



Health and Safety Requirements for AHS 295 Practicum

Essential Skills and Functional Abilities

Certain skills and abilities are essential for the delivery of safe, effective medical care. These are essential in the sense that they constitute core components of nursing practice, and there is a high probability that negative consequences will result for patient/clients under the care of nurses who fail to demonstrate these skills and abilities. A program preparing students for the practice of Medical Assistant must be able to attend to these essential functional abilities in the education and evaluation of its students.

This statement identifies the functional abilities deemed by the Allied Health faculty to be essential to the practice of medical assistants. Reference material used in the development of these standards include the Arizona Nurse Practice Act and The Functional Abilities Essential for the Delivery of Safe and Effective Nursing Care (a descriptive research study conducted by the National Council of State Boards of Nursing).

Students with disabilities who think they may require accommodation in meeting these standards should contact the Office of Disability Resources to discuss the process of identifying reasonable accommodations. Students should seek advice regarding accommodation as soon as possible so that a plan for reasonable accommodation can be in place at the beginning of the program. Registration with Disability Resources is required before any accommodation requests can be granted. Yavapai College will provide equal educational opportunities for students with disabilities while adhering to the standards of nursing practice for all students. Under no circumstances will any course requirements or standards be waived for any student, with or without a disability. The ultimate determination regarding reasonable accommodations will be based upon preservation of patient safety.

Visual acuity sufficient to assess patients and their environments and to implement the medical care plans that are developed from such assessments. Examples of relevant activities:

- Detect changes in skin color or condition.
- Collect data from recording equipment and measurement devices used in patient care.
- Detect a fire in a patient area and initiate emergency action.

Hearing ability sufficient to assess patients and their environments and to implement the medical care plans that are developed from such assessments. Examples of relevant activities:

- Detect sounds related to bodily functions using a stethoscope.
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions.
- Communicate clearly in telephone conversations.
- Communicate effectively with patients and with other members of the health care team.



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Olfactory ability sufficient to assess patients and to implement the medical care plans that are developed from such assessments. Examples of relevant activities:

- Detect foul odors of bodily fluids or spoiled foods.
- Detect smoke from burning materials.

Tactile ability sufficient to assess patients and to implement the medical care plans that are developed from such assessments. Examples of relevant activities:

- Detect changes in skin temperature.
- Detect unsafe temperature levels in heat-producing devices used in patient care.

Strength and mobility sufficient to perform patient care activities and emergency procedures. Examples of relevant activities:

- Safely transfer patients in and out of bed
- Turn and position patients as needed to prevent complications due to bed rest.
- Accurately read the volumes in body fluid collection devices hung below bed level.
- Perform cardiopulmonary resuscitation.

Fine motor skills sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:

- Accurately place and maintain position of stethoscope for detecting sounds of bodily functions.

Physical endurance sufficient to complete assigned periods of clinical practice.

Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear, and effective communication.

Emotional stability to function effectively under stress, to adapt to changing situations, and to follow through on assigned patient care responsibilities.

Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.



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CPR

BLS (Basic Life Support) certification for Health Care Providers must be current during AHS 295-Medical Assistant Practicum course. CPR The Medical Assistant Program will only accept BLS Provider certification (CPR & AED) through American Heart Association (AHA). An in-person course or a course with an in-person check-off is required. A student without current documented BLS Provider certification (CPR & AED) will be dismissed from their practicum rotation and/or the Medical Assistant Program. It is the responsibility of the student to maintain current certification and to submit renewal documentation to Castle Branch according to Medical Assistant Program guidelines. Documentation is to be renewed prior to semester start if the expiration date occurs while a semester is in progress.

Immunizations

Immunizations are required by clinical agencies with which Yavapai College has an affiliation. Yavapai College has no control over a clinical agency's health standards and requirements for students participating in clinical learning experiences. Practicum learning experiences in facilities/agencies is a requirement of the Medical Assistant program for all students.

Yavapai College may occasionally or completely be unable to place the student in a practicum affiliation program if those programs require a student to be immunized against certain illnesses and the student has not received immunization for those illnesses. The student has been advised and understands that Yavapai College has no duty to seek out additional clinical affiliations to accommodate a student's immunization history or decisions. All student clinical placements are final.

Students are responsible for remaining in compliance with all clinical agency required immunizations and must adhere to all deadline requirements. Copies of immunization records are to be submitted to CastleBranch (www.castlebranch.com) after admission to the Medical Assistant AHS 295 Practicum Course for the student record as required to complete the program.

Students who have upcoming expirations for immunizations, health screening requirements, and CPR that will occur during the semester must renew the requirement prior to semester start. It may be necessary to contact CastleBranch to request a re-set to the expiration date to upload renewal documentation.

Students participating at a healthcare institution licensed under A.R.S. Title 36 which includes hospitals, nursing care institutions, residential care institutions, intermediate care facilities for individuals with intellectual disabilities (ICF-IID), group homes, or other medical facilities may be required to provide proof of COVID-19 vaccination and subject to regular health screening and testing as determined by the healthcare institutions.



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As part of our affiliation agreements with healthcare institutions, Yavapai College is required to provide healthcare facilities/agencies with pertinent healthcare documentation upon their request and would obtain the documentation from Castle Branch and/or My Clinical Exchange.

It is important to understand that while Yavapai College does not require or mandate COVID-19 vaccinations or testing, or the influenza vaccination, our healthcare facility/agency partners have the right to do so and are the decision makers on whether a student will be allowed to take part in clinical learning placements at their facility/agency.

Students registering for courses or programs with clinical requirements may not be able to complete the course/program without proof of influenza vaccination and/or COVID-19 vaccination and/or regular health screenings and testing as determined by the healthcare facility/agency. Exemptions are specific to the dates requested and YC will attempt to provide a reasonable placement because of this request that does not create an undue hardship on YC.

The annual influenza vaccination is due prior to practicum commencing for Fall and Spring rotations. Summer rotations are not required to have an influenza vaccination, as it is considered out of season.

All immunization records must include your name, date, and name and signature of healthcare provider giving the immunization and/or vaccination.

MMR (Measles, Mumps, and Rubella): Adults entering health care professions must have documented proof of immunity (positive titer) or proof of two MMR immunizations. A titer needs to be positive for Measles, Mumps, and Rubella. Additional immunization is generally required when titer results are not positive for each – plan accordingly. Persons born prior to 1957 may be considered immune.

Varicella (Chicken Pox): Documented proof of immunity or two varicella immunizations are required upon conditional acceptance of the student into the Fast Track Practical Nursing program. If the student has had chickenpox, a positive titer is necessary to document immunity.

Hepatitis B: Documented evidence of three-dose series or positive titer. Completed documentation is submitted to Castle Branch upon conditional acceptance to the Program. If beginning a series, allow for six months prior to practical nursing application submission for completion.

Tdap (Tetanus, Diphtheria and Pertussis): A Tdap vaccination is required every ten (10) years. It is the responsibility of the student to maintain a record of a Tdap vaccination of less than ten (10) years throughout the duration of the Fast Track Practical Nursing Program.



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Influenza: Annual vaccination is required. It is the responsibility of the student to receive an annual vaccination and have proof submitted to Castle Branch by October 15th each year. If a student has an allergy to the flu vaccine, documentation is required from a licensed health care provider and must be provided to Castle Branch for this requirement.

Tuberculosis: Negative skin test or blood test (annually) or chest x-ray (valid for two years) with an annual statement signed by a health professional that student does not have active tuberculosis. It is the responsibility of the student to maintain annual screenings. Documentation is to be renewed prior to semester start if the expiration date occurs while a semester is in progress.

Incoming students must provide one of the following: an initial 2 step TB Skin Test, or a T-Spot or QuantiFERON Gold Blood Test. If results are positive, a chest x-ray with an annual statement signed by a health professional that student does not have active tuberculosis must be provided.

COVID-19 Vaccine: Complete Vaccine series - One of the following is required:

- 1) Documentation of your COVID-19 vaccination(s). If you receive the 2 dose vaccine series, both doses must be submitted at the same time for approval. Documentation must include the vaccine manufacturer and date.
- 2) If allowed for by the clinical agency, you may submit a waiver for medical reasons signed by a healthcare physician/provider, or a religious exemption, per the clinical agency policies and requirements.

Fingerprint Requirement

The Level One Fingerprint Clearance Card is a requirement of the Medical Assistant application process for AHS 295-Practicum and must remain valid for the duration course. Federal law and agency accreditation rules require a DPS fingerprint clearance card for practical nursing students. Please visit <https://www.azdps.gov/services/public/fingerprint> to determine how to obtain or renew an Arizona DPS Level One Fingerprint Clearance Card.

A copy of the front and back of the student's current Arizona Level One Fingerprint Clearance Card is required as part of the initial application submission for the Medical Assistant AHS 295 Practicum and is kept as part of the student record. A full copy of the card is included in CastleBranch as a compliance document. The student is responsible for completing this CastleBranch requirement upon conditional acceptance to the program, and for submitting renewal documentation prior to the card expiration date as needed.

If there is a positive criminal history, the Level One Fingerprint clearance may be denied which will result in removal from the Medical Assistant AHS 295 Practicum.

A student whose conduct results in the loss of fingerprint clearance will be dropped from the Medical Assistant AHS 295 Practicum and will not be allowed to progress until a Level One Fingerprint Clearance Card is obtained. If the time period for clearance progresses past the 3 semester recency rule of AHS 121 completion, the student will need to repeat AHS 121 or successfully pass a competency exam prior to entering the AHS 295 Practicum.



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Criminal Background Check

All students are required to obtain a background check. Information regarding how to obtain the background check is provided to the student upon provisional acceptance to the program. The cost of this background check is at the student's expense. Due to clinical agency contracts, any negative results will be reviewed to determine admission or continuation in the program, on a case-by-case basis the Director of Allied Health. Clinical agencies may request a background check at any time during student practicum rotations during their Medical Assistant AHS 295 practicum course. To meet the clinical agency requirements students must comply with clinical agency requests to remain in the Medical Assistant practicum without disruption in their program course progression.

Compliance

For program compliance, students are responsible for keeping their fingerprint clearance, CPR, and health care requirement documentation current through the entire duration of Medical Assistant AHS 295 Practicum enrollment for program completion. All required documentation needs to be entered and current in Castle Branch in addition to being approved by the clinical agency, clinical coordinator and/or course instructor by the given application deadlines. If the student is not compliant with these policies, the student will not be able to attend practicum and will be administratively withdrawn from their current course by the Director of Allied Health.

SCREENING FOR USE OF ALCOHOL AND DRUGS POLICY AND PROCEDURES

All students participating in the Medical Assistant AHS 295 Practicum will be required to complete a urine drug screen.

Drug Screening Guidelines

- a) All students are required to submit to a random urine drug screen as a condition of enrollment in the Medical Assistant AHS 295 Practicum. Private health insurance does not pay for this screening. The lab will provide the student with a receipt.
- b) Students should not take a prescription to the lab to be evaluated but will provide a list of prescription drugs they are currently taking to CastleBranch upon request.
- c) If a student provides a dilute sample which tests positive, the result is considered positive and pending review, the student will be withdrawn. A negative dilute specimen will require a retest at the student's expense.
- d) If a student challenges a positive result, the student is responsible for the cost of the retest.
- e) Only students testing negative drug screens can remain enrolled in nursing courses.



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- a) Students testing positive for illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical environments will not be permitted to attend practical nursing courses.
- b) Students will not be allowed to use previous drug screens requested by any person or agency outside of Yavapai College Medical Assistant program requirements.
- c) Students failing to test during the designated date and time do not meet the requirement for drug testing and will be withdrawn from all nursing courses.
- d) Random and “for cause” testing will be done at the discretion of the Director of Allied Health.

Medical Marijuana Policy

Yavapai College prohibits the possession and use of marijuana on all campuses and in all off-campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108 which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.

Yavapai College receives federal funds through grants and financial aid. Yavapai College continues to enforce current policies regarding controlled substances and any student or employee who violates College policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational internships - will be subject to disciplinary action and criminal prosecution.

Urine drug screens are required of students prior to attending practical nursing courses. Medical marijuana, or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening.

Drug Screening “For Cause” Testing

This policy refers to the use/misuse of, or being under the influence of alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the Medical Assistant Program. When a faculty/practicum instructor perceives the odor of alcohol or marijuana, or observes behaviors such as but not limited to, slurred speech, unsteady gait, or confusion, extreme fatigue or lethargy, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:

- a) The instructor will remove the student from the patient care or assigned work area immediately and notify the Director of Allied Health or designee.
- b) Upon student’s verbal consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility contracted by Yavapai College. If the student refuses transportation, the student should be informed that security/law enforcement may be notified.



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- c) The student is to have a picture ID in his/her possession.
- d) After testing, the student is to call for transportation service.
- e) If the student admits to alcohol or drug use, he/she will still require drug screening.
- f) The student is responsible for all costs associated with the for-cause drug-screening test.
- g) If the results of the test(s) are negative for alcohol, illegal substances, or non-prescribed legal substances, the student shall meet with the Director of Allied Health to discuss the circumstances surrounding the behavior.
- h) If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical environment.
- i) If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.
- j) Based on the information provided and further medical evaluations if warranted, the Director of Allied Health will decide regarding return to the clinical environment.
- k) If the results of the test(s) are positive for alcohol, illegal substances, or for non-prescribed legal substances, the Director of Allied Health will withdraw the student from all practical nursing courses. The results of the positive screening test except for alcohol or nicotine will be reported to the State Board of Nursing.

If a student refuses “for Cause” Testing:

- a) The student will be removed from the clinical environment by the instructor or clinical agency representative pending a full investigation.
- b) The instructor will contact the transportation service recommended by Yavapai College to request that the student be transported home. If the student refuses transportation, the
- c) student should be informed that security/law enforcement may be notified.
- d) Failure to comply with any aspect of this policy will result in withdrawal from the program.

Readmission Guidelines Related to Positive “For Cause” Testing

Students seeking readmission who were withdrawn from Medical Assistant courses for reasons related to positive “for cause” testing or refusal of “for cause” testing will be required to submit a letter requesting readmission to the Director of Allied Health which includes:

- a) Documentation from a therapist with experience in addiction behaviors indicating status and/or documented rehabilitation related to alcohol/drug abuse.
- b) Include documentation of compliance in a treatment program if identified as required by the therapist.



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- c) Repeat a random urine drug screen for alcohol/drugs as instructed prior to readmission and may
- d) be subject to random drug screening at the student's expense during the program of study.
- e) If a student, after being re-admitted to the Medical Assistant Program, has positive results on an alcohol/drug screen, the student will be permanently dismissed from the Yavapai College Fast Medical Assistant Program.

No Right to Appeal

The Medical Assistant Program Drug Testing Policies and Procedures are not eligible for appeal.