



IMPROVING LIVES. IMPROVING COMMUNITIES.

Nursing Student Resource Guide

2024-2025

Bullhead City Campus

Kingman Campus Detroit Avenue Center (DAC)

Lake Havasu City Campus

North Mohave Campus

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Department of Nursing

Mission

“Inspire nursing students to advance their knowledge, skills, and attitudes to strengthen our communities.”

Vision

“Building capacity in our communities by empowering individuals through innovative, quality nursing education.”

Philosophy

The Department of Nursing staff and faculty believe it is our job to walk beside the student on their journey to becoming a member of the profession of Nursing. Each student will be provided with the knowledge and resources needed to be successful. The programs are developed with the adult learner in mind so activities and assignments are developed using active and creative learning strategies. The faculty act as Professional Guides but ultimately learning is the responsibility of the learner, student. Your success is our focus and every interaction between staff, faculty, and students is intended to motivate and inspire you to learn.

Goal

The goal of the Department of Nursing is to ensure graduates of any Nursing program are safe and ethical healthcare professionals.

Associate of Applied Science (AAS) Degree in Nursing

Description

This 24-month program is designed to prepare students to be a nurse generalist who is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX- RN®). This program includes traditional and remote learning opportunities, onsite and offsite clinical experiences, and simulation experiences with some of the best equipment available to the industry. Topics of fundamentals of Nursing, pediatrics, obstetrics, medical surgical nursing and mental health are covered. The staff and faculty are dedicated professionals who are passionate about the success of our students.

Occupational Information

- A. Graduates receiving an Associate in Applied Science (AAS) in Nursing degree are eligible to apply for licensure as a Registered Nurse (RN). The graduate is educated as a

generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long-term, and community-based health care settings. Registered Nurses function within the legal scope of practice and use professional standards of care when caring for clients and families across the life span. The AAS degree provides the graduate with an educational foundation for articulation into the university setting.

- B. According to the Bureau of Labor Statistics, “Employment of registered nurses is projected to grow 12 percent from 2018 to 2028, much faster than the average for all occupations. Growth will occur for a number of reasons, including an increased emphasis on preventive care; increasing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby-boom population, as this group leads longer and more active lives” (2020 par 4). Details may be found at <https://www.bls.gov/ooh/healthcare/registered-nurses.htm>
- C. Eligibility for licensure
- a. Students completing graduation requirements for the AAS degree in nursing are eligible to apply for licensure as a Registered Nurse (RN). Applicants for licensure in Arizona must provide evidence of citizenship or nationality. Licensing fees and requirements are determined by and are the sole responsibility of the State Boards of Nursing. For all questions about eligibility for licensure and the documents required showing eligibility, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602-771-7800.
 - b. **Felony Bar:** 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.

Accreditation

- A. The AAS degree in Nurse program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN) at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326.
- B. State approval for the Nursing Programs is provided by the Arizona State Board of Nursing (AZBN) at 4747 N. 7th St. Suite 200, Phoenix, AZ 85014, 602.771.7800.

Program Outcomes

1. 80% of graduates will pass the NCLEX-RN ® on the first attempt.
2. 100% of graduates will obtain a job in the field of Nursing.
3. 50% of students will graduate on-time.

Program Student Learning Outcomes

By the end of the program, the student will:

1. Provide holistic care that recognizes an individual's preferences, values, and needs and respects the client or designee as a full partner in providing compassionate, coordinated, age and culturally-appropriate, safe, and effective care.
2. Demonstrate accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.
3. Transform and influence behaviors of individuals and groups to promote, to establish and to achieve shared goals determined within their settings. Nurses will advance within their leadership abilities in collaborative inter-professional efforts and for implementing change.
4. Demonstrate an awareness of and responsiveness to the larger context of the health care system, and will demonstrate the ability to effectively call on microsystem resources to provide care that is of optimal quality and value.
5. Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Interact effectively with clients, families, and colleagues, fostering mutual respect and shared decision-making, to enhance patient satisfaction and health outcomes.
7. Function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision-making, team learning, and development.
8. Minimize the risk of harm to clients and providers through both system effectiveness and individual performance.
9. Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems.
10. Integrate the best evidence available using nursing expertise and the values and preferences of individuals, families, and communities who are served by health care.

Suggested Program of Study – Traditional Program Option

			Credits	Clock Hours
Prerequisites – 1st-3rd Semester	ENG101	English Composition I	3	45
	BIO181	Biology I	0-4	0-60
	BIO201	Human Anatomy & Physiology I	4	60
	BIO202	Human Anatomy & Physiology II	4	60
	CHM130	Fundamental Chemistry	4	60
	MAT142	College Mathematics	3	45
	PSY101	Introduction to Psychology	3	45
		Semester Total	21-25	315-375
4th Semester	NUR101	Fundamentals of Nursing Education	2	30
	NUR103	Foundations of Nursing	5	75
	NUR126	Mental Health Nursing	2	30
		<i>Total Theory</i>	9	135
		Lab	1	45
		Offsite clinical, High-fidelity simulation, virtual clinical	2	90
		<i>Total Clinical</i>	3	135
		Nursing Course Total	13	270
		Semester Total	13	270
5th Semester	NUR111	Medical Surgical Nursing	3	45
	NUR124	Pediatric Nursing	2	30
	NUR125	Obstetrics in Nursing	2	30
		<i>Total Theory</i>	7	105
		Lab	1	45
		Offsite clinical, High-fidelity simulation, Virtual clinical	4	180
		<i>Total Clinical</i>	5	225
		Nursing Course Total	12	225
		Semester Total	12	225

6th Semester	BIO205 **	Microbiology **	4	60
	CIS110 **	Introduction to Computers **	3	45
	NUR212	Medical Surgical Nursing II	3	45
		<i>Total Theory</i>	10	150
		Lab	1	45
		Offsite Clinical, High-fidelity simulation, Virtual clinical	2	90
		<i>Total Clinical</i>	3	135
		Nursing Course Total	6	180
	Semester Total	12	285	
7th Semester	COM121 **	Interpersonal Communication **	3	45
	NUR213	Medical Surgical Nursing III with Practicum	2	30
	NUR250	Capstone	2	30
		<i>Total Theory</i>	7	105
		High-fidelity simulation, Virtual clinical, Practicum	3	135
		<i>Total Clinical</i>	3	135
		Nursing Course Total	7	195
		Semester Total	9	240
		Total Prerequisite * Courses	21-25	315-375
		Total General Education ** Courses	10	150
		<i>Total Nursing Theory</i>	23	345
		<i>Total Nursing Clinical</i>	14	630
		Nursing Core Total	37	975
		Program Total	68-72	1440-1500

A. General education course requirements

The following courses are strongly recommended to be taken in the sequence indicated in the program of study. In all instances, it is the responsibility of the student to complete all required coursework prior to graduation.

1. COM121 Interpersonal Communication
2. CIS110 Introduction to Computers
3. BIO205 Microbiology

B. Advanced Placement options

The following options are available for those with eligible certifications or licenses. Students must meet all pre-requisite requirements to apply for the program and are responsible for meeting all general education requirements prior to graduation.

- a. Licensed Practical Nurses (LPN) with a current, unencumbered license qualify to receive credit for NUR 103, NUR 111, NUR 124, NUR 125, and NUR 126. See the Nursing, AAS-Advanced Placement Option for Licensed Practice Nurse (LPN) Program Course Pathway for details.
- b. Paramedics with a current, unencumbered certification qualify to receive credit for NUR 213. See the Nursing, AAS-Advanced Placement Option for Paramedics Program Course Pathway for details.

Practical Nursing (PN)

Description

This 12-month program is designed to prepare students to be a nurse generalist who is eligible to take the National Council Licensure Examination for Licensed Practical Nurses (NCLEX- PN ®). This program includes traditional and remote learning opportunities, onsite and offsite clinical experiences, and simulation experiences with some of the best equipment available to the industry. Topics of fundamentals of Nursing, pediatrics, obstetrics, medical surgical nursing and mental health are covered. The staff and faculty are dedicated professionals who are passionate about the success of our students.

Occupational Information

- A. According to the Bureau of Labor Statistics, “Employment of licensed practical and licensed vocational nurses is projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations. As the baby-boom population ages, the overall need for healthcare services is expected to increase. LPNs and LVNs will be needed in residential care facilities and in-home health environments to care for older patients” (2020, par 4).

B. Details may be found at <https://www.bls.gov/ooh/healthcare/licensed-practical-andlicensedvocational-nurses.htm>

C. Eligibility for licensure

- a. Students completing graduation requirements for the Practical Nursing certificate are eligible to apply for licensure as a Licensed Practical Nurse (LPN). Applicants for licensure in Arizona must provide evidence of citizenship or nationality. Licensing fees and requirements are determined by and are the sole responsibility of the State Boards of Nursing. For all questions about eligibility for licensure and the documents required showing eligibility, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602-7717800.
- b. Felony Bar: 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.

Program Outcomes

1. 80% of graduates will pass the NCLEX-LPN ® on the first attempt.
2. 100% of graduates will obtain a job in the field of Nursing.
3. 50% of students will graduate on-time.

Program Student Learning Outcomes

By the end of the program the student will:

1. Demonstrate professional behaviors within the legal & ethical standards and LPN scope of practice.
2. Use the Nursing Process as a framework for critical thinking to assess, plan, prioritize, implement, and evaluate safe, effective, patient-centered nursing care for those that have predictable nursing needs.
3. Coordinate care with multiple healthcare professionals to ensure safe, quality patient care.
4. Apply safe and effective use of informatics & technology in professional practice.

Suggested Program of Study – Practical Nurse (PN) Certificate Program

	Course	Course Name	Credits	Clock Hours
Prerequisite Courses – 1st – 2nd Semester	ENG101*	English Composition I	3	45
	BIO181*	Biology I	4	60
	BIO201*	Human Anatomy & Physiology I	4	60
	PSY101*	Introduction to Psychology	3	45
	Semester Total		14	210
3rd Semester Nursing	BIO202**	Human Anatomy & Physiology II	4	60
	NUR104	Professional Nurse I	2	30
	NUR105	Health Concepts I	3	45
	NUR106	Pharmacology	3	45
	<i>Total Theory</i>		<i>12</i>	<i>180</i>
	Lab Off-site clinical, Highfidelity simulation, virtual clinical		2	90
	<i>Total Clinical</i>		<i>3</i>	<i>135</i>
	Nursing Course Total		11	255
	Semester Total		15	315
	4th Semester Nursing	CIS110**	Intro to Computer Info Systems	3
NUR109		Professional Nurse II	2	30
NUR110		Health Concepts II	4	60
<i>Total Theory</i>		<i>9</i>	<i>135</i>	
Lab Offsite clinical, High-fidelity simulation, Virtual simulation, Virtual clinical		1	45	
<i>Total Clinical</i>		<i>3</i>	<i>135</i>	
<i>Total Clinical</i>		<i>4</i>	<i>180</i>	
Nursing Course Total		10	270	
Semester Total		13	315	

		Total Prerequisite * Courses	14	210
		Total General Education ** Courses	7	105
		<i>Total Nursing Theory</i>	21	315
		<i>Total Nursing Clinical</i>	7	315
		Nursing Core Total	28	630
		Program Total	44	1065

A. General education course requirements

The following courses are co-requisites and are strongly recommended to be taken in the sequence indicated in the program of study. In all instances, it is the responsibility of the student to complete all required coursework prior to graduation.

1. BIO202 Human Anatomy & Physiology II
2. CIS110 Introduction to Computer Information Systems

Professionalism

- A. Details concerning student conduct expectations may be found in the MCC Student Handbook and MCC Student Code of Conduct, which are found in the current [MCC Catalog](#).
- B. Students will receive a weekly grading rubric that outlines expected Nursing outcomes. See the grading rubric for specific criteria.

Professional Conduct

- A. We are committed to upholding the highest standards of professionalism within our nursing school. All students are expected to embody these standards and contribute to a positive, respectful, and effective learning environment. Maintaining professionalism is essential for personal development and the integrity of the nursing profession. By adhering to these standards, we ensure the preparation of competent, ethical, and professional nurses.
- B. Students practice within the boundaries of the Arizona State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the MCC Nursing Student Resource Guide, MCC Student Handbook, and the policies and regulations of the healthcare agency where they are assigned for clinical learning (Nursing scope and standards of practice: American Nurses Association Publications, ANA Code of Ethics: <http://www.nursingworld.org/codeofethics>).
- C. As an institution dedicated to preparing future nurses, we are committed to maintaining an environment that fosters respect, integrity, and excellence. Professionalism is fundamental to nursing practice and must be upheld in all educational settings. Therefore, unprofessional behavior in the nursing program will result in disciplinary action, up to and including dismissal from the program.

- Unprofessional behavior includes, but is not limited to:
 - Angry Outbursts: Displays of anger or aggression towards peers, instructors, or staff.
 - Use of Vulgar or Obscene Language: Any use of inappropriate, vulgar, or obscene language in the classroom or educational settings.
 - Menacing or Threatening Behavior: Any behavior that is threatening or intimidating towards others.
 - Inappropriate Communication: Any form of communication that is rude, condescending, or inappropriate towards peers, instructors, or staff.
 - Disruptive Actions: Behavior that disrupts the learning environment, including:
 - Talking during lectures.
 - Using electronic devices for non-academic purposes.
 - Arriving late to class consistently.
- D. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in nursing.
- E. The Director, designee, and/or instructor will complete a Student Learning Contract describing the behavior and documenting the actions to be taken.
- F. **Standards of Professional Conduct** include:
- **Confidentiality:** Respects the privacy of clients and respects privileged information.
 - **Accountability:** Is answerable for one's action; answers to self, the client, the profession and the institution.
 - **Responsibility:** Executes duties associated with the nurse's particular role.
 - **Agency's Policies and Procedures:** Reads and adheres to the agency policies and procedures.
 - **Veracity:** Truthfulness; adherence to precision and honesty.
 - **Punctuality and Promptness:** Is on time for all class, lab, and clinical assignments.
 - **Dependability:** Is trustworthy and reliable.
 - **Respect:** Treats others with consideration and courtesy. • **Professional Appearance:** Adheres to established dress code in all clinical and professional activities.
 - **Ethical:** Adheres to the Code of Ethics for Nurses with Interpretive Statements (2015) establishing the ethical standard for the nursing profession.

- **Legal:** Operates within the standards of care related to the student nurse role.
- **Safety:** Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.
- **Civility:** All students in the nursing program are expected to contribute to a positive learning environment. Nursing students are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and college and clinical staff. Angry outbursts, disruptive behavior, and the use of abusive or derogatory language will not be tolerated and may result in removal from the course and/or program.

Clinical Uniform Requirements

A. Associates Degree in Nursing uniform for lab, simulations, and clinical rotations:

1. White V-neck scrub top with embroidery on left chest
2. Red scrub pants, including cargo pants or joggers
3. Optional: Red or white jacket with embroidery on left chest

B. Associates Degree in Nursing uniform for mental health (NUR 126) clinical rotations only:

1. Sport-Tek PosiCharge Polo, grey with embroidery on left chest
 - Polo may also be worn when participating in community or MCC events representing the MCC Nursing program.
2. Black scrub or dress pants

C. Practical Nurse uniform for lab and clinical rotations:

1. White V-neck scrub top with embroidery on left chest
2. Navy scrub pants, including cargo pants or joggers
3. Optional: White jacket with embroidery on left chest

D. Ordering uniforms

1. Students must purchase their own uniforms.
 - Only vendors listed on the MCC webpage and clinical uniform ordering guide have the approved MCC Nursing logo, all embroidery must be done by one of those vendors. Vendors will be able to order correct uniform pieces as well.
 - Students can order as many pieces as they want.

Professional Presence

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

- A. Students are to wear the official nursing program uniform whenever they are engaged in Nursing program activities and as requested by their college unless setting or agency requires other clinical attire.
 1. This includes lecture (both on-ground classes and virtual Zoom classes), lab, testing, simulations, and clinical rotations.
 2. For lecture and testing environments only, students may wear white scrub top, grey polo, Future Nurse t-shirt, or the Student Nurse Association shirts with their red scrub pants.
- B. Picture ID badge must be worn at all times on the upper right shoulder area of the uniform with the picture facing forward.
- C. Students are expected to present themselves in a professional manner at all times while enrolled in the nursing program.
- D. In all cases, the student must comply with the professional appearance policy of the clinical agency.
- E. Students must comply with the professional dress code guidelines at all times.
 1. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility due to noncompliance with the professional appearance policies.
- F. Uniforms should fit so that when the student bends forward, the bottom hem of the top covers the pants' waistband in the back. Visible chest cleavage is not permitted.
 1. Pant hems should be tailored as to not drag on the floor when walking or standing.
 2. Students may wear a plain white or black t-shirt under the uniform. No other colors are permitted. The t-shirt may be sleeveless, short or long-sleeve. Turtlenecks are permitted.
 3. The official student uniform jacket may be worn over the uniform.
 - Sweaters, hoodies, or similar apparel are not permitted in the clinical or lab settings.
- G. Closed-toe and closed-heel shoes with non-porous tops. No open toes, backless shoes, boots, or sandals. Clogs with a back strap are permitted.
- H. The uniform must be clean and wrinkle-free. Undergarments must be worn at all times and cannot be visible.

- I. The only jewelry that may be worn with the uniform is a wedding/engagement ring, one pair of small post earrings in earlobes only, and a wristwatch.
 1. Wristwatch must be analog with a second hand.
 2. No other body piercing jewelry is allowed.
 3. If necessary, a small skin toned bandage is permitted to cover a visible piercing.
 4. Necklaces must be kept under clothing and not visible.
 5. In certain clinical rotations, it may be advisable to not wear any jewelry at all.
 6. Earlobe gauges must be filled or covered in flesh tones.
 7. No objects of any type may be worn in the tongue.
- K. Tattoos must be covered per facility policy.
- L. Hair must be clean, combed, natural color (not pink, blue, etc.), worn up and off the collar, and secured back from the face so it does not fall forward to meet health and safety standards.
 1. Unconventional hair styles are not permissible in lab or clinical settings.
 2. Closely trimmed beards, sideburns, and mustaches are permitted, but must meet facility policy for client safety.
 3. No hair adornments may be worn in the hair to the clinical/lab setting (i.e. artificial flowers, scarves, or jewels) unless approved due to cultural/religious reasons.
- M. Makeup should be minimal and in good taste.
- N. No chewing tobacco or gum while in the nursing laboratory or in the clinical setting.
 1. Chewing tobacco is not allowed in class, laboratory, or clinical setting.
- O. Students will maintain personal hygiene, including oral care. Students will be free of offensive body odor and/or cigarette odor. No cologne, after-shave, scented lotions, and/or perfumes are permitted.
- P. Fingernails must be clean, short with clear, neutral or pale polish, if any. Artificial nails, acrylic nails, gel polish, nail wraps, dip nails, or extenders are not permitted in the clinical setting.

Student Expectation in Reporting Unprofessional Conduct

- A. During the course of study in a nursing program, a student may observe behaviors in others that appear to violate the standards of academic and/or professional integrity or actions that have a potential to harm another individual. Each student has the

responsibility to report these behaviors or actions to the instructor and/or Director of Nursing at the college.

Professional Boundaries

- A. Students enrolled in a program of study in nursing must learn the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between the student and the instructor and between the student and the client. Students unclear of proper behavior or of an appropriate response to a client should consult the instructor for guidance.
- B. Student and Faculty:
1. Faculty and students will maintain a professional relationship.
 2. Students will address faculty and administration with proper titles and last names (Professor Smith, Dr. Smith, Director Smith).
 3. Students should not expect an instructor to act as a personal counselor or therapist. Students should seek assistance from academic advisors and counselors at the college.
 4. Students should not ask or expect the instructor to join an individual, group, or class in any social situation while the course is in progress.
 5. Students should not offer the instructor gifts or money as gratitude for instruction. Instructors may accept cards or notes when students wish to thank the instructor.
- C. Student and Client:
1. Students will maintain a professional nurse-client relationship.
 2. Professional Boundaries “are the spaces between the nurse’s power and the patient’s vulnerability.” Students providing nursing care must strive to inspire the confidence of clients, not create dependencies.
 3. Students must treat all clients, as well as other health care providers, professionally. Clients can expect those providing nursing care to act in their best interests and respect their dignity. The student should abstain from obtaining personal gain at the client’s expense and refrain from inappropriate involvement in the client’s personal relationships.
 4. Boundary violations can result when there is confusion between the needs of the student nurse and those of the client. Such violations are characterized by excessive personal disclosure by the student nurse, secrecy or even a reversal of roles. Boundary violations can cause delayed distress for the client, which may not be recognized or felt by the client until harmful consequences occur.

Source: National Council of State Boards of Nursing. (2014). *A nurse’s guide to professional boundaries*. [Brochure]. Chicago: Author.

Channels of Communication

- A. There is an expectation of mutual respect between faculty and students. If an issue should arise, the student schedules a meeting to discuss the issue with the faculty member. Issues are often resolved by direct communication between the faculty member and the student.
- B. Students are required to follow chain of command and take all questions and concerns directly to their assigned Faculty. If there is an issue that remains unresolved after speaking with the Faculty, students may escalate their concern to the appropriate Faculty Coordinator. If the issue still remains unresolved, students may escalate to the Director of Nursing Programs.

General information

- A. Academic advisement is available at each campus.
- B. The nursing courses are sequential and the successful completion of each course is a prerequisite for progression to the next semester.
- C. It is the responsibility of the student to complete all co-requisite courses prior to graduation.

Student Representation

- A. Students are provided opportunities to offer input on decisions including admission standards, curriculum, student services, and the teaching/learning process.
- B. Students are invited to become active in student groups and nursing student associations and organizations, both on campus and in the community.
- C. The following list includes a sample of ways that students can become involved in governance:
 - a. Complete End of Course, End of Program, Student Forum, and Alumni surveys.
 - b. Provide honest and fair feedback when asked to complete instructor and course evaluations.
 - c. Participate in Student Nurse Association (SNA) activities.
 - d. Volunteer for committee participation by serving on the committees available at the college. Examples of these committees could include but are not limited to: Curriculum, Community Advisory, Student Conduct and/or Student Affairs Committees.
 - e. Provide input when your peers are representing your issues at Advisory committee meetings and student forums.

Information Technology

A. Nursing students will be required to use online resources and are expected to have the following:

1. A reliable computer or laptop (not a Google ChromeBook because it will not work with some software used within the Department of Nursing)
2. Reliable Internet access
3. Video camera (Camera must be on during all zoom sessions)
4. Microphone

B. Applications commonly utilized in the Department of Nursing may include:

1. Learning Management System (LMS)
2. Zoom
3. Respondus
4. Proctorio
5. Exemplify (ExamSoft)
6. ATI
7. Swift River Medical Center
8. Lippincott's Course Point and Course Point Plus (NUR 213 students only for Fall 2024)
9. NurseThink

C. Mobile Devices

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

1. Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, smart watches, laptops or other electronic devices.
2. These may be used only when authorized by faculty and for clinical activities, not personal use.
3. Cell phones and all mobile devices must be in "silent" mode and turned into the designated area of the classroom during class, lab, and simulations at the faculty's discretion.
4. Cell phones and all mobile devices must be turned off and turned into the designated area of the classroom or testing center during all exams.
5. Under no circumstances should a student have a cell phone or mobile device on the unit during clinical rotations.

- A verbal warning will be given for the first violation of using the mobile device for socializing during clinical time.
 - A second violation may result in removal from the clinical setting which results in a missed clinical day.
6. Be respectful to the client at all times and ensure that your entire attention is focused on the client when you are in the client's room.
 7. You must protect the confidentiality of patient information at all times in accordance with Health Insurance Portability and Accountability Act (HIPAA). Students may not take any photographs of clients or client records, nor print or make copies of client records.
 8. Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency and may be subject to disciplinary action.
 9. For additional information on how to use social media without professional or personal repercussions, visit the [MCC Student Handbook](#).

Attendance Guidelines

1. Students must be registered for the class in order to attend.
2. It is the responsibility of the student to notify their Advisor, Faculty Advisor, and the assigned course Faculty if they wish to drop or withdraw from a course. The student should meet with the assigned course Faculty prior to withdrawing from the course.
3. Students will be held to Mohave Community College policies and procedures related to attendance (see [MCC Student Handbook](#)).
4. Regular didactic lecture attendance is highly encouraged. Your weekly professionalism grade will assess your in-person participation and there will be up to four unannounced quizzes per course for each semester.
 - Unannounced Quizzes: There will be up to four unannounced quizzes per course, held during regular class sessions.
 - No Make-Up Quizzes: Quizzes missed due to absence cannot be made up. This policy emphasizes the importance of attending classes regularly.
 - Impact on Grades: Performance on these quizzes will contribute to the overall course grade. Missing quizzes may adversely affect your final grade.
5. Expectations for all virtual classes, 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.
 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 can 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 practical components of the professional nursing role. It is the responsibility of the student to notify the instructor before the 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 the competencies of the course. If an absence occurs the student is responsible for obtaining 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. The student will receive a zero for the exam or can plan with the Faculty to reschedule the exam if the faculty was notified of the absence before the exam start time
 - b. **Laboratory / Clinical Sessions:** Students must attend all laboratory and clinical sessions. Makeup time for skills taught in the 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 before care.
 - Any missed lab, simulation, or clinical shift must be made up.
 - The program will provide one scheduled make-up lab session per semester, held simultaneously on all campuses. This session is specifically

designated for making up missed labs; open lab times cannot be used for this purpose.

- Procedure for Making Up a Missed Lab:
 - Self-Scheduling: If a student misses a lab, they are responsible for using the self-scheduler to sign up for an available spot in the make-up lab session. Availability is not guaranteed due to limited lab space.
 - Information Requirement: When signing up, the student must provide the week of the missed lab to ensure they can complete the specific skills day assignments missed.
 - Availability and Requirements: If no slots are available for the make-up lab, and the student does not fulfill the required course hours as a result, the student will not receive a passing grade for the course. Students are not permitted to attend a make-up lab on another campus from their home campus.

- 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.

13. All students must complete all clinical site orientation requirements before beginning clinical rotations.

A. Failure to attend clinical orientation may result in the student not receiving a passing grade for the course.

14. Late arrival or leaving early from the clinical experience will result in a clinical miss, and disciplinary action, and place the student at risk for failing to achieve the course competencies.

15. Any student who arrives more than 15 minutes late for a lab or clinical experience will be sent home and this will be considered an absence.

16. Clinical schedules will be available for students to register for required shifts through Platinum Planner. Students will have through the first week of term to schedule all required clinicals for the term.

A. Shifts and clinical sites are on a first-come, first-served basis.

B. Initial access to Platinum Planner will be granted once compliance of all required clinical documentation has been verified through PreCheck.

C. Students who do not register for their required shifts by the deadline will be assigned their clinical rotation.

17. In case of serious illness or emergency situations, a student may find an absence unavoidable. When an absence occurs, the student must notify the Clinical Instructor, Preceptor or Clinical Skills Faculty in advance of the clinical hours. Any absence can jeopardize successful achievement of course competencies.
18. Due to the competitive nature of clinical placements, the nursing program does not guarantee “make-up” clinical hours.

Lab and Offsite Clinical Expectations

1. Grades are Pass/Fail. Students are required to pass the lab and offsite clinical portions of the course in order to progress to the next course.
2. Students are required to arrive to the lab and offsite clinical site on time and be prepared to provide safe, quality care.
3. Students are required to be dressed in their proper uniform for all lab and offsite clinical shifts.
4. Students are required to bring their Nurse Pack to all lab classes.
5. Students are required to bring their Skills Check-Off List to each clinical shift.
6. If a student is unable to keep a scheduled lab appointment, they must notify both the Instructor and the Clinical Skills Faculty prior to the scheduled time. Failure to notify the instructor will be considered a lab absence.

Skills Check-Offs

1. Before a skill can be performed in the offsite clinical setting the student must successfully demonstrate competency in the lab environment.
2. Students must submit any completed forms, evaluations, and assignments from their clinical shift to their Clinical Instructor or Clinical Skills Faculty by the assigned due date.
3. Students must achieve 100% on the dosage calculation test before checking off on any medication administration-related skills.

Medication Administration Guidelines

Students are expected to function at the level of education and experience according to each course's competencies. Students are accountable for demonstrating competencies of previously learned content. All students must review the agency's medication policies prior to administering medications in the unit.

General Guidelines for all students administering medications

- A. Achieve 100% on the Dosage Calculation test. See [Testing Policy](#) section I for further guidelines.
- B. Follow the principles of safe medication administration.
- C. Adhere to the clinical agency's policies and procedures for medication administration.
- D. Demonstrate competency in calculating medication dosages prior to administering medications.
 - Students unable to calculate accurate doses may be referred to the lab for practice or receive clinical warning/probation related to unsafe clinical practice.
- E. Report all medication errors, including near misses, to the Clinical Instructor or Preceptor, immediately.
 - Complete the appropriate documentation.
- F. In all cases, the instructor reserves the right to limit a student's medication administration experience.
- G. Students must always be supervised by a licensed RN to administer medication. Some clinical agencies may require that the students only administer medication with their Clinical Skills Faculty, Clinical Instructor or Preceptor supervising.

Grading Policy

- A. Nursing courses in the Program of Study (core courses) utilize the following grading scale:

Grade Scale	A	B	C	D	F
	90% - 100%	89.9% - 80%	79.9% - 70%	69.9% - 60%	59.9% or below

1. Nursing courses are not graded on a curve or rounded; grades are earned without regard to scores of other students.
2. Failing the onsite (lab) or offsite clinical components of a course will result in a grade of "D" or "F" for the course.
3. A minimum of 80% is required to progress to the next Nursing course. This policy is different than the college policy.

Grade Weighting

A. The following grading policy applies to: NUR 103, 111, 212, and 213.

Course Requirements for Grade Calculations	Required Weighting
Proctored Unit Quizzes	15%
Proctored Unit Exams	30%
Proctored Standardized Benchmark Exams	10-15%
Proctored Comprehensive Final Exam(s) - NO RETAKE	15%
Weight of Total Proctored Points	70-75%
Non-Proctored Assessments	20-25%
Academic Preparedness & Professional Identity	5%
Weight of Total Non-Proctored Points	25-30%
Total	100%

B. The following grading policy applies to: NUR 101

Course Requirements for Grade Calculations	Required Weighting
ATI Practice	15%
Proctored Standardized Testing / Course Exams	35%
Weight of Total Proctored Points	50%
Non-Proctored Assessments	50%
Weight of Total Non-Proctored Points	50%
Total	100%

C. The following grading policy applies to: NUR 124, 125 and 126.

Course Requirements for Grade Calculations	Required Weighting
Proctored Unit Quizzes	15%
Proctored Unit Exam (Midterm)	10%
Proctored Standardized Benchmark Exams	10%
Proctored Comprehensive Final Exam(s) - NO RETAKE	15%

Weight of Total Proctored Points	50%
Non-Proctored Assessments	45%
Academic Preparedness & Professional Identity	5%
Weight of Total Non-Proctored Points	50%
Total	100%

D. The following grading policy applies to the final semester: NUR 250

Course Requirements for Grade Calculations	Required Weighting
Portfolio	15%
Proctored ATI Content Mastery Assessments	10%
Proctored ATI Capstone & Virtual ATI	40%
Proctored ATI Comprehensive Predictor	15%
Weight of Total Proctored Points	80%
Non-Proctored Assessments	10%
ATI Live Review	10%
Weight of Total Non-Proctored Points	20%
Total	100%

*Please check your current course under the grading tab on your syllabi.

Testing Policy

- A. Tests (course or standardized) will be on campus and proctored.
 1. If not proctored in class, on-campus testing centers can be utilized. Students will need to schedule their test during the approved testing window at their preferred campus testing center.
 2. Students will have the option to utilize a third-party testing center at their own expense. Students will need to sign an agreement for this to occur and follow guidelines posted in the LMS for obtaining a proctoring agreement to use a third-party testing center at the faculty's discretion.
- B. Honor Code: All students must adhere to the institution's honor code, which emphasizes honesty, integrity, and ethical behavior in all academic activities. Exam integrity issues that will result in disciplinary action up to failing the course and/or expulsion.
- C. Confidentiality Agreement: Before each exam, students must acknowledge a confidentiality agreement, affirming that they will not disclose any exam content.
- D. Seating Arrangements: In-person exams will utilize assigned seating to prevent collaboration. Seats will be arranged to ensure adequate spacing and rotate each exam.
- E. Students must present valid identification before starting the exam to verify their identity.

- F. Students may only have approved materials provided by faculty at their workspace (e.g., pens, pencils, and calculators). All bags, books, and electronic devices must be placed in a designated area.
- G. Proctors will watch for suspicious behavior and take appropriate action if cheating is suspected.
- H. Students are not allowed to communicate with each other during the exam. This includes verbal, non-verbal, and electronic communication
- I. Students must give prior notice, when possible if they need to miss or be late for an exam. It is the student's responsibility to make arrangements with the Faculty to take the exam. If the student fails to notify the instructor before the exam begins, the student will be given a zero for the exam.
 - 1. If a student is late to an exam, they will not be able to enter the classroom during the testing session and will earn a zero for the exam.
- J. Students will not be allowed to enter the classroom after the exam has started. Students who are late or miss the exam will not be allowed to make up the exam.
- K. All exams will be timed.
 - 1. Test items are each given 1.5 minutes towards the total time limit.
 - 2. Next-gen and dosage calculation test items are given 2 minutes towards the total time limit.
- L. Scratch paper or White Board –The student may only use scratch paper provided by faculty. If remote testing is issued then the student must show the camera the front and back of their scratch for a full minute.
- M. To ensure test security, the following guidelines will be followed:
 - 1. No personal electronic devices, including cell phones, watches, earbuds, tablets, or iPads.
 - 2. Cell phones are to be turned off and placed in the designated holder.
 - i Cell phones may only be retrieved once all students have completed the exam.
 - ii Cell phones may be retrieved if students will not be returning to the classroom after completion of the exam.
 - 3. No food or drinks are allowed in the classroom during testing.
 - 5. All student belongings must be kept at the front of the classroom or designated area.
 - 6. No hats, ballcaps, bulky clothing, hoodies or sunglasses.
 - 7. Students may leave the classroom after testing at faculty discretion.

8. Students may return to the classroom once all students have completed the exam. Students are not permitted to gather outside the classroom. See section B for the Confidentiality Agreement.
- N. Students will receive their exam results after the exams have been reviewed by the faculty and the Program Evaluation team.
 - a. Preliminary results may be available immediately after completion of the exam, however, are subject to change upon review by the faculty and Program Evaluation team.
 - b. To ensure the integrity of exam items, specific exam questions will reviewed or discussed with students at the faculty's discretion.
- O. Only students with documented needs for accommodation who have been evaluated and approved by the Student Accommodation Support Services department will be provided with special testing arrangements. This includes extended testing time and placing students in a separate room because of noise or temperature of environment.
- P. Standardized benchmark practice exams may be administered in class, as a non-proctored assessment, or in a proctored testing center.
- Q. Each semester students will be administered a dosage calculation exam.
 - a. Students who do not pass on the first attempt are required to seek remediation from peers, the Student Success Center, faculty, or other sources based on the level of missed calculations – from 30 minutes up to one hour. Students can be allowed to review the medication calculations with faculty to determine level of missed questions.
 - b. Students can be assigned up to 30 minutes of remediation if they failed the first attempt, then up to an hour for a failed second attempt at faculty's discretion.
 - c. Proof of tutoring must be submitted to course faculty.
 - d. Students who have not achieved 100% on the dosage calculation exam cannot pass off on medication administration-related skills and are not allowed to administer any medications. This may impact the ability to pass clinical.
 - e. Students who do not pass medication calculations for foundation courses after 3 attempts will be considered to have a clinical fail which results in a course fail.
- R. Nursing courses will include several unit-based exams and standardized benchmark exam(s).
 - a. There are no retakes for any course unit exams.

- S. Nursing courses will include a comprehensive final exam of all essential nursing theories and all lab / clinical content to determine student achievement of all course competencies.
- a. No retakes of the comprehensive final exam.
- T. All exams must be taken in a classroom or approved testing center. In the case of an extreme emergency where an exam needs to be given remotely, the administration of exam will require remote proctoring software.
- a. Permission for remote proctoring of an exam will be on a case-by-case basis and must be granted by the Nursing Program Manager.
 - b. Directions will be posted in the Learning Management System (LMS) for downloading and using remote proctoring software needed for your class and minimum system requirements for the software.
 - c. Students are expected to download the software and participate in a mock exam before their first exam to test the use of software and compatibility with their laptop, camera, and microphone.
 - d. All remote proctoring test sessions are video recorded and reviewed by nursing faculty and leadership.
 - i. Any suspicious activity may result in a 0 grade for the exam and will require a meeting with the faculty, student, and administration to review.
 - e. No collaborative testing will be permitted for exams taken remotely.
 - f. Requirements when taking an online proctored exam:
 - i. Select a location that is well-lit and meets guidelines for the proctoring software used.
 - ii. Exams should not be taken while at work or in an environment where an interruption may occur during the exam.
 - iii. Before starting the exam, know how much time is available for exam, and that you've allotted sufficient time to complete it.
 - iv. Turn off all mobile devices, phones, smart watches, etc., and don't have them within reach.
 - v. Clear your area of all external materials — books, papers, other computers, or devices.
 - vi. Remain at your desk or workstation for the duration of the test.

- vii. The proctoring software will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Progression and Retention in the ADN and PN programs

- A. To progress in a Nursing program a student must:
 1. Achieve a minimum overall course grade of 80%.
 2. Obtain an overall satisfactory rating on lab and clinical experiences.
 3. Meet all course requirements as described in the course syllabus.
- B. Nursing faculty will work individually with students to provide remediation in order to encourage student success and retention in the program.

Deferring a term

- A. A student must contact the Nursing Programs Assistant and let them know their intent to defer before the end of add/drop week for that semester.
- B. The maximum amount of time a student may be out of the program is not to exceed two semesters. If a student sits out more than two traditional semesters, the student must apply as a new student, meet the current admission criteria, and repeat all relevant nursing courses including lab and offsite clinical activities.

Course Retake Guidelines

- A. A student who needs to repeat a course because of a withdrawal, administrative withdrawal (WR1), or a failure (C, D, or F) can be approved to enroll in the course for the first retake.
 - i. Readmittance into any course is dependent on available space.
 - j. Any student who does not complete a course will be required to meet with the Faculty Coordinators and given a success plan that must be followed on the 2nd attempt. The success plan will be on a case-by-case basis.
- B. A nursing course may only be repeated once. If the student is unsuccessful in the 2nd attempt at the course they are repeating, they will be dismissed from the program and will be required to follow the appeals process to request to continue and take the course for a third time.

Dismissal from Program

- A. The inability to place the student in a clinical facility will result in a clinical and course failure.
- B. Students who are dismissed from any nursing program should meet with their advisor to discuss available options.

- C. If a student wishes to continue pursuing a career in nursing, they may complete a request to be reviewed by a committee for consideration and recommendation to continue.

Appeals Process

- A. A student wishing to continue in the nursing programs may request to do so through their advisor. Any student who does not complete a course will be required to meet with the Faculty Coordinators and given a success plan that must be followed on the 2nd attempt. The success plan will be on a case-by-case basis.
- B. The committee that reviews the appeal will make an individualized recommendation to the student as to their best path to success based on their progress in the program and the options available to the student.
 - 1. The committee can consist of Faculty Coordinators, a Student Success Coach, and a representative from Advising.
 - i The decision of the committee is final and there is no escalations.
 - 2. Factors that may be considered for readmission include but are not limited to, final nursing course grades, benchmark scores, exam scores, and clinical evaluations.
 - 3. The committee may specify additional required or recommended criteria for readmission. Criteria may include completion of academic courses, proof of work experience, remediation, counseling, or other activities to promote success of the student.
 - 4. The Director of Nursing Programs and the Nursing Leadership team reserve the right to deny a request for readmission if the student was dismissed for issues relating to academic integrity, unsafe patient care, inappropriate conduct, or dismissal from a college or clinical facility.
 - i No student is guaranteed readmission.
- D. All readmissions are subject to space availability and approval of the Director of Nursing Programs.

Graduation Requirements

AAS degree students

- A. Semester 4 students must complete a Graduation Application prior to the date listed in the college catalog. This is required whether the student plans to participate in commencement or not.
- B. Students must meet the general education course and nursing course requirements for the Associate in Applied Science (AAS) degree in Nursing. The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog.

- C. The AAS degree must be posted on the student's transcripts before authorization is given to the State Board of Nursing to take the licensing exam.
- D. A Certificate of Program Completion is electronically provided to the Arizona State Board of Nursing by the Nursing office after the Registrar's Office awards the student's degree.
- E. Eligibility to take the National Council Licensure Examination - Registered Nurse (NCLEX-RN): Students must have proof of graduation from an accredited/approved nursing program.
- F. Completion of the nursing program and graduation from a college does not guarantee a passing score on the licensing exam. Application for NCLEX-RN is the sole responsibility of the student.

Practical Nurse students

- A. Semester 2 students must complete a Graduation Application prior to the date listed in the college catalog. This is required whether the student plans to participate in commencement or not.
- B. Students must meet the general education course and nursing course requirements for the Practical Nursing (PN) certification. The PN certificate is awarded according to the policies, procedures, and requirements described in the college catalog.
- C. The PN certificate must be posted on the student's transcripts before authorization is given to the State Board of Nursing to take the licensing exam.
- D. A Certificate of Program Completion is electronically provided to the Arizona State Board of Nursing by the Nursing office after the Registrar's Office awards the student's certificate.
- E. Eligibility to take the National Council Licensure Examination – Licensed Practical Nurse (NCLEX-PN): Students must have proof of graduation from an accredited/approved nursing program.
- F. Completion of the nursing program and graduation from a college does not guarantee a passing score on the licensing exam. Application for NCLEX-PN is the sole responsibility of the student.

NCLEX Preparation and Supplementation

- A. NurseThink and ATI products and services are utilized to support students in preparation for successfully passing the NCLEX on the first attempt.

Investigative and/or Disciplinary Actions of Regulatory Boards

- A. All students enrolled in nursing courses who are certified and/or licensed as a Nurse Assistant or as a Practical Nurse must remain in good standing with the Board of Nursing. Students with certification and/or licensure from allied health regulatory boards are included under this provision.
- B. Students receiving any investigative or disciplinary actions against their certificate or license must notify the Nursing Director within five (5) school days. Failure to remain in good standing may result in restriction or withdrawal from nursing courses.
- C. Once admitted, any student who has the fingerprint clearance card suspended or revoked while enrolled in the program will not be permitted to continue.

Health and safety guidelines

Health and Safety Requirements

- A. All students entering nursing courses must meet all Health and Safety requirements to maintain enrollment in the program.
- B. Students who do not meet all health and safety requirements by the required date will not be approved to schedule their clinical rotations in Platinum Planner when clinical registration opens. Students who are not compliant by the first week of the term are unable to schedule clinicals, which impacts their ability to pass the clinical component of the course, resulting in a course failure.
- C. Students unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will not be registered or allowed to continue in nursing courses.
- D. A physician's note or other documentation will not negate the need to complete all health and safety documentation requirements due to the need to protect patient safety.
- E. Immunization variance is available due to religious or medical reasons. The Clinical Skills Program Manager must be informed of the need for an immunization variance prior to the student's acceptance into the program. Every attempt will be made to place the student in clinical rotations to meet the competencies of the course; however, if a clinical placement cannot be obtained the student may be given an incomplete, may not move forward with his/her cohort, and, in some circumstances, may not be able to complete the program of study.
- F. In all instances, a confirmation of Tuberculosis (TB) status is required, and verification of immune status is required by proof of titers for all required elements.
- G. For a medical variance, appropriate documentation from a licensed health care provider is required. Some facilities require an influenza vaccination and a waiver is not accepted. In those instances, a student without required immunization(s) will not be able to attend clinical in that facility.

- H. A Level One Arizona Fingerprint Clearance Card (FCC) is required for enrollment in nursing clinical courses. Students unable to maintain a current FCC will be withdrawn from clinical nursing courses. If the FCC is suspended or revoked at any time during the nursing program, the student has the duty to report this event to the Clinical Skills Program Manager within five (5) business days and may not continue in the program until the FCC is reinstated. The student must be able to show his or her FCC during the clinical rotations upon request.

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

Health Insurance:

- A. Students are required to have health insurance as a condition of enrollment in any of the nursing programs.

Accidental Exposure

- A. Accidental exposure is defined as accidentally being exposed to blood/body fluids through needle stick or skin lesion/non-intact mucosal membrane.
- B. The accidental exposure of a faculty member or student in a Nursing Program while in a clinical agency is treated in a similar manner to any type of incident occurring within the agency.
- C. The student should immediately notify the Clinical Instructor or Preceptor who will then immediately notify the supervisor within the health care facility where the incident occurred. Agency policies will then be followed. The clinical agency will require the completion of an incident report and will usually order testing. The exposed student or faculty will then be encouraged to have testing. The decision to have testing or not; however, is the choice of the individual exposed. A signed consent/denial form will be kept in the individual's college file.
- D. The Clinical Instructor will notify the appropriate Program Manager and submit an MCC incident report.

Guidelines Regarding Exposure to Infectious Diseases/Body Fluids

- A. Standard precautions, which are intended to reduce the risk of pathogen transmission, are the basic level of infection control. Students are expected to follow hand hygiene, personal protective equipment (PPE), respiratory hygiene, and linen and waste disposal guidelines recommended by the World Health Organization Standard precautions in health care: http://www.who.int/csr/resources/publications/EPR_AM2_E7.pdf
- B. All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.
- C. MCC Nursing students are not permitted to care for clients with active/suspected tuberculosis, mumps, measles, varicella, or any client in airborne isolation/precautions.

- D. Nursing students who are directly exposed to body fluids must immediately notify the Clinical Instructor.
- E. Students exposed to body fluids shall follow this protocol:
 - 1. Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available; for eye splashes rinse the area with clean water.
 - 2. Report the incident to the Clinical Instructor.
 - 3. The student should immediately go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment. The student is responsible for all costs related to exposure, triage, and treatment.
 - 4. The Clinical Instructor and student will notify the agency department supervisor and Nursing Program Director.
 - 5. The student will complete an agency site incident report.
 - 6. The student will complete the college student accident report

Source: U.S Department of Labor, Occupational Safety & Health Administration. (OSHA). Bloodborne pathogens and needlestick prevention. <https://www.osha.gov/SLTC/bloodbornepathogens/index.html>

Background Clearances

- A. A background check is required for all students coming into the Nursing program. This is a requirement of our clinical sites. The background check is conducted by PreCheck, Inc. and has to be received by the Department of Nursing in time to be reviewed by the staff and the clinical site. To complete the request for your background check, go to www.mystudentcheck.com and make sure you are selecting Mohave Community College.
- B. If a background check comes back flagged, the Nursing department will make every attempt to find a clinical placement that can accept that student. If a student is unable to be placed in a clinical facility, the student may drop or withdraw from the course per deadlines set in the MCC Academic Calendar. If the student chooses to stay in the course, they will receive a clinical failure for the course due to inability to complete the clinical requirement.
- C. Students who cannot be placed at a clinical facility as a result of the background check may not be able to finish their program or gain employment in their chosen field.

Drug Free Campus Guidelines

- A. The Drug-Free Workplace Act of 1988 has mandated that recipients of \$25,000 or more from any federal agency must maintain a drug- free workplace. Included within the

requirements of the Act is the adoption of a policy statement prohibiting the unlawful manufacture, distribution, possession or use of controlled substances in the work place. While technically only those employees working in programs receiving federal aid or

those students receiving Pell grants are subject to the law, drug awareness is a subject which must be addressed by all employees and students. Detailed information may be found in the [MCC Student Handbook](#).

Drug Screening Guidelines

- A. All students participating in any program offered through the Department of Nursing will be required to complete a drug screen prior to beginning a course that has an offsite clinical associated with it.
1. All students are required to submit a urine drug screen as a condition of enrollment in any program offered through the Department of Nursing.
 2. All positive drug screens are referred to the Director of Nursing. Students will be required to obtain a second drug screen at their expense.
 3. If a student provides a dilute sample (may be marked as a negative dilute result) the student will be required to obtain a second drug screen at their expense. A sample marked as positive dilute will be considered positive and follow the process for positive results.
 4. Students who test positive for illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical setting by the Director of Nursing will not be permitted to attend nursing courses.
 5. All positive results except for cotinine (Nicotine) and alcohol, resulting in dismissal, are reported to the Arizona State Board of Nursing.
 6. All positive results for marijuana will require a retest and must obtain a negative result to be eligible to attend clinical. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening.

a Mohave Community College and the Nursing department prohibits the possession and use of marijuana on all campuses and in all off-campus student activities, including internships and clinical learning experiences. This policy is dictated by [Arizona Revised Statutes § 15-108](#), which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college, or post-secondary education institution. [Federal legislation](#) prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.
 7. Students who fail to submit the drug screen by the required date will be withdrawn from all nursing courses.

Drug Screening for Cause

- A. 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 a MCC Nursing programs.
- B. When a faculty/Clinical Instructor perceives the odor of alcohol or marijuana, or observes behaviors such as but not limited to, slurred speech, unsteady gait, or confusion, extreme fatigue or lethargy, and these behaviors cause the faculty or Clinical Instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:
1. The instructor will remove the student from the patient care or assigned work area immediately and notify the lead instructor, college Director or designee.
 2. Upon student's verbal consent, an employee of the Department of Nursing will drive the student to the nearest Lab Corp location for testing.
 3. The student is to have a picture ID in his/her possession.
 4. After testing, the student may not return to the facility.
 5. If the student admits to alcohol or drug use, he/she will still require drug screening.
 6. The student is responsible for all costs associated with the for-cause drug screening test.
- C. If the results of the test(s) are negative for alcohol, illegal substances, or non-prescribed legal substances, the student shall meet with the Director of Nursing to discuss the circumstances surrounding the behavior.
1. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
 2. Based on the information provided the Director of Nursing will decide whether the student may return to the offsite clinical setting.
- D. If the results of the test (s) are positive for alcohol, illegal substances, or for nonprescribed legal substances, the Director of Nursing will withdraw the student from all nursing courses. The results of the positive screening test except for alcohol or nicotine will be reported to the State Board of Nursing. If a student refuses "for Cause" Testing:
1. The instructor will remove the student from the offsite clinical setting pending a full investigation.
 2. The instructor will contact the lead faculty and Clinical Skills Program Manager.

3. Failure to comply with any aspect of this policy will result in withdrawal from the program.

Readmission Guidelines Related to Positive “For Cause” Testing

- A. Students seeking readmission who were withdrawn from nursing courses for reasons related to positive “for cause” testing or refusal of “for cause” testing will be required to:
 1. Submit a letter requesting readmission to the Nursing Program Director which includes:
 - 1) Documentation from a therapist with experience in addiction behaviors indicating status and/or documented rehabilitation related to the alcohol/drug abuse.
 - 2) Include documentation of compliance in a treatment program if identified as required by the therapist.
 - 3) Repeat a random urine drug screen for alcohol/drugs as instructed prior to readmission and may be subject to random drug screening at the student’s expense during the program of study.
- B. If a student, after being re-admitted to the nursing program, has positive results on an alcohol/drug screen, the student will be permanently dismissed from any MCC department of Nursing program and notification will be sent to the State Board of Nursing.

Health Insurance Portability and Accountability Act (HIPAA)

- A. All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including possible dismissal from the program and/or course.

Disciplinary Action Guidelines

- A. When a nursing student is in violation of any requirement contained in this Nursing Student Resource Guide or MCC’s Student Handbook, he/she is subject to disciplinary action or dismissal. All students should carefully review the MCC Student Handbook section on Academic Misconduct and Disciplinary Standards. Those standards typically can be found in each college's catalog or student handbook. Dismissals and suspensions for reasons based on academic misconduct and student discipline, as well as reasons based on the MCC Student Handbook, will proceed according to the Student Code of Conduct.
- B. **Academic Misconduct:** Refer to the [MCC Student Handbook](#) for details.

C. Clinical Misconduct

1. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility or removal from clinical due to behavioral issues.
2. A student may be dismissed and receive a failing grade in the course for violation of Standards of Professional Conduct.

Student Practice Regulations

- A. Students practice within the boundaries of the Arizona State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the MCC Nursing Student Resource Guide, and the policies and regulations of the healthcare agency where they are assigned for clinical learning.
- B. Examples of unsafe practice include, but are not limited to:
 1. Refuse an assignment based on client's race, culture, religious preference or medical diagnoses.
 2. Deny, cover-up or does not report own errors in clinical practice.
 3. Ignore or fail to report unsafe, dishonest or unethical behavior in others to the instructor.
 4. Practice skills that have not been signed off on by a faculty member.
 5. Demonstrate the inability to make appropriate clinical judgments or decisions.
 6. Interact inappropriately with agency staff, co-workers, peers, clients, families, and faculty resulting in miscommunication, and disruption of the learning and client care environment.
 7. Violate principles of confidentiality.
 8. Lack of preparation for clinical practice.
 9. Fail to respect client rights and dignity.
 10. Solicit, borrow, or remove property or money from a client or client's family.
 11. Assume client care tasks for which the student lacks the education or competence to perform.
 12. Remove drugs, supplies, equipment, or medical records from the clinical setting.
- C. The Department of Nursing programs forbid the practice of invasive skills on any live subject (this would include student to student, student to faculty, student to volunteer, or animals) in any setting outside of the normal clinical or lab facility setting. This includes

simulation or independent practice time. Invasive procedures include any procedure that penetrates the skin or is inserted into an orifice. Examples would be IV insertion,

injections, blood glucose monitoring, insertion of catheters, nasogastric tubes, or the instillation of medications into the eyes, nasal passages, ears, or other areas of the body. This list is not inclusive and the Clinical Skills Manager will make the final determination on invasive procedures should questions arise.

Duty to Report

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