, then returning it for more credit.
6. Using unauthorized materials, prepared answers, written notes or information concealed in an exam or blue book or elsewhere during an examination.
7. Acquires, without permission, tests or other academic material belonging to a member of the college faculty or staff.
8. Removing tests from the classroom, duplicates, writes down, or copies questions or answers on another piece of paper during test review sessions.
9. Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.



10. Any preparation of written material that is fraudulent and/or untruthful.
11. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
12. Sharing log-ins or passwords to access online platforms.

C. Student Practice Regulations:

RN Refresher students practice within the boundaries of the Arizona State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the Maricopa Nursing RN Refresher Student Handbook, and the policies and regulations of the healthcare agency where they are assigned for clinical learning.

Examples of unsafe practice include, but are not limited to:

- Refuses an assignment based on client's race, culture, religious preference or medical diagnoses.
- Denies, covers-up or does not report own errors in clinical practice.
- Ignores and fails to report dishonest or unethical behavior in others.
- Practices skills outside of the scope of practice for professional nurses and outside the academic environment.
- Lacks information processing ability necessary for making appropriate clinical judgments or decisions.
- Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty resulting in miscommunication, disruption of the learning and/or patient care environment.
- Violation of principles of confidentiality.
- Lack of preparation for clinical practice.
- Failing to respect client rights and dignity.
- Soliciting, borrowing, or removing property or money from a client or client's family.
- Assuming client care tasks for which the nurse lacks the education or competence to perform.
- Removing drugs, supplies, equipment, or medical records from the clinical setting.
- Abandonment: Leaving clinical agency or patient assignment without notification.

D. Unusual Occurrence Guidelines:

1. An unusual occurrence is any event of which a faculty member is made aware and that has potential for harm to any person while in the nursing program classes, laboratories, or clinical agencies.
2. Upon notification by the student of an unusual occurrence that involves potential or actual harm to a student, another person, or agency property, the faculty and student will meet to determine the nature of the occurrence. The faculty member will determine the necessary actions required for follow-up of the occurrence.
3. A nursing program "Student Conference Form" must be completed to document any unusual occurrence.
4. Any student failing to notify the instructor immediately upon discovery of an unusual occurrence as defined will be subject to disciplinary actions including course failure and program withdrawal.
5. When a behavior occurs that could jeopardize life, impede recovery, or interfere with the maintenance of the patient's current health status, a conference will be held as soon as possible with the RN Refresher student, nursing faculty, and the Nursing Department Chairperson.
6. Any student unable to demonstrate safe and competent patient care, or if fails to maintain compliance with the health and safety requirements will be removed from the clinical assignment and will receive a failing grade in the course.



(Student Copy)

RECEIPT OF HANDBOOK

This Handbook prescribes standards of conduct for students enrolled in the RN Refresher Program. The standards are in addition to those prescribed for students under Maricopa Community Colleges policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline.

Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, class schedule, and the student handbook. Copies are available at many sites throughout the college.

I have received a copy of the RN Refresher Program Student Handbook. I understand this handbook contains information about the guidelines and procedures of the Refresher Program. I also understand that I can find information about the general college policies in the College Catalog and the College Student Handbook. I can find information specific to each course in the course syllabus.



(Student Copy)

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-6942
STUDENT CONFIDENTIALITY AGREEMENT

Name (Print): _____ **Status:** Nursing Program Student

The discussions, uses, and disclosures addressed by this agreement mean any written, verbal, or electronic communications.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information, and conversations between or among healthcare professionals about patients are confidential under law and this agreement.

I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical staff of the clinical site.

I understand that I may not remove any record from the clinical site without the written authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment, or research, I must attempt to exclude as much of the following information as possible:

- Names
- Geographical subdivisions smaller than a state
- Dates of birth, admission, discharge, and death
- Telephone numbers
- Fax numbers
- E-mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers
- Device identifiers
- Web locators (URLs)
- Internet protocol addresses
- Biometric identifiers
- Full face photographs
- Any other unique identifying number, characteristic, or code
- All ages over 89 years

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may only be used or disclosed for health care training and educational purposes at MCCCDC, and must otherwise remain confidential.

I understand that I must promptly report any violation of the clinical site’s privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or an MCCCDC student or faculty member to the appropriate MCCCDC clinical coordinator or program director.

I understand that, if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action that may include dismissal from the program.

By signing this agreement, I certify that I have read and understand its terms, and will comply with them.



(Student Copy)

RELEASE OF INFORMATION

I hereby give permission to faculty, staff and administrative officials of the Nursing Program to release to the Arizona State Board of Nursing education records maintained in connection with my participation in the Program, including but not limited to, grades, admission records, transcripts, student formative/summative clinical evaluation tools, student handbook signature acknowledgment forms, health and safety documentation forms, application forms, and any and all records pertaining to discipline, including alleged violations of the provisions of the nursing program student handbook, student discipline code violations, academic misconduct, and all other forms of discipline. The purpose of such disclosure is to provide the records to the Arizona State Board of Nursing in support of that agency's certification, licensure, and disciplinary activities.

I give permission for the nursing faculty and/or the nursing program administration to share my personal information, including name, date of birth, and documentation of the health and safety requirements to clinical agencies requesting this information.

I understand that my personal identifying information may be shared with health care agencies needing this information to enter me in their security system, in their computer system, and/or in their medication administration system.



(Student Copy)

ESSENTIAL INFORMATION FOR STUDENTS

ZERO TOLERANCE POLICY

The Nursing Program supports a Zero Tolerance Policy for the following behaviors:

- Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
- Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
- Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
- Bullying and incivility: any verbal, non-verbal, and/or written actions which are deemed threatening or bullying will not be tolerated.

Nursing students engaging in this misconduct are subject to immediate dismissal from nursing classes and disciplinary action as described in the Student Handbook of the college.

HEALTH DECLARATION: It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. **All must provide documentation of compliance with all health and safety requirements required to protect patient safety.** Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

DRUG SCREENING: All students are required to complete the urine drug screening procedure under the program account number, within the specified timeframe, and according to directions given at the time of notification. Only students in compliance with the screening guidelines and receiving a negative drug screen, as reported by the Medical Review Officer (MRO), will be permitted to continue their enrollment in nursing courses.

DUTY TO REPORT: All students enrolled in nursing courses holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Students with certification and/or licensure from allied health regulatory boards are included under this provision. Students receiving any disciplinary actions against their certificate or license must notify the Nursing Director within five (5) school days. The Nursing Director reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted and terms of the action are met and the action dismissed.

BACKGROUND CLEARANCES: The Fingerprint Clearance Card must be a Level One and must remain current and valid throughout enrollment in the program. All nursing students must undergo a background check to verify identity, social security number, and to show proof that they do not appear on the List of Excluded Individuals/Entities (LEIE) database. Any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue in nursing courses.

An extended Background Check is required for all students who seek to begin the RN Refresher Program on or after September 1, 2011. This is the date new background check standards will be in effect. Please refer to www.nursing.maricopa.edu for details regarding background check requirements.



(Student Copy)

**MCCCD HEALTH PROGRAMS
VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY**

**THIS IS A RELEASE OF LEGAL RIGHTS. READ
AND UNDERSTAND IT BEFORE SIGNING.**

Maricopa Community Colleges are non-profit educational institutions. References to Maricopa Community Colleges include its officers, officials, employees, volunteers, students, agents, and assigns.

I (print your name) _____, freely choose to participate in the Nursing Program. In consideration of my voluntary participation in this Program, I agree as follows:

RISKS INVOLVED IN PROGRAM: I understand that the clinical training environment for this Program in which I am enrolled through Maricopa Community Colleges contains exposures to risks inherent in activities of the Program such as but not limited to bodily injury, communicable and infectious diseases, and property damage.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor regarding my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations. I recognize that Maricopa Community Colleges are not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this Program, I authorize in advance the representative of Maricopa Community Colleges to secure whatever treatment is necessary, including the administration of anesthetic and surgery. Maricopa Community Colleges may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release Maricopa Community Colleges from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Maricopa Community Colleges and their officials, officers, employees, agents, and volunteers from and against any and all claims, of whatsoever kind or nature, which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Voluntary Assumption of Risk and Release of Liability shall be governed by the laws of the State of Arizona that shall be the forum for any lawsuits filed under or incident to this Form or to the Program. If any portion of this Form is held invalid, the rest of the document shall continue in full force and effect.



(Signature Form)

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Date: _____



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- Biometric identifiers
- Full face photographs
- Any other unique identifying number, characteristic, or code
- All ages over 89 years

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may only be used or disclosed for health care training and educational purposes at MCCCCD, and must otherwise remain confidential.

I understand that I must promptly report any violation of the clinical site’s privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or an MCCCCD student or faculty member to the appropriate MCCCCD clinical coordinator or program director.

I understand that, if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action that may include dismissal from the program.

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Date: _____



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Please refer to <https://asa.maricopa.edu/departments/healthcare-education-at-the-maricopa-community/maricopanursing-programs/background-check-requirements> for details regarding background check requirements.

Signature: _____

Date: _____



(Signature Form)

**MCCCD HEALTH PROGRAMS
VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY**

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I (print your name) _____, freely choose to participate in the Nursing Program. In consideration of my voluntary participation in this Program, I agree as follows:

RISKS INVOLVED IN PROGRAM: I understand that the clinical training environment for this Program in which I am enrolled through Maricopa Community Colleges contains exposures to risks inherent in activities of the Program such as but not limited to bodily injury, communicable and infectious diseases, and property damage.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor regarding my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations. I recognize that Maricopa Community Colleges are not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this Program, I authorize in advance the representative of Maricopa Community Colleges to secure whatever treatment is necessary, including the administration of anesthetic and surgery. Maricopa Community Colleges may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release Maricopa Community Colleges from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Maricopa Community Colleges and their officials, officers, employees, agents, and volunteers from and against any and all claims, of whatsoever kind or nature, which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Voluntary Assumption of Risk and Release of Liability shall be governed by the laws of the State of Arizona that shall be the forum for any lawsuits filed under or incident to this Form or to the Program. If any portion of this Form is held invalid, the rest of the document shall continue in full force and effect.

Signature of Program Participant

Date

Signature of Parent or Legal Guardian
(If student is a minor)

Date