



MCC Mohave
Community
College

IMPROVING LIVES. IMPROVING COMMUNITIES.

**Nursing Assistant
Student Resource Guide
2022-2023**

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PROGRAM DESCRIPTION

The Nursing Assistant Certificate Program (NAP) introduces basic nursing knowledge, attitudes, and skills. The Program is comprised of classroom, practical, and clinical experience at local health care facilities. The classroom comprises eighty hours, and the directly supervised clinical component comprises forty hours. Twenty of the clinical hours must be completed in a long-term care setting. Upon successful completion of the NAP, students will be awarded a Nursing Assistant Certificate from Mohave Community College. The students are then eligible to apply to take the Nursing Assistant Certification Examination with the Arizona State Board of Nursing.

PROGRAM PURPOSE

The purpose of the Nurse Assistant Program is to provide the required minimum of 120 (80 lecture and lab + 40 clinical; 20 hours must be long-term care) hours of instruction necessary to prepare graduates of the program to successfully complete the Arizona State Board of Nursing Assistant Certification Examination, and to educate students to meet program outcomes that ensure that no graduate will pose a danger to patients. Reference material used in the development of these standards include local health facilities job descriptions and requirements, and the Arizona Nurse Practice Act. The Technical Standards are reflected in the Nurse Assistant Program performance-based outcomes, which are the basis for teaching and evaluating all Nursing Assistant students.

REQUIREMENTS

Students must achieve an acceptable score on reading placement exam or PCS021 and math placement exam or complete PCS023 in order to enroll in the Nursing Assistant Program.

American Heart Association Basic Life Support for the Health Care Provider Cardiopulmonary Resuscitation Certification (CPR Card) is required and will be taught on the first day of the class.

Proof of all clinical requirements must be submitted before the first day of class.

Student Check/PreCheck/Background Check - must be less than one year old, and clear of negative findings, on the first day of class. **Only required for students 18 or older by the end of the semester.**

Department of Public Safety (DPS) fingerprint clearance card – clear of negative findings. **Only required for students 18 or older by the end of the semester**

Health requirements

- a. Two separate Tuberculosis (TB) tests (most recent being within 6 months of the first day of class) or a chest x-ray specifying no signs of TB
- b. Drug test

PROGRAM COMPLETION

Students must complete the following to successfully complete the program:

1. 60 hours of didactic instruction in the classroom with 75% class average and 75% on the final exam.
2. 45 hours of instruction provided in the skills laboratory setting.
3. 45 hours of clinical experience providing direct patient care at a passing level in a long-term care setting.

PROGRAM GOALS

Upon completion of this program students will be able to:

- Apply basic nursing skills and knowledge required as a member of the health care team in the health care settings within scope of practice.
- Apply ethical, professional, and legal behaviors in the health care settings within scope of practice.
- Provide safe care to the client in the acute, long-term, and home health care settings.
- Communicate effectively in the health care setting.

ATTENDANCE

1. Students must be registered for the class in order to attend.
2. It is the responsibility of the student to notify their Advisor and assigned Faculty if they wish to drop or withdraw from a course.
3. Students will be held to Mohave Community College policies and procedures related to attendance (see MCC Student Handbook).

4. Attendance requirements are determined by the course instructor.
 5. Expectations for all virtual class, lab or clinical sessions:
 - a. Expectations will be posted and reviewed on day 1 of class. All parties will be held accountable for upholding these expectations.
 - b. Class will begin promptly on the hour as designated. Please notify the instructor if you will be late or absent.
 - c. All video cameras must be activated so the instructor can see you.
 - d. Present yourself as if you were in the traditional classroom.
 - e. Participate as if you were in a traditional classroom.
 6. Students who do not meet the attendance requirements as outlined in the MCC Student Handbook will be unsuccessful in the course.
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7. Students who fail to attend the first scheduled class meeting, or who fail to contact the instructor regarding absence before the first scheduled class meeting will be dropped.
 8. Students who do not attend class for two (2) consecutive weeks will be administratively withdrawn (WR1).
 9. Absence is defined as missing or rescheduling your regularly scheduled class, lab or clinical date.
 10. Nursing courses prepare students for safe client care and faculty expect students to attend each class, laboratory, and clinical session to develop the theoretical and practice components of the professional nursing role. It is the responsibility of the student to notify the instructor prior to absence or anticipated late arrival.
 11. Laboratory and clinical hours are difficult to make up and students must not expect make-up time to be available. When an absence results in the inability of the student to develop and demonstrate clinical practice objectives and meet the required hours of the course necessary for credit, the student will not receive a passing grade in the course.
 12. In the event an absence is necessary due to serious illness of the student or family member, the absence policy of the nursing program includes but is not limited to:
 - a. Theory/didactic sections: Students are expected to attend all classes necessary to meet competencies of the course. If an absence occurs the student is responsible to obtain class notes and assignments.
 - Students may not arrive late or leave early as these behaviors disrupt the learning environment.

- A faculty member has the right to deny entrance if a student is late.

- Students arriving late for an exam will be denied entrance. Arrangements must be made with the Faculty to reschedule the exam.

b. Laboratory / Clinical Sessions: Students must attend all laboratory and clinical sessions. Makeup time for skills taught in lab or practiced in clinical may not be possible. Students will be graded on successful demonstration of skills/procedures and are responsible for reviewing skills prior to care. • The first missed lab or clinical shift must be made up.

- Any student who misses two (2) scheduled lab and/or clinical shifts will result in an automatic course fail.

- Students may be provided the option to withdraw.

- If a student is administratively withdrawn (WR1) it will count as a course failure. • Clinical shifts include pre-clinical laboratory practice, pre- and post-conferences, all scheduled clinical days, virtual clinical days, alternative clinical learning activities, and simulation.

GUIDELINES

Students will be expected to adhere to the Health Insurance Portability and Accountability Act (HIPAA) of 1996 which safeguards patient confidentiality.

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

Mohave Community College provides reasonable accommodations to those students who qualify under the Americans with Disability Act (ADA). If an accommodation is necessary to participate in the Nursing Assistant Certificate Program, students must seek accommodation advising with the Office of Disability Services as soon as possible so that a plan for accommodation can be in place at the beginning of the program.

EXAMS

Any exam not taken in a classroom will be monitored and proctored utilizing the Respondus Lock Down Monitor and Proctoring product.

This product requires each student to have access to the following equipment:

- Computer (No Google ChromeBooks)
- Camera that is not high definition
- Microphone
- Reliable Internet access

COURSE GRADING

In order to successfully complete the Nursing Assistant course students must achieve a minimum overall course average of 75%.

In order to successfully complete the Nursing Assistant course students must achieve a minimum of 75% on the comprehensive final examination.

All assignments are submitted through the Schoology Learning Management System (LMS).

All grades are documented on the LMS grade book within seven (7) days of submission.

A 10%-point deduction per day will be assessed to all late assignments.

Final grades are submitted online electronically at the end of the course. Students may access personal grades via LMS.

Grade structure:

90-100%	A (passing)
80-89.99%	B (passing)
75-79.99%	C (passing)
70-74.99%	C (not passing)
60-69.99%	D (not passing)
<60%	F (not passing)

GRIEVANCE

The Nursing Assistant Program follows the Grievance Resolution Process outlined in the MCC Student Handbook.

TUITION, FEES, AND FINANCIAL AID

Estimated Costs	
MCC Program Fees	
Tuition (In-state Tuition)	\$486
Course Fee	\$390
Technology Fee	\$36
Activity Fee	\$6
Total program fees	\$918
Additional Required Costs	
Books	\$80
CPR Certification	\$5 if done with MCC \$40 if done elsewhere
PreCheck background if 18 years or older	\$49.50 (Paid by MCC through Student Fees)
PreCheck immunizations	\$25 (Paid by MCC through Student Fees)
PreCheck drug screening	\$36 (Paid by MCC through Student Fees)
DPS fingerprint clearance	\$75
Uniform/Shoes	\$50
Medical Equipment (<i>stethoscope, watch w/second hand, gait belt</i>)	\$50
CNA Certificate	\$0
LNA License (fee and fingerprint fee)	\$100
Total additional required costs	\$470.50
Total Estimated Cost of Program	\$1388.50

This class is not covered by Federal Financial Aid. Payment information can be found in the Mohave Community College Catalog and the Student Handbook.

STUDENT RIGHTS

1. Ask questions regarding material within the course
2. A pleasant and comfortable academic atmosphere
3. Be treated with respect and dignity
4. Voice dissatisfaction with any part of the course; the student must first make the instructor aware of the cause for dissatisfaction before utilizing the problem resolution policies found in the MCC Student Handbook.
5. The student will have an opportunity to complete an anonymous evaluation of the instructors, course, classroom/clinical environment, textbook and other resources used.

STUDENT RESPONSIBILITIES

- Be familiar with the Mohave Community College Catalog, Student Handbook, and Nursing Assistant Program Student Resource Guide.
- Be familiar with MCC email system and LMS program
- Read the syllabus, assignments, and question what is not understood
- Study
- Treat others with respect and consideration
- Do not use profane language; it is not acceptable
- Arrive to class prepared with homework complete
- Arrive to class dressed in a scrub uniform of your choosing
- Keep copy of Arizona Nursing Assistant Candidate Handbook with you in the skills lab and while attending clinical rotation.
- Follow the Standards of Conduct for Nursing Assistants specified in the rules of the Arizona State Board of Nursing R4-19-814
- Comply with mandatory clinical requirements:
 - a. Complete all assigned duties in a timely manner consistent with the standard of care.
 - b. No gum chewing.
 - c. Abide by the policies and procedures of the host clinical facility.
 - d. Notify appropriate staff and instructor when leaving for breaks while on clinical duty. Students must ensure patient safety before taking the break. Instructor will inform you of break schedule.
 - e. Students are not permitted to do procedures or skills on patients until they have been properly assessed, verified, and documented by classroom/lab instructor

- f. Immediately report any abuse to the nurse overseeing the patient care and the instructor
- g. Document care on the appropriate chart forms only after approval from the instructor
- h. A 3-hour mandatory clinical orientation is required, separate from regularly scheduled classroom/clinical hours for some clinical sites.

CLINICAL UNIFORM AND MATERIALS

- White scrub/nursing top, unwrinkled
- Pewter scrub/nursing pants, unwrinkled
- Student photo name badge
- Neat, clean hair which is off the face and the collar
- Good hygiene, no perfume or after-shave lotion scents
- Body piercing limited to one small post per ear lobe
- Other jewelry is limited to plain wedding band
- Nails should be of appropriate length with clear or neutral nail polish, no artificial nails
- Make-up should not be excessive
- Tattoos must be covered per clinical facility policy
- Watch with second hand
- Stethoscope
- Pen with black ink
- Gait belt

INSTRUCTOR SUPERVISION AT CLINICAL

The clinical instructor must maintain a faculty to student ratio of 1 faculty to no more than 10 students in the clinical area. The clinical instructor will explain to the student how he/she can be reached in the clinical setting if the student needs them at a moment when the instructor is not present. The student can expect the instructor to outline their expectations in regard to the student's assignment. The instructor will make frequent rounds to assist each student with questions and to monitor the student's performance and progress in patient care. The patient's condition is of utmost concern so direct observation of student performance is a necessity. Student performance will be documented on an evaluation form by the clinical instructor on a daily basis.

ACADEMIC STANDARDS

The Nursing Assistant Program complies with the academic standards set by MCC. These standards are located in the MCC Policy and Procedure Manual.

CERTIFICATION EXAMINATION

Students who have successfully completed the Nursing Assistant Program at Mohave Community College will be given direction to register for the Nursing Assistant Certification Examination. Students need to be aware that if they do not take the certification examination within a period of two years after completing the program, they will have to repeat the class.

The Arizona State board of Nursing will not certify any applicant who has one or more felony convictions and who has not received an absolute discharge from the sentences for all felony convictions five or more years before filing an application.

Arizona State Board of Nursing investigates all positive fingerprint results to determine if the applicant is, or may, be a threat to the health, safety, or welfare of the public. Persons with a positive fingerprint result may be denied certification if the report indicates unprofessional conduct.

Arizona State Board of Nursing requires proof of citizenship or alien status. For Arizona residents this can be an Arizona Driver's License. For all other applicants, two forms of identification are required.

GROUND FOR DISMISSAL

Consequences of failure to adhere to the above expectations will result in a review of the student's performance and removal of student from classroom/clinical setting by the instructor and/or Program Coordinator. Decisions for further intervention(s) will be based on the nature/severity of the offense, evaluation of the harm or potential harm to patient/facility/staff/students/college. Possible interventions include a plan of correction or withdrawal from class.

INCOMPLETE OPTIONS

Refer to the MCC Student Handbook for details.

WITHDRAWAL OPTIONS

Refer to the MCC Student Handbook for details.

STUDENT RECORDS

Mohave Community College will maintain and manage its records in accordance with applicable state and federal laws and regulations. For purposes of this document, the term “record” is defined as any and all documentary material, regardless of format or characteristics, made or received in connection with the transaction of public business.

1. It is the responsibility of each department of the College, and its constituent members, to review and determine, on no less than an annual basis, which of its records need to be retained. Records may need to be retained on either a temporary or permanent basis. This review shall be done in consultation with the Arizona State Record Retention schedule for Higher Education, applicable state and federal regulations, with the guidance of the College’s record officer as needed.
2. Unless there is a compelling reason to retain records, they should be destroyed after the period specified by the schedule. When a record retained in accordance with a retention schedule can be destroyed, it is the employee's responsibility to record the document destruction by completing a Certificate of Document Destruction. The completed form should be forwarded to the College’s Record Manager who will send it to the Arizona State Library and keep on file. If a litigation hold or other hold has been placed on a Record, the department responsible for the Record will be notified and will be responsible for labeling the Record for indefinite retention, until further notice is received.
3. The method of record retention will vary depending on several factors, including the format and expected length of storage. Permanent paper records will be maintained in accordance with the applicable state regulations to ensure their continued integrity.

4. All records containing sensitive information must have appropriate safeguards in place to protect against unauthorized access.

5. Emails are considered public records and must be retained appropriately. Emails are not considered a separate class of documents but rather the information contained within them are applicable to the usual range of records the institution may be expected to retain. Retaining messages must be accomplished in electronic format, if that was the method by which they were created.