

Allied Health Practical Nursing Student Handbook 2026-2027



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YAVAPAI COLLEGE FAST TRACK PN STUDENT HANDBOOK

Welcome to the Yavapai College Practical Nursing Fast Track Program!

The Yavapai College faculty welcomes entering and continuing students. We hope that the learning experienced during the two semesters of the Practical Nursing Fast Track Program will foster both personal and professional growth.

The purpose of the **Student Handbook** is to familiarize students with the Practical Nursing Fast Track Program: faculty, philosophy, organization, and policies.

Graduation from the Yavapai College Practical Nursing Fast Track Program is not the sole criteria 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 practical nursing students and/or practical nursing faculty are developed and/or revised through the action of various Allied Health department committees, reviewed with input by practical nursing faculty, and students, and finalized by the Director of Allied health.

Communications of changes in the Practical Nursing Fast Track Program policies, procedures and program information will be clearly given to all students, prospective students, and the public, and will provide advance notice in a timeframe that allows those who are or may be affected to comply with the changes. Director of Allied Health will communicate changes through the Learning Management System (Canvas), email, and/or through the Yavapai College website. 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 desirable or necessary.

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

ALLIED HEALTH DEPARTMENT MISSION STATEMENT

The Allied Health department shares the mission and values of Yavapai College. We are committed to providing quality education that will develop competent, caring, holistic and ethical practitioners who value lifelong learning and adapt to continuous changes in the health care system.

THE PRACTICAL NURSING FAST TRACK PROGRAM PHILOSOPHY

The practical 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 practical nursing students are unique, come from diverse backgrounds, and have individual learning needs. We believe that nursing is an art and science and that a sound practical 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:

Patient

Patient is defined as being the individual, family, groups, or community in need of nursing services. From a holistic perspective each patient is influenced by biological, psychological, social, cultural, spiritual and developmental dimensions. Patients are unique and continuously involved in adapting to life changes that are interdependent with 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 which 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 which 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 end-of-life. The goal of nursing therapeutics is 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 that incorporates 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 made up of those concepts that are developed and reflected throughout the program. As the curriculum progresses, each of the component concepts 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.



PROGRAM DESCRIPTION

The Certificate of Completion in the Yavapai College Practical Nursing Fast Track program provides students with the theory and skills required to practice as a practical nurse in acute care, extended care, and intermediate care settings. The program of study combines nursing theory lectures with clinical experiences in a variety of patient care settings including hospitals, nursing homes and other healthcare agencies. Graduates are eligible to take the National Council Licensure Examination (NCLEX-PN) to become a licensed practical nurse (LPN). Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

PROGRAM STUDENT LEARNING OUTCOMES

Practical Nursing students that graduate from the program can and will demonstrate:

Patient Centered Care:

Engage in holistic practice that respects the dignity, diversity, and self-determination of adult, obstetric, newborn, and pediatric patients, and their families.

Teamwork and Collaboration:

Collaborate and communicate effectively with patients, families, and members of the interprofessional team to coordinate holistic care.

Evidenced Based Practice:

Demonstrate critical thinking skills and evidence-based practice through utilization of the nursing process as a guideline in providing nursing care to meet the physical, mental, and psychosocial health care needs of the adult, obstetric, newborn, and pediatric patient. Incorporate evidence-based and best practices into the physical, mental, and psychosocial health care of patients.

Quality Improvement:

Assist with the evaluation of nursing care based on established outcome criteria.

Safety:

Demonstrate skills in patient safety, medication administration, the nursing process, and specific patient care.

Informatics:

Illustrate use of relevant technology for patient care and documentation.

PRACTICAL NURSING FAST TRACK CURRICULUM PROGRESSION PLAN

Fast Track Practical Nursing Program Pre-Admissions Requirement(s):						
CNAs, LNAs or MMP with one year of full-time or two years of part-time recent work experience; a successful score on ATI TEAS entrance exam (proficiency in Reading, Math, Science, English and Language); High school diploma or GED, 18+ at time of program start						
Course		Semester 1	Co- requisites	Credits	FA	SP
LPN	101	Fundamentals of Practical Nursing Care I*	Concurrent enrollment in LPN 105, LPN 110 & LPN 115	4	X	X
LPN	105	Development of Practical Nursing Practice* (skills lab)	Concurrent enrollment in LPN 101, LPN 110 & LPN 115	2	X	X
LPN	110	Application of Practical Nursing Practice I (clinical)*	Concurrent enrollment in LPN 101, LPN 105 & LPN 115	3	X	X
LPN	115	Pharmacology for Practical Nursing I*	Concurrent enrollment in LPN 101, LPN 105 & LPN 110	2	X	X
TOTAL SEMESTER CREDITS				11		
Course		Semester 2	Prerequisites/ Corequisites	Credits	FA	SP
LPN	201	Fundamentals of Practical Nursing Care II	*Concurrent enrollment in LPN 205, LPN 210 & LPN 215	4	X	X
LPN	205	Advanced Development of Practical Nursing (Skills lab)	*Concurrent enrollment in LPN 201, LPN 210 & LPN 215	2	X	X
LPN	210	Application of Practical Nursing II (clinical)	*Concurrent enrollment in LPN 201, LPN 205 & LPN 215	3	X	X
LPN	215	Development of Pharmacology for Practical Nursing II	*Concurrent enrollment in LPN 201, LPN 205 & LPN 215	2	X	X
TOTAL SEMESTER CREDITS				11		

*Nursing courses are sequential, and the successful completion of each course is a prerequisite for registration and admission to the next course. Semester 1 courses must be passed prior to advancing to Semester 2. If a student fails or is withdrawn from a course, they are only allowed one readmission per program enrollment if there is space available. If space is available, the entire semester must be repeated. (see Readmission Policy in Student Handbook)

DEPARTMENT OF LABOR NURSE EXPANSION GRANT

The YC Practical Nursing Fast Track program is the award recipient of the Department of Labor Nurse Expansion Grant*. The PN Fast Track program is intended to upskill CNAs, LNAs, and Military Medical Personnel to a higher profession of Licensed Practicing Nurse (LPN). YC faculty and administrative staff will be tracking student employment status and other student data at entry, at the end of each semester, and after graduation of the program to meet grant requirements and providing data to the DOL as requested. Tuition support funds are available to qualified students with completion of a FAFSA. Please contact your academic advisor for more information.

*"This workforce product was 80% funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."

PROGRAM POLICIES

1. Advising Process

Meeting with an academic advising counselor is required prior to registering for practical nursing classes. Contact the following offices to speak to an advisor:

Prescott campus: 928-776-2106

Verde campus: 928-634-6510

The practical nursing curriculum is very demanding and rigorous. Students should view the Practical Nursing Fast Track Program as a life priority and modify their personal obligations and work schedules to ensure their success in the program.

Students are encouraged to seek help at the first identification of a problem. Each 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. After the second deficient grade less than 78% in a course, the student is to meet with an Advisor to identify additional college resources to support their success plan. After the third deficient grade less than a 78% in the course, the student is to meet with the Director of Allied Health.

Available Counseling Services

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

2. Admissions

Enrollment is limited and the selective admission process is highly competitive. The number of students admitted shall be determined by the number of qualified faculty, the size, number and availability of educational facilities and resources, the availability of the appropriate clinical learning experiences for students, and any grant requirements. Students must meet the minimum admission requirements of the program and those required for admission to Yavapai

College. Admission to the program is based on a point value system. Points are calculated by a formula related to the ATI TEAS pre-entrance exam and residency, as listed on the Yavapai College Practical Nursing Fast Track Program Application. All pre-entry checklist requirements **must** be completed and submitted with the application **prior** to receiving credit for points towards acceptance into the Fast Track Practical Nursing Program. An incomplete application will not be reviewed. See the Admissions Application at <http://www.yc.edu/alliedhealth> for more information.

The Practical Nursing Fast Track Program does not accept ATI TEAs transfer scores, as the entrance test must be taken at Yavapai College. ATI TEAs scores are only eligible for 2 application cycles before needing to be retaken. Students are allowed two attempts each application cycle, with proof of remediation required if a second attempt is utilized. Proof of Remediation can be a signed attestation detailing what was done to remediate between attempts (i.e.: tutor dates, exam prep course, purchase of study material and review dates, etc.).

3. Progression

To qualify for enrollment in subsequent requisite, pre-requisite, and co-requisite courses, the following must be achieved:

- a) Pass all components of the current practical nursing course.
- b) Maintain compliance with the Health and Safety requirements of the Practical Nursing Fast Track Program throughout the semester of enrollment until program completion.
- c) Meet all deadlines for clinical facility requirements (ie: mCE, CastleBranch) by the due dates.
- d) Always maintain and demonstrate professional student conduct when in the Fast Track Practical Nursing Program as described in the Fast Track Practical Nursing Program Student Handbook and Yavapai College [YC Code of Conduct](#).

4. Withdrawal

A student-initiated withdrawal deadline is established by the college. If a student has not withdrawn from a class by the deadline, the student will receive the letter grade earned in the course at the end of the semester; earned grades will be posted on the student's permanent record. [Academic Calendar](#)

Active participation in an online class is a measurable activity that requires a student to engage in materials and complete and submit some type of assignment.

If the student drops or stops attending all classes at Yavapai College (complete withdraw) after they have received financial aid, the student may be required to repay a portion of the funds received. YC is required by federal statute to recalculate federal financial aid eligibility for students who withdraw prior to completing 60% of a term. Recalculation is based on the percentage of earned aid using the federal Return to Title IV funds formula. All unearned aid must be returned to the Department of Education and repaid to YC. [R2T4 Policy](#)

5. Student Records

The Allied Health Department maintains current and accurate student records. This record contains documentation that includes, but is not limited to: admission materials, courses taken, grades received, scores in any standardized tests taken, health and performance, and health information submitted to meet program or clinical requirements, for a minimum of five years after the fiscal year of program completion. See the Yavapai College General Catalog information regarding [student record disclosure](#).

6. Attendance

Attendance and punctuality are essential components of safe nursing practice and professional behavior. Consistent presence in theory, lab, and clinical settings supports competency development, ensures adequate clinical hours for regulatory compliance, and reflects standards expected of practical nurses in the workplace. This policy is grounded in evidence-based educational practices that link academic attendance with improved learning outcomes, enhanced clinical judgment, and safe patient care.

Attendance Requirements:

Classroom (Theory)

- a) Attendance is required for all theory classes
- b) Missing more than 10% of scheduled time in either Fundamentals or Pharmacology may result in course failure
- c) Students are responsible for obtaining any missed content independently, and meet all posted assignment deadlines

Skills Lab

- a) Attendance is required for all skills labs
- b) Missing more than 10% of schedule time in Lab may result in course failure
- c) Make-ups (only for prior approved absences) must occur before the next scheduled skill check-off, and only if instructor availability allows
- d) Failure to successfully complete required skill check offs will result in course failure

Clinical and Simulation Experiences

- a) 100% of clinical, out rotation, and simulation hours are required
- b) Students must remain at the clinical site for the entire scheduled time until dismissed by course instructor
- c) Students may not leave the clinical site for breaks/lunch
- d) Students must complete required facility and online clinical orientations; missing mandatory orientations without prior approval will result in immediate withdrawal from the course

Notification of Absence or Tardiness:

- a) Students must notify the instructor at least 60 minutes prior to any absence or late arrival for class, lab, simulation, or clinical
- b) Notification must follow the preferred communication method listed in the course syllabus.

- c) Lack of transportation is not an excused absence.
- d) There are no automatic excused absences; absences are “approved” or “unapproved” at instructor discretion based on documentation and circumstances

Tardiness and Early Departure:

- a) Students may not arrive late or leave early
- b) Instructors may deny entry to late students, resulting in an unapproved absence
- c) Any tardiness or absence requires a meeting with the course instructor and will result in a Step Improvement Plan if unapproved absence
- d) Clinical Tardiness may result in being sent home, which is an unapproved absence

Absence Types and Documentation:

Approved Absence

An absence may be considered approved if:

- a) The student notifies the instructor 60 minutes prior to a missed class, and
- b) It is due to a serious, documented illness or emergency of the student or immediate family member that is approved by the course instructor

Student responsibilities for approved absences:

- a) Obtain notes, assignments, and meet all deadlines
- b) Complete required clinical/lab make-up activities per instructor availability
- c) Still must meet minimum time requirements

Unapproved Absence

Occurs when:

- a) Student does not notify the instructor 60 minutes before class start time, or
- b) No valid documentation is provided, or
- c) Instructor determines the reason does not meet criteria for approval

Consequences of unapproved absence:

- a) Step Improvement Plan is required
- b) Loss of clinical/lab make-up eligibility
- c) Potential course failure depending on hours/competencies missed
- d) A “no-call no show” for clinical is an automatic failure

Clinical Make-Up Policy:

- a) Students must complete 100% of required clinical hours
- b) Approved clinical absences must be made up either
 - a. On-site when scheduling allows for equivalent time and specialty missed, or
 - b. Through faculty-assigned simulation for equivalent time and specialty missed
- c) If clinical make-up cannot be scheduled due to site or instructor limitations, and required hours and competencies are not met, the student will not pass the course

Conditions Affecting Attendance:

- a) Students must provide their own transportation; transportation issues are not approved absences
- b) Students must meet all health and safety requirements of the clinical site partners, and complete all mandatory clinical orientation requirements
- c) Illness requiring absences may require health care provider clearance to return

Student Responsibilities:

- a) Know your schedule and arrive on time
- b) Communicate early and professionally
- c) Complete all required hours and competencies
- d) Seek help immediately when scheduling or attendance concerns arise
- e) Must be registered in the course to attend any class, lab, simulation, or clinical experience
- f) Only enrolled nursing students may enter nursing classrooms, skills labs, or simulation labs. No children, family, friends, pets, or visitors are permitted in instructional or clinical areas.
- g) Complete all assigned readings, submit work by deadlines, and arrive prepared for all scheduled classes, skills labs, simulations, and clinical experiences
- h) Students are expected to attend and actively participate in all scheduled learning experiences, regardless of course delivery method.

7. Student-Faculty Communications

The official method of communication between students and faculty is college email account: [Student E-Mail Accounts](#). Faculty communicate with students using the official YC communication e-mail system. Under normal circumstances, please allow 24hours (excluding weekends, holidays, and semester breaks) response time to your e-mail. Faculty generally respond to email within 24 hours or the next business day. 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 are encouraged to check Canvas announcements and their YC email daily for faculty correspondence. Program changes are communicated to students via the faculty, Canvas, email, and/or college website communications.

8. Disabilities and Accommodations

Prescott Campus 928-776-2085

Verde Campus 928-634-6567

Disability Resources (DR) provides equal access to educational programs and activities to students at Yavapai College with documented disabilities. Academic support services may include, but are not limited to, special testing arrangements, and technological aids. To receive assistance, it is the student's responsibility to contact the Disability Resources office and to provide required documentation verifying the nature and extent of the disability prior to

receiving any accommodation.

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.

Services are available on the Prescott and Verde 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 discuss the accommodation plan with the classroom and clinical faculty. The student is required to meet with Disability Resources each semester to set up accommodations.

Students are expected to participate fully in activities required by the program (reference the Technical Standards for practical nursing students in the Practical Nursing Fast Track Program Student Handbook). Any student having a temporary medical condition inhibiting/restricting their activities must provide written documentation from their physician. Should a student become unable to participate in the program's activities, an incomplete or withdrawal may be given.

9. Title IX Pregnancy

Yavapai College is committed to ensuring equal opportunity for all students regardless of sex, including students experiencing pregnancy and childbirth. In accordance with Title IX, pregnancy does not preclude participation in the Practical Nursing Fast Track Program; this is a decision between the student and her physician. Yavapai College's Title IX Coordinator is available to coordinate adjustments or accommodation plans, for students who are pregnant or who have recently experienced childbirth, have post pregnancy needs, or related medical restrictions. Pregnant students are encouraged to work closely with the Title IX Coordinator and Disability Resources to develop a plan. It is the responsibility of the pregnant student to initiate requests for accommodation and to help arrange specific accommodation.

Students admitted to the Practical Nursing Fast Track 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:

- a) Consult with their individual instructors and/or the Director of Allied Health regarding the types of hazards to which the student may be exposed in the class in which enrolled or expecting to enroll in the future.
- b) Contact the treating health care 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.

- c) 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 health care provider recommendations.

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

- a) Continue as is with no schedule or assignment changes if no reproductive hazardous exposures are anticipated.
- b) Potential assignment or schedule changes to minimize potential exposures: the flexibility of this option is dependent upon the Practical Nursing Fast Track Program requirements and the availability of alternate assignments, such as clinical assignments.
- c) 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 Practical Nursing Fast Track Program does not discriminate against students based on sex or pregnancy. The Practical Nursing Fast Track Program recognizes that it is the right of the pregnant student to make decisions concerning pregnancy. At the same time, the pregnant student is expected to complete each requirement of the curriculum in a scheduled time frame 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 health care provider are responsible to determine risk levels of participation in educational activities within the Nursing Program based upon the student's health condition and any known risk factors.

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

10. Grading Scale and Academic Standards

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 Practical Nursing Fast Track Program, nursing students are held to a higher standard by their responsibility for the safety and security of patients in their care. 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 =	≤68.99%

Note: ***These scores are absolute cutoffs; rounding grades is never practiced.***

For all practical nursing courses, a cumulative grade of "C" or better is required to progress to the next course in sequence and/or graduate from the program.

Students are responsible for reviewing all graded assignments, exams, and coursework promptly upon return or posting in Canvas. If a student believes an error has occurred in grading, calculation, or feedback interpretation, the student must notify the course instructor in writing within 7 calendar days of the grade being posted.

Requests for grade review must include: the specific assignment or assessment in question; a clear explanation of the concern; and supporting rationale based on the assignment instructions, rubric, or course materials.

Failure to notify the instructor within the stated timeframe will indicate acceptance of the recorded grade. After this period, assignments and examinations will not be regraded or reconsidered except in cases of documented clerical error or as otherwise required by institutional policy. The instructor's decision following the review process is considered final unless appealed through the college's formal grievance policy.

11. Grievance Policy

For concerns within the Allied Health Department:

- a) The student is to meet with the instructor of the course to engage in conversation specifically to the concern.
- b) Should continuation of conversations be needed to resolve the concern, a conference may be scheduled with the student, the instructor, and the Director of Allied Health.
- c) If the concern is still not resolved, the Director of Allied Health will make the final decision.
- d) Should the student continue to have concerns, students are to follow the *Student Appeal of Academic or Instructional Decisions by Faculty*: [Student Appeals/Complaints](#)
- e) Visit www.yc.edu/academiccomplaints for additional information and to submit the appeal in a timely manner following the established procedures listed in [Policy Number 3.16](#)

For Non-Academic Complaints practical nursing students follow the Student Appeals/Complaints process: [Non-Academic Student Complaints](#)

12. Recording Devices

Students are not permitted to use any video or audio recording device during anytime 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, will need to meet with the Allied Health Program Director and receive a Step One Improvement Plan. All cell phones are to be set to silent to avoid disruptions of instruction and learning. Ground rules for classroom behaviors and virtual classroom etiquette will be explained by your faculty at the beginning of each semester and will be included in course syllabi for easy reference.

13. Student Rights and Responsibilities

Policies surrounding student rights and responsibilities' are specific to Academic Integrity; Academic Load, Renewal, and Requirements; Acceptable Use; Attendance Policy; Code of Conduct; Photo and Videotape; Drug Free Environment; Harassment; Standards of Academic Progress; Student E-Mail Accounts; Student Complaints; Student Success; Title IX; Tobacco Use, and Visitors can be found in the College Catalog <https://catalog.yc.edu/content.php?catoid=25&navoid=6955&hl=student+rights&returnto=search> as well as in each course syllabus.

14. Civility

Civility is a critical principle, 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) (myamericannurse.com/civility-starts-with-you/). Students are to refer to the Statement of ANA Position (July, 2015). [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. Failure to comply with any of the following items or other policies in this Handbook may result in a conference with the Director of Allied Health. If the problem warrants immediate action, the Director of Allied Health will recommend that the student is to be dismissed from the course or Practical Nursing Fast Track Program.

15. Standards of Student Professional Conduct Policy R4-19-402

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 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 including but not limited to, violations of confidentiality; failure to show respect for client, significant others, peers, staff, and faculty; 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. Students are to reference the ANA Code of Ethics at [ANA Ethics and Human Rights](#) and [Rules of the State Board of Nursing R4-19-402, What is the Code of Ethics?](#)

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 patient, the profession, and the institution.
- c) Responsibility: Executes duties associated with the practical 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: All students in the nursing program are expected to contribute to a positive learning environment. Practical Nursing students are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and college and clinical staff. Angry outbursts, disruptive behavior, and the use of abusive or derogatory language will not be tolerated and may result in removal from the course and/or program.

Students are expected to display professional behavior on campus, in all clinical experiences, and whenever in the practical nursing student uniform outside of clinical agency environment (i.e., going to and from the clinical agency). When in uniform, students are readily recognizable as Yavapai College Practical Nursing students; practical nursing student behavior is reflective of the student, the Yavapai College Practical Nursing Fast Track Program, and the nursing profession.

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 Director of Allied Health

16. Professional Boundaries

Students enrolled in the Practical Nursing Fast Track 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 patient. Students unclear of proper behavior or of an appropriate response to a client should consult the instructor for guidance.

17. Students and Faculty

Faculty and students will maintain a professional relationship:

- a) Students should not expect an instructor to act as personal counselor or therapist. Students should seek assistance from academic advisors and the Student Assistance Program ([SAP](#)).
- 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.

18. Student and Patients

Students will maintain a professional nurse-patient relationship (NCSBN, 2018):

- 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.
- b) Students must treat all clients, as well as other health care providers, professionally. Clients can expect those providing practical nursing care to act in their best interests and respect their dignity.
- c) The student should abstain from obtaining personal gain at the client’s expense and refrain from inappropriate involvement in the client’s personal relationships.
- d) Boundary violations can result when there is confusion between the needs of the student practical 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.

Reference: National Council of State Boards of Nursing. (2018). [ANurse'sGuide to ProfessionalBoundaries: NCSBN](#). [Brochure]. Chicago: Author.

19. Uncivil, Inappropriate, & Unprofessional Behavior

Examples of uncivil, inappropriate, and unprofessional behavior which are discouraged include but are not limited to, that may lead to immediate dismissal* of a student (Clark & Springer, 2010):

- a) Habitually interrupting, side bar conversations or undermining faculty instruction.
- b) Disruptive behavior that disrupts the learning of other students in the classroom, clinical placement environment, nursing skills lab or simulation lab.
- c) Demeaning, belittling, aggressive, intimidating, bullying or harassing others including Practical Nursing Fast Track Program staff, instructors, or any member of the nursing team.
- d) Rumoring, gossiping about or damaging a classmate, shunning, or marginalizing other students, Yavapai College Fast Track Practical 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 Practical Nursing Fast Track Program.

- e) Lack of attention to instruction or college communications, including not checking and responding to email communication.
- f) Sending emails or posting information online or via social media that is inflammatory in nature and in the tone of the email.
- g) Yelling or screaming at instructors, peers, clinical agency staff, or any Fast Track Practical Nursing Program staff, faculty, or nursing team member.
- h) Consistently arriving late to the start of class.
- i) Knowingly withholding information needed by a peer, preceptor, instructor, clinical agency staff, or Practical Nursing Fast Track Program staff/team member.
- j) 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.
- k) Not sharing credit for collaborative work or not completing equal share of assigned collaborative and/or small group work.
- l) Threatening others, including physical threats and intimidation, verbal/nonverbal threats, and implied threats of any kind of harm (physical, emotional, reputational).
- m) Inappropriate displays of temper including but not limited to tantrums of any sort, throwing of objects directly or indirectly toward another person(s).
- n) Use of unauthorized technology or unauthorized materials during examinations or completion of assignments.
- o) Using supplies or breaking equipment without notifying the appropriate staff/faculty or preceptor.
- p) Using inappropriate language of any kind or type.
- q) Inappropriate use or misuse of equipment or electronics, including personal electronic devices.
- r) Disclosing protected patient information without consent.
- s) Direct communication with clinical placement agencies to inquire regarding clinical placement processes, decisions or placement denials, or inquiry of health requirements.
- t) Attempts to make direct arrangements with clinical placement agencies for clinical placements.
- u) Positive drug test.
- v) Accrued absences in accordance with attendance policy.
- w) Academic dishonesty according to the College Student Code of Conduct: [Academic Integrity](#)
- x) Violating clinical agency rules, regulations and instructions received by faculty or the clinical agency representatives.
- y) Any other student behavior which the Director of Allied Health deems uncivil, inappropriate, and unprofessional.

*Immediate dismissal is defined by immediate student removal by an instructor or faculty member that may lead to dismissal from a practical nursing course, the Practical Nursing Fast Track Program and/or the recording of a failing grade.

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

20. Student Practice Regulations

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

- a) Practicing outside scope of practice
- b) Refusal of an assignment based on client's race, culture, religious preference, or medical diagnoses.
- c) Denies, covers-up or does not report own errors in clinical learning practice.
- d) Ignores and/or fails to report unsafe, dishonest, or unethical behavior in others to the instructor.
- e) Practices skills that have not yet been assigned/taught or are intended to be checked off prior to independent performance.
- f) Demonstrates inability to make appropriate clinical judgments or decisions.
- g) 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.
- h) Violates principles of confidentiality (HIPAA).
- i) Lack of preparation for clinical learning practice.
- j) Fails to respect client rights and dignity.
- k) Solicits, borrows, or removes property or money from a client or client's family.
- l) Assume client care tasks for which the student does not have the education or competence to perform.
- m) Removes drugs, supplies, equipment, or medical records from the clinical environment.
- n) Abandonment: Leaves clinical agency or patient assignment without notification to the clinical instructor and nursing staff on assigned floor.
- o) Obtaining, possessing, administering, or using any narcotic, controlled substance, or illegal drug in violation of the 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.

The Practical Nursing Fast Track 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. This includes labs, simulation, or independent practice time. Invasive procedures include any procedure that penetrates the skin or is inserted into an orifice. Examples (but 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 areas of the body. This list is not inclusive, and the Director of Allied Health will make the final determination on invasive procedures should questions arise.

21. Clinical Misconduct

The following clinical misconduct, but not limited to, are means for dismissal from the Practical Nursing Fast Track Program:

- a) Positive drug testing results for any random or “for cause” drug testing. (Appendix B).
- b) Performance or negligence which may cause physical or emotional harm to a client.
- c) Failure to report immediately a client care error to the clinical instructor and/or responsible staff nursing personnel.
- d) Being under the influence of alcoholic beverages, over the counter or prescription drugs which impair judgment, or illegal drugs while in the clinical environment.
- e) Fraudulent or untruthful charting in a medical record.
- f) Photographing clients or client records at any time.
- g) Electronically recording, copying, or transferring patient and/or hospital data, charts, and records.
- h) Failure to maintain appropriate behaviors already demonstrated or learned, with consistency, while incorporating new skills and theoretical concepts.
- i) Failure to perform patient care safely may lead to immediate removal from clinical assignments with a failing grade at the discretion of the instructor.
- j) Clocking in to be paid by your employer while in clinical in the student role is cause for immediate dismissal from the Fast Track Practical Nursing Program. This is a violation of the Arizona State Board of Nursing Nurse Practice Act. This activity also violates Scope of Practice and the State Board of Nursing Advisory Opinion for Pre-Licensure Students in a Professional Nursing Program.
- k) 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.
- l) A student may be dismissed and receive a failing grade in the course for violation of Standards of Professional Conduct and Student Practice Regulations.
- m) Failure to follow clinical facilities/agency rules and regulations which apply to the student and clinical education.
- n) No call, no show, on a clinical day

22. Unusual Occurrence Guidelines:

- a) An unusual occurrence is any event that has potential for harm to any person while in the Practical Nursing Fast Track Program classes, nursing skills lab, simulation lab, or clinical agencies.
- b) 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.
- c) A Practical Nursing Fast Track Program “Step Improvement Plan” must be completed to document any unusual occurrence.
- d) 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.

- e) 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 Allied Health Program Director.
- f) 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.

Students determined by the Practical Nursing Fast Track Program faculty and administration to have violated the standards of civility, professional behaviors, or standards of safe care will be subject to disciplinary action or may be immediately dismissed from the course, and/or Practical Nursing Fast Track Program. The status of dismissal is at the discretion of and determined by the Director of Allied Health of the Practical Nursing Fast Track Program. 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 Practical Nursing Fast Track Program. Disciplinary sanctions will be imposed as outlined in the Student Code of Conduct.

23. Zero Tolerance Policy:

The Practical Nursing Fast Track Program has a Zero Tolerance Policy for behaviors which include but are not limited to the following:

- a) 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.
- b) Not following the compliance policies of clinical agencies for optimal safety of patients, clinical agency staff, clinical course peers and instructor.
- c) Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical agency.
- d) Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical agency.
- e) Any verbal, non-verbal, and/or written actions which are deemed uncivil, threatening, abusive, or bullying will not be tolerated and may result in removal from the course and/or program.
- f) Other egregious acts as determined by the Allied Health Program Director.

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

24. Process for Dismissal

- a) Student is informed of possible dismissal by the appropriate instructor(s).

- b) Student will sign instructor's written report of the significant events, attaching a statement if desired.
- c) The action(s) and report(s) shall be immediately reported to the Allied Health Program Director
- d) After gathering the necessary incident information, the Allied Health Program Director will determine 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.
- e) Student may appeal the didsmisal following the appeal procedures outlined in the Yavapai College General Catalog and in this handbook.

25. HESI Integration

HESI Nursing Educational Resources are used throughout the Practical Nursing Fast Track Program for NCLEX-PN preparation and are required for all practical nursing program students to maintain enrollment. Students will have access to Adaptive Next Gen Quizzes, a Mental Health Exam, a Maternity/Pediatrics Exam, an End of Semester 1 Exam, an Exit Exam, and several different options for practice exams throughout the program. The minimum required score for the End of Semester 1 and Exit HESI is a 900. Any score below 900 will require mandatory remediation as assigned by HESI and the student will be required to retake a different version of the exam. Remediation is mandatory for these exams and made available to support and supplement learning through utilization of HESI Resources. While only the first attempt score will be what is counted towards the final grade, if a student chooses not to remediate, they are not eligible to complete the retake and therefore will receive an incomplete grade of Zero for the original attempt. To ensure consistency per the program's weighted grading scale, HESI provides a percentile conversion score. The conversion score is 9% of the HESI score and can be calculated by multiplying the HESI score by .09.

Students purchase online materials and resources through HESI/Elsevier. The materials qualify for financial aid. Students should direct HESI Resource questions to their course Practical Nursing Instructor. HESI Practical Nursing Educational Resources information is noted in the Course Syllabus for reference. Students that have not purchased their materials by the provided due dates will not be permitted to progress in the course and will be withdrawn from all courses by the Director of Allied Health. The fee amount is roughly \$160 each semester.

26. Student Participation in Development of Policies and Evaluation of Program

Students have the opportunity biannually to review and provide comments and suggestions related to program policies and procedures via anonymous Canvas surveys. Students can anonymously evaluate faculty, courses, clinical experiences, resources, and other aspects of the overall program each semester. Students can also send the Director of Allied Health their questions or concerns in an email and can meet with the Director of Allied Health to review

concerns. A graduate survey will be sent to all graduates of the program by Yavapai College within 6 months of commencement via email.

27. Readmission to Program

The Practical Nursing Fast Track Program supports the readmission of qualified students with one withdrawal or failure. No readmission is guaranteed. Students cannot have any lapse in sequential semester enrollment. If out for more than one semester the student must apply as a new program student applicant to be considered for admission. Failures/withdrawals stay on students record, even if reapplying as a new program student.

Data and reapplication materials will be reviewed by Allied Health Instructional Support Specialist/Coordinator, Director of Allied Health, Instructors and Student Advising. The following data points criteria will be used for decision making in student placement:

- ATI TEAS entrance exam score if readmission to Semester 1
- Semester 1 overall GPA, then HESI End of Semester 1 exam tie breaker, if readmission to Semester 2

Eligibility

- a) If the student has had more than one course withdrawal or one failure or any combination of the two for any reason the student will be withdrawn from the Practical Nursing Fast Track Program. The Director of Allied Health may consider emergency circumstances when applying this eligibility requirement.
- b) A student may be granted ONE readmission if there is space available after considering all first-time applicants and the student has no previous readmissions.
- c) The Director of Allied Health 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.
- d) The Director of Allied Health 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 (i.e.: death of an immediate family member or severe injury or illness).
- e) Students who seek readmission due to illness or injury will need to submit a physician's release to meet the essential functions of the Practical Nursing Fast Track Program. The Director of Allied health will review the documentation before a determination for readmission can be granted.
- f) All students must meet current Health and Safety requirements.

Students requesting readmission must:

- a) Meet with a Yavapai College academic advisor regarding readmission process.
- b) Complete the readmission application. The readmission application should include course(s) needed and semester applying for; actions taken, to be taken, or changes in situation that would optimize the student's success.

- c) Complete CastleBranch To Do List Summary. Update the immunization tracker in Castle Branch prior to application submission. Other CastleBranch items including background check and random drug screening may be required if the student has been out of the Fast Track Practical Nursing Program for one semester or more. Payment for CastleBranch requirements will be the responsibility of the student.
- d) Readmission application materials are to be submitted to the Allied Health administrative office by the first Tuesday after the regular semester ends by 4:00 PM: no exceptions will be given or made.
- e) Students granted readmission must enroll in the next course offering. Readmission is on a seat available basis. No readmission is guaranteed.

If a student unsuccessfully completes (ie: withdraws or fails) a course in the Practical Nursing Fast Track program, the entire semester must be retaken if a readmission to the program is granted. Re-admitted students who repeat courses in which they previously achieved a passing grade must again achieve a passing grade in same course(s) to progress in the program following re-entry.

After reviewing the Application for Readmission materials, and enrollment availability data, the Director of Allied Health will notify students of the final decision on readmission. Notification will be emailed to the student's YC Scholar email, and a formal letter sent to the address of record. Incomplete readmission applications will not be processed. Please make copies of documents prior to submitting the application (we do not provide a copy service).

Appeals to any of the above practices must be made to the Director of Allied Health whose decision will be final.

CLASSROOM POLICIES

1. Step Improvement Plan

Nursing is a profession where lives are dependent on behaviors and actions of the nurse; nurses must be accountable for their actions. To ensure that the student is learning/practicing to the best of his/her ability, and demonstrating accountability, the faculty will continually be evaluating the performance of each student. The Three Step Improvement Plan is progressive and continuous through each semester of the program. Improvement plans will carry through courses as follows: LPN101 to LPN 201, LPN 105 to LPN 205, LPN 110 to LPN 210, and LPN 115 to LPN 215. For example, if a student receives a verbal warning and a Step One Improvement Plan for unapproved absences in LPN 101, then have a new unapproved absence in LPN 201, they will be put into a Step Two Improvement Plan. Separate Improvement Plans are created for each differing performance improvement need. For example, a student could receive a Verbal Warning and receive a Step One Improvement Plan for unprofessionalism (i.e.: disruptive behavior that hinders the learning of other students (pg. 18), along with a Step Two Improvement Plan for continued unapproved absences.

- a) **Verbal Warning**-When an area 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

- b) **Step One**-If little or no improvement is demonstrated by the student after a verbal warning, the student and the instructor will meet to develop and sign a Step One Improvement Plan for correcting deficiencies.
- c) **Step Two**-If the deficiencies from Step One are not corrected or further deficiencies arise, a Step Two Improvement Plan will be initiated.
- d) **Step Three**-For violation of the Step 2 Improvement Plan, a Step Three Letter of Formal Dismissal by the Director of Allied Health will be immediately put into effect. With formal dismissal, the student cannot successfully complete the course and receives a grade of "F". A formal meeting will occur with the student, instructor and Director of Allied Health.

Please see Appendix D in the back of the Practical Nursing Fast Track Program Student Handbook for the Step Improvement Plan Form.

When a **Step One** and/or **Step Two** Improvement Plans is implemented, the written plans will include:

- Statement of deficiency/deficiencies with reference to the Practical Nursing Fast Track Program Student Handbook
- Faculty Recommendations, Plan and Due Date for Student Remediation, Improvement and Success
- Student Plan for Success/Comments
- Consequences if No Improvement and/or Correction of Deficiencies in Student Performance
- Signature of Student, Instructor and the Director of Allied Health

2. Professional Appearance

In all cases, the student must be in compliance with the professional appearance policy of the clinical agency. No accommodation will be made to change location of clinical experiences. The following guidelines are mandatory for students to remain in compliance with the dress code:

- a) Students are expected to present themselves in a professional manner at all times while enrolled in the Practical Nursing Fast Track Program. Students must be in compliance with the professional dress code guidelines at all times. 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.
- b) Students are to wear the official Practical Nursing Fast Track Program royal blue uniform in all clinical environments and as requested by the Faculty, Staff, and Director of Allied Health unless the learning environment or agency requires other clinical attire.
- c) Uniforms 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.
- d) Pant hems are tailored to not drag on the floor when walking or standing.
- e) Students may wear a plain royal blue, 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.
- f) A plain royal blue colored lab coat may be worn over the uniform. Sweaters, hoodies, or similar

apparel are not permitted in the clinical environment. If wearing a lab coat, the program patch must be placed on the sleeve and visible

- g) Yavapai College Student issued picture name badges must be worn with clips attaching them to the collar, picture facing forward. Lanyards are not allowed.
- h) Students must also wear the Yavapai College Allied Health Program patch.
- i) White or black socks or neutral nylons should be worn with the uniform. Other colored socks are not permitted.
- j) 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 be non-slip with a non-porous top.
- k) Traditional watch with a second hand for timing seconds.
- l) The uniform must be clean and wrinkle-free. Undergarments must be worn at all times and cannot be visible.
- m) The only jewelry that may be worn with the uniform is a wedding/engagement ring, one pair of small post earrings in earlobes only, and a wristwatch. 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.
- n) Earlobe gauges must be filled or covered in flesh tones.
- o) No objects of any type may be worn in the tongue.
- p) Tattoos must be covered if possible. Tattoos which cannot be covered must not convey a message that is contrary to the Yavapai College Practical Nursing Fast Track Program or nursing professional standards and must not pose a potential customer relations issue.
- q) 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. Unconventional hair styles (such as a Mohawk) are not permissible in lab or clinical environments. 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. 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.
- r) Makeup should be minimal.
- s) 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.
- t) Students will maintain personal hygiene, including oral care.
- u) Students will be free of offensive body odor and/or cigarette odor. No cologne, after-shave, scented lotions, and/or perfumes are permitted.
- v) Fingernails must be clean, short with unchipped clear, neutral, or pale polish, if any. Artificial nails, gel polish, nail wraps, or extenders are not permitted in the clinical environment.
- w) Students are to be in complete uniform for Skills Lab/Clinical and Simulation instruction.
- x) The Director of Allied Health may further determine additional student professional appearance and requirements.

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

3. Use of Information Technology

Practical Nursing students will be required to use online resources and will need access to a computer and network connection. Yavapai College offers student support for Educational Technology & Online Learning through the TeLS (Teaching and e-Learning Department). The TeLS mission is to make the online learning experience at Yavapai College the best it can be, by providing exemplary support and training opportunities to faculty, students, and staff, working in all modes of course delivery. [TeLS](#)

Use of mobile device during clinical and classroom rotations: Professional behavior and proper technology etiquette should be always 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:

- a. These may be used only when authorized by faculty and for clinical activities, not personal use.
- b. Cell phones and all mobile devices must be on “silent” mode or turned off during class, lab, and clinical experiences.
- c. 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.
- d. No personal phone conversations or texting allowed at any time while in nursing skills or simulation lab, class, or clinical. An improvement plan will be given for the first violation of using the mobile device for socializing during clinical time. A second violation may result in removal from the clinical environment.
- e. 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.
- f. Always be respectful to the patient 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 be sure to apologize for the interruption in care and explain how the use of the technology will assist with care.
- g. 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.
- h. You must always protect the confidentiality of patient information in accordance with HIPAA. Students may not take any photographs of clients or client records, nor print or make copies of client records.
- i. 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.

- j. 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.
- k. Social networking agency: When contributing to a social networking agency, it is important to remember that everyone can see and read what is placed on the agency 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 the 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 Practical Nursing Fast Track Program.
- l. For additional information on how to use social media without professional or personal repercussions, visit: [Social Media NCSBN](#)

HEALTH AND SAFETY REQUIREMENTS

1. Essential Skills and Functional Abilities

Certain skills and abilities are essential for the delivery of safe, effective nursing care. These 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 under the care of nurses who fail to demonstrate these skills and 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 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 include the Arizona Nurse Practice Act and The Functional Abilities Essential for the Delivery of Safe and Effective Nursing Care (a descriptive research study conducted by the National Council of State Boards of Nursing). The essential skills and functional abilities are reflected in the Practical Nursing Fast Track Program’s performance-based outcomes, which are the basis for teaching and evaluating all practical nursing students.

Students with disabilities who think they may require accommodation in meeting these standards should contact the Office of Disability Resources to discuss the process of identifying reasonable accommodation. 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. Registration with Disability Resources is required before any accommodation requests can be granted. Yavapai College will provide equal educational opportunities for students with disabilities while adhering to the standards of nursing practice for all students. Under no circumstances will any course requirements or standards be waived for any student, with or without a disability. The ultimate determination regarding reasonable accommodations will be based upon preservation of patient safety.

Essential Functional Abilities	Standard	Examples of Required Activities
Motor Abilities	Physical ability and mobility sufficient to execute gross motor skills, physical endurance, and strength to provide safe patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
Perceptual, Sensory Abilities	Sensory/perceptual ability to monitor and assess clients.	Sensory abilities to hear alarms, auscultatory sounds, cries for help, etc. acuity to read calibrations on syringe, assess color (cyanosis, pallor). Tactile ability to feel pulses, temperature, palpate veins, etc. Olfactory ability to detect smoke, odor.
Behavioral, Interpersonal, Emotional	Ability to relate to colleagues, staff and patients with honesty, civility, integrity and nondiscrimination. 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. Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. Negotiate interpersonal conflict. 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 work groups. Emotional skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibility's attendant to the diagnosis and care of patients. Adapt rapidly to environmental changes and multiple task demands. Maintains 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 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 setting including hazards that contribute to patient, family and co-worker falls.	Prioritizes tasks to ensure patient safety and standard of care Maintains adequate concentration and attention in patient care settings. 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.
Communication	Ability to communicate in English with accuracy, clarity and efficiency with patients, their families, and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language. Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy. Communicates professionally and civilly to the healthcare team including peers, instructors, and preceptors.	Gives verbal directions to or follows verbal directions from members of the healthcare team and participates in health care team discussions of patient care. Elicits and records information about health history, current health state and responses to treatment from patients or family members. Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective, sensitive, and timely manner. Establishes and maintains effective working relations with patients and co-workers. Recognizes and reports critical patient information to other caregivers.
Cognitive/ Conceptual/ Quantitative Abilities	Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis. Ability to gather data, to develop a plan of action, establish priorities and	Calculates appropriate medication dosage given specific patient parameters. Analyze and synthesize data to develop an appropriate plan of care. Comprehending spatial relationship adequate to properly administer

	monitor and evaluate treatment plans and modalities. Ability to comprehend three – dimensional and spatial relationships. Ability to react efficiently in an emergency.	injections, start intravenous lines assess wounds of various depths. Collects data, prioritizes needs and anticipates reactions. Recognizes an emergency and responds effectively to safeguard the patient and other caregivers. Transfers knowledge from one situation to another. Accurately processes information on medication containers, 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	Ability to adhere to nursing policies, procedures and requirements as described in the Student Practical Nurse Handbook, college catalog and course syllabus. Ability to complete classroom and clinical assignments and submit assignments at the required time. Ability to adhere to classroom and clinical schedules.	Attends class and clinical assignments punctually. Reads, understands and adheres to all policies related to classroom and clinical experiences. Contact the instructor in advance of any absence or late arrival. Understands and completes classroom and clinical assignments by due date and time.
Environment	Recognize the personal and patient risk for exposure to health hazards. Use equipment in laboratory or clinical settings needed to provide patient care. Tolerate exposure to allergens (latex, chemical etc.) Tolerate wearing protective equipment (e.g. mask, gown, gloves).	Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex. Uses personal protective equipment (PPE) appropriately.

2. CPR

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

3. Immunizations

Immunizations are required by clinical agencies with which Yavapai College has an affiliation. Yavapai College has no control over a clinical agency's health standards and requirements for students participating in clinical learning experiences. Students may be subject to regular health screening and testing as determined by the healthcare institutions. Clinical learning experiences in facilities/agencies is a requirement of the Practical Nursing Fast Track program for all nursing students per the Arizona State Board of Nursing. If a student cannot complete clinicals due to any unmet clinical agency requirements, they will not successfully complete the Practical Nursing Fast Track program. As part of our affiliation agreements with healthcare institutions, Yavapai College is required to provide healthcare facilities/agencies with pertinent healthcare and safety screening documentation upon their request and would obtain the documentation from CastleBranch and/or My Clinical Exchange.

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. 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. Vaccination exemptions are specific to the dates requested and YC will attempt to provide a reasonable placement because of this request that does not create an undue hardship on YC.

Students are responsible for remaining in compliance with all clinical agency required immunizations and must adhere to all deadline requirements. Copies of immunization records are to be submitted to CastleBranch (www.castlebranch.com) after admission to the Practical Nursing Fast Track Program for the student record as required to remain and continue in the program.

Students who have upcoming expirations for immunizations that will occur during the semester must renew the requirement prior to semester start. It may be necessary to contact CastleBranch to request a re-set to the expiration date to upload renewal documentation.

All immunization records must include your name, date, and name and signature of 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 Practical Nursing Fast Track 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 practical 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 10 years throughout the duration of the Practical Nursing Fast Track Program.
- e. **Tuberculosis:** 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.

New, incoming students must provide one of the following: an initial 2 step TB Skin Test (2 tests with 2 results, taken 1-3 weeks apart), 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.

- f. **Influenza:** One of the following is required,
 - Documentation of Influenza vaccination for the current season (must be completed by October 15th for Fall entry, and prior to semester starting for Spring entry.
 - If allowed for and approved by the clinical agency, you may submit a waiver for medical reasons signed by a healthcare physician/provider, or a religious exemption per the clinical agency policies and requirements.

For program compliance, students are responsible for keeping their fingerprint clearance, CPR, and all health and safety documentation requirements current through the entire duration of Practical Nursing Fast Track Program enrollment to program completion. To remain in the program theory and clinical courses, all required documentation needs to be entered and

current in CastleBranch in addition to being approved by the clinical agency, clinical coordinator and/or course instructor two weeks prior to the start date. If the student is not compliant with these policies, the student will not be able to attend clinical and will be administratively withdrawn from their current practical nursing course(s) by the Director of Allied Health.

Incoming students are required to meet the program compliance dates provided in the Practical Nursing Fast Track Program acceptance packet. If a student does not meet the datelines as identified on the forms provided in the acceptance packet, the student's Fast Track Practical Nursing Program acceptance will be administratively withdrawn by the Director of Allied Health.

4. Fingerprint Requirement

The Level One Fingerprint Clearance Card is a requirement of the Practical Nursing Fast Track Program application process and must remain valid for the duration of all nursing courses. Federal law and agency accreditation rules require a DPS fingerprint clearance card for practical 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.

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 Practical Nursing Fast Track Program and is kept as part of the student record. A full copy of the card is included in CastleBranch as a compliance document. The student is responsible for completing this CastleBranch requirement upon conditional acceptance to the program, and for submitting renewal documentation prior to the card expiration date as needed.

If there is a positive criminal history, the Level One Fingerprint clearance may be denied which will result in removal from the Practical Nursing Fast Track Program. A student whose conduct results in the loss of fingerprint clearance will be dropped from the Practical Nursing Fast Track Program. If a student is removed mid program due to a revoked Fingerprint clearance card, the student will need to re-apply to the Program once eligibility criteria is met and repeat any courses already taken.

5. 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 background findings will be reviewed to determine admission or continuation in the program, on a case-by-case basis by the Director of Allied Health. Clinical agencies may request a background check at any time during student clinical rotations during their Practical Nursing Fast Track program course progression. To meet the clinical agency requirements students must comply with clinical agency requests to remain in the Practical Nursing Fast Track program without disruption in their program course progression. As part of our affiliation agreements with healthcare institutions, Yavapai College is required to provide healthcare facilities/agencies with pertinent healthcare and safety screening documentation upon their request and would obtain the documentation from CastleBranch and/or My Clinical Exchange.

6. Health Insurance

All students are required to provide proof of personal health insurance. The student is responsible for providing this coverage throughout the entirety of their time in the Practical Nursing Fast Track Program.

7. Self-Disclosure

In accordance with professional standards and the mission of the practical 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 Director of Allied Health 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 Director of Allied Health.

SCREENING FOR USE OF ALCOHOL AND DRUGS POLICY AND PROCEDURE

All students participating in the Practical Nursing Fast Track Program will be required to complete a urine drug screen.

1. Drug Screening Guidelines

- a) Once students are accepted into the Practical Nursing Fast Track program, they will receive instructions to purchase the drug screen on CastleBranch and go to a lab to 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 directly. Students must provide a completed Alcohol/Drug Test Release and Consent Form with prescription/over the counter drugs they are currently taking to the Allied Health Department PRIOR to the date/time of screen. The consent form will be emailed to the students YC scholar email upon provisional acceptance to the program. If the form is not submitted PRIOR to the screen and the results are positive, the student is not eligible to appeal the positive result.

- d) If a student provides a dilute sample which tests positive, the result is considered positive and pending review, the student will be withdrawn. A negative dilute specimen will require a retest at the student's expense.
- e) If a student challenges a positive result, the student is responsible for the cost of the retest.
- f) Only students testing negative drug screens can remain enrolled in nursing courses.
- g) Students testing positive for illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical environments will not be permitted to attend practical nursing courses. All positive results except cotinine (nicotine), and alcohol, resulting in dismissal are reported to the Arizona State Board of Nursing.
- h) Students will not be allowed to use previous drug screens requested by any person or agency outside of Yavapai College Practical Nursing Fast Track Program requirements.
- i) 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.
- j) Random and "for cause" testing will be done at the discretion of the Director of Allied Health.

2. Medical Marijuana Policy

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.

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.

Urine drug screens are required of students prior to attending practical 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 "For Cause" Testing

This policy refers to the use/misuse of, or being under the influence of alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the Practical Nursing Fast Track Program. 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 remove the student from the patient care or assigned work area immediately and notify the Director of Allied Health or designee.
- b) Upon 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 results of the test(s) are negative for alcohol, illegal substances, or non-prescribed legal substances, the student shall meet with the Director of Allied Health to discuss the circumstances surrounding the behavior.
- h) If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical 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 Director of Allied Health will decide regarding return 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 Director of Allied Health will withdraw the student from all practical nursing courses. The results of the positive screening test except for alcohol or nicotine will be reported to the State Board of Nursing.

If a student refuses "for Cause" Testing:

- 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.

Readmission Guidelines Related to Positive "For Cause" Testing

Students seeking readmission who were withdrawn from practical 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 Director of Allied Health which includes:

- a) Documentation from a therapist with experience in addiction behaviors indicating status and/or documented rehabilitation related to alcohol/drug abuse.
- b) Include documentation of compliance in a treatment program if identified as required by the therapist.

- c) 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.
- d) If a student, after being re-admitted to the Fast Track Practical Nursing Program, has positive results on an alcohol/drug screen, the student will be permanently dismissed from the Yavapai College Fast Track Practical Nursing Program and notification will be sent to the State Board of Nursing.

4. No Right to Appeal

The Practical Nursing Fast Track Program Drug Testing Policies and Procedures are not eligible for appeal.

GUIDELINES REGARDING EXPOSURE TO INFECTIOUS DISEASES/BODY FLUIDS

Standard precautions, which are intended to reduce the risk of pathogen transmission, are the basic level of infection control. Students are expected to follow hand hygiene, personal protective equipment (PPE), respiratory hygiene, and linen and waste disposal guidelines recommended by the World Health Organization Standard precautions in health care: [Standard Precautions for All Patient Care](#)

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.

Nursing students are not permitted to care for clients in airborne isolation/precautions unless they have proof of documentation that they are eligible to safely wear an N95 respirator mask and have been effectively and safely N95 fit tested accordingly. If students are not able to 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. [Recommended routine infection prevention and control](#)

1. Exposure Guidelines

- a) Practical Nursing students who are directly exposed to body fluids must immediately notify the clinical instructor.
- b) Students exposed to body fluids shall follow this protocol:
 - i. Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available; for eye splashes rinse the area with clean water.
 - ii. Report the incident to 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 Director of Allied Health.
 - v. The student and clinical instructor will fill out the proper forms.

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

MEDICATION ADMINISTRATION GUIDELINES

All students are required and must:

- a) Follow the principles of safe medication administration.
- b) Adhere to the agency's policies and procedures for medication administration.
- c) Demonstrate competency in calculating medication dosages prior to administering medications. Students unable to calculate accurate doses may receive clinical warning/probation related to unsafe clinical practice.
- d) Report all medication errors to the instructor immediately.
- e) All medication given to infants and children must be approved by and witness the administration of, medication by the instructor.
- f) In all cases, the instructor reserves the right to limit a student's medication administration experience.
- g) Some clinical agencies may require that the students only administer medication with their clinical instructor.

GRADUATION

Petition for graduation from the Practical Nursing Fast Track 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 all requirements for the Practical Nursing Fast Track certificate. The certificate is awarded according to the policies, procedures, and requirements described in the college catalog. The certificate completion 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 Director of Allied Health.

Graduation Regalia for graduates is a standard graduation cap and gown. Graduation takes place at the end of the spring semester. Practical 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.

ELIGIBILITY FOR NATIONAL COUNCIL LICENSURE EXAM (NCLEX-PN)

Admission or graduation from the nursing program does not guarantee licensure to practice nursing. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the State Boards of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Felony Bar: If a person has been convicted of a felony, the person is not eligible to apply for licensure or certification with the Arizona State Board of Nursing until 3 years after the "absolute discharge" of the sentence. "Absolute discharge from the sentence" means completion of any

sentence, including imprisonment, probation, parole, community supervision or any form of court supervision. This also includes payment of all restitution, fines, fees, etc. If the conviction is reduced to a misdemeanor, or set aside, dismissed, etc., the 3-year bar may no longer be applicable, but the Board may still consider the conduct involved, and the person's application will be considered on a "case by case" basis.

Applicants for licensure in Arizona must provide evidence of citizenship or nationality. Licensing fees and requirements are determined by and are the sole responsibility of the State Boards of Nursing. For all questions about eligibility for licensure, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602-771-7800.

All practical nurse licensure applicants will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. The Level One Fingerprint Clearance Card required for the nursing program will NOT meet the requirements for licensure through the State Board of Nursing. All applicants with a positive history are investigated. If there are any questions about eligibility for licensure or the documents required to show eligibility for licensure, please contact the Arizona State Board of Nursing.

Applicants for licensure in Arizona must provide evidence of citizenship or nationality. Licensing fees and requirements are determined by and are the sole responsibility of the State Boards of Nursing. If there are any questions about eligibility for licensure and the documents required showing eligibility for licensure, contact the Arizona State Board of Nursing.

APPLICATION FOR LICENSURE

Applications for and information about the RN National Council Licensing Examinations (NCLEX-PN) 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>

PINNING CEREMONY

The Pinning Ceremony is at the end of 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, Director of Allied Health, and Staff. Families, friends, and community supporters are invited to honor and celebrate with nursing students.

Students are required to wear Practical Nursing program scrubs for the Pinning Ceremony and will be provided a program pin of their choosing. The nursing pin will be presented to the student during the Pinning Ceremony by their chosen pinner.

STUDENT SUCCESS RATES

NCLEX-PN pass rates and program completion rates, once available, can be found on the Allied

Health webpage at www.yc.edu/alliedhealth by clicking on the link labeled Success Rates under “Practical Nursing Fast Track Certificate”.

TRANSFER AND ADVANCED PLACEMENT

The Practical Nursing Fast Track certificate leads to eligibility to sit for the NCLEX-PN exam. Upon successful completion of the NCLEX-PN, students may be eligible to apply for the Advanced Placement option in the Yavapai College Associated Degree in Nursing program. Eligible students may apply to enter Semester 3 of the program after completing all pre-requisite courses and admission requirements as described in the Advanced Placement Information and Application Packet located at <http://www.yc.edu/nursing>. Seats are limited, not guaranteed, and only considered if space is available.

Yavapai College cannot guarantee the transferability of credits from the Practical Nursing Fast Track Program to other public and private educational institutions in Arizona. Please directly contact the institution in question. The Allied Health Department will provide a course syllabus, calendar, or other reasonable documentation upon request.

PARTICIPATORY GOVERNANCE

Students may participate in activities that contribute to the governance of the parent institution. This may be engaging in activities that serve the College or the community, or a combination of both. Such activities include, but are not limited to, the following:

- Program Representation: A Practical Nursing student representative will be elected each semester for each cohort and invited to participate in Practical Nursing monthly department meetings and Advisory Council meetings as scheduled on behalf of their peers. Meeting invites and agendas will be sent directly to the student representative via YC Scholar email, as well as posted on the Allied Health Program Board outside of PV-208.
- College Representation: Yavapai College Student Government Association (YCSGA) strives to build a platform to listen to, speak for, and stand with YC student body. The YCSGA provides tools for students in governing both academic and non-academic interests, advocates matter pertinent to the student body and other constituencies of YC and organizes activities and projects that promote the interests and/or addresses the concerns of the student body. [YCSGA](#)
- Collegewide club/organization/association participation: Visit Yavapai College’s [club website](#) for information on all opportunities. Suggestions:
 - Allied Health Club- The goal is to promote student participation in health care related activities, provide educational outreach to campus community, participate in community service, and enhance career development. All students enrolled in Allied Health classes are eligible to join.
 - Student Nurses Association- The SNA-YC is a pre-professional organization committed to supporting and mentoring future nurses by providing opportunities in: 1) Leadership, 2) Professional Development and 3) Community Service. Membership is open to pre-nursing and nursing students.

Yavapai College's use of a Participatory Governance model ensures that the institution engages its internal constituencies in collaborative decision making and that faculty and, when appropriate, staff and students are involved in setting academic requirements, policy and processes through effective collaborative structures in compliance with Higher Learning Criteria for Accreditation, Criterion 5: Institutional Effectiveness, Resources & Planning, Arizona Statute A.R.S. § 15-1444(A)(7) and District Governing Board Resolution 2021-07. [Participatory Governance Policy 10.11](#)

PRACTICAL NURSING TRANSITION CERTIFICATE (LPN190)

Current students in the Yavapai College Associate's Degree in Nursing program may be eligible to enroll in LPN190 upon successful completion of all second semester program courses. 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. Students who successfully complete the course are eligible to sit for the NCLEX-PN exam. 1 readmission allowed subsequent semester only. Refer to the Eligibility for National Council Licensure Exam, Application for Licensure, and Pinning Ceremony policies. The application is located at <http://www.yc.edu/alliedhealth>.

Appendix A

Faculty/Staff/Student Confidentiality Agreement For Yavapai College Allied Health Clinical Training

STUDENT COPY

Name (Print): _____

Check One: ☐ Student ☐ Staff ☐ Faculty

The discussions, uses, and disclosures addressed by this agreement mean 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 the 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 potential 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 Yavapai College Allied Health Program Director.

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.

Print Name: _____

Signed: _____

Date: _____

Appendix B

Yavapai College Allied Health Department Release of Student Information

STUDENT COPY

Name (Print)_____

I give permission for the Yavapai College Allied Health faculty and/or the Yavapai College Allied Health administration to share my personal information; including name, social security number, date of birth and documentation of the health and safety requirements of the Allied Health Program; including but not limited to immunization records, titer results, verification of a TB disease state, drug screens and criminal background 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 needing this information to enter me in their security system, in their computer system, their medication administration system, and/or verify a student meets the agency's acceptable health standards.

Signature: _____

Date: _____

Appendix C

Yavapai College Allied Health Department Voluntary Assumption of Risk and Release of Liability STUDENT COPY

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 a Yavapai College Allied Health 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 and safety 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. Students have 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.

Student Signature

Date

Appendix D
Allied Health Department Step Improvement Plan

Student Name		Step	1	2
Program		Course #		

CONCERNS REGARDING PERFORMANCE: *(to be completed by instructor; reference handbook pg # and/or course/program outcomes)*

EXPECTATION: *(to be completed by instructor; recommendations, plan, and due dates for remediation, improvement and success)*

FACTORS CONTRIBUTING TO STUDENT'S POOR PERFORMANCE: *(to be completed by student)*

PLAN OF ACTION: *(to be completed by student-steps to be taken to improve performance)*

CONSEQUENCES OF NOT ACHIEVING AN ACCEPTABLE LEVEL OF PERFORMANCE: *(to be completed by instructor-include a timeframe)*

Should a Step 2 Improvement plan be put into effect and the student does not meet the detailed remedial strategies, a Step 3 immediate dismissal from the current enrolled course with a grade of "F" and/or program withdrawal is administered as determined by the Director of Allied Health.

Student Name (print): _____ Student Signature _____ Date _____

Instructor Name (print): _____ Instructor Signature _____ Date _____

Director of Allied Health: _____ Director Signature _____ Date _____

☐ Copy to Student

☐ Copy to Instructor

☐ Copy to Student File

Appendix E

Practical Nursing Program – Academic Remediation Plan

Student Name: _____

Student ID #: _____

Course: _____

Instructor: _____

Date of Remediation Plan: _____

Trigger for Plan: ☐ Exam Failure ☐ Dosage Calc Failure ☐ Skill Check-off Failure ☐ Other:

1. Assessment of Deficiency

Exam/Assignment Title: _____

Date of Assessment: _____

Score: _____%

Passing Standard: _____%

Content Areas/Skills Needing Improvement:

- _____
- _____
- _____

2. Contributing Factors (check all that apply)

- ☐ Insufficient study time
- ☐ Ineffective study methods
- ☐ Difficulty understanding course material
- ☐ Test anxiety
- ☐ Time management challenges
- ☐ Outside personal/work stressors
- ☐ Other: _____

3. Remediation Goals (must be specific & measurable)

- _____
- _____
- _____

4. Required Remediation Activities (select or add as needed)

- ☐ Meet with instructor for targeted content review
- ☐ Attend tutoring/study lab sessions – Date(s): _____
- ☐ Review resources provided by instructor
- ☐ Complete assigned practice questions or NCLEX-style quizzes
- ☐ Participate in skills lab practice – Date(s): _____

☐ Other: _____

5. Timeline for Completion

All remediation activities must be completed by: _____

Follow-up meeting scheduled for: _____

6. Method of Evaluation

☐ Dosage Calc Quiz – Passing score: _____%

☐ Skills check-off

☐ Faculty review of completed activities

☐ Other: _____

Acknowledgement

I understand that completion of the remediation plan is required for continued progression in the Practical Nursing Program. Failure to complete remediation requirements by the deadline will result in mandatory meeting with Director of Allied Health and a Step-Improvement Plan.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Appendix F

Practical Nursing Fast Track Program Readmission Application

Semester applying for: Spring 2027 or Fall 2027 (circle one)

Student Name _____ **Yavapai College "Y" Number** _____

YC Student E-mail _____ **Phone Number** _____

What was the last academic semester that you attended the Practical Nursing Fast Track Program, (i.e., Spring 2027)? :

Brief description of the reason for previous unsuccessful semester completion, and action plan to maintain future success in program:

☐ Attach proof that prerequisites have been met (Semester 1 readmission-CastleBranch health and safety screenings up to date; Semester 2 readmission-CastleBranch health and safety screenings up to date and transcripts showing successful completion of all Semester 1 program courses.)

☐ Attach a signed Readmission Agreement form

Advisor Name (printed): _____ **Date:** _____

Advisor Signature: _____

Student Signature: _____ **Date:** _____

The Readmission Application materials must be uploaded via the secure upload link at www.yc.edu/alliedhealth, found under "Practical Nursing Fast Track Certificate" information. Deadlines for submissions are also found on the website.

This section is to be completed by the Director of Allied Health after student submission. Student will receive a completed copy to their YC Scholar Email to confirm readmission status within 2 weeks after deadline for submissions (see www.yc.edu/alliedhealth)

Accepted ☐ Not Accepted ☐

Comments:

Director of Allied Health Signature: _____ **Date:** _____

Appendix G

Readmission Agreement

I understand that no more than two attempts are allowed for any practical nursing course.

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/these course(s) and no additional enrollment(s) in this/these course(s) 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.

Printed Name: _____

Signature: _____

Date: _____

Appendix H

Handbook Statement/Signature

STUDENT COPY

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

I further understand that I am supplied with an electronic version of the Practical Nursing Program Student Handbook and that the handbook can be revised at any time and it is not a contract.

Signature: _____

Date: _____