



MARICOPANURSING

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NURSE ASSISTANT PROGRAM

NURSE ASSISTANT PROGRAM

INFORMATION & APPLICATION PACKET

JULY 2017 THROUGH JUNE 2018

<http://www.paradisevalley.edu/nurse-assistant>

MANDATORY TO ATTEND NA INFORMATION SESSION

October 16 & November 16, 2017

10:00 – 11:00 am
G126

Paradise Valley Community College
18401 N. 32nd Street, Phoenix, Az. 85032
602-787-7284 – Nursing Department

Nurse Assisting Course (NUR 158, 6 credits) is offered at the Paradise Valley Community College campus. Potential students should check the PVCC college website for course schedule information during the pre-registration periods for the fall, spring, and summer sessions.



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Description: Introduction to the role of the nursing assistant for clients across the wellness/illness continuum within the nurse assisting scope of practice. Includes basic problem solving processes specific to meeting the basic and holistic needs of clients, therapeutic communication skills essential for the nursing assistant, interventions to ensure the needs and safety of the client, specific types of diseases, conditions and alterations in behavior of the client, and principles of nutrition and fluid balance. Focus is on special needs of the elder client in the acute and long-term care settings, and basic emergency care skills and procedures. Provides opportunity for the development of clinical competency in the performance of selected nurse assisting skills and procedures through participation in the care of clients.

Requisites: Prerequisites: (A grade of "C" or better in RDG091 or higher RDG reading course or eligibility for CRE101 as indicated by appropriate reading placement test score, or HESI-A2 exam English Composite score of 75% or higher) AND (a grade of "C" or better in MAT082, or eligibility for MAT090 or higher as indicated by appropriate math placement test score, or HESI-A2 exam Math score of 75% or higher). Must provide current Level One DPS Fingerprint Clearance Card, meet pass status on MCCD Background Check, and submit required health and safety documentation.

Occupational Information

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

Certification information

Paradise Valley Community College offers a comprehensive Nurse Assistant course approved by the Arizona State Board of Nursing. Upon satisfactory completion of the Nurse Assistant course, the student is eligible to receive a certificate of completion from Paradise Valley Community College and is eligible to take the Arizona State Board of Nursing certifying exam, become a Certified Nurse Assistant, and choose to go directly to work or continue to pursue education opportunities in other health careers.

Information on the Arizona State Board of Nursing application process is available at <http://www.azbn.gov> State certified evaluators administer the certifying exam and students may take the exam scheduled at nearby testing centers. The fee for this exam is \$108.00 (subject to change) and is payable to the state evaluators.

Additional Required Documents for Admission

Level One Fingerprint Clearance Card is required. The Department of Public Safety card required for enrollment in Nurse Assistant classes at the colleges will NOT meet the requirements for state certification. Allow a minimum of six to eight (6-8) weeks for fingerprint clearance card when applying for Nurse Assistant certification.

Certified Background Check. Instructions for completing the Certified Background check can be found on page 10 of this application packet. This background check does not duplicate the Level One Fingerprint Clearance Card mentioned above.

Entrance Exam/Transcripts. Tests are given at PVCC Assessment/Testing Center. For additional information, visit www.pvc.maricopa.edu/assessment. Entrance requirements are listed below.

- Accuplacer: Results showing eligibility for CRE 101 and MAT 090.
- HESI A2: Reading composite and Math score of 75 or higher. Cost = \$40.00
- Transcripts. Copy of official or unofficial transcripts verifying completion of RDG 091 (or higher) and MAT 080 (or higher) with a grade of C or better.

Effective January 1, 2008 applicants for licensure in Arizona must provide evident of citizenship or nationality. For questions about eligibility for licensure or the documents required for licensure, contact the Arizona State Board of Nursing or visit: <http://www.azbn.gov>. The Arizona State Board of Nursing office is located at 4707 North 7th Street, Suite 200, Phoenix, Arizona, 85014-3653. Phone: (602) 771-7856, Fax: (602) 787-7007.

Estimated Cost for the Nurse Assistant Program*

Registration Fee/Course Fee		80.00
NUR 158 Nurse Assistant Course (6 credits x \$86 – Maricopa Resident)		576.00
Level One Fingerprint Care	Cost may vary	85.00
CPR	Cost may vary	40.00
Textbooks	Cost may vary	120.00
Urine Drug Screen	Cost may vary	40.00
My Clinical Exchange		38.00
Background Check	Cost may vary	92.00
Uniform and Clinical Supplies	Cost may vary	100.00
Physical Exam and Immunizations	Cost may vary	250.00

Total Estimated Cost		\$1421.00

*Fees are subject to change by the Maricopa Community Colleges Governing Board. All costs quoted are subject to change.

HOW TO REGISTER FOR NURSE ASSISTANT COURSES

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ADVISEMENT

If you still have questions after reviewing the information and application packet, and attending a mandatory information session, please call the PVCC Nursing Secretary at 602-787-7284.

Read all the information in this packet and retain the packet for future reference.

- Students must meet all current admission requirements to Paradise Valley Community College.
- Complete a college Student Information Form if you have not previously taken classes on PVCC campus.
- Complete the Nurse Assistant *Request for Registration* form included in this packet.
- Complete and attach the required documentation to the Health and Safety Checklist and Health Care Provider Signature Form included in this packet. Documents submitted for registration will not be returned to the student. It is suggested that the student retain copies of all submitted documentation.
- Return the *Request for Registration, Health and Safety Checklist, and Health Care Provider Form* with all documentation attached to the Nursing Department, located in G131.
- **Background Check** – provided by www.CertifiedBackground.com Background check is required prior to admission and enrollment into the Nurse Assistant program. See attached flyer title www.CertifiedBackground.com
- **Level One Fingerprint Clearance Card** – Obtain Fingerprint Clearance Card application packet from the Nursing Department (G115). Follow the instructions in the packet. Allow 6-8 weeks to receive clearance card.
- **Prerequisites:** A grade of C or better for both RDG (or higher) and MAT 082 (or higher), OR proof of eligibility for CRE 101 and MAT 090 as indicated by appropriate placement test score, OR HESI-A2 exam English composite and Math score of 75% or higher. NOTE: HESI-A2 English and Math must be taken together and achieve required scores and NOT at separate times.
- Once the submitted documentation has been verified by the Nursing Department, the student will be given a signed registration card. Space is limited and there will be no over-rides when the class is full.

Additional Information for Students Registered in the Nurse Assistant (NA) course.

- **Attendance:** Any student not attending class on the first day will be withdrawn from the course. The NA course has strict attendance policies. The state and federal governments regulate this course and certain content is mandatory. Attendance at all of the classroom, lab, and clinical meetings is mandatory. In order to complete the course successfully, all requirements must be met.
- **Drug Screening:** All students are required to complete the urine drug screening procedure under the program package code within the specified date and timeframe and according to directions given at the time of notification. Only students in compliance with the screening guidelines and receiving a negative (undiluted) drug screen, as reported by the Medical Review Officer (MRO), will be permitted to continue their enrollment in Nurse Assistant course. Failure to comply with this requirement or a report of a positive drug screen will result in withdrawal from the course. Do not obtain a drug test on your own. Drug screening without directions from the instructor will not be accepted.
- **Nurse Assistant Uniforms:** You will receive the Nurse Assistant Handbook during the first class, which includes dress code guidelines.
- **Course Materials:** Students may purchase course materials prior to the first day of class in the campus bookstore. The bookstore staff will tell you which textbooks and materials are required for the course.
- **Zero Tolerance Policy:** The Nurse Assistant course supports a Zero Tolerance Policy for the following behaviors:
 - Intentionally or recklessly causing physical harm to any person on the campus or clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
 - Unauthorized use or possession of any weapon or explosive device on the campus or clinical site.
 - Unauthorized use, distribution, or possession for purposes of distribution of alcohol or any controlled substance or illegal drug on campus or clinical site.

Nurse Assistant students engaging in this misconduct are subject to immediate dismissal from classes and disciplinary action as described in the Student Handbook of the college.
- **Health Declaration:** It is essential that nurse-assisting students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time, and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical Nurse Assistant experience also places students under considerable mental and emotional stress as they undertake



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responsibilities and duties affecting patient's lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should consider the mental and physical demands of the program prior to making application.

- **Students must provide supporting documentation of compliance with all health and safety requirements to protect patient safety.** Only students in compliance are permitted to enroll in Nurse Assistant course. Students will meet these requirements by providing the required documentation for the Health and Safety Required Documentation Checklist and the signed Health Declaration Form.
- **Duty to Report:** Students with certification and/or licensure from Allied Health regulatory boards are included under this provision. Students receiving any disciplinary actions against their certificate or license must notify the Nurse Director within five (5) school days. The Nurse Director reserves the right to restrict the student's participation in clinical experiences, involvement in patient care until the certificate and/or license is valid and unrestricted, terms of the action are met, and the action dismissed.
- **Background Clearances:** All students must undergo a background check to verify identity, social security number, and to show that they do not appear on the List of Excluded Individuals/Entities (LEIE) database. Any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue in the Nurse Assistant course.
- **Waiver of Licensure/Certification Guarantee:** Admission or graduation from the Nurse Assistant course does not guarantee obtaining a certificate of license to practice nursing. Certification, licensure, and subsequent procedures are the exclusive right and responsibility of the State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules, and Regulations, independently of any college or school requirements for graduation. Pursuant to A.R.S. § 32-1606 (B)(17), an applicant is not eligible for certification or licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five (5) or more years before submitting this application. If you cannot prove that the absolute discharge date is five (5) or more years, the Board may not consider your application. All nurse applicants for certification or licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. The Fingerprint Clearance Card required for application to the Nurse Assistant program will not meet the requirements for certification or licensure through the State Board of Nursing.
- **Felony Convictions: The following is a statement from the AZ State Board of Nursing regarding felony convictions.** According to A.R.S. § 32-1646 (B), an applicant for nursing assistant certification is not eligible for certification if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge from the sentence for all felony conviction(s) must be received five (5) or more years before submitting this application. If you cannot prove that the absolute discharge date is five (5) or more years, the Board will notify you that you do not meet the requirements for certification.



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Essential Skills and Functional Abilities for Nurse Assistant Students

Individuals enrolled in the Nurse Assistant Course must be able to perform essential skills. If a student believes that he/she cannot meet one or more of the standards without accommodations, the faculty must determine, on an individual basis, whether a reasonable accommodation can be made.

FUNCTIONAL ABILITY	STANDARD	EXAMPLES OF REQUIRED ACTIVITIES
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe Nursing Assistant Care.	Motor skills sufficient to handle small equipment.
Perceptual/Sensory Ability	Sensory/perceptual ability to monitor and assess clients	<ul style="list-style-type: none"> • Sensory abilities sufficient to hear alarms, auscultate sounds, cries for help, etc. • Visual acuity to read calibrations on thermometers, I&O graduated containers, & assess color (cyanosis, pallor, etc.) • Tactile ability to feel pulses, temperature, palpate veins, etc. • Olfactory ability to detect smoke or noxious odor, etc.
Behavioral/Interpersonal/Emotional	<ul style="list-style-type: none"> • Ability to relate to colleague, staff, and patients with honesty, integrity, and nondiscrimination • Capacity for development of mature, sensitive, and effective therapeutic relationships • Interpersonal abilities sufficient for interaction with individuals, families, and groups from various 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 • Capacity to demonstrate ethical behavior, including adherence to the professional Nurse and student honor codes. 	<ul style="list-style-type: none"> • Establish rapport with patients/clients and colleagues • Work with teams and workgroups • Emotional skills sufficient to demonstrate the exercise of attendant to the diagnosis and care of clients • Adapt rapidly to environmental changes and multiple task demands • Maintain behavioral decorum in stressful situations.
Safe environment for patients, families and co-workers	<ul style="list-style-type: none"> • Ability to accurately identify patients • Ability to effectively communicate with other caregivers • 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-workers 	<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 clinical situation requires a higher level or expertise/experience • Responds to call bells from patients in a rapid and effective manner • Responds and notifies appropriate individuals concerning monitor alarms and emergency signals in a rapid and effective manner.
Communication	<ul style="list-style-type: none"> • Ability to communicate in English with accuracy, clarity, and efficiency with patients, their families, and other members of the healthcare team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language) • Required communication abilities, including speech, hearing, reading, writing, language skills, and 	<ul style="list-style-type: none"> • Follows verbal directions from other members of the healthcare team 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 • Establishes and maintains effective working relations with patients and co-workers



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	computer literacy	<ul style="list-style-type: none"> Recognizes and reports critical patient information to other caregivers
Cognitive/Conceptual/Quantitative Abilities	<ul style="list-style-type: none"> Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis Ability to gather data, establish priorities, and execute treatment plans and modalities Ability to comprehend three-dimensional and spatial relationships Ability to react effectively in an emergency 	<ul style="list-style-type: none"> Collects data Recognizes and emergency situation and responds effectively to safeguard the patient and other caregivers Transfers knowledge from one situation to another Accurately processes information on equipment calibrations, printed documents, flow sheets, graphic sheets, other medical records and policy and procedure manuals
Punctuality/work habits	<ul style="list-style-type: none"> Ability to adhere to policies, procedures, and requirements as described in the NA Student Handbook, college catalog and student handbook and course syllabus Ability to complete classroom and clinical assignments and submit assignments at the required time Ability to adhere to classroom and clinical schedules 	<ul style="list-style-type: none"> Attends class and clinical assignments punctually Reads, understands, and adheres to all policies related to classroom and clinical experiences Contact instructor in advance of any absence or late arrival Understand and complete classroom and clinical assignments by due date and time



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REQUEST FOR REGISTRATION

(Print) Student Name: _____ Student ID #: _____

Phone: Cell _____ Home _____ Work _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

(Print) E-mail Address: _____

- **E-mail will be used to contact you about registration for classes and throughout the course** – It is the student's responsibility to notify admissions and the Nurse Assisting Department of any changes. Only student's PVCC e-mail address must be used for any correspondence

Important Information Regarding Registration For Nurse Assistant Course:

Once admitted all students will be checked to make sure that their names do not appear on the List of Excluded Individuals/Entities (LEIE) database. Any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue. The web site for additional information: <http://oig.hhs.gov/fraud/exclusions.html>

Fingerprint Clearance is required for admission into the program. Applicants must submit a copy of a current Level One Fingerprint Clearance Card with the application. Information about the process of obtaining a Level One Fingerprint Clearance Card is available at the Nursing Department, Building G-131.

DIRECTIONS:

- Return this Request for Registration for, and bring with you the originals to be copied by staff:
 - A Level One Fingerprint Clearance Card
 - Extended Certified Background check with a "passing" notification. This is a single page
 - A level "C" Healthcare Provider CPR card. No internet copies of CPR cards will be accepted.
 - A copy of Accuplacer or Hesi-A2 exam results or a copy of transcripts showing completion of RDG 091 and MAT090 or higher.
 - All supporting documentation listed on the Health and Safety Documentation Checklist.
 - Health Care Provider Signature Form signed by your healthcare professional
- Verify that all Health and Safety Requirements remain current through the last day of the Nurse Assistant Course.
- Return the Request for Registration and all required supporting documentation to the PVCC Nursing Department, Building G-115. Make copies of the documents for your own files.
- Request registration into the following class and term:

Summer 2018
Late February 2018

Fall 2018
Late May 2018

Spring 2019
Late October 2018