



Deer Valley Unified School District (DVUSD)
Career and Technical Education (CTE)
Introduction to Nursing Professions / Nursing Assistant (INP/NA)
2022-2023 **Clinical Guidebook**



OCCUPATIONAL INFORMATION

Nurse Assistants perform routine tasks in the general care of hospital, clinic, and nursing home patients. They work directly under the supervision of registered and practical nurses. Their role in performing basic patient care assists the licensed staff in providing quality nursing care to the patient. The Nursing Assistant occupation is one of a series of possible steps on a career ladder in the health care field. Nurse Assistants are important members of the health care team. Typical patient care duties include bathing and dressing patients, helping with personal hygiene, taking vital signs, answering call lights, transporting patients, serving and collecting food trays, and feeding patients.

CLASSROOM POLICIES AND PROCEDURES

Refer to the Course Syllabus for specific information about the INP/NA. Topics include textbooks, class materials, class fees, attendance, grading scales, late work, make up assignments, professional behavior, and the certificate of completion.

NOTE: The INP/NA Clinical Guidebook is the SYLLABUS for CLINICAL policies and procedures.

As a student in the DVUSD INP/NA Program, you are beginning your career as a professional. You are a reflection of your class, instructors, school and the school district while on any DVUSD campus as well as at clinical facilities. You will be working side by side with health care professionals and will be expected to conduct yourself in an appropriate manner at all times.

CLINICAL CODE OF CONDUCT

Clinical experience is a major component of the INP/NA program. Students are identified as Student Assistants and it is essential that certain policies and procedures be followed during the clinical experience. Students must be willing to work within their range of functions and follow the clinical code of conduct as described. Failure to comply with the Clinical Code of Conduct may result in removal from the clinical assignment and/or INP/NA Program.

CLINICAL FACILITY REQUIREMENTS

INP/NA Program uses outside facilities for our clinical rotations. Facility requirements change constantly so requirements are not limited to what is written here. We are only allowed to have a clinical experience in the facilities when we comply with their standards of practice. If any changes are made to this list, we will notify you as soon as we are informed of the changes by the facility.

To participate in the clinical experience, the following documentation must be provided:

- **Health Declaration:** The student must have a physical exam completed by a health care provider within the past 12 months to clear the student to participate in the clinical practicum. It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All students placed in the nursing program must provide documentation of compliance of all health and safety requirements required to protect patient safety. Only students providing documentation of compliance are permitted to enroll in the nursing course. Students will meet these requirements by providing the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form, with all documentation attached, as directed. Students provide evidence of:
 - Current Tetanus Booster
 - Measles, Mumps, Rubella (MMR) Vaccine-two vaccines required
 - Varicella (Chickenpox)- documentation may include date of disease, vaccine, or titer
 - Hepatitis B Vaccine - series of three required
 - Tuberculin (113) Skin Test or proof of inactive tuberculosis
 - Influenza vaccine (Flu shot)
 - Covid-19 vaccine
 - Basic Life Support (BLS) Healthcare Provider CPR Card
 - Drug Screen (Random)
 - Health Insurance
 - Background check
 - Clinical Orientation - Student must complete and pass all required individual facility clinical orientation and safety documentation. Clinical orientation and safety documentation is completed in class with guidance from the clinical instructor. Failure to complete and or comply will result in the student not being able to attend clinical rotations.

SAFETY STANDARDS

Occupational Safety and Health Administration (OSHA) guidelines, including the Blood Borne Pathogen Standards plus patient and personal safety are taught in the classroom and are to be followed in clinical practicum. Students must complete and pass all training competencies for each facility in which they have clinical.

GUIDELINES REGARDING EXPOSURE TO BODY FLUIDS

Standard Precautions - All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.

- Contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited.
- Contaminated sharps must be placed in an appropriate disposal container as soon as possible.

- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- When exposure is possible, personal protective equipment shall be used. Personal protective equipment includes:
- Gloves shall be worn when it can be reasonably anticipated that the individual may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, when performing vascular access procedures, and when touching contaminated items or surfaces.
- Masks, eye protection, and face shields shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
- Gowns, aprons, and other protective body clothing shall be worn in occupational exposure situations and will depend upon the task and the degree of exposure anticipated.
- Surgical caps or hoods and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.
- Hands shall be washed immediately after removal of gloves or other personal protective equipment and before and after contact with all patients.

Exposure Guidelines (Excerpts from OSHA Blood-borne Pathogens Section 1910.1030)

- Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.
- Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor.
- Students exposed to body fluids shall follow this protocol:
- Wash the area immediately with a disinfectant agent (for eye splashes rinse the area with clean water).
- Report the incident to the clinical instructor.
- The clinical instructor and student will notify the agency department supervisor.
- The student will complete an agency site incident report; the agency will complete testing on the source patient.
- All DVUSD exposure guidelines will be followed.

If a student is injured during the clinical experience the student must notify the clinical instructor immediately and fill out both a DVUSD student incident form and a clinical site incident form.

Clinical Drug Testing and Safety

- Random-Drug Screening
 - Students may be required by the clinical agency to submit to a random urine drug screening at any time as a condition of continued enrollment, and clinical placement, in the nursing program.
 - The instructor will provide information and locations for drug testing. This testing **MUST** be completed within the time frame stated in class. Do not complete drug testing at another location or before it is assigned. Failure to comply with these directions will result in automatic dismissal from the program.
 - Students testing positive for illicit drugs will be immediately removed/dismissed from the program.
- “For Cause” Drug Screening/Testing
 - This refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the CNA Program.
 - When a faculty/clinical instructor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:
 - The Clinical Instructor will
 - removed student from patient care/assigned work area
 - notify the clinical agency supervising personnel.
 - contact the administrator at the student’s home school regarding incident.
 - contact student’s parent/legal guardian to pick up immediately.
 - The Student
 - will submit to a urine drug test per clinical agency protocol.
 - admits to alcohol or drug use, drug screening may still be required
 - refuses “For Cause” Drug Screening/Testing:
 - The clinical agency may restrict the student from further clinical rotations.
 - Clinical instructor will contact parents to request that the student be transported home (emergency adult contact). If a responsible adult cannot arrive in an expedient time frame, student will be provided security at the facility until the student adult representative arrives for transport home. The student will not be allowed to drive.
 - Positive testing results for illicit drugs will be immediately removed/dismissed from the program.
 - Negative testing result, the student will meet with clinical instructor within 24 hours of the test results to discuss the circumstances surrounding the impaired clinical behavior.
 - If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
 - If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.
 - Based on the information provided in this meeting and further medical evaluations, if warranted, the Lead Instructor will make a decision regarding return to the clinical setting.

LEGAL AND ETHICAL BEHAVIOR

Legal and ethical behavior, including patient confidentiality, patient/resident rights, and professional behavior must be practiced. This includes the following

- Students follow the federal law, Health Insurance Portability and Accountability Act (HIPAA), which addresses confidentiality of patient information, computer information, employee, personnel, and business information.
- Personal use of computers is prohibited.

PROFESSIONAL BEHAVIOR

- No cell phone use while on clinical property.
- Filming with pictures and videos is prohibited.
- Courteous, polite communication without profanity.
- Honesty in completion of patient/resident care.
- Student services are voluntarily provided to the facilities without expectation of compensation.
- Students will not sell or attempt to sell goods or services, request contributions, solicit persons to sign or distribute political petitions while on clinical property.
- Breaks for eating/drinking are not provided as clinical time is limited and this is considered class time. Students are not permitted to leave the campus for lunch.
- Bathroom breaks are taken as needed.
- Prior to clinical, it is mandatory for students to complete online clinical orientation/My Clinical Exchange modules and materials requested by each facility by the due date assigned by clinical instructor. Failure to complete will leave student ineligible to attend clinical and therefore unable for the AZBN written and skills exam. Student is NOT responsible for the cost associated with OCO & My Clinical Exchange, DVUSD covers cost.
- Students sign documents requested by each facility, including, but not limited to: consent to participate, confidentiality/HIPAA agreements, computer usage agreements, and safety agreements.
- INP/NA students perform hands on skills at the clinical site only after acceptable demonstration of that skill to one of our course instructors. The student should not participate in patient care beyond their range of functions.

PROFESSIONAL APPEARANCE

Students need to present a professional appearance as representatives of DVUSD by following the health care facility protocol and INP/NA program guidelines. Professional appearance guidelines are as follows:

- Attending clinical in the designated DVUSD logo embroidered uniform.
- Uniform must be clean and wrinkle free with pants hemmed so they do not drag on the floor.
- White socks and appropriate undergarments. No undergarments should ever be visible (thongs, underwear) or gluteal cracks.
- Uniform shoes all white/ all black nursing style shoes with matching rubber soled shoes, such as "tennis shoes." Shoes should be clean and appropriate for wearing to work (no grass stains, mud, rips, markings on the shoe, etc....). No colored sneakers are allowed.
- In cooler weather, a solid white long sleeve shirt may be worn under the scrub top or a scrub jacket be worn over the scrubs. No hoodies, sweatshirts or sweaters.
- Daily oral and body hygiene.
- Conservative make-up. Minimal and in good taste. No tear drops, stars, heavy mascara, false eyelashes, etc.
- Hair must be clean, well groomed, of a natural color (no neon or unnatural colors), pulled back up off the collar away from the face and secured above the neck. Eccentric hairstyles (i.e. Mohawk) are not permitted
- Beards, mustaches, and sideburns neat and trimmed.
- Personal grooming, make up application is done before arrival to clinical and conservative.
- Fingernails must be kept clean and trimmed short.
- No artificial nails of any kind of material.
- The only jewelry that may be worn is one set of small post earrings in the ear lobe and a wrist watch with second hand (no smart watches). Nose piercings and gage earrings must be removed or covered. No objects of any type may be worn in the tongue. No other visible body piercings are allowed.
- No visible tattoos. Tattoos must be covered with a skin colored bandage, sleeve, or long sleeves.
- No cologne, scented lotions, perfumes or cigarette smells.
- No chewing gum or eating on patient floors.
- Students may not smell of cigarette smoke.
- No smoking or vaping.
- Students are expected to follow all of the facility policies.
- Students DVHS ID badge must be worn at all times, positioned at the collar, with all identifying information facing the front for all staff to read.
- Students are expected to come prepared with a small pocket notebook and pen.

Appearance is a part of the Professional Behavior component of the student's clinical evaluation. Not following any of the guidelines may result in the student being sent home with possible failure of clinical grade.

Furthermore, students are expected to be prepared for clinical by eating breakfast prior to clinical and getting enough sleep the night before clinical. Students should be in top physical condition for their clinical day.

PERSONAL ITEMS

During clinical, students need to leave personal items in their car. Our facilities cannot offer storage for items such as backpacks, purses, and electronic devices. **Cell phones are not permitted in the clinical facilities.**

TRANSPORTATION

Students must provide their own transportation to attend class at Deer Valley High School and clinical sites. Students will refrain from unsafe, unprofessional, or illegal activities while traveling. Students will park in designated areas as a courtesy to our schools and facilities and to prevent parking violations.

ATTENDANCE

Attendance is critical to successful completion of the course. Expectations are that students arrive and leave clinical at the scheduled times. If a student is too ill to attend class, then they are too ill to attend clinical and vice versa. Parents will need to notify the home school and the program location school to report an absence. Professional participation points are part of the Professional Behavior component of the student's clinical evaluation. Missing clinical days can affect the student's grade, completion of course, and the ability of the student to obtain CNA/LNA certification. Any makeup clinical hours will be available at the discretion of the clinical instructor. The AZBN defines the requirements for the CNA/LNA certification. Only written excused absences from a DVUSD teacher/coach/sponsor will be accepted as an excused absence for this course, does not apply for clinical rotation.

CLINICAL PARTICIPATION

In order to participate in the clinical experience, students must be physically and mentally able to perform the duties of a student. Only students who can participate in clinical are allowed at the clinical site.

The policy of the each agency will be followed regarding physical injuries, disabilities, and equipment. This includes but is not limited to casts, braces, splints, and crutches. A physician's note stating the student may safely return to clinical is needed to ensure student, staff, and patient safety.

The clinical experience is a portion of the overall program grade. Professional participation in clinical will be graded and student skills, communication and professional behavior evaluated. Absences and disciplinary action of any kind are also factored into the final clinical grade. Students must obtain a 75% or better to pass and be eligible to take the CNA/LNA certification exam. The student must achieve safety and proficiency by the end of the clinical school year.

Student skills must always be demonstrated as safe and the categories of possible achievement categories include: evolving, proficient and mastery. Evolving skills are much like what you would expect from a new driver. They are only able to focus on one thing - performing the task. They often forget the proper equipment, do not prepare or explain the process to the patient/resident, work slowly and miss key steps or complete the skill in a messy way. Proficient skill practice is more advanced as the student is prepared, has the necessary equipment, and conducts the skill smoothly and accurately while attending to communicating with the patient/resident. Mastery is achieved when the student can perform each skill with speed, the correct equipment, safety, accuracy, reporting/documentation and communication between preceptor and patient.

Students must also meet all course requirements as described in the course syllabus for certification eligibility.

CLINICAL SUPERVISION & ASSIGNMENTS

The INP/NA instructors are qualified registered nurses, as required by the AZBN. Students are not allowed to be at clinical facilities without the clinical instructor. Clinical instructor will supervise students while at clinical sites with a 1:10 teacher student ratio. The INP/NA Course Instructor(s) coordinates the clinical experience. The instructor makes clinical assignments with input from the students and clinical facility staff. Any concerns related to the clinical assignment will be resolved on an individual basis with the INP/NA Instructor. The instructor oversees all aspects of the clinical experience for students. Students will provide nursing assistant level care to their assigned patients and residents. Their clinical experience is "hands on" skill development. The goal of the INP/NA Course is to enhance the care provided by the health care team.

CLINICAL EVALUATIONS

Clinical Evaluations are used to assess or appraise the student's performance in the clinical setting. Evaluations are based on the student's ability to meet or exceed the clinical objectives as described on the Clinical Evaluation Rubric. The Evaluations require a student to perform all objectives at a level of P = proficiency or M = Mastery by the end of the clinical experience in order to pass the clinical portion.

ELIGIBILITY FOR CLINICAL PARTICIPATION

1. Students are required and expected to be prepared for the clinical experience
2. Practice and achieve competency in skills during lab prior to performing skills in clinical setting.
3. Demonstrate professional behavior in lab.
4. Demonstrate simple problem solving skills and ability to follow directions safely.
5. Not over allotted absences.
6. If the above are not met a discussion between student and parents will occur to determine if clinical participation is allowed.
7. It is at the sole discretion of the program instructors to withdraw student from clinical participation for any behavior that would pose a risk to patient safety, program/facility relationship or contract violation.
8. It is a privilege to participate in the clinical setting, not a right.

CERTIFIED/LICENSED NURSE ASSISTANT CLINICAL GUIDELINES

Clinical hours are mandatory for licensing or certification per AZBN and must be made up if missed (if there is availability). Proof of illness must be documented if a student misses a clinical date. Do not come to clinical with a fever or you will be sent home. If a student has a fever 24 hours prior to their assigned clinical date, call the clinical instructor to cancel. Failure to contact the clinical instructor at least 30 minutes prior to clinical start time will result in a loss of all points for that clinical rotation. The day will need to be made up if there is availability, but you will receive a zero.

- Students must not engage in any disruptive behavior or derogatory language or actions while at the clinical setting.
- No cell phones, electronic devices, or smart watches are allowed in the clinical setting. It is your decision to bring them with you, but they **MUST** be left in your vehicle. If parents need to reach you in an emergency, they may contact the **clinical instructor at 623-633-3304**.
- Students will be expected to follow any additional regulations of the health care facility that are not covered above.
- If something happens on the way to clinical (flat tire, accident, etc.) call the clinical instructor **immediately**.
- If a student is asked to leave by a staff member, they will receive a zero for that clinical day. A parent will be notified, and the student will be conferenced with at a later date to discuss if clinical participation will continue.

- If a student fails a clinical day for unsafe practice or unprofessional behavior, the student will be exempt from further clinical participation.

DISCIPLINARY ACTION GUIDELINES

When a nursing student is in violation of any requirement contained in this Nursing Student Handbook, he/she is subject to disciplinary action or immediate dismissal.

DISCIPLINE/GRIEVANCES

The INP/NA program is unique to all other programs of study in the DVUSD. NA candidates actually work and learn in medical facilities during clinical rotations. As representatives of the INP/NA program and their individual high schools, students are required to demonstrate the highest level of character, integrity and professional behavior during clinical rotations.

NA students are required to comply with all policies and procedures as stated in the DVUSD Student Rights and Responsibilities Handbook and all classroom professional behavioral expectations. Students will be given the opportunity to practice professional behavior within the classroom, skill lab & clinical setting

Any NA student who fails to demonstrate a standard of professional behavior will be given three chances to improve. Please see program exit/ dismissal protocol below. Full semester credit may be given if a student is exited from INP/NA program, but student will be ineligible to take the CNA/LNA certification exam.

UNSAFE OR UNETHICAL CLINICAL CONDUCT

The following is a partial list of actions that constitute Unsafe or Unethical Clinical Conduct and are a basis for withdrawal from this program:

- Consistent unsatisfactory clinical evaluations.
- Failure to immediately report a patient-care error to nursing instructor and/or responsible nursing personnel.
- Lack of adequate theoretical knowledge for application to patient care.
- Violation of principles of confidentiality.
- Lack of preparation for clinical practice.
- Failing to respect client rights and dignity.
- Soliciting, borrowing, or removing property or money from a client or client's family.
- Assuming client care tasks for which the student nursing lacks the education or competence to perform.
- Removing drugs, supplies, equipment, or medical records from the clinical setting.
- Abandonment: Leaving clinical agency or patient assignment without notification.

When any performance occurs which could jeopardize life, impede recovery, or interfere with the maintenance of the patient's current health status, a conference will be held as soon as possible with the nursing student, nursing instructor, clinical instructor and other Administrative persons.

PROGRAM EXIT/DISMISSAL PROTOCOL *

The following are the steps that will be followed to exit or dismiss a student from the INP/NA program:

- First violation: A conference will be set up including the student, classroom instructor, and clinical instructor. The student is given a written warning that requires a parent signature. The signed written warning must be returned to the instructor(s) the following class day.
- Second violation: A conference will be set up including the student, classroom instructor, and clinical instructor. The parent(s)/guardian will be contacted regarding the situation. The student is then put on probation.
- Third violation: The student will be exited from the program. Parents and the student's counselor will be notified so that other arrangements for the student's schedule can be made.

*** Automatic dismissal will result from the following:**

- Possession of cell phone in a clinical facility
- Use of a Hoyer lift if under the age of 18
- Any behavior, performance or actions that affect patient safety
- Forgery, theft or grievous unprofessional behavior

ESSENTIAL SKILLS AND FUNCTIONS FOR IDP/NA STUDENTS

Students enrolled in the DVUSD IDP/NA Course must be able to perform the essential skills listed below. If a student believes that he/she cannot meet the standards without accommodations, the program must determine, on an individual basis, whether reasonable accommodation can be made. The ultimate determination regarding reasonable accommodations will be based upon the preservation of patient safety. The following are essential skills that will be evaluated during the clinical practicum.

Functional Ability	Standard	Examples of Required Activity
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe Nursing Assistant care.	Motor skills sufficient to handle small equipment.
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	Sensory abilities sufficient to hear an alarm, auscultatory sounds, cries for help, etc. Visual acuity to read calibrations on thermometers, I&O graduated containers, and assess color (cyanosis, pallor, etc.).

		<p>Tactile ability to feel pulses, temperature, palpate veins, etc.</p> <p>Olfactory ability to detect smoke, or noxious odor, etc.</p>
Behavioral/Interpersonal/Emotional	<p>Ability to relate to colleagues, staff and patients with honesty, civility, integrity and non-discrimination.</p> <p>Capacity for development of mature, sensitive and effective therapeutic relationships.</p> <p>Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</p> <p>Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</p> <p>Negotiate interpersonal conflict.</p> <p>Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student conduct codes.</p>	<p>Establish rapport with patients/clients and colleagues.</p> <p>Work with teams and workgroups.</p> <p>Emotional skills sufficient to remain calm in an emergency situation.</p> <p>Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients.</p> <p>Adapt rapidly to environmental changes and multiple task demands.</p> <p>Maintain behavioral decorum in stressful situations.</p>
Safety in regard to patients, families, and co-workers	<p>Ability to accurately identify patients.</p> <p>Ability to effectively communicate with other caregivers.</p> <p>Ability to operate equipment safely in the clinical area.</p> <p>Ability to recognize and minimize hazards that could increase healthcare associated infections.</p> <p>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</p>	<p>Prioritizes tasks & ensure patient safety, standard of care. Maintains adequate concentration and attention while in patient care settings.</p> <p>Seeks assistance when clinical situation requires a higher level or expertise/experience.</p> <p>Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</p>
Communication	<p>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the healthcare team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language).</p> <p>Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.</p> <p>Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.</p>	<p>Follows verbal directions from other members of the healthcare team and participates in Health care team discussions about patient care</p> <p>Elicits and records information about health history, current health state and responses to treatment from patients or family members</p> <p>Establishes and maintain effective working relations with patients and co-workers</p> <p>Recognizes and reports critical patient information to other caregivers.</p>
Cognitive/Conceptual/Quantitative Abilities	<p>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</p> <p>Ability to gather data, to develop a plan of action, establishes priorities and monitor and evaluates treatment plans and modalities.</p> <p>Ability to comprehend three-dimensional and spatial relationships.</p> <p>Ability to react effectively in an emergency situation.</p>	<p>Collects data, prioritize needs and anticipate reactions.</p> <p>Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers.</p> <p>Transfers knowledge from one situation to another.</p> <p>Accurately processes information on equipment calibrations, printed documents, flow sheets, graphic sheets, other medical records and policy and procedure manuals.</p>
Punctuality/Work Habits	<p>Ability to adhere to all policies, procedures and requirements as described in the IDP/NA Course Guidebook, DVUSD Student Handbook and course syllabus.</p> <p>Ability to complete classroom and clinical assignments and submit assignments at the required time.</p> <p>Ability to adhere to classroom and clinical schedules.</p>	<p>Attends class and clinical assignments punctually.</p> <p>Reads, understands and adheres to all policies related to classroom and clinical experiences.</p> <p>Contacts instructor in advance of any absence or late arrival.</p> <p>Understands and completes classroom and clinical</p>

Environment	Recognize the personal risk for exposure to health hazards. Use equipment in laboratory or clinical settings needed to provide patient care. Tolerate exposure to allergens (latex, chemical, etc.) Tolerate wearing protective equipment (e.g. mask, gown, gloves)	assignments by due date and time. Takes appropriate precautions for possible exposures such as infectious disease, blood borne pathogens, and latex. Uses personal protective equipment (PPE) appropriately.
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FEDERAL AND STATE LAWS FOR NURSING ASSISTANT CERTIFICATION

Federal and State laws regulate the curriculum, skills and written examinations, plus the certification process for Nursing Assistants, which allow a student to become a Certified Nursing Assistant (CNA). The classroom syllabus addresses the curriculum, the state skill and written examinations, and exam fees.

CITIZENSHIP/NATIONALITY/ ALIEN STATUS DOCUMENTATION

Federal law, 8,U.S.C. 1641 and State law, A.R.S. 1-501 require documentation of citizenship or nationality for certification. If the documentation does not demonstrate that the applicant is a United States citizen, national, or a person described in specific categories, the applicant will not be eligible for certification in Arizona. All applicants must submit documentation regarding their citizenship/nationality/alien status with their application

FINGERPRINTING

According to A.R.S. 32-1606 (B), each applicant for initial licensure or certification is required to submit a full set of fingerprints. It is important to use the specific fingerprint card from the Arizona State Board of Nursing because specific Board information is printed on the card. Applicants will not be certified until results are received. A copy of a fingerprint clearance card cannot be substituted for this requirement.

FELONY CONVICTIONS

According to A.R.S. 32-1646 (B), an applicant for certified nursing assistant is not eligible for certification if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge from the sentence for all felony conviction(s) must be received 3 or more years before submitting this application. If you cannot prove that the absolute discharge date is 3 or more years, the Board will notify you that you do not meet the requirements for certification.

CAREER AND TECHNICAL STUDENT ORGANIZATION (CTSO)

The INP/NA course is affiliated with HOSA, Future Health Professionals. HOSA is a national student organization endorsed by the United States Department of Education.

The mission statement of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill, and leadership development of all health science technology education students, therefore helping students to meet the needs of the health care community.

HOSA is part of the INP/NC Course curriculum and all students participate in the class HOSA Club. HOSA meetings are held during class time. Students will have the opportunity to attend the Arizona fall and spring HOSA leadership conferences, the National HOSA conference, plus participate in community service projects.

The Western Maricopa Education Consortium (West-MEC), Career and Technical Education (CTE) funds, tax credits, and student fundraising assist in paying for these activities.

Instructor Communication

Instructors can be contacted via email or phone during school hours 7:30 AM – 2:30 PM by leaving a voicemail.

Mrs. Angela Jensen (Classroom/Lab): 602.467.6865 angela.jensen@dvusd.org

Students may not use their cell phones for personal reasons during class time. Phones will be in the off position and “parked” in designated cell phone parking lot slot during class time. In case of emergency, parents need to call the DVHS receptionist at 602.467.6899 to request that the student contact them.

CLINICAL BEHAVIORAL GUIDELINE ACKNOWLEDGMENT

I have received a copy of the clinical guidelines for DVUSD INP/NA. I have read and understand the guidelines and I understand what is expected of me to earn credit with a specific grade in the clinical practice. The clinical experience is defined by practice. I understand that I am responsible for my clinical experience. I will create a relationship with my preceptor CNA and I will practice the skills learned in the lab. If circumstances are such that I need clarification on performing a skill I will ask for assistance from my preceptor or clinical instructor.

My signature below affirms that: I will actively work to assure my success in the clinical setting.

I agree to be responsible for maintaining a positive learning environment for others.

I understand the basic rights and responsibilities of all students as members of our learning community, to reflect positive and respectful behavior.

I agree to adhere to uphold the Health Insurance Portability and Accountability Act, a US law designed to assure privacy standards to protect patients' medical records and personal information.

I will adhere to the following guidelines in the clinical setting:

1. Come to clinical on time and not leave early before dismissal,
2. No cell phones in the facility,
3. Take responsibility to be active in practicing my skills with supervision my preceptor CNA,
4. Assure adherence to HIPPA at all times,
5. Conduct myself ethically at all time,
6. Be respectful of patients, family, staff and instructor,
7. Come prepared to participate with patients and in debriefing sessions,
8. Not dominate discussions, make rude or inappropriate remarks,
9. Say PLEASE and THANK YOU,
10. Not take credit for someone else's work and will pull my own weight,
11. Not talk behind someone's back or complain about someone else,
12. Participate as a team member while on the floor and in conference,
13. Address problems professionally with my preceptor and/or instructor.
14. Nursing Assistant students engaging in this misconduct are subject to immediate dismissal from nursing classes and disciplinary action as described in the Student Handbook

If I feel uncomfortable with behavior, I agree to:

1. Seek the advice of the instructor or preceptor.
2. If I fear physically or inappropriately threatened, I agree to report it immediately to the CNA, charge nurse and/or instructor.

Student (Print Name)

Student Signature & Date

Parent/Guardian (Print Name)

Parent/Guardian Signature & Date

This form will be turned in on the first Friday of class.

