



Nursing Student Handbook

2025-2026

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Gila Community College Nursing Program
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Program Information

Policy Preface

The policies and procedures listed within this handbook apply specifically to nursing faculty and students. These policies have been developed by the Nursing Committee and, in the future, in conjunction with student participation. Nursing program policies and procedures may add additional requirements for students in the nursing program that are specific to nursing but do not conflict with the policies of Gila Community College. The Nursing Committee may revise or update nursing program policies and procedures throughout the semester. Revisions or updates will include an effective date and will be communicated to students within one week. Communication will be sent to the student's email, and announcements will be made in class. This handbook will be updated annually, and nursing students are expected to comply with the current nursing student handbook throughout their course of study.

Vision

Gila Community College's Nursing program's vision is to guide and empower the educational goals of the next generation of nurses with the knowledge, compassion, and competence to care for complex and diverse healthcare communities.

Mission

The mission of the Gila Community College Nursing Program is to provide high-quality education to prepare the students to provide safe and competent patient-centered care as nursing professionals in a growing healthcare industry.

Congruent with the mission of Gila Community College, the nursing program strives to:

- Provide high-quality, affordable, and student-centric educational opportunities through in-person education
- Embrace a culture that espouses diversified and increased enrollments, fiscal sustainability, and continuous quality improvement
- Partner with stakeholders to respond to their evolving needs and contribute to their communities' viability, stability, and economic betterment.

Philosophy

The nursing program's philosophy and purpose consider the nursing faculty members' beliefs and values and are consistent with the mission of Gila Community College. The competencies, student learning outcomes (SLOs), and program learning outcomes (PLOs) of the Gila Community College Nursing Program are aimed toward helping nursing students gain the knowledge, attitudes, behaviors, and skills to obtain their Associate Degree in Nursing and successfully pass the National Council Licensure Examination for Registered Nurses (NCLEX -RN®).

Our faculty believes the academic nursing foundation is a vitally important representation of the professional nurse discipline. All students need to strive to demonstrate the characteristics of honesty, persistence, and compassion. Faculty aim for a learning environment centered around core values emphasizing integrity, ethics, excellence, and patient-centered care

Conceptual Framework

The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in attaining student learning outcomes. The curriculum is built upon the Nurse of the Future competencies in alignment with Quality and Safety Education for Nurses and National League for Nursing standards, which act as a foundation for the organization of the educational course content within the various levels of the nursing program.



Program Learning Outcomes

- I. **Patient-Centered Care:** Graduates will be prepared to deliver compassionate, patient-centered care that is individualized to each patient's values and preferences.
- II. **Communication:** Graduates will demonstrate effective and empathetic communication with patients, families, and healthcare teams.
- III. **Professionalism:** Graduates will exhibit professionalism and demonstrate legal and ethical nursing practice in a dynamic healthcare environment.
- IV. **Teamwork and Collaboration:** Graduates will demonstrate an understanding of collaborative practice and appropriate leadership, working well with each other and other healthcare professionals to improve patient outcomes.
- V. **Safety:** Graduates will be able to demonstrate safe practices and identify potential safety risks in the healthcare setting.
- VI. **Quality Improvement:** Graduates will use clinical judgment and actively engage in nursing practices that enhance and contribute to quality improvement in patient care.
- VII. **Evidence-Based Practice:** Graduates will apply evidence-based practices and use information and technology to make informed and effective clinical decisions.
- VIII. **Informatics:** Graduates will be prepared to enter the nursing profession using informatics to improve patient outcomes, decrease medical costs, and decrease medical errors in the healthcare setting.

These outcomes are built upon the Nurse of the Future competencies in alignment with the National League for Nursing standards.

Program Description

This program is designed to prepare the student for beginning employment as a staff nurse providing direct care to patients. Upon successful completion of the program, an Associate degree of Applied Science (AAS) in Nursing is awarded, and the graduate is eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Classes are offered on the Globe and Payson campuses. **All nursing courses (including NUR 105) must be completed with a “B” or better, and all pre- and co-requisites must be passed with a minimum of a “C” for students to enter and remain in the program.**

Nursing Program of Study

Gila Community College Nursing - Associate of Applied Science in Nursing

Prerequisites:

CHM 130 Fundamental Chemistry or higher **(4 credits)**

BIO 201 Human Anatomy and Physiology I **(4 credits)**

NUR 105 Pharmacology for Nursing **(3 credits)**

ENG 101 Written Communications **(3 credits)**

MAT 142 or higher **(3 credits)**

Total prerequisite credits: 17

Semester 1

NUR 110 Nursing One - Core Curriculum **(9 credits)**

PSY 101 Introduction to Psychology - Co-requisite **(3 Credits)**

BIO 202 Human Anatomy and Physiology II - Co-requisite **(4 credits)**

Semester 2

NUR 120 Nursing Two - Core Curriculum **(9 credits)**

HCE 240 Human Pathophysiology - Co-requisite **(4 Credits)**

NUR 190 LPN Bridge Course **(3 credits) (optional)**

Semester 3

NUR 230 Nursing Three - Core Curriculum **(9 credits)**

HCE 241 Nutrition - Co-requisite **(3 Credits)**

ENG 102 Written Communication II - Co-requisite **(3 credits)**

Semester 4

NUR 240 Nursing Four - Core Curriculum **(10 credits)**

BIO 205 Microbiology - Co-requisite **(4 Credits)**

Program Total credits: 75

All general education or non-NUR courses can be taken before starting the program. These courses must be completed according to the schedule provided and no later than

the start of the next semester. Failure to complete these co-requisite courses in sequence as required will result in the student being unable to continue in the nursing program.

If a student fails a co-requisite course, they must successfully complete it before moving on to the following nursing course.

On successful completion of Nursing Two and the LPN bridge course or after completion of Nursing Three, students are eligible to apply for the NCLEX-PN®.

On successful completion of all nursing courses and all degree requirements, students are eligible to apply for the NCLEX-RN®.

Program Outcomes Goals

- Fifty percent of all students that begin in the first nursing course, after acceptance into the program, will complete the program within four (4) semesters, which is 100% of the usual timeframe for the Nursing Program. In addition, 65% of all students that begin in the first nursing course after acceptance into the program will complete within six (6) semesters, which is 150% of the usual timeframe for the Nursing Program.
- The most recent annual NCLEX-RN® pass rate will be at least 90% for all first-time test-takers from January 1 to December 31 every year.
- Ninety percent of all graduate respondents will report employment as registered nurses within twelve (12) months of graduation.

Admission, Progression, and Completion

Admissions and Enrollment

Students not previously enrolled at Gila Community College may do so by visiting the enrollment office on each campus.

[GilaCC Admissions Policy](#)

Advisement

Applicants are encouraged to attend a pre-nursing information meeting. Applicants must meet with an Advisor to start the application process. Gila Community College academic advisors are available to help guide students in each program of study. Each student will be assigned an academic advisor, and all are encouraged to meet with their advisors to discuss a program of study, prepare for registration, and clarify goals. Audits for program completion will be required at the beginning of each semester.

Placement Testing

Placement testing is required for Reading, Writing, and Math. See advisor to schedule placement testing. Placement testing is offered on both the Payson and Gila Pueblo campuses in the library.

TEAS Entrance Exam

Applicants must take the Test of Essential Academic Skills (TEAS) Entrance Exam. TEAS cannot be taken more than twice yearly, from May 1-April 30. The score you

receive is valid for two years (the current school year and the following school year). The Gila Community College Nursing Department requires achievement of a Proficient Level for admission. TEAS Entrance Exam testing is offered on both the Payson and Gila Pueblo campuses in the library.

Application

The Gila Community College Nursing Program application can be obtained at the Gila Pueblo or Payson campus offices.

Nursing Applications for admittance for the Fall semester are due no later than April 1st, and Nursing Applications for the Spring semester are due no later than November 1st.

When all admission requirements have been met, and the application is complete, the application can be submitted to the nursing administrative assistant on the Gila Pueblo or Payson campus. The student must submit a completed application and evidence of the listed admission requirements. Incomplete applications will not be accepted.

Nursing Application Requirements

The following must be completed before applying for the Nursing program.

- Submit a copy of a valid Department of Public Safety fingerprint clearance card (allow 4-6 weeks).
- Reading Competency at the twelfth-grade level or above (fulfill one of the following):
 - 12th grade reading competency on a GilaCC approved reading test
 - TEAS Reading score of 72.4% or higher
 - SAT score 480 or higher; ACT score 22 or higher
 - College Degree (Associate or higher)
- TEAS Nursing Entrance Exam with a minimum of proficient score or higher or HESI A2 score at 80% or higher (taken within 2 years from the date of application)
- Current American Heart Association CPR Basic Life Support Card (must be maintained throughout the program)
- Current Arizona Licensed Nursing Assistant (LNA) number in good standing

Nursing Program Admission Requirements

Prerequisite courses are required to be completed with a minimum grade of “C” or higher prior and nursing courses (NUR) must be completed with a “B” or higher prior to starting the Nursing program.

- HCE 112 Medical Terminology or challenge exam
- HCE 116 Medical Dosage Calculations or challenge exam
- CHM 130 Fundamental Chemistry or higher - (CHM 138 preferred) (4 credits)
- BIO 201 Human Anatomy and Physiology I (4 credits)
- MAT 142 College Mathematics or higher (3 credits)
- NUR 105 Pharmacology for Nursing (3 credits)
- ENG 101 Written Communications (3 credits)

Full acceptance into the nursing program means the applicant has met all admission requirements and can now be officially admitted into a specific cohort. The student is guaranteed a seat in the program and may enroll in nursing (NUR) courses for the designated start term, provided all final compliance requirements (e.g., background check, immunizations, CPR certification, drug screening, etc.) are completed by the stated deadlines.

Alternate status acceptance means the applicant has met minimum eligibility requirements and is ranked competitively for admission but is not initially guaranteed a seat in the upcoming cohort. The student is placed on an alternate (waitlist) roster and may be offered full admission if an accepted applicant declines or forfeits their seat prior to the start of the program. Alternate status may also apply to applicants who are otherwise competitive but have pending requirements such as:

- In-progress prerequisite coursework
- Required entrance examinations or minimum score verification
- Submission of official transcripts
- Completion of required testing, documentation, or other admission criteria.

Students who have been accepted as an alternate and have submitted all remaining requirements can expect to be notified of their acceptance status within one week of the submission date.

Requirements after Acceptance into the Program

Any student with pending admission requirements on the first day of class **will not be permitted to start the semester** and will need to wait until the following semester or until requirements are met before entering.

The following items must be obtained within 2 weeks of starting the program.

- Clear background check and urine drug screen
- Immunizations or approved exemption
- Physical completed by provider (form provided as Appendix E, must be within 1 year from the start of the program)
- Proof of health insurance

Advanced Placement/Transfer Students

Advanced Placement:

Advanced placement applicants are those who have a current Arizona LPN license in good standing, have graduated from an approved program within the last 5 years or are currently employed as an LPN for a minimum of 1 year.

Consideration for admission as an Advanced Placement student

The student must contact the nursing department and submit a nursing application at least 30 days before the start of the semester and be able to present proof of:

- Admission to Gila Community College
- Arizona LPN license in good standing with AZBN
- Graduation from an approved program within the previous 5 years or currently employment as an LPN for a minimum of 1 year
- Application to the nursing program
 - Include resume

- Letter of Recommendation
- Transcripts which demonstrate at least the prerequisites and corequisites for NUR 120 (Nursing Two)
- Also to include MAT 142 CHM 130, BIO 201, BIO 202, NUR 105, ENG 101, PSY 101, and HCE 240
- Submit official transcripts for evaluation to Gila Community College [Records and Registration](#)

Applicants requesting Advanced Placement will be considered as space is available. After receiving an application with required documentation, the nursing committee will review and determine the appropriate semester for which the student may test.

Transfers:

Students requesting transfer must have completed the core nursing course sequenced before the nursing course in which they want to enroll. Students may not have more than a 1-semester lapse from their most current nursing course.

Consideration for admission as a Transfer Student

The student should contact the nursing department and submit a nursing application at least 30 days before the start of the semester and be able to present proof of:

- Admission to Gila Community College
- Application to the nursing program
 - Letter of Recommendation from a most recent instructor
 - Transcripts must reflect all prerequisites and corequisites in the GilaCC Nursing Sequence prior to the semester in which the student wants to enroll
 - Submit official transcripts for evaluation to Gila Community College Records Office. The transferability of credits is dependent on the accepting institution.
 - Students must submit copies of all previous nursing course outlines and objectives and provide verification of the number of class and clinical contact hours to the Records Office for evaluation. It is important to note that not all nursing courses from other institutions will be equivalent to those offered at Gila Community College.
 - Once the records evaluation is complete, the nursing committee will evaluate the student's application and documents.

Advanced Placement/Transfer Admission Process

The nursing committee will evaluate the applications for advanced placement or transfer based on numerous factors. Students applying for advanced placement or transfer will need to complete the following items:

- Pass skills evaluation.
- Pass placement exam with a Level 2 proficiency score or better.
-

Transfer Placement Exams

- NUR 120 - ATI Fundamentals
- NUR 230 - ATI Medical-Surgical

Advanced Placement

- NUR 230 - ATI Medical Surgical

Students who do not meet the required exam score can choose to be placed a semester lower or apply as a new applicant.

Suggested Preparation for Advanced Placement/Transfer:

Test and skills preparation for students seeking advanced placement in the nursing program will be available to the student.

- Skills evaluation
 - The student will be provided the rubric for each skill required.
 - The student will be provided with the necessary material needed for practice.
 - Lab dates will be arranged with the lab instructor for guidance, practice and testing.
- Standardized Testing
 - The student will be provided with ATI textbooks.
 - The student can obtain access to ATI modules for practice. Cost determined by ATI.
 - Students will need to coordinate with the administrative assistant on standardized testing for placement. The student will be taking the standardized test from the previous semester to which the student is applying. Proficiency grading is different for each exam and determined by ATI.

Readmission Guidelines

Students who fail or withdraw from any nursing course may be permitted to repeat the course only once. Further, a student may be permitted to repeat no more than two (2) core nursing courses. A student who fails more than two (2) courses or fails/withdraws from the same course twice will be dismissed from the nursing program. Students dismissed from the program for the reasons above may apply as new student applicants after a mandatory two-year step out.

Students who have stepped out from the program for no more than 2 semesters after successfully completing a nursing course may be considered for readmission. Students who have stepped out for 2 semesters will need to follow the Advanced Placement/Transfer Admission Process. Students who have stepped out for 1 semester will need to contact the Gila Community College nursing department for the process.

Placement as a readmission student is not guaranteed. The nursing committee reserves the right to deny a request if there is insufficient classroom or clinical space or if a student was dismissed from the nursing program for issues related to academic integrity, unsafe patient care, or unprofessional conduct.

Steps for consideration of readmission include:

Students are required to meet with the Nursing Director following the guidelines below:

- Letter of Intent must be submitted within 10 days of failure/withdrawal of completed semester.
- Reason(s) for withdrawal/dismissal and any steps to remediate that were taken, and the reasons why those steps may not have been successful.
- Steps or plans to increase the chance of success within the program. Outline what has already been done to improve chances for successful completion of the program.
- If withdrawal was due to extenuating circumstances, the student must include how the event(s) impacted one's ability to be successful in the program and how the student has worked to resolve those issues so they are no longer a barrier to being successful.
- Any legal or medical documentation that supports extenuating circumstances,
- Student will present to the nursing committee for consideration,

Reasons for Denial of Admission for Readmission/Transfer/Advanced Placement

Denial for admission to a nursing course may include but is not limited to:

- Lack of space in the classroom setting
- Lack of clinical availability
- Failure to pass the assessment exam for placement
- Failure to show competency in the skills evaluation
- Previous academic integrity violation
- Previous unprofessional/unsafe conduct
- Previous dismissal from the program
- Failure to show compliance in non-academic areas (background, drug screens)

Requirements for Program Progression

A student may not progress to the following nursing course until all current semester/course requirements are satisfied. This includes the nursing and general education courses outlined in the Gila Community College Catalog and Program of Study. All required courses must be completed by the end of the outlined semester and students must achieve the following to progress:

- A minimum final grade of "C" is required for all general education courses
- A minimum final grade of "B" is required for all nursing (NUR) courses.
- Complete and pass all laboratory and clinical components
- Violations of any academic standards or student code of conduct may impede progression.

Withdrawal

[Gila Community College Withdrawal Policy](#)

Graduation Requirements

- Students must complete and submit a petition for the degree through the Admissions and Records Office prior to the date listed in the college catalog during the last semester of the program.

- Students must meet the general education courses for the Associate in Applied Science (AAS) degree in Nursing with a minimum grade of “C.”
- Students must meet the core nursing course requirements for the AAS degree in Nursing with a minimum grade of “B” (includes NUR 105 Pharmacology for Nurses).
- The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog.
- The AAS degree must be posted on the student’s official transcripts before authorization is given to the State Board of Nursing to take the licensing exam.
- A Certificate of Program Completion is electronically provided to the Arizona State Board of Nursing by the Admissions & Registration Office.
- Eligibility to apply for the National Council Licensure Examination - Registered Nurses (NCLEX-RN®): Students must have proof of graduation from an accredited/approved nursing program.
- Completion of the nursing program and graduation from a college does not guarantee licensure or a passing score on the licensing examination. Application for licensure and success on the NCLEX-RN® is the student’s sole responsibility.

NCLEX Study Resources and Preparation

NCLEX test preparation resources are available to the student through different platforms. These include, but are not limited to:

- NCLEX Review Courses
- ATI Live Review
- ATI BoardVitals

NCLEX-RN® Computerized Adaptive Test Administration

[The National Council Licensure Exam for Registered Nurses](#) is a computer adaptive test that is required for nursing graduates to successfully pass to be licensed as a Registered Nurse. The NCLEX utilizes computerized adaptive testing (**CAT**) and modern measurement theory to increase the efficiency of the exam process.

[Next Generation NCLEX](#) launched on April 1, 2023, to better measure nursing candidates’ clinical judgment and decision-making abilities through the use of innovative item types and the clinical judgment measurement model.

[Next Generation NCLEX Test Plan](#) states all registered nurse (RN) candidates must answer a minimum of 85 items. The maximum number of items that an RN candidate may answer is 150 during the allotted five-hour period. Of the minimum-length examination, 52 of the items will come from the eight content areas listed above in the stated percentages. Eighteen of the items will comprise three clinical judgment case studies. Case studies are item sets composed of six items that measure each of the six domains of the NCSBN Clinical Judgment Measurement Model (NCJMM) mentioned earlier: recognizing cues, analyzing cues, prioritizing hypotheses, generating solutions, taking action, and evaluating outcomes. Since clinical judgment is an integrated process, the case studies will span any number of content areas and are therefore counted independently of the content-area-specific items. The remaining 15 items will be

unscored pretest items. The five-hour limit to complete the examination includes all breaks.

The length of the examination is determined by the candidate’s responses to the items. Depending upon the particular pattern of correct and incorrect responses, candidates will receive different numbers of items and, therefore, use varying amounts of time. The candidate should select and maintain a reasonable pace that will allow them to complete the examination within the allotted time should the maximum number of items be administered. In general, it is recommended that the candidate spend approximately one to two minutes per item in order to maintain this pace.

Each candidate is given an examination that adheres to the test plan and is, therefore, given the opportunity to demonstrate their ability. The length of the candidate’s examination is not an indication of a pass or fail result. A candidate may pass or fail regardless of the length of the examination.

Legal Limitations for Eligibility for Nursing Licensure

If a person has been convicted of a felony, the person is not eligible to apply for licensure or certification with the Arizona State Board of Nursing until 3 years after the “absolute discharge” of the sentence. “Absolute discharge from the sentence” means completion of any sentence, including imprisonment, probation, parole, community supervision, or any form of court supervision. This also includes payment of all restitution, fines, fees, etc. If the conviction is reduced to a misdemeanor, or set aside, dismissed, etc., the 3-year bar may no longer be applicable, but the Board may still consider the conduct involved, and the person’s application will be considered on a “case by case” basis.

Unless you are currently prevented from applying for licensure or certification due to the “felony bar” statute, Board staff cannot tell you whether the Board will grant your application for licensure/certification. Board staff also cannot give you advice about whether to continue your nursing education. The decision to license or certify an Applicant is made by the Board only after the investigation is complete. ([AZBN Felony Bar](#))

Student Requirements

Nursing Program Fees 2025-2026 Academic Year

Item	Cost
Tuition - In State Students	\$98/Credit - Program estimate \$7350
Nursing Lab Fee	\$575/\$2,300
Textbooks	\$600
ATI Total Program Cost	\$1,000/\$4,000
TEAS Entrance Exam	\$120
DPS Criminal Background check	\$70
Background/Toxicology Check	\$120
Physical/Immunizations	Varies
MyClinicalExchange	\$20/\$80
Supplies (stethoscope, watch, etc.)	\$150

Uniform	\$300
NCLEX PN® (optional)	\$550
NCLEX RN®	\$550
Travel for out-town	Varies Per Semester (hotel, gas, food)
Testing Security Technology	\$25/\$100
Total Estimated Cost:	\$15,740

*****Program fees are subject to change. All Fees are approximations*****

Materials/Resources

NUR 110:

Medical-Surgical Nursing: Focus on Clinical Judgment Third Edition Linda Honan

ISBN: 978-1-9752-3975-6

Saunders Comprehensive Review for the NCLEX-RN® Examination, 9th Edition

ISBN: 978-0323795302

Davis Drug Guide (Any edition Hard Copy)

ATI Access

NUR 120:

Medical-Surgical Nursing: Focus on Clinical Judgment Third Edition Linda Honan

ISBN: 978-1-9752-3975-6

Saunders Comprehensive Review for the NCLEX-RN® Examination, 9th Edition

ISBN: 978-0323795302

Davis Drug Guide (Any edition Hard Copy)

ATI Access

NUR 190 (Optional Course):

Saunders Comprehensive Review for the NCLEX-PN® Examination 9th Edition

ISBN: 978-0443112874

ATI Access

NUR 230:

Ricci: Essentials of Maternity, Newborn, and Women's Health Nursing, 4th Edition.

ISBN: 978-1975139766

Saunders Comprehensive Review for the NCLEX-RN® Examination, 9th Edition

ISBN: 978-0323795302

Davis Drug Guide (Any edition Hard Copy)

ATI Access

NUR 240:

Medical-Surgical Nursing: Focus on Clinical Judgment Third Edition Linda Honan

ISBN: 978-1-9752-3975-6

Saunders Comprehensive Review for the NCLEX-RN® Examination, 9th Edition

ISBN: 978-0323795302

Davis Drug Guide (Any edition Hard Copy)

ATI Access

Additional Materials and Supplies:

- Davis Drug Guide for Nurses 19th Edition
- MyClinicalExchange
- Testing Security Technology
- Stethoscope, bandage scissors, penlight, wrist watch with second hand
- Approved Embroidered Gila Community College Nursing Uniform
- Gila Community College issued photo ID Badge
- Nurse Pack (provided by the program)
- Computer (please see computer requirements)

Optional Materials/Supplies:

- Level Up RN
- Simple Nursing
- Clipboard
- PERRLA (APA Program)
- Grammarly
- Scanning App

Technology Requirements:

Access to the learning management system, assignments, and testing in the nursing program is accomplished via the use of a computer or laptop. Class materials come in multiple formats: Microsoft Word, PowerPoint, Excel, PDF (Adobe Acrobat), and Google Chrome (for ATI). Brightspace is the learning management system used as a course repository for materials, supplemental links, calendars, assignments, and exams, as well as access to grades. Students are to have their own laptops for class and testing. Minimum device requirements must be met to access the learning management system and testing system. Those requirements include:

Computer Configuration

- RAM: 8GB or higher
- Hard Drive: 120GB or higher
- Internet: Reliable broadband connection
- Web Browser: Chrome recommended
- Audio: Sound card with speakers or headphones
- Microphone: Headset with microphone
- Webcam: Required
- Settings: JavaScript and cookies must be enabled, pop-up blocker turned off
- Operating System
 - Windows: 11, 10
 - Mac: macOS 10.15+
 - ChromeOS: Version compatible with Google's Long-Term Support (LTS) channel
 - iPadOS: 12.0+ (iPad only)

Exams and quizzes are taken using testing security technology.

Tech Support:

Gila Community College provides technology assistance to its students during business hours. To get assistance, students need to go to the front office and request support. They will direct students on how to reach the appropriate tech support team member. Additional support can be obtained through our technology partners, such as ATI and Brightspace.

ATI Student Resources: For problems, contact ATI Informatic support at 800 667-7531 (7A-7P CST)

Brightspace Tech Support: Email - helpdesk@d2l.com or 24/7 Tech support via Chat (preferred)

Library Resources:

Library resources are available on both campuses.

Student Evaluations:

Students are requested to anonymously evaluate the program, courses, didactic/skills/clinical instructors, and clinical sites at the end of each semester. Student evaluations will be distributed by electronic application or paper. Faculty may access anonymous course evaluations only after final grades are submitted. Faculty may access anonymous evaluations regarding clinical faculty and clinical sites prior to the end of each semester.

Student Input and Involvement:**Nursing Committee Meetings**

Nursing Committee meetings will be held once a month during the academic year. Student representatives from each nursing course are invited to attend. Students are encouraged to communicate contributions and concerns from their classmates for discussion.

Changes to policies or program updates from meeting information will be reported to students either during class or through written communication within 1 week.

Nursing/Allied Health Occupational Advisory Committees Meetings

The Nursing/Allied Health Occupational Advisory Committee assembles all program stakeholders annually. Each campus will have its own meeting to capture its community and community partners. Student representatives participate on each campus.

The objectives of the Nursing/Allied Health Occupational Advisory Committees are to review:

- Occupational curriculum and course content;
- Employment opportunities and trends;
- Technological changes;
- Validation of job competencies in skills, knowledge, attitudes;
- Sources of donated equipment and student scholarships;
- Liaison between the program and the community;

- Identify resources for the enhancement of the program;
- Recommend clinical facilities for achieving clinical objectives;
- Review outcome data; and
- Assist with the evaluation and recommended modifications of the program

[GilaCC Occupational Advisory Committees](#)

Student Health and Wellness

Exposure Guidelines

Students will encounter bodily fluids and diseases. Students should follow proper personal protective equipment (PPE) protocol to decrease the chances of exposure. Students who are directly exposed should contact the clinical instructor immediately and follow the appropriate steps for exposure. ([CDC Bloodborne Pathogen Exposure Guidelines](#))

Health Insurance

Gila County Community College District requires nursing students to have health insurance. This ensures that students have access to necessary medical care during their studies and clinical rotations. Students must provide proof of health insurance at the time of admission and maintain this coverage throughout their enrollment in the nursing program.

Pregnancy

Students who are pregnant are encouraged to inform their instructors and the Nursing Program Director as soon as possible. **This allows the program to make any necessary accommodations to ensure the safety and well-being of the student and their unborn child.** Pregnant students may need to obtain medical clearance from their healthcare provider to continue participating in clinical activities. This is to ensure that the student can safely perform the required tasks without risking their health or their baby's health.

Lifting and Physical Requirements

Students must be able to lift at least 50 pounds and perform various physical activities such as standing for long periods, bending, and differentiating sounds. See clinical requirements and “Essential Skills and Functional Abilities for Nursing Students” in Appendix E for additional information.

Mental and Emotional Requirements

Students must be ready to manage considerable mental and emotional stress during their clinical experiences. Gila Community College’s Nursing Program highlights the critical importance of mental and emotional resilience for its students. Students are expected to exhibit rational and professional behavior even under challenging conditions. This involves effectively managing stress and maintaining emotional stability to ensure their well-being and the quality of care they deliver. The clinical environment can be highly stressful, as healthcare workers assume responsibilities and make decisions that directly impact the lives of patients and their families.

Medical Marijuana

Gila Community College prohibits the possession and use of marijuana or its metabolites (which may occur with the use of CBD and other products) on all campuses and in all off-campus student activities, including preceptorship, clinical learning experiences in health programs, and volunteer activities.

In accordance with the [Arizona Statue 15-108](#), [Gila Community College prohibits](#) a person, including a cardholder as defined in section 36-2801, from lawfully possessing or using marijuana on the campus of any public university, college, community college, or postsecondary educational institution.

Our clinical partners require urine drug screens. Students must submit a drug screen before enrollment in the nursing program. Students with a prescription for medical marijuana will not be considered exempt from this screening.

On admission to the nursing program, if a drug test indicates the presence of marijuana or its metabolites, the student must have a subsequent negative drug screen prior to starting the program. The student then will have a minimum of two (2) mandatory random drug screens while enrolled in the nursing program. If at any time the student has a positive drug screen, they will be immediately dismissed from the program. Please see the [Student Code of Conduct](#).

Drug/Alcohol Screening “for cause”

Screening will be initiated when a faculty or clinical instructor perceives indications of impaired judgment during class, clinical, or any event while representing the nursing program. Those indications include the odor of alcohol or observation of behaviors such as, but not limited to, slurred speech, unsteady gait, confusion, extreme fatigue, or lethargy.

Faculty and Clinical Instructors Guidelines

- The instructor will remove the student from the patient care or assigned work area immediately.
- Notify the clinical coordinator, didactic instructor, and nursing director.
- The instructor will contact a transportation service and arrange for student transport to a designated medical service facility contracted by Gila Community College.
- The student is to have a picture ID in his/her possession.
- Once drug screening is complete, the student may call a support person for transport home.
- Student disclosure of alcohol or drug use will still necessitate drug screening.
- The student is responsible for all costs associated with ‘for-cause’ drug screening.

Refusal of “for cause” Drug/Alcohol Screening

- The instructor will remove the student from the patient care or assigned work area immediately.

- The instructor will call for transportation home. If the student refuses transportation, the student should be instructed that law enforcement will be notified.
- Failure to comply with policy could lead to dismissal from the nursing program.

Negative Screening

The student will need to meet with the instructor and nursing director to discuss the circumstances surrounding the behavior displayed.

Positive screening

The student will be withdrawn from all nursing courses and immediately dismissed from the nursing program. Positive drug screens will be reported to the Arizona State Board of Nursing.

Immunization Policy

Nursing students must comply with clinical facility requirements related to immunizations. Students must provide a copy of immunization records within two weeks of admission. Students should retain a copy of all submitted documentation for their own records. The nursing office is not able to supply students/graduates with copies of immunization records. The Immunization Checklist is attached in Appendix F. This checklist must remain current. All students are required to update as indicated in MyClinicalExchange (MCE) each semester by the due date to continue enrollment.

Gila Community College's clinical partners dictate vaccination requirements. Although some clinical partners allow for exemptions of certain immunizations, Gila Community College cannot guarantee that a clinical partner will grant an exemption. Employees and students may request accommodations for disabilities and obtain forms for a medical or religious exemption from a vaccine by contacting Gila Community College Counseling. The clinical partner must approve an exemption, not the college. Approved requests for vaccine exemptions may be submitted instead of proof of the relevant vaccination.

Gila Community College Nursing may be unable to place a student in a clinical rotation if the student has not met the clinical facility's requirements for proof of immunization. The student has been advised and understands that Gila Community College has no duty to seek out alternative clinical experiences to accommodate a student's immunization history but will guide students to obtain needed forms from clinical agencies when available.

Students must adhere to all deadline requirements for compliance with immunization requirements or be approved for exemption from participating clinical facilities. Students who have upcoming expirations for any requirements during the semester must renew the requirement before expiration. Copies of immunization records and updated immunization documentation, or approved exemptions, must be submitted to MCE after admission to the program and remain in compliance throughout the program.

Required Vaccines

- Annual TB Clearance-
 - Two (2) TB skin tests administered within three weeks of each other. Tests must be read 48-72 hours after administration. Ensure the administrator documents the date and time the test is administered and read. Failure to document times or being read too early or late will invalidate the test.
 - A negative T-spot or QuantiFERON is acceptable in place of the 2-Step TB test.
 - TB tests must be administered within the three months prior to entering the nursing program.
 - If the TB test is positive, a chest X-ray and/or statement of health clearance are needed as documentation.
- Annual Flu Vaccine- Annual vaccine required by October 1st
- Measles, Mumps, Rubella (MMR)
 - Two doses administered according to schedule
 - A positive titer will be accepted
- Hepatitis B
 - Three doses administered according to schedule
 - A positive titer will be accepted
- Varicella (Chickenpox)
 - Two doses administered according to schedule.
 - A positive titer will be accepted
- Tetanus, Diphtheria, and Pertussis (Tdap)-Administered within the last 10 years

Academic Policies

Gila Community College Policies

Access to all Gila Community College policies can be found at the listed link:

[Gila Community College Policies](#)

Specific student policies can be found at the following links:

[Student Code of Conduct](#)

[Academic Integrity](#)

[Grievance Procedure- Non-Academic](#)

[Grievance Procedure-Academic](#)

[Student Code of Conduct-Dicipline Process](#)

[Academic Integrity - Sanctions and Hearings](#)

[Withdrawal](#)

Academic Misconduct

Academic integrity is the expectation that all members of the academic community act with honesty, fairness, respect, responsibility, and trust. It's a moral code and ethical policy that applies to students, teachers, and researchers. ([Academic Integrity](#))

Some examples of academic dishonesty include, but are not limited to, attempting or engaging in the following:

- Academic deceit, or any act that improperly affects the evaluation of a student's academic performance or achievement, or any act designed to deceive a professional educator. This definition applies whether the student's act of misconduct affects his or her own work or the work of other students.
- Referring to unauthorized materials, sources, or devices (e.g., internet resources, computer disks, audio recorders, cellular phones, personal electronic devices, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) during an academic evaluation.
- Possessing, reviewing, buying, selling, obtaining, posting on a site accessible to others, reviewing materials from a site accessible to others, or using, without appropriate authorization, any materials intended to be used for an academic evaluation in advance of its administration.
- Using a substitute or acting as a substitute for another person in any academic evaluation.
- Relying on the aid of others, including other students, tutors, or for-hire agents, in connection with any academic evaluation to the extent that the work is not representative of the student's abilities.
- Providing inappropriate aid to another person in connection with any academic evaluation, including the unauthorized use of materials, cellular phones, text messages, photocopies, notes, or other means to copy or photograph materials used or intended for academic evaluation.
- Plagiarism, or the use of another's words, ideas, materials, or work from the internet or any other source (including Artificial Intelligence) without properly acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work or materials and for acknowledging and documenting the source appropriately.
- Claiming credit for or submitting work done by another or through the unauthorized use of technology (including Artificial Intelligence).
- Signing an attendance sheet for another student, allowing another person to sign on the student's behalf, or otherwise obtaining credit for attendance for oneself or another without attending.
- Falsifying or misrepresenting hours or activities regarding an internship, externship, field experience, clinical activity, or similar activity.
- Attempting to influence or change any academic evaluation or academic record for reasons that have no relevance to academic achievement.

Cheating

A form of academic dishonesty that involves gaining an unfair advantage in the academic setting. Cheating can involve but is not limited to

- Use of "crib sheets" or "cheat sheets"
- Use of unauthorized question banks

- Copying from others during an examination
- Communicating exam questions and/or answers with another student during or after the completion of an examination
- Using an electronic device during an examination unless permission is granted by the instructor

Plagiarism

Plagiarism, or the use of another’s words, ideas, materials, or work from the internet or any other source (including Artificial Intelligence) without properly acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another’s work or materials and for appropriately acknowledging and documenting the source.

Improper Influence

Attempting to influence a grade or to receive any other form of academic benefit not earned through the normal academic effort. Improper influence involves offering anything of value, offering services to a professional educator, college employee, other college student, or any other person.

Use of AI:

The use of generative AI (artificial intelligence) tools is permitted in this course on a per-assignment or assessment basis.

Please consult with your instructor/professor before using AI on an assignment or assessment. If AI is permitted for an assignment, consider the following guidelines:

- Refrain from relying on AI tools to conduct your own thinking and analysis or to bypass meaningful engagement with course materials.
- Clearly cite any AI resources you’ve used. Specify the tool’s name, the date of your use, the tool’s web address, and the exact question or prompt you submitted to it.
 - For example, Bing has “recent high-quality instructional materials for teaching algebra to college students.” Accessed August 1, 2023. <https://www.bing.com/chat>.
 - If your instructor/professor requires a specific format, please follow the guidelines.
- Be transparent about how you’ve incorporated the AI tool in your work. Share what you gained from the tool, how you confirmed its reliability, how its insights were included in your own work, and any limitations or biases you’ve identified in the tool.
- If you are working on a group assignment, discuss the use of AI tools with your group members and agree to how you plan to use them and how you will be transparent with the instructor regarding their use.

You are responsible for any errors from AI-generated content. Do not submit work relying solely on the tool’s output; always verify and make necessary

corrections before handing in assignments. Should you find errors after the fact, inform the instructor.

Unethical use of AI tools—including but not limited to plagiarizing, failing to cite the tool, or misrepresenting the tool's contributions as your own—is viewed as academic misconduct. This will lead to receiving a zero on the affected assignment and may entail further disciplinary action.

If you're unclear on what is considered ethical and responsible AI tool usage, consult the instructor and submit to a plagiarism checker program before you submit the assignment.

Student Records

Academic information, including admission material, courses and grades, scores of standardized exams, and personal health information pertinent to each nursing student, is securely maintained by the Nursing Department for three years after the student graduates, withdraws, or is dismissed from the nursing program. At that time, transcripts and pertinent information will be sent to Institutional Records and stored according to College Policy.

Standards of Professional Conduct for Nursing

Gila Community College Nursing faculty believe that standards of professional conduct are an inherent part of professional socialization and expect students enrolled in the program to adhere to the standards at all times. Students practice within the boundaries of the Arizona State Board Nurse Practice Act, the American Nurses Association Code of Ethics for Nurses, Gila Community College policies, the Gila Community College Nursing Student Handbook, and the policies and regulations of the assigned clinical healthcare agencies.

Unprofessional behavior of nursing students, including, but not limited to angry outbursts, use of vulgar or obscene language in any educational setting, or menacing/threatening behavior, will result in disciplinary action up to and including dismissal from the program. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in nursing. The director, designee, and/or instructor will complete a Student Learning Plan describing the behavior and documenting the event and actions to be taken.

Standards of Professional Conduct include:

Confidentiality: Respects the privacy of clients and respects privileged information

Accountability: Is answerable for one's action; answers to self, the client, the profession, and the institution

Responsibility: Executes duties associated with the nurse's particular role

Adherence to Agency's Policies and Procedures: Reads and adheres to the agency policies and procedures

Veracity: Truthfulness; adherence to precision and honesty

Punctuality and Promptness: Is on time for all class, lab, and clinical assignments

Dependability: Is trustworthy and reliable

Respect: Treats others with consideration and courtesy

Professional Appearance: Adheres to established dress code in all clinical and professional activities

Ethical Behavior: Adheres to the [American Nurses Association Code of Ethics](#) with Interpretive Statements establishing the ethical standard for the nursing profession

Legal: Operates within the [AZBN Nurse Practice Act](#)

Safety: Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage

Civility: All students in the nursing program are expected to contribute to a positive learning environment. Nursing students must be reflective, courteous, respectful, and empathetic to classmates, instructors, and college and clinical staff. Angry outbursts, disruptive behavior, and abusive or derogatory language will not be tolerated and will result in disciplinary action up to and including removal from the course and/or program.

Student Expectations in Reporting Unprofessional Conduct

During the course of study, a student may observe behaviors in others that appear to violate the standards of academic and/or professional integrity or actions that have the potential to harm another individual. Students are ethically and morally responsible for reporting any questionable activity to the instructor and/or nursing director.

Expected Classroom Behavior

Students will act in accordance with professional conduct and respect to the instructor and classmates; this includes during class, on campus, and on social media pertaining to students or instructors. Serious disruption may result in a student being withdrawn from the course immediately.

Classroom Etiquette:

- Cell phones are to be turned to silent and placed out of view during class
- Students are expected to arrive at class on time, return from breaks on time, and remain in class for the scheduled time. See Attendance Policy.
- Talking out of turn or disruptive behavior will not be tolerated. You will be dismissed from the classroom or lab. See the [Student Code of Conduct](#) policy.

Lab Etiquette:

- Cell phones are to be turned to silent and placed out of view during lab
- Students are expected to arrive at the lab on time. Scheduled labs are mandatory.
- The complete Gila Community College Nursing Student Uniform is to be worn for all lab activities unless otherwise notified by lab instructors.

Attendance Policy

Attendance is compulsory for all classes, labs, simulations, and clinicals. Attendance will be taken in every class, and records will be maintained to comply with institutional

requirements. It is the student's responsibility to notify the instructor of any delay or absence from lectures. To demonstrate professionalism, students must be on time for every class. They should return promptly from scheduled breaks and remain in class for the entire duration.

Tardiness disrupts the educational process. Tardiness is defined as the failure to arrive at a scheduled class, lab, clinical rotation, or any other required program activity at the designated start time. Repeated tardiness (three or more in a semester) will result in the student being placed on a Student Nurse Learning Plan. The student is responsible for managing their time effectively and ensuring prompt attendance at all required activities.

Students must discuss with the instructor if there is a need to leave class early. Lack of discussion may result in the student being marked absent. Three consecutive absences without notice will result in automatic withdrawal from the course.

A student who misses three lecture days will be placed on a Student Learning Plan. Failure to meet the goals outlined in the learning plan will result in withdrawal or failure of the course. Absence from the didactic portion of the course may affect the student's performance and/or grade. Information presented in lectures may be tested, and the student must be present to receive the content. The Nursing Program does not recognize "excused" absences. Any missed class, lab, or clinical time is considered an absence, regardless of the circumstance. The responsibility for learning falls upon the student. Quizzes may NOT be rescheduled if missed. The nursing committee will evaluate special circumstances.

A student who misses 6 hours of lecture will be placed on a Student Learning Plan. The absence of more than 9 hours of lectures may result in course failure. The instructor will keep track of tardiness and absences.

Electronic Device Policy:

- Tape recorders, smartphones, cameras, smartwatches, and other recording devices are not to be used in the clinical setting for recording identifiable client data. Additionally, recording devices are not permitted in pre-clinical conferences, post-clinical conferences, or other client care conferences. Students may access client records only as directed by the clinical faculty. Any unauthorized access to client records may result in immediate dismissal from the program.
- Recording of classes or labs is NOT permitted without receiving prior permission from each individual instructor. These recordings can only be for personal use and cannot be shared or placed on the internet or any social network.
- Failure to follow this policy may lead to dismissal from the program.
- Instructors will be notified of ADA accommodations.

Communication Policy:

Students should expect communication by email through Gila Community College email and Brightspace for class announcements and study materials, as well as communication needing student follow-up. Students are responsible for checking their school email daily.

Instructors may set up a different platform for communication based on their class. The students are responsible for joining the platform provided.

Late Policy

Assignments submitted after the assigned date and time may receive a 10% deduction at the deadline plus 10% for each day late. (Quizzes and clinical simulation assignments are excluded from this rule). Any exceptions require prior advanced written approval by the course instructor.

All assignments must be thoroughly completed and submitted to pass the course, even if late submission will result in receiving a zero. Students who have not submitted assignments will receive a failing grade for the clinical or didactic portion of the course. Students who miss a quiz will earn a zero, as quizzes cannot be rescheduled.

Exam Procedures

Gila Community College Nursing will follow best practices for testing as outlined in the Arizona State Board of Nursing [Advisory Opinion](#). The following regulations and procedures are observed upon testing to ensure that all students are evaluated under equally favorable conditions.

Exam Day

- Students are to arrive at least 15 minutes before exam time.
- Students may request water bottles to be provided by their instructor.
- Students may request earplugs to be provided by the instructor.
- The student must complete all updates on their computer at least one day before the exam.
- A student absent at the start of an exam without notice is considered a “no call/no show” and will incur an automatic deduction of 10%.
- Scheduled testing outside the class schedule will impose an automatic 5% deduction of the student’s test score.
- Students will make up an exam within two (2) days from the originally scheduled exam date and based on instructor availability.
- The nursing faculty may review extenuating circumstances if more than 2 days are required.
- Students who witness testing violations are expected to report such actions. The duty to report is a component of professional accountability.

Exam Format

Exams assess the student’s knowledge of the course content. Exam format may vary based on the testing platform and include but are not limited to:

- Multiple Choice
- Select All that Apply
- Fill in the blank
- Hot Spot
- Drag and Drop
- Chart/Audio/Graphics

Testing Criteria

Exam: Exams will consist of three categories: course content, math, and pharmacology. Exams will be reviewed annually.

Exam Accommodations: Any student requesting accommodations must go through the Disability Services office located in Student Services. Written documentation of accommodation for students with medical conditions or disabilities (including test anxiety) must be on file in the student's permanent record before testing modifications can be made. Accommodations cannot be made retroactively.

Timing of Exam: Nursing computerized unit exams are timed to assist the student with time management and to prepare for standardized computerized exams.

- Unit Exams - students will be given 1.5 minutes per question
- Quizzes - students will be given 1.5 minutes per question
- ATI Exams- ATI sets the standard time for each exam

Test Security: Nursing faculty and students are required to protect the integrity of an exam to ensure the security of each exam. The following procedures will be followed.

- Unit Exams and Standardized Exams (ATI) will be proctored in person.
- Unit Exams and quizzes will be given through Brightspace using testing security technology.
- Exam scores will be recorded in the classroom gradebook once the student submits the exam.
- All belongings-including books, papers, reference or study materials, student calculators, cell phones (must be turned off/silent), hats/baseball caps, smart devices including watches, food, and drink-must be deposited at the front of the room before the exam. **Students possessing any of these items during the exam will receive a zero on the exam.**
- Personal computers should be free of any stickers or informational material.
- The instructor will provide blank scratch paper that will be collected at the end of the exam.
- A calculator will be provided through the testing program or by the instructor.

Testing Environment: Nursing faculty strive to ensure a fair and comfortable testing environment. To ensure a fair environment, the following procedures will be followed:

- Student questions should be directed to the instructor. Raise your hand during the exam, and the instructor will approach you.
- Communication between students during an exam is prohibited. If this occurs, all students involved will receive a zero on the exam and be reported to administration for violation of the Academic Integrity Policy.
- Students causing any disturbance or engaging in misconduct will be dismissed and receive a zero on the exam.
- Students may have one restroom break during the exam. Only one student will be on break at a time.

Test Review

Integrity of exam: Students are not permitted to review exams after submission. Exam questions may not be discussed between students, and confidentiality is expected as part of the academic integrity policy.

Students requesting a review are to schedule an appointment with the instructor within a week of the exam. The review will consist of missed concepts, including math and pharmacology.

Grading Guidelines

[GilaCC Grading Policy](#)

Course grading is based on classroom, skills lab, and clinical components.

A	90-100%
B	80-89.99%
C	70-79.99%
D	60-69.99%
F	0-59.99%

Grading Scale: Must complete NUR courses with B or higher

1. Lab/Clinical Rotations are Pass/Fail (points may be applied)
2. Evaluation Methods:
 - a. Examinations
 - b. Assignments
 - c. On-Line Activities
 - d. Skills testing
 - e. Clinical simulations
 - f. Clinical competency
 - g. Final examination
3. Leadership/Volunteer Hours

Dosage Calculation Math Competency

Medical dosage calculation is a requirement of professional nursing practice and essential for safe nursing care. The medical math competency measures the ability of nursing students and graduates to exhibit competence in this area.

Before admission, medical math proficiency must be demonstrated by one of the following:

- Medical Dosage Calculations (HCE 116) (with a C or higher)
- Medical Dosage Challenge Exam with a score of 75% or higher.

While in the program:

- A math competency exam will be administered for nursing core courses. This exam helps to identify students who might need additional math remediation.
- A course math competency exam will be administered the first week of class
- Math items will be on each unit exam

Pharmacology Competency

Pharmacology concepts are a requirement of professional nursing practice and essential for safe nursing care.

- Before admission, the student must successfully pass NUR 105 (Pharmacology for Nursing)
- Pharmacology items will be on each unit exam
- Expected proficiency of Level 2 on the ATI Pharmacology for Nursing Content Mastery Series Assessment in NUR 230 and/or NUR 240.

Student Remediation Policy

Nursing faculty may schedule an initial assessment with the student to identify risk factors early in the semester. Assessment of student progress will be evaluated throughout the semester, and support and a learning plan will be offered for students falling below standard.

Remediation provides private academic support for all students who meet the criteria and/or feel remediation is needed to maintain academic success. The following criteria will be used to determine if the student could benefit from remediation:

- Repeating Students: 1 hour per week. Student and instructor will determine the need for continuing remediation after the first exam.
- ATI Level 1 on Final from the previous block: Student and instructor will determine remediation needs and assignments
- Exam Score below 72%: Student and instructor will determine the need for continuing remediation after each exam.
- Pharmacology or Math score of less than 80% on any exam: Student and instructor will determine the need for continuing remediation after each exam

Strategies for Testing Success include:

- Effective time management- A well-structured schedule that accommodates dedicated study sessions, clinical rotations, and personal downtime is essential for maintaining balance and ensuring success.
- Achieve learning techniques- Improves understanding and retention of complex concepts. Techniques include concept mapping, group study sessions, peer teaching.
- Utilizing Resources Effectively- Nursing students have access to multiple platforms of resources to enhance the learning experience.
- Developing Critical Thinking skills- Provides the foundation for all clinical decisions and directly influences patient outcomes.
- Building strong study habits- Establishing a solid study routine and setting realistic, achievable goals are fundamental to academic success in nursing school.
- Seeking Support- Seeking guidance and support can significantly ease nursing students' academic and emotional burdens.
- Practicing Self-Care- Maintaining physical, mental, and emotional health is essential not just for academic success but for long-term career satisfaction and personal well-being.

Dismissal from Program

Circumstances that may lead to immediate dismissal from the program include, but are not limited to, the following:

- Execution of nursing skills without direct RN supervision
- Improper execution or negligence, which may cause a risk to the patient
- Practicing outside the scope of practice
- Failure to immediately report a patient care error to the clinical instructor and/or responsible staff
- Practicing under the influence of alcohol or drugs which impair judgment while in classroom/lab/clinical
- Failure to follow Academic Integrity standards
- Failure to show respect for patients or their significant others/families, peers, staff, and instructors. This includes bullying or incivility and any verbal, non-verbal, and/or written actions that are determined to be threatening or abusive
- Unprofessional behavior that seriously jeopardizes clinical affiliations
- Failure to follow college or agency policies
- Clinical Failure (see clinical algorithm)
- Social Media Violation
- HIPAA violation

Nursing Student Clinical Policies

Clinical Conduct

Nursing students must arrange scheduling changes before the finalized clinical schedule is distributed to students. Students will be given clear instructions and a timeframe for requesting changes to the clinical schedule. There is no guarantee that the student's request for a change will be granted. After the clinical schedule is finalized, no changes will be approved without extenuating circumstances. Students must submit a formal written request to be reviewed by the nursing committee, explaining the request and the extenuating circumstances. Final clinical schedules may be subject to change. Students will follow the clinical algorithm for any clinical absence after the finalized schedule has been distributed.

Students must be dressed according to policy (see pages 35-36) and may be dismissed from the clinical for improper dress. Students must also be prepared with appropriate materials and supplies, including prior clinical documentation when applicable.

Students must call the clinical instructor and course instructor if they are absent or tardy before the start of clinical at least 60 minutes before the start of a clinical. Tardy students will be sent home. There is no grace period for tardiness. Students will be dismissed even one minute late. Students not present at the start of clinical without notification are considered a 'no call/no show.' If a student is unprepared or obviously ill, the clinical instructor may dismiss the student from clinical/class.

When the student fails to notify the instructor before clinical/clinical simulation/lab for an absence/tardiness, it is considered a "no-call/no-show." Only one no-call/no-show will be allowed during the program. If this occurs, a written warning will be placed in the

student's file, and clinical tracking will be initiated. Failure to meet the goals specified on the clinical tracking form may result in course failure. Failure to complete the required clinical hours will result in failure of the course.

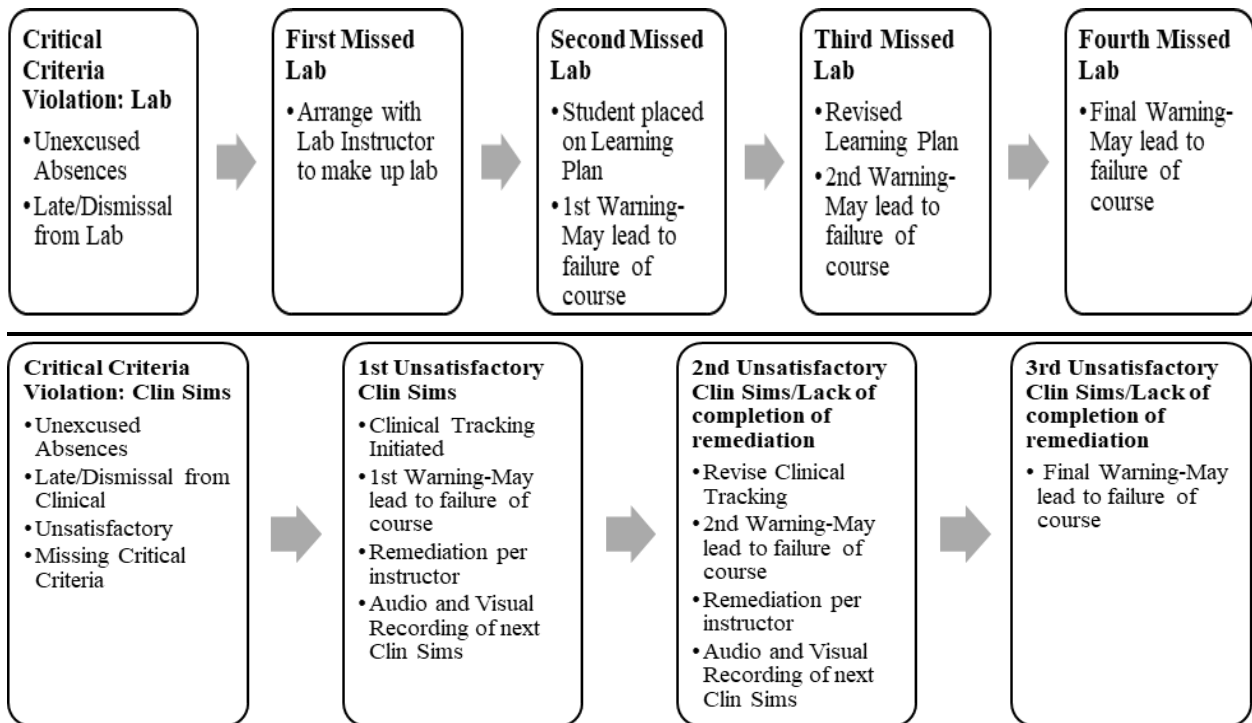
Clinical Attendance:

- The didactic and clinical components work together to elevate the learning environment and provide opportunities for applying and synthesizing skills and knowledge.
- Clinical objectives are defined in each course syllabus and distributed at the start of each semester. Each instructor will discuss expectations and the clinical objectives. Clinical evaluation is based on written behavioral objectives, rubrics, and skills testing.
- Students must submit required documentation on MyClinicalExchange (MCE) by assigned deadlines in order to maintain compliance. A student who fails to maintain compliance at any time during the semester and/or by the given deadline may be removed from the clinical rotations. Make-up clinicals are not guaranteed. Not completing the required clinical hours may result in course failure.
- Clinical schedules will be made available to students as soon as possible. Please be aware that rotations are assigned to accommodate a required number of clinical hours, including specific specialties. The student's personal convenience cannot always be accommodated, and schedules are subject to change, sometimes with little notice. If a change is requested by a student, two students must exchange the entire rotation, not just a single day within a rotation.
- It may happen that clinical agencies cancel a clinical shift and/or rotation. These situations are beyond the program's control. Efforts will be made to schedule a similar number of hours and clinical experience. A minimum number of clinical hours are determined for each semester and must be completed to meet the clinical course requirement.
- The student is responsible for arranging clinical make-up hours with the Clinical Coordinator. Make up clinicals are NOT guaranteed. When a student is absent or dismissed from clinical, the Clinical Coordinator will attempt to offer at least one make-up date during the semester. If a student fails to complete a make-up clinical, this may result in failure from the course or receiving an incomplete. Clinical make-ups must be completed before the start of the next semester.
- If a student cannot attend clinical due to physical injury, the student will contact the lead instructor before the clinical day(s). Upon return, the student must present a medical clearance form completed by his/her primary care provider.
- Students are responsible for their own transportation to and from clinical facilities. This may involve travel to clinical sites that require overnight accommodation at the student's expense.
- Students are permitted in the hospital as nursing students only during their designated clinical rotation. When not in the role of nursing student, individuals assume the role of visitor and abide by hospital regulations. Uniforms, lab coats,

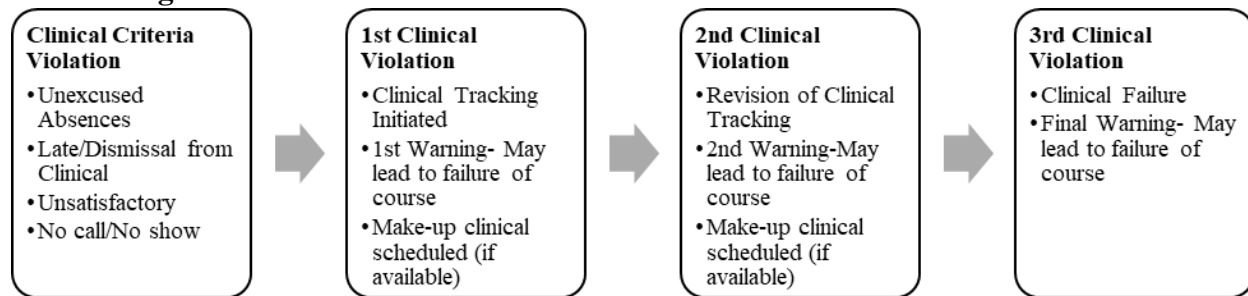
or name tags should not be worn while the student is in the role of visitor. While participating in clinicals, students must only use their student ID/credentials. Students who are employed at a clinical facility where they are participating in clinical rotations must not use their employee ID/credentials during clinical time to access anything, including locked doors or computer systems.

- Failure to complete required clinical hours will result in clinical failure of the course. The student will receive an “F” grade for the course.
- Students are evaluated according to the Clinical Evaluation Tool (CET) by a clinical instructor during each clinical shift.
 - Students will review personal evaluations and receive written notification of clinical probation whenever performance is unsatisfactory.
- **The clinical component of each course is Pass/Fail. A clinical failure will result in course failure. Make-up clinicals are not guaranteed. Missing a clinical date may lead to failure of the clinical portion and therefore failure of the course.**

Lab/Clinical Simulation Algorithm



Clinical Algorithm



Clinical Guidelines

Students must meet all clinical performance standards. Clinical experiences involve assigned 12-hour shifts, which can occur during the day, evening, or weekends. These may include several out-of-town rotations per semester, and students are responsible for transportation and travel expenses. Students should consider limiting additional activities and employment as necessary to succeed in the program.

During clinical experiences, nursing students must be capable of performing essential physical activities. At a minimum, students should be able to lift 50 pounds, stand for extended periods, perform bending activities, hear and differentiate heart and breath sounds, and identify variations in skin tones. Please see the “**Essential Skills and Functional Abilities for Nursing Students**” section in Appendix E. Clinical experiences can sometimes induce significant mental and emotional stress as students take on responsibilities and duties that impact clients’ lives. Students should be prepared to demonstrate rational and professional behavior under demanding conditions. Prospective students should carefully consider the mental and physical demands of the program before applying.

Service and emotional support animals may not be approved for the clinical site. The lab and clinical simulation setting mimics the clinical environment and these support animals may not be allowed. All accommodations must go through the accommodations officer.

Clinical Skills

Clinical skills must be observed by a clinical instructor with the first successful completion. Upon Instructor approval, skills may be performed independently with RN supervision unless delegated specifically to the RN.

SKILLS NOT ALLOWED: Vaginal Checks, Central Line Removal/Insertion, Fibrinolytic Clot Remover, Defibrillation/Cardioversion

First Semester (NUR 110)

Communication	Safety and Infection Control	Handwashing
---------------	------------------------------	-------------

History and Physical Assessment	Dressing Change (sterile and non-sterile)	Wound Care
Sterile technique	Insulin Administration	Wound Care
Report	Admission/Discharge	Medication Administration (excluding parental and IV)
Vital Signs	Personal Care/Bathing	Range of Motion
Activity/Transfer	Specimen Collection	NG/G-tube Medications
NG/G-tube Feeding	NG Insertion/Removal/Suctioning	Restraints
Enemas	Drains	Ostomy
Oxygen Administration	Urinary Catheterization	Assistive Devices
Isolation	Bed-Making	Finger Stick Blood Glucose

Second Semester (NUR 120), in additions to NUR 110 Skills

Venipuncture	Cardiac Monitoring	Tracheostomy Suctioning
Basic EKG (12 Lead) Application	IV pump	Principles of IV therapy (calculation of flow rate)
Convert IV to Lock IV	Tubing Change	Central Line Sterile Dressing Change
Flushing of Peripheral Line	IV Initiation/Discontinuation	Perioperative Care
Flushing of Central Line Catheters	IVPB Medications (per AZBN LPN advisory board competencies)	IV Fluid Change (per AZBN LPN advisory board competencies)

Third/Fourth Semester (NUR 230/240), in addition to NUR 110/NUR 120 Skills

TPN	Chest Tube	Nasal/Endotracheal Suctioning
Advanced EKG Application	Ventilator Care	Hemodynamic Monitoring
Skills Allowed with Direct Instructor Supervision		
Specimen from Arterial/Central Line	IV Titration Medications	IV Push Medications
Arterial Line Dressing/Management	Blood Transfusion (Observation Only, instructor supervision with 1 st 15-min vital sign)	Access Port Central Line
PCA Initiation and Setup (cannot verify)	Huber Needle insertion/removal (Port-a-Cath)	

Clinical Misconduct

Clinical misconduct includes any action that is considered improper or unprofessional in the clinical setting. Clinical misconduct can involve but is not limited to:

- Violation of the Standards of Professional Conduct for Nursing (pages 23-24.)
- Unsafe practices

Nursing Student Uniform Policy

Professional attire is required for all skill labs, clinical simulation, and clinical rotations. Discussion of uniform policy will be covered in class. Reach out to instructors with any questions about the uniform policy. Professional attire includes all uniforms to be clean and wrinkle-free and have an overall professional look for all settings.

Failure to follow the uniform policy could result in dismissal from lab or clinical rotation. Exceptions to uniform policy per cultural/religious reasons must be discussed with didactic instructors prior to any lab or clinical rotation.

Uniforms must be purchased from the approved website and embroidered with GilaCC Nursing Student approved logo provided on in the website. See Link below to order: www.uniformadvantage.com

Uniform Top (Wine)

- The Gila Community College logo must be present on the uniform top.
- Properly fitted uniform tops are required.
- A black or white solid shirt (short or long sleeve) may be worn under uniform top.
- The uniform should fit when the student bends forward; the back of the top covers the top of the pants. Visible cleavage (front or back) is not permitted.

Uniform Pants (Wine)

- Properly fitted uniform pants are required.
- Pants must cover ankles while standing and sitting (joggers are not recommended).
- Pants should be hemmed to not drag while walking or standing.

Uniform Jacket (Wine or Black)

- A solid uniform jacket can be worn (must be a scrub jacket).
- No hoodies or sweaters.

Shoes

- Should be clean and in good condition.
- Laces must be clean.
- No shoes with holes (i.e., Crocs).
- Open-toe and backless shoes may not be worn.
- Solid black, solid white, or black and white (no other colors allowed).
- White, black, or neutral colored clean socks should be worn.

Gila Community College Student Badge

- The Gila Community College student badge will be issued by the Library.
- Should be secured to the upper right shoulder during labs and clinical rotations.
- Students are responsible for any lost or damaged badges. Cost may apply.

Supplies

- Stethoscope, watch with second hand (no Smartwatches allowed), penlight, bandage scissors, pens (black and red)
- Skills Book

Jewelry

- Permitted jewelry includes: wedding band, stud earrings (one per earlobe), wristwatch.
- Nose ring must have skin tone post.
- Ear gauges must be skin tone.
- No other piercings are permitted unless there is medical documentation.

Tattoos

- All tattoos above the wrist must be covered at all times.

Hair/Makeup/Fingernails

- Hair must be clean, combed, and of natural color.
- Hair should be off the collar (not touching the neck).
- Hair should be managed with no flyaways or hair that can fall into the face.
- Unconventional hairstyles are not permitted (see instructor).
- Beards, sideburns, and mustaches are allowed, must be well kept, and must be in accordance with facility policy. All facial hair must be no longer than 4 inches and properly fit into a mask.
- Makeup must be neutral in colors and natural.
- Fingernails are to be kept short and clean.
- Artificial nails, gel or polished nails are not permitted.

Hygiene - students should maintain personal hygiene. Students should be free of odors, including body odor, scented lotions, cologne, perfume, cigarette smoke, etc.

Cell Phone Usage - Cell phones and smart watches are prohibited in the clinical area and some clinical sites except designated areas. The didactic and clinical instructors will advise when use is appropriate.

Preceptorships

During NUR240, students will engage in a preceptorship or a focused clinical group. Preceptors will be given the Preceptorship Handbook.

Safe Practice Guidelines

Students practice within the boundaries of the Arizona State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the Gila Community College Nursing Student

Handbook and the policies and regulations of the healthcare agency where they are assigned for clinical learning. Examples of unsafe practice include, but are not limited to:

- Refuses an assignment based on the client's race, culture, religious preference, or medical diagnoses
- Denies, covers up, or does not report their errors in clinical practice
- Ignores and/or fails to report unsafe, dishonest, or unethical behavior in others to the instructor
- Practices skills that have not yet been assigned/taught or are intended to be checked off before independent performance
- Demonstrates an inability to make appropriate clinical judgments or decisions
- Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty, resulting in miscommunication and/or disruption of the learning and/or patient care environment.
- Violates principles of confidentiality (HIPAA)
- Lack of preparation for clinical practice
- Fails to respect client rights and dignity
- Solicits, borrows, or removes property or money from a client or client's family
- Assumes client care tasks for which the student lacks the education or competence to perform
- Removes drugs, supplies, equipment, or medical records from the clinical setting
- Abandonment: Leaves clinical agency or patient assignment without notification to the clinical instructor and nursing staff on the assigned floor.

Near Miss & Error Reporting Policy: (Non-Punitive)

Purpose: To promote a culture of safety, learning, professional accountability, and patient protection. This policy supports students in identifying, reporting, and learning from near misses and actual errors in the clinical setting, guided by non-punitive principles and aligned with Arizona Board of Nursing expectations for safe practice.

Philosophy: The Nursing Program embraces a Just Culture approach—balancing accountability with learning. The focus is on preventing harm, improving systems, and fostering professional development rather than assigning blame.

Definitions

- **Near Miss:** An event that could have resulted in patient harm but did not, due to chance or timely intervention.
- **Error:** Any deviation from a safe practice or standard of care.
- **Unsafe Practice:** A behavior or event that could or did risk patient safety (e.g., failure to follow facility protocols, inaccurate documentation). In Arizona, failure to report information that a licensed nurse may be unsafe is considered unprofessional conduct under the Nurse Practice Act; however, *not all minor mistakes require reporting to the AZBN.*

Scope

This policy applies to all nursing students in clinical and skills lab, Skills Lab and Clinical Instructors

Principles

1. Safety First: Ensure immediate patient welfare before documentation.

2. Educational Focus: Reports are used as learning opportunities, not punitive measures. However, repeated unsafe actions and students acting outside program and hospital policies may result in program dismissal.
3. Transparency & Honesty: Accurate reflection and documentation are essential; falsification of records is unprofessional.

Reporting Process

A. Immediate Action

- Protect patient safety and stabilize situations as appropriate.
- Notify the clinical instructor and on-site nursing staff immediately.

B. Documentation

- Complete the **GCC Nursing Near Miss/Error Reflection Form** within 24 hours.
- Include: what happened, contributing factors, system issues, actions taken, and what could prevent future events.
- Follow facility protocols and ensure documentation is completed for the facility.

C. Confidentiality

- Student reports are handled as confidential educational records.
- De-identified data may be aggregated for program improvement.

Faculty Review & Support

Faculty will:

- Discuss the event in a supportive debriefing.
- Identify root causes versus individual fault.
- Link findings to curriculum content (e.g., safe medication administration, documentation accuracy).
- Recommend constructive activities for skill improvement (simulation, targeted instruction).

Accountability: Students are expected to adhere to professional standards, demonstrate honesty, and participate in reflective learning. Non-punitive responses apply **unless behavior represents:**

- intentional harm,
- reckless disregard for safety and/or goes outside of clinical policies
- repeated unsafe practice without engagement in remediation,
- or falsification of documentation.

Data Use for Program Improvement

The program will review aggregated data from near misses and errors, use findings to refine curriculum and simulation experiences, and educate students on system-based practice improvements and patient safety strategies.

Commitment to Safe & Ethical Practice

The GCC Nursing Program is committed to developing nurses who:

- Prioritize patient safety
- Communicate openly about clinical concerns
- Document accurately and ethically
- Understand professional accountability as defined by regulatory standards in Arizona.

Acknowledgments and Documents

Appendix A



Waiver, Release, and Assumption of Risk

I (print your name) _____, freely choose to participate in the Gila Community College Nursing Program. In consideration of my participation in this Program, I agree as follows:

I understand that the clinical training environment for the nursing program contains exposures to risks inherent in activities of the nursing program, such as but not limited to bodily injury, communicable/infectious diseases, and property damage. In addition, there is a risk of exposure to radiation in areas of the clinical facilities. The nursing program also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patient’s lives.

I understand clinical rotation sites may include traveling to other clinical sites within Arizona. I understand that the costs and travel associated with clinical rotation are my responsibility.

I understand that Gila Community College cannot be held responsible for any conditions that my participation in this course may cause, especially those conditions that are beyond the control of Gila Community College instructors. To the fullest extent permitted by law, I release and discharge any and all claims, causes of action, damages, and rights of any kind against Gila Community College, its Board of Trustees, administrators, employees, agents, and other volunteers and participants arising from my participation in the course or any other aspect of Gila Community College Nursing Program. I hereby waive all such claims which I have or may hereafter have against the entities mentioned earlier or persons, however, caused.

Knowing the risks described above, and in voluntary consideration of being permitted to participate in the nursing program, I agree to release, indemnify, and defend the College and its officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any losses, damages, or injuries arising out of or in connection with my participation in the nursing program.

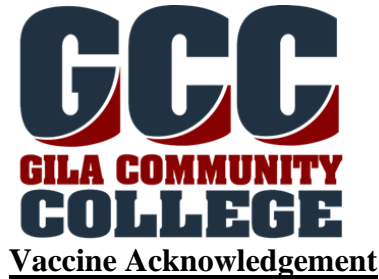
Signature of Student

Date

Printed Name of Student

Student Copy, Program Copy given in Admission Acceptance Packet

Appendix B



I (print your name) _____ understand that I am applying to a Gila Community Nursing Program that requires clinical conducted at off-campus clinical facilities managed by a contractual agreement. As non-employee guests in the contracted facility, I understand that admitted students are required to demonstrate compliance with various safety measures, including but not limited to standard vaccination requirements. At a minimum, all clinical contracts include each of the following items:

- Annual TB Clearance
- Annual Flu Vaccine- Current Flu vaccine for those students admitted in the spring semester. Annual vaccine required by October 1st.
- Measles, Mumps, Rubella (MMR)- Two doses administered according to schedule. A positive titer will be accepted
- Hepatitis B- Three doses administered according to schedule. A positive titer will be accepted
- Varicella (Chickenpox)- Two doses administered according to schedule. A positive titer will be accepted
- Tetanus, Diphtheria, and Pertussis (Tdap)-Administered within the last 10 years

I understand that the above-listed vaccinations/immunizations are required, and current contracts do not permit medical or religious exemptions for these standard safety measures. Additional contract or facility-specific requirements, including but not limited to the COVID-19 vaccine, may also be required based on individual facility contract requirements.

By signing this agreement, I acknowledge that I will be required to provide documentation of the vaccinations listed above. Further, I acknowledge that I am willing and able to provide that documentation, and I assume full responsibility for any associated costs involved in obtaining or providing this information. I also acknowledge that my refusal to be vaccinated or to provide the supporting documentation will result in a declination of acceptance to the nursing program.

Signature of Student

Date

Printed Name of Student

Student Copy, Program Copy given in Admission Acceptance Packet

Appendix C



The HIPAA Privacy Rule (HIPAA Privacy Rule) is part of the Health Insurance Portability and Accountability Act (HIPAA) enacted by Congress in 1996. The Privacy rule establishes national standards for protecting certain health information. The HIPAA Privacy Rule enacts the following:

- Impose restrictions on the use and disclosure of personal health information
- Gives patients greater access to their medical records
- Gives patients more excellent protection of their medical records

A primary goal of the privacy rule is to ensure that an individual's health information is adequately protected while allowing the flow of health information needed to provide and promote high-quality care and protect the public's health and well-being. The rule strikes a balance that permits important uses of information while protecting the privacy of people who seek care. The Privacy Rule applies to healthcare providers, health plans, or healthcare clearinghouses. These are called covered entities. A covered entity may not use or disclose protected health information except either:

- As the privacy rule permits or requires
- As the individual who is the subject of the information (or the individual's personal representative) authorizes in writing

Protected Health Information (PHI) is any information a patient gives to a covered entity. The Privacy Rule protects all "individually identifiable health information" held or transmitted by a covered entity or its business associates in any form or media, whether electronic, paper, or oral. The Privacy Rule calls this information "protected health information (PHI)."

"Individually identifiable health information" is information, including demographic data, that relates to:

- The individual's past, present, or future physical or mental health or condition
- The provision of health care to the individual
- The past, present, or future payment for the provision of health care to the individual
- Identification of the individual, including common identifiers (address, birth date, social security number)

By signing, you verify you understand how to protect your patients' privacy in your everyday practice. Always follow the facility policy and procedure for the protection of privacy.

Signature of Student

Date

Printed Name of Student

Appendix D



Handbook Acknowledgment

I (print your name) _____, as a Gila Community College Nursing student, acknowledge the Nursing Program Handbook and the policies contained within the handbook.

I acknowledge receiving and/or being provided electronic access to the Nursing Program Handbook and Gila Community College policies.

I have read these materials and understand all rules, responsibilities, and expectations. I understand that the Nursing Program Handbook and Gila Community College policies may be amended during the year and that such changes will be communicated to each student.

I understand that my failure to return this acknowledgment will not relieve me from being responsible for knowing or complying with rules, policies, and procedures.

Signature of Student _____ Date _____

Appendix E



Gila Community College Nursing Student Healthcare Statement of Clearance Form

Instructions for Completion of Healthcare Statement of Clearance Form:

A healthcare provider must sign the Healthcare Provider Signature Form within 1 year of the start date and indicate whether the applicant will be able to function as a Nursing student. Healthcare providers who qualify to sign this declaration include a Licensed Physician (M.D., D.O.), a Nurse Practitioner (N.P.), or a Physician’s Assistant (P.A.). This declaration should not impede students with disabilities from applying or being accepted into the program.

(Please Print)

Applicant Name: _____ Student ID Number: _____

It is essential that healthcare 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 nursing clinical 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.

I believe the applicant (print name): _____ Date: _____

WILL WILL NOT

be able to function as an Allied Health and/or Nursing student as described above. If not, explain:

Licensed Healthcare Examiner (M.D., D.O., N.P., P.A.):

Print Name: _____ Title: _____

Signature: _____ Date: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Essential Skills and Functional Abilities for Nursing Students

Individuals enrolled in Gila Community College Nursing must be able to perform essential skills. If a student believes that he or she cannot meet one or more of the standards without accommodations, the nursing program must determine, on an individual basis, whether a reasonable accommodation can be made. The ultimate determination regarding reasonable accommodations will be based on the preservation of patient safety.

Functional Ability	Standard	Examples of Activity
Motor Abilities	Physical abilities and mobility are sufficient to execute gross motor skills, physical endurance, and strength, as well as to provide patient care.	<ul style="list-style-type: none"> ● Mobility is sufficient to carry out patient care procedures such as assisting with the ambulation of clients, administering CPR, assisting with turning and lifting patients, and providing care in confined spaces such as treatment rooms or operating suites.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	<ul style="list-style-type: none"> ● Motor skills sufficient to handle small equipment such as insulin syringes and administer medications by all routes, perform tracheostomy suctioning, and insert a urinary catheter.
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	<ul style="list-style-type: none"> ● Sensory abilities are sufficient to hear alarms, auscultate sounds, hear cries for help, etc. ● Visual acuity to read calibrations on 1 ml syringe, and assess color (cyanosis, pallor, etc.). ● Tactile ability to feel pulses, temperature, palpate veins, etc. ● Olfactory ability to detect smoke, odor, etc.
Behavioral/ Interpersonal/ Emotional	Ability to relate to colleagues, staff, and patients with honesty, civility, integrity, and nondiscrimination. Capacity for the development of mature, sensitive, and effective therapeutic relationships. Interpersonal abilities are sufficient for interaction with individuals, families, and groups from various	<ul style="list-style-type: none"> ● Establish rapport with patients/clients and colleagues. ● Work with teams and workgroups. ● Emotional skills are sufficient to remain calm in an emergency situation. ● Behavioral skills are sufficient to demonstrate the exercise of good

	<p>social, emotional, cultural, and intellectual backgrounds. Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. Negotiate interpersonal conflict. Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.</p>	<p>judgment and prompt completion of all responsibilities attendant to the care of patients.</p> <ul style="list-style-type: none"> ● Adapt rapidly to environmental changes and multiple task demands. ● Maintain behavioral decorum in stressful situations.
<p>Safe environment for patients, families, and co-workers</p>	<p>Ability to accurately identify patients. Ability to effectively communicate with other caregivers. Ability to administer medications safely and accurately. Ability to operate equipment safely in the clinical area. Ability to recognize and minimize hazards that could increase healthcare-associated infections. Ability to recognize and minimize accident hazards in the clinical setting, including hazards that contribute to patient, family, and co-worker falls.</p>	<ul style="list-style-type: none"> ● Prioritizes tasks to ensure patient safety and standard of care. ● Maintains adequate concentration and attention in patient care settings. ● Seeks assistance when the clinical situation requires a higher level or expertise/experience. ● Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.
<p>Communication</p>	<p>Ability to communicate in English with accuracy, clarity, and efficiency with patients, their families, and other healthcare team members (including spoken and non-verbal communication, such as interpretation of facial expressions, affect, and body language). Required communication abilities, including speech, hearing, reading, writing, language skills, and computer literacy. Communicate professionally and civilly to the healthcare team, including peers, instructors, and preceptors.</p>	<ul style="list-style-type: none"> ● Gives verbal directions to or follows verbal directions from other healthcare team members and participates in healthcare team discussions of patient care. ● Elicits and records information about health history, current health state, and responses to treatment from patients or family members. ● Conveys information to clients and others to teach, direct, and counsel individuals in an accurate, effective, and timely manner. ● Establishes and maintains effective working relations with patients and co-workers. ● Recognizes and reports critical patient information to other caregivers.

<p>Cognitive/ Conceptual/ Quantitative Abilities</p>	<p>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis. Ability to gather data, develop a plan of action, establish priorities, and monitor and evaluate treatment plans and modalities. Ability to comprehend three-dimensional and spatial relationships. Ability to react effectively in an emergency situation.</p>	<ul style="list-style-type: none"> ● Calculates appropriate medication dosage given specific patient parameters. ● Analyze and synthesize data and develop an appropriate plan of care. ● Collects data, prioritizes needs, and anticipates reactions. ● Comprehend spatial relationships adequate to properly administer injections, start intravenous lines, or assess wounds of varying depths. ● Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers. ● Transfers knowledge from one situation to another. ● Accurately processes information on medication containers, providers' notes, monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records, and policy and procedure manuals.
<p>Punctuality/ work habits</p>	<p>Ability to adhere to Gila Community College Nursing policies, procedures, and requirements as described in the Student Nurse Handbook, college catalog, and course syllabi. Ability to complete classroom and clinical assignments and submit assignments at the required time. Ability to adhere to classroom and clinical schedules.</p>	<ul style="list-style-type: none"> ● Attends class and submits clinical assignments punctually. ● Reads, understands, and adheres to all classroom and clinical experience policies. ● Contacts the instructor in advance of any absence or late arrival. ● Understands and completes classroom and clinical assignments by due date and time.
<p>Environment</p>	<p>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, chemicals, etc.). Tolerate wearing protective equipment (e.g., mask, gown, gloves)</p>	<ul style="list-style-type: none"> ● Takes appropriate precautions for possible exposures such as communicable diseases, bloodborne pathogens, and latex. ● Uses personal protective equipment (PPE) appropriately.

Appendix F



Immunization Checklist Tool

Clinical Partner Requirements Tracked by Gila Nursing. If accepted into the nursing program, you must provide proof of the following. This list is provided so that you may prepare.

	<p>2-Step Tuberculosis (TB/PPD) Test</p> <ul style="list-style-type: none"> • Two (2) TB skin tests administered within three weeks of each other. Tests must be read 48-72 hours after administration. Ensure the administrator documents the date and time the test is administered and read. Failure to document times or read too early or late will invalidate the test. • TB tests must be administered within the last three months. • A negative T-spot or QuantiFERON is acceptable in place of the 2-Step TB test. • If the TB test is positive, a chest X-ray and/or a statement of health clearance is required.
	<p>Measles, Mumps, Rubella (MMR):</p> <ul style="list-style-type: none"> • Two (2) doses administered at least 28 days apart. • A positive titer result is also acceptable.
	<p>Hepatitis B</p> <ul style="list-style-type: none"> • Three (3) doses according to the following schedule: 2nd dose administered 1 month after the 1st dose, followed by a third dose 6 months after the 2nd dose. • A positive titer result is also acceptable.
	<p>Varicella (chickenpox)</p> <ul style="list-style-type: none"> • Two (2) doses administered 4 weeks apart. • A positive titer result is also acceptable.
	<p>Tetanus, Diphtheria, and Pertussis (Tdap): Administered within the last 10 years.</p>
	<p>Influenza (Flu): If attending clinicals in the spring semester, current flu vaccination is required. Annual administration due by October 1st</p>

*Exemptions may be available. Gila Nursing faculty will assist students in working through the clinical partner to request exemptions. Note that not all clinical partners have a defined process for requesting an exemption. Although Gila does not require immunizations, students who do not have all the above-listed immunizations must also inform Gila of the need for an exemption by requesting accommodation as set forth above.

**Supporting documents for immunization records must be verified by a licensed medical provider, and the student's name must be recorded on each document. For questions, please contact your instructor.

Appendix G



Nursing Program
Clinical and Lab Near Miss / Error Reflection Form
(Educational – non-punitive)

Student & Clinical Information

- Student Name: _____
- Course / Level: _____
- Clinical/Skills Site / Unit: _____
- Clinical/Skills Instructor: _____
- Date of Incident: _____
- Time of Incident: _____
- Date Form Completed: _____
- **Was an incident report completed at the clinical facility? Circle one: YES / NO**

Type of Event

(Check all that apply)

- Near Miss (error caught before reaching patient)
- Error reached patient with no harm
- Error reached patient with potential or actual harm
- Medication-related
- Documentation-related
- Communication-related
- Procedure/skill-related
- Other: _____

Description of Event

Provide a **factual, objective description** of what occurred. *(Do not include patient identifiers.):*

Immediate Actions Taken

How was patient safety ensured? Who was notified (RN, instructor, provider, etc.)?

Contributing Factors

Select all that may have contributed to the event:

- Knowledge deficit
- Skill/experience level

- Communication issues
- Workload / time pressure
- Environment / distractions
- Equipment or system issue
- Policy or process unclear
- Other: _____

Reflection & Learning (Student Response Required)

Answer thoughtfully and honestly.

1. **What did you learn from this event?**

2. **What would you do differently if faced with a similar situation?**

3. **How does this experience relate to safe nursing practice and AZBN expectations for honesty, accountability, and patient safety?**

Prevention & Improvement (Student Response)

What actions could help prevent a similar event in the future?

(Check all that apply)

- Additional skills practice
- Medication calculation review
- Simulation or lab remediation
- Policy review
- Improved communication strategies
- Faculty-guided reflection
- Other: _____

Student Acknowledgment

I affirm that the information provided is accurate and complete to the best of my knowledge. I understand that honest reporting supports patient safety and professional growth and aligns with AZBN standards of nursing practice.

Student Signature: _____

Date: _____

Faculty Review (Educational Use Only)

Reviewed by: _____ Date Reviewed: _____