

Nursing Assistant Program #4029
Glendale Union High School District #205 @ Moon Valley High School
HEALTH CAREERS EDUCATION (HCE)
PROGRAM POLICIES

Program Admission Criteria

All students must apply through their home school guidance department. Individual schools may have additional requirements and deadlines.

General requirements for admission into the GUHSD HCE program include, Status-High School Junior or Senior, GPA of 2.75 or better, Application and acceptance into the program, Program completion contract and a score of 75% or better on the medical math test and reading comprehension.

Program Prerequisites: None

Notification of Board Requirements

Nursing Assistant licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing. The GUHSD Nurse Assisting Program is approved by the Arizona State Board of Nursing. Completion from the GUHSD Nurse Assisting Program does not guarantee obtaining a certification/license in Nurse Assisting. 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 college or school requirements for graduation. Pursuant to A.R.S. 32-1606(B) (17), an applicant for professional or practical nurse license by examination is not eligible for 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 three or more years before submitting this application. If the student cannot prove that the absolute discharge date is three or more years, the Board cannot process the application. All nurse assistant applicants for certification will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. All applicants with a positive history are investigated. Proof of legal residency/right to work in the U.S. is required. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-771-7800).

Health Declaration: It is essential that students be able to perform 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.

Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should consider the mental and physical demands of the program prior to making application.

Requirements for GUHSD HCE Program: 1. Students must maintain optimum health throughout the program. 2. Students must complete CPR for Health Care Provider and maintain a current CPR status throughout the program. 3. All students must complete Fingerprint Clearance provided for the clinical facility. 4. Clear drug screening. **Students may be randomly selected by the clinical facility and/or clinical instructor to complete drug screening per clinical facility policy prior to or during clinicals.** 5. Physical Exam (including TB test, immunizations if needed, flu vaccine per CDC guidelines.) 6. Students must complete the requirements of the My Clinical Exchange program if required. 7. **Students must participate in all aspects of the program (academic, clinical, CTSO and skills lab)** 8. **Students will practice basic nursing skills on each other.** 9. **Students will be exposed to nudity, disturbing photos of wounds, diseases or injuries in the academics' portion of the class, as it pertains to health care and patient care.** 10. **Students will be exposed to nudity, disease, and wound care in the clinical setting.** 11. **Using proper protective equipment, students will care for patients in various states of nudity, disease processes, and wound care.**

Those students planning to sit for Certification exam must complete all assigned skills and assignments required for their certification choice with the clinical instructors' supervision. Direct patient care clinicals are limited to 10 students per instructor. **All coursework/clinical work must be completed with an average grade of 80% or better.**

Student Conduct

Students are always expected to use common courtesy. School policies and procedures will be followed while on any school campus. Any student whose conduct in the classroom, clinical setting or on the school bus is disruptive, destructive, obscene, or a threat to the health or safety of others is subject to suspension or dismissal from the program, and/or other disciplinary action. The bus rides to and from school and the clinical settings are considered extensions of the regular classroom and the same standards of student behaviour and discipline shall apply. There are NO cell phones allowed at ANY clinical or lab. Cell phones in the classroom must be docked unless the instructor has directed students to use them as part of the lesson. Cell phone policies must be adhered to. Failure to adhere to the policies of the program is subject to suspension or dismissal from the program, and/or other disciplinary action. Students that have a positive drug test or indiscriminate amount of unapproved substances result, will be immediately removed from the program.

No food or drinks are allowed in the clinical or lab areas. Students may bring a disposable bottle of water. Students are not to consume food/snacks or drinks during clinical time.

Students are NOT allowed to hold/care for newborn infants during an obstetrics rotation, even with permission from the infants' parents.

Students must always be professional. No loud conversations in the cafeteria, staff lounge or hallways. HIPAA laws must always be followed.

Assignments

A monthly calendar with assignments will be distributed. Students are expected to complete all work and turn in on or before the due date. Assignments are accepted in class and at the hospital. If student is absent on the date the assignment is due, the assignment is expected on the date that the student returns to class or the hospital. Students are expected to use proper grammar in speaking and writing. Correct spelling is also expected in all written work.

Semester exams are cumulative. Students are encouraged to keep all handouts, Interactive Notebooks (IAN) must be maintained. **LATE WORK WILL NOT BE ACCEPTED.**

Grades

Students will receive two (2) high school credits for the HCE program. One (1) credit/grade for the didactic part of the class and one (1) for the field/clinical part. Students must receive a minimum of 85% in each area to be eligible for the certification testing.

Students may receive up to 6 college credits from Glendale Community College if students choose to participate in the Dual Enrollment Program. Students will receive letter grades from Glendale Community College for HCC130, HCC145, or NUR158. Per GCC Seventy-five percent (75%) or higher is required to pass these courses. *Below 75% is a failing grade for college courses/certifications and will result in loss of college credits or ability to sit the certification exams.* Below 60% is a failing grade for high school courses and will result in loss of high school credits. **Grades are NOT rounded up.**

Attendance/ Absences

Class attendance is crucial for student success. Students must be accepted to the program and registered for the class to attend. Students are expected to attend all classes and clinicals. A minimum number of hours of attendance is **mandatory** per certification requirements. Students must contact their instructor by calling or

texting if they are going to be late to class or absent. Please give as much advanced notice as possible. Any tardiness longer than 20 minutes will be considered an absence. Three (3), two (2) hour absences will be allowed per semester (not including school-approved absences). Students exceeding absences will not be eligible for certification or college credit.

Absences and tardiness are reported to your home school and to the program site school. As per GUHSD policy, a student may be dropped from the program on the 12th absence/tardy. (That is equivalent to 6 absences in the HCE program) **Students contracted into any Certification Program or for dual enrollment credits may have only 3 absences/tardies.** School excused absences are not counted, but may be required to make up per instructor.

Make-up hours for the Nursing Assistant program are allowed at the discretion of the instructors/coordinator, only in extenuating circumstances of documented emergencies, and availability of clinical instructors. IE: hospitalization of self or child. Didactic classes missed require completion of remediation assignments found on the student assignment calendar. The assignments are due the day of student return to class.

Clinical Requirements.

Direct patient care clinicals are limited to 6 students per instructor. Documentation of satisfactory performance of each skill per the instructor, and completion of all clinical site requirements, are required prior to participating in clinicals. Unit assignments/rotations will be posted at the hospital. Rotations change at the discretion of the clinical instructor. Students should request work assignment from the unit charge nurse or supervisor, or anyone that is precepting the students. Assignments may not be traded or changed. Any difficulties with assignments should be discussed with the Clinical Instructor. Students must be dressed appropriately in full uniform. Students are required to be neat, clean and professional in appearance always. Students reporting to clinicals without proper hygiene, wrinkled or dirty uniforms, inappropriate shoes, missing watch or badge will be sent home and lose their clinical hours.

Uniforms

Appropriate uniform must always be worn. Required uniform: assigned school color scrub pants (*to be ordered through uniform store*), **white high neck/crew T-shirt** (*to be purchased from HOSA CTSO*), school colored scrub top, watch with second hand, **hospital name tag**. Hair must be maintained out of face. Long hair **must** be up. Fingernails must be no longer than 1/4 inch beyond finger and nail polish must be clear or light pink. Artificial nails are not allowed to be worn by patient care providers per hospital policy. If a student is required to wear hospital scrubs in their assigned unit, the HCE uniform must be worn to and from the unit.

Personal belongings

Personal belongings are not allowed in the hospital. Do not bring backpacks, purses book bags, cell phones or other personal items to your clinical sites. ***Cell phones may not be carried in uniform pockets under any circumstances.*** Violation of the cell phone will result in **IMMEDIATE** removal from the hospital and expulsion for the HCE program.

Clinical Supervision

Direct patient care clinicals are limited to 6 students per qualified RN instructor. The instructor will remain at the clinical site with attention on student learning. Students and facilities will have instructor contact information during all scheduled clinicals. Instructors are responsible for observation of skills and documentation of performance each day. Instructor shall ensure clinical activities and assignments are consistent with clinical objectives. Unit assignments/rotations will be posted at the hospital. Rotations change at the discretion of the clinical instructor. Students should request work assignment from the unit charge nurse or supervisor, or anyone that is precepting the students. Assignments may not be traded or changed. Any difficulties with assignments should be discussed with the Clinical Instructor.

Transportation

Transportation will be provided to students from their home school to the program site school, other schools for the health screening program, field trips and the clinical sites. **Signing the attached permission form gives the student permission to ride the school bus to all HCE destinations. Riding the bus to MVHS is strongly recommended. Riding the bus to the clinical sites is required in the AM and Mid classes. Due to construction and limited parking available, students in these two classes are not allowed to park on at the clinical site campus.** Students that drive to class will be recorded tardy if they are late. Bus students will not be recorded as tardy if the bus is late. Parking permits are required at Moon Valley High School. There is no charge for the permit. Students must obtain the permit within the first week of school, or the first driving date. Students not obtaining a permit will be disciplined and Disciplinary action will lose driving/parking privileges on Moon Valley campus.

HCE Electronics and Equipment

Students will check out Kindle E-Readers that have their text book uploaded. The Kindle will also be uploaded and used for any literary assignments. Laptop computers are assigned for class use and may also be checked out as needed for HOSA competitions. Nursing equipment and Health Screening equipment will be checked out to students. Students/Parents are responsible for replacement costs of any damaged, stolen or lost electronics/equipment. Kindles and laptops must be returned in original electronic format. (IE: No additional software or name changes on unit.)

HOSA Future Health Professionals Conference and Workshop Attendance

HOSA is a national student organization endorsed by the U.S. Department of Education and the Health Science Education Division. HOSA provides a unique program of leadership development, motivation, and recognition for future health professionals promoting career opportunities in the health care industry and enhancement of the delivery of quality health care to all people. **HOSA-future healthcare professionals, is a co-curricular Career and Technical Student Organization (CTSO). Participation is required as part of class.**

Mandatory trips included AzHOSA Fall Leadership Extravaganza Conference, FLEX, (Fall Semester) AzHOSA Leadership Conference and Competition Regionals and State, (Spring semester). Those students placing 1st-3rd in competition will be required to represent Arizona at the HOSA International Leadership Conference in the summer. Since these activities are part of the total HCE program, attendance is required even though some events are held on a regular school day.

Students who have not checked out a HOSA professional uniform are required to have a 'Professional dress outfit' for the regional and state HOSA conferences. Students will need to follow 'professional dress guidelines' as outlined in the HOSA student member handbook. Professional uniforms not returned to GUHSD/HCE will incur replacement cost of \$250.00. Professional Uniforms not returned dry cleaned (in cleaners bag/receipt attached) will be charged a \$25.00 cleaning fee.

Those students elected to office for GUHSD HOSA may incur additional costs for officer training and attire. Additional information about officer positions and obligations is available from the instructors.

Fees and Financial Responsibility Policy

One of the goals of the HCE program is to have students learn financial responsibility. There are no tuition fees. However, there are expenses for clinical participation and CTSO, HOSA, conferences, workshops, etc. Students are responsible for clinical participation fees. Students are required to participate in fund raising activities to help meet the cost of these activities. If students chose not to participate in such activities, then they will assume the costs of these activities themselves. Students may be required to pick up any costs that have not been covered by fundraising events to attend the International or State Conferences. Students contracting to participate in travel activities that do not show up on the date of departure will be billed for all costs incurred by the program on their behalf. Program scholarships and/or assistance may be available through the students' home school social worker.

Dismissal

In developing responsible student conduct, all GUHSD HCE policies will be followed. When these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed. Misconduct for which students are subject to disciplinary action falls into the general areas of:

1. Cheating (i.e.: on an examination, assessment tests, laboratory work, written work), plagiarism, (falsifying, forging or altering records.)
2. Actions or verbal statements which threaten the personal safety of any faculty or is disrespectful to school staff or students, clinical facility staff or patients, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions.
3. Violation of Arizona statutes, and/or GUHSD HCE/Clinical Facility regulations and policies. This includes possession of any photographic or recording devices in the students' possession. IE Cell phones
4. Use of computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4) which may result in notification of law enforcement authorities.
5. Failure to follow appropriate behavioral code of conduct (loitering, not reporting to assigned unit, violation of dress code).

A faculty member may remove a student from class for disciplinary reasons. Students removed from the program for the #1-4 will be terminated from the HCE/NA Program with potential loss of credits. If an instructor removes a student for more than one class period, the faculty member shall notify the home school Dean of Discipline and the appropriate Principle or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

Removal from program for alcohol/substance use:

If student fails to pass drug screening, the student is not allowed to participate in the program. The clinical facility or instructor may randomly select students to repeat drug screening per clinical facility policy prior to or during clinicals. Failed clear drug screen will result in removal from program.

Removal from program for failure to pass or failure to submit DPS Level 1 fingerprint clearance card
if student fails to pass or does not submit level 1 clearance background check, the student is not allowed to participate in the program.

Removal from program for failure to complete required facility elements in My Clinical Exchange

If student fails to pass drug screening, fails to participate in clinical requirements or does not complete MyCE, the student is not allowed to participate in the program.

Removal from program for failure to achieve minimum grade requirements

If student fails to achieve minimum grade requirements as listed in program policies, student will be allowed to complete the program for high school credit only and will not be eligible for recommendation to the board for certification testing.

Assessments/Exams

There will be a monthly exam upon completion of each unit. Quizzes, written and practical, may be unannounced and will include any material assigned to date, therefore, it is imperative that students keep up with the material. As per clinical requirements, documentation of satisfactory performance of each skill per the instructor is required prior to participating in clinicals. According to Arizona State Board of Nursing, retesting is permitted. Retesting will be at the instructor's discretion, under extenuating circumstances, and, on an

individual basis. All exam retakes or make up exams are required to be completed within two weeks of original test date. A comprehensive written final exam will be completed at the end of the program. Students must achieve a score of 85% on the comprehensive written final exam or 85% on the CTE comprehensive state assessment for certification recommendation. A final practical skills assessment/exam will be completed by appointment at the end of the program. Students must achieve a score of 95% for certification recommendation. There are **NO** retakes for written final exams or practical final exams.

Disabled Resource Services

Students with a physical disability or a learning disability, are required to make an appointment with an advisor/instructor as soon as possible to discuss appropriate accommodations to ensure student success. Individualized Educational Plans (IEP) or 504 plans are required for implementation of accommodations.

Program Progression/Completion

Students receiving less than 80% at semester will be allowed to continue the program. Student will be placed on probation with the expectation that course grades will improve or student will risk certification eligibility.

Students are expected to

Complete Health Careers Education or entire summer program with a minimum grade of 80%.

Pass written assessment with a score of 85% or better.

Pass practical assessment with a score of 95% or better.

Maintain 6 hours or less in absences.

Complete required skills on nursing assistant skills checklist.

Complete a minimum of 60 didactic hours, 20 lab hours, 20 clinical hours and 20 clinical hours in long term care.

Student Grievance

Instructional Grievance Process

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures.

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) regarding an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, sex, gender identity, national origin, citizenship status (including document abuse), gender, age, disability, veteran status, genetic information, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Assistant Principle of Student Services.

Steps for students to follow:

1. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the Program Coordinator and appropriate administrative officer at the school. This written grievance must be filed within ten working days following the previous deadline. The written grievance will be given to the faculty member five days before any official meetings are convened.

The appeal process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.

2. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the Program Coordinator and appropriate administrative officer at the school. This written grievance must be filed within ten working days following the previous deadline. The written grievance will be given to the faculty member five days before any official meetings are convened.

The appeal process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued. Steps outlining the process are available in Upon receipt of a written grievance, the Department/Division Chair or appropriate college administrative officer will work with the parties to resolve the conflict. The faculty may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.

If the grievance is not resolved at this level within ten working days, the student should forward to Assistant Principal of Student Services, a copy of the original written grievance with an explanation regarding action taken at each prior level. The Assistant Principal of Student Services will meet with the student, faculty member, the school Principal if requested by the faculty member, and program coordinator and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.

If the grievance, other than those concerning grades, is not resolved by the Assistant Principal of Student Services, it may be forwarded in writing by the student to the school principal for final resolution.

Instructional grievances are resolved at the school level. The district office is not an avenue of appeal for the instructional grievance process.

Non-Instructional Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee regarding a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures.

A student who feels that he or she has been treated unfairly or unjustly by any employee regarding a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. Steps for students to follow:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.
3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.
4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the Assistant Principal of Student Services (APSS) or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The APSS or designee will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
5. If the APSS or designee do not resolve the complaint, the student may forward it in writing to the Principle for final resolution. The Principal or designee will issue a final written determination in the complaint process.

Withdrawals

Students may withdrawal from the program in the first two (2) weeks of class without reason or permission from course instructors. After this time, withdrawals require instructor conference, counseling conference, Student Services Principle permission and Instructor permission. Withdrawal will result in the grade of WP (withdrawal pass) or WF (withdrawal fail). Withdrawal from the program is permitted only for medical reasons or students at risk of failing to complete graduation requirements.

Student Record Maintenance Policy

Program and Student Records will be maintained, secured and locked in the Health Careers Education classroom at Moon Valley High School, room 101.

Students may have access to their personal records by verbal or written request to the program faculty with identified need and faculty arranged date and time.

CNA training program records will be maintained electronically and/or in paper form for a minimum of three years and consist of the following: a. curriculum and course schedule for each admission cohort; b. results of state-approved written and manual skills testing; c. documentation of program evaluation under subsection (A)(10); d. copy of any Board reports, applications, or correspondence related to the program; and e. copy of all clinical contracts for outside clinical agencies.

CNA training program student records will be maintained electronically and/or in paper form for a minimum of three years and consist of the following: a. each student's name, date of birth, address, telephone number, e-mail address and Social Security number, if available; b. completed skills checklist containing documentation of student level of competency performing the skills in R4-19-802(F); c. an accurate attendance record, which describes any make-up class sessions and reflects whether the student completed the required number of hours in the course; d. scores of each test, quiz or exam and whether such test, quiz or exam was retaken.

Program Evaluation Policy

Each student shall have the opportunity to anomalously and confidentially evaluate the course, instructors, curriculum, classroom environment, clinical settings, textbooks and resources of the program. Evaluations will be completed with each admission cohort and reviewed by the coordinator. Evaluations will be reviewed annually. Any areas receiving 10% or more unsatisfactory/below average marks will be reviewed by a team to be made up of the coordinator, instructors, a student representative, a counselor and administrator as available. The team will also review annually, first time pass rates on the written and practical certification exams, student attrition rates for each admission cohort, resolution of student complaints and grievances, and complete a review and revision of program policies. An action plan for all areas in need of improvement will be developed by the team, and documented using the AzBN template, the coordinator or delegate will complete this.