



MARICOPA  
COMMUNITY  
COLLEGES®

# NURSING PROGRAM STUDENT HANDBOOK

Chandler-Gilbert Community College  
Estrella Mountain Community College  
GateWay Community College  
Glendale Community College  
Mesa Community College  
Mesa Community College - Boswell  
Paradise Valley Community College/John C. Lincoln  
Phoenix College  
Rio Salado College  
Scottsdale Community College

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

## I. PROGRAM INFORMATION

### A. DESCRIPTION

The Maricopa Community College District Nursing Program admitted the first class under one program in August 1999. Before 1999, colleges offering nursing programs were independent entities. The nursing program is available at nine Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Completion of the nursing courses and general education degree requirements and subsequent posting of the degree provides eligibility for students to apply for licensure as registered nurses. Licensure requirements are the exclusive responsibility of the State Boards of Nursing.

The Nursing Program is approved by the Arizona State Board of Nursing, 4747 N. 7<sup>th</sup> St. Suite 200, Phoenix, AZ 85014, 602.889.5150 and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway 33<sup>rd</sup> Floor, New York, New York 10006, 212.363.5555, ext 153.

### B. OCCUPATIONAL INFORMATION

Graduates receiving an Associate in Applied Science in Nursing degree are eligible to apply for licensure as a Registered Nurse (R.N.). The R.N. is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The R.N. may be employed in a variety of acute, long-term, and community-based health care settings. Registered Nurses function within the legal scope of practice and use professional standards of care when caring for clients and families across the life span. The degree provides the graduate with an educational foundation for articulation into the University setting.

### C. ELIGIBILITY FOR LICENSURE

Students completing graduation requirements for the Associate in Applied Science degree in Nursing are eligible to apply for licensure as registered nurses. **Effective January 1, 2008 applicants for licensure in Arizona must provide evidence of citizenship or nationality.** Licensure 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 602-889-5150.

### D. VISION

The Nursing program aspires to excellence in the preparation of outstanding graduates to assume nursing roles in our communities.

### E. MISSION

The Nursing Program provides a comprehensive educational foundation that prepares graduates to function as entry-level nurses characterized by effective integration of the nursing process to assure client safety and to foster collaborative interdisciplinary evidence-based practice outcomes.

## F. PHILOSOPHY

The nursing curriculum is based upon the core values of caring, critical thinking, holism, nursing role development, safe practice, and information management & technology. These values focus on key stakeholders of health care: clients, colleagues, and the community. The acquisition of these five core values is essential to form the foundation to practice the art and science of nursing. The nursing curriculum is designed according to the following model:

### **Description of Core Values:**

**Caring:** The core value of caring is characterized by genuine, warm, and sensitive providers of nursing care who demonstrate empathy, respect for self and colleagues, and healthy self-esteem. These providers use positive communication skills that are growth producing for clients and colleagues.

**Critical Thinking:** The core value of critical thinking is characterized by self-directed providers of nursing care who make decisions based on self-reflection, rationale, and reasoning within their scope of practice. These providers are open-minded and creative when confronted with a variety of challenging situations and they take reasonable risks, when appropriate.

**Holism:** The core value of holism is characterized by non-judgmental providers of nursing care. They understand, are sensitive to, accept and respect the spirituality and diversity of clients and the communities in which they live. These providers are restorers and promoters of health for clients across the life span. They understand the illness to wellness continuum and accept where clients are on that continuum so that they may help them achieve their highest state of wellness.

**Nursing Role Development:** The core value of nursing role development is characterized by accountable providers of nursing care who seek as their ideal, ethical and moral practice. These providers are client advocates who exert assertive behaviors when necessary. They demonstrate adaptability and flexibility in the dynamic health care environments and are productive team members. When appropriate, these providers assume management roles. At all times, they demonstrate the image and presence of a nurse who is committed to the core values of the art and science of nursing.

**Safe Practice:** The core value of safe practice is characterized by responsible providers of nursing care who demonstrate clinical excellence, cultural competence, and quality care. These providers practice legally and ethically and seek positive client outcomes. They value the knowledge they have gained from other disciplines and apply that knowledge through the nursing process to make and evaluate appropriate and reasoned decisions.

**Information Management and Technology:** The core value of is characterized by demonstration and understanding of basic data collection tools such as the medical record, shift report, and electronic infusion devices. These providers value the use of electronic devices to enhance the efficiency of patient care and safety. These providers also understand and utilize a variety of information sources such as online databases, hand-held computers and professional journals to enhance outcomes.

## II. NURSING PROGRAM OUTCOMES

Core Value	Associate In Applied Science In Nursing Program Outcomes
Caring	<ul style="list-style-type: none"> <li>• Create an environment utilizing therapeutic communication and caring to achieve desired client outcomes.</li> <li>• Demonstrate effective communication skills both verbally and in writing with health team members, clients and their families.</li> </ul>
Holism	<ul style="list-style-type: none"> <li>• Provide culturally competent care to a diverse population.</li> <li>• Research and recommend evidence based nursing care to meet individualized needs across the care continuum.</li> </ul>
Nursing Role Development	<ul style="list-style-type: none"> <li>• Demonstrate coordination of nursing care for multiple clients in collaboration with health team members.</li> <li>• Demonstrate behaviors that promote the image and integrity of the nursing profession.</li> <li>• Utilize legal and ethical behaviors in all nursing activities.</li> </ul>
Critical Thinking	<ul style="list-style-type: none"> <li>• Apply the nursing process to provide safe client care.</li> <li>• Utilize realistic outcomes measurements to evaluate client care.</li> <li>• Produce positive client outcomes through the use of teaching/learning activities.</li> </ul>
Safe practice	<ul style="list-style-type: none"> <li>• Apply scientific principles and clinical reasoning to safely provide evidence-based clinically competent care within the increasingly complex and rapidly changing healthcare environment.</li> <li>• Practice accountability and quality improvement in the health care system.</li> </ul>
Information Management & Technology	<ul style="list-style-type: none"> <li>• Integrate technology to assist in providing safe, effective client care.</li> <li>• Manage information confidentially and effectively to insure positive client outcomes.</li> </ul>

**III. PROGRAM OF STUDY – Admission beginning July 2008**

General Education Prerequisites  BIO156/BIO181 Biology or Exempt 0-4 Cr  CHM130/130L Fund Chem or Exempt 0-4 Cr  MAT120 Interm Algebra or higher 3-5 Cr  PSY101 Intro Psych 3 Cr  BIO201A& P I 4 Cr	ACCEPTANCE	BLOCK 1	BLOCK 2	BLOCK 3	BLOCK 4
		NUR151 Nursing Theory & Science I 10 credits	NUR171 Nursing Theory & Science II 8 credits	NUR251 Nursing Theory & Science III 8 credits	NUR271 Nursing Theory & Science IV 7 credits
					NUR291 Nursing Clinical Capstone 2 credits
		<b>CO-REQUISITE COURSES</b>			
		BIO202 Human Anatomy & Physiology II 4 credits	BIO205 Microbiology 4 credits	ENG101 First-Year Composition 3 credits	ENG102 First-Year Composition 3 credits
		BIO202 and BIO205 are pre-requisites to NUR251		Humanities 2.0 credits	CRE101 Critical Read or Exempt 0-3 credits
		TOTAL 14 credits	TOTAL 12 credits	TOTAL 13 credits	TOTAL 12-15 credits
<b>Prerequisite Credits = 10-20</b>	<b>Total Nursing Core Credits = 35</b> <b>General Education Co-requisite Credits = 16-19</b> <b>Total Credits for AAS in Nursing degree = 61-74</b>				

**IV. GENERAL INFORMATION**

**A. Advisement** - Nursing faculty are available for academic counseling.

**B. Sequence of Courses**

1. The nursing courses are sequential and the successful completion of each course is a prerequisite for admission to the next level or successive courses within the same Block.
2. A student admitted into a Block must enroll in each nursing course at the college of admission. Students may take a nursing course at another college only with written notification of the Nursing Director and completion of the transfer form.

**C. Attendance Guidelines**

1. Students must be registered for the class in order to attend.
2. It is responsibility of the student to notify the Office of Admissions and Records for withdrawals to discontinue studies in a course or at the college.
3. Students who fail to attend the first class meeting must contact the instructor regarding the absence before the class meeting and may, at the option of the instructor, be withdrawn.

4. Nursing classes prepare students for safe patient 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 an absence. Laboratory and clinical hours are often not possible 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 cannot receive a passing grade.
5. In the event that an absence is necessary for serious illness of the student or family member, the absence policy of the nursing program includes:
  - a. Lecture sections: Students are expected to attend all classes necessary to meet criteria 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 to the class if students arrive after the start of class and initiate disciplinary actions for students leaving class early.
  - b. Practice Laboratory Sessions: Students must attend all laboratory sessions. Makeup time for skills taught in lab may not be possible. Students will be graded on successful demonstration of all skills and procedures learned in the laboratory session and must demonstrate competency of each skill before patient care. All students are expected to spend time in the nursing practice laboratory in addition to the scheduled time to gain competency in nursing skills and procedures required for safe patient care.
  - c. Clinical Sessions: Students receive course credit based upon the actual hours attended. Students are expected to attend all clinical sessions necessary to meet the objectives and hour requirements of the course.
    - 1) Absence hours include pre-clinical laboratory practice, pre- and post-conferences and all scheduled clinical days.
    - 2) All students must attend the agency specific orientation prior to all clinical rotations. Any student absent on a day of orientation can not continue in the rotation.
    - 3) Students are not permitted to arrive on the nursing unit late or leave early during scheduled clinical hours.
    - 4) Clinical hours scheduled in psychiatric/mental health, obstetrical, and pediatric rotations are assigned to meet the minimum course requirements. All students must meet the required number of clinical hours in specialties.
    - 5) 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 in advance of the clinical hours. Students with an unavoidable absence are granted the equivalent of one clinical day of an attendance waiver, noted on the Student Conference Form, if the student is able to meet the clinical objectives by the end of the class. Consequences of the absence are determined at the time of the final clinical evaluation.
    - 6) The nursing program does not provide “make-up” clinical hours.
    - 7) Students with more than one unavoidable absences may request readmission into the next semester to repeat the course to appropriately demonstrate attainment of course competencies.

6. Special Circumstances: There are no provisions for an “excused absence” outside the following list as described in the college policies (see college catalog). All requests for an excused absence must meet the college policy and the request is sent directly to the nursing department director and the primary course instructor.

Official Absences, as described in the college catalog, are those that occur when students are involved in an official activity of the college. Students must present the official absence verification form to the instructor before the absence. Prior arrangements must be made with each instructor for makeup work. Appropriate documentation is required.

- a. Jury duty and subpoenas.
- b. Event of death of an immediate family member.
- c. Religious Holidays. The student must provide a written statement including the date of the holiday and a reason why class attendance is impossible.

## **V. CHANNELS OF COMMUNICATION**

- A. Faculty strive to create an atmosphere conducive to learning. There should be mutual respect between faculty and students. Students are encouraged to meet with the faculty member, ask questions in class, and seek assistance with learning difficulties. If a problem arises, the issue is often resolved by direct communication between the faculty member and the student.
- B. If the issue is not resolved, the student may submit a written request to the Nursing Director stating the issue. The Nursing Director will schedule a meeting with the student and the instructor to discuss the concern. Issues relating to instruction will follow the Instructional Grievance Policy in the college catalog and on-line at: <http://www.maricopa.edu/gvpolicy/adminregs/appendices/S-6.htm>.
- C. If the issue remains unresolved and involves the guidelines described in the Nursing Student Handbook, the Nursing Instructional Council (NIC) will review the formal complaint for final nursing program decision. The NIC consists of the nursing directors at each site and constitutes the governance and administration structure of the Nursing Program. The role of the NIC includes interpreting and enforcing the guidelines of the Nursing Student Handbook at all sites in a consistent manner.

## **VI. STUDENT REPRESENTATION**

All students are encouraged to provide input on decisions including admission standards, curriculum, student services, and the teaching/learning process. Students are invited to become active in student government and nursing student associations and organizations, both on campus and in the community.

The following list includes a sample of ways that students can become involved in governance:

- Participate in End of Block, End of Program, and Alumni surveys.
- Provide honest and fair feedback to your instructor when asked to complete instructor and course evaluations at the end of a course.
- Participate in Student Forum activities.
- Volunteer for committee membership, including Curriculum, Advisory, and Student Affairs.
- Provide input when your peers are representing your issues at committee meetings and student forums.

## VII. PROFESSIONAL APPEARANCE

All students must present themselves in a professional manner at all times while enrolled in the nursing program. Students must be in compliance with the professional dress code guidelines at all times to remain in the clinical setting. If there are exceptions, alternate style of dress will be described by the faculty member involved. Noncompliance with the dress code guidelines will result in removal from the clinical experience, accumulation of absence hours, and unsatisfactory mark for professional role development on the clinical evaluation.

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 in all clinical settings unless setting or agency requires other clinical attire. Only the official student uniform jacket may be worn over the uniform. Picture ID badge is worn upper left side of uniform at all times while in the clinical agency.
- B. No jewelry is to be worn with the uniform except wedding rings, engagement rings, one pair of small post earrings, and wristwatch. Necklaces must be kept under clothing and not visible.
- C. No visible facial or body piercing jewelry or tattoos. No objects of any type may be worn on the tongue. If necessary, a small beige bandage is permitted to cover visible piercing.
- D. Hair must be clean, worn off collar, and back from face while in uniform. Makeup should be subtle and in good taste. Neatly trimmed beards and mustaches are permitted.
- E. No chewing gum while in the nursing laboratory or in the clinical setting.
- F. The uniform must be clean and neat. Students will maintain personal hygiene, including oral care. Students will bathe daily and use deodorant to prevent offensive body odor and/or cigarette smell. No cologne, after-shave, and/or perfumes are permitted. Undergarments cannot be visible under the pants.
- G. White socks or neutral nylons must be worn with the uniform. Uniform style shoes and laces must be clean and white with low heels. No open toes, backless shoes or sandals. White clogs with non-porous top and a back strap are permitted.
- H. Fingernails must be clean, short with clear, neutral or pale polish, if any. Artificial nails, nail wraps, or extenders are not permitted in the clinical setting.
- I. Pagers and cell phones disrupt lectures and clinical experiences. Place on a silent code or turn it off. Any response to pagers must be done at a public telephone and only while on break from the clinical unit. Students using cell phones for communication of any type or taking pictures in the classroom, nursing laboratory, or the clinical unit face disciplinary action that may include permanent dismissal.

**Unacceptable Attire in the Clinical Setting and Sponsored Events:** **NO** thin or see-through clothes, sleeveless tops, sun dresses, halter tops, tank tops, T-shirts, shorts, mini dresses, dye outfits, jean wear of any kind, sweat tops or pants, jogging suits, open toe shoes or thongs.

## VIII. PROGRESSION AND RETENTION IN THE NURSING PROGRAM

### A. Methods of Evaluation - Grading Guidelines

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

GRADE SCALE (theory only, cumulative):	92 -100	=	A
	84 - 91	=	B
	76 - 83	=	C
	68 - 75	=	D
	67 and below	=	F

2. To receive a passing grade (C or better) in Nursing Theory and Science the student must:
  - Achieve an average score of 76.0% or better on proctored examinations. No rounding will occur with the calculation of the final course grade to achieve a passing score of 76.0%.
  - Obtain a passing score or satisfactory rating on each laboratory practicum.
  - Consistently function at “Satisfactory” level for each of the clinical competencies on the evaluation form. The final formative evaluation may not contain “Needs Improvement” or “Unsatisfactory” ratings.
  - Meet all course requirements as described in the course syllabus.
3. Nursing courses are not graded on a curve; grades are earned without regard to the scores of other students.
4. No test can be retaken to improve score.
5. All nursing courses will include a comprehensive exam of all essential nursing theory and clinical content appropriate to determine student achievement of course competencies.
6. Final exams are not available for review.
7. A student may receive a withdrawal “W” in nursing course based on the inability to place the student in a clinical facility related to student conduct.

### B. Course Requirement: Exit Testing and Remediation:

Toward the end of each Block, the student will take a computerized Elsevier Reach Block Exit Examination. The primary purpose of these examinations is to assess the student’s achievement of nursing knowledge based upon the course content. The assessment will determine specific remediation materials to necessary to contribute to the student’s success in progressing to the next Block and to completion of the nursing program.

Immediately after the test each student receives a printout with the raw test score, conversion score, and comparison scores. One to two days after completing the exam, each student will receive an email from Elsevier Reach with individualized remediation and suggested study materials.

Completing this exam is a course requirement and must be completed before a student can receive a final course grade.

### C. Progression

To qualify for enrollment through the subsequent Blocks of the nursing program the following must be achieved:

1. Achieve a passing score with a grade of “C” or better in the current nursing course.
2. Maintain compliance with the Health and Safety Requirements of the nursing program.
3. Have transcript documentation of a grade of “C” or better on BIO202 Anatomy & Physiology II **and** BIO205 Microbiology prior to the first day of class for Block 3, NUR251.

### D. Graduation Requirements

1. Block 4 students must complete an application for the degree through the Admissions and Records department prior to the due date listed in the semester course schedule.
2. Students will graduate from the college where they have successfully completed Block 4.
3. Students must meet the general education course and nursing course requirements for the Associate in Applied Science degree in Nursing. The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog.
4. 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.
5. Authorization (Certificate of Program Completion) is mailed to the Arizona State Board by the Admissions & Registration office.
6. Eligibility to take the National Examination for Licensure as a Registered Nurse: Students must have a high school diploma or GED certificate and proof of graduation from an accredited/approved nursing program. Completion of the nursing program and graduation from a college does not guarantee passage of the licensing exam. Application for and passage of the exam is the sole responsibility of the student.

### E. Disciplinary Actions of Regulatory Boards

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

## F. Transfer to a Different MCCDNP Site

A student in good standing and who successfully completes the nursing courses and progresses to the next Block is eligible for transfer to another site. A request for transfer will be granted only once. The process and procedure for a request for transfer is listed below.

1. Temporary Transfer: A student in good standing and who successfully completes the nursing courses may temporarily transfer between campuses, on a space available, basis by following the steps listed below:
  - A. Complete the transfer form requesting desired course(s) and term.
  - B. Inform and obtain signature from the Nursing Director of current program.
  - C. Send the form to the Nursing Director of receiving campus.
  - D. At completion of course, request transfer of credits to campus of origin.
  - E. Receiving Nursing Department will notify the student of acceptance of temporary transfer and provide information for registration and will notify the current Nursing Director.
2. Permanent Transfer: A student in good standing and who successfully completes the nursing courses may transfer between campuses one time, on a space available basis, by following the steps listed below:
  - A. Complete the transfer form.
  - B. Inform and obtain signature from the Nursing Director of current program.
  - C. Send the form to the Nursing Director of receiving campus.
  - D. Once accepted for transfer, the student will:
    - (a) Request a withdrawal from the college through Admissions & Records Office.
    - (b) Request college transcripts are sent to the receiving campus.
  - E. Receiving Nursing Department will notify the student of acceptance of transfer and provide information for registration, notify the current Nursing Director of acceptance and internally transfer the nursing student record.

## G. Readmission Guidelines

1. A student exiting the nursing program for any reason must complete an Exit Interview Form to be eligible for readmission or transfer. The Exit Interview Form must include the scores on admission and exit tests.
2. No student is guaranteed readmission. A student may be granted ONE readmission if the student has had no previous readmissions, meets current admission criteria, and provides evidence of compliance with the criteria as described on the Exit Interview Form.
3. A readmission is granted only for the next traditional semester. If the student is unable to continue within the required time, he/she must complete an application as a new student and meet current admission requirements.
4. All readmissions are subject to space availability and approval of the Nursing Director.
5. The Nursing Director and/or the designee may specify certain criteria necessary for readmission. Criteria may include repeating of academic courses, work experience, remediation classes, counseling, or other activities to promote the success of the student.
6. The Nursing Instructional Council reserves the right to deny a request for readmission if the student was dismissed for issues relating to academic integrity, unsafe patient care, inappropriate conduct, and more than one (1) failure from any nursing program.

#### 7. **Block specific procedures for readmission:**

**Block 1:** A student exiting for a withdrawal or a failure must file an application for new student admission and meet current admission requirements.

**Block 2:** A student exiting for a withdrawal or a failure may request readmission into the next traditional semester (Fall or Spring). If longer than one semester, the student must apply as a new student, meet current admission requirements, and repeat all nursing courses.

**Block 3:** Students exiting for a withdrawal or a failure must meet the admission requirements equivalent for advanced placement admissions including the required scores on the NET and the Block 2 Exit Exam. Requirements may also include licensure as a practical nurse if more than 6 months has passed since the last clinical experience.

**Block 4:** A student exiting for a withdrawal or a failure may request readmission into the next traditional semester (Fall or Spring.) If the student is not registered for a nursing course for one traditional semester, the student must apply as an advanced placement admission and meet all current admission requirements for Block 3.

#### H. **Readmission and Transfer to a Different MCCDNP Site**

A student requesting transfer to a different site for readmission to repeat a course after withdrawal or failure is not guaranteed readmission or transfer privileges. Requests for readmission and transfer to a different location will be granted on an individual basis.

1. To complete a request for transfer and readmission, the student will:
  - A. Complete an Exit Interview Form and the Transfer Form.
  - B. Inform and obtain signature from the Nursing Director of current program.
  - C. Submit the following documents to the Nursing Director of receiving campus:
    - (a) Exit Interview Form
    - (b) Transfer Form
    - (c) A letter addressing the circumstances of the withdrawal or failure including behaviors and activities describing the strategies the student will implement to be successful in the program and accomplishment of all Requirements for Readmission on the Exit Form.
  - D. Once accepted for transfer and readmission, the student will:
    - (a) Request a withdrawal from the college through Admissions & Records Office.
    - (b) Request college transcripts are sent to the receiving campus.
  - E. Receiving Nursing Department will notify the student of acceptance of transfer and readmission and provide information for registration, notify the current Nursing Director of acceptance and internally transfer the nursing student record.
2. The request for transfer may be denied if space is not available, if there was a lapse of a semester of enrollment in a clinical course, or if the student does not describe strategies for his/her success.
3. The Nursing Director of the receiving college makes the final decision to accept or deny the transfer request.
4. The Nursing Director may deny a request for readmission and transfer if the student withdrew or failed for issues relating to academic integrity, unsafe patient care, inappropriate conduct, and more than one withdrawal or failure while enrolled in the MCCD Nursing Program.

## IX. HEALTH AND SAFETY GUIDELINES

### A. Health Declaration

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

### B. Health and Safety Requirements

1. All students entering nursing courses must meet all Health and Safety requirements to maintain enrollment status for the course. Students will meet these requirements by providing completed and signed Health and Safety Documentation Checklist and the Health Care Provider Signature Form to the Nursing Department as directed.
2. Students unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will be withdrawn from all nursing courses.
3. In circumstances of student illness, injury, or other health limitations, both the clinical agency and the college health policies must be upheld. The faculty member will determine a student's ability to give adequate nursing care and will determine if the student can remain and/or return to the clinical experience, regardless of a physician's approval for return.
4. **List of Excluded Individuals/Entities (LEIE) database:** Once admitted, any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue.
5. **Fingerprint Clearance Card:** Fingerprint clearance is required for enrollment in nursing courses. If there is a positive criminal history, a fingerprint clearance may be revoked or denied. Students unable to maintain a current fingerprint clearance card will be withdrawn from nursing courses.

### C. Disabilities

1. Students are expected to participate fully in activities required by the program. See the Essential Skills and Functional Abilities for Nursing Students. Students must also exhibit stable mental processes by being able to function appropriately under stressful conditions.
2. Any student having a temporary medical condition inhibiting/restricting their activities must supply a written explanation from their physician. Should a student become unable to participate fully in the program's activities, he/she may be withdrawn.
3. Should the student require any type of special accommodation, the student must notify the instructor and contact the Disabled Services and Resources Office. The DSR office should be contacted before the first class meeting. Special accommodations for testing will be given only with appropriate documentation of special needs.
4. Individual faculty will not provide extra time, different environments, or dictionaries during testing without official documentation of disability.

**D. Essential Skills and Functional Abilities for Nursing Students**

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

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

**Essential Skills and Functional Abilities for Nursing Students (Cont)**

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

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

**F. Insurance: Health and Accident**

1. Students are strongly advised to carry their own health and accident insurance. Each student is personally liable for any illness or accident during or outside of school activities. Several clinical agencies require proof of personal insurance. In situations where insurance is required to attend a specific clinical rotation, the student will not be permitted to attend and may have to withdraw from the course.
2. Students participating in a college-related activity have limited coverage by the Student Accident Insurance Policy ([www.maricopa.edu/legal/rmi/stuinsplans.htm](http://www.maricopa.edu/legal/rmi/stuinsplans.htm)). The cost of this policy is covered in the student activity fee. Student accident insurance coverage is secondary to the student's primary coverage.
3. If a student is injured during clinical, a Maricopa Community Colleges accident insurance form and verification of other insurance coverage must be completed. Claim forms may be obtained from the Dean of Students or Student Service's office. Completed forms are submitted to the Nursing Director for signature and then forwarded according to campus procedure.
4. Students are responsible for their own transportation and vehicle insurance to and from clinical. No coverage is provided for any motorized vehicle not supervised and provided by the colleges.
5. Maricopa Community Colleges provides malpractice insurance coverage for students enrolled in the Nursing Program as part of the registration fees.

**G. Guidelines Regarding Exposure to Body Fluids**

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

1. **Standard Precautions** - All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.
  - a. Contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited.
  - b. Contaminated sharps must be placed in appropriate container as soon as possible.
  - c. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

- d. When exposure is possible, personal protective equipment shall be used. Personal protective equipment includes:
  - 1) Gloves shall be worn when it can be reasonably anticipated that the individual may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, when performing vascular access procedures, and when touching contaminated items or surfaces.
  - 2) Masks, eye protection, and face shields shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
  - 3) Gowns, aprons, and other protective body clothing shall be worn in occupational exposure situations and will depend upon the task and the degree of exposure anticipated.
  - 4) Surgical caps or hoods and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.
- e. Wash hands immediately after removal of gloves or other personal protective equipment.  
*(Excerpts from OSHA Blood-borne Pathogens Section 1910.1030)*

## 2. Exposure Guidelines

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

**X. DRUG SCREENING PROCEDURE**

All students participating in the Nursing Program will be required to complete a urine drug screen at the student's expense.

**A. Drug Screening Guidelines**

1. All newly admitted students are required to submit a urine drug screening as a condition of enrollment in the nursing program.
2. Students will receive an information sheet and a chain of custody form requiring that they go online and select a method of payment for the urine drug screen. They will receive information to take to the lab authorizing the test. The student will be informed of the 48 hour window of time that they must submit their urine drug screen sample at the lab.
3. Private health insurance will not pay for this screening. The lab will provide the student with a receipt. It is important that students understand that they may not take a prescription to the lab to be evaluated, but may list prescription drugs they are currently taking. If the drug screen is positive, the sample will automatically be submitted for the Medical Review Officer's (MRO) evaluation. Students may check the status of both their urine drug screen results and background check online using the password that they are issued when they submit payment.
4. The selected laboratory will conduct the urine screening and results may be obtained by the Nursing Director or designee indicated by the program account number. If a student provides a diluted sample, an additional test may be performed on the sample at an additional cost to the student. If a student tests positive, the lab will contact the MRO. The student will be contacted to ascertain any prescriptive drug usage and the Nursing Director will check the report after the MRO review is completed.
5. If a student challenges a result, only the original sample can be retested. The student must request an order for a re-test of the sample through MRO. All positive samples are retained for one year in a frozen state. The student is responsible for the cost of this test.
6. Only students receiving negative drug screens as reported by the MRO can remain enrolled in nursing courses. Reports from the MRO of safety sensitive issues/concerns related to the drug profile will require further evaluation. Students may be on temporary exclusion from the program until evaluation is complete. Students testing positive for drugs that are illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical setting by the MRO will not be permitted to attend the nursing courses. All positive results resulting in dismissal are reported to the Arizona State Board of Nursing.
7. Students will not be allowed to use previous drug screens requested by any person or agency outside the Maricopa Community College District Nursing Program.
8. Students failing to test during the designated date and time do not meet the requirement for drug testing and will be withdrawn from all nursing courses.

- B. Drug Screening “For Cause” Testing:** This policy refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the Nursing Program.
1. When a faculty/clinical instructor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:
    - a. The instructor will remove the student from the patient care or assigned work area and notify the clinical agency supervising personnel.
    - b. Upon student’s oral consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility contracted by Maricopa Community Colleges.
    - c. The student is to have a picture ID in his/her possession
    - d. After testing, the student may call the transportation service contracted by Maricopa Community Colleges for transport home.
    - e. If the student admits to alcohol or drug use, he/she will still require drug screening.
  2. If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the Nursing Director within 24 hours of the test results to discuss the circumstances surrounding the impaired clinical behavior.
    - a. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
    - b. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.
    - c. Based on the information provided and further medical evaluations if warranted, the Nursing Director will make a decision regarding return to the clinical setting.
  3. If the results of the test(s) are positive for alcohol or other illegal substances or for non-prescribed legal substances, the Nursing Director will withdraw the student from all nursing courses for a period of one year. The student will pay for all costs associated with the for-cause drug-screening test.
  4. The results of the positive screening test will be reported to the State Board of Nursing.
  5. If a Student refuses “for Cause” Testing:
    - a. The instructor will remove the student from the clinical setting pending a full investigation.
    - b. The instructor will contact the transportation service contracted by Maricopa Community Colleges to request that the student be transported home.
    - c. Failure to comply with any aspect of this policy will result in withdrawal from the program.

**C. Readmission Guidelines Related to Substance Abuse**

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

## **XI. Medication Administration Guidelines**

Faculty expects students to function at the level of education and experience according to Block competencies. Students are accountable to demonstrate competencies of previously learned content. All students must review the agency's medication policies prior to administering medications in the unit.

### **General Guidelines:**

- All students must follow the principles of safe medication administration.
- All students must follow the agency's policies and procedures for medication administration.
- All students must demonstrate competency in calculating medications prior to administering the medication. Students unable to calculate accurate doses may receive clinical warning/probation related to unsafe clinical practice.
- All students must report all medication errors to the instructor immediately.
- All medications given to infants and children must be approved by the instructor.
- The instructor reserves the right to limit a student's medication administration experience.

### **Block Related Medication Guidelines:**

**Block 1:** Students may administer medications under the direct supervision of clinical faculty. Once the student has demonstrated consistent safe medication administration procedures, the student may receive permission to administer medications under the supervision of staff registered nurses. Students will not initiate IV access, flush IV ports, nor administer IV medications.

**Block 2:** Students may administer medications under the direct supervision of clinical faculty. Once the student has demonstrated consistent safe medication administration procedures, the student may receive permission to independently administer selected PO and instillation medications. Students must have direct instructor supervision when administering parenteral medications and for all procedures relating to intravenous access including dressing changes, initiating a peripheral intravenous access, flushing peripheral IVs with saline, or hanging unmedicated IV solutions. Students will not give IV medications.

**Block 3:** Students may administer medications including all methods of intravenous medication administration (IVPB, PPN/TPN solutions, IVP medications, medication IV bags, and saline flushes) under the direct supervision of clinical faculty. Once student demonstrates safe and competent medication administration, faculty may delegate specific supervisory responsibilities to RN staff. A student may not administer an intravenous medication without direct supervision by a registered nurse. Students may independently administer medications, with the exception of IV medications, with instructor permission after demonstrating consistent safe medication administration procedures. All medications given to infants and children must be supervised by a registered nurse.

**Block 4.** Students may administer medications including all methods of intravenous medication administration (IVPB, PPN/TPN solutions, IVP medications, medication IV bags, and saline flushes) under the direct supervision of clinical faculty. Once the student demonstrates safe and competent medication administration, faculty may delegate specific supervisory responsibilities to RN staff. A student may not administer an intravenous medication without direct supervision by a registered nurse. Direct clinical faculty observation is required to administer blood and blood products. Students may independently hang unmedicated IV solutions and administer medications, with the exception of IV medications, with instructor permission after demonstrating consistent safe medication administration procedures. Specific guidelines for medication administration during the preceptor rotation in the Nursing Clinical Capstone course are found in the Preceptor Handbook.

## XII. GUIDELINES FOR STUDENT CONDUCT

### A. Standards of Professional Conduct

The nursing faculty believe that standards of professional conduct are an inherent part of professional socialization and expect students enrolled in the nursing program to adhere to the standards. The nursing faculty hold student nurses accountable to the Nursing: Scope and Standards of Practice (2004) American Nurses Association Publications and the ANA Code of Ethics.

<http://www.nursingworld.org/ethics/etaskbod.htm>

The use of abusive language or disruptive behavior directed toward peers, staff, faculty, or hospital personnel will not be tolerated. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in nursing.

Any student violating the Standards of Professional Conduct will be counseled and referred appropriately according to the college student handbook. The instructor will complete a Student Conference Form describing behavior and documenting corrective actions taken.

These standards 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.
- **Honesty**: Practices fairness and straight forwardness of conduct, displays moral excellence and truthfulness.
- **Punctuality and Promptness**: Is on time for all classroom and clinical assignments.
- **Dependability**: Is trustworthy and reliable.
- **Respect**: Treats others with consideration and courtesy.
- **Professional Appearance**: Adheres to established dress code in all clinical and professional activities.
- **Ethical**: Adheres to the Code of Ethics for Nurses with Interpretive Statements (2001) establishing the ethical standard for the nursing profession. The document is under copyright and can be viewed at <http://www.nursingworld.org/ethics/ecode.htm>.
- **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. As a nursing student, you are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and other college staff assisting you in your learning.

**B. Student Expectation in Reporting Unprofessional Conduct**

During the course of study in the 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 any questionable activity to the instructor and/or Nursing Director. Personal responsibility is the beginning of the development of professionalism.

**C. Professional Boundaries**

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

**1. Student and Faculty**

Faculty and students will maintain a professional relationship:

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

**2. Student and Clients**

Students will maintain a professional nurse-client relationship:

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

*Source: A nurse's guide to the importance of appropriate professional boundaries  
Copyright 1996. National Council of State Boards of Nursing, Inc.,  
676 N. St. Clair St., Suite 550, Chicago, IL 60611; www.ncsbn.org*

**D. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including possible dismissal from the program and/or course. All students are required to complete a HIPAA tutorial each semester of the nursing program, either according to the orientation requirements of the clinical agency or on-line at [www.nursing.maricopa.edu](http://www.nursing.maricopa.edu).

### XIII. DISCIPLINARY ACTION GUIDELINES

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

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

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

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

**B. Academic Misconduct:**

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

1. Copying from others during an examination.
2. Communicating exam answers with another student during an examination.
3. Offering another person's work as one's own (plagiarism). Taking an examination for another student or having someone take an examination for you.
4. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
5. Tampering with an examination after it has been corrected, then returning it for more credit.
6. Using unauthorized materials, prepared answers, written notes or information concealed in an exam or blue book or elsewhere during an examination.
7. Acquires, without permission, tests or other academic material belonging to a member of the college faculty or staff.
8. Removing tests from the classroom, duplicates, writes down, or copies questions or answers on another piece of paper during test review sessions.
9. Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.
10. Any preparation of written material that is fraudulent and/or untruthful.
11. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

**C. Student Practice Regulations:**

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

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

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

**D. Unusual Occurrence Guidelines:**

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

**XIV. SIGNATURE FORMS (Student Copy)**

**RECEIPT OF HANDBOOK**

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

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

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

(Student Copy)

### RELEASE OF INFORMATION

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

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

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

(Student Copy)

## GENERAL EDUCATION COURSE REQUIREMENTS

The following courses are pre-requisites to **Block 3**. Only students with transcript evidence of satisfactory completion of the co requisites to Block 1 and Block 2 may enroll in Block 3:

BIO202	Human Anatomy and Physiology II
BIO205	Microbiology

Students must meet the general education course and nursing course requirements for the Associate in Applied Science degree in Nursing. The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog. 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.

The following general education courses are required for graduation. All courses must be complete by the end of **Block 4** and all transcripts must be on file at the college conferring the degree.

CRE101	Critical and Evaluative Reading or Test Exempt
ENG101	First year Composition
ENG102	First year Composition
Humanities	Verify requirements in the current College Catalogue, Associate in Applied Science (AAS) degree, General Education Distribution Areas, Humanities and Fine Arts

(Student Copy)

**ESSENTIAL INFORMATION FOR NURSING STUDENTS**

- **ZERO TOLERANCE POLICY:** The Nursing Program supports a Zero Tolerance Policy for the following behaviors:
  - Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
  - Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
  - Unauthorized use, distribution, or possession for purposes of distribution of alcohol or any controlled substance or illegal drug on the campus or at a clinical site.

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

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

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

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

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

- **WAIVER OF LICENSURE/CERTIFICATION GUARANTEE:** Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure and subsequent procedures are the exclusive right and responsibility of the State Boards of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot consider your application. All nurse applicants for licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. The Fingerprint Clearance Card required for application to the nursing program will not meet the requirements for certification or licensure through the State Board of Nursing. **Effective January 1, 2008** applicants for licensure in Arizona must provide evidence of citizenship or nationality. If there are any questions about eligibility for licensure and the documents required showing eligibility to apply for licensure, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602-889-5150.

(Student Copy)

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

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

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

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

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

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

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

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

**(Student Copy)**

**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**

2411 West 14<sup>th</sup> Street, Tempe, AZ 85281-6942

**STUDENT CONFIDENTIALITY AGREEMENT**

**Name (Print):** \_\_\_\_\_

**Status: Nursing Program Student**

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

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

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

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

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

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

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

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

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

SIGNATURE FORM

PRINT NAME \_\_\_\_\_

**RECEIPT OF HANDBOOK**

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

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

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

**Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_

## SIGNATURE FORM

**RELEASE OF INFORMATION**

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

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

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

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

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

## SIGNATURE FORM

**GENERAL EDUCATION COURSE REQUIREMENTS**

The following courses are pre-requisites to **Block 3**. Only students with transcript evidence of satisfactory completion of the co requisites to Block 1 and Block 2 may enroll in Block 3:

BIO202	Human Anatomy and Physiology II
BIO205	Microbiology

Students must meet the general education course and nursing course requirements for the Associate in Applied Science degree in Nursing. The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog. 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.

The following general education courses are required for graduation. All courses must be complete by the end of **Block 4** and all transcripts must be on file at the college conferring the degree.

CRE101	Critical and Evaluative Reading or Test Exempt
ENG101	First year Composition
ENG102	First year Composition
Humanities	Verify requirements in the current College Catalogue, Associate in Applied Science (AAS) degree, General Education Distribution Areas, Humanities and Fine Arts

Signature \_\_\_\_\_

Date\_\_\_\_\_

## SIGNATURE FORM

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

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

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

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

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

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

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Signature of Program Participant

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Date

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

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Date

**SIGNATURE FORM: ESSENTIAL INFORMATION FOR NURSING STUDENTS -**

- **ZERO TOLERANCE POLICY:** The Nursing Program supports a Zero Tolerance Policy for the following behaviors:
  - Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
  - Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
  - Unauthorized use, distribution, or possession for purposes of distribution of alcohol or any controlled substance or illegal drug on the campus or at a clinical site.

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

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

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

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**I have read and I understand the information presented on this form.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**SIGNATURE FORM:****MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**2411 West 14<sup>th</sup> Street, Tempe, AZ 85281-6942**STUDENT CONFIDENTIALITY AGREEMENT****Name (Print):** \_\_\_\_\_**Status:** Nursing Program Student

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

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

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

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

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

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

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

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

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

Signed: \_\_\_\_\_

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