

# **Practical Nurse Certificate Program Manual**



**Prepared by Cochise College Nursing Faculty  
and Administration  
2022**

# **Cochise College**

# **Practical Nursing**

# **Certificate**

# **Program Manual**

# **2022**

**DISCLAIMER**

*This manual is provided to assist the student while in the Cochise College Nursing Program. The Nursing Administration and Faculty reserves the right to amend or add policies/procedures at any time during the program year.*

## Americans with Disabilities Act Statement

Cochise College values inclusive learning environments and strives to make all aspects of the College accessible to our students. If you have a disability and believe you need an accommodation to improve access to learning and campus services, you may begin the Welcome Process and review the Accessibility Services Student Guide at [www.cochise.edu/accessibility](http://www.cochise.edu/accessibility). As per the Arizona State Board of Nursing requirements, testing accommodations for any Nursing (NUR) courses are consistent with NCLEX accommodations and does not include having notes during testing.

The Cochise College Practical Nurse  
Certificate Program is Accredited by:

Arizona State Board of Nursing  
1740 W Adams Street, Suite 2000  
Phoenix, AZ 85007  
Phone: (602) 771-7800  
Email: [arizona@azbn.gov](mailto:arizona@azbn.gov)  
<http://www.azbn.gov>

## TABLE of CONTENTS

	<u>Page</u>
<b>ORGANIZATIONAL CHART, Cochise College Nursing Program .....</b>	<b>vii</b>
<b>FACULTY PROFILE FORM .....</b>	<b>viii</b>
<b>EDUCATIONAL PHILOSOPHY .....</b>	<b>9</b>
Cochise College Educational Philosophy .....	9
Mission .....	9
Vision .....	9
Core Values .....	9
Nursing Program Educational Philosophy.....	10
Mission.....	10
The Core Values of the Practical Nurse Certificate Program .....	10
Student Learning Outcomes (TREE) .....	11
Practical Nurse Certificate Program Outcomes .....	12
Practical Nurse Certificate .....	13
Practical Nurse Certificate Program Structure .....	13
Course Outcomes .....	14
Arizona State Board of Nursing Qualifications for Practical Nurse .....	16
<b>PROFESSIONAL EXPECTATIONS .....</b>	<b>17</b>
Nursing Department Code of Academic Integrity .....	17
Cochise College Practical Nurse Certificate Program Code of Academic and Clinical Integrity ....	17
Definition of Terms .....	18
Student Responsibilities in the Practical Nurse Certificate Program .....	19
Nursing Department Standards of Professional Conduct .....	20
American Nurses Association Code of Ethics for Nurses .....	21
International Council of Nurses Code for Nurses .....	21
Nurse Practice Act Statues and Rules of the State Board of Nursing .....	21
<b>POLICIES OF THE PRACTICAL NURSE CERTIFICATE PROGRAM .....</b>	<b>22</b>
General Policies .....	22
Nursing Advisor .....	22
Class Representatives .....	22
Insurance .....	22
Student Travel .....	23
HESI Exam Fees for Testing and NCLEX-PN Exam Preparation .....	23
NCLEX-PN Review Course .....	23
Attendance Policy .....	24
Didactics .....	24
Consequences of Violation of Class Attendance Policy .....	24
Procedure 3004.12 .....	24
Penalties for Violation of the Attendance Policy .....	24

**Table of Contents (continued)**

Nursing Clinical .....	25
Making-up Missed Clinical Time .....	25
Consequences of Violation of Clinical Attendance Policy .....	25
Nursing Skills and Simulation Laboratory .....	26
Lab Attendance .....	26
Consequences of Absenteeism/Tardiness in Lab .....	26
Requirements for Progression Policy .....	27
Grading Policy .....	28
Nursing Course Grades .....	28
Grade Computation .....	29
Withdrawal .....	30
“W” Grade – Drop .....	30
“W”, “D” or “F” Grades – First Semester .....	30
“W”, “D” or “F” Grades – Second, Third, Fourth Semester .....	30
Dismissal Policy .....	31
Reasons for Student Dismissal from the Practical Nurse Certificate Program .....	31
Consequences for Violation of the Nursing Department’s Code of Academic Integrity and Standards of Professional Conduct .....	32
Student Due Process Procedures .....	33
Grade Appeal Policy .....	33
Student Complaints and Grievance .....	33
Re-Admission Policy & Procedure .....	34
Examination Policy .....	36
Test Taking Policy .....	37
Health Education System, Inc. (HESI) Policy .....	38
Quizzes and Miscellaneous Assignments .....	38
Dosages and Calculations Test Policy .....	39
Clinical Rotation Policy .....	40
Clinical Evaluation Policy .....	45
Uniform Policy .....	47
Review of Client Medical Records .....	50
The Impaired Student Policy .....	51
Drug Screening Policy .....	52
“For Cause” Drug/Alcohol Screening Policy .....	53
Medical Marijuana Policy .....	54
Tobacco Free Policy .....	54
Fingerprint Clearance Card Policy .....	55
Social Networking Policy .....	56

**Table of Contents (continued)**

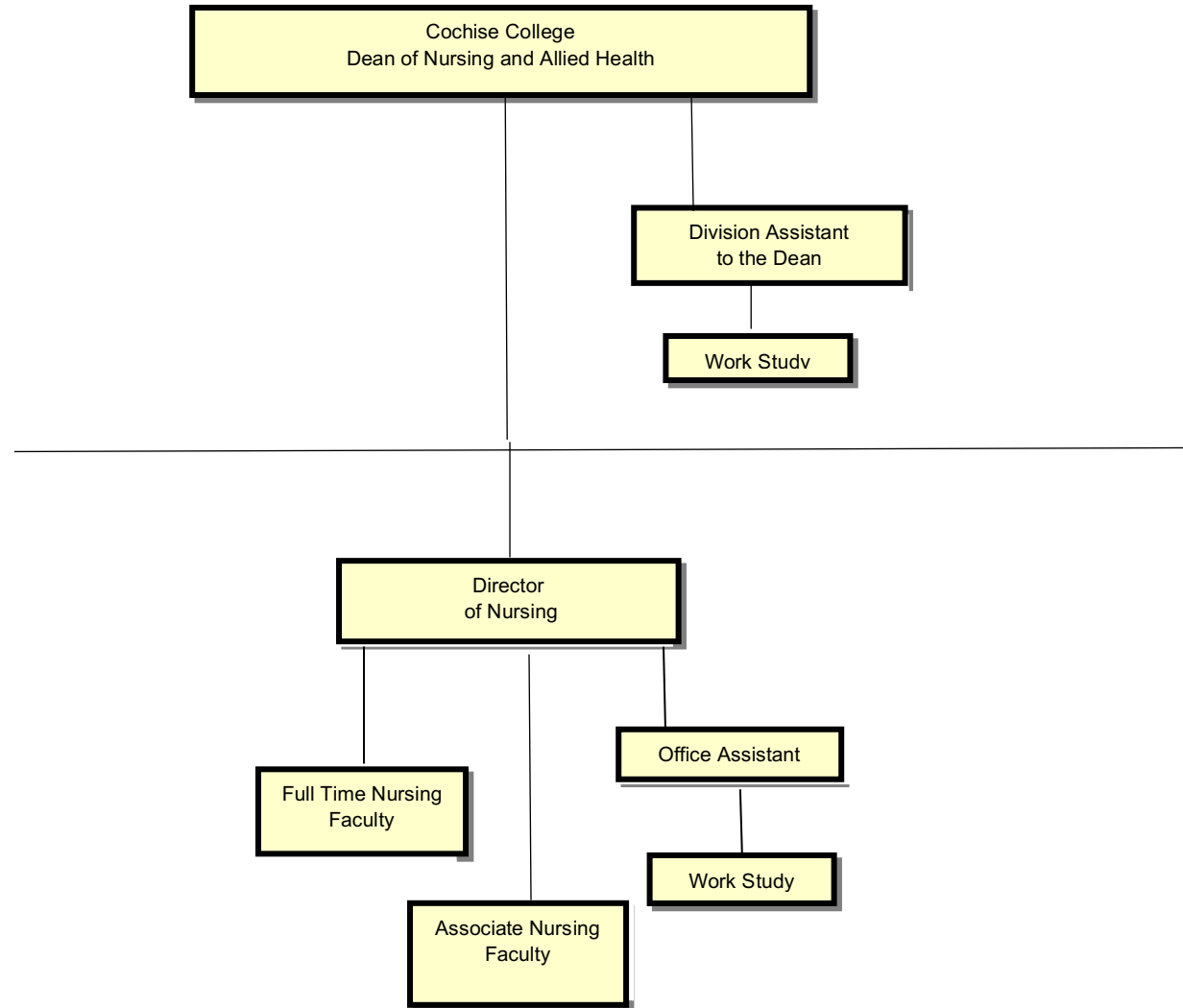
<b>Admission Forms &amp; Contracts .....</b>	<b>60</b>
--	-----------

---

---

Admission Forms and Contracts .....	57
Disclosure Statements .....	58
Student Contract .....	59
Statement of Understanding .....	60
Student Policies Acknowledgement .....	61
Confidentiality Agreement .....	62
Code of Academic and Clinical Integrity .....	63
Changes in Physical or Mental Condition .....	64
Report of Alternate Clinical Experience .....	65
Student Travel Permission/Release Waiver .....	66

**2022-2023 Organizational Chart  
Cochise College Nursing Programs**



## FACULTY PROFILE FORM

Name of Institution: **Cochise College**

Name of Nursing Program: **Cochise College Practical Nursing Certificate Program**

Faculty Name	Commitment of Time:		Date of Initial Appointment	Rank (if appropriate)	Bachelor's Degree	Institution Grading Degree	Graduate Degree(s)	Institution Grading Degree	Area(s) of Clinical Expertise	Area(s) of Functional Expertise	Academic Teaching / Areas of Responsibility
	F/T	P/T									
Ashline, Melesa	F/T		2013	Director of Nursing Full Time	BSN 2003	University of Phoenix	MSN 2004	University of Phoenix	Long Term Care Med Surg Home Health Administration	Director of Nursing	N/A  Full Time Director of Nursing
Biron, Theresa	F/T		8/2013	Faculty Full Time	BSN 1988	Hampton University	MSN FNP 1998	University of South Carolina	Med / Surg Gastroenterology	First Year Team Coordinator	Area Teaching: ● Fundamentals ● Med/Surg Simulation
Hill, Bethany	F/T		11/2015	Dean of Nursing and Allied Health	BSN 1999	University of Phoenix	MSN 2007	University of Phoenix	Department Manager, Director of Nurses, Public Health Nurse, RN Coder, Director of Infection Control, Emergency Department	Dean of Nursing and Allied Health	N/A  ● Full Time Dean of Nursing and Allied Health
Magatagan, Karen	F/T		2021	Faculty Full Time	BSN 1984	University of Arizona	MSN 2018	Northern Arizona University	Long Term Care Gastroenterology Skills Lab Anatomy & Physiology	Lab/SIM Coordinator	Area Teaching: ● Skills Lab ● Simulation Lab
Vincent, Linda	F/T		8/2010	Faculty Full Time	BSN 1997	Excelsior College	MSN 2007 ACNP	Rutgers, The State University of New Jersey	Psych/Mental Health Critical Care Education Med / Surg Oncology	LPN Coordinator	Area Teaching: ● Fundamental ● Med Surg
Ziegler, Cindy	F/T		8/2013	Faculty Full Time	BSN 1989	University of North Dakota	MSN 2004	Grand Valley State University	Med Surg Obstetrics L & D  Staff Educator	First Year Team Faculty	Area Teaching: ● Caring ● Communication ● Hygiene/ Mobility ● Pain/ Comfort/ Safety ● Sexuality ● Holistic/ Spirituality ● Culture ● Fundamentals ● Obstetrics/ Pediatrics



---

## COCHISE COLLEGE EDUCATIONAL PHILOSOPHY

### MISSION

Cochise College provides inclusive and accessible educational opportunities that support social responsibility, community engagement, meaningful careers, and lifelong learning.

### VISION

Cochise College is a leading and responsive college which transforms and empowers our community by fostering collaborative relationships and providing innovative educational pathways.

### HOW

*(Our beliefs, convictions, behaviors, and actions)*

In all we do, we exhibit collaboration, encouragement, respect, innovation, and service.

**Collaboration:** We actively connect with our students and community by providing accessible learning opportunities and resources to overcome barriers, build relationships, and cultivate economic, social, and cultural growth.

**Encouragement:** We provide personal support to students and staff, faculty, and community members through active engagement and compassion.

**Respect:** We are a community of acceptance which engages our diverse population (diversity), provides resources appropriate to the needs of individuals (equity), and extends opportunity to all (inclusion).

**Innovation:** We create new learning experiences to respond and adapt to the needs of our community.

**Service:** We engage our community through service-learning projects, volunteerism, and civic participation.

## PRACTICAL NURSE CERTIFICATE PROGRAM EDUCATIONAL PHILOSOPHY MISSION

The Cochise College Practical Nursing Certificate Program is committed to offering a quality education which provides educational resources to promote meaningful nursing careers, constructive citizenship, and lifelong learning to meet the healthcare needs of a diverse population.

The vision of the Cochise College Practical Nursing Certificate Program is to be a learning community that places its highest priority, resources, and energy on student learning. This is done by creating an environment and experiences in clinical, simulation, virtually, and in the classrooms encouraging students to become active members of this learning community. The program makes learning possible in the classroom as well as through other modalities, activities and experiences that enhance learning. This is done for students as well as faculty and other members of the college community so that a feeling of collegiality abounds. Moreover, this vision empowers students, faculty and staff to create a personally meaningful learning environment where each person accepts responsibility for contributing.

The philosophy of the Cochise College Practical Nursing Certificate Program is to create a learning environment in which the student transforms from a beginning student to an entry-level practical nurse generalist caring for a diverse population of patients across the lifespan. The nursing faculty respects the students as adult learners who demonstrate integrity in the classroom, as well as in the clinical setting. The philosophy utilizes a conceptual framework based on the nursing process and related disciplines as a solid foundation for the practical nurse generalist. The practical nurse generalist collaborates with other members of the health care team to provide for patients anywhere along the health/illness continuum.

### THE CORE VALUES OF THE NURSING PROGRAM

**Lifelong Learning:** An attitudinal approach to learning in which the person is open to new ideas, decisions, skills, and behaviors based on scientific evidence and research to promote scientific and technological progress improving patient outcomes.

**Diversity:** Respecting differences between and among members of the community by embracing and encouraging the expression of ideas, opinions, and thoughts exchanged freely, respectfully, and civilly.

**Integrity:** Decisions and interactions based on honesty, trust, respect, responsibility, accountability, and ethical behavior.

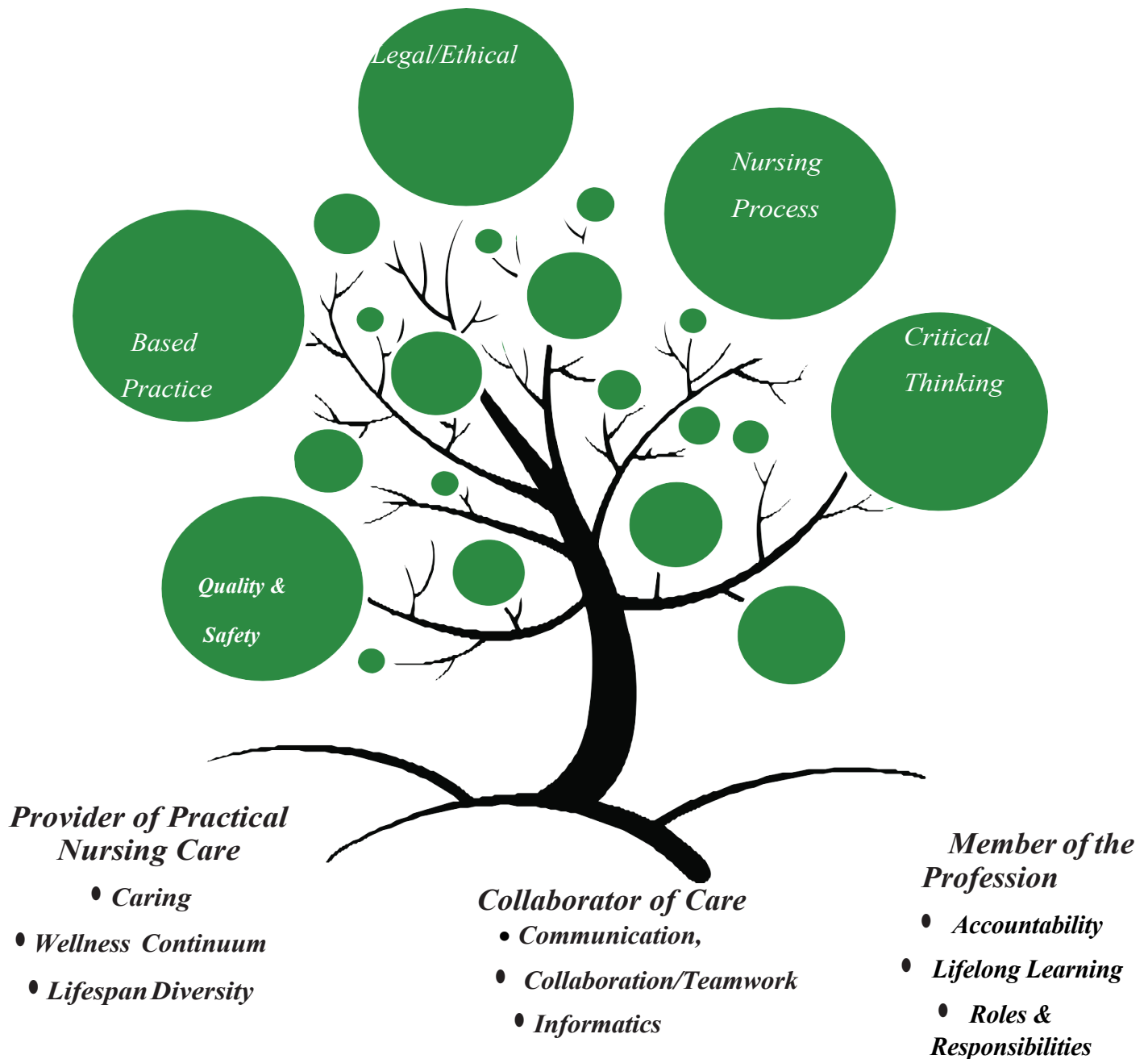
**Adult Learning:** An independent, self-directed, problem centered approach utilizing prior experience to gain knowledge.

# Student Learning Outcomes

*Leaves: Measured Student Learning Outcomes (SLOs)*

*Ground: Guidelines for Professional Standards*

*Roots: Additional, non-tracked SLOs incorporated throughout the program*



## **PRACTICAL NURSE CERTIFICATE PROGRAM OUTCOMES**

The Practical Nurse Certificate Program provides students with the knowledge and skills necessary to administer practical nursing care to patients in a variety of settings. Courses include content related to the nurse's role as a provider of practical nursing care, as a collaborator of care, a member of the discipline of nursing care, and as a member of the interdisciplinary team. As the nursing student progresses through the curriculum, each course builds upon the previous semester with regards to complexity. This is evidenced by end of semester summative standardized tests, increasingly complex writing assignments, more complex skills lab evaluations and increased critical thinking in both the simulation and clinical evaluations.

The Cochise College Practical Nurse Certificate completer will deliver safe, competent and quality patient centered nursing care within the role of the Practical Nurse as a:

1. **Provider of Practical Nursing Care:** Integrate biopsychosocial and scientific principles when providing technically competent care to groups of individuals and families within a variety of healthcare settings. The provider of practical nursing care utilizes the following elements:
  - **Nursing process (M= measured)**
  - **Quality Care and Safety (M)**
  - Caring
  - Wellness Continuum
  - Lifespan Diversity
2. **Collaborator of Care:** Functions as a member of the healthcare team to implement care for groups of individuals and families in a variety of healthcare settings. Appropriately delegate activities to coordinate the care of groups of individuals and families in a variety of healthcare settings. The collaborator of practical nursing care utilizes the following:
  - **Critical Thinking (M)**
  - **Evidence Based Practice (M)**
  - Communication and Collaboration/Teamwork
  - Informatics
3. **Member of the Discipline of Nursing:** Assimilate professional values and behaviors as a Practical Nursing Certificate completer through the following:
  - **Legal-Ethical (M)**
  - Accountability
  - Life-Long Learning
  - Roles and Responsibilities

**The Cochise College Nursing Program outcomes are evidenced by:**

1. **PN Licensure pass rates**
2. **Job placement**
3. **Practical Nursing Certificate Program completion rates**
4. **Employer program satisfaction**
5. **Completers of Practical Nursing Certificate Program Satisfaction**

---

---

## Practical Nurse Certificate

### Practical Nurse Certificate (Major Code – PN) Curriculum

#### 1<sup>st</sup> Semester (Spring)

Introduction to Biology\* (BIO 160)  
CPR\*\*\* (HLT 111)  
Medication Math One (NUR 121-A)  
Introduction to Pharmacology\*\* (NUR 112)  
Medical Terminology (HLT 101)

#### 2<sup>nd</sup> Semester (Summer)

PN-I Fundamentals (NUR 113)

#### 3<sup>rd</sup> Semester (Fall)

PN-II Medical Surgical (NUR 114)  
PN-III OB/Peds (NUR 115)

- \* BIO 160 can be substituted with completion of BIO 201 and BIO 202 with a grade of B or better.
- \* Cochise College Policy 3004.1 allows students the opportunity to waive a prerequisite course. Students seeking a prerequisite waiver should consult with an academic advisor and should understand full responsibility for the outcome of the course taken will be on the student.
- \* Science courses must have been completed within the last seven (7) years prior to admission to a Cochise College Nursing Program with a grade of “B” or better.
- \*\* NUR 112 – Introduction to Pharmacology may be substituted with NUR 203 – Update to Pharmacology. NUR 203 must have been completed within the last five (5) years prior to admission to a Cochise College Nursing Program with a grade of “B” or better.
- \*\*\* A current America Heart Association (AHA) CPR card with first aid is required.

## PRACTICAL NURSE CERTIFICATE PROGRAM STRUCTURE

- The Practical Nurse Certificate option for the Cochise College Nursing program is comprised of five core nursing classes in three semesters.
- NUR 121-A (Medication Math One) and NUR 112 (Intro to Pharmacology) are both in semester one. NUR 113 is comprised of Fundamentals of Nursing related to the well adult client, in semester two.
- NUR 114 is comprised of Common/Chronic Conditions in the Adult medical surgical client. NUR 115 is comprised of the childbearing family, obstetrics and pediatrics. These two courses are completed in semester three.
- Completion of the five (5) nursing courses (NUR 112, NUR 121-A, NUR 113, NUR 114 and NUR 115) and the required co-requisite general education courses are required to achieve eligibility to take the NCLEX-PN.

## COURSE OUTCOMES

		<b>Practical Nurse Certificate Program</b>		
		<b>NUR 113</b>	<b>NUR 114</b>	<b>NUR 115</b>
<b>Provider of Practical Nursing Care</b>	<b>Caring</b>	Identify attributes of caring for a client-centered environment.	Display attributes of caring in a client-centered environment.	Display attributes of caring in a client-centered environment related to members of the childbearing family, and to pediatric and adolescent clients.
	<b>Nursing Process</b>	Contribute to the development and update to a nursing care plan for a client with specific health need/problem(s).	Demonstrate ability to recognize change in the client's signs and symptoms that affect the client's health condition.	Demonstrate ability to recognize change in signs and symptoms of families that affect health condition.
	<b>Safety/ Quality Care</b>	Implement the principles of safe medication administration.	Demonstrate safe medication administration considering the effect on the individual throughout the lifespan.	Demonstrate safe medication administration considering the effect on members of the childbearing family, and on pediatric and adolescent clients.
		Describe factors that influence a culture of safety.	Demonstrate the ability to provide safe and effective care to all clients.	Demonstrate the ability to provide safe and effective care to members of the childbearing family, and to pediatric and adolescent clients.
	<b>Wellness Continuum Life Span Diversity</b>	Identify potential resources for clients across the adult life span.	Recognize internal and external resources based on client needs.	Recognize internal and external resources based on the needs of the childbearing family, and of pediatric and adolescent clients.
		Identify concepts of health and wellness across the adult lifespan.	Apply health and illness concepts to client care.	Apply health and illness concepts based on the needs of the childbearing family, and of pediatric and adolescent clients.
		Identify life span variables that impact the health of clients.	Apply concepts related to life span variables with nursing practice.	Apply concepts related to life span variables.
		Describe the interaction of human diversity with health, illness, and caring behaviors and attitudes.	Provide patient centered care with sensitivity and respect for human diversity.	Provide patient-centered care with sensitivity and respect for human diversity related to members of the childbearing family, and to pediatric and adolescent clients.

		<b>Practical Nurse Certificate Program</b>		
		<b>NUR 113</b>	<b>NUR 114</b>	<b>NUR 115</b>
<b>Collaborator of Care</b>	<b>Communication Collaboration, Teamwork &amp;</b>	Identify factors involved in communication and collaboration, teamwork and informatics for effective management of care.	Participate in communication and collaboration, teamwork and using informatics when delivering quality care.	Participate in communication and collaboration, teamwork and using informatics, when delivering quality care.
	<b>Evidence-Based Practice</b>	Describe the components of evidence-based practice as it relates to patient care.	Differentiate reliable sources for evidence reports and clinical practice guidelines.	Differentiate reliable sources for evidence reports and clinical practice guidelines related to members of the childbearing family, and to pediatric and adolescent clients
	<b>Critical Thinking</b>	Identify components of critical thinking and clinical reasoning at the novice level	Demonstrate critical thinking abilities and sound clinical reasoning.	Demonstrate critical thinking abilities and sound clinical reasoning
<b>Member of Profession (Integrity)</b>	<b>Legal-Ethical</b>	Identify competencies for legal, ethical and professional conduct of a practical nurse	Discuss legal, ethical and professional conduct of a practical nurse	Discuss legal, ethical and professional conduct of a practical nurse
	<b>Roles &amp; Responsibilities</b>	Explain the roles and responsibilities of the practical nurse	Demonstrate knowledge of the roles and responsibilities of the practical nurse	Demonstrate knowledge of the roles and responsibilities of the practical nurse
	<b>Accountability-Life Long Learning</b>	Recognize the importance of accountability for one's own nursing practice and professional growth	Apply accountability to own nursing practice and professional growth	Apply accountability to own nursing practice and professional growth

## **Arizona State Board of Nursing Qualifications for Practical Nurse**

An applicant for a license to practice as and assume the title of a licensed practical nurse shall file a verified electronic application with the board accompanied by the prescribed fee and submit proof that the applicant:

1. Has satisfactorily completed the basic curriculum in an approved practical or professional nursing program and holds a diploma, certificate, or degree from that program.
2. If convicted of one or more felonies, has received an absolute discharge from the sentences for all felony convictions five or more years before the date of filing the application (Sec. 15, Section 32-1637, Arizona Revised Statutes).



---

---

## NURSING DEPARTMENT CODE of ACADEMIC INTEGRITY

Dishonesty of any nature is a serious offense at the College. Dishonesty undermines the bonds of trust between members of the community and the school, and it defrauds those who may eventually depend on your professionalism and integrity. Nursing programs must have high standards of ethics. As a nursing student and nurse, there is an expectation of integrity. The Code of Academic Integrity is congruent with the Cochise College Academic Dishonesty Policy 3010.

### Academic Dishonesty

Cochise College requires students to adhere to the highest level of ethical academic conduct and has no tolerance for academic dishonesty. The college may impose serious academic sanctions as a result of academic dishonesty up to and including suspension and expulsion from a specific program or from the college. A statement regarding and defining academic dishonesty shall be part of every course syllabus.

Academic dishonesty consists of many forms of unethical academic conduct, including, but not limited to, cheating, fabrication, plagiarism and facilitating academic dishonesty.

1. Cheating means intentionally using or attempting to use unauthorized materials, information or study aids, as well as unauthorized devices such as cell phones and other technology.
2. Fabrication means intentional falsification of any information or citation.
3. Plagiarism means intentionally or knowingly representing the words or ideas of another as one's own.
4. Facilitating academic dishonesty means intentionally or knowingly helping another to commit an act of academic dishonesty.
5. Other forms of academic dishonesty include:
  1. Submitting work to more than one instructor for credit without disclosure and approval.
  2. Knowingly violating the terms of any academic sanction imposed for an earlier violation of this policy.

### **Cochise College Nursing Programs**

#### **Code of Academic and Clinical Integrity**

**The Nursing student must commit to self and others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth through life-long learning.**

**The Nursing student will incorporate into all professional relationships a commitment to practice with compassion and respect for the dignity, worth, and uniqueness of every individual.**

**The Nursing student will maintain privacy rights and confidentiality of all patient information.**

## **DEFINITION of TERMS**

**NOTE: This list is not exhaustive or all-inclusive.**

1. **CHEATING** - Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. This includes but is not limited to:
  - a. copying from another student's work.
  - b. knowingly using, buying, selling, offering, transporting or soliciting any of the contents of a test.
  - c. taking a test for another student or permitting someone else to take a test for you.
  - d. bribing or attempting to bribe, or intimidating or attempting to intimidate another person to obtain a passing or better grade on a test, paper, course assignment or for the course itself.
  - e. intentional misconstruing or misreporting of facts or incidents relating to any event surrounding the course.
2. **PLAGIARISM** - The representation of the work of others as your own. The use of another's words, facts, ideas, or information without acknowledgement of the source.
3. **COLLUSION** - Obtaining from or giving to another student unauthorized assistance on material in any course work.
4. **FABRICATION** - Intentional and unauthorized falsification or invention of any information or citation in any academic exercise or activity.
5. **COMPROMISING TEST MATERIALS** - Unauthorized removal of testing materials from any area, writing or copying test questions, or verbally sharing test questions with any other person.
6. **FACILITATING ACADEMIC DISHONESTY** - Intentionally or knowingly helping or attempting to help another to violate any provision of this CODE.
7. **MISREPRESENTATION/FRAUD** - Using false records, false identification papers, any portion of the uniform, unauthorized I.D. cards or methods of I.D. to influence others concerning your status. Accessing official college documents, or services, or departmental records, or materials, or patient information without specific permission via electronic or other means.
8. **VIOLATION OF THE SCOPE OF PRACTICE** – Performing outside the level of knowledge and skills permitted by the student's current level in the Practical Nursing Certificate Program and as defined by the Arizona State Board of Nursing (ex: performing invasive skills outside of the clinical or lab setting).

---

---

## STUDENT RESPONSIBILITIES in the PRACTICAL NURSE CERTIFICATE PROGRAM

Each student will be held fully responsible for the content and integrity of the course work submitted. The following rules, may guide you in upholding scholastic integrity.

1. A student's examinations, reports, take home tests, and projects must reflect their own work unless it is properly cited or the instructor specifically indicates otherwise.
2. A student may not remove tests from authorized area, copy, or record test questions, or tell other students test questions.
3. A student is responsible for knowing and following all written or verbal instructions given by instructors or other designated college representatives.
4. A student is responsible for reporting any known violations of this code.
5. A student will perform only to the appropriate nursing student scope of practice at all times.
6. A student will not perform in any way that could jeopardize a client/patient.
7. A student will always immediately report an error in patient care to a nursing instructor and the appropriate staff member.
8. A student will not wear any portion of the uniform, to any clinical agency at any time without express permission from their current clinical instructor.

Tests are the property of the college. Dishonesty includes sharing information on a test with another student, photocopying test materials, taking tests out of the classroom, removing tests from files, electronically or paper, and videos from campus, etc. Dishonesty also includes theft of books, videos and laboratory supplies. Each student will be responsible for their own conduct and will be expected to report violations to discourage others from participating in dishonesty.

**NOTE: This list is not exhaustive or all-inclusive.**

\* Refer to the Dismissal Policy for any violation of the Nursing Department Code of Academic Conduct

---

---

## NURSING DEPARTMENT STANDARDS of PROFESSIONAL CONDUCT

The faculty of Cochise College believes that standards of professional conduct are an inherent part of professional behavior. Standards of professional conduct have been developed for all students enrolled in the nursing programs. Students are expected to maintain these standards, and are evaluated on their professional conduct each semester. These standards include but are not all inclusive:

- **Accountability:** is answerable for one's action; answers to self, the client, the profession and the institution.
- **Agency's Policies and Procedures:** reads and adheres to the agency policies and procedures.
- **College Code of Conduct:** can be found in the College Catalog. The student is responsible for accessing this information.
- **Confidentiality:** respects the privacy of clients; respects privileged information.
- **Honesty:** practices fairness and straightforwardness of conduct; displays moral excellence and truthfulness.
- **Dependability:** is trustworthy and reliable.
- **Ethical:** adheres to the ANA Code of Ethics for Nurses and the Nursing Program Code of Academic Integrity.
- **Legal:** operates within the standards of care related to the student nurse role.
- **Nurse Practice Act:** statutes and rules of the State Board of Nursing can be found on their website. The student is responsible for accessing and abiding by this information.
- **Professional Appearance:** adheres to established nursing dress code (ex: lab, clinical, and simulation) in all school activities.
- **Professional Boundaries:** maintains the professional relationships that allow for a safe, therapeutic professional relationship between the student, faculty, and the client/patient.
- **Punctuality and Promptness:** is on time for all classes and clinical/lab/simulation experiences; completes all assignments on time.
- **Respect:** treats self and others with regard to consideration and courtesy. No acts of incivility.
- **Responsibility:** executes duties associated with the nurse's particular role to include adheres to the agency policies and procedures.
- **Safety:** prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.
- **Social Conduct:** maintains and respects confidentiality of clients, fellow students and faculty when utilizing on-line resources.

\*Refer to the Dismissal Policy for any violation of the Nursing Department Standards of Professional Conduct.

**American Nurses Association Code of Ethics for Nurses**

from  
American Nurses Association

**The student is responsible for accessing this information.**

- - - - -  
- -

**International Council of Nurses Code for Nurses**

at  
International Council of Nurses, (2012)  
ICN Code of Ethics for Nurses

[https://www.icn.ch/sites/default/files/inline-files/2012\\_ICN\\_Codeofethicsfornurses\\_%20eng.pdf](https://www.icn.ch/sites/default/files/inline-files/2012_ICN_Codeofethicsfornurses_%20eng.pdf)

**The student is responsible for accessing this information.**

- - - - -  
-

**Nurse Practice Act**

**Statutes and Rules of the State Board of Nursing**

at  
<https://www.azbn.gov/education/nurse-practice-act>

**The student is responsible for accessing this information.**

- - - - -  
-

## GENERAL POLICIES

### NURSING ADVISOR

1. Each student will have access to a nursing faculty member who will serve as a nursing advisor.
2. The advisor will have 10 office hours per week minimum. Making appointments are encouraged; walk-ins are also allowed. It is the student's responsibility to contact their advisor.
3. The advisor will be available to review test, homework, concerns, etc.

### CLASS REPRESENTATIVES

1. The Cochise College Practical Nurse Certificate Program shall have student representatives. There will be one to two students elected from each nursing class to act as class representative(s). This will allow the students the opportunity to give input into the program. These representatives will be selected by the class. They are expected to be present (virtually or in person) at designated faculty meetings and advisory council meetings. This will allow them the opportunity to give input into the development of academic policies and procedures. Pertinent issues are addressed and documented in the Systematic Evaluation Plan, and in faculty committee minutes.
2. Each class will choose representatives by ballot at the beginning of every semester. The class representative(s) serves as liaison between the students and the nursing faculty.
3. Class representatives attend faculty meetings and have the responsibility of bringing class problems of a general nature to the faculty for discussion and/or resolution. Each class representative will be provided a copy of the Student Representative Report, utilized to present concerns to the faculty, during faculty meetings. The class representatives are equally responsible for reporting back to the students the results of such discussions as well as any other matters concerning the class or student body as a whole.

### INSURANCE

1. Liability  
All students are covered by the College liability insurance during the time they are enrolled in the Program. This is paid once a year at registration.
2. Health  
Health insurance is not provided by the nursing department or the clinical agencies. In case of injury during classes (in lecture, learning laboratory, or clinical) students are liable for all personal injuries and costs incurred. **It is recommended that students have individual health insurance.**

**STUDENT TRAVEL**

1. An opportunity to travel to Mexico may be made available to students for volunteer service.
2. Students are required to obtain a U. S. Passport or Travel Card in order to participate in Mexico travel **at student's expense.**
3. Students will be required to sign a Cochise College Student Travel Permission/Release Waiver for any travel (refer to *Admission Forms and Contracts*).

**HESI/EXAM FEES and NCLEX-PN EXAM PREPARATION**

1. The program charges all nursing students a fee per semester for four HESI exams.
2. The HESI exams are given at the end of each nursing course. These exams serve to inform a student of their probability of passing the NCLEX-PN and the degree of preparation that they must undertake to ensure success on the NCLEX-PN.
3. Additional HESI exams requires additional fees paid by the student.
4. An NCLEX-PN preparation review course may be taken at the end of the 3<sup>rd</sup> semester to prepare for successful completion of the NCLEX-PN exam.
5. Both the HESI exams and the NCLEX preparation exam are mandatory.

---

---

## ATTENDANCE POLICY

(DIDACTIC)

1. Definitions:
  - a. **Attendance**: is defined as being physically present in the class room the entire class period. (e.g. If a student is tardy or leaves early, it means the student is not in attendance.)
  - b. **Tardiness**: Arriving after the class start time. The instructor may deny a student from entering the classroom once the class has started.
  - c. The student is required to discuss tardiness or leaving early with the lecturing faculty.

### CONSEQUENCES OF VIOLATION OF CLASS ATTENDANCE POLICY – College Policy 3004.12

A student may be dropped from a nursing class for non-attendance under College Policy Procedure 3004.12.

Due to required federal financial aid reporting, instructors must take attendance and maintain attendance records for three years.

1. Instructors shall establish specific attendance criteria for each class and indicate the consequences to students for not meeting the attendance criteria. For example, an instructor may indicate that if a student misses more days than credit hours for the class, the instructor may drop the student from the class.
2. Online instructors shall establish reasonable attendance criteria to ensure that students participate at least once a week in an academic-related activity for that course.
3. The drop date given to the student should reflect the last date which resulted in the student violating the instructor's attendance drop criteria.
4. Attendance criteria shall be communicated to students in writing during the first week of each semester as a part of the instructor's course procedure sheet. An instructor may drop a student from class for exceeding these stated limits.
5. Students with disabilities who need consideration for attendance must work through the college disabilities services office to establish an accommodation plan.

### Additional Nursing Program Attendance Policy

1. The nursing program requires that a student come to class on time and remain in attendance for the entire class period. A student who has a pattern of tardiness and/or leaving class early may be dropped from the class.
  - a. In accordance with College Policy 3004.12, the nursing program requires a student who misses more than the credit hours of a nursing course over the course of the semester may be dropped from the class (e: 12 credit hours = 12 days).
2. A student who is not in attendance is still responsible for announcements and materials distributed during class time. In addition, a student is responsible for class content and the assigned readings and audiovisual materials, all explanations, topics and discussions brought up in the course of a class. Class graded assignments are given at the discretion of the lecturing faculty.

### CONSEQUENCES OF VIOLATION OF THE ATTENDANCE POLICY

1. Student may receive a formal reprimand.
2. The student may be dropped from the Cochise College Practical Nursing Certificate Program.



---

---

## ATTENDANCE POLICY

### (NURSING CLINICAL AND CLINICAL SIMULATION)

1. Definition:
  - a. **Clinicals**: are scheduled sessions in health care agencies or other designated locations during which a student functions under the supervision of a nursing instructor for the purpose of obtaining hands-on experience. This includes assigned simulation experiences.
2. Clinical attendance is mandatory. Documentation of attendance may be by student sign-in or by faculty observation.
3. **Missed clinical**. If a student is to be absent from a clinical, the student must notify their designated clinical instructor prior to the start of the clinical. Designated clinical instructor notification may be by phone to the instructor at their home or at the clinical site.
4. If the clinical instructor cannot be reached, then either Course Coordinator or Director, must be notified.
5. Notification of absence should be done as early as possible, preferably the night before the clinical day, or the morning before the clinical begins.
6. Notification of absence must be done by the student unless absolutely impossible.
7. The student must notify the Clinical Coordinator (missed clinicals) or the Lab Coordinator (missed simulation) within 24 hours of the absence to make up the clinical time.
8. Simulation experience is part of clinical and all clinical attendance policies will apply.
9. Simulation experience will be scheduled through the Lab Coordinator.

### MAKING UP MISSED CLINICAL TIME

1. **There will be a clinical/simulation make-up fee of \$50.00 each time a student misses a scheduled clinical/simulation assignment.**
2. The student shall arrange for a make-up day with the Clinical or Lab Coordinator. The Clinical or Lab Coordinator will inform the student of the date, time, location and instructor for the makeup clinical and will give the student a "*Report of Alternate Clinical Experience*" form, available on Moodle and Program Manual.
4. Upon completion of the make-up day, the student shall have the "*Report of Alternate Clinical Experience*" form completed and signed by the make-up clinical instructor.
5. The student shall return the completed and signed "*Report of Alternate Clinical Experience*" form to the Clinical Coordinator within one week of the make-up day.
7. The student is responsible for timely completion of this procedure if they are to get credit for the make-up day.
8. In addition to making up the missed hours, the student may be required to do a written paper or oral presentation as assigned by the clinical instructor, Clinical Coordinator, or Lab Coordinator.

### CONSEQUENCES OF VIOLATION OF CLINICAL ATTENDANCE POLICY

A student who is unable to sufficiently make up missed clinical time or written papers or presentations and, thereby, fails to meet the clinical objectives to the satisfaction of the clinical instructor and coordinators, shall receive:

- a. "incomplete" if the work was at level on the last day of clinical.
- b. "failure" if the work was below level on the last day of clinical.

---

---

## ATTENDANCE POLICY

(NURSING SKILLS AND NON-CLINICAL SIMULATION LABORATORY)

### LAB AND NON-CLINICAL SIMULATION ATTENDANCE

1. Attendance for the nursing skills lab class, learning lab return demonstrations, and non-clinical simulations are mandatory.
2. Tardiness is disruptive to the students and instructor in the lab and is viewed as unprofessional. Students who are tardy may not be permitted to attend their scheduled lab or complete their return demonstration, and will have to make up the class or return that they missed.
3. Students who are tardy for simulations (clinical and non-clinical) may not be permitted to attend their scheduled simulation and will have to make up the simulation that they missed.
4. A pattern of absenteeism or tardiness is considered unprofessional behavior.

### MAKING UP MISSED NURSING SKILLS AND SIMULATION TIME

1. In the event of a lab class absence and/or inability to attend a scheduled skill return demonstration, or simulation; the student must contact the Lab Coordinator as soon as possible.
2. Failure to contact the Lab Coordinator or attend scheduled lab/simulation activities may result in disciplinary action.
3. Failure to complete return demonstrations in the allotted timeframe may result in disciplinary actions.
4. If a student has an absence from nursing skills or simulation classes, for any reason, the student will be required to complete a make-up assignment to be determined by the Lab Coordinator.
5. In addition to making up the missed hours, the student may be required to do a written paper or oral presentation as assigned by the Lab Coordinator.

### CONSEQUENCES OF VIOLATION OF LAB AND NON-CLINICAL SIMULATION ATTENDANCE POLICY

A student who is unable to sufficiently make up missed nursing skills or non-clinical simulation time or written papers or presentations and, thereby, fails to meet the nursing skills and simulation objectives to the satisfaction of the Lab Coordinators, shall receive:

- a. **First offense:** Verbal warning to student that will be documented in the student file.
- b. **Second offense:** A written counseling statement that remains in student file, which requires the student to develop a written plan of action to remedy unprofessional behaviors.
- c. **Third offense:** Failure of the lab, which results in failure of the Cochise College Practical Nursing Certificate Program.

---

---

## REQUIREMENTS FOR PROGRESSION POLICY

A student must take practical nursing courses in the order in which they are listed in the curriculum. (Please refer to page 13 of the Practical Nurse Certificate Program Manual.

A student may not progress to the next nursing course until all requirements of the current semester/course are satisfied. This includes the nursing courses as well as the general education courses as outlined in the Cochise College Catalog and Student Advisory Contract. All required courses must be completed by the end of the outlined semester in order to progress.

**To Progress within the Practical Nursing Certificate Program, the following conditions must be met:**

- **A student meets all requirements of the grading criteria (see Grading Policy):**
  1. A minimum final grade of “C” is required for all general education courses except sciences.
  2. A minimal final grade of “B” (80%) in the classroom component of all the nursing courses including NUR 121-A and NUR 112 (Intro to Pharmacology) or NUR 203 (Update to Pharmacology).
  3. A minimal final grade of “B” (80%) in the science general education courses including BIO 160 or BIO 201 and BIO 202.
  4. A final grade of “At Level” or “Pass” in each clinical rotation.
  5. A “Pass” grade in the Learning Laboratory components.
  
- **A student has had no violations of the:**
  1. Code of Academic Integrity
  2. Standards of Professional Conduct
  3. State Board of Nursing Statutes and Rules
  4. The Nursing Department policies which have resulted in dismissal from the Practical Nursing Certificate Program (see **DISMISSAL Policy**)

---

---

## GRADING POLICY

### NURSING COURSE GRADES

#### 1. Components

NUR 113, 114 & 115 are each is comprised of three components; didactic, clinical and learning lab. Each component must be passed successfully, in order for the student to pass a nursing course.

Grading standards of each of these components are as follows:

- a. **Didactic**
- (1) The didactic portion of the course is comprised of tests and various forms of written work. The passing grade in didactic is 80%. (See Grade Computation on the following page.)
  - (2) The grading scale for didactic is:
    - A = 90-100 (Pass)
    - B = 80-89.9 (Pass)
    - D = 70-79.9 (Fail)
    - F = Below 69.9 (Fail)
  - (3) The minimum passing final grade for all nursing courses is “B”.
  - (4) The letter grade is derived from the numerical grade that the student has achieved in the course component.

"A" and "B" are the passing grades. "D" and "F" are failing grades. There is no "C" in the nursing department's grading scale.

- b. **Clinical** (See "Clinical Policy" for definition of clinical.)

- (1) The clinical component is graded:
  - At Level (Pass)
  - Below Level (Fail)
  - and**
  - Pass/Fail
- (2) Refer to Clinical Policy for details related to grading.

- c. **Learning Laboratory**

- (1) The lab component is graded:
  - At Level (Pass)
  - Below Level (Fail)
  - and**
  - Pass/Fail

**GRADE COMPUTATION**

1. Grades **will not** be rounded up.

The student must earn a minimum grade of 80% to pass nursing courses.

EXAMPLE: Grade - 79.9% = D  
Grade - 80% = B

- Tests weight .....See syllabus
- Quizzes weight ..... See syllabus
- Written assignments weight.....See syllabus
- HESI weight ..... See syllabus

(See Syllabus for complete weight)

**TOTAL: 100%**

---

---

## WITHDRAWAL

### "W" GRADE -- DROP

1. Student Initiated Withdrawal – All Terms
  - a. A student may withdraw from a class up to 5 calendar days prior to the start of finals.
  - b. If a student withdraws a class before the Full Time Student Equivalent (FTSE) date (the 45<sup>th</sup> class day of the semester), there will be no record of the withdrawal on the student's transcript.
  - c. Student initiated withdrawal after the FTSE date (45<sup>th</sup> days) and up to 5 calendar days prior to the start of finals, will result in a "W" on the student's transcript. After this time, the student will receive a letter grade of A, B, D or F from the instructor.
2. Instructor Initiated Withdrawal – All Terms
  - a. Instructor initiated withdrawals prior to 5 calendar days before the start of finals will result in a "W" on the student's transcript. After this time the student will receive a letter grade of A, B, D, or F.
  - b. Refunds will be determined according to the college refund schedule.

**NOTE: Student and instructor-initiated withdrawal both count as an attempt to complete a nursing course. Refer to Re-Admission after failing, withdrawal, and dismissal.**

### "W", "D", "F" GRADES - FIRST SEMESTER

1. A student who withdraws ("W") or fails ("D" or "F") from NUR 121A must re-apply for admission following the standard admission policy. <https://www.cochise.edu/nursing>
2. If the student does not successfully complete the semester after two attempts, they are not eligible to re-enter the practical nursing certificate program. If a student attends any part of the course it will be considered an "attempt."

### "W", "D" or "F" GRADES - SECOND and THIRD SEMESTER

1. A student who fails ("D" or "F") a nursing course may apply to re-take the semester a second time.
2. A student who withdraws ("W") for reasons other than expulsion for academic and/or professional conduct, may apply to re-enter the appropriate semester.
3. If the student does not successfully complete the program after two attempts, they are **NOT** eligible to re-enter the practical nursing certificate program.

---

---

## DISMISSAL POLICY

1. A student may withdraw from a nursing course within five (5) days of the start of college finals without academic penalty
2. **It is the student's responsibility to be aware of their grade status at all times.**
3. A student may not move on to the next semester nursing courses unless the student has passed the current nursing course, and completes all requirements of the learning lab, clinical rotations, and all other assignments at a passing level.

### REASONS FOR STUDENT DISMISSAL FROM THE PRACTICAL NURSE CERTIFICATE PROGRAM

Listed below are examples for student dismissal for the practical nurse certificate program. This list IS NOT exhaustive or all-inclusive.

1. A single incident or accumulation of incidents which are hazardous to patient welfare.
2. A series of problems indicating inappropriate patterns of behavior.
3. Failure to immediately report a patient care error/incident(s) to college nursing instructor and the responsible nursing personnel.
4. Any preparation of written material that is fraudulent and/or untruthful.
5. Any performance and/or condition while in the host agency which brings from the agency serious criticism indicating an inability to perform in a professional manner.  
**EXAMPLE:** a student performs a skill that they have not been taught or signed off on.
6. Failure to meet the attendance policy as stated in the nursing program manual.
7. Proven dishonesty. **EXAMPLE:** stealing or removing supplies from a clinical agency and/or school.
8. Plagiarism of written assignments or quizzes, etc.
9. Lack of adequate theoretical knowledge for applications to patient care.
10. A pattern of excessive fatigue while on duty.
11. Inappropriate use of uniform.
12. Being under the influence of drugs, including alcohol, while on duty and/or in the class.
13. Lack of preparation for clinical practice, e.g., care plan, lab practice.
14. Act(s) of unprofessional conduct.
15. Violation of confidentiality.
16. Pattern of inappropriate communication.
17. Act(s) of academic dishonesty.
18. Failure to respect client rights and dignity.
19. Soliciting, borrowing or removing property or money from a client or client's family.
20. Assuming client care tasks for which the student lacks the education or competence to perform.
21. Removing drugs, supplies, equipment, or medical records from the clinical setting and/or learning laboratories.
22. Performing an invasive procedure outside of a clinical or skills lab setting.

## CONSEQUENCES FOR VIOLATION OF THE NURSING DEPARTMENT’S CODE OF ACADEMIC INTEGRITY AND STANDARDS OF PROFESSIONAL CONDUCT

Upon being found guilty of an academic integrity or professional conduct violation, any one or a combination of the following penalties may be imposed:

1. Student may receive a formal reprimand.
2. Student may be required to take a specific course not in the regular curriculum of the practical nurse certificate program, such as ethics.
3. Student may receive a zero for the work involved.
4. Student may be removed from clinical rotation. Failure to complete the clinical rotation means failure of the course.
5. Student may receive a failing grade of "F" in the course for the semester.
6. Student may be dismissed from the practical nurse certificate program and may or may not be eligible to reenter.

**NOTE: A student dismissed because of violations of the: Code of Academic Integrity; Standards of Professional Conduct; State Board of Nursing Rules and Regulations or Scope of Practice; or the Nursing Department Policies, may NOT re-enter the nursing**

## STUDENT DUE PROCESS PROCEDURES (ACADEMIC APPEALS)

A faculty member who suspects a student has committed an act of academic dishonesty or unprofessional conduct or has compromised client safety will:

1. Inform the student as soon as possible of the suspected infraction.
2. If the infraction is a client safety issue, the student will be removed from the clinical area immediately and may not return until the appeal procedure is completed. The student may continue to attend classes (didactic, lab, or simulation) until a decision has been reached.
3. The faculty member and/or either the course coordinator or clinical coordinator or lab coordinator (as appropriate) will provide the student with a written statement of the suspected infraction prior to a meeting with the student.
4. The faculty member and/or either the course coordinator or clinical coordinator or lab coordinator (as appropriate) will schedule a meeting with the student to discuss the suspected infraction.
5. The faculty member and/or either the course coordinator or clinical coordinator or lab coordinator (as appropriate) has 5 academic days to present the consequences of the suspected infraction. The consequences will be provided to the student in writing within three academic days of the final decision of consequences.
5. If the matter cannot be resolved at that level, the student will request an appeal of the decision with the program director within 5 academic days.
6. The student shall be notified of the proposed meeting date and time.
7. The program director has 5 academic days to consider the appeal. The decisions, based on the second meeting with the program director, will be provided to the student in writing within three academic days after the final meeting.
8. If the decision of the meeting with the program director results in the student’s dismissal from the nursing program, the student will receive a grade of “F” for the course.
9. The decision may be appealed through the College’s appeal process as described in the Cochise College Policy 3011.
10. Any student who is dismissed from the nursing program for violation of the following will receive an “F” in the course: (This list is not all inclusive.)
  - a. Academic integrity
  - b. Professional conduct
  - c. State Board of Nursing Rules and Regulations
  - d. State Board of Nursing Scope of Practice



- e. Nursing department policies
- f. A student who does not formally withdraw from a nursing course but who stops coming to class will receive an “F” in the course.

### **GRADE APPEAL POLICY**

Any student who has not obtained a minimum of 80% for any nursing course will follow these steps:

1. All grades will be reviewed and verified by the Nursing department within one week of final grade posting.
2. Student may review course grades with their nursing advisor within the week of posting.
3. Student may review course grades with Director if there is a continued grade dispute.
4. Student should follow the Cochise College Academic Appeals Policy, 3011.

### **STUDENT COMPLAINTS AND GRIEVANCE**

Nursing students who have a complaint, grievance or personal issue of concern regarding a grade dispute, an instructor, or other personal issues, are encouraged to initially discuss the issue with the instructor involved. If satisfaction is not attained after discussion, or if the student cannot speak to the instructor, the student is encouraged to progress through the chain of command in the following order to resolve the issue:

- Course Coordinator
- Director of Nursing
- Dean of Nursing and Allied Health
- Vice President of Student Services

If the student is still dissatisfied with the resolution, please follow the Student Complaints and Grievance process for Cochise College which is located within the Cochise College Student Handbook in accordance with Cochise College Administrative Policy 4008.

---

---

## RE-ADMISSION POLICY & PROCEDURE

### RE-ADMISSION POLICY

Students who drop out, withdraw, or fail (to include from the ADN program) the Cochise College Practical Nurse Certificate Program for any reason may be re-admitted to the Practical Nurse Certificate Program **one time** only. Admission to the ADN nursing program will not be permitted following failure of the Practical Nurse Certificate Program.

1. The Cochise College Nursing Administration reserves the right to deny the student's application to return, depending on space availability and past performance, which may include:
  - a. Academic performance, clinical competency, lab performance, and professional conduct.
  - b. A letter of intent that includes identification of the factors which will assist in ensuring the returning student's successful completion of the Cochise College Practical Nurse Certificate Program must accompany the application.
  - c. This letter of intent must include a plan for success to address past issues and/or deficiencies to include all factors they perceive led to their inability to complete the program.
  - d. Re-Entry students may be required to re-take already completed nursing courses.

### RE-ADMISSION PROCEDURE / ONE TIME RE-ENTRY POLICY

Once all documentation has been received by the deadline, the following occurs:

1. The Director of Nursing will determine if the applicant is eligible to proceed with the re-admission process verifying completion of all requirements.
2. All re-admission students must successfully pass the required exams. There is a fee for each exam.
3. The student will receive a letter from the Director of Nursing outlining which exam(s) must be taken.
4. The student must contact the Nursing Department to schedule a testing date and time.
5. Students must complete the testing process at least 45 days prior to the start of the desired semester.
6. Any student that does not obtain a 900 on any challenge exam must either: 1) Re-submit an application the following year to re-test or 2) Re-take the last semester they successfully completed. (Example: if a student is trying to re-enter the second semester and does not obtain a 900 on the Fundamentals challenge exam they must wait one year and re-test.
7. All students accepted for re-admission will be required to sign a formal educational contract outlining expectations with their assigned advisor.
8. **If a student does not meet any portion of the educational contract, the student will be dismissed from the program and ineligible to return.**
9. **Any student taking any nursing course for the second time, the highest scoring grade is counted for progression. \*Exams can only be taken once. No re-tests allowed.**

### UPON COMPLETION OF RE-ADMISSION PROCESS

1. Successful completion of the re-admission process does not guarantee admission into the nursing program.
2. Admission is on a space-available basis and the administration has the discretion to deny re-admission for past performance, which may include: Academic performance, clinical competency, lab performance, and professional conduct.
3. Following acceptance, students will receive a Nursing Program History and Physical form for completion.
4. A drug/alcohol screening will follow at randomly selected dates and times.
5. All Cochise College Practical Nursing Certificate students applying for re-admission must do so within **one year** and must complete a nursing transition course (NUR 120) prior to re-entry into the Practical Nurse Certificate Program.
6. Any Cochise College nursing student who has been out of nursing studies for more than one year must take the last nursing course they completed successfully, as a refresher.

**REPEATING PREVIOUSLY PASSED NURSING COURSE POLICY**

Students admitted into the nursing program and who fail to pass one of the nursing courses may repeat the last lower-level class passed in the program. This is also in agreement with college policy. However, to ensure the student is successful when repeating the failed class, the student must adhere to the following steps when repeating the lower-level class:

1. Student must attend all lectures unless the student has an acceptable excuse to miss a class (e.g., military orders, hospitalization with proof, court order, jury duty).
2. Student must attend all scheduled skills labs and demonstrate proficiency and safety in all skills.
3. Students must attend all clinical experiences and demonstrate competency and safety.
4. Student will sign an academic contract stipulating the above points.
5. Failure to comply with the above stipulations will result in the student being dropped from the class and following the current re-admission policy.
6. This option is available to those students failing a nursing course during the 2<sup>nd</sup> and 3<sup>rd</sup> semesters.

***NURSING 112 – and or NURSING 121-A Re-admission - ONE-TIME Re-Entry into the Practical Nurse Certificate Program***

Students who drop out, withdraw, or fail and wish to be re-admitted to NUR 112 or NUR 121-A must re-apply as though they are a first time applicant. There is no guarantee of acceptance as the applicant's application will be included with all other first time candidates.

<b>NUR 112</b>	Follow first time application process
DEADLINE: <b>October 1</b>	<ul style="list-style-type: none"> <li>• Students who wish to re-enter NUR 112 or NUR 121-A must re-apply as if they are a first-time applicant.</li> </ul>

**RE-Admission**

A student may be re-admitted to the practical nurse certificate program **one time only**, and admitted only if space is available. To be considered for admission, the following steps must be taken:

<b>NUR 113 PN-I</b>	Submit the following documentation:
DEADLINE: <b>April 1</b>	<ul style="list-style-type: none"> <li>• Cochise College Practical Nurse Certificate Application</li> <li>• Waiver of Licensure</li> <li>• Valid Fingerprint Clearance Card</li> <li>• Official Transcripts (all colleges attended except Cochise College) for curriculum alignment</li> </ul>
<b>NUR 114 PN-II</b> <b>NUR 115 PN-III</b>	Submit the following documentation:
DEADLINE: <b>May 1</b>	<ul style="list-style-type: none"> <li>• Cochise College Practical Nurse Certificate Application</li> <li>• Waiver of Licensure</li> <li>• Valid Fingerprint Clearance Card</li> <li>• Official Transcripts (all colleges attended except Cochise College) for curriculum alignment</li> </ul>

---

---

## EXAMINATION POLICY

**IMPORTANT:** Tests and testing computers are the property of the Cochise College Department of Nursing and CANNOT be removed from areas designated for the taking and reviewing of computerized

### FAILURE TO TAKE A TEST AT THE ASSIGNED TIME

1. A test may be taken at a time other than the assigned time **only** in the case of illness or an extreme emergency.
2. If a student cannot take a test at the assigned time, they must contact the course coordinator, the program director, the assistant director, or the administrative assistant, before the scheduled test time.
3. If the student properly notifies the appropriate individual (see # 2), there will be a **reduction of 10 points** off of the make-up test grade.
4. The student is responsible for making arrangements with the Nursing Office administrative assistant to make up the test which must be taken as near the scheduled date as possible and ***no later than 4 academic days later***.
5. The student **MUST** take the make-up test within four (4) academic days from when the test was given except in the case of illness or an extreme emergency. This is required so that the student's grade will be in parity with the rest of the student's grades, and to demonstrate that the student studied the material.
6. The make-up test may be either the original test or another test, at the option of the course coordinator.
7. Taking a test at a time other than the scheduled time more than once will result in faculty review of the student's status.
8. Exceptions:
  - a. Court mandated – must show proof.
  - b. Hospitalization – must provide evidence, program director discretion.

### CONSEQUENCES OF VIOLATION OF THE EXAMINATION POLICY

1. Student test grade will be reduced by 10 points with proper notification.
2. Student test grade will be reduced by 20 points without proper notification.
3. Student will receive a grade of zero (0) for the test if it is the second non-notification offense.
4. Removal of a test or testing computer from a designated area may result in dismissal from the practical nurse certificate program.
5. Copying or recording test questions or answers in any way will result in dismissal from the practical nurse certificate program.

---

---

## TEST TAKING POLICY

### TESTING PROCESS

Students should arrive to class or at home prepared to test.

- Know your: USER ID and PASSWORD for HESI computerized tests.
  - User ID
  - Password = make it something you will remember
  
- No talking
- No backpacks
- No books on table
- No recorders
- No cell phones – leave in front of room **turned OFF or in another room in your home**
- No pagers
- No watches
- No brimmed caps
- No sunglasses
- No calculators unless approved prior by instructor
- No food or drinks

Items permitted by program for testing in person or virtually include the following:

- Blank scratch paper (if needed)
- Pencils

### TEST REVIEW PROCESS

A student may review a test in three ways:

1. A student may view their test score immediately following completion of summative computerized test.
2. A student may make an appointment to review the test with their academic nursing advisor. The review must take place in the nursing department or vi Zoom if faculty approved.
3. A student can review each test, after post-test faculty review is completed and announced. The review must be completed within 2 weeks after the announcement.

---

---

## HEALTH EDUCATION SYSTEM, INC. (HESI) POLICY

The HESI is a summative exam given upon completion of each nursing course. Research has indicated that the HESI exam is a strong predictor of student success for passing the NCLEX exam. Students are required to take a HESI exam at the end of each semester course.

### NUR 113 PN-I:

1. Each student must take the HESI exam upon completion of the nursing course.
2. The HESI conversion score will be computed as a percent (see syllabus) of the final grade. Students scoring <900 on HESI are encouraged to utilize the HESI remediation tools.

### NUR 114 PN-II and NUR 115 PN-III

1. Each student must take the HESI exam and should aim to score a minimum of 900 points.
2. The HESI conversion score will be computed as a percent (see syllabus) of the final grade.
3. Each student will receive an e-mail from the Evolve Research Team (from HESI) indicating the score on the test; those students who score below 900 will also be notified that remediation materials are available.
4. A student is allowed only one retest of the HESI exams at the end of the completion of NUR 113, NUR 114 or NUR 115.
6. The conversion score for the initial test or the retest (whichever is higher) will be computed as a percent (see syllabus) of the final grade.
7. Any student with a 900 or greater may retake a HESI exam, at student's expense, within the following two weeks of notification of score and the higher conversion score will not be used to determine the final grade in the class.
8. Students are responsible for fee of retest.

## QUIZZES and MISCELLANEOUS ASSIGNMENTS

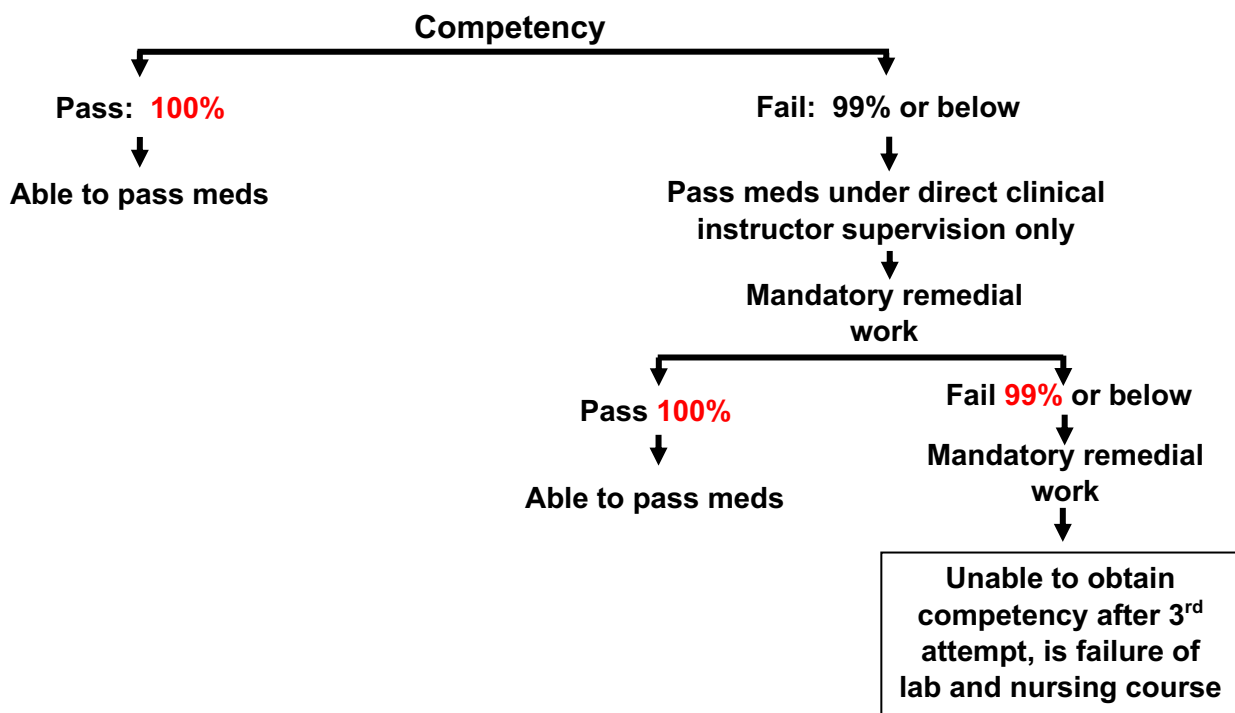
1. Unannounced quizzes will be given in class.
2. In-class quizzes cannot be made up, except by faculty discretion.
3. Take-home quizzes must reflect the student's own work unless otherwise instructed. For example: the instructor may require that the quiz be a small group project.
4. Grade percentage for quizzes is listed in the individual syllabi for each nursing course.
5. Papers submitted without a name will not be accepted and will result in a grade of zero.
6. Deadlines for turning in quizzes are determined by individual instructors.
7. All quizzes will be entered in the grade book; the lowest score will not be dropped before final grade calculation.

## **DOSAGE and CALCULATION TEST POLICY**

1. Each student will take the dosage and calculation quiz as assigned (see lecture/testing schedule for dates). Competency must be demonstrated for medication dosage and calculation. Competency is demonstrated by completing the dosage and calculation skill with 100% on the quiz.
2. It is mandatory for a student to attend the assigned testing date and time to take the dosage and calculation quiz.
3. If the student does not demonstrate competency on the medication math quiz scoring a 100%, the student must participate in remedial work until competency is achieved.
5. Mandatory remedial work will be completed with assignments due to the assigned faculty as requested.
6. After the 1-week of remedial work, the student will take the dosage and calculation quiz retest on a day and time determined by the assigned faculty.
7. Student must pass the second test with a 100% to demonstrate competency.
8. If the student does not pass the second competency with 100%, the student must participate in additional formal remediation assigned by faculty.
9. If the student does not obtain 100%, after the third attempt, the student will fail the learning lab because the student has not fulfilled a critical requirement of the course. Failure of the learning lab means failure of the nursing course.

\* Students who fail the competencies, must pass medications in clinicals only under direct supervision of their clinical instructor until they pass the re-test with 100%.

\* The first dosage and calculation quiz will be entered into the nursing course as a quiz grade.



## CLINICAL ROTATION POLICY

### AGENCIES

1. A student is responsible for knowing and abiding by the philosophy/mission and standards of care of the health agency where they are assigned.
2. Orientation to each agency will be conducted for clinical participation.

### ASSIGNMENTS

1. Any possible legal impediment to licensure must be made known to the Cochise College Nursing Administration prior to assignment to a clinical agency.
2. Clinical assignment days/times may include morning, evening, or all day, including weekends.
  - a. There will be no consideration for students outside work schedule.
  - b. Students should speak to clinical instructor to make sure there are no conflicts.
3. Clinical policies will be reviewed by the clinical instructor prior to clinical rotation.
4. A student is expected to come to the agency prepared (as required by the clinical instructor) to care for their client(s). A student who is not prepared will be sent home, or given an alternative assignment.

### CHANGE OF CLINICAL DAY, INSTRUCTOR, SITE

Any change of clinical day, clinical instructor, or clinical site (mental health, PEDs or OB) must be reassigned by the Clinical Coordinator or Director of Nursing.

### HEALTH

1. A student who attends clinical with any health problem or behavioral problem which negatively influences their performance and/or the health of others will be sent home. This will be documented in the student's clinical evaluation. If a student misses a clinical because of illness, the clinical instructor **may** require an Arizona licensed healthcare provider (MD, DO, NP, PA) release before the student returns to clinical.
2. If the student has a health condition which may interfere with their performance in the clinical area, continuance in the practical nurse certificate program will depend on the written recommendation of the attending Arizona licensed healthcare provider (MD, DO, NP, PA) and the policies of the nursing department.
3. The clinical instructor reserves the right to remove a student from the clinical area if they suspect the student of any condition that could impair student and/or patient safety. See complete details in "*The Impaired Student Policy*".



---

---

## REQUIRED IMMUNIZATIONS

1. Students in the Cochise College Practical Nurse Certificate Program participate in clinical experiences at a wide variety of agencies throughout Cochise and Santa Cruz Counties in the course of their education. Students are required to have certain immunizations. Students should understand there are specific health risks involved in the pursuit of any of the health career programs (see *Statement of Understanding*).
2. To reduce these health risks, the Cochise College Nursing Department requires all students to obtain various immunizations prior to the start of any clinical experience.
  - a. A student who does not have immunizations completed and turned into the nursing office by the deadline will be unable to attend.
  - b. Inability to attend clinical/SIM for any reason will result in the need to make up the clinical/SIM.
3. For any student that may have personal, physical, or religious beliefs that would prevent them from obtaining the required immunizations must sign a waiver stating the reason for refusal of immunization. Students understand that clinical facilities may require specific immunizations. If the student is non-compliant with requirements they may not be allowed in that facility, and may not be able to complete clinical requirements for the practical nurse certificate program.
4. Reasonable accommodations may be made. The student is responsible for completing all requirements of the Practical Nurse Certificate Program in order to maintain enrollment.

## MEDICAL RESTRICTIONS

1. Any student who complains of back, knee, or other disability when doing clinical skills must be referred to the program coordinator, and if needed to the Office of Accessibility Services.
2. Pregnant students are encouraged to notify their program coordinator they become pregnant.
3. Students must provide documentation of any restrictions by their healthcare provider regardless of whether they choose to report their pregnancy to the nursing program.
4. A pregnancy release form can be provided by the nursing program.
5. All information will be kept private and confidential.

## PRESCRIPTION OR OVER-THE-COUNTER MEDICATION

1. Students should avoid medications taken within 6 hours if it may impede with providing patient safe care. must notify their clinical instructor of any medication taken within four (4) hours of a clinical experience.
2. The instructor will assess the behavior of the student. The instructor may excuse the student from clinical based upon professional discretion.

## IMPAIRMENT

If a student is suspected by the clinical instructor of any condition and/or substance use that could impair or interfere with student or client safety they will be removed immediately from the client care areas, lecture, and lab areas. The program coordinator and the program director will be notified.

Impairment is defined as the inability to function safely and effectively. Students who have not had adequate rest are not able to function in a safe, effective manner in the clinical setting. Students of the Cochise College Practical Nurse Certificate Program must have at least eight hours of time off between working and reporting to their clinical assignments. Any student not complying with this policy will be removed from the clinical setting and will be required to make up the hours. **(Refer to Clinical/SIM make up Policy, fee).**

## SUSPECTED SUBSTANCE ABUSE

During the clinical experience, if the clinical instructor, using their own professional discretion, suspects substance abuse by a student, the instructor shall remove the suspected student immediately from the care of clients. (Refer to Cochise College Administrative Policy 5003 and Cochise College District Board Policy 614).

## CLINICAL PROCEDURES AND TREATMENTS

1. A student must notify the clinical instructor prior to performing any procedure or treatment in the clinical area, unless other arrangements have been made with the clinical instructor.
2. A student is supervised by the instructor while giving medications until the instructor judges their performance is safe.
3. I.V. "push" medications **may not** be administered by practical nursing students. Giving IV "push" medications is grounds dismissal from the nursing program. (Normal Saline flush is NOT considered medication for this purpose).
4. **NO VERBAL ORDERS** will be taken by or carried out by students.
5. Clinical agency incident reports involving a student and/or client are to be completed in full and signed by the student and clinical instructor. The clinical instructor will notify the Clinical Coordinator of the incident both verbally and in writing. The Clinical Coordinator will notify the Program Director. (All documentation of the incident will be given to and kept by the director.)
6. In the course of learning nursing skills students may practice non-invasive skills on each other. **No invasive skills** may be practiced by any student or instructor outside o clinical or lab/simulation.. If a student objects to practice sessions involving other students, she/he may discuss the situation with the Learning Lab Coordinator.

## INCIDENTS

1. During the clinical experiences, a student may come into direct contact with a patient's body fluids. Direct contact with body fluids can expose the student to communicable disease(s). As a preventative measure, follow policies regarding the wearing of personal protective clothing (gloves, gowns or eyewear), and follow the agency's policy on needle disposal.
2. In the event of an exposure incident, the student needs to immediately wash the exposed area according to agency policy, and notify the instructor. The instructor is responsible for knowing the correct procedure for the clinical institution.
3. An incident report or report of unusual occurrence will be completed; the agency's infection control nurse will be contacted and the assistant director and director will be notified.
4. In some instances, a series of blood tests are needed to monitor the exposed student's health status. In other cases, medical treatment must be initiated in a timely manner.
  - a. The student is responsible for obtaining these tests and paying for them.
  - b. For this reason, it is advisable that a student have their own health insurance, since health insurance is not provided by the College.
5. Other incidents such as student injury or needle stick, patient fall, medication errors, or suspected abuse must be reported to the supervising instructor immediately. This list is not all inclusive.

### SKILLS IMPROVEMENT

1. If the clinical instructor identifies that the student needs to improve their abilities to perform a skill(s) and/or procedure(s), a student will be given a written referral to the learning lab coordinator.
2. The student is responsible for making appointments with the learning lab coordinator within one week of clinical instructor notification and meeting the requirements (e.g. more practice and/or passing another return demonstration) and deadlines specified on the referral (remediation form).
3. Students are responsible for returning a completed referral form from lab coordinator or instructor to the clinical instructor.

### TRANSPORTATION

1. Each student must provide their own transportation to and from clinical facilities.
2. Lack of transportation cannot be used as an excuse for absence, or to influence clinical assignments.

### TRANSPORTATION OF CLIENTS

Students **may not** provide transportation for clients (patients) in any situation.

## Cochise College Nursing Program Skills Performance List

(reviewed March 1, 2022)

### NOT ALLOWED

Vaginal Check	Central Line Removal/Insertion <i>(With the exception of insertion/removal of huber needle in indwelling port)</i>
Fibrinolytic Clot Remover	Defibrillation/Cardioversion

### ALLOWED ONLY WITH DIRECT INSTRUCTOR SUPERVISION

#### Third/Fourth Semester (NUR 232, 233)

Specimen from Arterial/Central Line	IV Titration Medications
IV Push Medication	Arterial Line Dressing/Management
Blood Transfusion <i>(Cannot verify/observation only, instructor supervision with 1<sup>st</sup> 15-minute v/s)</i>	Access Port Central Line
PCA Initiation and Setup <i>(Cannot verify)</i>	Huber needle insertion/removal into indwelling catheter (Port-aCath)

**Skills that must be observed by their clinical instructor for first time. With instructor's approval, skills can be performed independently unless DELEGATED to a specific RN**

#### First Semester (NUR 113 or 122)

Communication	Safety & Infection Control	Range of Motion
Documentation	Personal Care/Bathing/AM & PM	Insulin Administration
Medication Administration <i>(excluding parental and IV)</i>	Sterile Technique	Handwashing
History & Physical Assessment	Dressing Change (includes sterile)	Wound Care
Vital Signs	Specimen Collection	Activity/Transfer
NG/G-Tube Medications	NG/G-Tube Feedings	NG Insertion/Removal/Suctioning
Restraints	Report	Enemas
Admission/Discharge	Drains	Ostomy
Oxygen Administration	Urinary Catheterization	Assistive Devices
Isolation	Bed-Making	Finger Stick Blood Glucose

#### Second Semester (NUR 114, 115 or 123, 124) – In addition to above

Venipuncture	Cardiac Monitoring	Tracheostomy Suctioning
Basic EKG (12 lead) Application	IV Pump	Principles of IV Therapy (includes calculation of flow rate)
Convert IV to Lock	IV Tubing Change	Central Line Sterile Dressing Change
Antepartum Assessment	IV Initiation/Discontinue	Perioperative Care
Postpartum Assessment	Fetal Monitoring	Flushing of Peripheral Lines
Flushing of Central Line Catheters	IVPB Medications (per AZBN LPN advisory board competencies)	Code (per AZBN LPN advisory board competencies)
IV Fluid Change (per AZBN LPN advisory board competencies)		

#### Third/Fourth Semester (NUR 232, 233) In addition to above

TPN	Chest Tubes	Nasal/Endotracheal Suctioning
Advanced EKG Application	Ventilator Care	Hemodynamic Monitoring

---

---

## CLINICAL EVALUATION POLICY

The clinical evaluation is a tool used by the clinical instructor to evaluate the student's performance in the clinical agencies. The purpose is to assess the student's areas of strength and weakness and to document whether the student meets the standard of safe practice and professional conduct required to pass the clinical rotation. The evaluation tool is used to:

1. Assess and evaluate the professional conduct and growth of a student
2. Apprise the student of expected clinical standards
3. Apprise the student of expected clinical performance
4. Measure and document the performance level of a student by both the instructor and the student
5. Facilitate the development of goals and objectives by the student and instructor for the student's growth

### GRADING SCALE

At Level	(Pass)
Below Level	(Fail)

### CLINICAL CRITERIA

All of the criteria are critical. The student must demonstrate at least "At Level" performance in **all** of the criteria. Students who receive a "Below Level" in any of the criteria listed on the clinical evaluation tool may fail the clinical rotation, depending on the following circumstances:

1. **Failing the Same Criteria More Than Once**  
Students receiving a "Below Level" in any specific criteria more than once during their enrollment in the nursing program will fail the entire semester of nursing.
2. **Last Rotation of a Semester**  
Students receiving a "Below Level" in any criteria in their final rotation of a semester will fail the rotation, and thereby fail the entire semester of the nursing program.
4. **Completion of Assignments**  
All assignments related to the clinical must be satisfactorily completed.

### STUDENT SELF-EVALUATION

1. Each first-year student will perform a self-evaluation at the mid-point of each 8 week clinical rotation.
2. Clinical rotations less than 4 weeks in length are exempt from this ruling because of the limited time frame.
3. The rules and details regarding instructor evaluation in the clinical rotations less than 4 weeks in length will be announced by the individual instructors of these rotations. Students are responsible for knowing these rules and details.
4. The instructor will review and provide input into this self-evaluation.
5. The instructor will meet with the student to review the mid-rotation evaluation.

### END OF ROTATION EVALUATION

1. The instructor will also perform an evaluation of the student at the end of each rotation.
2. An instructor/student conference is required at the end of the clinical rotation.

**CLINICAL FAILURE ("BELOW LEVEL")**

1. If a student is rated "Below Level" by their clinical instructor in any of the clinical criteria, the student, in collaboration with the clinical instructor, will write out goals and objectives for attaining "At Level" performance in the pertinent area(s). These will be reviewed by the student with the instructor each week to measure the student's progress in achieving these goals.
2. The student is responsible for changing his/her behavior to meet the expectations and criteria of the rotation.
3. Failure of the student to improve their performance and bring their performance up to "At Level" by the end of the semester results in a failure of the clinical rotation. Failure of the clinical rotation results in the student failing the entire semester of the practical nurse certificate program. Clinical failure means failure of the nursing course.
4. The evaluation will be given to the program coordinator.

---

---

## UNIFORM POLICY

1. The Cochise College student nurse uniform is intended solely to identify its wearer as a student, sponsored by the nursing department, under the immediate supervision of a nursing instructor, and/or preceptor, in the process of learning the practice of nursing.
2. The student nurse uniform **MUST** be worn for all clinical and simulation experiences unless otherwise stated.
3. The student nurse uniform, either as a whole or any of its separate parts (name badge), may not be worn in any health care agency or other setting unless the student is under the supervision of their clinical instructor, or has the direct permission of their clinical instructor.
4. Students who are working in specialty areas, such as psych, preceptorship, home health, etc., will receive specific instructions regarding the wearing of the student nurse uniform and any of its separate parts. This instruction will come from the clinical instructor(s). The student is responsible for knowing and following these instructions.
5. As representatives of the college and of the nursing department, the wearers of this uniform are expected to conform to the rules and standards of the college, the nursing department, and the health care agencies to which they are assigned.
6. Students who do not conform to the rules and standards of the college, the nursing department and/or the health care agencies, may be dismissed from the practical nurse certificate program.
7. Students who wear the uniform, or any part thereof, for any purpose or under any conditions other than those specified herein are committing a fraudulent act and may be dismissed from the practical nurse certificate program.

### COMPOSITION OF THE UNIFORM

Professional appearance is expected of the student. Uniforms should be kept clean and neatly pressed.

Students shall wear the designated embroidered white scrub top with black scrub pant (any style) or black or white scrub skirt. The hem of a skirt must be at the knee or below. Each top must be embroidered with the Cochise College emblem along with the Cochise College Student Nurse.

Black jeans or tight pants are not acceptable.

No denim will be worn unless specified by the clinical instructor.

All uniform tops must have the Cochise College Nursing emblem embroidered.

Lab coats and/or white sweaters may be worn only when not in the patient care area.

A **white** non-graphic  $\frac{3}{4}$  sleeve undershirt may be worn under the uniform top.

The Cochise College name tag must be visible at **ALL** times.

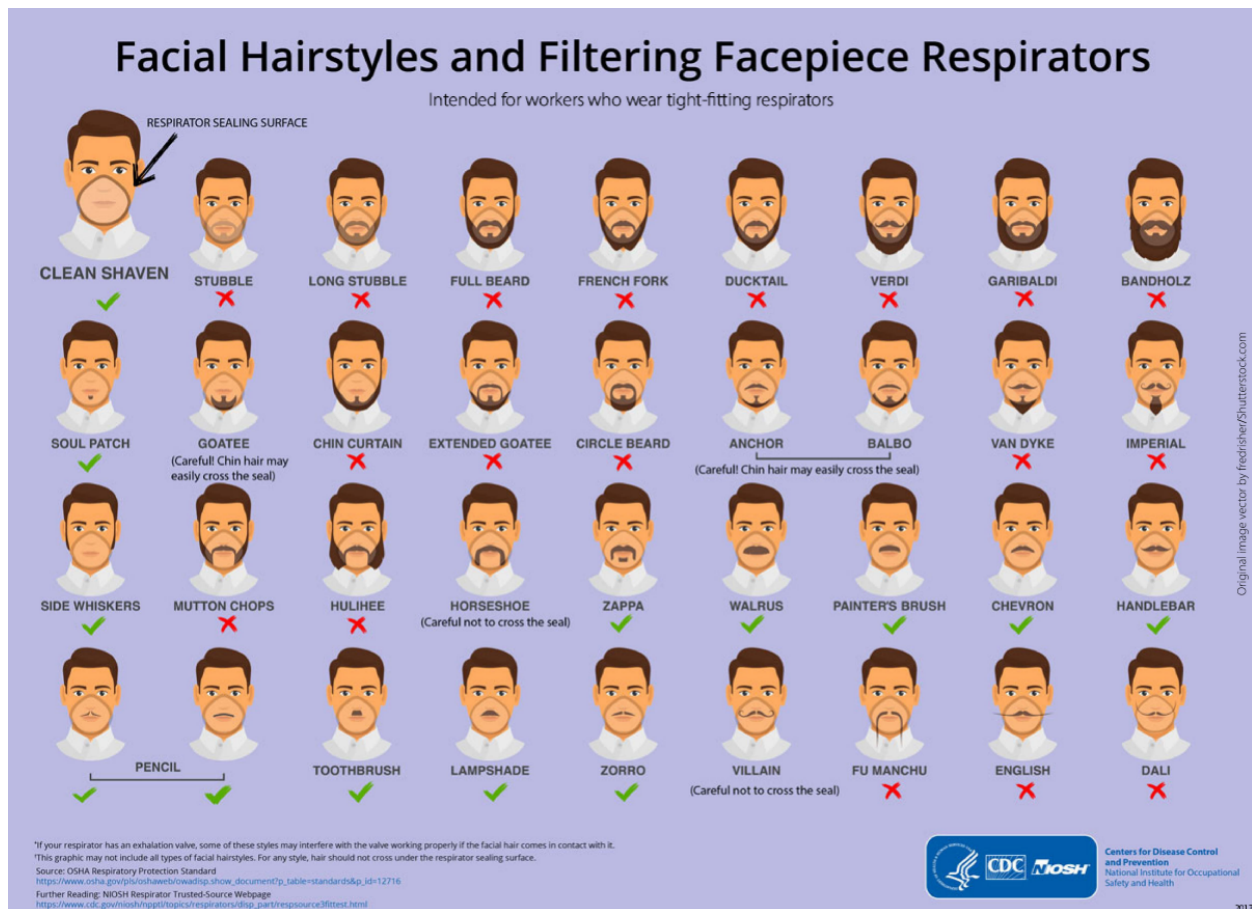
### FINGERNAILS

Natural fingernails must be clean, smooth, neatly trimmed, and of appropriate length for patient care. No artificial, acrylic, gel nails allowed. Clear polish **only** may be worn.

### HAIR

1. Hair: Hair must be off the collar, clean, neat and worn in a professional manner that does not require constant attention. Hair color must be within the realm of genetic possibility. No bows, scarves, colored barrettes or flowers are allowed. Hair holders/devices should be approximately the same color as the student's hair. "Claw" and "banana" clips come loose and present a danger, and therefore are not acceptable. No "messy" bun style.

2. Scrub caps: To ensure patient safety and infection control, scrub caps head coverings worn in clinical must be white/black, cleaned daily and securely fastened behind the head.
3. Religious head coverings: To ensure patient safety and infection control, religious head coverings worn in clinical must be white/black, cleaned daily and securely fastened behind the head.
4. Facial hair must be neatly trimmed.



**JEWELRY**

1. Only stud/post earrings may be worn. Limited to one stud/ post per ear. No posts may be worn on nose, tongue, lips, eyebrows, etc. (visible body areas). Exception: students may retain a Daith Piercing if the piercing is for the treatment of migraines and the student can provide documentation of a medical diagnosis of migraine from an Arizona licensed healthcare provider (MD, DO, NP, PA).
2. Necklaces may **NOT** be worn.
3. Rings are limited to one band-type ring or a wedding set.  
*NOTE: It is not advisable to wear rings in the clinical area because they may be a danger to clients, are frequently lost, and can harbor germs.*
4. A watch with a second-counting capacity is required.



**NAME BADGES**

Students are required to obtain Cochise College Nursing Student photo ID badges from the nursing department.

1. ID photos will be taken the first week of NUR 113 orientation.
2. NUR 114, NUR 115 and returning students must also request a photo ID badge prior to attending the first day of clinical.
3. Replacement ID badges may also be obtained through the nursing office.

**PERSONAL HYGIENE**

1. Students should be especially attentive to personal cleanliness.
2. Avoid the use of perfumes, scented after-shave lotions, etc. which may interfere with patient allergies.
3. Tattoos must be covered at all times if found offensive (Faculty to make determination).

**SHOES**

1. Shoes must be black or white, non-permeable material
2. Shoes with laces: laces must be kept clean.
3. No sandals, open toes, open heels, canvas or fabric shoes or clogs allowed.

**SOCKS/STOCKINGS**

Students may wear white or neutral stockings, or plain white or black socks.

**SUPPLIES – REQUIRED**

When attending clinicals, the student must have:

- |   |                 |
|---|-----------------|
| 1. Bandage scissors                       | 4. A pen-light. |
| 2. A black ball-point pen and notepaper   | 5. Forceps      |
| 3. A watch with second-counting capacity. | 6. Stethoscope  |

## REVIEW of CLIENT MEDICAL RECORDS

A student must follow the healthcare agency's guidelines to review a client's medical record in an agency's Medical Records Department:

1. The student will need to notify the Medical Records Department at the health care agency and make an appointment to review a client's record.
2. The student may **not duplicate or print** any part of the patient's medical record. (This means any forms, pages, etc.)
3. The student is not allowed to take ANY photographs of the clinical setting.
4. The student must wear appropriate attire (no jeans, shorts, tank tops, etc.), or they may wear their uniform.
5. The student must wear their Cochise College Nursing photo ID badge, obtainable through the nursing department.
6. Students cannot access medical records of previously assigned patients to review their progress.

## **THE IMPAIRED STUDENT POLICY**

Impairment is defined as the inability to function safely and effectively.

1. Students who have not had adequate rest are not able to function in a safe, effective manner in the clinical setting.
2. Students of the Cochise College Nursing Programs must have at least eight hours of time off between working and reporting to their clinical assignments (including preceptorship). Any student not complying with this policy will be removed from the clinical setting and will be required to make up the hours. (See clinical make-up/fee policy.)

If a student is suspected by the clinical instructor of any condition and/or substance use that could impair or interfere with student or client safety they will be removed immediately from the client care areas, lecture, and lab areas, and the clinical coordinator/program director will be notified.

### **SUSPECTED SUBSTANCE ABUSE**

During the clinical experience, if the clinical instructor, using their own professional discretion, suspects' substance abuse by a student, the instructor shall remove the suspected student immediately from the care of clients.

Refer to Cochise College Administrative Policy 5003 and Governing Board Procedure 614, Drug Free Workplace and **“FOR CAUSE” DRUG/ALCOHOL SCREENING POLICY’ in the PROGRAM MANUAL.**

---

---

## DRUG SCREENING POLICY

All students admitted into the Cochise College Nursing Programs are required to submit a urine drug screening laboratory test on the date and time requested by the nursing department. **Only those students receiving negative drug screens will be permitted to maintain enrollment in the designated program.**

### PROCEDURE:

1. All admitted students are required to submit a urine drug screening as a condition of enrollment in the Practical Nurse Certificate Program.
2. Students will be given a request form for drug screening by the nursing department prior to the start of clinical rotation to take to LabCorp. This form will include the student's name, college name, program designation, program account number and the time frame required for the testing to occur.
3. Students must complete the drug screening procedure at the time required by the Nursing Department.
  - ✓ **Students failing to test during the date and time documented on the drug testing request form, do not meet the requirements for drug testing and will be withdrawn from all designated courses.**
4. Students must obtain an Authorization and Consent Form from the Nursing Department prior to testing.
  - ✓ Student is responsible for submitting a copy of the Cochise College Nursing Program Authorization and Consent Form.
5. Students are responsible for payment of the screening (due at time of registration).
  - ✓ A photo ID of the student is required at time the urine and/or blood sample is collected for testing.
6. Student is responsible for confirming submitted results of drug screen to Cochise College Nursing Department.
7. Students will not be allowed to use previous drug screens requested by any person or agency outside the Cochise College Practical Nurse Certificate Program.

### CONSEQUENCES FOR POSITIVE PRE-ENROLLMENT DRUG SCREEN

1. If the pre-enrollment drug screen is "positive" the student **will not** be permitted to maintain enrollment in the designated Cochise College Nursing Program unless cleared by Director of Nursing (prescribed medication).
2. Students testing positive for drugs and who are licensed or certified by the state will be reported to the Arizona State Board of Nursing (AZBN).
3. Students refusal to undergo screening within the time lines provided in paragraph 3 above may also be considered a failure to comply with policy under paragraph 4 below.
4. Failure to comply with any aspect of this policy shall result in withdrawal from the nursing program.

---

---

## “FOR CAUSE” DRUG/ALCOHOL SCREENING POLICY

### SCREENING FOR DRUGS/ALCOHOL WILL BE DONE WITHOUT ADVANCED NOTICE

This policy refers to the use/misuse of, or being under the influence of alcoholic beverages, illegal drugs or drugs which impair judgment. All students must be free of impairment while on duty in any health care facility, school, institution or other location as a representative of the Nursing/Allied Health Program or while attending classes or labs on any Cochise College campus.

### PROCEDURE

1. When a faculty member or agency personnel perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, confusion, or belligerence and these behaviors cause the faculty member or agency personnel to suspect the student is impaired (see impaired student policy) the following steps will be taken pursuant to Cochise College Impaired Student Policy:
  - a. The instructor will remove the student immediately from the care of clients, assigned work area, clinic or the classroom/lab area, and notify the clinical coordinator, or program director.
  - b. The student will be immediately directed to the appropriate lab for drug/alcohol screening. (Student is responsible for Payment of screening):
    - ✓ Drug screen: within 12 hours of the incident if the student is referred
    - ✓ Alcohol screen: within 2 hours of the incident if the student is referred
  - c. The student shall be required to provide a photo ID to the lab at the time the urine and/or blood sample is taken for the drug or alcohol screen.
  - d. If the student admits to drug or alcohol use, they will still be required to undergo the drug/alcohol screening.
  - e. A student shall not be allowed to return to the assigned work area, clinic, or the classroom/lab area, until the test results are documented as “negative” in a written report. The Medical Review Officer’s (MRO) report is final.
2. If the results of the test(s) are negative for drugs, alcohol, illegal substances, or for non-prescribed legal substances, the student will meet with the Nursing Director/Clinical Coordinator to discuss the circumstances surrounding the impaired behavior.
3. If the confirmed final report of a drug/alcohol screen is “positive” the student will be dismissed from the designated Nursing Program and the Arizona State Board of Nursing (AZBN) will be notified.
4. If the student refuses to go for immediate screening they will be prohibited from attending clinical experiences, pending a full investigation. Refusal to undergo screening within the time lines provided in paragraph 1(b) above may also be considered a failure to comply with policy under paragraph 5 below.
5. Failure to comply with any aspect of this policy shall result in withdrawal from the Nursing Program.

## MEDICAL MARIJUANA

Students may not use, possess, or cultivate marijuana for medical purposes. Students will be required to undergo drug testing according to the Cochise College Nursing Program Drug Screening Policy. Any student testing positive for marijuana or derivatives will not be allowed continued enrollment in the Practical Nurse Certificate Program. (Please refer to the Cochise College Administrative Policy: 5003.2).

## TOBACCO FREE POLICY

### HEALTH AND SAFETY: USE OF TOBACCO PRODUCTS

Cochise College Nursing Department is committed to providing a healthful environment for nursing students and the clients they care for in the clinical setting. A clinical setting is defined as any community site, place, health care facility in which a Cochise College nursing student is present to meet the requirements of a clinical rotation. It is important for Cochise College nursing students to project examples of healthy life styles.

1. Smoking is defined as carrying or using any lighted tobacco product including cigars, cigarettes and pipes.
2. Students **may not** smoke or use any smokeless tobacco during the hours of assigned clinical times and while representing the Cochise College Nursing program.
3. Students must utilize only designated smoking areas while on Cochise College campuses. (See Cochise College Administrative Policy 5008)

---

---

## FINGERPRINT CLEARANCE CARD POLICY

### REQUIRED WITH APPLICATION TO COCHISE COLLEGE PRACTICAL NURSE CERTIFICATE PROGRAM

1. All students enrolled in the Cochise College Practical Nurse Certificate program are required to have a Fingerprint Clearance Card in order to take part in clinical experiences. A copy of the Fingerprint Clearance Card must be submitted with application to the Practical Nurse Certificate Program (verification of original will be obtained prior to enrollment). Fingerprint clearance is required to work and care for children, the elderly, and any vulnerable adult (Arizona State Statute and JCAHO requirements). If there is any positive criminal history, a fingerprint clearance card may be denied. The Fingerprint Clearance Card required for the practical nurse certificate program **will not** meet the requirements for certification or licensure through the Arizona State Board of Nursing. Certification and licensure will require additional fingerprinting.
2. There must be an allowance of up to 10 weeks for processing the fingerprint clearance card. Fingerprint clearance cards must be submitted to the Nursing office with the application to the practical nurse certificate program. Students may not enroll in or attend didactic/lab/clinical/or simulation without a current unexpired fingerprint card at any point within the program. The Fingerprint Clearance Card is valid for 6 years. The card **cannot** expire during any semester of enrollment.

### PROCEDURE

- From your internet connected computer go to [www.azdps.gov](http://www.azdps.gov)
- Rest your cursor on the topic SERVICES and in the menu that appears to the right, **single click** on FINGERPRINT CLEARANCE CARD.
- The fingerprint clearance card webpage will be displayed, click on the topic “APPLY FOR CARD” and then “CLICK HERE TO APPLY”
- You will be directed to the application website.
- Carefully follow the instruction to schedule an appointment. The first step is to complete the application by clicking on SCHEDULE AN APPOINTMENT (purple button or link on the website).

## **SOCIAL NETWORKING POLICY**

### American Nurses Association (ANA) Principles for Social Networking

Students are expected to follow the ANA's Principles for Social Networking as listed below. Violations of these principles may result in termination from the practical nurse certificate program.

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

### Six Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patient blurs this boundary.
4. Do not make disparaging remarks about patients, employees or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Do not take or post any inappropriate/unprofessional photos or videos.
7. Promptly report a breach of confidentiality or privacy.

Students must adhere to Cochise College Administrative Policy 1018: Social Media

Violation of any of the Standards of Professional conduct, Cochise College Nursing Code of Academic/Clinical Integrity, or ANA's Principles of Social Networking will result in a required meeting with the student and Director of Nursing within five business days and may result in termination from the program with no possibility of return/reapplication.





# Admission Forms & Contracts

## **ADMISSION FORMS and CONTRACTS**

All candidates, who are accepted to the Cochise College Practical Nurse Certificate Program, are required to sign contractual forms.

### **DISCLOSURE STATEMENTS**

#### **Sign and Return the Following at Beginning of Semester:**

1. Student Contract
2. Statement of Understanding
3. Student Policies Acknowledgement
4. Confidentiality Agreement
5. The Code of Academic and Clinical Integrity

These disclosure documents are kept in the student's official program file and are a part of the student record.

#### **Sign and Return as Needed:**

1. Changes in Physical or Mental Condition: Returning Student
2. Report of Alternate Clinical/Lab/Remediation Experience
3. Student Travel Permission/Release Waiver

---

---

## STUDENT CONTRACT

### 2022

Students in the Cochise College Nursing Programs participate in clinical experiences at a wide variety of agencies throughout the County in the course of their education. In exchange for providing this educational experience, there are certain expectations of the students. This contract is intended to detail certain expectations.

- The student consents to have name, immunization and communicable disease status, and reasonable information concerning verification of physical fitness released to the agencies upon demand.
- The student must meet the requirements for a specific physical, with no limitations, prior to entering the Cochise College Practical Nurse Certificate Program. Failure to provide this physical will result in failure to successfully complete the program. Changes in physical status, including pregnancy, need to be reported to the clinical coordinator promptly. The nursing department has final decision for continuation in the program.
- All written materials containing patient and/or agency information, including those intended for publication or use outside of the school setting must be prepared in such a way as to protect the patient and/or agency from identification or other sensitive issues. No photo copies of any patient records or information is allowed.
- All students hereby agree to abide by the rules and regulations both of the College and of the agency where clinical is occurring.
- In the course of learning nursing skills students may practice non-invasive skills on each other. **No invasive skills** may be practiced by any student or instructor. If a student objects to practice sessions involving other students, she/he may discuss the situation with the Learning Lab Coordinator.

---

Students Name (please print)

---

Date

---

Students Signature

---

Date

This statement will become a part of your permanent record.

---

---

## **STATEMENT of UNDERSTANDING 2022**

- I understand that there are health risks involved in the pursuit of any of the health career programs at Cochise College and may come in contact with clients who have contagious or communicable disease.
- I understand that I am responsible for all costs associated with exposure to communicable disease or injury I may suffer while a student at Cochise College.
- I understand that it is advisable for me to have health insurance at all times during the program.
- Understanding the health risks involved, I choose to pursue the training and education necessary to fulfill the requirements of any of the health-related careers at Cochise College.

---

Students Name (please PRINT)

---

Date

---

Students Signature

---

Date

---

Cochise College Nursing Department Representative

---

Date

This statement will become a part of your permanent record.

## STUDENT POLICIES ACKNOWLEDGEMENT 2022

- This certifies that I have been provided a Practical Nurse Certificate Program Manual.
- I am responsible for the policies as stated
- I agree to comply with said policies as stated in the Practical Nurse Certificate Program Manual.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

_____ Students Name (please PRINT)	_____ Date
_____ Students Signature	_____ Date

This statement will become a part of your permanent record.

---

---

## **CONFIDENTIALITY AGREEMENT 2022**

- I understand that Cochise College contracts with health care agencies that practice a policy of strict confidentiality in disclosing information regarding its patients/providers/staff. In performing my duties as a student, I may be privy to confidential information. I may have access to such confidential information through patient records, personnel records, hospital computer systems, or other information sources in the facility.
  
- I understand that I am required to comply with the Protected Health Information (PHI) standards amended by the Health Insurance Portability and Accountability Act (HIPAA) at <https://www.hhs.gov/hipaa/index.html>
  
- I also understand that I may be privy to confidential information in regards to fellow students, faculty, and staff of Cochise College and prospective employers; all such information will be kept confidential.
  
- I recognize and acknowledge the above stated policy on confidentiality and am signifying my commitment to that end (to include the period of time after my student status terminates) by affixing my signature to this document.

---

Students Name (please PRINT)

---

Date

---

Students Signature

---

Date

This statement will become a part of your permanent record

---

---

## **CODE of ACADEMIC and CLINICAL INTEGRITY 2022**

I \_\_\_\_\_ (print name) am committed to following the Cochise College Nursing Program Code of Academic and Clinical Integrity with honesty, integrity, respect, responsibility, and ethics. I have and will refrain from any form of academic or clinical dishonesty or deception.

---

Students Name (please PRINT)

---

Date

---

Students Signature

---

Date

This statement will become a part of your permanent record

---

---

## **CHANGES IN PHYSICAL OR MENTAL CONDITION (Returning Students) 2022**

Students in the Cochise College Practical Nurse Certificate Program participate in clinical experiences at a wide variety of agencies throughout the County in the course of their education. Students are required to have a physical completed by their primary physician. Students should understand there are health risks involved in the pursuit of any of the health career programs (see Statement of Understanding).

In order to reduce these health risks, Cochise College Nursing Department requires all students to submit a statement of continued physical and mental ability for the Nursing Program.

I, the undersigned, have had no change in my physical or mental abilities to continue in the Cochise College Practical Nurse Certificate Program. I understand if there are any changes that impedes my ability to safely provide care to patients, I will notify the Director of Nursing/ Clinical Coordinator or Accessibility office.

---

Students Name (please PRINT)

---

Date

---

Students Signature

---

Date

This statement will become a part of your permanent record



## **Report of Alternate Clinical/Lab/Remediation Experience**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Originating Instructor: \_\_\_\_\_

Alternate Instructor: \_\_\_\_\_

Assignment:

Student Performance and Evaluation:

Comments:

Instructor Signature: \_\_\_\_\_

Instructor at Alternate Experience

Printed Instructor Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_



**STUDENT TRAVEL  
PERMISSION/RELEASE WAIVER**

*Instructor, Advisor or Chaperone: Please read the below paragraph to students. Submit a copy of the form to the appropriate Dean.*

**Campus:**

**Course Title & No.**  **Instructor(s):**

**Club:**  **Advisor(s)/Chaperone(s):**

**Traveling To:**   
*Enter destination or attach schedule*

**Departing:**  on  via  provided transportation.  
*College/Center Date/Time District/Self*

I understand that all persons making field trips or excursions are deemed to have waived all claims whatsoever against the Cochise County Community College District and their agents, officers, and employees for any injury, accident, illness, or death occurring during or by reason of the field trip or excursion; except when the District fails to fulfill its legal obligation to exercise reasonable care in supervising students while they are engaged in District sponsored activities or using District provided transportation. Students are responsible under College policy 4006 (Social Standards) for their personal conduct during all trips and must adhere to all instructions and directives given by an Instructor/Advisor/Chaperone. Violations of the Social Standards policy can result in a College administrative hearing.

STUDENT ROSTER			
Student Name (print)	Signature	Under 18 (Yes or No)	Transportation Self/District

CC-STPRW (2/12)