



# Associate of Applied Science in Nursing **NURSING STUDENT HANDBOOK**



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## **COCONINO COMMUNITY COLLEGE MISSION STATEMENT**

Coconino Community College is committed to providing accessible and affordable educational programs that prepare students for the future. Deeply engaged with the communities we serve, we promote student success through a welcoming and inclusive learning environment designed for innovative programming, career and workforce development, university transfer education, and continued life-long learning opportunities.

## **NURSING DEPARTMENT MISSION/VISION**

The CCC nursing program's mission is to build a professional, safe and diverse nursing workforce to advance the health of our local, national, and global communities through nursing's core values of caring, integrity, diversity and excellence.

## **PHILOSOPHY**

The nursing faculty shares the mission and vision of Coconino Community College. Nursing faculty hold the belief that nursing is an art and science. A complete nursing education curriculum integrates knowledge from the sciences and humanities. Nursing faculty are committed to contributing to the profession through teaching and maintaining knowledge of current nursing practice and educational methods. The nursing faculty recognizes that nursing students are unique, have individual learning needs and their engagement with students contributes to the learning experience. Active student participation, which includes setting personal goals and taking ownership of program content and skills mastery, is essential to their success.

## **NURSING PROGRAM GOALS**

1. Provide the community an economically feasible way to advance a career in healthcare.
2. Improve student learning by providing students with innovative teaching strategies.
3. Engage with students to promote retention within the nursing program.
4. Empower students to create and achieve goals throughout the nursing program.

## **NURSING PROGRAM OUTCOMES**

The nursing program measures student success after completion of the program. The following areas are tracked and evaluated.

1. NCLEX-RN pass rates
2. Program completion rate
3. Employment rates

## **END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLO)**

*The student will be able to:*

1. prioritize care for multiple patients.
2. demonstrate technical skills required of a registered nurse.
3. incorporate current evidence into clinical practice.
4. demonstrate patient, self, and environmental safety.
5. demonstrate professional, ethical and legal behaviors of a registered nurse.
6. utilize the nursing process effectively to provide client- centered care.
7. integrate healthcare technology into clinical practice.
8. function effectively within nursing and interprofessional teams.

End of Program Student Learning Outcomes are determined by various means of assessment including, but not limited to skills lab, case studies, virtual simulation, high fidelity simulation, clinical, quizzes/tests, concept maps, assignments, and care plans.

## STUDENT LEARNING OUTCOMES BY COURSE

EPSLO	NUR 116	NUR 124	NUR 215	NUR 220
<b>prioritize care for multiple patients</b>	identify frameworks for prioritizing client care.	apply prioritizing frameworks to care for patients in an adult medical-surgical setting.	apply prioritizing frameworks to care for the mental health, pediatric, newborn and childbearing families.	demonstrate the ability to prioritize care for multiple complex patients.
<b>demonstrate technical skills required of a registered nurse</b>	demonstrate competence in performing nursing skills in the skills lab.	demonstrate competence in performing supervised nursing skills in an adult medical-surgical setting.	demonstrate competence in performing nursing skills for mental health, pediatric, newborn and childbearing families.	demonstrate proficiency of technical skills for multiple complex patients.
<b>incorporate current evidence into clinical practice</b>	apply evidence-based practice to client care.	apply evidence-based practices in caring for patients in an adult-medical surgical setting.	apply evidence-based practices in care of mental health, pediatric, newborn and childbearing families.	integrate current evidence into clinical practice for multiple complex patients.
<b>demonstrate patient, self, and environmental safety</b>	identify the safety needs of patients and nurses.	demonstrate safe practices in the adult medical-surgical setting.	demonstrate safe practices in the mental health, pediatric, and maternal-newborn settings.	manage the safety needs of complex patients and the healthcare team.
<b>demonstrate professional, ethical and legal behaviors of a registered nurse</b>	identify ethical and legal behaviors of a nurse.	demonstrate ethical and legal behaviors of a nurse in an adult-medical surgical setting.	Demonstrate ethical and legal behaviors of a nurse with mental health, pediatric, newborn and childbearing families.	demonstrate the ethical and legal behaviors of a nurse in the management of complex patients.
<b>utilize the nursing process effectively to provide client-centered care</b>	demonstrate the ability to formulate a plan of care based on accurate client assessment.	apply the nursing process to provide client-centered care in the clinical setting.	apply the nursing process to provide client-centered care with mental health, pediatric, newborn and childbearing families.	utilize clinical reasoning principles to formulate and implement a client-centered plan of care for complex patients.
<b>integrate healthcare technology into clinical practice</b>	utilize technology appropriately in client care.	utilize appropriate technology while caring for patients in adult medical-surgical settings.	utilize appropriate technology while caring for mental health, pediatric, newborn and childbearing families.	utilize appropriate technology while caring for complex patients.
<b>function effectively within nursing and interprofessional teams</b>	report on therapeutic communication styles of other healthcare professionals.	demonstrate collegiality and teamwork with nursing and interprofessional teams in an adult-medical surgical setting.	demonstrate collegiality and teamwork with nursing and interprofessional teams for mental health, pediatric, newborn and childbearing families.	functions effectively within nursing and interprofessional teams to foster communication, collaboration, mutual respect, and shared decision making.

<b>EPSLO</b>	<b>NUR 114</b>	<b>NUR 222</b>
<b>prioritize care for multiple patients</b>		assess priorities in patient management.
<b>demonstrate technical skills required of a registered nurse</b>	list the eight rights of medication administration.	evaluate the role transition from student to professional nurse.
<b>incorporate current evidence into clinical practice</b>	explain the application of current evidence for use with medicine administration.	validate sources of current evidence for nursing practice.
<b>demonstrate patient, self, and environmental safety</b>		
<b>demonstrate professional, ethical and legal behaviors of a registered nurse</b>	identify accountability, ethical and legal responsibilities of the professional nurse related to safe drug administration.	evaluate professional, ethical, and legal behaviors of a registered nurse.
<b>utilize the nursing process effectively to provide client-centered care</b>	address indications, routes, side effects, and adverse effects of medications introduced in this course.	
<b>integrate healthcare technology into clinical practice</b>	discuss the role of technology in client care.	
<b>function effectively within nursing and interprofessional teams</b>	distinguish the roles of the hospital pharmacists, health care providers, and nurses for individualization of pharmacological interventions.	distinguish among various nursing leadership skills.

## **PROGRAM CONCEPTUAL FRAMEWORK AND COMPETENCIES**

A conceptual framework provides an organizing structure for implementation of learning experiences throughout the nursing program. Students must be able to demonstrate satisfactory performance guided by nationally recognized standards and competencies. End of Program Student Learning Outcomes were created around Quality and Safety Education for Nursing (QSEN). The following is a guide to competencies that students must perform in order to successfully complete the nursing program.

<b>EPSLO</b>	<b>QSEN</b>	<b>ANA Standards of Professional Performance</b>	<b>ANA Standards of Nursing Practice</b>	<b>Clinical Judgment Model</b>	<b>NLN Competencies</b>
<b>prioritize care for multiple patients</b>	Patient-centered care Teamwork/Collaboration Safety Informatics		Assessment Planning	Recognize Cues Analyze Cues Prioritize Hypotheses Generate Solutions	Nursing judgement
<b>demonstrate technical skills required of a registered nurse</b>	Patient-centered care EBP Safety Informatics		Implementation	Take Action Evaluate Outcomes	
<b>incorporate current evidence into clinical practice</b>	Patient-centered care EBP QI Safety Informatics	Education Evidence-based Practice/research Quality of practice	Outcomes Identification Planning Implementation	Hypotheses Generate Solutions Take Action Evaluate Outcomes	Spirit of inquiry
<b>demonstrate patient, self, and environmental safety</b>	Patient-centered care Teamwork/Collaboration Safety	Environmental health	Implementation	Take Action Evaluate Outcomes	
<b>demonstrate professional, ethical and legal behaviors of a registered nurse</b>	Patient-centered care Teamwork/ Collaboration EBP QI	Ethics Culturally congruent practice Resource utilization	Implementation	Take Action Evaluate Outcomes	Professional identity
<b>utilize the nursing process effectively to provide client-centered care</b>	Patient-centered care Teamwork/Collaboration EBP QI Safety Informatics	Quality of practice Professional practice evaluation	Assessment Diagnosis Outcomes Identification Planning Implementation Evaluation	Recognize Cues Analyze Cues Prioritize Hypotheses Generate Solutions Take Actions Evaluate Outcomes	Nursing judgement
<b>integrate healthcare technology into clinical practice</b>	Patient-centered care QI Safety Informatics	Professional practice evaluation Resource utilization	Implementation	Take Actions Evaluate Outcomes	
<b>function effectively within nursing and interprofessional teams</b>	Patient-centered care Teamwork/Collaboration QI Safety Informatics	Communication Collaboration Leadership Resource utilization	Implementation	Take Actions Evaluate Outcomes	Human flourishing



## **ASSOCIATE IN APPLIED SCIENCE NURSING DEGREE PROGRAM OF STUDY**

Curriculum Academic Year 2021-2022

<b><u>General Education Courses</u></b>		<b><u>Credit Hours</u></b>
ENG 101	English Composition I*	3
ENG 102	English Composition II*	3
MAT 140 (or higher)	College Mathematics*	3-5
BIO 201	Human Anatomy & Physiology I*	4
BIO 202	Human Anatomy & Physiology II*	4
BIO 205	Microbiology**	4
BIO 218	Human Pathophysiology**	4
CHM 130	Fundamentals of Chemistry*	4
NTR 135	Human Nutrition**	3
PSY 240	Developmental Psychology**	3
AH	Arts and Humanities elective**	3
	Total General Education Credits	38-40

<b><u>Nursing Core Courses</u></b>		<b><u>Credit Hours</u></b>
NUR 114	Introduction to Nursing Pharmacology	3
NUR 116	Nursing Concepts I	7
NUR 124	Nursing Concepts II	9
NUR 215	Nursing Concepts III	9
NUR 220	Nursing Concepts IV	9
NUR 222	Management & Leadership in Nursing	2
	Total AAS Nursing Degree Credit Hours	77-79

\*Prerequisite courses required to be completed prior to entering the Nursing Program

\*\*Corequisite courses, but strongly encouraged to complete prior to entering the Nursing program

### **Nursing Course Outlines**

See [Appendix B](#)

## **ADMISSION, PROGRESSION, WITHDRAWAL, DISMISSAL, AND READMISSION POLICIES**

### **Admission**

To be eligible to apply for admission to the Associate of Applied Science in nursing program the applicant is required to complete the following:

- Application for admission to Coconino Community College
- Completion of the current year's nursing program application (available in October yearly)
- Submission of all official transcripts that apply to the nursing program to the CCC registrar for evaluation prior to the application process
- Submission of official transcripts with the application to the nursing program (official transcripts must be in a sealed envelope) and a copy of DegreeWorks
- Grade of "C" or higher in all required prerequisite courses
- Cumulative grade point average of 3.0 on a four-point scale or higher on required pre/co-requisite courses
- Verification of current Arizona Nursing Assistant (LNA) license
- Submission of a copy of an Arizona DPS Fingerprint Card, Level 1
- Completion of the ATI TEAS exam with a minimum score of 66.1%

- Attendance to an Application Information Session (dates and times are located on the [Nursing Program Information](#) webpage)

### **New Student Orientation**

All new students to the Nursing Program are required to attend a one-day orientation. Required orientation activities must be completed and include:

- Review of Nursing Student Handbook and sign acknowledgement
- Obtain CCC student ID badge
- Purchase approved scrubs
- Set up ATI account and complete learning activity
- Complete plagiarism certificate
- Complete COVID-19 certificate
- Complete change of major form
- Tour of facility
- Other activities outlined by the agenda (varies from year to year)

### **Progression**

Progression through the Nursing Program requires students to obtain a “B” or higher in each course in addition to successfully passing clinical experiences.

### **Withdrawal**

The nursing program follows CCC’s procedure on [Student Withdrawal \(501-11\)](#). It is strongly recommended that the student speaks with the nursing instructor and Director of Nursing prior to withdrawing from the course.

### **Course Withdrawal**

- A student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self-service system or by submitting a course drop form to the Registration and Enrollment Services Office. Withdrawals must be made within the published deadlines. (See [501-03 Registration Information](#))
- It is the student’s responsibility to withdraw from any class they do not intend to complete. If a student stops attending and does not withdraw by the withdrawal deadline the instructor will assign the earned final grade. Students are encouraged to discuss withdrawal options with their instructors and with the Office of Financial Aid and Veterans Services (if a financial aid or Veterans education benefits recipient).
- A grade of “W” indicates that the student withdrew from the class after the end of the drop period but on or before the withdrawal deadline.
- A grade of “W” is not calculated in the grade point average but is included in attempted hours of completion.
- Tuition refunds will only be processed within the refund period.

### **Term Withdrawal of Financial Aid Students**

- In accordance with the federal regulations (34 CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn by the College. Students are encouraged to contact the Office of Financial Aid and Veteran Services.
- A Return to Title IV calculation will be determined for students who follow official withdrawal procedures as well as for students who stop attending classes. Students may be required to return unearned Federal Grant or Federal Loan funds.

### **Dismissal/Readmission**

Students who earn a grade below “B” or withdraw from any nursing course (due to failure of a course) may request readmission to the nursing course; however, readmission is not guaranteed. Students may request readmission once during the Associate of Applied Science in Nursing program. Readmission is contingent on space availability and not guaranteed. Readmission requests must be submitted in writing to the Director of Nursing. The letter should address actions implemented to resolve the issues responsible for exiting the program. The Director of

Nursing will review requests for readmission. Written requests must be submitted by March 1<sup>st</sup> for Fall semester and October 1<sup>st</sup> for Spring semester.

### **Transfer Students/Advanced Placement**

Students wishing to transfer to the Coconino Community College Associate in Applied Science in Nursing program from another nursing program and seek advanced placement must provide the following documentation *and* schedule an interview with the Director of Nursing. The application process includes:

- Completion of Associate in Applied Science in Nursing Degree program admission requirements as outlined in [Admission](#) requirements
- Completion of an application according to published procedure of the current year (this includes AZ LNA license, DPS fingerprint clearance card, and ATI TEAS test score)
- Submission of letter(s) from previously attended nursing program(s) verifying performance and placement in theoretical and clinical levels
- Submission of official transcripts of prior coursework from the nursing program and all pre/co-requisites
- Submission of all nursing course syllabi of classes completed

The Director of Nursing will determine eligibility and placement of the student based on evaluation of prior coursework and information from previous program(s) prior to scheduling an interview. Acceptance is also dependent on space available in class. If accepted, the student is required to complete documentation as outlined in [Health Requirements](#).

### **Advisors**

- Students will be assigned a nursing faculty advisor to assist them during the program. Students will meet with their advisors each semester and as needed. Nursing faculty advisors can help guide you with career choices.
- Each student is responsible for fulfilling degree requirements, but the Director of Nursing or an academic advisor can help the student to understand academic requirements, changes in requirements, choose electives, and plan a balanced program.
- Advisors may also assist students to utilize the resources available at CCC, including programs for improvement of study skills, financial aid, counseling, and health care.

### **GRADUATION REQUIREMENTS**

Requirements for graduation include:

- All co-requisite courses must be completed prior to or in sequential order listed on the curriculum outline. Students must receive a “C” or higher in all required general education and science courses and a “B” or higher in the nursing courses and successfully pass clinical rotations in order to progress through the nursing program.
- Successful completion of all required nursing program theory and clinical hours.
- Students should follow other graduation procedures as described in the Coconino Community College catalog.
- Graduation from the nursing program does not guarantee licensure.

### **HEALTH REQUIREMENTS**

#### **Documentation**

The following records must be completed and on file with the Nursing Department when applications are submitted. Health records are required in order for students to participate in clinical rotations. It is the student’s responsibility to ensure that all forms and requirements are complete throughout the nursing program. Students are required to keep a copy of ALL documents for their own records, as they will be required to provide these to clinical agencies prior to participating in clinical rotations.

- Confidential Medical History Form
- Negative TB skin test (must be current for the entire academic year) or a chest x-ray/other testing if skin test was positive
- Evidence of two (2) measles, mumps, and rubella (MMR) vaccines OR blood titer (must be read by healthcare provider), which shows immunity \*NOTE: rubella vaccine cannot be given to pregnant women.

- Evidence of two (2) varicella (chickenpox) vaccines OR blood titer, which shows immunity (must be read by healthcare provider)
- Hepatitis B vaccine series record or signature declining this vaccine (the administrative assistant for the Nursing Department has a declination form)
- Tdap immunization within ten (10) years
- Flu vaccine (annually by November 1st)

Additional Documentation Required:

- American Heart Association BLS Provider certification
- Current Arizona Nursing Assistant License (LNA)
- DPS Fingerprint Card, Level 1

Students continuing in the nursing program must update the following records prior to the start of each semester in order to continue in the program and participate in clinical rotations:

- Health history form (if there is a change)
- Emergency contact information (if there is a change)
- Annual TB skin test, chest x-ray, or other form of tuberculosis testing
- Current AHA BLS Provider CPR certification
- Current Arizona Nursing Assistant License
- Flu Vaccine (annually, due on November 1st of each year)
- Any other health requirements implemented by clinical facilities (at any time in the school year)

These requirements must be up-to-date at all times during the program. It is the student's responsibility to provide an up-to-date copy of these records to the Nursing Department. Failure to provide up-to-date records will result in the student not participating in clinical rotations until the requirements have been met. ***If students miss clinical due to not having up-to-date records will receive a grade of zero for the rotations missed, and the attendance policy will also be enforced.***

### **Policy Related to Pregnancy, Medication, and other Health Related Concerns**

Students who are pregnant, under the influence of medication, or other health related concerns such that would prevent full participation in required clinicals and other competencies of the nursing program will require consultation with the course faculty and/or the Director of Nursing well in advance of clinical assignment or as soon as possible. This is not excluding students, but coordinating with faculty if less than full participation in all aspects of clinical requirements cannot be met.

### **Blood and Body Fluid/Needle-Stick Exposure Protocol**

All exposures to blood and other potentially infectious bodily fluids must be reported immediately to the clinical instructor and receive medical evaluation at the student's expense.

- Any student sustaining blood or bodily fluid exposure as described above may elect to have an HIV antibody test performed at the clinical facility, where possible, or at another health care facility. All efforts will be made to protect student confidentiality. Students desiring a higher level of confidentiality may have testing performed at the Coconino County Health Department or private health care provider's office.
- Students sustaining significant exposure to blood/bodily fluids must report it to their instructor who will notify the immediate supervisor and complete the appropriate documents required by the clinical agency. The CCC nursing program will follow the clinical agency policy and procedure on exposure.
- Those exposures requiring first aid (i.e., lacerations requiring sutures) will be referred for evaluation and treatment in the Emergency Department.
- Students who receive a significant exposure to a known HIV source or known Hepatitis B carrier (HbsAg positive) will be referred immediately to the Emergency Department for initial evaluation. Follow up will be the responsibility of the student and the student's health care provider.
- When a student experiences an unprotected exposure to blood/bodily fluids while in a clinical agency, the student should be aware that the agency policy may mandate an incident report be filed. While the nursing

program will make every effort to maintain confidentiality, the nursing program cannot be held responsible for actions taken by the clinical agency. The Nursing Program will maintain a record of exposure incidents.

- If a student receives a bloodborne exposure or needle-stick during skills lab on the CCC campus, the student will be sent for bloodborne pathogen blood draw. CCC will pay for the first lab draw, and the student will be responsible for the cost of subsequent follow up.

## **GIFTS**

Students may not give or receive any gifts of patients/clients or their families. Students should not give or receive gifts to nursing faculty or clinical instructors.

## **ACADEMIC POLICIES**

CCC has numerous policies to which students and employees must adhere. The policies that communicate expected student conduct in class and clinical experiences are listed here. Full copies are included in [Appendix A](#) of this handbook. Students can access CCC policies on the website (<https://www.coconino.edu>)

## **Code of Conduct**

Behavior that interferes with the orderly functioning of the college or adversely affects an individual's pursuit of education, or disrupts the learning environment is prohibited. For a complete list of prohibited behaviors, see the College's full [Code of Conduct Procedure \(503-01\)](#). Any violation of the [Code of Conduct](#), [Professionalism](#), [Respectful Behavior](#), [Academic Honesty/Integrity](#), [Cell Phone/Social Media](#), [Dress Code](#), [Arizona Nursing Practice Act](#), or [Safe Practice Policies](#), will be subject to the following discipline procedure. Violations will follow the student throughout the entire nursing program.

1. **First offense:** Verbal warning will be given to the student from the instructor. Written documentation of the verbal warning will be placed in the student's file.
2. **Second offense:** Written letter of warning will be issued to the student. With the written warning, the student, instructor, and Director of Nursing will provide a signature, and the document will be placed in the student's file. Students are required to create a written action plan to correct the behavior.
3. **Third offense:** A meeting with the instructor and Director of Nursing with consideration for dismissal from the program.

## **Professionalism**

Nursing professionalism occurs both inside and outside the classroom. Professionalism includes the following behaviors. Students not practicing the above behaviors will be subject to discipline (see [Code of Conduct](#)).

1. Preparedness (class and clinical)
2. Time Management
3. Quality of Work/Accountability
4. Teamwork/Leadership
5. Respectful Behavior
6. Ethical Behavior
7. Coachability/Self-Reflection
8. Emotional Intelligence
9. Motivation

## **Respectful Behavior**

Everyone in the nursing program, including students, instructors and supervisors are expected to treat one another with kindness and respect. The following actions are considered disrespectful and exhibiting any of the following behaviors may result in the disciplinary process (this is not an all-inclusive list).

- Gossiping
- Spreading rumors by any means

- Disrupting the learning environment
- Bullying
- Harassment
- Physical violence, including restriction of movement or egress
- Using or possessing weapons on campus or a clinical setting
- Theft
- Damage to school or personal property of another
- Not taking personal accountability
- Disrespectful communication

### **Academic Honesty/Integrity**

The CCC Department of Nursing anticipates that each student will pursue studies with purpose and integrity. If students are not living up to the expected high standard of academic integrity, the value of the education that they are receiving, and the nursing degree they will receive, is compromised. Nursing students will be held accountable to the CCC [Academic Dishonesty \(303-11\) policy](#). Each student's grade should reflect only that student's achievement. The following conduct shall be deemed to violate college policy and will be subject to disciplinary action.

Plagiarism is the act of appropriating another person's written, artistic, or musical composition or portions thereof, or ideas, language or symbols and conveying the material as the product of one's own mind without giving credit to the originator. In written work, direct quotations, statements which are the result of paraphrasing or summarizing the work of another, and other information which is not considered common knowledge must be cited or acknowledged usually in the form of a footnote. Quotation marks or a proper form of identification shall be used to indicate all direct quotations.

Cheating is the act of using or attempting to use, in an examination or other academic work, material, information, or study aids, which are not permitted by the instructor. Cheating includes, but is not limited to, having another person do research, write papers, complete assignments or take examinations for someone else. The submission of large portions of the same work as part of the academic work for more than one course can be considered cheating unless the instructor permits such submission.

Fabrication is the invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to inventing the data for a scientific experiment, inventing the title and author of a publication in order to use the invented publication as a source, or knowingly attributing material to an incorrect source. Examples of the above may include, but are not limited to:

- Copying, writing, or presenting another person's information, ideas, or phrasing without citing the original source
- Using a commercially-prepared term paper or project
- Copying information from the test of another student
- Using unauthorized materials during an examination
- Obtaining illegally or attempting to obtain unauthorized knowledge of a test
- Giving or selling to another student unauthorized copies of tests
- Taking a test in place of another student or having someone take a test in his/her place
- Unauthorized collaboration between students on a test, paper, project or activity
- Forging, altering, or using college documents, records, forms or instruments with the intent to defraud or to furnish false information to the college or to other agencies and educational institutions
- Sharing faculty prepared materials

Any academic dishonesty will not be tolerated, if academic dishonesty is suspected or identified, the student will meet with the course faculty and will be reported to the CCC Director of Nursing and the Director of Student Services and action will be taken as per CCC policy.

## **Cell Phone and Social Media Use**

Use of cell phones during class and clinical experiences is prohibited, unless the student is on an institutionally sanctioned break. All cell phones must be turned off during class. Cell phones are not to be taken into a clinical facility unless the instructor has given permission for their use to contact the instructor only. Students observed using cell phones or tablets other than what the instructor has permitted will be asked to leave, and an absence from class or clinical will be recorded and calculated into the didactic or clinical grade. Students are forbidden to use cameras or the camera function on their phone to take photographs of any aspect of the clinical setting or experience. This also includes any aspect of a patient's chart. Students are prohibited from posting any material or photographs of clinical settings on any form of social media. Violations will be handled via the CCC [Student Discipline Policy \(503-02\)](#), and hospital or clinic privacy/HIPAA policies.

## **Dress Code**

Specific dress standards are established for nursing students to present and maintain a professional and traditional nursing appearance to patients, employees and visitors. The dress code allows for identification as a student nurse, comfortable performance of duties, promotion of safety, and prevention of the spread of infectious diseases. Failure to comply with the dress code may result in disciplinary action. Consultation with the Director of Nursing or a primary nursing instructor is advised if the nursing student is experiencing difficulty complying with the dress code.

- Approved white uniform top with college patch on left shoulder and Caribbean blue pants and white leather or leather-like) shoes are the required CCC student nurse uniform.
- The dress code is in effect in all didactic classes and clinical experiences unless otherwise specified by the instructor.
- Identification badges are to be worn at all times above the waist with the name visible. Only the CCC ID badge is to be worn on the college campus.
- Hair must be clean and neat at all times. Hair longer than shoulder length must be pulled back. Facial hair must be clean, neat and well groomed. Medical or religious head covers may be worn.
- CCC and CCC Nursing t-shirts with the approved scrub pants may be worn to didactic class, skills sessions, and simulation lab at the discretion of the instructor.
- Nursing uniforms must be clean and pressed for personal and patient safety. If, for any reason, the official college nursing uniform no longer fits, is torn, damaged or stained, the student will be expected to replace it.
- Uniforms must fit properly. This means that they are loose enough to permit free and unobstructed movement.
- Only a white lab coat, white sweater, or white jacket can be worn over the official uniform. A CCC Nursing embroidered jacket can also be worn.
- Jewelry should not detract from the functions of a student nurse. Watches are encouraged, and should be able to display the time with seconds. Stud earrings may be worn. Jewelry through facial piercings must be removed for classes and clinical experiences. Ear gauges are prohibited. Bracelets and necklaces are not allowed in simulation labs, skills labs or clinical settings. The only permitted rings are wedding and/or engagement rings. Decorative badge holders are prohibited.
- Fingernails should be clean and short with no polish. Acrylic or gel nails are not allowed as they have been shown to spread pathogens.
- Perfume or cologne are prohibited as they can stimulate allergic reactions in other people.
- Make-up may be worn as long as it is conservatively used.
- Visible tattoos must be covered completely.
- Hair must be of a natural-appearing color.
- Clean, white, nursing shoes in good condition shall be worn by students. Shoes should be impervious to liquids and provide reasonable protection from heavy or sharp objects. Open-toed or backless shoes are prohibited.

## **ARIZONA NURSE PRACTICE ACT and SAFE PRACTICE POLICY**

All nursing students and nursing faculty must uphold the elements of the Arizona Nurse Practice Act while they are in the nursing student or nursing instructor role. Any violations of R4-19-40, Unprofessional Conduct, as stated below, may be reported to the Arizona State Board of Nursing for investigation, and may initiate the CCC Student Discipline (503-02) process. Violations may also result in removal from the course.

### **R4-19-403 Unprofessional Conduct**

For the 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 work place 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 health care 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 and 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 R§-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.

### **Medication Administration**

In order to ensure that all student nurses understand their responsibility to practice within the context of patient safety, students are expected to achieve and to maintain an increasing level of competence related to safe patient care. An essential aspect of safe patient care is the accurate and safe administration as well as vigilant surveillance of any medication given to patients. Medication administration includes preparation, administration, and documentation of each medication. Medications are to be administered according to facility protocol. Students are required to use the *Three Checks* and the *Eight Rights* procedures in the preparation and administration of medication. The *Three Checks* used to determine the right medication are

- The medication is compared to the order
- The medication is compared to the Medication Administration Record (MAR)
- The medication is compared to the patient

Accurate administration of a medication is assured by adhering to the *Eight Rights*

- Right patient
- Right medication
- Right dose
- Right time
- Right route
- Right documentation
- Right reason
- Right response

Two identifiers are used properly to identify every patient prior to administration of any medication. The identifiers include: patient's name, patient's birth date, and the assigned identification number. The first two are the preferred methods. If the patient is competent, confirmation should occur with the patient (i.e., ask the patient name and date of birth). These identifiers are to be compared with the MAR at the patient's bedside. Additionally, students are expected to be able to accurately calculate medication dosages and to understand the importance of giving medication in a timely manner to patients across the lifespan. During each semester, nursing students are required to take a medication calculation test prior to attending clinical rotations. Additional information regarding the medication calculation tests is located in each semester's syllabus.

### **Occurrences**

Occurrences are defined as any circumstances that deviate from expected behavior. Each occurrence will be documented by the clinical instructor. After discussing the occurrence with the student, the instructor and the student will sign the documentation. This documentation can be used when there are concerns related to the preparation, administration, and/or documentation of medications or the eight rights. It will also be reviewed, signed by the Director of Nursing and placed in the student's file.

### **Chain of Command**

Using the chain of command in a professional role such as nursing is of utmost importance and is required by the nursing program. Chain of command is often used in conflict resolution but should be used for almost all decision making. Please use the following chain of command when decisions and conflict resolution are needed. If a resolution cannot be made, then moving up the chain is an appropriate action. All incidences in which something must be moved up the chain will be documented.

1. Discuss directly the person(s) involved.
2. Discuss with the instructor.
3. Discuss with the Director of Nursing. If the Director of Nursing cannot provide a solution, then the Director of Nursing will move up the chain of command within the college.

At the request of the clinical partners, students are not allowed to discuss or make requests regarding the clinical schedule or Capstone assignments with clinical facilities. This is unprofessional and unethical. Clinical facilities will report these behaviors directly to the Director of Nursing, and the student will be disciplined according to the [Code of Conduct](#) policy.

### **Student Appeals**

Students may appeal a grade or other academic decision made by the nursing department which would affect the completion of course requirements. The student must follow the CCC [Student Academic Appeals](#) procedure.

### **CRIMINAL BACKGROUND CHECK**

It is a requirement that all applicants to the nursing program provide a copy of a Fingerprint Clearance Card issued by the Arizona Department of Public Safety as well as have a Licensed Nursing Assistant license issued by the Arizona Board of Nursing (AZBN). Those seeking an RN license through the state of Arizona must "submit a full set of fingerprints for the purpose of obtaining a state and federal criminal records check" per the A.R.S. § 32-1606 statute.

### **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 as a misdemeanor" pursuant to A.R.S. Section 13-604(A).

### **"Felony bar" cases:**

If a person has been convicted of a felony, the person is not eligible to apply for licensure or certification with the Arizona State Board of Nursing until 3 years after the "absolute discharge" of the sentence. "Absolute discharge from the sentence" means completion of any sentence, including imprisonment, probation, parole, community supervision or any form of court supervision. This also includes payment of all restitution, fines, fees, etc. If the conviction is reduced to a misdemeanor, or set aside, dismissed, etc., the 3-year bar may no longer be applicable, but the Board may still consider the conduct involved, and the person's application will be considered on a "case by case" basis.

Unless you are currently prevented from applying licensure or certification due to the "felony bar" statute, Board staff cannot tell you whether the Board will grant your application for licensure/certification. Board staff also cannot give you advice about whether to continue your nursing education. The decision to license or certify an Applicant is made by the Board, only after the investigation is complete.

### **SUBSTANCE ABUSE**

The nursing program abides by the CCC [Drug and Alcohol Screening for Nursing Students, Procedure 106-02](#). CCC is a drug-free campus and prohibits anyone, including a medical marijuana cardholder from possessing or using it on campus. The nursing program also abides by clinical facilities' policies on the use of medical marijuana and other controlled or illegal substances. Violation of this policy may result in the immediate dismissal of the student from the nursing program. See [Appendix A](#).

### **ATTENDANCE POLICY**

Students are expected to attend classes as scheduled and be on time. The Department of Nursing Attendance Policy is more rigorous than the [CCC Attendance policy \(303-02\)](#), and is permitted by that policy. Attendance will be taken in all classes and clinical experiences. Recording of absences will be at the discretion of the instructor.

- Students are expected to attend all scheduled classes and clinical experiences
- It is up to the instructor to determine when and how to make-up missed topics.
- It is the student's responsibility to meet with the instructor for missed topics or alternative experiences.
- Students in the final semester are required to attend a 3-day live NCLEX-RN review offered at no additional cost by the Nursing Program.
- A student absent more than two days in theory class or more than one day of clinical in a semester will be dismissed from the nursing program.

The Nursing Program will require students to perform a self-assessment of health prior to attending class, clinical, skills lab/simulation, and any other required activities. If anyone is sick or concerned that they may be sick, please contact the instructor to make arrangements for that day.

### **ACADEMIC GRADING POLICY**

Each course syllabus contains course outcomes, competencies, and information regarding the determination of the final grade. The CCC Nursing Department follows CCC policies on [Academic Grading \(303-05\)](#), found in [Appendix A](#) of this handbook, and on the CCC website.

- A grade of "B" or higher in all NUR courses is required to progress through the program.
- If a nursing student does not meet the following criteria, the student will receive a final grade no higher than a "C" and cannot progress to the next semester.
  - A. Maintain a minimum of an 80% average in each course
  - B. Pass all semester final exams with a score of 80% or higher
  - C. "Passing" grade for clinical performance (see [Clinical Grading Policy](#))
- There will be no rounding off of any grade.
- If at any point, the student has an exam score less than 80%, the student is required to meet with the instructor to develop a plan for passing the course with a minimum of 80% average (see the following section titled, ["Academic Notification"](#)). It is the student's responsibility to schedule a time with the instructor.

- In order to attend clinical and pass medications, students must score 100% on a medication calculation test. If a student does not score 100%, the student will be required to remediate, and a second test will be given. If a student does not score 100%, there is a risk for dismissal from the program.
- Midterm and Final Exams may not be rescheduled. If a student misses a Midterm or Final Exam due to anything other than an illness, a zero will be given for the exam.
- Extra credit may be earned at the discretion of the course instructor. Extra credit points will not be given if the student has not completed all assigned work. Extra credit points will be applied once an 80% average score has been achieved at the end of the course. Extra credit points will not be transferred from one course to another. The following activities are approved and must be available to all students (who qualify) and approved by the instructor.
  - A. Read relevant literature and provide a report and/or class presentation
  - B. Volunteer in the community
  - C. Teach a mini-topic to the class
  - D. Other activities approved by the instructor
- If a student fails a final exam, a re-test may be given with the instructor and Nursing Department Director approval; however, it is not guaranteed. Re-testing will be given within seven (7) days of approval. A student will not receive a score of more than 80% on a re-test and will be a different test than the final exam initially administered.

### Grading Scale

Letter Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	65-69%
F	<65%

Overall semester grades will be determined by a combination of scores as follows for NUR 116, NUR 124, NUR 215, and NUR 220:

Activity	Percentage of Total Grade	
ATI	10%	All assignments are to be completed to receive a grade in the course.
Class Assignments and Homework	15%	
Simulation/Clinical Assignments	20%	Clinical assignments include concept maps, care plans, journals, simulation activities, etc.
Quizzes and Exams	30%	
Final Exam	25%	

Overall semester grades will be determined by a combination of scores as follows for NUR 114 and NUR 222 (courses without a clinical or simulation component):

Activity	Percentage of Total Grade	
ATI	10%	All assignments are to be completed to receive a grade in the course.
Class Assignments and Homework	30%	
Quizzes and Exams	30%	
Final Exam	30%	

### **Academic Notification**

If at any time during the semester a student scores below 80% academically or is evaluated as being unsafe in the clinical setting, the student will be placed on academic notification. The student must make an appointment with the instructor to discuss strategies to improve their academic performance. The student will continue to consult the instructor to discuss progress until their academic average score is 80% or above. The student may need to show proof of meeting with a tutor. The instructor will document progress and student behaviors. At the end of the semester if the student's academic grade continues below 80% or does not have a passing grade of 80% or higher in clinical experiences, the student will not be allowed to progress in the nursing program.

### **Assessment Technologies Institute (ATI)**

The CCC nursing department uses ATI to supplement student learning throughout the program. There are many aspects of ATI that will be used including modules, tutorials, and practice/proctored assessments. ATI will be assigned throughout each semester. Please review the following policy regarding the [ATI Assessment](#) and [Dosage Calculations](#).

### **TECHNOLOGY REQUIREMENTS**

It is important to explore the various modes of learning in the nursing program. In addition to the traditional classroom learning, there are numerous computer requirements. Each course will have mandatory online components as well as other online lessons, research projects, assignments and email communications. See [Appendix C](#) for technology requirements in simulation and clinical.

- Nursing students must have access to a computer every day.
- It is highly recommended that students have a laptop computer for proctored testing.
- If a student does not have a laptop computer or have the ability to obtain one, the student may use the computer lab on campus.
- Arrangements can be made regarding a computer cart for web-based testing during class.
- If a student needs help with IT support, the IT Help Desk can be contacted by calling 928-226-4357 or emailing [it.helpdesk@coconino.edu](mailto:it.helpdesk@coconino.edu).

### **CLINICAL REQUIREMENTS**

- Students are responsible for providing their own transportation to all clinical facilities.
- Clinical sites may be outside the Flagstaff city limits.
- Students are expected to be fully prepared for clinical experiences as outlined in each course/clinical syllabus.
- Students must dress in the approved CCC nursing program uniform.
- Students must adhere to legal, ethical, and professional standards of practice.
- Students who exhibit unsafe, illegal, unethical, and unprofessional behavior will be immediately removed from the clinical facility, and may be dismissed from the nursing program.
- Students are expected to abide by the policies and procedures of the clinical facilities.

- Cell phones are prohibited from use during clinical experiences except with the permission of the instructor for the purposes of contacting the instructor.
- Attendance at all clinical experiences is mandatory.
- In case of an emergency or absence the clinical instructor is to be notified prior to the scheduled clinical start time.
- Students must adhere to professional boundaries with clients.
- All student nurses are responsible for completing agency specific mandatory modules. Mandatory modules are areas of information that are deemed vital to faculty, students and other personnel working or having clinical rotation at the agency and who participate in providing direct patient care. All students are required to complete their facility-specific mandatory learning modules prior to attending clinical experiences.
- Students will be required to set at least one meaningful goal for the day.
- Leaving a clinical site campus for lunch or breaks is not allowed.
- In order to attend clinical and pass medications, students must score 100% on a medication calculation test.

### **Supervision During Clinical**

Supervision of clinical activities should be as follows:

- One clinical faculty member must be on site while students are providing direct care to clients in facilities that offer 24-hour care (hospitals, skilled nursing facilities, long term care facilities, etc.).
- Community clinical experiences must have a preceptor or nursing faculty on site at all times while students are providing direct care to clients.
- Each clinical faculty member shall be assigned to no more than 10 students at a time, whether it is an onsite or precepted clinical experience.
- Precepted clinical experiences shall have a preceptor who is licensed at or above the level of the program by holding an Arizona license in good standing or holding multi-state privilege to practice in Arizona. R4-19-206(E)(1)(a).
- The Arizona Board of Nursing has published an [Advisory Opinion on The Role of the Clinical faculty](#). CCC includes this in its supervision of clinical activities policy.
- Certain community-based clinical rotations may not require an instructor to be present.
- Any variation from a normal set clinical schedule must be communicated in advance to the nursing faculty for approval.

The clinical instructor has the responsibility for supervision in the preparation and administration of medications during clinical. The manner in which preparation and administration of medications shall be supervised is left to the sound discretion of the instructor, except as follows.

- All medications are checked with the MAR by the instructor or designee (preceptor, primary nurse, or staff nurse assigned to the patient).
- Throughout the program, administration of any medication by the IV route is always under continuous, direct supervision of the instructor or designee.

### **Clinical Grading Policy**

All clinical experiences will be graded as Pass or Fail. To pass, the student must successfully meet stated objectives on the clinical evaluation tool. Failure to pass will result in failure of the course, and maximum grade of "C" will be recorded for the final grade. A student must pass clinical to continue in the nursing program. A passing grade in clinical is determined by the course instructor. See [Appendix H](#).

Clinical performance is graded through formative and summative assessments.

- Formative assessment: the clinical instructor will provide feedback on the student's performance at the end of each clinical experience, using a standardized clinical evaluation tool
- Summative assessment: the course or clinical instructor for each class will meet with the student and provide a mid-term and/or final clinical evaluation; the final clinical evaluation will be the student's final Pass or Fail grade for the clinical portion of the course.

Students will bring the following to all clinical rotations and lab days

- Bandage scissors
- Pen with permanent black ink
- Stethoscope preferably with diaphragm and bell
- Penlight
- Watch with seconds display
- Skills booklet

### **Personal Belongings in the Clinical Setting**

Space is not provided for nursing students in clinical settings. It is recommended that students bring only the minimum personal items with them during clinical rotations. The clinical agencies and CCC are NOT responsible for lost or stolen items during clinical rotations.

### **Insurance**

Blanket Liability coverage is provided. However, students need to provide their own health and auto insurance.

### **Missed Clinical Experiences**

Clinical rotations are an important and necessary part of the nursing curriculum and learning experience. Placement of CCC nursing students is limited and competitive with other nursing schools. Student attendance at clinical rotations is mandatory. If a student must be absent from a clinical experience day due to an emergency or illness, the instructor must be notified at the earliest possible time. There is no guarantee of make-up clinical experiences, and the student will get a zero (0) score for that clinical day which will be averaged into their final clinical grade. See [Attendance Policy](#).

### **Working Prior to Clinical Rotations**

- Students enrolled in the CCC nursing program **CANNOT** work for eight (8) full hours prior to any clinical rotation or class.
- This is a safety requirement to ensure that students can drive to and from class safely, and safely participate in the care of patients during clinical experiences.
- This also assures that nursing students are in optimum physical and mental condition to learn.

### **Communicating with Clinical Facilities**

At the request of the clinical partners, students are not allowed to discuss or make requests regarding the clinical schedule or Capstone assignments with clinical facilities. This is unprofessional and unethical. Clinical facilities will report these behaviors directly to the Director of Nursing, and the student will be disciplined according to the [Code of Conduct](#) policy.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Student Participation in Program/Student Representatives**

Each student cohort will elect two student representatives. The purpose of student representatives is to enhance communication of class concerns, issues and requests to the Director of the CCC Nursing Department. See [Appendix F](#) for full details. The role of the class representatives includes the following.

- Act as a liaison between their class as a whole, the nursing faculty, and administration
- Participate in monthly meetings with the Director of the CCC Nursing Department
- Communication and implementation of procedural or academic changes
- Develop leadership skills

## **Student Evaluations**

Student evaluations are important to the Nursing Program as they allow student input into potential changes to the program and allow the program to constantly improve the delivery of education to nursing students. These evaluations are offered in the latter portion of each semester, and the evaluations will be offered on Canvas and/or on paper. Faculty will allow time in the classroom for the evaluations to be completed. The Nursing Program provides students the ability to *anonymously* evaluate the following areas

- faculty,
- nursing courses,
- clinical experiences,
- resources, and
- the overall program

## **COMMUNICATION**

It is the nursing student's responsibility to provide current and updated contact information to the nursing department. It is vital to the student's success that the student may receive and provide communication to the nursing department. This includes current telephone numbers including home and cell phone, mailing address, and email address. Students are required to have a CCC email address for communication and it is the student's responsibility to check their email on a daily basis. Private emails will not be used for program correspondence.

## **SNOW DAYS**

Per CCC policy, CCC may close all campuses because of hazardous winter weather conditions. When this occurs, a decision will be made by 6 am, and a notice will be immediately released to local radio stations, college website, and recorded on the main CCC phone number 928.527.1222. Additionally, there may be instances when the college opens later than usual, at 10 am or noon, when road conditions are expected to clear later in the morning. When this occurs, morning classes will begin at the time the college opens (i.e. 0830 am class will begin at 10:00 am if that is when the college is scheduled to open). Classes regularly scheduled after the college opens will meet at the normal time. It is the student's responsibility to find out whether classes are meeting.

For clinical rotations, snow days declared by FUSD are not a guarantee of a day off from clinical. If CCC declares a snow day, then clinical rotations for the day shift will be canceled per policy. If CCC declares a one or two-hour delay, you will receive communication from your instructor whether to come to clinical or not. Please plan your schedule and family care accordingly. If there is any doubt about cancellation of a clinical, the student will need to contact their clinical instructor.

## **STUDENT SAFETY**

Safety is a right of all students who attend CCC. It is the college's duty to provide a safe environment for students to learn. The following CCC policies are not all inclusive. A complete listing of the college's policies is located on the [website](#).

1. [Safety and Security 121](#)
2. [Campus Law Enforcement and Reporting Criminal Actions and Emergencies 121-02](#).
3. The 2020 Annual Security Report is published on the CCC website ([https://www.coconino.edu/resources/files/pdfs/security/Crime-Report/Crime\\_report\\_2020.pdf](https://www.coconino.edu/resources/files/pdfs/security/Crime-Report/Crime_report_2020.pdf)).
4. [Sexual Harassment and Misconduct 105-01](#)



## **APPENDIX A: Coconino Community College Policies (not a complete list)**

The policies listed here, and included in their entirety are some of the most important policies to nursing student academics and conduct. The full complement of CCC Policies are available to you via the College website (<https://www.coconino.edu/policies-and-procedures>). You must be familiar with the following 10 policies, as they significantly affect you during your tenure as a CCC nursing student. Please bring any questions or concerns regarding these policies to your instructor or the Director of Nursing.

- 106-01 Drug and Alcohol-Free Workplace
- 106-02 Drug and Alcohol Screening for Nursing Students
- 303-02 Attendance
- 303-05 Grading
- 303-06 Student Academic Appeals
- 303-11 Academic Dishonesty
- 303-12 Academic Progress
- 501-11 Student Withdrawal
- 503-01 Student Code of Conduct
- 503-02 Student Discipline
- 503-03 Disruptive Behavior in the Classroom
- 503-05 Student Grievance
- Sexual Harassment and Misconduct
- Safety and Security
- Campus Law Enforcement and Reporting Criminal Actions and Emergencies



## **Procedure on Screening for Use of Alcohol and Drugs**

Impaired behaviors that are disruptive to the learning process violate the Coconino Community College Student Code of Conduct. A Nursing student in a clinical assignment, who is under the influence of alcohol or drugs that impair judgment, poses a threat to the safety of clients. For these reasons, evidence of use of these substances, documented by positive drug and/or alcohol screening tests, will result in immediate withdrawal of the student from the Nursing course or program. In the event of an appeal, Coconino Community College will make every effort to expedite the appeals process and assure the student of fundamental fairness.

1. "For Cause" Testing
  - a. Drug testing will be done at the discretion of the program. Students will be responsible for reimbursing the program for the cost.
  - b. 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 CCC Nursing Program.
  - c. The student will be asked to submit to an alcohol and drug screening at a designated facility if the nursing faculty, clinical instructor, or staff at a clinical facility where the student is assigned:
  - d. Have reasonable cause to suspect that the student is mentally or physically impaired due to alcohol or substance abuse immediately prior to or during the performance of his/her clinical duties, or
  - e. Perceives the odor of alcohol or observes physical signs and/or behavior including, but not limited to, slurred speech, unsteady gait, confusion, or inability to concentrate.
  - f. Students will sign a consent form and have a blood or urine specimen collected according to current procedures.
  - g. The student will be removed from client care assignments, pending results of the test(s).
  - h. Test results will be sent to the Director of Nursing or designee.
  - i. The student will pay for all costs associated with the "for cause" drug-screening test. If the student fails to pay for the costs associated with the drug-screening test, these costs will be added to his/her college account and a "hold" will be placed on the account.
2. Positive screening test
  - a. If the results of the drug screening test is positive and the student provides documentation of a prescription for the substance, the Director of Nursing and/or designee will consider the case in collaboration with the student and his/her health care provider. Each student will be asked to disclose prescription and over-the-counter medications he/she is taking at the time of testing.
  - b. If the results indicate a positive drug screen for alcohol, illegal substances, or medications not prescribed for that individual, the Director of Nursing and/or designee will withdraw the student from the Nursing course for a period of one year.
  - c. If the student is a Certified Nursing Assistant or Licensed Practical Nurse, 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, 1202 et seq., AZ Administrative Code R4-19-403).
  - d. After a one-year absence from the Nursing course, the student may apply for readmission according to the guidelines below.
3. Must meet the current CCC and Department of Nursing requirements related to registration and admission to the Nursing Program/Nursing-assistant course. Readmission for returning students is contingent on space available in the class.

4. Must provide documentation of evaluation by an addiction counselor and his/her determination as to whether the student is addicted to alcohol/drugs.
5. If evaluation is positive, the student must provide evidence of rehabilitation related to the alcohol/drug illness to include all of the following:
  - a. Documentation of satisfactory completion of recognized substance abuse treatment program.
  - b. Evidence of after-care attendance upon completion of the treatment program.
  - c. Weekly attendance at a 12-step or other mutually agreed upon support group. Attendance will be documented by the student and submitted to the Director of Nursing by the last day of each month.
  - d. Letter or other acceptable documentation from treatment facility and/or therapist stating that the student would be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
6. Students requesting readmission must have a repeat screening for alcohol and/or drugs immediately prior to readmission.
  - a. Following readmission to the Nursing course, the student will be required to submit to periodic drug screening at the student's expense.
  - b. If a student, after being readmitted to the Nursing course, has positive results on an alcohol or drug screening, he/she will be permanently dismissed from the Nursing course without opportunity for readmission.
  - c. Following readmission to the Nursing course, the student who has been evaluated as having an addiction must continue participation in a 12-step or other mutually agreed upon support group and submit quarterly documentation or he/she will be permanently dismissed.
7. Negative screening test
  - a. If the results of tests indicate a negative drug screen for alcohol or drugs, the student shall meet with the Director of Nursing or designee within two working days of the test results to discuss the circumstances surrounding the impaired clinical behavior.
  - b. If the indicator was the odor of alcohol, the student shall meet with the Director of Nursing or designee within two working days of the test results to discuss the circumstances surrounding the impaired clinical behavior. The student may be required to discontinue the use of the substance that may have caused the alcohol-like odor, before being allowed to return to the clinical setting. A medical referral for evaluation, with a report provided to the Director of Nursing or designee, may be requested.
  - c. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation, with a report provided to the Director of Nursing or designee, may be requested.
  - d. Based on the information presented in the meeting, and a medical report if required, the Director of Nursing or designee will make a decision regarding return to the clinical setting.
  - e. If readmitted, the student must make up clinical absences incurred for testing under Section III above.
8. Confidentiality
  - a. All test results will be sent to the Director of Nursing or designee. All results will be kept separate from students' regular files and will be handled as confidentially as possible. The Director of Nursing or designee may consult with college deans, nursing faculty, and others for appropriate action and follow-up.
  - b. If a student in the Nursing Program is unable to submit to a drug or alcohol screening test (sections I and II above) in a timely manner, unless due to a documented emergency situation, or refuses to submit to screening, the student will be removed from the Nursing course for a period of one year.
  - c. Appeals follow the usual Coconino Community College appeals process, Policy 303.6 - Grade Appeals and Other Course Requirement Decisions.

## **APPENDIX B: Nursing Course Outlines**

Please click on the following links to view the course outlines.

1. [Introduction to Nursing Pharmacology \(NUR 114\) course outline](#)
2. [Nursing Concepts I \(NUR 116\) course outline](#)
3. [Nursing Concepts II \(NUR 124\) course outline](#)
4. [Nursing Concepts III \(NUR 215\) course outline](#)
5. [Nursing Concepts IV \(NUR 220\) course outline](#)
6. [Management and Leadership in Nursing \(NUR 222\) course outline](#)

## APPENDIX C: Clinical and Simulation Information and Outcomes

The objectives are used throughout the entire nursing program for all students participating in clinical and simulation experiences. An instructor will fill out an evaluation on how students perform based on the objectives.

### Technology in Simulation and Clinical Settings

Simulation and clinical experiences require the use of technology such as simulation mannequins, IV volumetric pumps, electronic health records, and more. Instructors will work with students to become proficient in the use of required technology throughout the nursing program. If a student does not feel comfortable with the technology, it is up to the student to ask for help from the instructors.

### Simulation Lab Student Learning Outcomes

1. Develop and/or improve clinical reasoning and prioritization
2. Deepen understanding of specific concepts
3. Practice/improve/evaluate clinical skills
4. Synthesis and application of theory, skills, clinical reasoning and prioritization
5. Learn the role of a professional nurse
6. Learn to function effectively as a member of a team
7. Respond to authentic healthcare scenarios
8. Practice new theory, skills clinical reasoning and prioritization in a safe (no harm to a real patient) environment

EPSLO	Simulation Objectives
prioritize care for multiple patients	Develop and/or improve clinical reasoning and prioritization  Synthesis and application of theory, skills, clinical reasoning and prioritization
demonstrate technical skills required of a registered nurse	Practice/improve/evaluate clinical skills  Synthesis and application of theory, skills, clinical reasoning and prioritization
incorporate current evidence into clinical practice	Practice new theory, skills clinical reasoning and prioritization in a safe (no harm to a real patient) environment
demonstrate patients, self, environmental safety	Practice new theory, skills clinical reasoning and prioritization in a safe (no harm to a real patient) environment
demonstrate professional, ethical and legal behaviors of a registered nurse	Learn the role of a professional nurse
utilize the nursing process effectively to provide client-centered care	Respond to authentic healthcare scenarios  Deepen understanding of specific concepts
integrate healthcare technology into clinical practice	Respond to authentic healthcare scenarios
function effectively within nursing and interprofessional teams	Learn to function effectively as a member of a team

## **Clinical Outcomes**

1. Demonstrates professional behaviors
2. Collects and analyzes comprehensive client data
3. Plans appropriate client care
4. Provides safe, client-centered care
5. Engages in systematic and ongoing evaluation of the plan of care
6. Applies knowledge relevant to client care
7. Communicates effectively
8. Uses teaching-learning process when providing individualized client/family/group education
9. Exhibits caring to facilitate physical, mental, and spiritual health

<b>EPSLO</b>	<b>Clinical Objectives</b>
prioritize care for multiple patients	Plans and prioritizes appropriate client care
demonstrate technical skills required of a registered nurse	Demonstrates safe and appropriate technical nursing skills including physical assessment, medication administration, procedures, and interventions
incorporate current evidence into clinical practice	Applies knowledge relevant to client care
demonstrate patients, self, environmental safety	Provides safe, client-centered care
demonstrate professional, ethical and legal behaviors of a registered nurse	Demonstrates professional behaviors Exhibits caring to facilitate physical, mental, and spiritual health
utilize the nursing process effectively to provide client- centered care	Collects and analyzes comprehensive client data Engages in systematic and ongoing evaluation of the plan of care Uses the teaching-learning process when providing individualized client/family/group education
integrate healthcare technology into clinical practice	Demonstrates safe and appropriate technical nursing skills including physical assessment, medication administration, procedures, and interventions
function effectively within nursing and interprofessional teams	Functions effectively within nursing and interprofessional teams to foster communication, collaboration, mutual respect, and shared decision making

## **APPENDIX D: Nursing Technical Standards/Functional Abilities**

### **Introduction**

Certain functional abilities are essential for the delivery of safe, effective nursing care. These abilities are essential in the sense that they constitute core components of nursing practice, and there is a high probability that negative consequences will result for clients under the care of nurses who fail to demonstrate these abilities. A program preparing students for the practice of nursing must attend to these essential functional abilities in the education and evaluation of its students.

This statement of the Technical Standards of the Nursing program at Coconino Community College identifies the functional abilities deemed by the nursing industry to be essential to the practice of nursing. The Technical Standards are reflected in the Nursing program's performance-based outcomes, which are the basis for teaching and evaluating all nursing students.

Students with disabilities who think they may require accommodation in meeting the Technical Standards of the Nursing Program should contact Disability Resources (928-226-4323) to discuss the process of identifying reasonable accommodations prior to starting the program. The program will collaborate with disability resources to determine which accommodations can or cannot be made within the requirements of the program. Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to standards of nursing practice for all students. All placements in the clinical setting are contingent upon the Nursing Program partners' policies, procedures and ability to reasonably accommodate requests for students to participate in the program. It is the responsibility of the student to reach out to the Nursing Program's partners on any reasonable accommodation prior to the beginning of each semester.

### **Standards**

The practice of nursing requires the following abilities with or without reasonable accommodations. Please note, the examples listed are representative of what is required and the list is not absolute.

1. Visual acuity sufficient to assess clients and their environments and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Detect changes in skin color or condition
- Collect data from recording equipment and measurement devices used in client care
- Detect a fire in a client area and initiate emergency action
- Draw up the correct quantity of medication into a syringe

2. Hearing ability sufficient to assess clients and their environments and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Detect sounds related to bodily functions using a stethoscope
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate clearly in telephone conversations
- Communicate effectively with clients and with other members of the healthcare team to ensure critical patient care details are shared accurately.

3. Olfactory ability sufficient to assess clients and their environments and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

4. Tactile ability sufficient to assess clients and their environments and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices in client care

- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid
5. Strength and mobility sufficient to perform client care activities and emergency procedures.  
Examples of relevant activities:
    - Safely transfer clients in and out of bed
    - Turn and position clients as needed to prevent complications due to bedrest
    - Hang intravenous bags at the appropriate level
    - Accurately read the volumes in body fluid collection devices hung below bed level
    - Perform cardiopulmonary resuscitation
    - Able to reach across clients to attach or detach devices
  6. Fine motor skills sufficient to perform client care and emergency procedures.  
Examples of relevant activities:
    - Safely dispose of needles in sharps containers
    - Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
    - Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages to administer medications; able to perform these duties in a timely manner to not impact client safety or well-being.
  7. Physical endurance sufficient to complete assigned periods of clinical practice with prolonged periods of standing, sitting or walking of up to 12 hours in a day.
  8. Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear and effective communication of vital client information.
  9. Emotional stability to function effectively under stress, adapt to changing situations, follow through on assigned client care responsibilities and establish therapeutic boundaries.
  10. Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgements and manage decisions that promote positive client outcomes.



## **APPENDIX E: Minimal Knowledge and Skills/Scope of Practice**

It is the responsibility of the nursing faculty to ensure that students and clinical facilities understand the students' scope of practice. The table below demonstrates the students' scope of practice for each semester. Nursing students should take their Skills Booklet to each clinical so faculty or preceptors can sign off skills.

### **First Semester Scope of Practice**

Minimum Number of Lab/Clinical Hours: 90

Clinical Facilities: Long-Term Care, Skilled Nursing, Coconino County Health Department

1. Communication
  - a. Establish nurse-client relationship
  - b. Interviewing
  - c. Communicating with
    - i. Anxious client
    - ii. Angry client
    - iii. Depressed client
    - iv. Client with dementia
  - d. Create therapeutic presence
  - e. Interdisciplinary communication
  - f. Communication with preceptor
2. Physical Assessment
  - a. Temperature (oral, tympanic, rectal, temporal, axillary)
  - b. Pulses (radial, pedal, brachial, femoral)
  - c. Apical pulse and heart sounds
  - d. Blood pressure
  - e. Breath sounds
  - f. Heart sounds
  - g. Pulse oximetry
  - h. Doppler auscultation of a pulse
  - i. Skin assessment
  - j. Level of consciousness
  - k. Pain assessment
  - l. Focused assessment
  - m. Complete systems assessment
3. Infection Prevention
  - a. Handwashing
  - b. Universal/standard precautions
  - c. Droplet precautions
  - d. Contact precautions
  - e. Use of PPE
  - f. Donning and doffing sterile gown, gloves, cap, footwear
  - g. Disposal of sharps and contaminated waste
4. Client Safety
  - a. Patient identification
  - b. Bed rails/bed positioning
  - c. Seizure precautions
  - d. Fall risk
  - e. Call light
  - f. Restraints
  - g. TED hose/SCD
  - h. Aspiration precautions
5. Hygiene
  - a. Bathing
  - b. Oral/denture care

- c. Perineal care
  - d. Hair care
  - e. Bed making occupied/unoccupied
6. Elimination
- a. Bedpan
  - b. Bedside commode
  - c. Ostomy care
  - d. Catheter insertion/care/removal (straight/indwelling)
  - e. Enema (small and large volumes)
  - f. Urine/stool specimen collection
  - g. Stool for occult blood
  - h. I/O measurement
7. Mobility and Positioning
- a. Body mechanics
  - b. Turning and positioning
  - c. Transfers
  - d. Ambulation
  - e. Range of Motion
  - f. Hydraulic lift
  - g. Assistive devices: walker, cane, crutches
  - h. Gait belt
8. Nutrition
- a. Feeding clients
  - b. Feeding tube placement/care/removal (including feeding tube pumps)
  - c. Nasogastric tube placement/care/removal
  - d. Blood glucose monitoring
  - e. Dysphagia/swallow screening
9. Comfort
- a. Pharmacological
  - b. Nonpharmacological
10. Medication Administration
- a. Dosage calculations
  - b. Oral
  - c. Topical
  - d. Inhaled
  - e. Nasogastric/feeding tube
  - f. Nebulizer
  - g. Ophthalmic
  - h. Otic
  - i. Rectal
  - j. Vaginal
  - k. Subcutaneous
  - l. Intradermal
  - m. Intramuscular
11. Wound Care
- a. Dry dressings
  - b. Wet to dry dressings
  - c. Non-stick dressings
  - d. Specialty dressings
  - e. Wound irrigation
  - f. Suture/staple removal
  - g. Surgical tape removal
  - h. Steri-strip application
  - i. Jackson-Pratt drain care
  - j. Hemovac drain care

- k. Penrose drain care
- 12. Respiratory Care
  - a. Oxygen administration
    - i. Nasal cannula
    - ii. Simple face mask
    - iii. Non-rebreather mask
    - iv. Venturi mask
    - v. Small volume nebulizer
  - b. Incentive spirometer
  - c. Oral and nasal suctioning
  - d. Oropharyngeal airway insertion
  - e. Nasopharyngeal airway insertion
  - f. Bag valve mask ventilation
  - g. Tracheostomy care and suctioning
- 13. Miscellaneous
  - a. Mental status exam
  - b. Documentation

### Second Semester Scope of Practice

Minimum Number of Lab/Clinical Hours: 90

Clinical Facilities: Adult Medical-Surgical Acute Care, Outpatient Surgical Centers

First Semester Scope of Practice, *plus*

1. Intravenous Care and Medications
  - a. Phlebotomy
  - b. Insert/discontinue IV
  - c. IV site assessment
  - d. IV infusion management
  - e. IV pump
  - f. IV push/bolus
  - g. *The following medications cannot be given IV push*
    - i. *Heparin*
    - ii. *Insulin*
    - iii. *Narcotic analgesics*
    - iv. *Chemotherapeutic agents*
    - v. *Electrolytes (any)*
  - h. IV piggyback
    - i. The following medications cannot be given IV piggyback: chemotherapeutic agents
  - i. Saline lock flush
  - j. Advanced IV Care
  - k. Central line care
  - l. Administer/manage medications via central line
  - m. Central line removal (no PA catheter removal)
  - n. Patient controlled analgesia
  - o. Indwelling venous port access/care
2. Advanced Assessment Monitoring
3. Electrocardiogram (3 lead, 5 lead, 12 lead)
4. Chest Tube Care

### Third Semester Scope of Practice

Minimum Number of Lab/Clinical Hours: 90

Clinical Facilities: Adult Medical-Surgical Acute Care, Maternal-Child Acute Care, Inpatient/Outpatient Psychiatric Facilities

First and Second Semester Scope of Practice, *plus*

1. Mental Health
  - a. Evaluate suicide risk
  - b. Evaluate risk for violent behavior
2. Newborn/Labor and Delivery/Obstetric Care/Postpartum
  - a. Maternal assessment
  - b. Fetal heart tones
  - c. Newborn ventilation with bag valve mask
  - d. Fundal assessment and massage
  - e. Placenta assessment and care
  - f. Newborn assessment
  - g. Medication administration
  - h. Postpartum
    - i. Estimated blood loss
    - ii. Lochia
    - iii. Uterine tone/contraction
    - iv. Vital signs
    - v. Mother/neonate bonding
3. Pediatrics
  - a. Developmental assessments
  - b. Well child assessment
    - i. Height/weight
    - ii. Vaccination schedule
  - c. Physical assessment
  - d. Medication administration
4. Blood and blood product administration

### Fourth Semester Scope of Practice

Minimum Number of Lab/Clinical Hours: 165

Clinical Facilities: Adult Medical-Surgical Acute Care, Critical Care, Variety of Preceptorship Facilities

First, Second, and Third Semester Scope of Practice, *plus*

1. Advanced Respiratory Care
  - a. Ventilator management
    - i. CPAP
    - ii. BiPAP
    - iii. Mechanical ventilator
2. Advanced Assessment Monitoring
  - a. Arterial line setup/care/discontinuation
  - b. Patient Controlled Analgesia pump setup/
    - i. discontinuation\*

*\*Student nurses may not manipulate or discontinue epidural catheters.*

## **Appendix F: Guidelines for Student Leaders (Representatives)**

Title of Role:	Cohort Year Nursing Student Representatives
2 Active Leaders:	Selected by the class in the first week of a new cohort semester.
Purpose:	The leaders will serve as a liaison between students and nursing faculty and administration for the purpose of collaborative decision making.
Goals of Group:	<p>Provide a safe venue for students to voice concerns that will be shared within the appropriate channels.</p> <p>To facilitate communication between students and faculty and administration.</p> <p>Promote interactions between 2 active cohorts and serve as a resource for beginning to junior students. Actively promote fellowship and mentorship between the 2 cohorts.</p> <p>To collaborate with student peers on matters such as organization and planning of celebrations such as pinning ceremonies.</p> <p>To organize activities as needed and requested by faculty and director; such as pinning ceremony.</p> <p>To create an open and engaging platform for dialog between students on a monthly basis, at a minimum, and as needed when issues arise.</p> <p>To disseminate information learned by faculty and administration to the student cohort.</p> <p>Other duties as directed by faculty and director such as speaking to prospective students</p>
Election and Term	The entirety of the two-year program. If a student cannot fulfill the duties, then the cohort will elect another representative. First semester elections will be held during the fourth week of class.
Frequency of Meetings and Communication/ Information Dissemination Vehicle:	Student leaders will meet with the Nursing Program Director once a month. Student leaders will host open forums for students once per month at a designated time to share information from faculty and administration, and to provide a forum for students to present/discuss issues.

**Appendix G: Nursing Program Costs**

<b>Tuition*</b>	
1st Semester	\$191/credit hour @ 10 credit hours
2nd Semester	\$191/credit hour @ 9 credit hours
3rd Semester	\$191/credit hour @ 9 credit hours
4th Semester	\$191/credit hour @ 11 credit hours
<b>Required Supplies/Uniforms</b>	
Uniform (including shoes)	\$100
Stethoscope	\$30-\$50
Penlight	\$8
Watch with second hand	\$15
<b>Certifications</b>	
CPR (AHA BLS Provider)	\$60 (2-year certification)
LNA license	\$100 (2-year license)
<b>Health Documentation</b>	
Typhon Group Documentation Tracking Platform	\$60 (one-time fee during first semester)
TB skin test	\$12.50-\$50** (renew yearly)
Influenza*	\$30** (renew yearly by November 1st)
Hepatitis B (3 injections or positive titer)	\$53 per dose** (titer \$35)***
MMR (2 injections or positive titer)	\$85/dose** (titer \$85)***
Tdap	\$42**
Varicella (2 injections or positive titer)*	\$150/dose** (titer \$32)***
<b>Textbooks****</b>	
1st Semester	\$460
2nd Semester	\$480
3rd Semester	\$150
4th Semester	\$200

RN Licensing Fees (4th Semester)	
AZBN RN license application	\$300
Fingerprint card	\$50
NCLEX-RN test registration (Pearson Vue)	\$200

\*Does not include other fees required by the College

\*\*Source: <https://coconino.az.gov/DocumentCenter/View/22080/Clinic-Fees-212019?bidId=>

\*\*\*Source: <https://www.sonorarequest.com/my-lab-request/>

\*\*\*\*Approximate cost

## Appendix H: Clinical Evaluation Tool

**Expected Levels of Performance:** For the Final Evaluation students must achieve the minimal expected level of performance for each competency in order to pass the course and progress in the program.

Level	Minimum Expected Performance	Minimum Average Score	Upon Completion of
I	Novice — Assisted	1.5	
II	Assisted	2.0	First semester of clinical practice
III	Assisted — Supervised	2.5	All interim semesters of clinical practice
IV	Supervised — Self-directed	3.0	Final semester of clinical practice

### Rating Scale

<b>4: Self Directed</b>	<p><b>Almost Never Requires (&lt;10% of the time)</b> Direction and guidance</p> <p><b>Almost Always (&gt;90% of the time)</b> A focus on the client or system; accuracy, safety, and skillfulness; assertiveness and initiative; efficiency and organization; an eagerness to learn</p>
<b>3: Supervised</b>	<p><b>Occasionally Requires (25% of the time)</b> Direction and guidance</p> <p><b>Very Often Exhibits (75% of the time)</b> A focus on the client or system; accuracy, safety, and skillfulness; assertiveness and initiative; efficiency and organization; an eagerness to learn</p>
<b>2: Assisted</b>	<p><b>Often Requires (50% of the time)</b> Direction and guidance</p> <p><b>Often Exhibits (50% of the time)</b> A focus on the client or system; accuracy, safety, and skillfulness; assertiveness and initiative; efficiency and organization; an eagerness to learn</p>
<b>1: Novice</b>	<p><b>Very Often Requires (75% of the time)</b> Direction and guidance</p> <p><b>Occasionally Exhibits (25% of the time)</b> A focus on the client or system; accuracy, safety, and skillfulness; assertiveness and initiative; efficiency and organization; an eagerness to learn</p>



<b>0: Dependent</b>	<p><b>Almost Always Requires (&gt;90% of the time)</b> Direction and guidance</p> <p><b>Almost Never Exhibits (&lt;10% of the time)</b> A focus on the client or system; accuracy, safety, and skillfulness; assertiveness and initiative; efficiency and organization; an eagerness to learn</p>
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**Definition of Criteria:**

1. Demonstrate professional behaviors
  - a. Follows university, school, and agency policies
  - b. Practices within the legal and ethical frameworks of nursing
  - c. Assumes accountability for own actions and practices
  - d. Treats all individuals with dignity/respect
  - e. Demonstrates cultural sensitivity
  - f. Protects client rights (privacy, autonomy, confidentiality)
  - g. Demonstrates initiative in seeking learning opportunities and resources
  - h. Analyzes personal strengths and limitations in providing care
  - i. Incorporates constructive feedback for performance improvement
  - j. Maintains professional appearance
  - k. Maintains professional attitude and behavior
  - l. Arrives on time for clinical
  - m. Notifies faculty in a timely manner if he/she will be absent or late
  - n. Prepared for clinical practice
  - o. Identifies situations in which assistance is needed OR appropriately seeks assistance
  - p. Produces clear, relevant, organized, and thorough documentation
  - q. Exhibits timely, legally accurate and appropriate documentation
  - r. Communicates therapeutically with clients utilizing verbal and nonverbal skills
2. Collects and analyzes comprehensive data
  - a. Identifies relevant information/clues
  - b. Identifies appropriate sources for data collection
  - c. Uses correct techniques for assessment
  - d. Interprets laboratory/diagnostic test results
  - e. Incorporates data from client, family/support persons and health care team members
3. Plans and prioritizes appropriate client care
  - a. Develops plan of care based on analysis of assessment data
  - b. Communicates priorities and rationale for decisions to instructor
  - c. Considers needs/preferences of the client in planning care
  - d. Establishes realistic goals/expected outcomes
  - e. Identifies appropriate resources to inform care planning
4. Engages in systematic and ongoing evaluation of the plan of care
  - a. Evaluates nursing interventions based on goals/expected outcomes
  - b. Analyzes client data for accuracy and completeness
  - c. Revises plan of care based on evaluation and consultation
  - d. Involves client, significant others, and health team members in evaluation process as relevant
  - e. Demonstrates flexibility in adapting to changing client care situations
5. Provides safe, client-centered care
  - a. Plans and implements evidence-based interventions that are congruent with assessment data

- b. Considers client needs and preferences in providing care
  - c. Performs nursing skills and therapeutic procedures safely and competently
  - d. Follows principles of infection control
  - e. Follows procedures for medication administration
  - f. Recognizes own limitations related to nursing skills or technologies and takes appropriate steps for improvement
  - g. Creates a safe environment for client care
  - h. Reports abnormal data and changes in client condition to preceptor or instructor in a timely manner
6. Applies knowledge relevant to client care
- a. Demonstrates initiative to obtain needed knowledge
  - b. Evaluates sources of data for appropriateness, usefulness, and accuracy
  - c. Relates pathophysiology and epidemiology of disease(s) to clients' assessment findings, medications, laboratory and diagnostic test results, medical and nursing interventions
  - d. Integrates concepts of health promotion and disease prevention into client care
  - e. Evaluates nursing practices based on current research evidence
7. Uses teaching-learning process when providing individualized client/family/group education
- a. Assesses learning needs of clients, families, and groups (includes readiness and barriers to learning)
  - b. Considers appropriate client characteristics in teaching (e.g., culture, age, developmental level, and educational level)
  - c. Develops an appropriate teaching plan for learner needs
  - d. Specifies reasonable and appropriate outcome measures
  - e. Utilizes appropriate principles of teaching/learning when implementing a teaching plan
  - f. Evaluates learner outcomes, provides feedback, and revises teaching plan as needed
8. Exhibits caring to facilitate physical, mental, and spiritual health
- a. Demonstrates sensitivity to cultural, moral, spiritual, and ethical beliefs of clients, families, peers, health care team members, and others
  - b. Recognizes barriers to care such as socioeconomic factors, environmental factors, and support systems
  - c. Protects the client's safety and privacy, and preserves human dignity while providing care
  - d. Encourages family and/or significant others' participation in care as appropriate
  - e. Assists clients with coping and adaptation strategies
9. Demonstrates safe and appropriate technical skills for the client including physical assessment, medication administration, procedures, and interventions
- a. Demonstrates safe practices when preparing and administering medications, including correct drug calculations
  - b. Demonstrates completeness of full physical assessments and appropriate focused assessments
  - c. Can perform procedures, skills and techniques with accuracy
  - d. Utilizes technology appropriately
10. Functions effectively within nursing and interprofessional teams to foster open communication, collaboration, mutual respect and shared decision making
- a. Listens attentively and respectfully to others
  - b. Is actively involved in team building, fostering collegiality and encouraging cooperation
  - c. Is assertive with communication of important information to clients and healthcare team
  - d. Communicates therapeutically with clients utilizing verbal and non-verbal skills
  - e. Advocates for patients within the healthcare system