



Course Syllabus Fall/Spring 2022 – 2023

Instructor

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Course Information

Course Format: In-Person/Face-to-Face

Course Length: Yearlong

Course credit hours: 2

Course Location: Deer Valley High School - Room: 602B

Begin / End Dates: 08/03/2022-05/19/2023

Course Days and Times: M-F 2 hour block Times: See student schedule

Classroom / Lab Hours: 250

Clinical Hours: 40 schedule based on availability from facility partners.

Instructional Contact Hours & Out-of-Class Student Work: For this course, you should plan to spend at least 10 hours on course content or seat time (direct instruction), and 5 hours on out-of-class student work weekly.

Official Course Description

Description: Introduction to Nursing Professions / Nursing Assistant (INP/NA) course provides the introduction to the role of the nursing assistant for clients across the wellness/illness continuum within the nurse assisting scope of practice. Includes basic problem solving processes specific to meeting the basic and holistic needs of clients, therapeutic communication skills, interventions to ensure the needs and safety of the client, specific types of diseases, conditions and alterations in behavior of the client. Focus is on the special needs of the older adult client in the acute and long-term care settings, and basic care skills and procedures. Provides opportunity for the development of clinical competency in the performance of selected nurse assisting skills and procedures through participation in the care of clients.

Requisites: Student must be a senior (twelfth grader) registered in one of the five Deer Valley Unified School District (DVUSD) high schools. Application and acceptance into the program - apply through home school guidance department. Individual schools may have additional requirements. Receive a 80% or better on the reading and math assessment. Completion of all required Health and Safety documents submitted to instructor the first week of school.

- Healthy and Safety Packet to include (**Copies Due first week of school**)
 - ✓ Proof of immunity, immunization for MMR, Varicella, Tdap, HepC
 - ✓ Current negative TB skin test dated July or later of current school year
 - ✓ ****Current annual Influenza vaccine****(required by clinical agencies)
 - ✓ Covid-19 vaccine
 - ✓ *****Current BLS HealthCare Provider CPR card valid through end of program**
 - ✓ Completed Health Care Provider Signature form
 - ✓ Proof of Health Insurance
 - ✓ Background clearance document
 - ✓ Proof of United States Citizenship (required by AZBN)

*** All documents must remain current throughout the program. Failure to provide the above documentation will result in dismissal from the program. PERSONAL EXEMPTION for any reason are not accepted.** DVUSD INP/NA Program cannot be held responsible for clinical agency immunization requirements that may prohibit a student from attending a clinical rotation.

****Proof of current school year season's influenza (flu shot) is to be completed and submitted as soon as vaccines become available, usually August/September. Student must have proof of current flu shot before eligible for clinical rotation.**

Proof of current student Health Insurance must be provided. Student insurance is available through DVUSD. See guidance counselor for information.

- **HEALTH DECLARATION:** It is essential that INP/NA 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 clients, 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 client care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting clients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. **All must provide documentation of compliance with all health and safety requirements required to protect client safety.** Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

- BACKGROUND CLEARANCES:** All students must undergo a background check to verify identity, social security number, and to show proof that they do not appear on the List of Excluded Individuals/Entities (LEIE) database. Any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue in the nursing assistant program.
- Background Check - No felony convictions According to A.R.S. § 32-1606(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.
- Proof of United States Citizenship is required by AZBN. Lists of documentation accepted can be found at <https://www.azbn.gov/licenses-and-certifications/citizenship-and-alien-status>

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. See attached list A & B for specific documentation required.

Starting **June 13, 2016** each graduating student will need to have proof of legal presence in the United States on file with D and S (Headmaster) in order for the student to be scheduled for the manual skills and written CNA exams. All NA training programs will need to collect the document, photo or scan the document and upload it to Headmaster upon registration or program completion. Ideally, this identification document should be the same as the ID document(s) the student uses for state testing (e.g. AZ driver license or passport). The name on the document should exactly match the name entered in the system. A comprehensive list of documents acceptable for proof of legal presence is available at: <http://azbn.gov/licensure-certification/citizenship-alien-status/>

PROGRAM COST -- DVUSD does not want financial hardships to affect the ability to participate in the INP/NA program. Scholarships are available through DVEF and the Legacy Foundation. See guidance counselor for information.

Estimate Cost:

District Office covers cost for school year 2022-2023

HOSA Membership	\$32.50
American Heart Association Healthcare BLS CPR Certification	\$80
DVUSD logo embroidery for one scrub top DVUSD scrubs	\$10*
Online Clinical Orientation/My Clinical Exchange/Health Streams\$35	
Arizona State Board of Nursing certifying exam	\$130
Background Check	No charge*
Random Drug Screen	\$60*
Online resource for final written and skills exam	\$50*

Student to cover cost for school year 2022-2023

HOSA Membership package	\$20*
(Includes HOSA yearly t-shirt, certificate, FLC, SLC, HOSA merch*subject to availability)	
DVUSD embroidered scrub set 1 top & bottoms	\$35*
Nursing Assistant classroom/skill lab scrub uniform	\$10 - \$100*
Physical Exam, Immunizations, TB skin test, flu shot	insurance co-pay
LNA State Exam Level One Fingerprint Clearance Card Fee	\$100**(required for LNA student)
Dual enrollment through Glendale Community College 4.5 credits	\$85* per credit hour

DVUSD INP/NA program does not charge classroom, lab or clinical rotation fees

*Costs and fees are subject to change due to outside vendors.

Arizona Board of Nursing Competencies:	
1.0	Competency: Functions as a member of the health team within the health care facility &/or community.
2.0	Competency: Demonstrates ethical and legal behavior that maintains resident's rights.
3.0	Competency: Assists in identifying the mental health and social service needs of residents.
4.0	Competency: Demonstrates effective communication.
5.0	Competency: Maintains a safe environment for the resident and others
6.0	Competency: Demonstrates general principles of infection control.
7.0	Competency: Provides basic emergency care.
8.0	Competency: Applies the principles of basic nutrition to resident care.
9.0	Competency: Provides the resident with personal care and grooming.
10.0	Competency: Measures vital signs.
11.0	Competency: Demonstrates safe transfers, positioning and turning of residents using effective body mechanics.
12.0	Competency: Cares for cognitively impaired residents.
13.0	Competency: Identifies the function, structure, common health problems & normal aging changes of each of the following systems.
14.0	Competency: Provides for comfort and rest.
15.0	Competency: Assists with diagnostic tests.
16.0	Competency: Provides care for the peri-operative resident and/or resident with special needs.
17.0	Competency: Assists in Admission/Transfer/Discharge of the resident.
18.0	Competency: Provides care for residents and family when death is imminent

DVUSD Official Course Competencies

1. Describe the role of the nurse assistant in caring for elder clients & those with alterations in health care.
2. Describe the roles and responsibilities of the nurse assistant related to ethical & legal standards of the profession.
3. Use simple problem-solving skills when giving care to elderly clients & clients with alterations in health.
4. Describe professional communication skills specific to the nurse assistant as a member of the health care team.
5. Describe select nurse-assisting interventions designed to meet the holistic needs of clients.
6. Describe basic nurse assisting skills to ensure a safe environment and personal safety for the client.
7. Describe specific caring behaviors that are important when caring for clients and communication with members of the health care team.
8. Describe the signs and symptoms of specific diseases, conditions and alterations in client behavior.
9. Apply the principles of nutrition and fluid balance to client care.
10. Describe the special care needs of elder clients in the acute and long-term care settings.
11. Describe the basic skills and procedures needed for clients in emergencies.
12. Perform basic therapeutic, maintenance and preventative interventions identified in the client's plan of care appropriate to the nurse assistant role.
13. Function as a member of the health care team within the health care facility.
14. Demonstrate behaviors that are in accordance with accepted standards of practice and ethical guidelines within the role of the nurse assistant.
15. Demonstrate simple problem solving to provide care to clients with alterations in health under the direction of the nursing staff.
16. Demonstrate appropriate communication skills with clients with alterations in health.
17. Demonstrate caring behaviors when interacting with clients in acute and long term agencies.
18. Demonstrate skills necessary to ensure a safe environment and protection of the client.
19. Implement nursing assistant skills that relate to basic and holistic client needs.
20. Communicate client response to appropriate nursing personnel through recording and reporting.
21. Apply common medical terms used for the simple organization of the body, major organs & medical abbreviations.

Textbook, Materials & Technologies:

Textbook (Supplied by DVUSD)

Title: Mosby's Textbook for Nursing Assistants. Ninth ed.
Author: Sorrentino, Sheila A., and Leighann N. Remmert.
Publisher: Mosby, 2017.
ISBN: ISBN#: 978-0-323-31974-4

Workbook (Supplied by DVUSD)

Title: Mosby's Workbook for Nursing Assistants. Ninth ed.
Author: Sorrentino, Sheila A., and Leighann N. Remmert.
Publisher: Mosby, 2017.
ISBN: ISBN#: 978-0-323-31976-8

Materials and Technologies

Required

- DVUSD student issued iPad
- DVUSD Clinical Scrubs
- DVUSD Student ID Badge
- White or Black closed-toed tennis shoes
- Watch with second hand (no smart watches)
- Arizona NA Candidate Handbook D&S Diversified Technologies LLP/Headmaster LLP www.hdmaster.com

Recommended

- Three ring binder to hold all worksheets, reference materials and learning packets
- College ruled notebook paper
- Pens
- Hair ties (hair must be pulled back)

DVUSD GRADING

OBJECTIVE:

- Proctored assessments: quizzes, tests, and comprehensive final exam (total points must meet or exceed 75% to meet AZBN requirements). Once student achieves 80% on all assessments quizzes, tests, and comprehensive final exam, then the rest of the grades are added.
- All assignments and homework must be turned in on due date or early. If absent submission is made the day student returns to class. See the Deer Valley Student Handbook for more information.

SUBJECTIVE:

- The instructor's impressions and evaluation of student's understanding of the material presented are measured by your ability to discuss, apply, and/or problem solve patient care topics in class.
- Positive class participation, asking, answering questions, following directions, working well with classmates, and utilizing ALL learning opportunities.
- Practicing professional behaviors (verbal and non-verbal) at ALL times (including breaks) and in all settings.
- Taking the initiative.
- Demonstrating skills/tasks according to criteria listed in text, lecture and skills list.
- Adhering to ALL class rules and set expectations.
- Choosing NOT to take an active role in EACH class could reflect negatively and significantly on the grade.

Grades are weighted and calculated on a percentage of points possible as follows:

Grade Breakdown	Percent
Exams & Quizzes (Unannounced and announced) must achieve 80% or higher on all exams	14%
Comprehensive Final Exam (75% or higher class grade must be achieved to sit for state exam; see AZBN)	14%
→ After 80% has been achieved on the exams & quizzes, the following will be calculated into the grade	
Positive Classroom Participation –Assignments “Study Opportunities” – Attendance	5.3%
Didactic/Coursework/Classroom	33.3%
Skill Lab – Skills must be evaluated and signed off on skills checklist prior to practicing skills in clinical setting.	33.3%
Clinical Evaluation -- if clinical is failed, the student ineligible to take state certification exam	33.3%
The following interpretations are used for the letter grades: 90-100%= A 80-89%=B 70-79%=C Student with an average score below 75% are unable to take the AZBN certification exam. 60-69%=D Below 60%=F (not passing) Scores are NOT rounded.	
TOTAL	100%
Extra Credit does <u>NOT</u> exist for DVUSD INP/NA	

Grade Grievances: Concerns about a grade should be discussed with the instructor. If not resolved, the "chain of command" protocol should be followed:

- Student will discuss issue further with CNA Program Coordinator
- If issue remains unresolved, student may make written request to meet with Department Chairperson and Assistant Principal of Curriculum/Designee for further resolution.

Course Outline

All assignments and assessments, quizzes, and tests are listed in student Canvas Class

Reading assignments and homework will be done **BEFORE** the class or date indicated in Class Schedule as posted on Canvas or by instructor. Assignments and homework are considered "study opportunities" and used to direct student nursing assistant in performing nursing assistant tasks and used as an evaluations in determining students competency of required material. Correct spelling, grammar is expected in all written work. Students are expected to be **prepared to discuss, ask, and answer questions regarding topics in the reading assignment and skill each class day.** Coming to class unprepared can negatively reflect on the student's grade and could result in possible termination from program. Assignments are considered a study guide. Semester exams are cumulative. Students are encouraged to keep all handouts and workbook assignments.

Policies & Attendance

Attendance: Four 2-hour absences are permissible per semester (not including school-approved clinical absences) student must make up hour for hour the classroom and skill lab content missed. Excessive absences may result in student not being eligible for successful completion of program and therefore ineligible to sit for the AZBN nursing assistant exam. Expectation is for students to attend all classes, skill lab and assigned clinical rotation. Only written excused absences from DVUSD teacher/coach/sponsor accepted.

- On-Time Performance: Teaching Essential Workplace and Employability Skills is an integral part of the Career and Technical Education Department (CTE). Professional behavior requires arriving on time or early to class. Late is considered after the peiord bell has rang ans student is required to Students arriving late to the campus are expected to follow the procedures of DVHS for tardiness ("Sweep" – Room 108). It is the student's responsibility to plan for morning traffic as well as high school parking lot congestion. Any tardy later than 20 minutes will result in an absence for that period. Instructors have the right to deny entrance to the class if students arrive after the start of class and initiate disciplinary actions for students leaving class early. The student is responsible for obtaining any work missed due to a tardy.
- Student absence must be reported by student's parent/legal guardian to the student's home school **and** the DVHS attendance lines. If not, an unexcused absence will be put in at DVHS. Parent/guardians have until noon on the day following an absence to excuse their child. The following information must be provided when contacting the DVHS attendance line: Student Name, Home campus, Nursing block the student attends, Instructor Name. **The DVHS attendance line numbers are: (602) 467-6707; (602) 467-6790 (voice mail); To call a student out early or check them in late:(602) 467-6899**

- If a student is required to leave class early due to an extracurricular school sponsored activity such as sports or fine arts on their home campus, the sponsor or parent must email the classroom instructor stating the time that the student needs to leave. Students may not leave early for after school club meetings, work, school assemblies, etc. The nursing program consists of students from all five DVUSD high schools. It is not possible to accommodate the varied assembly schedules of each campus. If the student is required to leave campus early for a personal or medical reason, the parent must email the instructor prior to the time the student needs to leave campus that day.
- The instructors monitor attendance (for absences and tardiness) and is posted in PowerSchools
- Students must be on time and attend **ALL** scheduled clinical dates. Tardiness is unacceptable and student may be sent home and may lose ability to complete clinical requirements. Leaving clinical early is not permissible.
- Each semester provides the student with a different type of required patient care experience. A minimum of 40 hours (20 per semester) of clinical practicum is required for satisfactory completion for Certified Nurse Assistants. Students unable to meet the required clinical hours in a semester will not be allowed to take the Certification Exam but may receive semester credit. Students who have not completed the first semester clinical requirement cannot continue in the program for the second semester.
- Any makeup clinical hours will be available only at the discretion of the clinical instructor. AZBN defines the requirements for the CNA certification.
- Failure to follow these requirement may result in being dropped from the course.

******* Discretion MAY BE applied in special extenuating circumstances to any individual once a final decision has been made following the discussion between an Instructor & Program Coordinator*******

Missed/Late work: All missed assignments and missed activities including skill must be completed within 5 school days of absence. The policy for make-up work in the DVUSD DVHS Parent/Student Handbook 2022/2023 will be enforced.

Assessment/Exam: Taken on the DVUSD issued iPad with Bluetooth on. All other belongings must be placed at the front or side of the classroom. **All cell phones must be turned off** and secured in assigned slot in classroom. No hats, ball caps or visors can be worn during the exam. Use restroom prior to exam, no bathroom breaks during exam. The instructor CAN NOT answer any questions about exam one the exam begins. Upon completion of exam, sit silently and do not cause disruptions before being released.

Make-up Exams: Required to have 80% or higher and must be scheduled with instructor and completed within 5 school days

Exam Review: Review during the same class period. Questions and clarification will be addressed at that time. If you receive a score of less than 80% on a quiz or exam, the student is eligible to retake that quiz or exam 1 time per Article 8. Arrangements for the re-rake or exam will be made accordingly. Recording and/or note taking during an exam review is not allowed.

Electronic equipment/Taping: Turn off and put away any electronic communication equipment prior to entering class. Taping of class sessions must have prior approval.

Course Technology Information

Use of Web-Based Third-Party Tools and/or Canvas Learning Tool Integrations

In this class, you may be using web-based third-party tool(s) and/or Canvas Learning Management System Learning Tools Interoperability (“LTIs”) to complete or participate in assignments, activities and/or access course materials. You may be required to establish a user name or password, submit work and/or download information from these tools. There is, therefore, some risk that individuals electing to use the products and services made available by these tools may place any student information shared with the tool vendor at a risk of disclosure.

In this class, students will be using:

Canvas

- Terms of Use: <https://www.instructure.com/policies/acceptable-use>
- Privacy Policy: <https://www.instructure.com/policies/privacy>
- Accessibility statement: <https://www.instructure.com/canvas/accessibility>

Brainfuse

- Terms of Use: <http://home.brainfuse.com/terms-of-use/>
- Privacy Policy: <http://home.brainfuse.com/privacy/>
- Accessibility statement: <http://brainfuse.com/services/access.asp>

Google and Google Classroom

- Terms of Use: <https://policies.google.com/terms>
- Privacy Policy: <https://policies.google.com/privacy>
- Accessibility statement: <https://www.google.com/accessibility/>

Academic Integrity / Civility Statement

To establish a positive learning environment for this class:

Instructors are expected to be professional, courteous, respectful and empathetic to students. They will:

- Begin and end class on time.
- Be prepared for each class session.
- Provide academic feedback and grade assignments in a timely manner.
- Be available for individual consultation.
- Clarify assignments and inform students of any adjustments to the class schedule.

Students are expected to be reflective, courteous, respectful, and empathetic to classmates, instructor and other staff assisting in your learning. Students will be expected to:

- Be in class and be on time.
- Be prepared for class sessions.
- Participate appropriately in class activities.
- Mute mobile phones and pagers before entering classroom. Place cell phones in assigned slot in classroom.
- Follow instructions and complete assignments.
- Keep up with and turn in assignments by the due dates.
- Put forth your best effort.
- Ask questions when you don't understand.
- Maintain knowledge of your grade status.
- Contact instructor right away about concerns or situations that interfere with your success in class.
- Comply with policies found in the GCC Academic Catalog and GCC Student Handbook.
- Comply with policies found in the DVUSD Student Handbook
- **Students will be notified by the instructor of any changes in course requirements or policies**

Diversity and a Safe Learning Environment

This classroom will be a safe learning environment for every individual as far as I am able to ensure that outcome. This means I will treat each student with respect, and in turn I expect respect to be given to the instructor and every individual in this course. Disagreement does not equal disrespect. We all bring different points of view, different personal values, different life experiences, and different personal preferences with us into the classroom. This diversity makes for great discussion, adds interesting dimensions to our interpersonal relationships, and is welcome in the academic arena. Though we celebrate our differences, I expect each student to respect the rights and needs of fellow classmates. Students cannot feel safe to express themselves without the assurance that their ideas, attitudes and beliefs will be treated with respect.

Academic Integrity

Integrity is a necessary characteristic of any healthy, flourishing society or community. As such, academic integrity is foundational to learning at Deer Valley High School (DVHS). Students are required to demonstrate the highest levels of honesty in their work and interactions with others. Further, students are responsible for understanding and following the high school's standards, as described in DVUSD Academic Planning Guide, and DVHS Student Handbook

Students are expected to demonstrate academic integrity by:

- Producing his/her own original work;
- Keeping course materials (e.g., tests, quizzes, assignments, video conferencing links) confidential;
- Knowing that plagiarism is unacceptable and will not be tolerated

It is the responsibility of every student to be to maintain integrity, be truthful and avoid dishonesty, fraud, or deceit of any type in connection with the INP/NA program. Any student who violates this rule or who knowingly assists another to violate this rule shall be subject to disciplinary action and possible withdrawal from the program. This includes homework assignments. Any student who incorrectly grades homework will receive a zero (0) for that homework chapter.

As students' progress through the curriculum, they are preparing for transition into professional life. Behaviors expected in classroom and clinical setting parallel behaviors expected in the work place.

Drug Screening

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

Disciplinary Action Guidelines

Violation of any requirement contained in this Nursing Student Handbook, student is subject to disciplinary action or immediate dismissal.

Program Exit/Dismissal Protocol *

Each violation will have a conference with the student, classroom instructor, and clinical instructor.

First violation: Written warning requiring a parent/guardian signature. The signed written warning must be returned to the instructor(s) the following class day.

Second violation: 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**

Student Rights & Responsibilities

Students are responsible for reading and adhering to the content of this syllabus. You are expected to know and comply with all current published policies, rules and regulations as printed in the DVUSD Academic Planning Guide, Syllabus, and/or Student Handbook.

Academic Planning Guide: <https://www.dvUSD.org/Domain/1302>

Student Handbook: <https://www.dvUSD.org/Domain/5990>

The information in this syllabus is subject to change based on the discretion of the instructor. You will be notified by the instructor of any changes in course requirements or policies.

As per the DVHS Student Handbook, faculty members have the right to remove a student from the teaching environment for disruptive student behavior. Please note that a faculty member may also submit a conduct report to the Principle office to invoke the conduct process.

More information on the Student Conduct Code and additional administrative regulations is available in the DVHS Student Handbook.

Classroom Accommodations for Students with Disabilities and / or illness

Special accommodations for testing will be given only with appropriate documentation of special needs. Individual faculty will not provide extra time, different environments, study guides or dictionaries during testing. In circumstances of student illness, injury, or other health limitations, the AZBN, the clinical agency and DVUSD health policies must be upheld. The RN faculty member will determine a student's ability to give adequate nursing care and will determine if the student can remain and/or return to the clinical experience, regardless of a physician's approval for return.

Certification Information

Students seeking certification/licensure from AZBN must obtain: successful completion of INP/NA program, a minimum of proficient on all skills in skill lab, attend required 40 clinical hours with a passing clinical grade, meet attendance expectations of a minimum 250 hours combined in classroom/skill lab, pass with a 75% or higher on the comprehensive final exam. Upon satisfactory completion DVUSD INP/NA program provides a Certificate of Completion. Student is then eligible to take the written and skills AZBN certified nursing assistant (CNA)/licensed nursing assistant (LNA) exams to become a CNA/LNA, and can choose to go directly to the workforce and/or continue to pursue education opportunities in other healthcare careers. Information on the Arizona State Board of Nursing application process is available at <http://www.azbn.gov>. State certified evaluators administer the certifying exam and students may take the exam scheduled at local test centers including DVHS. In 2010, DVHS became a certified testing site for taking the CNA/LNA (licensed nursing assistant, requires fingerprinting) written and skills exams. If you have further questions regarding eligibility for licensure or certification, contact the Arizona State Board of Nursing at <http://www.azbn.gov>

- **NURSING ASSISTANT CERTIFICATION GUARANTEE:** Admission or completion of the Nursing Assistant program does not guarantee obtaining certification as a nurse assistant. Certification and subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation. Pursuant to A.R.S. § 32-1606(B)(17), an applicant for certification by examination is not eligible for certification or licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot consider your application. All nursing assistant applicants for licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. The Fingerprint Clearance Card required for the nursing assistant program will not meet the requirements for certification or licensure through the Arizona State Board of Nursing. Effective January 1, 2008 applicants for licensure in Arizona must provide evidence of citizenship or nationality. If there are any questions about eligibility for licensure or certification, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602.889.5150.

Waiver of Licensure/Certification Guarantee

Admission or graduation from the DVUSD INP/NA Program does not guarantee obtaining a license or certificate to practice nursing. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any school requirements for graduation. According to A.R.S. § 32-1646 (B), an applicant for nursing assistant certification is not eligible for certification if the applicant has had 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 convictions must be received three (3) or more years before submitting this application. If you cannot prove that the absolute discharge date is three or more years, the Board will notify you that you do not meet the requirements for certification.

The Arizona State Board of Nursing office is located at 4707 North 7th Street, Suite 200, Phoenix, Arizona, 85014-3653. Phone: 602-771-7800, FAX: 602-771-7888. Website: <https://www.azbn.gov>.

Student Record Maintenance

The following records will be kept on file in a locked cabinet in the Intro to Nursing Department Office:

- Student skill check lists.
- Student evaluations of instructors/program
- Copies of AZBN reports
- Copies of student certificates of completion
- Copies of final exam grades
- Copies of student certification testing results
- Social Security number

The following student records will be kept on file in the DVHS Administration Office due to school district rules and regulations regarding student rights to confidentiality:

- Student attendance
- Student discipline referrals
- Student grievances
- Student date of birth

All records will be kept on file for a three-year period in accordance with the Arizona State Board of Nursing policies.

METHODS OF PROGRAM EVALUATION

Each student is given the opportunity to anonymously and confidentially evaluate the program instructors, curriculum, classroom environment, clinical instructor, clinical setting, textbook and resources of the program provided at the completion of the program

Nursing Program Grievances

Any grievances against the nursing program itself can be addressed directly to the Arizona State Board of Nursing <http://www.azbn.gov>

Acknowledgement of Receipt of Syllabus



Class: Introduction to Nursing Profession / Nursing Assistant INP/NA

Semester: Fall/Spring **Year:** 2022/2023

Days of Class: M-F **Time of Class:** see student schedule

Location: Deer Valley High School #602B

Instructor's Name: Angela Jensen Rn BSN

My signature below affirms that: I have received the course syllabus and read, understand, answers to any questions, and acknowledge the requirements for successful completion for this INP/NA course. I will actively work to promote a positive and respectful learning environment. I understand that I am completely accountable for all materials distributed in class whether I am present or absent. I understand that I may be dropped from the class when I accumulate 7 total absences per semester. If circumstances are such that I cannot complete the semester, I understand that it is my responsibility to withdraw officially from the course. If I do not withdraw officially, I know that I will receive a course grade and that the instructor is required by law to report when I last attended class. I also understand that I will need to earn an overall 75% or better in order to be eligible to take the AZBN CNA exam. I understand failure to adhere to standards of conduct, course policies, Deer Valley Unified School District policies, and Deer Valley High School student handbook may result in being dropped from the course. Digital syllabus can be found on Nursing Services DVHS website as well as student Canvas class.

Student Integrity Signature: Every student is expected to know and comply with all current policies, rules, and regulations as printed in the student handbook, INP/NA syllabus, and the INP/NA Student Clinical Handbook. It is the responsibility of every student to have integrity –the practice of being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values. Students are expected to use common courtesy and professionalism at all time. School policies and procedures will be followed while on any school campus and school activity. Any student whose conduct in the classroom, lab and clinical setting is disruptive, destructive, obscene, or a threat to the health or safety of others is subject to disciplinary actions or withdrawal from the program.

My signature below affirms that I will not cheat or knowingly give or receive assistance to classmates on examinations or any written assignments which are collected, nor will I condone the cheating of others. I agree to sign a similar honor statement with each exam. I understand that sanctions for academic dishonesty may include academic probation, lowering of my course grade, additional assignments, and/or course failure. Cheating includes (but is not limited to) activities including using notes on a closed book exam, copying another person's work, use of paraphrase or quotes from another writer without documentation of the source, and having another person do an assignment.

ZERO TOLERANCE POLICY: INP/NA Program supports a Zero Tolerance Policy for the following behaviors:

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

INP/NA students engaging in this misconduct are subject to immediate dismissal from nursing classes and disciplinary action as described in the Student Handbook.

Student (printed): _____ Parent/Guardian (printed): _____

Telephone Number: _____ Telephone Number: _____

Email Address: _____ Email Address: _____

Student Signed: _____ Parent Signed: _____

Date: _____

Date: _____

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

STUDENT CONFIDENTIALITY AGREEMENT

Name (Print): _____ **Status:** INP/NA Program Student

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

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

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

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

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

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

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

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

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

_____ / / _____
 Student (Print Name) Student Signature Date

_____ / / _____
 Parent/Guardian (Print Name) Parent/Guardian Signature Date

Travelers Safe Travel Agreement

Deer Valley Unified School District and Deer Valley High School are committed to student safety

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.

To prevent unsafe travel times, traveling students will not be required to attend INP/NA program on DVHS campus with days that are early release (dismissal times of 11:30 am). This **does not** include PLC 90 minute release days.

I have been made aware that my traveling student _____ (name) and will not be on DVHS campus for early release (11:30 am) release days.

Parent/Guardian (Print Name) _____
Parent/Guardian Signature ____/____/____
Date

