

YAVAPAI COLLEGE

Allied Health Handbook 2024-2025



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Contact Information

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Allied Health Program Mission Statement

The mission of Yavapai College Allied Health is to provide quality education that will develop competent, caring, holistic and ethical practitioners who value lifelong learning and adapt to continuous changes in the health care system.

Admission Requirements

Health

The student must be mentally alert and physically able to meet the course requirements. Students must be free of communicable disease to participate in clinical assignments.

Immunizations

The student must provide documentation of current immunizations per CDC guidelines before participating in clinical assignments.

*Please see www.yc.edu/alliedhealth for a complete list of immunizations, including the COVID-19 Vaccine/s which is Required by our healthcare partners.

CPR

The student must provide documentation of current **Basic Life Support** for the Health Care Provider by the American Heart Association (CPR) card before participating in clinical assignments. On-line classes and certifications will not be accepted.

Fingerprint Clearance Card

The student must provide documentation of a Level One fingerprint clearance card before participating in clinical/internship assignments.

Insurance

As part of the Allied Health Program fees for clinical courses, students are covered by a Yavapai College liability policy. These policies are secondary to your personal primary insurance coverage. Students are responsible for providing their own health insurance coverage.

Academic Advising

Students should meet with their Academic Advisor's every semester. Academic Advisors are aware of upcoming program changes that may not have been published on the website. Meeting with an advisor will ensure that the correct courses are chosen, thereby saving students' time and money.

Allied Health Internships

If your Allied Health certificate program requires an internship, you must complete all prerequisite courses prior to applying for the internship. Internships must be completed no later than 3 semesters after completing the course work. Students must obtain all immunizations which are required by our healthcare partners; BLS (CPR) training; DPS Fingerprint Clearance Card; other health and drug screening and provide documentation to verify that these have been done as part of the application for internship. The application is available online at: www.yc.edu/alliedhealth Students may need to devote up to 40 hours per week to complete the 120 hour internships and should be available to do so anytime within the semester that they plan to do the internship.

Screening for Use of Alcohol and Drugs

Allied Health students that participate in internships or a clinical experience are tested for illegal drug use. Students with positive drug screens are not permitted to take Allied Health courses for a minimum of one year. A student with a history of drug-related convictions may be disqualified from participating in an internship or clinical experience and may be ineligible for certification and/or licensure. Please meet with an academic advisor for further directions. Please see Appendix A: Procedure for Screening for use of Alcohol and Drugs.

Medical Marijuana Statement

Medical Marijuana Act (Proposition 203)

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Proposition 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law, Yavapai Community College will continue to prohibit marijuana possession and use on campus for any purpose.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another Federal law, the Controlled Substances Act, prohibits the possession, use, production and distribution of marijuana for all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Yavapai Community College could lose its eligibility for Federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Yavapai Community College will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on its property or as part of any of its activities.

Students who violate Yavapai Community College policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment. (HR policy 2.6.2)

Students' Rights and Responsibilities

The student is responsible for attending and participate in all class activities and meet the course learning outcomes. The student is also responsible for maintaining standards of care in the clinical agencies. Additional Rights and Responsibilities are addressed in the Yavapai College General Catalog at <http://www.yc.academics>.

Affirmative Action/Equal Employment Opportunity

Yavapai College is an affirmative action/equal opportunity institution. For Yavapai College's nondiscrimination statement, visit www.yc.edu/aa-eeo. A lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) education programs of the college.

Library Services

Library Services are available at the Prescott Campus and the Verde Campus Libraries. Both libraries are members of a countywide library network, which provides access to a wide range of information and resources at libraries throughout Yavapai County. Possession of a College library card entitles students to access materials housed at member libraries. Online access available to all students for databases, articles, eBooks, magazines, and more.

Student Services

Yavapai College offers student services in and outside of the classroom and campus. Personal support offered in mental health counseling; crisis support; YC care team; Strong Foundations basic needs support; food pantry; drug and alcohol support; and wellness resources. Academic support offered in academic advising; SSS/TRIP support services; financial aid; testing centers; learning centers; tutoring support; disability resources; veteran services; and YC Pipeline.

<http://www.yc.edu/student-services>

Classroom Policies

1. Classroom etiquette will be established by students and faculty at the beginning of each semester.
2. No cell phones are permitted to be used in classrooms.
3. Students are responsible for learning based on textbook assignments, other required reading, required audiovisuals, and lecture content. Exams may include questions that require math calculations: however, calculators may not be taken into the testing area (unless provided by the instructor).
4. Students are expected to turn in assignments and take the exams on the scheduled due dates as specified within the course syllabus and course calendar. If a situation arises where the student is unable to take an exam on the scheduled date, the student must call the instructor prior to the exam. It is up to the instructor's discretion to allow an extension or not. The instructor's policy regarding due dates will be in the course syllabus.
5. No cell phones, PDAs, or electronic devices (ear buds, etc.) are allowed in a testing situation (turned off and out of sight).

Clinical Policies

Only students enrolled in Allied Health courses may attend classes or be present in the skills lab. No family members, friends, children etc. are permitted in class or labs.

Student Roles and Responsibilities

1. Adhere to all clinical agency policies and procedures. Comply with all health and other professional requirements of the clinical agency prior to the start of the clinical experience.
2. Adhere to all college policies and procedures identified in the Student Handbook. Failure to exhibit integrity, ethical conduct, or professional standards may result in a failing grade and/or dismissal from the program.
3. Be prepared to work the scheduled day and shift. Attend all the scheduled clinical days or notify the YC Instructor and the clinical site if an absence is necessary. This must be done at least 60 minutes prior to the start of the assigned shift. Arrange for make-up time for any missed clinical time with the YC Instructor. All hours must be verified by the clinical mentor on the supplied timecard. This timecard must also be verified and signed off by the YC Instructor.
4. Collaborate with the YC Instructor and identify both verbally and in writing specific clinical outcomes to accomplish each week. (See the Student Self-Goal Guide).
5. Work under the supervision of the clinical mentor or designee and communicate appropriately with other members of the health care team.
6. Students are not to work without the direct supervision of their mentor and are not to assume the role of a staff member.

Professional Appearance

The purpose of the uniform and dress policy are to maintain acceptable standards of grooming and client/student safety. Appearance is a direct reflection of feelings about self and others. One's credibility as a teacher of healthful practices and as a provider of care may be directly influenced by appearance and observed behaviors. As students, you will be representatives of the Yavapai College Department of Allied Health in the clinical agencies. You will be assessed, in part, by your dress and grooming. The Yavapai College dress code is similar to the codes of clinical agencies. Students must follow guidelines of assigned agencies.

General Uniform Guidelines

1. Dress for **Clinical/Internship Sites**:
 - a. A 2-pocket pullover scrub top and uniform pants in the color specific to the program that the student is enrolled in.
 - b. Shoes: white or black, closed toe & secure heel (closed or strap), leather or vinyl uppers, low rubber heel, with clean matching shoelaces.
 - c. Socks: Clean socks or hose must be worn. Socks must match the color of the shoe. If skirts are worn, legs must be covered with nude or white stockings (no visible bare legs).
 - d. A black ballpoint pen is needed and a watch with a second hand.
 - e. Student name tags must be worn with clips attaching the name tag to the collar. Students must also wear any identification required by the clinical facility.
 - f. The uniform must fit properly and be clean and always pressed.
 - g. Uniforms are worn only in the clinical setting to minimize the spread of pathogens.
 - h. Students must also wear the Yavapai College Allied Health Student patch on the left sleeve of their uniform.
Two patches will be provided to the student free of charge and additional patches may be purchased at the YC bookstore in Prescott. Contact Allied Health for more information at 928-771-6126.
 - i. White lab coats may be worn over uniforms if appropriate. Sweaters are not permitted.
 - j. Appropriate undergarments must be worn.
2. Dress for **out-of-hospital assignments** is included in the guidelines for that clinical experience. No shorts, miniskirts, etc.
3. Acceptable jewelry is limited to:
 - a. A watch as required.
 - b. A small chain necklace should be kept under the uniform.
 - c. Married students may wear a wedding band.

- d. Students with pierced ears may wear small earring posts (one pair) which are not distracting or dangling.
 - e. Rings with large stones may not be worn.
 - f. Nose rings, eyebrow rings, and similar jewelry are potentially dangerous and must be removed or covered with a Band-Aid.
 - g. Gauges must be removed and replaced with a clear or skin colored plug.
 - h. Tongue studs/rings interfere with communication and may not be worn in a clinical setting.
4. Tattoos may be considered offensive or inappropriate, and therefore, must be covered.
 5. No gum chewing.
 6. Personal hygiene.
 - a. Bathing and use of unscented deodorant before arriving in clinical agencies is required.
 - b. Perfume, after shave, and other fragrant products may not be worn in clinical settings. They are potentially harmful to people with respiratory disease, allergies, nausea, and other health problems.
 - c. Hair must be well-groomed, clean, and controlled and off-the-collar. Hair must be of a natural color. Mustaches and beards must be clean, well-groomed, and trimmed short.
 - d. Make-up should be unobtrusive and used in moderation.
 - e. No artificial nails are permitted. Fingernails will be kept short and well-manicured. Pale and neutral nail polish may be worn if not chipped or cracked. Nail polish is prohibited in operating rooms and labor and delivery area.
 - f. Some clinical sites may have stricter appearance requirements which the student will have to meet during those rotations.
 7. Complete the Clinical Practicum Evaluation Tool at the mid-term and end of the Clinical and submit it to the YC Instructor.
 8. Complete the narrative evaluation at the mid-term and end of the clinical and submit it to the YC Instructor.
 9. Complete the appropriate skills checklist.
 10. Notify the YC Instructor immediately of any unprofessional behavior.
 11. Achieve all the Clinical Learning Outcomes at a satisfactory level or better.

Circumstances Leading to Immediate Dismissal

The following lists circumstances which may lead to immediate dismissal of a student:

1. Classroom & Clinical/Internship

- a. Performing any task that is not within the student's scope of practice.
- b. Absences accrued, in accordance with attendance policy.
- c. Dishonesty, including, but not limited to stealing from the College or a clinical agency, plagiarism of papers, cheating on exams, unauthorized possession of examinations, signing or clocking in or out for another student, etc.
- d. Unprofessional conduct: examples including but not limited to, violations of confidentiality; failure to show respect for client, significant others, peers, staff, and instructor.
- e. Failure to improve unsatisfactory clinical performance after counseling.

2. Clinical/Internship

- a. Performance or negligence which may cause physical or emotional jeopardy to a client.
- b. Failure to report immediately a client care error to the clinical instructor and/or responsible staff nursing personnel.
- c. Being under the influence of alcoholic beverages, drugs which impair judgment, or illegal drugs while in the clinical setting. (See Appendix D).
- d. Fraudulent or untruthful charting in a medical record.
- e. Failure to pass skills lab checkoffs.
- f. Failure to maintain appropriate behaviors already demonstrated or learned, with consistency, while incorporating new skills and theory.
- g. Failure to perform safely may lead to immediate removal from clinical assignments with a grade of "U" at the discretion of the instructor.
- h. Clocking in to be paid by your employer while in clinical in the student role is cause for immediate dismissal from the Program. In your student role, you are allowed to participate in several activities that you would not be allowed to do in your employed role.

Process for Dismissal

1. A student is informed of dismissal by the appropriate instructor.
2. Student signs instructor's written report of the significant events, attaching a statement if desired.
3. Students may request a hearing with the clinical instructor and Program Director.
4. Students may appeal the grade, as per the Yavapai College General Catalog.

Grievance Policy

For issues within the Allied Health Division:

1. Try to solve the issue with the instructor of the course.
2. If this does not resolve the problem, discuss the problem with the Allied Health program director.
3. If the issue is still not resolved, the Division Dean will serve as an arbitrator.

For college issues, students follow the Student Grievance review process in the college catalog.

YC Instructor Roles and Responsibilities-Internships

1. Assume responsibility for the overall coordination of the student's internship experience.
2. Provide the site mentor with the Internship Practicum Guidebook. Serve as a resource for students and mentors.
3. Assist in the orientation of the students and mentors. Orientation will include but is not limited to the following: program outline, learning outcomes, course outline, roles and responsibilities, performance expectations of the student, evaluation responsibilities, methods of communication, student assignments and expected initial level of knowledge, skills, and abilities of the students. Provide additional orientation information as needed.
4. Work with the site mentor in planning, implementing, and evaluating student learning experiences.

5. Meet with the student and the mentor to discuss the student's progress and exchange ideas and/or suggestions to better achieve clinical learning outcomes.
6. Establish and maintain communication with the clinical mentor and the student. Meet with the student on a regular basis. Be available to the clinical mentor and student during the experience, either physically or electronically.
7. Verify attendance along with other administrative records.
8. Assure that the student has demonstrated competencies.
9. Provide the student with the opportunity to evaluate the clinical experience and the clinical agency.
10. Instructor supervision of the student in the internship setting is different for each discipline. See Course syllabus.

Attendance

A student must notify the YC Instructor and the clinical/internship site if an absence is necessary. This must be done at least 60 minutes before the start of the assigned shift. The student is to make arrangements for make-up time for any missed clinical time with the YC Instructor. Make note of the name of the person you notified at the clinical site.

Grading

Students must demonstrate satisfactory completion of theory, skills, and competencies. A final grade of at least "C" is required to pass each Allied Health course, however, a final grade of "S" is required to pass an Allied Health Internship.

1. S – Satisfactory
2. U – Unsatisfactory
3. The student must also successfully complete all sections of the skills competencies.
4. The course grade may be based on theoretical examinations, assignments, papers, discussions, and other assessment tools as determined by the instructor or outlined in the course syllabus.
5. Incomplete Grade - A grade of "I" (Incomplete) may be assigned by an instructor when a student has been unable to complete academic work for a class by the end of the term due to an unforeseeable emergency and justifiable reasons. To qualify, a student must have completed a significant majority of the work required for the class while maintaining a "C" average for

work submitted and be capable of completing the remainder of the required work for this course by a deadline approved by the instructor. If the coursework is not completed by the specified deadline, the student will receive the grade of "F" for the course.

Disabilities

1. All students must meet the requirements for passing theoretical examinations, performing required skills, and providing safe care to clients. A student who has a physical or learning disability is encouraged to discuss their situation with the instructor. If accommodation is requested for a documented disability, the student must contact the College Disabilities Coordinator and Learning Specialist. The course instructor or Counseling Office can assist in helping the student make this contact.

2. In some cases, such as, pregnancy or a temporary health problem, the instructor may request a statement from a health care provider (MD, DO, nurse practitioner, nurse midwife, or physician's assistant) regarding the student's condition and any limitation in the clinical area. A student returning from time off for a health issue may be required to present a provider's statement of the student's physical ability to return to the clinical area.

3. Health Requirements for Allied Health Clinical/Internship Students
 - a. Near and distant vision, corrected, if necessary, adequate to perform client activities and use equipment.
 - b. Hear face-to-face speech, including clients or staff using masks. Hear when using telephone or intercom.
 - c. Communication skills to communicate verbal & written messages clearly, in English.
 - d. Lift 50 pounds.
 - e. Walk independently. Stand for several hours.
 - f. Carry supplies, push, and pull equipment.
 - g. Manual dexterity involving hands and fingers to write and use small equipment.

- h. Able to work with hands in water and wash hands frequently.
- i. Able to care for clients with infectious diseases.
- j. Free of infection, for example, TB, active skin lesions. Excludes short term conditions such as problems responding to antibiotics or a cold.
- k. Mental and emotional stability.
- l. Physical conditions such as diabetes, seizure disorders, cardiac disease or emotional problems are controlled.

Student Fees and Financial Aid

Current tuition and fees are identified in the Yavapai College Schedule of Classes. Students seeking financial aid should contact the Financial Aid Office on the Prescott or Verde Valley campus.

Credit for Prior Learning AHS120/121

If a student can provide employer proof of one year of recent full-time employment or 2-years part-time experience working as a Front Office Medical Assistant, they are eligible to take the AHS120 test out exam pending review by the program director. They must score at minimum of 75%. Only 1 attempt is allowed. The test out exam can be retaken every 9 months if using it to meet criteria with industry experience.

If a student can provide employer proof of one-year recent full-time employment or 2-years part-time employment working as a Back Office Medical Assistant, they are eligible to take the AHS121 test out exam pending review by the program director. They must score at minimum of 75%. Only 1 attempt is allowed. The test out exam can be retaken every 9 months if using it to meet criteria with industry experience.

AHS295 Recency

AHS295 must be taken within 3 semesters of successful completion of AHS121. Semesters include Fall, Spring, and Summer.

If a student is outside of the 3-semester (Fall, Spring, and Summer) recency rule of AHS 121 successful completion, they can take the AHS121 test out exam to enroll in AHS295. They must score at minimum 75% or AHS121 must be successfully repeated before entering internship. Only 1 test out attempt is allowed.

PROCEDURE ON SCREENING FOR USE OF ALCOHOL AND DRUGS

Intoxicated/impaired behaviors that are disruptive to the learning process violate the Yavapai College Student Code of Conduct. Any individual in a clinical assignment who is under the influence of alcohol or drugs that impair judgment poses a threat to the safety of clients. For these reasons, evidence of use of these substances documented by positive drug and/or alcohol screening tests, will result in immediate withdrawal of the student from the course or program. In the event of an appeal, Yavapai College will make every effort to expedite the appeal process and assure the student of fundamental fairness.

Procedures

1. Pre-clinical drug screening
 - a. Students will be informed of the Procedure on Screening for Use of Alcohol and Drugs prior to admission to the program and will be required to sign and return to the Department of Allied Health, a statement indicating understanding of the procedure.
 - b. All Allied Health students are required to submit annually to a urine drug screening prior to the beginning of clinical laboratory experiences.
 - c. Students will be advised of the procedure to follow to complete the urine drug screening prior to the beginning of clinical experiences.
 - d. The cost for preclinical drug screening is not included in the program fees.
 - e. Students cannot begin clinical experiences until the test results are available.
 - f. Students receiving negative drug screens or positive screens due to permissible prescriptive drugs will be permitted to begin/continue clinical experiences. In the latter case, medical review and documentation may be required.
 - g. Students testing positive for illegal substances or for non-prescribed legal substances will be dismissed from the course/program. See Section D, Positive Screening Test, below.

- h. Random drug screening may be required and will be conducted at college expense. Students will be randomly selected by their student "Y" numbers. Students must submit to the drug screening by the specified deadline or may be withdrawn from the course/program.
 - 2. Suspicion of substance abuse
 - a. The student will be asked to submit to an alcohol or drug screening test at college expense if the Allied Health faculty, clinical instructor, or staff at a clinical facility where the student is assigned:
 - i. Have reasonable cause to expect that the student is mentally or physically impaired due to alcohol or substance abuse immediately prior to or during the performance of his/her clinical duties, or
 - ii. Perceives the odor of alcohol or observes physical signs and/or behavior including, but not limited to, slurred speech, unsteady gait, confusion, or inability to concentrate.
 - b. Student will sign a consent form and have a blood or urine specimen collected according to current procedure.
 - c. The student will be removed from client care assignments, pending results of the test(s).
 - d. Test results will be sent to the Director of Allied Health or designee.
 - 3. Positive screening test
 - a. If the result of the drug screening test is positive and the student provides documentation of a prescription for the substance, the Director of Allied Health and/or designee will consider the case in collaboration with the student and his/her health care provider. Each student will be asked to disclose prescription and over-the-counter medications he/she is taking at the time of testing.
 - b. If the results indicate a positive drug screen for alcohol, illegal substances, or medications not prescribed for that individual, the Director of Allied Health

and/or designee will withdraw the student from the course/program for a period of not less than one year.

- c. If the student is a Certified Nursing Assistant, Licensed Practical Nurse, or Registered Nurse, notification of positive screening results will be sent to the Arizona State Board of Nursing or another jurisdiction where the student is registered, certified, or licensed. (ARS 32-1601, 1602, et seq., AZ Administrative Code R4-19-403). Individuals holding other professional certifications or licenses are also subject to mandatory reporting of positive drug screen results.
- d. After a one-year absence from the course/program, the student may apply for readmission according to the guidelines below:
 - i. Must meet the current Yavapai College and Allied Health requirements related to registration and admission to the course/program. Readmission for returning students is contingent on space available in the course/program.
 - ii. Must provide documentation of evaluation by an addition's counselor and his/her determination as to whether the student is addicted to alcohol or drugs. If positive, the student must provide evidence of rehabilitation related to the alcohol/drug illness to include all the following:
 - (1) Documentation of satisfactory completion of recognized substance abuse treatment program.
 - (2) Evidence of after-care attendance upon completion of the treatment program.
 - (3) Weekly attendance at a 12-step or other mutually agreed upon support group. Attendance will be documented by the student and submitted to the Director of Allied Health or designee by the last day of each month.

- (4) Letter or other acceptable documentation from treatment facility and/or therapist stating that the student would be able to function effectively and provide safe and therapeutic for clients in a clinical setting.
 - iii. Students requesting readmission must have a repeat screening for alcohol and/or drugs immediately prior to readmission.
 - e. Following readmission to the course/program, the student will be required to submit to periodic drug screening at college expense.
 - f. If the student, after being readmitted to the course/program, has positive results on an alcohol or drug screening, he/she will be permanently dismissed from the course/program without opportunity for readmission.
 - g. Following readmission to the course/program, the student who has been evaluated as having an addiction must continue participation in a 12-step or other mutually agreed upon support group and submit quarterly documentation or he/she will be permanently dismissed.
4. Negative screening test results for student tested under Section 3 above.
- a. If the results of tests indicate a negative drug screen for alcohol or drugs, the student shall meet with the Director of Allied Health or designee within two working days of the test results to discuss the circumstances surrounding the impaired clinical behavior.
 - b. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of the substance that may have caused the alcohol-like odor, before being allowed to return to the clinical setting.
 - c. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation, with a report provided to the Director of Allied Health or designee, may be required.

d. Based on the information presented in the meeting, and a medical report if required, the Director of Allied Health or designee will decide regarding return to the clinical setting.

e. If readmitted, the student must make up clinical absences incurred for testing.

5. Confidentiality

All test results will be sent to the Director of Allied Health or designee. All results will be kept separate from students' regular files and will be handled as confidentially as possible. The Director of Allied Health or designee may consult with college officials and outside resources for appropriate action/follow-up.

6. Inability to submit to a screening test in a timely manner, sections 1, 2, and 3 above, or refusal to submit to a screening test, Sections 1, 2, and 3 above.

If a student in the course/program is unable to submit to a drug or alcohol screening test in a timely manner, unless due to a documented emergency, or refuses to submit to screening, the student will be removed from the course/program for a period of not less than one year.

7. Appeals are processed through the Yavapai College office of judicial affairs.

Appendix B

ARIZONA STATE BOARD OF NURSING REQUIREMENTS

RA-19-806. Nursing Assistant Certification by Examination

- A. An applicant for certification by examination shall submit the following information and documentation to the Board:
1. An application that contains all the following information:
 - a. Full legal name;
 - b. Current address, including county of residence, and telephone number;
 - c. Date of birth;
 - d. Social Security number;
 - e. Educational background, including the name of the training program attended, and date of graduation;
 - f. Current employer, including address and telephone number, type of position, and dates of employment;
 - g. A list of all states in which the applicant is or has been registered as a nursing assistant and the certificate number, if any;
 - h. Responses to questions that address each of the following subjects:
 - i. Any pending disciplinary action by a nursing regulatory agency or nursing assistant regulatory agency in the United States or its territories or current investigation regarding the applicant's nursing license, nursing assistant license, or nursing assistant certificate in another state or territory of the United States,
 - ii. Felony conviction or conviction of an undesignated or other similar offense and the date of absolute discharge of sentence, and
 - iii. Unprofessional conduct as defined in A.R.S. § 32-1601;
 - iv. A written or electronic signature by the applicant on a statement attesting to the truthfulness of the information provided by the applicant.
 2. Proof of satisfactory completion of a nursing assistant training program that meets the requirements in subsection (B);
 3. One or more fingerprint cards, if required by A.R.S. § 32-1606; and
 4. Applicable fees.
- B. An applicant for certification as a nursing assistant shall submit a passing score on a Board-approved nursing assistant examination and provide one of the following criteria:
1. Proof that the applicant has completed a Board-approved nursing assistant training program;

2. Proof that the applicant has completed a nursing assistant training program approved in another state or territory of the United States consisting of at least 120 hours;
 3. Proof that the applicant has completed a nursing assistant program approved in another state or territory of the United States of at least 75 hours of instruction and proof of working as a nursing assistant for an additional number of hours that together with the hours of instruction, equal at least 120 hours; or
 4. Proof that the applicant either holds a valid nursing license in the U.S. or territories, has graduated from an approved nursing program, or otherwise meets educational requirements for a registered or practical nursing license in Arizona.
- C. An applicant who fails either the written or manual skills portion of the nursing assistant examination may retake the failed portion of the examination until a passing score is achieved. An applicant shall pass both portions of the nursing assistant examination within two years from the date of completion of the nursing assistant training program or meet the requirements in subsection D.
- D. An applicant who does not pass an examination within the time period specified in subsection (C) shall repeat and complete a training program before being permitted to retake an examination.
- E. An applicant who has never taken the examination and provides proof of at least 160 hours of employment as a nursing assistant for every two-year period since completing a state-approved nursing assistant training program meets federal requirements to take the written and manual skills nursing assistant examination.
- F. The Board shall certify an applicant who meets the applicable criteria in this Article if certification is in the best interest of the public.
- G. An applicant who is denied nursing assistant certification may request a hearing by filing a written request with the Board within 30 days of service of the Board's order denying the application for certification. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, Article 10 and 4.A.A.C.19, Article 6.