Yavapai College
Nursing Program

STUDENT HANDBOOK



2026 - 2027

Prescott Campus
1100 E. Sheldon St.
Prescott, AZ 86301

Verde Valley Campus
601 Black Hills Drive
Clarkdale, AZ 86324

(928) 776-2247
Email: nursing@yc.edu

YAVAPAI COLLEGE NURSING PROGRAM

Welcome to the Yavapai College Nursing Program!

The Yavapai College faculty welcomes entering and continuing students. We hope that the learning experience during the four semesters of the Nursing Program will foster both personal and professional growth.

The first graduation class in 1971 consisted of seven nursing students. Since that time, graduates have been employed throughout Arizona and the United States.

The Student Handbook aims to familiarize students with the nursing program, including its faculty, philosophy, organization, and policies.

The Yavapai College Nursing Program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN) with continuing accreditation (since 1981); last accreditation visit: February 22-25, 2021. In addition, the Nursing Program has been continually approved by the Arizona State Board of Nursing since 1969.

Graduation from the Yavapai College Associate Degree Nursing Program is not the sole criterion for obtaining a license to practice nursing in Arizona. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing (Nursing Practice Act A.R.S. Section 32- 1632, et. seq.), and you must satisfy those requirements independently of your satisfaction of any requirements for graduation from the College.

A note regarding the policies and provisions of this Handbook:

Policies affecting nursing students and/or nursing faculty are developed and/or revised through the action of various nursing department committees, reviewed with input by nursing faculty, and finalized by the Nursing Program Administrator.

Students will receive communications of Nursing Program policy/process changes or revisions from faculty; the Nursing Program Administrator will communicate changes through the Nursing Newsletter posted on the YC website and in the LMS, Canvas, or by batch email to students. The College reserves the right to make and designate the effective date of changes in college policies and other regulations at any time such changes are considered desirable or necessary.

The provisions of this handbook are not to be regarded as a contract between the student and the College. The Nursing Program Student Handbook, in collaboration with the College Catalog, summarizes the total requirements of the Nursing Program to which the student must meet before qualifying for a faculty recommendation to the District Governing Board to award a degree or certificate.

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Nursing Program Contact Information

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Clinical Coordinator
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928-717-7106
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Please see the course syllabus for faculty contact information and the YC Employee Directory:

Nursing Program
1100 E. Sheldon St.
Prescott, AZ 86301
928-634-6546
www.yc.edu/nursing



Nursing Program Mission Statement

The mission of the Yavapai College Nursing Program is to provide a quality education that will develop competent, caring, holistic, and ethical practitioners who value lifelong learning and adapt to continuous changes in the healthcare system.

The Yavapai College Nursing Program Philosophy

The nursing faculty share the mission and values of Yavapai College. We are committed to contributing to the profession of nursing through teaching and service. We recognize that nursing students are unique, come from diverse backgrounds, and have individual learning needs. We believe nursing is an art and science and that a sound nursing education curriculum integrates knowledge from the sciences and the humanities. The nursing curriculum is based on concepts relating to the client, environment, health, nursing therapeutics, and learning.

Definitions of Concepts:

Client
The client is defined as being the individual, family, group, or community in need of nursing services. From a holistic perspective, each client is influenced by biological, psychological, social, cultural, spiritual, and developmental dimensions. Clients are unique and continuously involved in adapting to life changes that are interdependent with the environment and health. Individuals have the right to choose from multiple options that are available in daily life experiences and should accept responsibility for their choices.

Environment
The environment is comprised of internal and external forces which affect clients. Environmental forces influencing everyday life include but are not limited to bio-psycho-social, cultural, spiritual, and developmental dimensions, political and economic structures, physical surroundings, and human relations.

Health
Health is a dynamic process that is self-defined by personal, family, cultural, and societal beliefs. A transition is a process that results in modification(s) in the life of an individual, a family, a group/organization, or a community. Transitions are triggered by a change event or a series of change events. All transitions involve periods of disequilibrium for the individual, family, group/organization, or community. Clients experiencing transitions that have the potential to affect health can most benefit from nursing interventions designed to attain mutually defined outcomes.

Nursing Therapeutics

Nursing therapeutics are activities concerned with assessing, diagnosing, planning, implementing, and evaluating care that promotes, maintains, and restores the health of the client or provides comfort at the end of life. Nursing therapeutics aims to foster client choices and independence that lead to health and well-being. Nursing strives to educate and work with clients to achieve mutually defined goals.

Learning

Learning is a continuous, lifelong process incorporating cognitive, psychomotor, and affective domains. The process of learning must incorporate different learning styles and rates for each individual and consider the person's motivation, life experience, and developmental level.

Organizing Framework

The following diagram illustrates the concepts in the organizing framework. The sphere reflects a multidimensional orientation to the curricular plan and depicts Nursing as surrounding and permeating the total sphere. Nursing is seen as the summative concept, encompassing the whole and comprised of those concepts developed and reflected throughout the program. As the curriculum progresses, each component concept is developed at increasingly complex levels. The outcome goal of this curricular approach is to integrate these concepts into a strong network that the faculty considers professional nursing.



Nursing Curriculum End of Program Student Learning Outcomes

Nursing students who graduate from the program can and will demonstrate:

Patient-Centered Care:
Integrate the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient preferences, values, and needs.

Teamwork and Collaboration:
Manage effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Evidence-Based Practice:
Analyze best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health.

Quality Improvement:
Analyze data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Safety:
Integrate strategies to minimize the risk of harm to patients and providers through both system effectiveness and individual performance.

Informatics:
Integrate strategies to minimize the risk of harm to patients and providers through both system effectiveness and individual performance.



AAS Program Curriculum Progression Plan

Nursing - Associate Degree -- Curriculum for 2026-2027
General Education Course Requirements and Options – Pre-entry Requirements
Total Credits 34-37
Associate of Applied Science Degree - Progression Plan
Total Credits 40.5
Campus: Prescott and Verde Valley

Students will only be allowed one readmission per program enrollment if there is space available (see Readmission Policy in Student Handbook) Students repeating a course will only need to retake the failed course in a given semester
UPDATED 5.12.26

Course		Nursing Program Pre-Admission Requirement(s):	Pre-requisites			
		Currently certified as a CNA, LNA or have	MAT 142 (3cr)			
		completed an approved Nursing Assistant	ENG 101 (3cr)			
		Course (AHS 114, AHS 114C, AHS 114L)	ENG 102 (3cr)			
		within the last three years in Arizona.	PSY 101 or PHI 204 (3cr)			
			BIO 181 (4cr)			
			BIO 201 (4cr)			
			BIO 202 (4cr)			
			BIO 205 (4cr)	Typically Offered		
Course		**Semester 1**	**Pre- requisites**	**CREDITS**	**FA**	**SP**
NSG	140	Nursing Theory I (4 cr)	Prerequisites: Admission to nursing program	4	X	X
First 8 Weeks						
NSG	143	Development of Nursing Practice I (skills lab, first 8 weeks) (2 cr)		2	X	X
NSG	145	Pharmacology I (first 8 weeks) (1 cr)		1	X	X
Second 8 Weeks						
NSG	142	Application of Nursing Theory I (clinical, second 8 weeks) (2 cr)	Successful completion of NSG 143 & NSG 145	2	X	X
NSG	144	Mental Health Nursing Theory I (second 8 weeks) (1 cr)	Successful completion of NSG 143 & NSG 145	1	X	X
			TOTAL SEMESTER CREDITS	**10**		

Course		Semester 2	Pre- requisites	CREDITS	FA	SP
NSG	151	Nursing Theory II (3 cr)	Prerequisites: NSG 140, NSG 142, NSG 143, NSG 144, NSG 145	3	X	X
NSG	154	Maternal/Child Nursing Theory (2 cr)	Prerequisites: NSG 140, NSG 142, NSG 143, NSG 144, NSG 145	2	X	X
NSG	155	Pharmacology for Nursing II (2 cr)	Prerequisites: NSG 140, NSG 142, NSG 143, NSG 144, and NSG 145	2	X	X
First 8 Weeks						
NSG	153	Development of Nursing Practice II (skills lab, first 8 weeks) (2 cr)	Prerequisites: NSG 140, NSG 142, NSG 143, NSG 144, and NSG 145	2	X	X
Second 8 Weeks						
NSG	152	Application of Nursing Theory II (clinical, second 8 weeks) (2 cr)	Prerequisites: NSG 140, NSG 142, NSG 143, NSG 144, and NSG 145	2	X	X
			TOTAL SEMESTER CREDITS	**11**		

Course		Semester 3	Pre-requisites	CREDITS	FA	SP
NSG	241	Nursing Theory III (5 cr)	Prerequisites: NSG 151, NSG 152, NSG 153, NSG 155	5	X	X
NSG	242	Application of Nursing Theory III (clinical, 12 weeks) (3 cr)	Prerequisites: NSG 151, NSG 152, NSG 153, NSG 154, NSG 155	3	X	X
NSG	260	Mental Health Nursing Theory II (2 cr)	Prerequisites: NSG 151, NSG 152, NSG 153, NSG 154, NSG 155	2	X	X
			TOTAL SEMESTER CREDITS	**10**		

Course		Semester 4	Pre-requisites	CREDITS	FA	SP
NSG	270	Nursing Theory IV (16 weeks) (3 cr)	Prerequisites: NSG 241, NSG 242, NSG 260	3	X	X
First 8 Weeks						
NSG	280	Professional Nursing Concepts (first 8 weeks) (2 cr)	Prerequisites: NSG 241	2	X	X
Second 8 Weeks						
NSG	272	Application of Nursing Theory IV (last 8 weeks) (4.5 cr)	Prerequisites: NSG 241, NSG 242, NSG 260	4.5	X	X
			TOTAL SEMESTER CREDITS	**9.5**		

Nursing Program Student Success Rates

NCLEX-RN pass rates and program completion are on the nursing webpage at www.yc.edu/nursing. You can click the Success Rates link under "Program Resources."

Application for Graduation and Graduation Requirements

All required courses for the AAS in Nursing degree must be completed with a grade of "C" or better. Math and science coursework must be taken within the past ten years of starting the program.

Petition for graduation from the Associate of Applied Science in Nursing Program must be initiated by the student by the application deadline date published in the College Catalog, approximately two months prior to graduation. Students must meet the general education and nursing course requirements for the Associate in Applied Science (AAS) degree in Nursing. The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog.

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. An Affidavit of Graduation is electronically provided to the Arizona State Board of Nursing by the Nursing Program Administrator, only after conferral of degrees, the timing of which is dependent upon the Registrar's Office.

Once the affidavit of graduation is sent to the Arizona Board of Nursing, students can expect to receive their authorization to test within 2-4 weeks.

Eligibility to take the National Council Licensure Examination - Registered Nurse (NCLEX-RN):

Graduates receiving an Associate of Applied Science (AAS) in Nursing Degree are eligible to apply for licensure with the Arizona Board of Nursing (AZBN) and take the National Council Licensure Exam (NCLEX) for the Registered Nurse (R.N.). (Note: Licensure is done by the AZBN, not Yavapai College).

Students must have a high school diploma or GED certificate and proof of graduation from an accredited/approved nursing program. Completing the nursing program and graduating from college does not guarantee a passing score on the licensing exam. Application for NCLEX-RN is the sole responsibility of the student. Please notify the AZBN of any verified accommodations needed to take the NCLEX-RN so that the AZBN can provide information and guidance.

Students must register with Pearson VUE to take the NCLEX exam. Students must use the proper program code specific to Yavapai College.

AZ	PRESCOTT	**US96409600**	RN-ADN	YAVAPAI COLLEGE - ADN

Licensure Application

Applications for and information about the RN National Council Licensing Examinations (NCLEX-RN) can be obtained from the Arizona State Board of Nursing (AZBN) at the following address:

Arizona State Board of Nursing
1740 W. Adams St., Suite 2000
Phoenix, AZ 85007
Phone: (602) 771-7800
Home Page: https://www.azbn.gov

The R.N. could be employed in a variety of healthcare settings, such as acute, long-term care, hospice, and community-based settings. Registered Nurses function within their legal scope of practice as set forth by the State Boards of Nursing and professional standards per the American Nurses Association (ANA). The AAS degree provides the articulation foundation for a Bachelor of Science in Nursing (BSN) degree within the university. The program is fully accredited by the Arizona State Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN).

Practical Nursing Transition Certificate (LPN190)

Current students in the Yavapai College Associate of Applied Science in Nursing program may be eligible to enroll in LPN190 upon successful completion of all second-semester program courses (NSG 151, NSG 152, NSG 153, NSG 154, NSG 155). Students must be in good current standing with the nursing program (i.e.: no

program removal for code of conduct violations). Students must enroll concurrently, or in the subsequent semester of their nursing program enrollment. The course is 1.5 credits online, with a mandatory in-person review day at the Prescott Valley Center.

Students who successfully complete the course are eligible to sit for the NCLEX-PN exam. It is expected that students who enroll in and successfully complete the LPN190 course will sit for and make an earnest attempt to pass the NCLEX-PN exam. The program highly discourages the use of the NCLEX-PN exam as practice for the NCLEX-RN exam.

The application is located at http://www.yc.edu/alliedhealth.

NURSING PROGRAM POLICIES

NURSING PROGRAM POLICIES

The Yavapai College Nursing Program reserves the right to add, revise, or repeal its policies and requirements at any time.

The Nursing Program reserves the right to dismiss a student at any time on grounds the Nursing Program may judge to be appropriate. Each student, by his/her admission into the Nursing Program, recognizes the right of the Nursing Program to do so. The continuance of any student on the enrollment lists and/or roster of the Nursing Program, the receipt of academic credit, letter of good standing, graduation, and the granting of any degree within the Nursing Program rests solely within the powers of the college and the Nursing Program.

Academic Integrity

Honesty in academic work is a central element of the learning environment. Students are expected to submit their own work. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating, plagiarism, or other dishonest means are violations of the College's Student Code of Conduct. Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the Yavapai College Student Code of Conduct.

Academic Load

Classes routinely require two to three hours of outside preparation for each hour spent in class. Some specialized academic programs (***such as the Nursing Program***) may require additional outside preparation. Academic loads must be carefully planned to ensure that students have every opportunity for success in courses. (Academic Load)

The nursing curriculum is very demanding and rigorous and involves a full-time commitment. Students should view the Nursing Program as a life priority and modify their personal obligations and work schedules to ensure their success in the program. Because the nursing program is demanding, the program encourages students to consider that outside employment may interfere with the quality and success of academic performance. It is recommended that students work fewer than twenty (20) hours per week.

Advisement/Counseling

Mandatory Advising: Advising at Yavapai College

Meeting with an academic advising counselor is required prior to registering for nursing classes. Contact the following offices to speak to an advisor or email advising@yc.edu:

Prescott campus:	928-776-2106	Located in Building 1 - Lobby
Verde campus:	928-634-6510	Located in Building I

Advising Process

Students are encouraged to seek help at the first identification of a problem. The first time a student receives a grade under 78% on an exam, they are required to meet with the designated faculty member to design a plan of action for improvement and their Advisor to identify additional college resources to support their success plan. After the second deficient grade of less than 78% in a course, the student must meet with the Advisor. It is the student's responsibility to initiate these meetings.

Alternate Counseling Services

a. Counseling and Career Services provide workshops on career exploration, personal concerns, and academic challenges.
b. Special Services provide free tutors, peer counselors, and personality inventories.
c. Learning Center provides free services for math, spelling, vocabulary, test taking, and study skills.

Appeal Policy (and Chain of Communication)

1. For concerns within the Nursing Department:
    a. If there is a problem with another student, the first step would be to seek out that student and discuss it with them. Although this can be intimidating and challenging, it gets easier with practice. Always remember to be kind and be an active listener. If the problem is unresolved, then students may get the faculty/professor/clinical instructor involved.
    b. If there is an issue with a course instructor, students must address that person directly first. It is not appropriate and unprofessional to go immediately above that person as the first step. State any concerns factually, succinctly, and professionally. Engage in a conversation specific to the concern to identify a resolution or a compromise. Be respectful.
    c. Should continuing conversations be needed to resolve the concern, a conference may be scheduled with the student, the course instructor, and the Nursing Department Chair. The student should fill out the online Nursing ADN Student Concern Form, available on the Nursing website and directly via Dynamic Forms (see Appendix C – 2).
    d. If the concern is unresolved, the Nursing Program Administrator will be notified to make the final decision.
    e. Should the student continue to have concerns, students are to follow the *Student Appeal of Academic or Instructional Decisions by Faculty*: Student Appeals/Complaints
    f. Visit Academic Complaints for additional information and to submit the appeal in a timely manner following the established procedures listed in Policy Number 3.16
2. For Non-Academic Complaints, nursing students follow the Student Appeals/Complaints process: Non-Academic Student Complaints

If a resolution or compromise has not been received, and the problem persists, it is appropriate to make an appointment with the Nursing Department Chair. In the event the student still has concerns, the student may contact the Nursing Program Administrator for an appointment to discuss the situation.

If the student feels the situation is still unresolved or continues to have concerns, students are to follow the *Student Appeal of Academic or Instructional Decisions by Faculty*: Student Appeals/Complaints

All appeals are reviewed by the Nursing Program Administrator (Dean of Health Sciences).

Campus Placement Policy

1. Once a campus has been assigned to and accepted by a student, no transfer will be offered; students will be assigned to the campus for all four semesters.
2. Students may be required to travel to a campus in which they are not assigned for occasionally selected experiences (i.e., orientation, simulation, etc.).
3. All students are required to provide their own transportation to off-campus clinical activities.
4. Testing accommodations will be primarily available at the student's assigned campus location.

CastleBranch and myClinicalExchange

Our clinical agencies request that all clinical requirements be completed one month before your clinical rotation's start date and must be valid throughout the entire semester.

Students must meet all clinical compliance requirements by established due dates (noted in the table below) to be eligible to proceed into the clinical setting. Students who do not comply risk being administratively withdrawn from the clinical setting by the Nursing Program Administrator.

1st semester	At the time of admission to the nursing program	
2nd semester	Fall: September 8th	Spring: February 8th
3rd semester	Fall: July 8th	Spring: December 8th
4th semester	Fall: September 8th	Spring: February 8th

There are **two clinical tracking systems** used in the nursing program. Castle Branch is a clinical tracking system the YC Nursing Program uses to ensure students are current on their clinical requirements. Castle Branch is first implemented upon admission to the program for students to purchase their background checks, drug screens, and the clinical health requirement checklist and must be maintained throughout the entirety of the nursing program.

The clinical agencies use My Clinical Exchange for 2nd, 3rd, and 4th-semester clinical requirements. Students must complete the required hospital onboarding modules in MyCE before orientation at the clinical site. Both platforms must be maintained while in the nursing program.

Civility

Civility is a critical principle, and it is a behavior and attitude of professionalism in healthcare.

Civility is behavior that 1) shows respect toward another; 2) causes another to feel valued; 3) contributes to mutual respect, effective communication, and team collaboration (ANA, 2012) (https://myamericannurse.com/civility-starts-with-you/). Students must refer to the Statement of ANA Position (March, 2025). Incivility, Bullying, and Workplace Violence

All students are expected to comply with the standards of professionalism, whether in the on-campus classroom, virtual classroom, or clinical environment. Refer to the Standards of Student Professional Conduct Policy in this Handbook. Failure to comply with any of the following items or other policies in this Handbook may result in a conference with the Nursing Program Administrator. If the problem warrants immediate action, the Nursing Program Administrator will recommend that the student is to be dismissed from the course or Nursing Program.

Clinical Progression

Clinical placements (dates, locations, etc.) are assigned by the Nursing Department for all four semesters, with locations based on the student's assigned campus (1st, 2nd, 3rd semester) or preceptorship location preference if available (4th semester). All student clinical placements are final. No exceptions will be made.

Clinical instructors will assign students to patients and will have direct oversight and responsibility of students to complete learned skills and medication administration. Students should have increased assigned patient responsibilities after their mid-term evaluation.

	Pre-midterm	Post-midterm goals
First Semester	Students are assigned 1 patient initially. LTC/acute rehab areas only. Students will need to pre-lab (either the day before or day of, depending on clinical facility). Students must wear clinical uniform to pre-lab.	Increase to 2 patients
Second Semester	Students are assigned 1-2 patients initially. Students can prepare for patient care before and after report is received.	Increase to 2-3 patients

Third Semester	Students are assigned to an RN to care for a team of patients (usually 4-5 pts); students are responsible for up to 50% of the team; report should be taken on all patients. Specialty areas are appropriate.	Increase to 75-100% of team
Fourth Semester	Students are assigned to an RN preceptor; students are responsible for up to 50% of the team. Specialty areas are appropriate.	Increase to 75-100% of team

Communications - Student-Faculty

The official method of communication between students and faculty is through the college email account: Student E-Mail Accounts. Yavapai College provides enrolled students with an official username@scholar.yc.edu email address. Students are required to use the Yavapai College-issued e-mail address for faculty correspondence. If you need assistance, go to Information Technology Services or call 928.776.2168.

Faculty communicate with students using the official YC communication e-mail system. Under normal circumstances, please allow 24 hours (excluding weekends, holidays, and semester breaks) of response time to your e-mail. Faculty generally respond to email within 24 hours. Students are required to use the Yavapai College-issued e-mail address for faculty correspondence. Faculty are not required to respond to e-mails originating from personal e-mail accounts.

Students must check Canvas announcements and their YC email daily for faculty correspondence. Program changes are communicated to students via the faculty, Nursing Program Newsletter, and email. It is the student's responsibility to be informed of programmatic or course-level changes.

Conference Hours

Nursing faculty will post at least five student conference hours each week during the semester. Appointments are encouraged; however, drop-in times are available. Appointments can be made through email, phone, text, bookings, or at the beginning/end of class session to arrange for additional course assistance.

Disabilities, Accommodations, Title IX

Disability Resources

Disability Resources ensures qualified students with disabilities equal access and reasonable accommodations in all Yavapai College academic programs and activities. YC supports disability and accessibility awareness and promotes a welcoming environment for all. The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of

disability and require Yavapai College to make reasonable accommodations for those otherwise qualified individuals with a disability who request accommodations.

Yavapai College is committed to providing educational support services to students with documented disabilities. Accommodations for a student must be arranged by the student through Disability Resources by phone at 928.776.2085 (Prescott Campus), 928-634-6567 (Verde Campus) or email disabilityresources@yc.edu. Visit www.yc.edu/disabilityresources for more information.

Students who believe they have an undocumented disability may contact Disability Resources to discuss options and to schedule an intake interview with a DR staff member. Students should contact Disability Resources in a timely manner to allow time for the initial appointment and arrangement of accommodations based on the type of need.

PRESCOTT CAMPUS **928-776-2085** VERDE CAMPUS **928-634-6567**

Services are available on both campuses to assist students. Email disabilityresources@yc.edu, call the DR office, or visit www.yc.edu/disabilityresources for more information or to set an appointment.

It is the responsibility of the student with accommodations to notify the classroom and clinical faculty of the accommodation plan. The student is required to meet with Disability Resources each semester to set up accommodations. Due to the nature and pace of the healthcare environment, some accommodations may not be reasonable for the clinical setting.

Students are expected to participate fully in activities required by the program (reference the Technical Standards for nursing students in the Nursing Program Student Handbook). Any student having a temporary medical condition inhibiting/restricting their activities must provide written documentation from their physician. An incomplete or withdrawal may be given if a student cannot participate in the program's activities.

Title IX Pregnancy Title IX Coordinator and Information Pages

Title IX – Notice of Nondiscrimination
Yavapai College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment.

To report information about conduct that may constitute sex discrimination or make a complaint about sex-based harassment, which also includes acts of sexual violence such as rape, sexual assault, sexual battery, sexual coercion, unwanted touching, dating/relationship violence, and stalking, please refer to Title IX and Preventing Sexual Harassment.

Students admitted to the Nursing Program are at greater risk for exposure to certain materials or

incidents that may result in injury. Some of these exposures could potentially affect pregnant women or their unborn child. Possible exposures may include needle stick exposure, chemical exposure, infectious agents, and other illnesses. Students who are pregnant should:

1. Consult with their individual instructors and/or the Nursing Program Administrator regarding the types of hazards to which the student may be exposed in the class in which they enrolled or expect to enroll in the future.
2. Contact the treating healthcare provider as soon as possible to obtain recommendations for a plan to minimize exposure to hazards with the possibility of reproductive effects to which there may be exposure.
3. If adjustments, accommodations, work restrictions, or class schedule changes are recommended, contact the Disability Resource Center to develop an accommodation plan as early as possible to assist in accordance with the healthcare provider's recommendations.

Examples of accommodations that may be considered include but are not limited to:

1. Continue as is with no schedule or assignment changes if no reproductive hazardous exposures are anticipated.
2. Potential assignment or schedule changes to minimize particular potential exposures: the flexibility of this option is dependent upon the Nursing Program requirements and the availability of alternate assignments, such as clinical assignments.
3. An approved leave of absence for a reasonable time period, if deemed necessary by the student's attending health care provider, with no adverse consequences on the student's enrollment status.

Yavapai College Nursing Program does not discriminate against students on the basis of sex or pregnancy. Yavapai College Nursing Program recognizes the pregnant student's right to make decisions concerning pregnancy. At the same time, the pregnant student is expected to complete each curriculum requirement by a schedule or plan that can reasonably be implemented and under which risks are deemed acceptable by the student and her health care provider. The student and her healthcare provider are responsible for determining risk levels of participation in educational activities within the Nursing Program based on the student's health condition and any known risk factors.

The Yavapai College Nursing Program makes no representations as to whether risks of harm to the pregnant student and/or unborn child are acceptable. Yavapai College Nursing Program does not control the decisions of affiliate clinical agency partners of clinical placements.

Emergency Response Plan

The Emergency Response Plan is located on the YC website.

Ethical Use of Artificial Intelligence (AI) in Nursing

As emerging technologies, including AI, continue to transform healthcare, it is imperative that nursing students understand and adhere to ethical guidelines when using these tools. AI can assist in clinical

decision-making, enhance patient care, and facilitate idea generation for completing in-class or homework assignments, but it must be used responsibly and ethically.

AI should never be used in a way that compromises patient confidentiality. AI should be viewed as a tool to support, not replace, the student's own clinical judgment and critical thinking in their academic program. Students should be aware of the potential for bias in AI algorithms and be responsible for critically evaluating AI recommendations and considering the broader context.

Generative Artificial Intelligence (AI)

Yavapai College encourages the thoughtful use of emerging technologies, including Artificial Intelligence (AI) and Virtual Reality (VR), as part of your learning. These tools can foster creativity, innovation, and skill development. At the same time, academic integrity requires that your work reflects your own knowledge and abilities. AI can support your learning, but it cannot replace your responsibility to think critically, apply course concepts, and demonstrate your skills.

Generative AI may be utilized as a tool to support your learning. For example, creating practice quizzes, clarifying concepts, or creating study guides. Explore AI tools offered by YC for effective and ethical ways to support your learning. Any additional approved uses of AI will be specified by your instructor for each assignment. Misrepresenting AI-generated work as your own is a violation of academic integrity and subject to college policy. When in doubt about the use of Generative AI for an assignment, consult your instructor.

Formal College Graduation

Graduation Regalia for graduates is a standard graduation cap and gown. Graduation takes place at the end of the spring semester. Nursing students order their cap and gown through the bookstore in the second half of their final semester. Fall graduates may participate in the spring ceremony.

Grading Scale

Learning outcomes are defined in each course syllabus. Clinical competencies are identified on the Clinical Evaluation Tool.

Classroom assignments and examinations are given a percentage score or letter score. Grading Scale: Because of the rigorous course work, clinical application, and clinical judgement in the Nursing Program, nursing students are held to a higher standard by their responsibility for the safety and security of patients in their care.

Grades are considered final once an assignment's submission window has closed. Any changes to a grade or approval for a resubmission after this point will only be made in exceptional circumstances, such as confirmed technical issues with the learning management system (e.g., Canvas) or a verified instructor grading error.

The grading scale for all nursing courses is:

A	=	92.00 -100 %
B	=	84.00 - 91.99 %
C	=	78.00 - 83.99 %
D	=	69.00 - 77.99 %
F	=	≤68.00 %

Note: *These scores are absolute cutoffs; rounding scores is never practiced.*
A cumulative grade of "C" or better is required for all nursing courses to progress to the next course in sequence. Grades are not rounded. For example: If a student earns 83.89% in a course, the student will receive a “C” grade.

HEALTH AND SAFETY REQUIREMENTS: Criminal Background Check, Drug Screen, Fingerprint Clearance, Immunizations, and Technical Standards

For program compliance, students are responsible for keeping their fingerprint clearance, CPR, and health care requirement documentation current throughout the entire duration of the Nursing Program, from enrollment to program completion. To remain in Nursing Program theory and clinical courses, all required documentation must be entered and current in Castle Branch and approved by the clinical agency, clinical coordinator, and/or course instructor two weeks before the start date. If the student is not compliant with these policies, they will not be able to attend clinical and will be administratively withdrawn from their current nursing course(s) by the Nursing Program Administrator.

Incoming students are required to meet the program compliance dates provided in the Nursing Program acceptance packet. If a student does not meet the datelines as identified on the forms provided in the acceptance packet, the student’s Nursing Program acceptance will be administratively withdrawn by the Nursing Program Administrator.

Criminal Background Check

All students are required to obtain a background check. Information regarding how to obtain the background check is provided to the student upon provisional acceptance to the program. The cost of this background check is at the student's expense. Due to clinical agency contracts, any negative results will be reviewed to determine admission or continuation in the program on a case-by-case basis by the Nursing Department and the Nursing Program Administrator. Clinical agencies may request a background check at any time during student clinical rotations during their nursing program course progression. To meet the clinical agency requirements, students must comply with clinical agency requests to remain in the nursing program without disrupting the progression of their program.

The Arizona State Board of Nursing will deny licensure if the applicant has one or more felony convictions that have not previously been disclosed to the Board and has not received an absolute discharge from the sentences for all felony convictions three or more years prior to the date of filing an application. If this information applies to you, your application will not be processed, and the Board of Nursing will institute denial of your application.

The board will need to do an investigation at the time of application for licensure. After a careful review of the applicants' past conduct and evidence of rehabilitation, a determination is made. It is possible to receive a conditional license that may require ongoing monitoring or probation for a period of time. It is also possible to receive an unconditional license. Lastly, applicants with a felony past may not be eligible for the state compact licensure because each state has different legal requirements.

Felony Bar: If a person has been convicted of a felony, the person is not eligible to apply for licensure or certification with the AZBN until 3 years after the "absolute discharge" of the sentence. "Absolute discharge from the sentence" means completion of any sentence, including imprisonment, probation, parole, community supervision or any form of court supervision (A.R.S 32-1601) . This also includes payment of all restitution, fines, fees, etc. If the conviction is reduced to a misdemeanor, or set aside, dismissed, etc., the 3-year bar may no longer be applicable, but the Board may still consider the conduct involved, and the person's application will be considered on a "case by case" basis.

For all questions about eligibility for licensure, contact the Arizona State Board of Nursing http://www.azbn.gov or 602-771-7800.

Drug Screening Requirement

Drug testing is a standard procedure for onboarding into the Nursing Program. The drug test will be at the student's expense. When a student is informed that they are a subject of drug testing (at a random date), they will be asked to purchase the appropriate form via CastleBranch, which will provide a list of local laboratories that they can utilize. The drug testing must be completed by the end of the following business day. Refer to the drug screening policy located in this handbook.

Fingerprint Requirement

The Level One Fingerprint Clearance Card is a requirement of the Nursing Program application process

and must remain valid for the duration of the nursing program. Federal law and agency accreditation rules require a DPS fingerprint clearance card for nursing students. Please visit https://www.azdps.gov/services/public/fingerprint to determine how to obtain or renew an Arizona DPS Level One Fingerprint Clearance Card.

Fingerprint processing services are available through Thales: Gemalto Cogent (a third-party vendor contracted with AZDPS). Students may access the online application through the website above and may need to contact the fingerprinting location by phone to process their fingerprint application for AZDPS. Students should select the option "Health Science Student & Clinical Assistant – ARS § 15-1881" on the application when applying for a new card or renewal.

Applicants should check for an available fingerprinting location site and verify hours of operation prior to registration. Online registration is required on the DPS website before scheduling and processing payment for the fingerprint location. Applicants must bring their registration number along with a government-issued photo ID and a secondary form of identification (as needed) to the location site. Processing may take 1-4 weeks from the date Arizona DPS receives the completed application packet. For those individuals who do have a criminal record, the process may take 6 -13 weeks.

If there is a positive criminal history, the Level I Fingerprint Clearance may be denied which will result in removal from the Nursing Program.

A copy of the front and back of the student's current Arizona Level One Fingerprint Clearance Card is required as part of the initial application submission for the Nursing Program and is kept as part of the student record. A full copy of the card is included in Castle Branch as a compliance document. The student is responsible for completing this Castle Branch requirement upon conditional acceptance to the program and submitting renewal documentation before the card expiration date as needed.

If there is a positive criminal history, the Level One Fingerprint clearance may be denied, resulting in removal from the Nursing Program.

A student whose conduct results in the loss of fingerprint clearance will be dropped from the Nursing Program and will not be allowed to progress until a Level One Fingerprint Clearance Card is obtained. If the time period for clearance progresses past one year of removal from the Nursing Program, the student will need to re-apply to the Nursing Program and repeat any courses already taken.

Immunizations

Immunizations are required by clinical agencies with which Yavapai College is affiliated. Yavapai College has no control over a clinical agency's health standards and requirements for students participating in clinical learning experiences. Clinical learning experiences in facilities/agencies are a requirement of the nursing program for all nursing students.

Yavapai College may occasionally or completely be unable to place the student in a clinical affiliation program if those programs require a student to be immunized against certain illnesses and the student has not received immunization for those illnesses. The student has been advised and understands that Yavapai College has no duty to seek out additional clinical affiliations to accommodate a student's immunization history or decisions. All student clinical placements are final.

Students are responsible for remaining in compliance with all mandated clinical agency-required immunizations and must adhere to all deadline requirements. Copies of immunization records are to be submitted to Castle Branch (castlebranch.com) after admission to the Nursing Program for the student record as required to remain and continue in the program. Furthermore, all health requirements must be in compliance throughout the entire semester.

Students with upcoming expirations for TB and CPR (and in some cases the Flu vaccine) during the semester must renew the requirement before the semester starts. It may be necessary to contact CastleBranch to request a reset of the expiration date so that renewal documentation can be uploaded.

In addition, beginning in the 2nd semester and continuing throughout the 4th semester, students must maintain compliance in myClinicalExchange to demonstrate health requirement compliance and documentation for our clinical agency partners. Clinical agencies require documentation to be current and valid until the end of the semester, 30 days before the start of the clinical rotation.

INFLUENZA Vaccination: Students participating at a healthcare institution licensed under A.R.S. Title 36, which includes hospitals, nursing care institutions, residential care institutions, intermediate care facilities for individuals with intellectual disabilities (ICF-IID), group homes, or other medical facilities may be subject to regular health screening and testing as determined by the healthcare institutions.

As part of our affiliation agreements with healthcare institutions, Yavapai College is required to provide healthcare facilities/agencies with pertinent healthcare documentation upon their request and would obtain the documentation from Castle Branch and/or My Clinical Exchange.

It is important to understand that while Yavapai College does not require or mandate influenza vaccination, our healthcare facility/agency partners have the right to do so and are the decision makers on whether a student will be allowed to take part in clinical learning placements at their facility/agency.

Students registering for courses or programs with clinical requirements may not be able to complete the course/program without proof of influenza vaccination and/or regular health screenings and testing as determined by the healthcare facility/agency. Exemptions are specific to each clinical agency.

Students must comply with agency-specific deadlines for flu vaccinations. Generally, the annual influenza vaccination is due in the fall no later than October 1. Some clinical agencies require the flu

vaccine as early as August. Students who begin the Nursing Program in spring should already be in compliance with the current flu season immunization upon conditional acceptance to the program.

All immunization records must include your name, date, and name and signature of the healthcare provider giving the immunization and/or vaccination.

a. **MMR (Measles, Mumps, and Rubella):** Adults entering health care professions must have documented proof of immunity (positive titer) or proof of two MMR immunizations. A titer needs to be positive for Measles, Mumps, and Rubella. Additional immunization is generally required when titer results are not positive for each – plan accordingly. Persons born prior to 1957 may be considered immune.

b. **Varicella (Chicken Pox):** Documented proof of immunity or two varicella immunizations are required upon conditional acceptance of the student into the nursing program. If the student has had chickenpox, a positive titer is necessary to document immunity.

c. **Hepatitis B:** Documented evidence of three-dose series or positive titer. Completed documentation is submitted to Castle Branch upon conditional acceptance to the Program. If beginning a series, allow for six months prior to nursing application submission for completion.

d. **Tdap (Tetanus, Diphtheria, and Pertussis):** A Tdap vaccination is required every ten (10) years. It is the responsibility of the student to maintain a record of a Tdap vaccination of less than ten (10) years throughout the duration of the Nursing Program.

e. **Influenza:** Annual vaccination is required. It is the responsibility of the student to receive an annual vaccination and have proof submitted to Castle Branch by agency-specific due dates. If a student has an allergy to the flu vaccine, documentation is required from a licensed healthcare provider and must be provided to Castle Branch for this requirement.

f. **Tuberculosis: INITIAL: Incoming students** must provide one of the following: an initial 2 step TB Skin Test, or a T-spot or QuantiFERON Gold Blood test. If results are positive, a chest x-ray with an annual statement signed by a health professional that student does not have active tuberculosis must be provided. A one step TB Skin Test will be acceptable for renewal documentation only.

   TB Renewal: Negative skin test or blood test (annually) or chest x-ray (valid for two years) with an annual statement signed by a health professional that student does not have active tuberculosis. It is the responsibility of the student to maintain annual screenings. Documentation is to be renewed prior to semester start if the expiration date occurs while a semester is in progress.

g. **Health Insurance:** Nursing students must provide proof of health insurance before

starting clinical at their site locations. This requirement aims to provide insurance protection in the event of an accident or injury. If a student cannot secure health insurance coverage before their clinical experience, they will be unable to attend clinical, which will delay or disrupt degree progression.

a. **Upload the front and back of your health insurance card** to your Castle Branch account. If you have health coverage under a parent or spouse and your name does not appear on the insurance card, you **must submit proof of coverage by either a letter or document showing that you are covered**. Items on the document that must be present**:**
    - primary policy holder,
    - name of insurance with number
    - name of student that is covered.

b. **Military**: the military ID is not accepted to verify health insurance coverage. You must submit documentation from the carrier from which you have insurance coverage.
c. If you do not have health insurance coverage you may be able to apply through the Health Insurance Marketplace. You may visit https://www.healthcare.gov/ to see cost of individual and family plans. You may also work with a licensed agent/broker in Arizona by going to: www.coveraz.org or calling (800) 377-3536.
d. Local help is available to find a plan; as a student, you may meet the Medicaid (AHCCCS) coverage income requirements. If you need to apply for Medicaid, please do so as soon as possible; processing time can be at least 2 weeks or more. Students may contact YC's Strong Foundations Office to receive application assistance for AHCCCS. Click the link to schedule an in-person or virtual appointment with Strong Foundations.

i. **BLS (Basic Life Support) certification** for Health Care Providers must be current for the entire Nursing Program. CPR certification status is reported annually while students are enrolled in the program. The Nursing Program will only accept BLS Provider certification (CPR & AED) through American Heart Association (AHA). An in-person course or a course with an in-person check off is required. A student without current documented BLS Provider certification (CPR & AED) will be dismissed from their clinical rotation and/or the Nursing Program. It is the responsibility of the student to maintain current certification and to submit renewal documentation to Castle Branch according to Nursing Program guidelines. Documentation is to be renewed prior to semester start if the expiration date occurs while a semester is in progress.

Technical Standards of the Nursing Program at Yavapai College

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

This statement of the Technical Standards of the Nursing Program at Yavapai College identifies the functional abilities deemed by the nursing faculty to be essential to the practice of nursing. Reference material used in the development of these standards includes the Arizona Nurse Practice Act, The Functional Abilities Essential for the Delivery of Safe, Effective Nursing Care (a descriptive research study conducted by the National Council of State Boards of Nursing), and Core Components and Competencies of ADN graduates (developed by the Council of Associate Degree Nursing of the National League for Nursing). The Technical Standards are reflected in the Nursing Program's performance-based outcomes, which are the basis for teaching and evaluating all nursing students.

Students with disabilities who think they may require accommodation in meeting the Technical Standards of the Nursing Program should contact the Office of Disability Resources to discuss the process of identifying reasonable accommodations. Students should seek advice regarding accommodation as soon as possible so that a plan for reasonable accommodation can be in place at the beginning of the program. Applicants seeking admission to the Nursing Program who may have questions about the Technical Standards and appropriate reasonable accommodations are invited to discuss their questions with the Office of Disability Resources. Yavapai College will provide equal educational opportunities for students with disabilities while adhering to the standards of nursing practice for all students. Registration with Disability Resources is required before any accommodation requests can be granted. Under no circumstances will any course requirements or technical standards be waived for any student, with or without a disability.

Technical Standards

The practice of nursing requires the following functional abilities with or without reasonable accommodations.

Functional Ability	Standard	Examples of Required Activities
Motor Abilities	• Strength and mobility sufficient to perform patient care activities and emergency procedures. • Demonstrate fine motor skills sufficient for providing safe nursing care. • Endurance sufficient to complete assigned periods of clinical practice	• Mobility sufficient to perform patient care procedures such as assisting with ambulation of clients, transferring patients safely in and out of bed, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating room • Position intravenous bags at the appropriate level • Accurately read the volumes in body fluid collection devices hung below bed-level • Safely dispose of needles in sharps containers. • Accurately place and maintain position of the stethoscope for detecting sounds of bodily functions • Manipulate small equipment and containers such as syringes, administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter
Observation/ Perceptual/ Sensory Ability	• Sensory/Perceptual abilities to monitor and assess clients.	• Detect changes in skin color, temperature, or condition • Collect data from recording equipment and measurement devices used in patient care • Detect smoke and/or fire in a patient area and initiate emergency action • Draw up the correct quantity of medication into a syringe • Detect sounds related to bodily functions using a stethoscope • Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions • Communicate clearly in telephone conversations • Communicate effectively with patients and with other members of the healthcare team • Detect foul odors of bodily fluids or spoiled foods • Detect unsafe temperature levels in heat producing devices used in patient care • Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid

Functional Ability	Standard	Examples of Required Activities
Behavioral/ Interpersonal/ Emotional	• Ability to relate to colleagues, staff, and patients with honesty, civility, integrity, and non-discrimination. • Capacity for development of mature, sensitive and effective therapeutic relationships. • Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds. • Emotional stability and endurance sufficient to function effectively under stress in acute health care situations. • Ability to work as a part of a team and to respond appropriately to supervision, to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities. • Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes	• Establish rapport with patients/clients and colleagues. • Work with teams and workgroups. Emotional skills sufficient to remain calm in an emergency situation. • Adapt rapidly to environmental changes and multiple task demands. • Maintain behavioral decorum in stressful situations.
Safe environment for patients, families and co-workers	• Ability to accurately identify patients. • Ability to effectively communicate with other caregivers. • Ability to administer medications safely and accurately. • Ability to operate equipment safely in the clinical area. • Ability to recognize and minimize hazards that could increase healthcare associated infections. • Ability to recognize and minimize accident hazards in the clinical environment including hazards that contribute to patient, family, and co-worker falls.	• Prioritize tasks to ensure patient safety and standard of care. • Maintains adequate concentration and attention in patient care environments. • Seeks assistance when clinical situation requires a higher level of expertise/experience. • Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner

Functional Ability	Standard	Examples of Required Activities
Communication	• Ability to communicate effectively in English using verbal, non-verbal, and written formats at a level that meets the need for accurate, clear, and effective communication. • Ability to read and comprehend English and to interpret without assistance. • Ability to effectively communicate professionally and civilly to the healthcare team, including peers, instructors, and preceptors.	• Give verbal directions to or follow verbal directions from other members of the healthcare team and participate in health care team discussions of patient care. • Elicit and record information about health history, current health state, and responses to treatment from patients or family members. • Convey information to clients and others to teach, direct, and counsel individuals in an accurate, effective, and timely manner. • Recognize and report critical patient information to other caregivers.
Intellectual/ Conceptual/ Quantitative Abilities	• Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis. • Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes. • Ability to comprehend three-dimensional and spatial relationships. • Ability to react effectively in an emergency situation.	• Calculate appropriate medication dosage given specific patient parameters. • Analyze and synthesize data and develop appropriate plan of care. • Collect data, prioritize needs, and anticipate reactions. • Comprehend spatial relationships adequate to properly administer injections, start intravenous lines, or assess wounds of varying depths. • Recognize an emergency situation and respond effectively to safeguard the patient and other caregivers. • Transfer knowledge from one situation to another. • Accurately process information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.
Punctuality/ work habits	• Abilities sufficient to demonstrate competencies such as ability to arrive to a clinical on a timely basis; to meet demands for timely performance of duties; to meet organizational requirements, and to perform these duties in a professional and competent manner.	• Attend class and clinical assignments punctually. • Read, understand, and adhere to all policies related to classroom and clinical experiences. • Contact instructor in advance of any absence or late arrival. • Understand and complete classroom and clinical assignments by due date and time.
Environment	• Recognize the personal risk environments needed to provide patient care • Tolerate exposure to allergens (latex, chemical, etc.) • Tolerate wearing protective equipment (e.g. mask, gown, gloves)	• Take appropriate precautions for possible exposures such as communicable disease, blood-borne pathogens, and latex. • Use personal protective equipment (PPE)

Inclement Weather
Refer to the YC website for Delays and Closure Information and FAQs.

In all closure or delay situations, the announcement (with specific details and instructions) will be posted on the College's website and shared with local media. AlertYC text messages will be sent to those who have registered to receive the alerts. Please keep in mind that the decision to travel to Yavapai College is always a personal one, and if you are not comfortable traveling in adverse conditions, you should notify your instructor or supervisor of your choice to stay home.

There are various response options: Delayed Opening, Full Closure, or Mid-day Closure. Note: At the instructor's discretion, abbreviated classes and activities may resume once the College has reopened. Check your syllabus or Canvas announcements for course-specific information and exceptions.

Information Technology
Nursing students will be required to use online resources and will need access to a computer and network connection. Please refer to the Student Support for Educational Technology & Online Learning: TLS Student Support Technology & Online Learning

In the fourth semester, students will be required to take one Classroom and Web based course (Hybrid), on Nursing Professional Concepts (NSG 280). This course blends face to face in class sessions with web-based activities or virtual classes. Please refer to the TLS hyperlink above for technology requirements.

Mobile Devices Policy: Use During Clinical Rotations and Classroom Settings
Professional behavior and proper technology etiquette should always be observed when using cell phones, iPads, iPods, mobile devices, laptops or other electronic devices.

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

- No mobile devices will be allowed during exams.
- These may be used only when authorized by faculty and for clinical activities, not personal use.
- Cell phones and all mobile devices must be in "silent" mode or turned off during class, lab, and clinical experiences.
- No photos may be taken by students in the clinical agency or lab environments. The exception to taking photos or videos in the laboratory environment is when it is a course assignment.
- No personal phone conversations or texting allowed at any time while in nursing skills, simulation lab, class, or clinical. A step-one Improvement plan will be given for the first violation of using a mobile device to socialize during clinical time. A second violation may result in removal from the clinical environment.
- When accessing information on smartphones, students are expected to have the equipment

turned off if agency policy requires it and go to an area designated for cell phone use when accessing information on a mobile device.

- Always be respectful to the client and ensure that your entire attention is focused on the client when you are in the client's room. If you are using any type of mobile device at the bedside, apologize for the interruption in care and explain how using the technology will assist with care.
- Faculty or clinical agency staff may ask to see what programs you are using at any time. Use of facility/agency computers for personal use is prohibited.
- You must always protect the confidentiality of patient information per HIPAA. Students may not photograph clients or client records nor print or make copies of client records.
- Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency and may be subject to disciplinary action.
- Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens, so may mobile devices. Be sure to disinfect/decontaminate them as needed.
- Social networking platforms: When contributing to a social networking platform, it is important to remember that everyone can see and read what is placed on the platform even if "privacy" options are selected. Keep your interactions professional and err on the conservative side when placing written communication or posting pictures. Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you, and many recruiters now routinely search social networking venues when considering people for a new hire**. It is never appropriate to post photos or information about a patient. Social network postings can be subject to disciplinary action from the Nursing Program.**
- For additional information on how to use social media without professional or personal repercussions, visit Social Media NCSBN.

Netiquette Rules Students Should Know

Netiquette refers to the code of conduct that governs online communication and is important to maintain a positive, productive, respectful learning environment.

1. **Be careful with your tone-** writing in all caps can be interpreted as yelling and is impolite.
2. **Be accurate and factual-** research and fact-check everything.
3. **Search first, then ask-** research before asking, check the syllabus or college website, etc. Ask your professor or classmate if you are not finding your answer.
4. **Don't use sarcasm freely-** a light-hearted joke can be viewed differently in text. Make the intent behind your words as clear as possible.
5. **Be as polite as you are in person-** a key part of netiquette is only typing what you would be comfortable saying to someone's face.
6. **Use proper grammar and punctuation.**
7. **Stay on topic-** when there is a discussion.
8. **Remember that nothing is private online.**
9. **Make clear and brief points-** use short and clear sentences when trying to explain something.

10. **Respect people's privacy-** Treat others' privacy the same way you would want someone to handle your private information.
11. **Use your professors' proper titles-** unless the professor states otherwise, you should always refer to them professionally.
12. **Respect others' opinions-** you can disagree with someone and respect their opinion simultaneously.
13. **Don't overuse the chat box for communication.**
14. **Submit assignments carefully-** follow the specific instructions your professor gives about assignments.

https://potomac.edu/netiquette-rules-online-students-should-know/#:~:text=What%20are%20some%20basic%20netiquette,as%20shouting

Nursing Advisory Council

Student representatives from each campus are invited to participate in Advisory Council meetings twice a year and are encouraged to contribute to conversations.

Nursing Program Resources: NurseThink and Exam Soft

NurseThink and **Exam Soft** are valuable resources that enhance our nursing program's educational experience and assessment processes. (Retrieved from: https://nursethink.com/complete-rn). NurseThink is a comprehensive resource that focuses on developing clinical reasoning and critical thinking skills in nursing students. It provides interactive tools, case studies, and practice questions designed to help students think like a nurse. Using NurseThink, students can improve their ability to apply theoretical knowledge to real-world clinical situations, better preparing them for exams and clinical practice.

The Point (https://thepoint.lww.com)

Numerous resources are housed on this website including The Notebook, Conceptual Clinical Cases, NCLEX RN Conceptual Review Guide and Client Cases for Clinical Judgement (formerly known as CJSim). These resources work in unison to provide students with tools to use in the classroom, lab/sim, during studying, and in preparation for the NCLEX exam. Developed from a conceptual-based approach to learning, these resources are key to learning clinical judgment, prioritization skills, and Next Gen Learning techniques, which will prepare students for success!

ExamSoft (https://examsoft.com)

Exam Soft is an assessment platform that allows for secure and efficient testing in both online and offline environments. It enables faculty to create, deliver, and analyze exams with precision. Exam Soft's robust analytics help identify areas where students excel or need improvement, allowing for targeted remediation and support. Its secure testing environment also ensures academic integrity, making it a reliable tool for standardized exams.

The Clinical Judgment Exams (CJE) are developed by NurseThink and provide high-quality assessments with a Clinical Judgment focus for RN nursing programs. Integrated across the curriculum, faculty and students use the Strengths and Opportunities reports to make focused/just-in-time decisions for remediation, learning, and readiness for practice.

NCLEX PreView and ReView:
The NurseThink NCLEX PreView helps students in the first half of the program develop studying habits that promote clinical judgment. The NCLEX ReView is completed in fourth semester and is clinically based that helps students learn to synthesize key concepts to provide for the NCLEX-RN exam and provide competent patient care post-graduation.

Nursing students are responsible for actively participating in NurseThink activities, including completing case studies, practice questions, and interactive modules to develop clinical reasoning and critical thinking skills. Students are encouraged and expected to use the resource material to supplement their learning, even if the faculty does not deliberately assign the work.

Students are expected to review study materials thoroughly to ensure readiness for clinical judgement exams (delivered by Exam Soft). It is the student's responsibility to ensure your device (computer, laptop, tablet) meets the technical requirements for Exam Soft, including installing necessary software updates and troubleshooting any issues before the exam is scheduled.

NurseThink resources are useful in bridging the gap between theoretical knowledge and practical application, helping students prepare for exams and clinical practice.

Open Educational Resources (OER)
The nursing program uses open educational resources (OER) to enhance the accessibility, quality, and affordability of nursing education. These resources include textbooks, course materials, videos, and other educational content that are freely available for use, adaptation, and distribution.

Participation in the Development of Policies and Program Evaluation
Students have the opportunity biannually to review and provide comments and suggestions related to program policies and procedures. Students can participate in evaluating the nursing curriculum, texts, faculty, clinical placements, and other aspects of the program each semester. Students email the Nursing Program Administrator their questions or concerns and have the opportunity to meet with the Nursing Program Administrator to review concerns. A graduate survey will be sent to all graduates of the program by Yavapai College at some point in time within 2-6 weeks following commencement.

Professional Boundaries
Students enrolled in the Nursing Program 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.

Students and Faculty

Faculty and students will maintain a professional relationship:

a. Students should not expect an instructor to act as a personal counselor or therapist. Students should seek assistance from academic advisors or other YC resources on the Student Services webpage at Yavapai College or through the portal card "Personal Support Services" in myYC Experience.



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.

Student and Clients

Students will maintain a professional nurse-client relationship:

a. Professional Boundaries "are the spaces between the nurse's power and the patient's vulnerability." 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.
b. The student should abstain from obtaining personal gain at the client's expense and refrain from inappropriate involvement in the client's personal relationships.
c. Boundary violations can result when there is confusion between the needs of the student nurse and those of the client. Such violations are characterized by excessive personal disclosure by the student nurse, secrecy or even a reversal of roles. Boundary violations can cause delayed distress for the client, which may not be recognized or felt by the client until harmful consequences occur.

Source*:* National Council of State Boards of Nursing. (2024). A Nurse's Guide to Professional Boundaries: NCSBN. [Brochure]. Chicago: Author.

Pinning Ceremony

The Pinning Ceremony occurs at the end of the fall and spring semesters. Students may participate in the Pinning Ceremony if they have met all the program requirements for graduation. The ceremony represents entrance into the nursing profession and is offered to graduates by the Nursing Faculty, Nursing Program Administrator and Staff. Families, friends, and community supporters are invited to honor and celebrate with nursing students.

Pinning Ceremony Attire

Students are to wear nursing scrubs for the Pinning Ceremony. The nursing scrub color will be approved by the Nursing Program Administrator.

Students will be provided with a pin during the Pinning Ceremony rehearsal. The nursing pin will be presented to the student during the Pinning Ceremony by their pinner.

Process for Dismissal

1. Student is informed of possible dismissal by the appropriate instructor(s).
2. The student will sign the instructor's written report of the significant events and/or step improvement plan. The student may attach a statement if desired.
3. The action(s) and report(s) shall be immediately reported to the Nursing Program Administrator.
4. After gathering the necessary incident information, the Nursing Program Administrator will determine the next steps either toward the academic process and/or refer to the Student Code of Conduct discipline process. If the matter is referred to the Student Code of Conduct discipline process, the student must confer with the instructor and Chief Judicial Officer or designee before being readmitted to class. If a resolution is not reached, the student may be removed permanently pursuant to disciplinary procedures outlined in the Yavapai College Student Code of Conduct.
5. Students may appeal the grade following the appeal procedures outlined in the Yavapai College General Catalog and in this handbook.

Nursing students engaging in this misconduct are subject to dismissal from nursing courses and disciplinary action as described in the Nursing Program Student Handbook and the Yavapai College Student Code of Conduct Handbook located on the yc.edu website.

Progression in the Nursing Program

To qualify for enrollment in subsequent pre-requisites, the following must be achieved:

1. Pass all components of the current nursing course.
2. Maintain compliance with the Health and Safety requirements of the Nursing Program throughout the semester of enrollment until program completion.
3. Meet all deadlines for clinical facility requirements (myCE, Castle Branch) by the due dates.
4. Maintain and demonstrate professional student conduct at all times when in the Nursing Program as described in the Nursing Program Student Handbook and Yavapai College YC Code of Conduct.

Professional Behavior Expectations

In accordance with the American Nurses Association (ANA) scope and standards of practice and code of ethics, Yavapai College Nursing program students here will:

1. Accept responsibility for one’s own actions and attitudes.
2. Demonstrate the ability to develop and maintain therapeutic relationships and appropriate personal boundaries.

3. Demonstrate a respectful, sensitive, and non-judgmental manner when communicating with others. In this policy, others refer to peers, faculty, clients, families, facility, and college staff.
4. Provide prior notification to appropriate faculty when the student is unable to meet commitments or requirements, detailing how and when the student will make up requirements.
5. Participate in course activities as scheduled throughout the nursing program.
6. Report on time and well-rested for scheduled activities.
7. Complete assignments as required and scheduled.
8. Demonstrate professional appearance, conduct, and presentation in course meetings.
9. Demonstrate personal and professional ethics, honesty and integrity.
10. Demonstrate the ability to use good judgment in decision-making.
11. Demonstrate accountability in preparation for course activities such as presentations.
12. Respect others during course activities (i.e. No talking while others are talking, cell phones are silenced, and no inappropriate use of electronic devices).
13. Demonstrate respect to all individuals regardless of culture, ethnicity, religion, work experience, gender, age and sexual orientation.
14. Communicate with respect, sensitivity, and care in all forms (including verbal, non-verbal, written, and electronic).
15. Maintain standards of confidentiality, for example, regarding a fellow student's presentation.

Recording Devices Policy

Students are <u>not permitted</u> to use any video or audio recording device during or for any part of the lecture or learning session in the classroom or laboratory environments (for the purposes of recording lecture or learning sessions) without the prior approval of the faculty teaching the session, or without an accommodation plan documented by Disability Resources. Students failing to comply will not be permitted to remain in the class and will need to meet with the Nursing Program Administrator and receive a Step One Improvement Plan. All cell phones and pagers are to be set to silent to avoid disruptions of instruction and learning. Your faculty will explain ground rules for classroom behaviors and virtual classroom etiquette at the beginning of each semester and will be included in course syllabi for easy reference.

Readmission to the Nursing Program

Please refer to the Readmission Program Policy within this Handbook regarding re-entering the Nursing Program following dismissal.

Self-Disclosure

In accordance with professional standards and the mission of the Nursing Program, all students are required to self-disclose any conditions, behaviors, or incidents that may impact their ability to safely and effectively participate in clinical and classroom settings. This includes, but is not limited to:

a) Physical or mental health conditions that may impair judgment or performance.
b) Use of substances (prescription, over-the-counter, or illicit) that may interfere with safe

practice.

c) Criminal charges or convictions, including arrests or citations, that occur before or during enrollment.
d) Any disciplinary actions taken by other educational institutions, licensing bodies, or employers related to professional conduct.

Notification must be made in writing to the Nursing Program Administrator as soon as the student becomes aware of the issue. Confidentiality will be maintained to the extent possible while ensuring compliance with legal, ethical, and safety standards. The program will assess the disclosure and may require documentation, medical clearance, or a professional evaluation to assist in determining continued program eligibility. Failure to self-disclose may result in disciplinary action, up to and including dismissal from the program by the Nursing Program Administrator.

Student Nurses' Association (SNA)

The nursing program has one Student Nurses' Association (SNA) chapter. All students enrolled in nursing classes are eligible to join. The purpose of the SNA is to be aware of, to contribute to improving the health of communities and all persons, and to support one another in the growth and educational development as future nurses.

Activities include service, education, fundraising, and social events.
Sources of funds: dues, fund-raising projects, donations, and allotments from the College.

Role of the faculty or staff advisor:

- Attend meetings of the Association and planning meetings of the officers.
- Serve as a resource person by advising and referring to YC and community resources.
- Serve as liaison between the Association and College committees.

Please refer to Student Handbook Policy #10: Standards of Student Professional Conduct and the YCSNA Bylaws for information on the student nurse scope of practice and safe care.

Student Records

The Department of Nursing maintains a student record for each student. This record contains documentation related to admission and progression in the program. See the Yavapai College General Catalog for information regarding student record disclosure.

Student Skills Supply Totes

The nursing program offers one (1) free skills supply tote per student upon beginning the Nursing Program. This tote contains skills supplies to be used solely for practice. The program will not provide additional totes or practice supplies to students in the event of theft, loss, or similar incidents. Students are encouraged to share supplies with classmates should they not have access to their tote during a skills course. The program offers new supplies for testing.

Unusual Occurrence Guidelines

1. An unusual occurrence is any event that has potential for harm to any person while in the Nursing Program classes, nursing skills lab, simulation lab, or clinical agencies.
2. Upon notification 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 "Step Improvement Plan" or "Incident Report" 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 Program Administrator.
6. Any student unable to demonstrate safe and competent patient care, fails to maintain compliance with the health and safety requirements, violates the code of conduct, or is absent from the clinical experience will be removed from the clinical assignment and will receive a failing grade in the course.

Zero Tolerance Policy

The Nursing Program has a Zero Tolerance Policy for behaviors that include but are not limited to the following:

1. Academic dishonesty. Taking pictures of exam questions, sharing test questions or answers with other students from other class sections or a different campus, and/or posting answers to case studies or CJ sims.
2. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical agency, or intentionally or recklessly causing reasonable apprehension of such harm.
3. Not following the COVID-19/Flu compliance policies of clinical agencies for the optimal safety of patients, clinical agency staff, clinical course peers, and instructors.
4. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical agency.
5. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical agency. Students are not allowed to refuse "for cause" drug testing.
6. On-campus possession or consumption of alcoholic beverages or intoxication by any person is prohibited. Students are not allowed to refuse "for cause" drug testing.
7. Any verbal, non-verbal, and/or written actions that are deemed uncivil, threatening, abusive, or bullying will not be tolerated and may result in removal from the course and/or program.
8. Other egregious acts as determined by the Nursing Program Administrator.

Nursing students engaging in this misconduct are subject to dismissal from nursing courses and disciplinary action as described in the Nursing Program Student Handbook and the Yavapai College Student Code of Conduct Handbook located on the yc.edu website.


YAVAPAI COLLEGE
All In

CLASSROOM, SKILLS LAB, CLINICAL, AND ONLINE POLICIES

CLASSROOM, SKILLS LAB, CLINICAL, AND ONLINE POLICIES

The Nursing Program reserves the right to dismiss a student at any time on grounds the Nursing Program may judge to be appropriate. Each student, by his/her admission into the Nursing Program, recognizes the right of the Nursing Program to do so. The continuance of any student on the enrollment lists and/or roster of the Nursing Program, the receipt of academic credit, letter of good standing, graduation, and the granting of any degree within the Nursing Program rests solely within the powers of the college and the Nursing Program.

Policy #1: Appearance: Professional Appearance and Dress Code Policy

Purpose: To standardize dress code expectations to uphold the professional standards of the nursing program.

Responsibilities:

A. Program Director:
   1. Review and approve the dress code policy.

B. Nursing Faculty:
   1. Record and monitor appropriate attire in the clinical and lab settings.

C. Student:
   1. Adhere to the dress code policy.

Revision: 07/30/24, 05/18/26.

I. **POLICY STATEMENT:** Students are expected to present themselves professionally while enrolled in the Nursing Program. Students must always comply with the professional dress code guidelines. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility due to noncompliance with the professional appearance policies. No accommodation will be provided to change the location of clinical experiences

II. **PROCEDURE:** The following guidelines are mandatory for students to remain in compliance with the dress code for class, clinical, and lab settings:

1. Students are to wear the official Nursing Program uniform in all clinical environments (including the skills lab) and as requested by the Faculty, Staff, and Nursing Program Administrator unless the learning environment or agency requires other clinical attire. The official Nursing Program uniform color is khaki.
2. Additional nursing program uniform requirements:
   a. Traditional watch with a second hand for timing seconds.
   b. Black pen (not erasable)
   c. Stethoscope with diaphragm and bell
   d. Pen light and bandage scissors
   e. YC student photo ID
   f. Patches correlating to the course/program year

3. Students are to be in complete uniform for Nursing Skills Lab instruction and during Clinical Prep. This includes hair, shoes, equipment, and student ID.
4. The uniform must be clean and wrinkle-free. Undergarments must be always worn and cannot be visible.
5. Uniforms:
    a. Scrubs are to fit so that when the student bends forward, the bottom hem of the scrub top covers the pants' waistband in the back. Visible chest cleavage is not permitted.
    b. Pant hems are to be tailored as to not drag on the floor when walking or standing.
    c. Students may wear a plain white, gray or black t-shirt under the uniform. No other colors are permitted. The T-shirt may be sleeveless, short or long-sleeved. Turtlenecks are permitted.
    d. White or black socks or neutral nylons should be worn with the uniform. Other colored socks are not permitted.
    e. NO thin or see-through clothes, halter tops, tank tops, belly tops, shorts, or mini dresses, yoga pants, exercise pants, flip flops. Students observed in the above attire will not be permitted in the clinical, nursing skills lab, or simulation lab environments for the day and will be noted as an absence.
    f. Uniforms are NOT to be worn to restaurants, grocery stores, coffee shops etc.
6. Uniform style shoes are to be white or black with low heels. No open toes, backless shoes or sandals. White or black clogs (no other colors are permitted) with a back strap are permitted. All shoes must have a non-porous top.
7. A plain white lab coat may be worn over the uniform. Sweaters, hoodies, or similar apparel are not permitted in the clinical environment.
8. Yavapai College issued student ID with picture name badges must be worn with clips attaching them to the collar, picture facing forward. Lanyards are not allowed.
9. Students must also wear the Yavapai College Nursing Program patch and the appropriate "First Year," "Second Year," or "Preceptee" patches.
10. Jewelry:
    a. The only jewelry that may be worn with the uniform is a wedding/engagement ring, one pair of small post earrings in earlobes only, a wristwatch, or a small millimeter-sized nose stud. No other body piercing jewelry is allowed. If necessary, a small skin toned bandage is permitted to cover a visible piercing. Necklaces must be kept under clothing and not visible. In certain clinical rotations, it may be advisable to not wear any jewelry at all.
    b. Earlobe gauges must be filled or covered in flesh tones.
    c. No objects of any type may be worn in the tongue.
11. Tattoos:
    a. Tattoos may be covered if possible.
    b. Tattoos which cannot be covered must not convey a message that is contrary to the Yavapai College Nursing Program or nursing professional standards and must not pose a potential customer relations issue.

12. Hair/Beards:
    a. Hair must be clean, combed, natural color (not pink, blue, etc.), worn up/off the collar, and secured back from the face so it does not fall forward while in uniform to meet health and safety standards.
        i. Unconventional hair styles (such as a Mohawk) are not permissible in lab or clinical environments.
        ii. No hair adornments may be worn in the hair to the clinical/lab environment (i.e. artificial flowers, scarves, or jewels) unless approved for cultural/religious reasons.
        iii. No hats may be worn in lab or clinical environments.
    b. For infection control purposes, beards are to be clean, free of debris and no more than 1 inch in length; closely trimmed sideburns, and mustaches are permitted, but must meet the same requirement for infection control and patient safety. A beard cover may need to be worn in some specialty units.
13. Makeup should be minimal.
14. No chewing tobacco or gum while in the nursing laboratory or in the clinical environment. Chewing tobacco is not allowed in class, laboratory, or clinical environment.
15. Students will maintain personal hygiene, including oral care.
    a. Students will be free of offensive body odor and/or cigarette odor. No cologne, after-shave, scented lotions, and/or perfumes are permitted.
16. Fingernails must be clean, short with clear, neutral or pale polish, if any. Artificial nails, gel polish nail wraps, or extenders are not permitted in the clinical environment.
17. The Nursing Program Administrator may further determine additional student professional appearance and requirements.

Policy #2: Attendance Policy

Purpose: To standardize attendance expectations to promote consistency and uniformity among the Yavapai College nursing faculty and to promote student success.

Responsibilities:

A. Program Director:
   1. Oversee the implementation of the attendance policy.
   2. Address appeals and ensure fair application of the policy.

B. Nursing Faculty:
   1. Review and approve planned absences.
   2. Record and monitor attendance accurately.
   3. Provide students with information on extended deadlines and how to make up missed work.
   4. Report chronic absenteeism to the program director

C. Student:
   1. Maintain regular attendance and punctuality.
   2. Communicate promptly with faculty regarding absences.
   3. Prioritize personal health and stay home when ill.

Original: 07/30/24, 1/16/25, 10/1/26.

I. **POLICY STATEMENT:** The nursing program attendance policy aims to ensure that students meet the academic and clinical requirements of the program, develop professional responsibility, and are adequately prepared for their roles as healthcare providers. It also emphasizes the importance of health and wellness, encouraging students to stay home when ill to prevent the spread of infection and ensure personal recovery. The policy applies to all students enrolled in the nursing program, including all lectures, labs, and clinical placements. Refer to Student Rights & Responsibilities: Attendance Policy for Yavapai College's attendance policy.

Students must be registered for the class to attend the class. Only students enrolled in nursing courses may attend classes or be present in the nursing skills and simulation labs. No family members, friends, children, pets, etc., are permitted in nursing skills lab(s), simulation lab(s), or clinical practicum areas.

Nursing classes prepare students for safe client care; as such, faculty expect students to attend and actively participate in each class, laboratory, and clinical session to develop the theoretical and practical components of the professional nursing role. For online and in-person classes, participation requirements include reading announcements and module expectations on Canvas, completing reading assignments, reviewing pre-recorded lectures, submitting written work when due, and being fully and thoroughly prepared to participate in class discussions, skills lab practice, clinical course experiences, clinical conferences, and patient teaching situations.

Balancing personal responsibility with attendance expectations is crucial in a nursing program. Students are encouraged to stay home if they are experiencing symptoms of contagious illnesses (e.g., fever, vomiting, severe cough). Staying home when ill demonstrates professional responsibility and consideration for the health of peers, instructors, and patients. With appropriate and timely communication with faculty, students who miss class, lab, or clinical will be provided with reasonable accommodations for making up missed work resulting from serious illness. For absences unrelated to serious illness (e.g., sleeping in, not being in proper uniform etc.), faculty are not obligated to provide any special accommodation.

Students who are frequently ill or have chronic health conditions should discuss their situation with the Nursing Department Chair. The program will support students in maintaining their health while meeting academic program requirements.

Requests for planned absences (e.g., court date, jury duty, etc.) must be submitted in writing at least two weeks in advance. Approval is at the discretion of the course faculty.

In cases of serious illness or emergency situations, a student may find an absence unavoidable. It is the responsibility of the student to notify the instructor before the absence or anticipated late arrival. Faculty should be notified of clinical absences or missed exams at least one hour before the scheduled start time. Online students should notify faculty as soon as possible when assignment deadlines will be missed. Laboratory and clinical hours are often extremely challenging to make up due to scheduling and clinical agency requirements; students must not expect make-up time to be available. The Nursing Program does not guarantee that "make-up" clinical hours (i.e., simulation) will be available.

II. **PROCEDURE**:

1. Students are expected to attend classes and /or actively participate in all credit courses regardless of the delivery method for the entirety of the scheduled class. Attendance is routinely monitored and recorded. Absences should be minimized to ensure adequate learning and understanding of course material. Any absence can jeopardize the successful achievement of course competencies.
2. The Nursing Program doesn't recognize "excused" absences. Any missed class, lab, or clinical time is considered an absence, regardless of the circumstance. The responsibility for learning falls upon the student.
    a. Zoom links will not be provided for an absence.
    b. In cases of inclement weather and campus closures, zoom links may be provided for class. If the class/clinical/lab has moved to the virtual environment, attendance is expected.
3. Tardiness is defined as the failure to arrive at a scheduled class, lab, clinical rotation, or any other required program activity at the designated start time. Tardiness disrupts the learning environment and can negatively impact both the student's educational

experience and the experiences of others.

a. Repeated tardiness may be considered unprofessional behavior and can result in disciplinary action, including warnings, mandatory meetings with faculty, and potential impact on the student's academic standing or progression within the program. The students are responsible for managing their time effectively and ensuring prompt attendance at all required activities.
    i. Consistent tardiness (three or more) will result in a Step Improvement Plan.

4. **Theory/Didactic/Skills Lab Sessions**: Students must be present for at least 90% of scheduled classroom hours for each course. Absences should be minimized to ensure adequate learning and understanding of course material.
    a. If an absence occurs, it is the student's responsibility to communicate with faculty at least one hour before class.
        i. The student is responsible for understanding the material presented in class and obtaining class notes and assignments.
        ii. If an absence results in a missed in-class activity, the student may submit the assignment by the end of the day with a 50% deduction in the points earned.
        iii. If any scheduled skill attempt is missed, the student will receive a zero grade for that attempt.
    b. Students will be graded on successful demonstration of skills/procedures and are responsible for reviewing skills before patient care. Makeup time for nursing skills taught in the nursing skills or simulation lab may not be possible.
    c. Zoom links will not be provided for illness/absences.
    d. Students may not arrive late or leave early as these behaviors disrupt the learning environment. A faculty member can deny entrance if a student is late.
    e. Students with attendance issues (tardiness and absences) will be counseled (verbal warning) and may be placed on a Step Improvement Plan for attendance.
    f. Consequences of Excessive Theory/Didactic/Skills Lab Absences: Students who exceed the allowed absences (10% of course hours) will receive a step improvement plan. Further absences will result in a reduction of the final course grade (by 10%) or failure of the course.

5. **Clinical/Simulation Sessions**: Students must complete 100% of the required clinical hours to meet the competencies of the course. Missing clinical hours can significantly affect the learning experience and may delay program completion.
    a. In the case of clinical absence or anticipated lateness, the student must notify the instructor at least 60 minutes before the scheduled time.
    b. All clinical hours must be met. Clinical hours include hospital orientation, pre-clinical laboratory practice, pre- and post-conferences, all scheduled clinical days, alternative clinical learning activities, and simulation.
        i. Lateness can result in dismissal from the clinical unit if it interferes with or disrupts patient care and will be recorded as a clinical absence.

ii. Late arrival or leaving early from the clinical experience may result in a step improvement plan.
iii. Students must remain in clinical for the entire day until dismissed by the faculty. A student may not leave the facility for lunch or breaks.
iv. A "no call-no show" for a clinical day will result in an automatic zero with a Step Improvement Plan.

c. If absences exceed one (1) clinical day, the student will not receive a passing grade in the course due to not meeting the required number of clinical hours.
d. A clinical make-up simulation activity is not guaranteed and may not be available.
e. All students must complete the online and agency clinical orientation requirements before all clinical rotations. Any student who fails to complete the requirements or is absent on a day of orientation without prior instructor approval may not continue in the rotation and will be withdrawn from the course.
f. Students are responsible for ensuring all health requirements are completed and valid throughout the entire semester. Students must maintain accurate and up-to-date record keeping in CastleBranch and my Clinical Exchange. Failure to do so will result in being removed from the clinical site.
g. Clinical experiences scheduled in psychiatric/mental health, obstetrical, and pediatric rotations are assigned to meet the minimum course requirements, and attendance is mandatory.
   i. It is the student's responsibility to notify the clinical instructor when arriving at and leaving the out-of-hospital facility. Failure to notify the instructor will result in a 10% reduction of the grade for the clinical day.
h. Students with attendance issues (tardiness and absences) will be counseled (verbal warning) and may be placed on a Step Improvement Plan for attendance.
i. <u>Consequences of Excessive Clinical Absences/Tardiness</u>: Students who miss a clinical day or have consistent tardiness will receive a Step Improvement Plan. Should a make-up clinical simulation day not be available or further absences/tardiness are incurred, there will be a reduction of the final course grade (by 10%) or failure of the course.

Policy #3: Exam Administration and Remediation Policy

PURPOSE

To standardize exam administration and review and remediation procedures to promote consistency and uniformity among the Yavapai College nursing faculty.

RESPONSIBILITY

A. Program Director:
   1. Annually review the Policy/Handbook.

B. Nursing Faculty:
   1. Annually review the Policy/Handbook.
   2. Participate on the Assessment Committee (as an ad hoc committee of Standard 4: Curriculum) as assigned.

C. Assessment Committee
   1. Annually review the Policy/Handbook.

D. Student:
   1. Read and seek clarification of:
      a. Yavapai College Nursing Student Handbook

Original: 04/30/20; Revisions: 08/13/21, 01/14/22, 08/01/22, 05/05/24, 01/15/25, 05/20/25. 12/12/25, 05/13/26

POLICY STATEMENT

The Yavapai College (YC) nursing faculty incorporates standardized protocols for the administration of all exams and remediation processes in the respective courses. These standardized protocols aid students and faculty in promoting integrity and honesty with exams.

PROCEDURE

A. **Exams**

1. Types of Exams
   a. Low Stakes-consequences to the candidate are low. Often taken un-proctored.
      - Standardized Exam (Open Check or Benchmark Exam)
      - Pre-test, Pre-quiz, Knowledge Check with ability to retake
   - Moderate Stakes-contribute significantly to candidate grades.
      - Module/unit exams
      - Course Final Exam
      - Dosage Calculation Exam (Attempt 1 and 2)
      - Skills Assessment (Attempt 1 and 2)
      - Knowledge Checks that cannot be retaken
   b. High Stakes-have significant consequence for academic standing
      - Dosage Calculation Exams (final attempt)
      - Skills Assessments (final attempt)
      - NCLEX RN Examination

2. Exams are developed by faculty involved in the course
   a. Exams with lab values should include the normal values (this does not include values for hemodynamics or vital signs that the student is expected to know)
3. Exam and assignment weights
   a. Total Exam Weight in a 16-week course should be 78% of the grade or greater

b. Total Exam Weight in an 8-week course should be 45% of the grade or greater

Unit Exams, Skills Assessments, Moderate Stake Knowledge Checks	45-65% Maximum weight of a single exam should not exceed 20%
100% Comprehensive Exam	Not to exceed 30%
Assignments (non-proctored)	15-20%
Standardized Exam(s)	5% total regardless of the number

4. Minutes per question
    a. As a guideline, for a unit exam or for a comprehensive final: 1.5 minutes per question are scheduled.
    b. Multiple-step mathematical computation (dosage calculation) questions may be scheduled for up to three (3) minutes per question.
    c. Essay type questions may be scheduled for up to two and a half minutes per question
    d. For a pretest/knowledge check/pre-quiz it is common to have no time limit.
5. Length of Exam
    a. Based on the number of questions required to test the learning outcomes and the class's scheduled time.
    b. For a Pre-test, Pre-Quiz, Knowledge Check is commonly 10 questions in length.
    c. For a module exam, the number of questions should not go beyond the scheduled class time with a 50-question exam as a common choice.
    d. For the Final Examination, the final exam's number of questions/length is determined by the amount of scheduled class time. For example, a class that is 105 minutes (1 hr. 45 min) can have a final exam of no more than 70 questions.
    e. Students who require additional time based on recognized accommodations will take their exams in the testing center or disability resources depending on their needs. Instructors and students must request this through Register Blast/YC College website.
6. Student Examsoft Exam upload
    a. Students are required to upload their test before leaving the testing center after taking Examsoft tests. Failure to do so could result in a zero "0" grade.
7. Student Post-Exam Review of Questions
    a. None will be allowed on exams to ensure testing security
8. Student Post-exam Grades
    a. No grades (points or percentages) will be viewable for the student until the faculty completes the exam analysis

B. **Exam Requirements Based on Semester**

1. Level of difficulty using Bloom's Taxonomy—based on a 50-question exam

Semester	Knowledge/Comprehension	Application/Analysis or above
First	35%	65%
Second	25%	75%
Third	10%	90%
Fourth	< 10%	>90%

2. Alternate Format Questions:
    a. Include Select all that apply (SATA), Essay, Fill in the blank, Hot Spot, Highlight, Graphs & Maps, Bow Tie, Prioritization, Cloze, Matching (not an all-inclusive list.

b. The percentages are based on the estimated number of questions found on a minimum-length NCLEX exam.
c. Does not include Dosage Calculation Questions.

3. Dosage Calculation
   a. Should not exceed 10% of the total exam questions. For a 50-question exam this would be no more than 5 questions.
   b. Pharmacology Exams can be up to 15% (7-8 questions)
   c. Skills Exams can be up to 20% (10 questions)

Semester	Percentage of Alternate Format Questions	Approximate Number Based on a 50 Question Exam
First	18%	9 Questions
Second	18%	9 Questions
Third	21%	11 Questions
Fourth	21%	11 Questions

C. **Basic Quiz and Examination Expectations**

1. Students taking any type of assessment recognized in this policy are expected to adhere to the standards of academic integrity according to the current Nursing Program Student Handbook and the current Yavapai College Student Code of Conduct, under Academic & Classroom Misconduct.
2. Students are expected to take their exams on scheduled dates as posted in the syllabus or on the education management system (i.e., Canvas).
3. All circumstances require completion of the examwithin 48 hours of the originally scheduled exam date

D. **Pre-test, Pre-quiz, Knowledge Check Procedure**

1. No time requirement should be assigned
2. Should not be longer than ten (10) questions
3. May include dosage calculation if desired
4. May allow backwards navigation
5. Students are provided three (3) opportunities to complete for the best grade
6. May be given unproctored or in the classroom

E. **General Examination Procedures**

1. Students with identified accommodations may test in the testing center or with disability resources based on time and space available
2. A testing instructor may, at their discretion, allow a student to take an exam at the testing center. The student must obtain approval from the instructor at least 3 working days prior to the test to allow for review and set up.
3. Students must be seated with their computer turned on and ready to begin testing at the scheduled time
4. Correct answers on scratch paper will NOT be accepted for consideration. All correct answers MUST be reflected in the exam (paper and computer exams).
5. It is recommended that the students leave personal items/valuables secured in their vehicles or in the regular classroom before entering the computer testing area.
6. Students must leave hats, scarves, gloves, and coats outside the testing room

or at the back/side of the classroom.

7. Students may be permitted to wear earplugs (basic foam type) only.
8. Headphones, earbuds, occipital sound transmitting devices, or smart glasses are not allowed.
9. Students are not allowed to enter the testing room once the exam has started.
10. All cell phones or other internet-enabled devices (i.e., smart watches) are prohibited from being worn, used, or accessed during the exam period. If a student is discovered to be in possession of or using an unauthorized device the student will be asked to leave the testing area immediately and the student will receive a zero (0) for the exam.
11. Once the exam begins, students are prohibited from having study materials or notes at their desks.
12. If multiple unauthorized screens are found open, this is grounds for immediate dismissal from the exam and a grade of zero (o) will be assigned for the exam.
13. No students may leave the room without permission from the proctor.
14. Students are encouraged to use the restroom prior to the examination.
15. If permission to use the restroom is granted (during longer examinations), only one student may leave the room at a time.
16. Once an exam is completed, the student MUST leave the classroom and may not reenter for any reason until all students have completed the exam to minimize noise and disruptions to those students still testing.

F. **Academic Dishonesty**

1. If evidence of cheating such as possessing copies of previous exam questions, taking photos of exam questions, discussions of exams with other students who have not taken the exam, or witnessed cheating occurs, the student will be subject to disciplinary action per the Student Handbook and Yavapai College Student Code of Conduct and may:
2. receive a zero (0) for the exam and/or
3. be dismissed from the nursing program.

G. **Accommodation**

1. Yavapai College is committed to providing educational support services to students with a documented need for accommodation.
2. The student is responsible for notifying the classroom and clinical faculty of the accommodation.
3. Services are available on both campuses to assist students with a documented need for testing accommodation.

H. **Exam Proctors**

1. All examinations will be proctored with the exception of NurseThink standardized Open Checks.
2. The proctor does not leave the room during the exam.
3. The faculty or a designee proctor monitors the exam by moving around the room and freely observing students and computer monitors.
4. Once an examination has begun, the proctor cannot answer any student questions.

I. **Computerized Exam Protocol**

1. Exams are administered in a quiet environment.
2. No food or uncovered drinks will be allowed at the computer in the computer room.
3. Any violations of testing protocols result in disciplinary action.
4. Administration: Exams are given by computer-based testing through the course management system or standardized testing (i.e., Canvas, Examsoft)
5. Refer to Online Testing Guidelines for remote testing procedures as needed.
6. Calculator:
    a. Students will use a computer-based calculator for all computer-based exams.
7. The student may have a pencil and/or pen.
8. Scratch paper will be provided immediately prior to the start of the exam; all scratch paper must be turned in to the instructor/proctor at the end of the exam.
    a. Students are not allowed to take notes on their scratch paper before the exam starts.
    b. No answer on the scratch paper will be accepted.
9. Password: Each exam will be locked with a password code. The code is provided to students immediately before the exam begins.
10. One question will be shown at a time, and the questions will be locked after answering to mimic the NCLEX-style testing environment.
11. Backtracking
    a. Will not be allowed on examinations or quizzes
    b. EXCEPTION: Backtracking will be allowed on the dosage calculation competency, and pre-tests. Questions will not be locked, and the student may go back to double-check math.
12. Randomization of distractors and questions is recommended for all examinations.
13. Student Examsoft Exam upload
    a. Students are required to upload their test before leaving the testing center after taking Examsoft tests. Failure to do so could result in a zero "0" grade.

J. Pen-Paper Exam Protocol

1. Usually only done for second and third dosage calculation tests.
2. Exams are administered in a quiet environment.
3. No food or uncovered drinks will be allowed at the computer in the computer room.
4. Any violations of testing protocols will result in disciplinary action.
5. Administration: Exams are given in the classroom and proctored by the instructor or in the testing center and proctored by the testing center.
6. Calculator:
    a. Students will use a basic calculator provided by the proctor.
7. The student may have a pencil and/or pen.
8. Scratch paper will be provided immediately before the exam; all scratch paper must be turned in to the instructor/proctor at the end of the exam.
    a. Students are not allowed to take notes on their scratch paper before

the exam starts.

b. No answer on the scratch paper will be accepted.

K. **Make-up Examination Procedures**

1. **Make-Up Dosage calculation**: Absence from the scheduled exam for any reason other than accepted accommodations, will result in a zero (0) score for that scheduled examination attempt.
    a. A maximum of three (3) attempts are allowed.
2. **Make-up examinations**: faculty must submit a request through Register Blast/myYC Experience portal, and the student is required to request and take the exam in the testing center.
3. **Make-up Low Stake Exams**: There are no make-up Pre-tests, Pre-quizzes, or Low Stake Knowledge Checks, because there are three untimed attempts to complete the quiz.
4. **Exam Score Deductions** are listed in the table below:

Late to Test	Emergency or Planned Absence	Absence related to Special Circumstance	Absence without instructor notification
No late entries are allowed.			No show No notification
Must complete the exam within 2 business days.	Must complete the exam within 2 business days.	Must complete the exam within 2 business days.	Must complete the exam within 2 business days.
5% Deduction	5% Deduction **	Deduction waived **	10% deduction
	**Deduction may be waived IF appropriate documentation is provided related to the reason for the emergency absence	** Deduction waived IF proper and timely documentation (i.e., military duty, court appearance, funeral) is provided	

L. **Collaborative Exam Protocol**

1. Collaborate testing is not permitted

M. **Standardized Exam Protocol**

1. The YC Nursing program provides access to standardized testing for students through Clinical Judgement Exams (CJE) and ExamSoft. These are low-stakes exams.
2. CJE Categories: There are distinct types of examinations available
    a. Open Check (OC)—Non-proctored, Unsecured
    b. Benchmark I (BM I)—Proctored, Secured
    c. Benchmark II (BM II)—Proctored, Secured
3. Grading Policy
    a. Regardless of the number of CJEs incorporated into any one course, the total weight of CJEs will equal 5% unless no CJEs are used.
4. Remediation Policy specific to CJEs. —There is NO post exam review
    a. **Emerging Clinical Judgment**—2.5 hours total based on 30 minutes in each of the five (5) lowest areas of the Strengths and Opportunities

(S&O) report.

b. **Developing Clinical Judgment**—2.5 hours total based on 30 minutes in each of the four (4) lowest areas of the S&O report.
c. **Achieving Clinical Judgment**—2 hours total based on 30 minutes in each of the three (3) lowest areas of the S&O report.
d. **Strengthening Clinical Judgment**—1.5 hours total based on 30 minutes in each of the three (3) lowest areas on the S&O report.
e. **Mastering Clinical Judgment**—1 hour total based on 30 minutes in each of the two (2) lowest areas on the S&O report.

5. Remediation due date timelines:
    a. The remediation window for OC exams will be due one week (7 days) from the date the exam opens.
    b. The remediation window for BM I and BM II exams will be due 72 hours (3 days) from the exam completion.

N. Dosage Calculation Competency Protocol

1. Competency in dosage calculation must be demonstrated successfully each semester.
2. A maximum of three (3) attempts are allowed.
3. Dosage Calculation competency must be taken on the day it is scheduled.
4. Absence from the exam for any reason will result in a zero (0) score for that scheduled examination attempt.
5. A passing score for the dosage calculation competency is 95%.
6. Question Requirements:
    a. All dosage calculation competencies will consist of 20 conversions and/or word problems.
    b. The questions will be presented in a consistent format.
7. First Exam will be given using a computer-based calculator
8. The second and third attempts will be given on paper using a handheld calculator.
9. Time Requirement
    a. Students will be allowed 60 minutes for the first attempt
    b. Students will be allowed 60 minutes for the second attempt
    c. Students will be allowed 120 minutes for the third attempt
10. All scratch papers must include the student's name and be turned in at the end of the exam.
    a. No answer on the scratch paper will be accepted. All correct answers must be on the examination.
11. Questions will not be locked, and students will be permitted to go back to previous questions to double-check math/answers.
12. The first attempt at the dosage calculation competency will be given during clinical orientation or during the first week of clinical; the exam may be given at the college, pending room availability.
13. Dosage calculation content will be appropriate to the level of the course:
    a. First and second semester: Simple problems will consist of solving for one unknown, basic conversion, same unit, intravenous rate

calculations, dosage by body weight, I&O calculations, & reconstitution calculations, and problems containing extraneous information.

b. Third and fourth semester: Complex problems will consist of intravenous dosage titration calculations, dosage by body weight, solving for more than one unknown variable, complex I&O, and story problems containing extraneous information.

14. Math rules comply with the National Patient Safety Goals. Rounding rules will be written into each dosage calculation question.
    a. A zero must be placed to the left of the decimal point in answers that are less than one.
    b. *Example: .5 mg must be answered as 0.5 mg.*
    c. No zero is placed to the right of the decimal point in answers that are whole numbers.
    d. *Example: 5.0 mg must be answered at 5 mg.*
15. When exams are online (through LMS) or paper/pencil, only a numerical answer is expected; units will be provided.
16. All answers must be rounded correctly.
    a. If the number is less than "5", round down; if the number is greater than or equal to "5", round up.
    b. Rounding weights: For academic purposes, when converting from pounds to kilograms, the student is expected to round the weight to the tenth PRIOR to beginning any calculations when solving for the answer.
17. A maximum of three (3) attempts are allowed to meet the competency each semester. Failure to demonstrate competency will result in:
    a. A written warning will be issued after the first attempt, and the student may self-remediate or work with faculty and a step plan may be issued
    b. After the second attempt, a step improvement plan will be issued, and the student must work with faculty for remediation.
    c. After the third attempt, the student will be administratively withdrawn from the clinical course. The student should make an appointment with their academic advisor regarding the readmission process.
18. Each repeat attempt to complete the dosage calculation competency must be scheduled at **least 48 hours apart**, and evidence of remediation must be completed.
19. Remediation: Documentation of remediation must be completed after each unsuccessful attempt.
    a. If the first attempt is unsuccessful, the student will complete and sign the Dosage Calculation Remediation Form (Appendix D) before taking the second attempt. This form is to be considered a written warning.
    b. After the first unsuccessful attempt, students have the option to self-remediate, utilize peers or tutors in the Testing Center, or seek an instructor's assistance.
    c. After the second unsuccessful attempt, students must remediate with a nursing faculty and will complete and sign the Dosage Calculation

Remediation Form (Appendix D) prior to the third attempt. This form is to be considered a formal Level 2 Step Improvement Plan.

d. All remediation documentation must be recorded on the Dosage Calculation Remediation Form (Appendix D)

20. Remediation and the third dosage calculation test must be completed as follows:
    a. Semester one: Ten calendar days from orientation to complete all three attempts
    b. Semester two: Ten calendar days from orientation to complete all three attempts
    c. Semester three: Ten calendar days from orientation to complete all three attempts
    d. Semester four: Prior to the start of their preceptorship and no later than the end of the day of hospital orientation

O. **Student Exam Review Protocol**

1. Students will not be allowed to see their exam responses on the computer immediately after an exam.
2. Faculty will supervise all exam reviews during office hours.
    a. A maximum time block of 30 minutes per student is allowed for scheduled appointments.
    b. During review, students may not take notes or have phones, cameras, or recording equipment when reviewing exams.
    c. No books or papers are permitted.
    d. Students may not copy any exam questions or have additional computer screens open during the review under any circumstances.
    e. If additional review is required, only concepts will be reviewed, not individual Exam questions.
3. No closed exam will be reviewed two weeks after completion of the test

P. **Student Exam Question Inquiry**

1. Students do not verbally debate with faculty regarding any exam item and conduct themselves in a civil and professional manner per the nursing program student handbook.
2. Based on inquiry, all students will be given credit if the alternate answer is validated.
3. Students are provided with the opportunity to make an inquiry on any exam question.
    a. An Exam Inquiry Form (Appendix C – 1) should be completed and submitted to the instructor within 3 days of completing the exam.
    b. One (1) Exam Inquiry Form (Appendix C – 1) is completed per question.
    c. If the inquiry is not submitted within the designated time frame or does not contain all required information, the inquiry will not be considered.
    d. The rationale for why the keyed answer is incorrect must be provided, as well as the rationale for what the student believes to be the correct answer.

e. A minimum of two published references (including page numbers) to support the inquiry must be included for the inquiry to be considered.
f. References must be current (published within the last 5 years).
g. The inquiry forms are reviewed by faculty, and decisions are rendered within 5-7 days.

- The inquiry impacts the student submitting the form and the entire class.
- If the exam question being queried is deemed valid, all student exams will be adjusted accordingly.

Q. **Student Success**

1. Our goal is for you to be successful in the nursing course. Additional success strategies have been incorporated into the course that requires the following:
2. All students who fail a single course exam must make an appointment and meet with the instructor for an exam review within 7 days of the exam.
3. During the meeting, the Loma Linda Exam Analysis Procedure (Appendix A) may be completed, and an action plan may be generated.
4. Students below a 78% proctored point grade after the 2nd-course exam or throughout the remainder of the course must
    a. meet with the instructor and,
    b. based upon individual student needs, complete and submit the Student Success Self- Reflection (Appendix B) within 7 days of the exam after reviewing their exam. The reflection can be in essay format, identifying a plan for success or outlining planned changes to implement, and must be discussed with the instructor.
    c. Additional follow-up conferences with the instructor may be mandated should the student continue below a 78% proctored course grade.
5. If a student declines to complete the requirements detailed above, the student will need to provide a brief, written rationale as to why they will not participate in the success plan. This rationale can be written and given to the instructor or emailed. This will be maintained in the student file.

R. **Faculty Pre-Examination Procedure**

1. Faculty should blueprint each exam and provide the blueprint to the student at a minimum of 3 days prior to the examination.
2. A suggested blueprint format is attached in Appendix F of the Faculty Handbook.

S. **Faculty Post-Examination Analysis**

1. Course instructors will collaborate to analyze each exam, preferably reviewing all cohorts together for better validity and reliability.
2. Exam analysis should occur within 3 days of completion of the final exam
3. A sample examination analysis form is attached in Appendix G of the Faculty Handbook.
4. Following completion of all analysis, exam scores can be released by the faculty to the students.

Policy #4: Infectious Diseases/Body Fluids Exposure Policy

PURPOSE

To outline procedures and protocols to ensure the safety of students and patients, compliance with health regulations, and proper handling of exposure incidents.

RESPONSIBILITY

A. Program Director:
   1. Annually review the Policy/Handbook.
B. Nursing Faculty:
   1. Will provide education, supervision, and support related to infection control and exposure management.
C. Student:
   1. Must follow all safety protocols and report any exposure incidents promptly.

Updated: 08/09/24

I. POLICY STATEMENT

To protect nursing students from infectious diseases and body fluid exposure, ensuring safety and compliance with health regulations and practice.

II. **PROCEDURE**

1. Standard precautions, intended to reduce the risk of pathogen transmission, are the basic level of infection control. Students are expected to follow hand hygiene, personal protective equipment (PPE), respiratory hygiene, safe disposal of sharps, and linen and waste disposal guidelines recommended by the World Health Organization Standard Precautions in Health Care: Standard Precautions for All Patient Care
2. Follow specific protocols for infection control in clinical settings, including using barriers and disinfection procedures.
3. 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.
4. Nursing students are not permitted to care for clients in airborne isolation/precautions unless they have proof of documentation that they have been fit tested for an N-95 respirator. If students cannot wear an N95 respirator mask, a PAPR or CAPR may be worn if available by the clinical agency and assigned to the student by the clinical agency representative.
5. Exposure prevention:
   a. Use PPE appropriately based on the risk of exposure.
   b. Follow protocols for handling and disposing of body fluids and contaminated materials.
   c. Maintain vaccination status and update immunizations as recommended for healthcare workers.
6. Exposure Incident Procedures:

a. Students exposed to body fluids shall follow this protocol:
    i. Immediately flood the exposed area with water, clean any wound with soap and water or a skin disinfectant, and flush mucus membranes and eye splashes with water.
    ii. Nursing students directly exposed to body fluids must immediately notify the clinical instructor.
    iii. The student should immediately go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment. The student is responsible for all costs related to exposure, triage, and treatment.
    iv. The clinical instructor and student will notify the agency department supervisor and Nursing Program Administrator.
    v. The student and/or clinical instructor will complete the proper forms for the clinical agency and the college.
        - Click the link for Yavapai College's Accident/Incident Report Form.

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

Policy #5: Late Assignment Policy

Purpose: To standardize expectations to promote consistency and uniformity among the Yavapai College nursing faculty and to promote student success. Submitting assignments on time is essential to ensure that students stay on track with the course material, receive timely feedback, and develop the professional responsibility required in the nursing profession.

Responsibilities:

A. Program Director:
   1. Review and approve late assignment policy.

B. Nursing Faculty:
   1. Record and monitor timely submission of assigned coursework (assignments, discussion boards, essays, remediation, etc.).

C. Student:
   1. Adhere to the standards of professionalism and academic integrity.

Created: 08/08/24, Revised: 05/13/26.

I. POLICY STATEMENT: All assignments, discussion board posts, and other homework are expected to be submitted by the specified deadlines in Canvas. Deadlines are clearly outlined in the course syllabus or assignment instructions.

II. PROCEDURE:

1. It is the responsibility of the student to communicate any difficulties in meeting deadlines promptly. Accommodation may be allowed if the instructor is made aware of issues in a timely manner.
2. All course assignments must be turned in and completed before a final grade can be issued. If any assignment is not submitted to Canvas by the end of the semester/term, an "F" grade will be issued for the course.
3. Incomplete work may be reassigned for completion with penalty as indicated below at the discretion of the individual instructor.
4. Late submission penalties: If an assignment is late, the appropriate penalties will be imposed.
   a. Within 24 Hours: Assignments submitted within 24 hours after the deadline will incur a penalty of 10% of the total available points.
   b. 24-72 Hours Late: Assignments submitted between 24 and 72 hours after the deadline will incur a penalty of 20% of the total available points.
   c. Beyond 72 Hours: Assignments submitted more than 72 hours after the deadline will not be accepted, and a grade of zero will be assigned unless there are extenuating circumstances.
5. Extensions: Students who foresee a conflict or issue that might prevent them from meeting a deadline should contact the instructor before the due date. Extensions may be granted on a case-by-case basis for valid reasons, such as medical emergencies or other significant personal circumstances, provided that proper documentation is submitted. If an

extension is granted, no penalty will apply until after the student misses the newly agreed upon deadline.

6. Discussion boards: Participation in discussion boards is time sensitive as it often involves interacting with peers. Students are expected to contribute meaningfully within the specified time frame. To achieve full points, a discussion post must be made on time and the stated number of substantive and meaningful replies made to peers by the assigned due dates. If discussion posts are submitted late, the same late penalties will apply as outlined in #3 above.
7. The instructor reserves the right to adjust penalties or provide accommodations based on individual circumstances and the nature of the assignment while striving for consistency and fairness among all students.

Policy #6: Medication Administration Policy

Purpose: To establish procedures and standards students must follow when administering medications.

Responsibilities:

A. Program Director:
   1. Review and approve the medication administration policy.

B. Nursing Faculty:
   1. Supervise, train, and evaluate student performance in medication administration.
   2. Record and monitor student's medication administration practices in the clinical and lab settings.

C. Student:
   1. Adhere to the medication administration policy.
   2. Must demonstrate proficiency in medication administration techniques and adhere to all safety protocols.

Revision: 1/16/24, 08/09/24, 12/15/25, 05/13/26.

I. POLICY STATEMENT: To ensure the safe, accurate, and effective administration of medications by nursing students in accordance with clinical practice standards and regulatory requirements.

II. PROCEDURE:

1. Students must complete a mandatory dosage calculation competency (with a score of 95% or greater) and skills competency assessments before administering medications in the clinical setting.
    a. Students are ineligible to pass medications to patients in the clinical setting until successfully completing the dosage calculation competency.
    b. Students who cannot pass the dosage calculation exam in a timely manner are at risk of not achieving a passing grade in their clinical course because clinical objectives will not be achievable.
    c. Remediation and the third dosage calculation test must be completed as follows:
        - Semester one: Ten calendar days from orientation to complete all three attempts
        - Semester two: Ten calendar days from orientation to complete all three attempts
        - Semester three: Ten calendar days from orientation to complete all three attempts
        - Semester four: Prior to the start of their preceptorship and no later than the end of the day of hospital orientation
    d. Students who do not successfully complete the dosage calculation competency will face administrative withdrawal from the clinical

course.

e. Students unable to calculate accurate doses in the clinical setting may receive clinical warning/probation related to unsafe clinical practice and be placed on a step Improvement Plan

2. Adhere to the agency's policies and procedures for medication administration.
    a. Some clinical agencies may require that the students only administer medication with their clinical instructor.
3. Clinical instructors will observe and evaluate students during medication administration in the program's first year. Feedback will be provided to ensure compliance with best practices and policies. During the program's second year, the student may be able to pass medications with the facility's nurse with regular oversight of the clinical instructor.
4. Medication administration procedures:
    a. Verify medication orders and patient identity.
    b. Perform necessary calculations and double-check dosages.
    c. Use appropriate techniques for medication administration (oral, injectable, topical, etc.).
    d. Document all medication accurately in the patient records per agency policy
5. Safety and compliance:
    a. Adhere to the "Primary Rights" of medication administration: Right patient, Right medication, Right dose, Right route, Right time, Right Documentation.
    b. Report and document any medication errors or adverse reactions to the instructor and RN immediately.
    c. Follow infection control practices, including hand hygiene and aseptic techniques.
6. All medications given to infants and children must be approved and verified by the instructor before administration.
7. In all cases, the instructor reserves the right to limit a student's medication administration experience.
8. Medication Errors
    a. If a medication error occurs the clinical instructor with the primary care RN will assist the student with the completion of the facility appropriate forms, monitoring of the patient, and notification of the appropriate site providers/authorities.
    b. The clinical instructor will notify the nursing program director of the error and the outcome.
    c. Medication Errors will be tracked by the nursing program director.
    d. The student will at the minimum, be placed on a Step Improvement Plan [Appendix H] by the clinical instructor.
    e. Will result in the student receiving a failing entry under the appropriate CET category (ies) under safety. May result in the student receiving a clinical failure for the day.

9. Medication Near Miss
    a. Defined as “an error that has the potential to cause an adverse event (patient harm) but fails to do so because of chance or because it is intercepted” – World Health Organization as cited by the NIH.
    b. The “Near Miss Form” (located in the Faculty Handbook) will be sent directly to the nursing program director for tracking purposes.
        - This is a non-punitive form for tracking purposes only.
        - A description of the student initiated near miss event will be included as well as steps taken to address the event.
        - Near miss catches by a student are not included for tracking.
    c. This form will be utilized for all clinical courses.
        - For NSG 272, this will be included in the orientation packet.

Policy #7: READMISSION POLICY

Purpose: To ensure that students returning after dismissal or withdrawal are prepared to succeed, maintain academic and clinical standards, and support fair and consistent decision-making while managing institutional resources effectively. It also helps in aligning with accreditation and regulatory requirements.

Responsibilities:

A. Program Director:
   1. Review and approve the policy.

B. Nursing Faculty:
   1. Record and monitor student's academic success and provide guidance regarding the readmission process.

C. Student:
   1. Adhere and follow the policy to apply for readmission to the nursing program.

Updated: 08/08/24, 1/16/25, 1/9/26, 05/15/26.

I. POLICY STATEMENT

Yavapai College Nursing Program supports the readmission of students with one withdrawal or failure. No readmission is guaranteed. The maximum time students can be out of the program is two semesters. After two semesters, students who are eligible for readmission must apply as new students to be considered for admission. If a student has had previous readmissions, they may not apply as a new student.

Data and reapplication materials will be reviewed by the Nursing Admissions Committee, Nursing Program Instructional Support Staff, Nursing Program Administrator, and Student Advising. The following data points criteria will be used for decision-making in student placement:

1. Current overall GPA
2. Program Entrance GPA
3. Point system score: application entrance score (includes ATI TEAS score)
   - ❖ Point system score is the application entrance score for admission into the Nursing Program- up to 1000 points possible.
4. Course Percentage Grade

II. PROCEDURE

A. DEFINITIONS

1. Readmission: enrolling in the same semester course from which the student withdrew or failed. No readmission is guaranteed. The readmission process is available for students in every semester of the Nursing Program.
2. Failure: course failure in one course within one semester. Failure is defined as the inability to achieve a 78% or higher in a final course grade.

3. Withdrawal: course withdrawal from one course within one semester. A course withdrawal after the halfway point of the nursing course when a student is not meeting course competencies at the time of withdrawal is considered a course failure.
4. Good standing: maintaining a passing grade ("C" or >/= 78% or "S") in all nursing core courses at the time of withdrawal; maintaining student conduct per the Nursing Program Student Handbook.

B. **ELIGIBILITY**

1. If the student has had more than one withdrawal, failure, or combination of the two at any time in the nursing program, the student is considered to be out of the Nursing Program and ineligible for readmission.
2. A student may be granted ONE readmission per program enrollment if there is space available after considering all first-time applicants and the student has no previous readmissions. The location where a space may open is not guaranteed.
3. The Nursing Program Administrator 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, violation of Student Handbook provisions, or dismissal from a college or clinical agency.
4. The Nursing Program Administrator reserves the right to approve an admission or readmission for a student in good standing who must withdraw for military deployment or an unexpected catastrophic event (death of an immediate family member or severe injury or illness).
5. Students who seek readmission due to illness or injury must submit a physician's release to meet the essential functions of the Nursing Program. The Nursing Program Administrator will review the documentation before a determination for readmission can be granted.
6. When space is not available in the semester a student applies for, the application may be considered for the following semester. The same criteria apply for readmission consideration.
7. All students must meet all current Health and Safety requirements.
8. Before advancing to the next clinical course, a clinical skills refresher check-off (also known as Readmission Skills Testing) will be required for all students accepted for readmission.
9. To be considered eligible, students requesting readmission must:
    a. Meet with a Yavapai College academic advisor.
    b. Complete the Readmission Strategies for Success Worksheet. The readmission worksheet should include the course(s) needed, the semester you are applying for, the last semester attended, a reflection statement for why you were not previously successful, and at least two strategies to optimize your success if readmitted. You and your academic advisor must sign this worksheet.

c. Update the immunization tracker in Castle Branch prior to application submission. To print your To Do List Summary, follow these steps:
    - Log into your Profile account on mycb.castlebranch.com
    - On the left side of your screen, hover your mouse over "Document Center" and select "My Documents"
    - Locate and click on the "Tag" that says "Clinical Requirements.... " Be sure to select your most current Clinical Requirements tracker name if you have had multiple trackers at some point.
    - You will have to scroll through the list of file names to locate your Summary Report but the file name will be something like "Results_###....". The Summary Report will show if you are compliant, when your next action is due, and if you still have items to complete.
    - You can download the Summary Report to your computer to upload to the dynamic form application.
    - This document will be updated as you complete your clinical requirements.

d. Other Castle Branch items, including background checks and random drug screening, may be required if the student has been out of the Nursing Program for one semester or more. Payment for Castle Branch requirements will be the student's responsibility.

e. Upload required application documents for readmission to the dynamic form.

f. Once accepted for readmission, satisfactorily complete the required clinical skills refresher check-off before starting clinical.

10. Students granted readmission must enroll in the next course offering. Readmission is on a seat-available basis. No readmission is guaranteed.
11. Students who are no longer eligible to readmit after having failed courses in the 1st or 2nd semester of the Nursing Program are encouraged to meet with their academic advisor to discuss the LPN Program offered by the Allied Health Department.
12. Students who have passed the 2nd semester of the Nursing Program and are no longer eligible to readmit after an additional failure in the 3rd or 4th semester are eligible to apply for the LPN-RN AP program after one semester out of the Nursing Program. For example, a student who is no longer eligible for readmission after failing in the 3rd or 4th semester in Spring is eligible to apply in Fall for admission to the following Spring cohort.
    a. Students must meet with an academic advisor to pursue admission into the LPN-RN AP program. Requirements include a current Arizona LPN license and leaving the Nursing Program in good standing, as well as meeting all other LPN-RN AP admission criteria.

C. **APPLICATION PROCESS:**

1. The student desiring readmission must:
    a. Meet with an academic advisor regarding the readmission process.
    b. Submit: Readmission Dynamic Form Application
        i. The **Readmission Strategies for Success Worksheet (Appendix F)** is dated and signed by the student and their academic advisor.
        ii. Castle Branch To-Do List Summary Report verifying 100% compliance.
    c. **Deadline for submission: The day final grades are due for the respective spring/fall semester by 11:59 pm. No exceptions will be given or made.** Be sure to check the academic calendar for the day final grades are due.
2. After review of the Application for Readmission materials and enrollment availability data, the Nursing Program Administrator will notify students of the final decision.
3. The student will receive notification of the readmission decision from the Nursing Program Administrator. Notification will be sent to the student's YC Scholar email.
4. Students will sign and return the **Readmission Agreement and Acceptance form (Appendix G)** by the established due date.
5. Appeals to any of the above practices must be made to the Nursing Program Administrator, whose decision will be final.
6. Incomplete or late readmission applications will not be processed.

D. **After Being Accepted:**

1. Once readmission has been granted, students must complete clinical skills refresher checkoffs. Students will be required to perform the selected nursing skills competency check-off satisfactorily. The required nursing skills are subject to change.
    a. First semester: Nursing skills include head-to-toe assessment, sterile procedure, and medication administration.
    b. Second, third, or fourth semester: In addition to the first semester skills, skills competency will include starting an IV, spike and prime IV solution, calculating drip rates, and IV push medication administration.

A. Practice times before the check-off may be scheduled in collaboration with the Clinical Coordinator or Simulation Coordinator.
B. The student is responsible for making the skills refresher check-off appointment with the Clinical Coordinator or Simulation Coordinator after sufficient practice time in the skills lab. The Clinical Coordinator or Simulation Coordinator will approve and finalize the date and complete the check-off.
C. The refresher skills check-off is part of the readmission plan. Satisfactory completion is required ***before advancing*** to the next clinical course in the

Nursing Program. All students must complete skills checkoffs one week before the first clinical day.

D. The clinical coordinator or simulation coordinator will provide a summary of the completed skills to the student, the instructional support specialist, and the student's assigned clinical instructor via email. This proof of initial completion will be placed in the student's academic record/file. The summary will include the skills completed satisfactorily, the skills that need improvement, and additional practice time.
E. Skills that need improvement must be repeated before the student can attend clinical (including hospital orientation) and participate in patient care. The student will have 7-10 days to practice and repeat the skill in collaboration with the Clinical Coordinator or Simulation Coordinator.

Policy #8: Simulation Policy

Purpose: To establish clear guidelines and expectations for the use of simulation in Yavapai College's Nursing Program.

Responsibilities:

A. Program Director:
   1. Review and approve the policy
B. Nursing Faculty:
   1. Record and monitor attendance and participation accurately.
C. Student:
   1. Adheres to the policy

Original: 07/30/24.

I. **POLICY STATEMENT**: This policy ensures that simulation activities are conducted in a structured, safe, and effective manner, providing students with realistic, hands-on learning experiences that enhance their clinical skills, critical thinking, and decision-making abilities in a controlled environment. Additionally, it promotes consistency, fairness, and professionalism in the use of simulation as a key educational tool, preparing students for real-world practice.

II. **PROCEDURE**:

1. Each learner participant has a signed **Confidentiality Videotaping Recording Agreement** on file for the academic program. Adherence to the confidentiality agreement will be strictly enforced. Breach of confidentiality will result in the initiation of the step process; refer to the Student Handbook for the process.
    a. Non-participant observers are also required to sign a confidentiality agreement and adhere to the same standards of respect and professionalism.
    b. Students understand that activities that take place in the Clinical Learning Centers (check-offs, simulations, etc.) are provided to nursing students as a clinical learning experience and that the information collected and learned about each activity should remain confidential. Students will agree to keep confidential all details regarding any Clinical Learning Center activity they participate in *while in the nursing program*.
    c. Violation of this Confidentiality Agreement is a violation of the professional conduct policy and will result in consequences up to dismissal from the program.
    d. Students understand that they may be video recorded during the nursing program as part of their Clinical Learning Center experiences, particularly patient simulation scenarios. Students authorize the nursing faculty/clinical educators to video record for educational purposes. Students further authorize the YC staff to use the video recordings for purposes including, but not limited to, simulation debriefing, faculty review, educational, research, YC marketing, etc.

2. All simulation and debriefing sessions may be recorded by authorized personnel. Any recording or photos by students is prohibited.
3. Students may be videotaped/filmed/photographed for use in print or electronic media for marketing/publicity by the nursing department and Yavapai College without compensation.
4. Learner orientation to the simulation environment and to necessary equipment is required prior to assigned participation.
5. The student is expected to arrive on time and must contact instructor if unable to attend/participate in the simulation experience.
6. The student must come to simulation prepared with pre-briefing material completed and ready to be submitted (this is the student's "ticket to participate in simulation").
7. Preparation is required prior to scheduled simulation experience in efforts to promote optimal learning.
8. Clinical attire for students is required for participation in simulation. The student is expected to bring standard clinical equipment to simulation (e.g. stethoscope, watch, etc.).
9. Disruptive students will be removed from the simulation experience.
10. The use of cell phones is prohibited during simulation unless otherwise determined by the instructor or simulation personnel. No personal calls will be allowed.
11. Evaluation of simulation experiences is completed by participating students following each simulation experience, and as necessitated by facilitator or other nursing faculty.
12. **STANDARDS FOR STUDENT PERFORMANCE IN SIMULATION**
    a. Be accountable for all previous knowledge and skills learned in the applicable YC nursing program.
    b. Maintain respect for self and others.
    c. Enjoy, engage, and participate in the process. Be open to role playing and new experiences.
    d. Expect to make mistakes and learn from them.
    e. Follow guidelines presented in orientation.
    f. Exhibit professional behaviors while interacting with patients, peers, and faculty.
    g. Follow established standards of care for nursing care (based on educational level).

Policy #9: Skills Lab/Clinical Learning Center Policies

Purpose: To outline the expectations for student behavior, lab usage, and the guidelines for maintaining a professional and effective learning environment.

Responsibilities:

A. Program Director:
   1. Review and approve the Skills Lab/CLC policy.
   2. Determine and implement appropriate consequences based on the severity of the violation.

B. Nursing Faculty:
   1. Record and monitor student conduct in the lab settings.
   2. Provide supervision and guidance during lab activities and offer support as needed.

C. Student:
   1. Adhere to the Skills Lab/CLC policy.
   2. Maintain professional behavior, treat equipment and simulation scenarios seriously, and adhere to infection control practices.

Updated: 08/08/24

I. POLICY STATEMENT: The Skills Lab and Clinical Learning Center (CLC) provide nursing students with a safe and supportive environment to develop, practice, and refine clinical skills.

II. PROCEDURE:

1. General Guidelines:
   a. Respectful Environment: All students, faculty, and staff are expected to contribute to a respectful, collaborative, and focused learning environment. Disruptive behavior will not be tolerated.
   b. Professional Conduct: Students must adhere to the same professional standards in the Skills Lab/CLC as they would in clinical settings, including maintaining confidentiality, using appropriate language, and treating mannequins and simulation equipment as they would real patients.
   c. Attendance: Attendance at scheduled lab sessions is mandatory. Students are expected to arrive on time and stay for the entire duration of the session. Absences must be reported in advance, and missed sessions may need to be made up according to the lab's policies.
   d. Dress Code: Students must wear appropriate clinical attire, including lab coats, uniforms, and identification badges, as specified by the program's dress code policy. Proper personal hygiene must be always maintained.
2. Lab Usage and Equipment Care:
   a. Equipment Handling: Students must handle all equipment with care and according to the instructions provided. Any damage or malfunction should be reported immediately to the supervising faculty or lab coordinator.
   b. Cleanliness and Organization: Students are responsible for keeping the lab area

clean and organized. All equipment and supplies must be returned to their designated places after use.

c. Food and Drink: Food, beverages, and gum are prohibited in the Skills Lab/CLC to maintain a clean and safe environment. Water in a sealed container may be permitted in designated areas.
d. Manikins:
    i. Do NOT move manikins/parts without the help of lab personnel.
    ii. Do NOT use betadine on manikins (i.e., during the Foley insertion procedure).
    iii. Ask for assistance using SimPad units (VSs, cardiac, respiratory, and bowel assessments).
    iv. Treat each manikin as if it were a real patient. Be respectful of lab equipment. Keep simulators clothed and covered when not performing procedures/skills.

3. Safety Guidelines:
    a. Infection Control: Students must adhere to standard infection control practices, including proper hand hygiene, wearing gloves, and using other personal protective equipment (PPE) as appropriate.
    b. Emergency Procedures: Familiarize yourself with the lab's emergency procedures, including the locations of fire exits, first aid kits, and emergency contact information.
    c. Incident Reporting: Any injury, accident, or safety concern occurring in the Skills Lab/CLC must be reported immediately to the supervising faculty. An incident report may be required.
        i. If there should be a needle stick/sharps or other injury, please inform lab personnel immediately to take appropriate action.
4. Supervision and Support:
    a. Faculty Supervision: All lab activities must be conducted under the supervision of a faculty member or instructional lab aide. Students are encouraged to ask questions and seek clarification as needed.
    b. Open Lab Hours: The Skills Lab/CLC may be available for additional practice during open lab hours. Students are encouraged to use this time to enhance their skills but must still adhere to all lab policies and sign in/out as required.
    c. Lab space, equipment (manikins, simulators, IV pumps), and personnel are limited during high usage times. The highest demand for the use of space and equipment is right after class and the day before check-offs. Access is on a first-come, first-serve basis.
    d. Sharing resources (space & supplies) when practicing may be necessary. Three to four students per bed/manikin is acceptable.

Policy #10: Standards of Student Professional Conduct Policy R4-19-402

Purpose: To outline the standards of behavior expected from all nursing students, both in academic settings and clinical environments. Adherence to these standards is essential for the safety and well-being of patients, the integrity of the nursing profession, and the success of each student.

Responsibilities:

A. Program Director:
   1. Review and approve the professional conduct policy.
   2. Determine and implement appropriate consequences based on the severity of the violation.

B. Nursing Faculty:
   1. Record and monitor student behavior in academic and clinical settings.
   2. Report and investigate any reported or observed policy violations.

C. Student:
   1. Adhere to the professional conduct policy.
   2. Be accountable for actions and demonstrate integrity and respect.
   3. Abstain from using drugs or alcohol during academic and clinical activities.

Updated: 08/08/24, 1/16/25.

I. POLICY STATEMENT: The nursing faculty believes that standards of professional conduct are an inherent part of professional socialization. Therefore, all enrolled nursing program students are to adhere to professional conduct standards. Students are within the boundaries and rules of practice within the Arizona State Board Nurse Practice Act, the ANA Code of Ethics, the YC guidelines for Code of Conduct for students, and the policies and regulations of the healthcare agency where they are assigned clinical placement for learning.

Unprofessional conduct: Examples include but are not limited to academic dishonesty, violations of confidentiality, failure to show respect for clients, significant others, peers, staff, and faculty, and clinical agency policies and procedures.

Violations of the Nurse Practice Act, AZBN, National Student Nurses' Code of Academic and Clinical Conduct; violations of the American Nurse Association (ANA) Code of Ethics Scope and Standards of Practice are grounds for dismissal. Students are to reference the ANA Code of Ethics at ANA Ethics and Human Rights and What is the Code of Ethics?

II. PROCEDURE:

1. Standards of Student Professional Conduct include:
   a. Confidentiality: Respects the privacy of clients and respects privileged information.
   b. Accountability: Is answerable for one's action; answers to self, the client, the profession and the institution.

c. Responsibility: Executes duties associated with the nurse's particular role.
d. Facility/Agency Policies and Procedures: Reads and adheres to the agency policies and procedures.
e. Veracity: truthfulness; adherence to precision, honesty, integrity.
f. Punctuality and Promptness: Is on time for all class, lab, and clinical assignments.
g. Dependability: Is trustworthy and reliable.
h. Respect: Treats others with consideration, courtesy and civility.
i. Professional Appearance: Adheres to established dress code in all clinical and professional activities.
j. Ethical: Adheres to the Code of Ethics for Nurses with Interpretive Statements (What is the Code of Ethics?)
k. Legal: Operates within the standards of care related to the student nurse role.
l. Safety: Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.
m. Civility: Nursing students must be reflective, courteous, respectful, and empathetic to classmates, instructors, and college and clinical staff.
n. Students are expected to display professional behavior on campus, in all clinical experiences.

2. Civility:
   a. Maintaining civility in a nursing program is essential for fostering a positive and productive learning environment. Respectful interactions among students, faculty, and staff enhance collaboration, support, and mutual understanding, which are crucial for effective learning and professional growth.
   b. Civility helps build a culture of trust and professionalism, preparing students to handle the challenges of patient care with empathy and competence. Upholding these standards ensures that the nursing program not only equips students with clinical skills but also instills the values of respect and teamwork necessary for success in the healthcare field.
   c. Angry outbursts, disruptive behavior, and the use of abusive or derogatory language (verbally or in writing) will not be tolerated and may result in removal from the course and/or program.
3. Professional Behaviors in the Classroom/Lab Setting:
   a. **Honesty in academic work is a central element of the learning environment.** All forms of academic dishonesty are prohibited at Yavapai College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to deceive.
   b. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College's Code of Conduct.
   c. Failure to abide by this policy will result in discipline and may include dismissal from the nursing program.

4. Professional Behaviors in the Clinical Setting:
    a. Professional behaviors in a nursing program are fundamental for preparing students to excel in their future careers.
    b. Adhering to standards of professionalism demonstrates a commitment to excellence and respect for patients, peers, and the healthcare system.
    c. These behaviors not only foster a positive learning environment but also model the expectations of the nursing profession, ensuring that graduates are well-equipped to provide compassionate, competent care and contribute positively to their workplace.
    d. By embodying professional behaviors, nursing students lay the foundation for a successful and impactful career.
    e. Clinical Assignments – students are NOT allowed to participate in clinical at a healthcare agency where they are employed or where family members are employed. It is the students' responsibility to select and register for a clinical site that does not violate this expectation, which is grounds for dismissal. It is also the student's responsibility to notify the Clinical Coordinator if there are extenuating circumstances.
    f. Whenever in the nursing student uniform outside of the clinical agency environment (i.e., going to and from the clinical agency). When in uniform, students are readily recognizable as Yavapai College Nursing students; nursing student behavior is reflective of the student, the Yavapai College Nursing Program, and the nursing profession
    g. Clinical Misconduct: Avoiding clinical misconduct is crucial for maintaining integrity and trust in healthcare. Clinical misconduct can compromise patient safety, lead to ineffective or harmful treatments, and erode public confidence in healthcare professionals. Adhering to ethical standards and regulations ensures that patients receive high-quality care based on accurate diagnoses and effective treatments while also upholding the professionalism and accountability of the healthcare system.
    h. Examples of clinical misconduct include:
        - Positive drug testing results for any random or “for cause” drug testing.
        - Performance or negligence, which may cause physical or emotional harm to a client.
        - Failure to immediately report a client care error to the clinical instructor and/or responsible staff nursing personnel.
        - Being under the influence of alcoholic beverages, over-the-counter or prescription drugs that impair judgment, or illegal drugs while in the clinical environment.
        - Fraudulent or untruthful charting in a medical record.
        - Photographing clients or client records at any time.
        - Electronically recording, copying, or transferring patient and/or hospital data, charts, and records.
        - Failure to maintain appropriate behaviors already demonstrated or learned, with consistency, while incorporating new skills and theoretical concepts.
        - Failure to perform patient care safely may lead to immediate removal from clinical assignments with a failing grade at the instructor's discretion.

- Clocking in to be paid by your employer while in clinical in the student role is cause for immediate dismissal from the Nursing Program. This violates the Arizona State Board of Nursing Nurse Practice Act. This activity also violates the Scope of Practice and the State Board of Nursing Advisory Opinion for Pre-Licensure Students in a Professional Nursing Program.
- A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student with a clinical agency or removal from clinical due to behavioral issues.
- A student may be dismissed and receive a failing grade in the course for violating the Standards of Professional Conduct and Student Practice Regulations.
- Failure to follow clinical facilities/agency rules and regulations that apply to the student and clinical education.

5. Standards of Safe Care:
    a. The Nursing Program forbids the practice of invasive skills on any live subject (this would include student to student, student to faculty, student to volunteer, or animals) in any environment outside of the normal clinical agency environment. Environments include lab, simulation, or independent practice time.
        - Invasive procedures include any procedure that penetrates the skin or is inserted into an orifice. Examples include but are not limited to, IV insertion, injections, blood glucose monitoring, insertion of catheters, nasogastric tubes, or the instillation of medications into the eyes, nasal passages, ears, or other body areas.
        - This list is not inclusive, and the Nursing Program Administrator will make the final determination on invasive procedures should questions arise.
    b. Standards of care in nursing are vital for ensuring that patients receive safe, effective, and high-quality care. These standards provide an ethical framework for assessing and delivering care that meets established clinical guidelines and best practices, ensuring consistency and excellence in nursing practice. Adhering to these standards helps prevent errors, improve patient outcomes, and promote a culture of continuous improvement. By upholding rigorous standards of care, nurses demonstrate their commitment to professionalism, safeguard patient well-being, and contribute to the overall efficacy and integrity of the healthcare system.
    c. Examples of unsafe/unethical practices include, but are not limited to:
        - Refusal of an assignment based on the client's race, culture, religious preference, or medical diagnosis.
        - Denies, covers up, or does not report own errors in clinical learning practice.
        - Ignores and/or fails to report unsafe, dishonest, or unethical behavior in others to the instructor.
        - Practices skills that have not yet been assigned/taught or are intended to be checked off prior to independent performance.
        - Demonstrates an inability to make appropriate clinical judgments or decisions.
        - Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty, resulting in miscommunication and/or disruption of the learning and/or patient care environment.

- Violates principles of confidentiality (HIPAA).
- Lack of preparation for clinical learning practice.
- Fails to respect client rights and dignity.
- Solicits, borrows or removes property or money from a client or client's family.
- Assumes client care tasks for which the student does not have the education or competence to perform.
- Removes drugs, supplies, equipment, or medical records from the clinical environment.
- Abandonment: Leaves clinical agency or patient assignment without notification to the clinical instructor and nursing staff on the assigned floor.
- Obtaining, possessing, administering, or using any narcotic, controlled substance, or illegal drug in violation of any federal or state criminal law or in violation of any policy in any health care facility, YC, institution, or in any YC clinical placement facilities.

6. Students determined by the Nursing Program faculty and administration to have violated the standards of professional conduct, civility, professional behaviors, or standards of safe care will be subject to disciplinary action or may be immediately dismissed from the course and/or Nursing Program. The dismissal status is at the discretion of and determined by the Nursing Program Administrator or designee of the Nursing Program.
7. In the case of disciplinary action short of dismissal, the offending student will be expected to follow the professional standards and standards of safe care; any further breach of such standards will result in immediate dismissal from the Nursing Program. Disciplinary sanctions will be imposed as outlined in the Student Code of Conduct.
8. **Circumstances That May Lead to Immediate Dismissal of a Student Due to Uncivil, Inappropriate and Unprofessional Behavior**
    a. Immediate dismissal is defined as immediate student removal by an instructor or faculty member that may lead to dismissal from a nursing course, the Nursing Program, and/or the recording of a failing grade.
    b. Examples of uncivil, inappropriate, and unprofessional behavior which are discouraged include but are not limited to:
        - Habitually interrupting, sidebar conversations, or undermining faculty instruction.
        - Disruptive behavior that disrupts the learning of other students in the classroom, clinical placement environment, nursing skills lab, or simulation lab (i.e., excessive tardiness).
        - Demeaning, belittling, intimidating, bullying, harassing others, or other aggressive behaviors, including Nursing Program staff, instructors, or any nursing team member.
        - Threatening others, including physical threats and intimidation, verbal/nonverbal threats, and implied threats of any harm (physical, emotional, or reputational).
        - Inappropriate displays of temper include but are not limited to tantrums of any sort, throwing objects directly or indirectly toward another person(s).
        - Rumoring, gossiping about, or damaging a classmate, shunning, or marginalizing other students, Yavapai College Nursing Program staff, faculty, curriculum, or assignments, clinical agency, or clinical agency employee's reputation, including but

not limited to any staff person in the clinical agency/facility utilized by the Nursing Program.

- Using inappropriate language of any kind or type.
- Sending emails or posting information online or via social media that is inflammatory in nature and in the tone of the email.
- Yelling or screaming at instructors, peers, clinical agency staff, or any Nursing Program staff, faculty or nursing team member.
- Knowingly withholding information needed by a peer, preceptor, instructor, clinical agency staff, or Nursing Program staff/team member.
- Discounting or ignoring input from instructors or preceptors regarding classroom and/or clinical performance or professional conduct specific to the profession and standards of nursing and expectations of Yavapai College.
- Not sharing credit for collaborative work or not completing an equal share of assigned collaborative and/or small group work.
- Consistently arriving late to class/clinical and/or excessive absences in accordance with attendance policy.
- Lack of attention to instruction or college communications, including not checking, responding to email communication, and/or not turning in course assignments.
- Use of unauthorized technology or unauthorized materials during examinations or completion of assignments.
- Using supplies or breaking equipment without notifying the appropriate staff/faculty or preceptor.
- Inappropriate use or misuse of equipment or electronics, including personal electronic devices.
- Disclosing protected patient information without consent.
- Direct communication with clinical placement agencies to inquire regarding clinical placement processes, decisions, placement denials, or inquiries regarding health requirements or to make direct arrangements for clinical placements.
- Positive drug test or refusing a drug screen for cause.
- Academic dishonesty according to the College Student Code of Conduct: Academic Integrity
- Violating clinical agency rules, regulations, and instructions received by faculty or clinical agency representatives.
- Any other student behavior that the Nursing Program Administrator deems uncivil, inappropriate, and unprofessional.

Reference: Clark, C, & Springer, P. 2010. Journal of Nursing Education doi: 10.3928/01484834-20100224-01 Incivility

9. If students observe such behaviors identified above in others that appear to violate these standards, the student has the responsibility to report these behaviors or actions to the instructor and or the Nursing Program Administrator.

Policy #11: Step Improvement Plan Policy

Purpose: To ensure that struggling students receive the necessary support and guidance to improve while also maintaining the standards of the nursing program.

Responsibilities:

A. Program Director:
   1. Review and approve the step improvement plan policy.
B. Nursing Faculty:
   1. Record and monitor student performance in academic and clinical settings.
C. Student:
   1. Adhere to the professional conduct policy.
   2. Be actively engaged in their learning.
   3. Communicate any difficulties or concerns early.

Updated: 08/08/24

I. POLICY STATEMENT: The **Step Improvement Plan (Appendix H)** is designed to provide nursing students with structured support and guidance to address areas of concern in their academic or clinical performance. The Step Improvement Plan aims to help students improve their skills, meet program expectations, and successfully continue their education.

II. PROCEDURE:

1. Nursing is a profession where lives depend on the nurse's behaviors and actions; nurses are accountable for their actions. To ensure that the student nurse is learning/practicing to the best of his/her ability, and demonstrating accountability, the faculty will continually evaluate each student's performance.
2. The Step Improvement Plan is progressive and continuous through each semester of the program. For example, A Step One in any semester can progress to a Step Two for additional deficiencies in a subsequent semester.
3. When an area in theory/lab/clinical is identified by an instructor where there is a need for student improvement, the instructor will meet with the student to verbally identify and discuss the problem area(s). Together, they will discuss and document a plan for correcting deficiencies (**Verbal Warning**).
4. If the student demonstrates little or no improvement, the student and the instructor will meet to develop and sign an Improvement Plan for correcting deficiencies (**Step One**).
5. When a **Step One** Improvement Plan is implemented, it is recommended the plan include:
   a. Statement of deficiency/deficiencies with reference to the Nursing Program Student Handbook
   b. Faculty Recommendations, Plan, and Due Date for Student Remediation, Improvement, and Success
   c. Student Plan for Success/Comments
   d. Consequences if No Improvement and/or Correction of Deficiencies in Student Performance

    e. Signature of both Student and Instructor
    f. Signature of the Nursing Program Administrator
6. The student begins working on the Step Improvement Plan with ongoing support and monitoring from faculty. Regular check-ins are scheduled to discuss progress, address challenges, and adjust the plan if necessary.
7. If the deficiencies are not corrected or further deficiencies arise, a **Step Two** Improvement Plan will be initiated with steps to improve.
8. When a **Step Two** Improvement Plan is implemented, it is recommended the plan include:
    a. Statement of deficiency/deficiencies with reference to the Nursing Program Student Handbook
    b. Faculty Recommendations, Plan and Due Date for Student Remediation, Improvement and Success
    c. Student Plan for Success/Comments
    d. Consequences if No Improvement and/or Correction of Deficiencies in Student Performance
    e. Signature of both Student and Instructor
    f. Signature of the Nursing Program Administrator
9. For violation of the **Step 2** I**mprovement Plan**, a **Step 3 Letter of Formal Dismissal by the Nursing Program Administrator** will be immediately put into effect. A formal meeting will occur with the student, faculty/instructor and Nursing Program Administrator.
10. **The Step Improvement Plan (Appendix H) carries over from one semester to the next throughout the Program. Please see the back of the Nursing Program Student Handbook for the Step Improvement Plan Form.**

Policy #12-A: Substance Use and Screening for Use of Alcohol, Marijuana, and Drugs Policy

Purpose: To ensure the safety, well-being, and professionalism of both students and the patients they may care for during clinical rotations.

Responsibilities:

A. Program Director:
   1. Review and approve the policy.
B. Nursing Faculty:
   1. Record and monitor for safe behaviors in the classroom and clinical settings.
C. Student:
   1. Adhere to the policy.

Updated: 08/08/24, 05/12/26, 07/13/26.

I. **POLICY STATEMENT**: **This policy helps to maintain a drug-free environment, promote responsible behavior, and ensure that nursing students are fit to perform their duties effectively and safely. It also upholds the ethical and legal standards of the nursing profession, fostering trust and accountability within the healthcare community.**

II. **PROCEDURE**:

1. Substances Tested: The screening may test for, but is limited to:
   a. Alcohol
   b. Illegal drugs (e.g. cocaine, heroin, methamphetamines)
   c. Prescription drugs taken without a valid prescription
   d. Marijuana (including THC)

2. Medical Marijuana:
   a. Yavapai College prohibits the possession and use of marijuana on all campuses and in all off- campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108 which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.
   b. Yavapai College receives federal funds through grants and financial aid. Yavapai College continues to enforce current policies regarding controlled substances and any student or employee who violates College policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational internships - will be subject to disciplinary action and criminal prosecution.
   c. Urine drug screens are required of students prior to attending nursing courses. Medical marijuana, or its metabolite, is not an accepted substance in urine drug

screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening.

3. Drug Screening:
    a. All students are required to submit to a random urine drug screen as a condition of enrollment in the Nursing Program. Once students are accepted into the program, they will receive instructions to go to a lab where they will pay and submit a urine specimen.
    b. Private health insurance does not pay for this screening. The lab will provide the student with a receipt.
    c. Students should not take a prescription to the lab to be evaluated but will need to provide a list of prescription drugs they are currently taking to Castle Branch upon request.
    d. If the student has a dilute negative or dilute positive test, the student must notify the YC Nursing Department. A retest will be required at the student's expense for any dilute specimen, regardless of result.
    e. Only students testing negative drug screens can remain enrolled in nursing courses.
    f. Students testing positive for illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical environments will not be permitted to attend nursing courses. All positive results except cotinine (nicotine), and alcohol, resulting in dismissal are reported to the Arizona State Board of Nursing.
    g. Students will not be allowed to use previous drug screens requested by any person or agency outside of Yavapai College Nursing Program requirements.
    h. 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.
    i. "For cause" testing will be done at the discretion of the Nursing Program Administrator.

Policy #12-B: Drug Screening "For Cause" Testing Policy

Purpose: To ensure the safety, well-being, and professionalism of both students and the patients they may care for during clinical rotations. It ensures that nursing students are capable of performing their duties without impairment, thereby upholding the integrity of the nursing profession and the safety of clinical settings.

Responsibilities:

A. Program Director:
   1. Review and approve the policy.
B. Nursing Faculty:
   1. Record and monitor for safe behaviors in the classroom and clinical settings.
C. Student:
   1. Adhere to the policy.

Updated: 08/08/24.

I. POLICY STATEMENT: This policy refers to the use/misuse of, or being under the influence of, alcoholic beverages, illegal drugs, or drugs that impair judgment while on duty in any healthcare facility, school, institution, or other work location as a representative of the Nursing Program.

II. PROCEDURE:

1. When a faculty/clinical instructor perceives the odor of alcohol or marijuana or observes behaviors such as but not limited to, slurred speech, unsteady gait, or confusion, extreme fatigue or lethargy, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:
   a. The instructor will immediately remove the student from the patient care or assigned work area and notify the Nursing Program Administrator or designee.
   b. Upon the student's verbal consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility contracted by Yavapai College. If the student refuses transportation, the student should be informed that security/law enforcement may be notified.
   c. The student is to have a picture ID in his/her possession.
   d. After testing, the student is to call for transportation service.
   e. If the student admits to alcohol or drug use, he/she will still require drug screening.
   f. The student is responsible for all costs associated with the for-cause drug screening test.
   g. If the test results (s) are negative for alcohol, illegal substances, or non-prescribed legal substances, the student shall meet with the Nursing Program Administrator to discuss the behavior's circumstances.
   h. If the indicator was the odor of alcohol, the student will be mandated to discontinue using whatever may have caused the alcohol-like odor before being allowed to return to the clinical or classroom environment.

i. 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.
j. Based on the information provided and further medical evaluations if warranted, the Nursing Program Administrator will make a decision regarding the student returning to the clinical environment.
k. If the results of the test(s) are positive for alcohol, illegal substances, or for non-prescribed legal substances, the Nursing Program Administrator will withdraw the student from all nursing courses. The results of the positive screening test except for alcohol or nicotine will be reported to the State Board of Nursing.

2. If a student refuses "For Cause" Testing:
    a. The student will be removed from the clinical environment by the instructor or clinical agency representative pending a full investigation.
    b. The instructor will contact the transportation service recommended by Yavapai College to request that the student be transported home. If the student refuses transportation, the student should be informed that security/law enforcement may be notified.
    c. Failure to comply with any aspect of this policy will result in withdrawal from the program.

3. Readmission Guidelines Related to Positive "For Cause" Testing
    a. Students seeking readmission who were withdrawn from nursing courses for reasons related to positive "for cause" testing or refusal of "for cause" testing will be required to submit a letter requesting readmission to the Nursing Program Administrator which includes:
    b. Documentation from a therapist with experience in addiction behaviors indicating status and/or documented rehabilitation related to the alcohol/drug abuse.
    c. Include documentation of compliance in a treatment program if identified as required by the therapist.
    d. Repeat a random urine drug screen for alcohol/drugs as instructed prior to readmission and may be subject to random drug screening at the student's expense during the program of study.
    e. If a student, after being re-admitted to the Nursing Program, has positive results on an alcohol/drug screen, the student will be permanently dismissed from the Yavapai College Nursing Program and notification will be sent to the State Board of Nursing.

4. No Right to Appeal
    a. The Nursing Program Drug Testing Policies and Procedures are not eligible for appeal.

APPENDICES

APPENDIX A – Loma Linda Exam Analysis Procedure

LOMA LINDA UNIVERSITY SCHOOL OF NURSING - LEARNING ASSISTANCE PROGRAM
The Exam Analysis Procedure

The following steps make up the exam analysis procedure:

1. The student and instructor/learning facilitator become aware that the student has a problem taking exams.
2. The student requests an exam analysis.
3. The student and instructor/learning facilitator doing the analysis discuss the LAP Summary of Exam techniques.
4. The student and instructor/learning facilitator review each question the student missed on the exam. The student uses the exam techniques to answer these questions. (The student does not look at his former answer or at the correct answer on the answer key).
5. The student and instructor/learning facilitator identify the main category and specific problem or contributing factor for why the student missed each question.
6. The instructor/learning facilitator records why each item was missed on the exam analysis worksheet.
7. The instructor/learning facilitator totals the number of items missed and the percentages for each specific problem and each main category.
8. Suggested interventions are developed with input from the student and recorded on the Suggestions to Improve Exam Performance checklist.
9. A copy of the exam analysis is given to the student, and another is retained in the student's record.
10. Follow-up appointments (or referrals) are made for help with exam skills, tutoring, counseling, and evaluation of progress.

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Associate Professor
Learning Resources Director
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Loma Linda University
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LOMA LINDA UNIVERSITY SCHOOL OF NURSING - LEARNING ASSISTANCE PROGRAM

SUMMARY OF EXAM TECHNIQUES FOR MULTIPLE-CHOICE QUESTIONS

A. Be Sure You Know What the Question is Asking
   - ♦ Read the question carefully.
   - ♦ Underline important words.
   - ♦ Try to answer the questions yourself before you look at the answer options.
   - ♦ Create a pool of possible answers (jot down keyword (s) for each)

B. Consider Each Option Carefully
   - ♦ Compare answer options given on the exam with your own pool of possible answers.
   - ♦ Re-read the question carefully.
   - ♦ Read the answer options carefully, underlining keywords.
   - ♦ Mark each answer option as either true, false, T?, F?, or ?.

C. Use Your Knowledge When Choosing the Best Answer
   - ♦ Choose your answer based on what you have learned in the course. Example: Choose the answer marked true above one marked?
   - ♦ Do not choose an answer just because "it sounds good" if you have not heard of it before (in a lecture or textbook)—it may be a cleverly worded distractor.

D. Use Your Time Wisely
   - ♦ Do not spend too long on any one question.
   - ♦ Read the question and answer options carefully (twice if necessary).
   - ♦ If you are not sure which choice is correct, guess and mark the question number so you can come back to it if you have time.
   - ♦ Do not be in a hurry to leave. Check your paper to be sure you have answered all questions.
   - ♦ Check carefully for clerical errors (marking wrong answer by mistake).
   - ♦ Read each stem with the answer you have marked to be sure it makes sense.

E. If You Do Not Understand The Question or Answer Option Ask For Help
   - ♦ Ask the instructor to clarify what is not clear.
   - ♦ Ask the instructor to "restate" a confusing question or option.

F. Do Not Change Your Answers
   - ♦ The only time you should change an answer is when you know why the first answer is wrong and/or why the second answer is right.
   - ♦ Never change an answer just because you feel uncertain.

LOMA LINDA UNIVERSITY SCHOOL OF NURSING
LEARNING ASSISTANCE PROGRAM - OBJECTIVE EXAM ANALYSIS WORKSHEET

Student_____ Course _____ Exam _____
Grade _____ Date _____

	LACK OF KNOWLEDGE					ENGLISH SKILLS				EXAM ANXIETY				EXAM SKILLS							OTHER (SPECIFY	ANALYSIS RESULTS
Test item missed	Reading/textbook	Inadequate notes	Application of knowledge	Poor retention	Other	Reading comprehension	Reading speed	Vocabulary	Other _____	Decreased concentration	Mental block	Forgot to use exam techniques	Other	Did not focus on what the question asking	Failed to consider options carefully As T, F, ?, T?, or F?,)	Poor use of time	Changed answer	Carelessness/clerical errors	Did not write own answer first	Other	Other _____	
Items																						
%																						
% Total																						

Suggestions to Improve Exam Performance

Name: _____ Date: _____ Class: _____

Priority # _____ Lack of Knowledge of Subject Matter

_____ 1. Use study guide/objectives/specific class guidelines to identify important content while reading textbook.
_____ 2. Write out key points from #1 and use them for later review.
_____ 3. Take careful notes during class.
_____ 4. As soon as possible after class and at the end of each week, review #2 and #3 from above
_____ 5. Participate in study groups each week.
_____ 6. Use NCLEX-RN review books to review important content and to practice application on review questions.
_____ 7. Predict exam questions. Use these for group review.
_____ 8. Schedule time to review each lecture carefully before each exam.
_____ 9. Note weak areas such as pathophysiology, medication side effects, lab values, etc.
_____10. Other: _____

Priority # _____ Exam-taking skills

_____ 1. Read each question carefully and underline or circle keywords.
_____ 2. Give your own answer (write down a few words BEFORE looking at the choices given on the exam).
_____ 3. Mark each answer choice as T, F, ?, ?T, or ?F.
_____ 4. Choose the best answer based on what you learned in this class.
_____ 5. Don't change an answer unless you know why the first answer is wrong. (Never change an answer just because you feel uncertain).
_____ 6. Practice application of knowledge using case studies and NCLEX-RN review questions.
_____ 7. Other: _____

Priority # _____ English Language/Vocabulary

_____ 1. Look up vocabulary terms/new words identified in the reading assignments, lectures, study groups, etc.
_____ 2. Write out the meanings of these words, note pronunciation, and use them in a sentence, make flash cards, or write them in a notebook.
_____ 3. Drill on these words several times each week.
_____ 4. If you don't understand an exam question or answer choice, ask the instructor for clarification.
_____ 5. Other: _____

Priority # _____ Exam Anxiety

_____ 1. Over-prepare for exams so that you feel confident about your knowledge.
_____ 2. Use recommended exam skills on every question. This helps you think logically.
_____ 3. Use positive self-talk- i.e. "I know these concepts", "I am going to do well on this exam".
_____ 4. Don't spend too long on a difficult question. This lowers your confidence and increases anxiety. Read it carefully 2xs, guess and move on to easier questions. Come back later if you have time.
_____ 5. Pray that God will help you feel calm, remember what you have learned, and apply knowledge and exam skills.
_____ 6. Practice relaxation techniques (deep breathing, etc.) so you can use them p.r.n.
_____ 7. Other: _____

Priority # _____ Other (Please Specify Below):

APPENDIX B – Student Success Self-Reflection

Reflection on Exam Preparation

1. Study Habits:
    a. How did I study for the exam? (methods, materials, group, solo).
    b. How many hours did I spend preparing for the exam?
    c. Which study strategies worked the best? What didn't work?
2. Time Management:
    a. When did I start studying for this exam? Well in advance or closer to the exam date?
    b. Were there any distractions or challenges that affected my study time?
3. Resources Used:
    a. Did I use my available resources to prepare? (textbooks, NurseThink, practice questions, instructor office hours, peer tutoring, study groups)?
    b. Which resources were the most helpful? Which were underutilized?

Reflection on Exam Performance

1. Question Analysis:
    a. Which types of questions did I find most challenging? (e.g., multiple choice, application-based, clinical scenarios)
    b. Were there any topics or concepts that I found particularly difficult?
2. Exam Strategies:
    a. Did I manage my time effectively during the exam? If not, what challenges did I face?
    b. Did I review my answers or change any responses? How did this affect my performance?
3. Overall Performance:
    a. How did my performance compare to my expectations? (e.g., better, worse, about the same)
    b. What am I feeling about my overall performance and why?

Identification of Areas for Improvement

1. Study Habits:
    a. What changes can I make to my study habits to improve future performance?
2. Resource Utilization:
    a. How can I better utilize available resources in my preparation?
3. Exam Strategies:
    a. What strategies can I implement to improve my time management and approach to answering questions?
4. Content Mastery:
    a. What specific content areas or concepts do I need to focus on for improvement?

Action Plan for Improvement

1. Goal Setting:
   a. I need to set specific, measurable goals for my next exam. (e.g., "I will review cardiovascular content 3 times per week," "I will use 5 practice exams to improve my test-taking skills.")
2. Strategies for Success:
   a. These are the steps I will take to achieve my goals. (e.g., "Schedule study sessions in advance," "Attend tutoring sessions for difficult topics," "Use NurseThink daily for 30 minutes.")
3. Support System:
   a. Identify resources or individuals who can support me in my plan. (e.g., instructors, study groups, academic advisors)

Reflection and Follow Up

1. Personal Commitment:
   a. How committed am I to making the necessary changes? What are my motivations to improve?
2. Timeline:
   a. When will I review this plan and assess my progress? (e.g., "I will review my progress one week before the next exam.")

Adapted from: OpenAI, 2024. Retrieved on August 10th. https://www.openai.com

Appendix C: Inquiry & Concern Forms

APPENDIX C – 1 - EXAM INQUIRY FORM

STUDENT COPY: YAVAPAI COLLEGE NURSING PROGRAM

Submit one Exam Inquiry Form per question with appropriate rationale and references. Please submit this form to your course instructor via email. You will receive a response within 5 business days.

Name: _____ Course: _____

Exam: _____ Date: _____ Question # (if known) _____

Rationale as to why the keyed answer is not correct.

Reference: Cite two published references (within 3-5 years) in APA formatting (include page number) that support why the keyed answer is incorrect:

What I believe to be the correct answer (provide the rationale for the answer):

(Caputi & Engelmann, 2008)

APPENDIX C – 2 – Nursing ADN Student Concern Form

This form is to be used by ADN nursing students and faculty to document the occurrence of a student concern or complaint related to instruction, classroom environment, supplies, faculty interaction, or other topics. The form ensures a timely, professional, and documented resolution of the student concerns.

Please access the online form at the following link: Nursing ADN Student Concern Form

APPENDIX D – Dosage Calculation Remediation Procedure with Written Warning and Step 2 Improvement Plan

Student: _____ Semester: _____ Date: _____

The student will have three (3) attempts to meet the passing standard of 95%.

Section A: First Unsuccessful Attempt – This Form is your Written Warning

If the first attempt is unsuccessful, the student will provide documentation of remediation in dosage calculation before taking the second attempt. Students can self-remediate, utilize peers or tutors in the Testing Center, or seek an instructor's assistance, etc. With this warning, the student has been informed that any further deficiencies in this behavior will result in implementing a Step Improvement Plan directly to Step 2.

Identify math concepts that need to be remediated: _____

_____

_____

Remediation Completed: Indicate the form of remediation, time spent, and date(s):

_____

_____

_____

Student's Signature: _____ Faculty Signature: _____

Comments: _____

**This form must be completed and signed PRIOR to scheduling your second attempt.

Section B: Second Unsuccessful Attempt

After the second unsuccessful test, the student will be placed on Step 2 of the Student Improvement Plan according to the process stated in the Student Handbook. **Students must remediate with a designated, qualified nursing faculty before their third attempt.**

Identify area(s) of concern/deficiency and math concepts that need to be remediated:

_____

_____

_____

Linked Core Abilities for Step 2 Improvement Plan with Student Handbook page references:

Program Outcome: Safety (page 7) – "Integrate strategies to minimize the risk of harm to patients and providers through both system effectiveness and individual performance".

Technical Standards: Functional Abilities (page 36-37) – Intellectual/Conceptual/Quantitative Abilities. "Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis".

Medication Administration Guidelines (page 47) – All students are required and must "demonstrate competency in calculating medication dosages prior to administering medications".

Faculty Recommendation and Plan for Student Success: Remediation Assigned

Check box to assign	The student will complete the required remediation as assigned	Due Date
	Make an appointment with the instructor for a 1:1 meeting during office hours to review test-taking and dosage calculation strategies	
	Complete dosage calculation worksheets for remediation or assigned Canvas remediation (Faculty to specify)	
	Complete NurseThink remediation: (Faculty to specify)	
	Utilize Learning Center resources for math and dosage calculation tutoring	
	Other:	

Student Comments:

_____

_____

_____

Remediation Completed: Indicate the form of remediation, time spent, and date(s):

_____

_____

_____

*****This form must be completed and signed PRIOR to scheduling your third attempt.***

Student's Signature: _____ **Faculty Signature:** _____

Nursing Program Director Signature: _____

Section C: Third Unsuccessful Attempt

If the student does not pass the Drug Calculation test with a score of 95% on the third attempt, they will be removed from the course. See the student handbook for the readmission process.

Check box for reason	Reason for Course Failure
	A passing grade (95%) must be achieved on dosage calculation competency. Failure to successfully complete the dosage calculation competency after 3 attempts will be administratively withdrawn from the nursing course.
	Failure to complete required remediation: *Unsuccessful remediation of the concern identified in the Student Progress Memo will result in a course grade of F.*

Student's Signature: _____ **Faculty Signature:** _____

Nursing Program Director Signature: _____

☐Original to be placed in student's folder

☐Copy to the student

Appendix E – References to Policy #3 –

Arizona Board of Nursing. (2021.). Advisory Opinion: Testing guidelines for pre-licensure nursing programs.

Billings, D. M. and Halstead, J. A. (2016). *Teaching in nursing (5th ed.).* St. Louis, MO: Elsevier.

Caputi, L. and Engelmann, L. (2008). *Teaching nursing. Volume 4: The art and science*. Glen Ellyn, IL: College of DuPage.

Goc, R. (2020, Dec 15). Q&A on collaborative or two-stage exams. **https://canvaspost.northwestern.edu/author/reg2068/**

MacDonald, M.E. (2018). *The nurse educator's guide to assessing learning outcomes (*4th ed.*)*. Burlington, MA: Jones and Bartlett Publishing

Marlow, S. H. (2018, April 20). The use of collaborative testing to promote nursing student team decision making and success [Poster]. Nursing Education Research Conference, Washington, DC. **https://stti.confex.com/stti/nerc18/webprogram/Paper88801.html**

Morales, K. (2019, January 8). Collaborative exams to promote learning through teamwork and collaboration. **https://qsen.org/collaborative-exams-to-promote-learning-through-teamwork-and-collaboration/**.

Morrison, S., Nibert, A., and Flick, J. (2006). *Critical thinking and test item writing, (*2nd ed.*).* Houston, TX: Health Education Systems, Inc.

Mullen, K. (2018, Nov). Implementing collaborative testing with exam wrappers to improve metacognition [Poster]. **https://sigma.nursingrepository.org/bitstream/handle/10755/20801/Mullen_Poster.pdf?sequence=1.**

Rivaz, M., Momennasab, M., Shokrollahi, P. (2015). Effect of collaborative testing on learning and retention of course content in nursing students. *Journal of Advances in Medical Education and Professionalism 3 (4) 178-182.*

Rogers, S., Gaffney, T. A., Caulfield, E. (2021). Nursing student perception and performance with collaborative testing*. Journal of Nursing Education and Practice* 11 (5). DOI: 10.5430/jnep.v11n5p54. URL: https://doi.org/10.5430/jnep.v11n5p54.

Original: 12/04/2017
Revision: 12/12/2018; 08/03/2021; 01/10/2022; 08/01/2022, 03/01/2024, 04/05/2024, 05/20/2025, 12/15/2025

Appendix F – READMISSION STRATEGIES FOR SUCCESS

STUDENT COPY: YAVAPAI COLLEGE NURSING PROGRAM

Name:_____ Y#:_____

Course(s) applying for:_____

Semester applying for (i.e. spring 27 or fall 27) :_____

Last semester attended (i.e. spring 26 or fall 26):_____

Why do you think you were not successful in the previous semester:

Strategies for Success (Include 2):

#1.

#2.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Appendix G - Readmission Agreement and Acceptance

STUDENT COPY: YAVAPAI COLLEGE NURSING PROGRAM

READMISSION AGREEMENT AND ACCEPTANCE

I understand that I can only fail or withdraw from one course in the four semesters of the nursing program and still be eligible for readmission. Upon any second failure or withdrawal from any course in the four semesters of the nursing program, I understand that I am no longer eligible for readmission. An attempt is defined as ***any enrollment*** in the course even if I, the student, self-withdraw or I am administratively withdrawn prior to course completion. I understand that this is my second and final enrollment in this course and no additional enrollment in this course will be allowed or offered, regardless of the final course outcome.

I am enrolling for the following course(s):_____.

I understand that I will not be given another opportunity to continue in the program without a successful completion grade of "C" or above regarding this course enrollment.

I also understand that I am required to complete a nursing skills refresher check-off before I can start my next clinical course and will schedule an appointment with the Clinical Coordinator or Simulation Coordinator.

Printed Name: _____

Signature: _____

Date: _____

Accepted:_____

APPENDIX H – STEP IMPROVEMENT PLAN

Step Improvement Contract

Student Name: _____ **Date:** _____
Course: NSG _____

Step 1 Plan

Identified Deficiency(ies)

Please mark the identified deficiency(ies) in student performance below. These will follow Nursing Student Policies and Yavapai College Student Policies:

- **Attendance:** Refer to *Nursing Student Handbook Policy 2: Attendance Policy*
- **Academic Integrity:** Refer to *Nursing Student Handbook, Page 15*
    - Policy #3: Exam Administration and Remediation Policy
    - Policy #5: Late Assignment Policy
    - Policy #7: Readmission Policy
- **Professional Conduct:** Refer to *Nursing Student Handbook Policy #10: Standards of Student Professional Conduct; Page 17: Civility Policy*
- **Medication Administration:** Refer to *Nursing Student Handbook Technical Standards, Page 29*
    - Policy #6: Medication Administration Policy
    - Exam Administration and Remediation Policy
- **Other (please specify relevant policy or course requirement):**
  _____

Description of Deficiency(ies)

Describe the deficiency(ies) in detail, including specific incidents, dates, and relevant evidence:

Faculty Recommendations, Remediation Plan, and Strategies for Student Success

---

Due Date for Student Remediation: _____
Student's Self-Directed Plan for Success

Possible Consequences

If the student does not successfully complete the plan or show improvement, the following consequences may occur:

The strategies detailed above must be completed by the required due date. Correction of deficiencies must be consistently maintained throughout the remainder of the nursing program.
Failure to meet remedial strategies will result in a **Step 2 Contract** and a course grade of **F**.

Acknowledgment and Agreement

Distribution of this Step Improvement Plan indicates that the student has received it and agrees to complete the required remediation plan by the due date.

Faculty Name (Print): _____ Student Name (Print): _____

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

Step 2 Contract

Description of Continued Deficiency(ies)

Provide details on continued deficiency(ies) and the reason for implementing a Step 2 contract. Include specific incidents and dates where applicable:

Faculty Recommendations, Remediation Plan, and Strategies for Student Success

---

Due Date for Student Remediation: _____

Student's Self-Directed Plan for Success

Acknowledgment of Consequences

By signing below, I acknowledge that failure to meet the remedial strategies outlined in this Step 2 contract will result in Step 3 consequences, including possible dismissal from the nursing program.

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

Director of Nursing Signature: _____ Date: _____

Step 3 – Dismissal

Description of Continued Deficiency(ies)

Detail continued deficiency(ies), missed remediation deadlines, or repeated conduct concerns:

Action Taken

Due to continued deficiencies in performance, the following action(s) will be implemented:

- Immediate dismissal from **_____** (currently enrolled nursing course(s)) with a grade of F.
- Immediate dismissal from the **Yavapai College Nursing Program**.

Faculty Signature: _____ Date: _____
Student Signature: _____ Date: _____
Director of Nursing Signature: _____ Date: _____

Distribution

- Original to be placed in student's file
- Copy provided to the student

Note: Distribution of this Step Improvement Plan to the student indicates that the student has received it and will complete the required remediation plan by the due date.

Appendix I: Signature Pages

Appendix I – 1: Confidentiality Agreement

STUDENT COPY: YAVAPAI COLLEGE NURSING PROGRAM

Faculty/Staff/Student Confidentiality Agreement -

For Yavapai College Nursing Program Clinical Training

Name (Print):_____ Check One: □ Student □ Staff □ Faculty

Health Care Program: _____

The discussions, uses, and disclosures in this agreement address any written, verbal, or electronic communication.

I understand that I am never to discuss or review any information regarding a patient at a clinical agency unless the discussion or review is part of my assignment to the agency. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical agency 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 environment, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the healthcare staff of the clinical agency.

I understand that I may not remove any record from the clinical agency without the written authorization of the agency. 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:

- Name
- Geographical subdivisions smaller than a state
- Dates of birth, admission, discharge, death
- Telephone 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
- Any other potentially identifiable information

Additionally, I acknowledge that any patient information, whether it excludes some or all of those identifiers, may only be used or disclosed for healthcare training and educational purposes at Yavapai College and must otherwise remain confidential.

I understand that I must promptly report any violation of the clinical agency's privacy policies and procedures, applicable law, or this confidentiality agreement, by me or a Yavapai College student or faculty member to the appropriate Yavapai College clinical coordinator or Nursing Program Administrator.

Finally, I understand that, if I violate the privacy policies and procedures of the clinical agency, applicable law, or this agreement, I will be subject to disciplinary action.

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

_____ _____

Signature of Program Participant Date

Appendix I – 2: Release of Student Information

STUDENT COPY: YAVAPAI COLLEGE NURSING PROGRAM

Program Release of Student Information

(Print Name)

I give permission for the Yavapai College nursing faculty and/or the Yavapai College Nursing Program administration to share my personal information, including name, social security number, date of birth, and documentation of the health and safety requirements of the Nursing Program, including immunization records, titer results and verification of a TB disease state to health care agencies to which the student is or may be assigned.

I understand that my personal identifying information may be shared with healthcare agencies that need this information to enter me in their security system, in their computer system, and in their medication administration system, and/or verify a student meets the agency's acceptable health standards.

_____ _____

Signature of Program Participant Date

Appendix I – 3: Release of Liability

STUDENT COPY: YAVAPAI COLLEGE NURSING PROGRAM

VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY

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

Yavapai College is a non-profit educational institution. References to Yavapai College include its officers, officials, employees, volunteers, students, agents, and assigns.

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

RISKS INVOLVED IN PROGRAM: Student understands that the clinical training environment for this Program, in which Student is enrolled through Yavapai College, contains exposures to risks inherent to activities of the Program such as, but not limited to, bodily injury, communicable and infectious diseases, and property damage.

HEALTH AND SAFETY: Student has been advised to consult with a medical doctor regarding Student's personal medical needs and immunizations. Student states that there is no health-related reasons or problems that preclude or restrict Student's participation in this Program. Student recognizes that Yavapai College is not obligated to attend to any of my medical or medication needs, and Student assumes all risk and responsibility, therefore. In case of a medical emergency occurring during Student's participation in this Program, Student authorizes, in advance, a representative of Yavapai College to secure whatever treatment is necessary, including the administration of anesthetic and surgery. Yavapai College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding Student's health and safety. Student agrees to pay all expenses relating thereto and releases Yavapai College 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, Student hereby knowingly assumes all risks inherent in this activity and connected activities. Student agrees to release, indemnify, and defend Yavapai College and their officials, officers, employees, agents, and volunteers from and against any and all claims, of whatsoever kind or nature, which Student, Student's parents or legal guardian or any other person may have for any losses, damages or injuries arising out of, or in connection with, Student's participation in this Program.

IMMUNIZATIONS: Student has been advised and is aware that Yavapai College does not currently require certain immunizations for admission to Yavapai College. However, such immunizations may be required by a clinical agency with which Yavapai College has an affiliation.

Yavapai College has no control over a clinical agency's health standards for students in the clinical program.

Student has been advised and acknowledges that Yavapai College may occasionally or completely be unable to place Student in a clinical affiliation program if those programs require a student to be immunized against certain illnesses and Student has not received immunization for those illnesses. Student has further been advised and understands that Yavapai College has no duty to seek out additional clinical affiliations to accommodate a student's immunization history or decisions.

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

_____ _____

Signature of Program Participant Date

Appendix I – 4: Handbook Statement

STUDENT COPY: YAVAPAI COLLEGE NURSING PROGRAM

HANDBOOK STATEMENT

I, _____, acknowledge receipt of the 2026-2027 Nursing Program Student Handbook. I am fully aware of the implications of its contents for the completion of my goals in the Nursing Program and agree to follow and comply with its provisions at all times during my enrollment in the Yavapai College Nursing Program.

I further understand that I am supplied with an electronic copy of the Nursing Student Handbook as I enter the program and that the Handbook can be revised at any time and that the handbook is not a contract. For the duration of my attendance in the program, I agree that it is my responsibility to check each semester for an updated electronic copy, become knowledgeable of any and all changes made to it and agree to follow and comply with any subsequent and more current version while I am a Yavapai College Nursing student. I can obtain and review a digital copy at any time on the Yavapai College Nursing Program website www.yc.edu/nursing.

_____ _____

Signature of Program Participant Date

Appendix I – 5: Confidentiality Agreement/Consent to Video

STUDENT COPY: YAVAPAI COLLEGE NURSING PROGRAM

CONFIDENTIALITY AGREEMENT/CONSENT TO VIDEO

ACADEMIC CONFIDENTIALITY AGREEMENT:

I understand that activities that take place in the Clinical Learning Centers (check-offs, simulations, etc.) are provided to nursing students as a clinical learning experiences and that the information collected and learned about each activity should remain confidential. I, therefore, agree to keep confidential all details regarding any Clinical Learning Center activity I participate in *while in the nursing program*.

Violation of this Confidentiality Agreement is a violation of the professional behavior of trustworthiness (Nursing Program Student Handbook) and will result in consequences up to dismissal from the program.

_____ _____

Signature of Program Participant Date

CONSENT TO VIDEO:

I understand that I may be video recorded during the nursing program as part of my Clinical Learning Center experiences, particularly patient simulation scenarios. I authorize the nursing faculty/clinical educators to video record me during my education at Yavapai College Nursing Program for educational purposes. I further authorize the YC staff to use the video recordings for purposes including, but not limited to: simulation debriefing, faculty review, educational, research, publicity, etc.

_____ _____

Signature of Program Participant Date

Appendix J – Handbook Acknowledgment and Signature Pages

STUDENT COPY: YAVAPAI COLLEGE NURSING PROGRAM
HANDBOOK STATEMENT AND ADDITIONAL ACKNOWLEDGMENTS.

Initial and sign below:

___ I have been provided an electronic copy of the **2026-2027 Nursing Program Student Handbook** (www.yc.edu/nursing). I am fully aware of the implications of its contents and agree to always comply with its provisions during my enrollment in the Yavapai College Nursing Program. (Appendix I-4 – **Handbook Statement**)

_____ I give permission for the Yavapai College nursing program/faculty/staff to share my personal information; including name, social security number, date of birth, and documentation of health and safety requirements to health care agencies to which the student may be assigned. (Appendix I-2 – **Release of Student Information**)

_____ I freely choose to participate in the nursing program at Yavapai College. I understand there are inherent risks in the Nursing Program and agree to the conditions outline in the relevant sections of the Nursing Student Handbook (Appendix I-3 – **Release of Liability**)

_____ I understand that I am never to discuss or review any information regarding a patient at a clinical agency unless the discussion or review is part of my assignment to the agency. I agree to follow agency policies regarding HIPAA and I am not authorized to remove any patient information from the clinical site. (Appendix I-1 – **Confidentiality Agreement**)

_____ I acknowledge that activities in Simulation and Skills lab should remain confidential. I understand that I may be recorded during the nursing program as part of my learning experiences. I authorize YC Nursing Program to videotape me and use the recordings for the purposes of simulation debriefing, faculty review, educational research, marketing, etc. (Appendix I-5 – **Confidentiality Agreement/Consent to Video**)

ADDITIONAL ACKNOWLEDGMENTS:

_____ I am explicitly aware of and have read the classroom, clinical, and online and agree to abide by each policy fully. (**Policies 1 – 12B**)

_____ I have been informed of the **Policy #12 A and B: Screening for Use of Alcohol and Drugs**. I clearly understand the procedures and have had the opportunity to have all my questions answered.

_____ I agree to adhere to Policy **10: Professional Conduct** and understand the consequences of non-compliance.

_____ I have read the 2026-2027 **YC Student Code of Conduct**, and I am fully aware of its implications for completing my Nursing Program goals. https://www.yc.edu/v6/student-services/codeofconduct.html

_____ _____

Student printed name Date

_____

Student signature

Appendix K – Syllabus Acknowledgment and Signature Page

STUDENT COPY: YAVAPAI COLLEGE NURSING PROGRAM

SYLLABUS AGREEMENT

Initial and sign below:

_____ I have been provided with an electronic copy of the syllabus for this course. I have read this Syllabus and have been given a chance to ask questions about it. I understand the requirements stated in the **Syllabus Agreement** and agree to abide by them.

_____ I also understand that any absence in ANY course will jeopardize my success in the nursing program and result in the student meeting with the course instructor to establish a plan to meet course objectives and continue the program.

_____ I understand that I am responsible for utilizing all the books, tutorials, and online resources available from NurseThink/Exam Soft, as designated by Yavapai College.

_____ _____

Student printed name Date

_____

Student signature