



VERA Z. DWYER COLLEGE OF HEALTH SCIENCES

INDIANA UNIVERSITY SOUTH BEND

Student Clinical Site Compliance Process 7.4.B

About This Process:

Effective Date: 08-01-2018

Updated: 1-24-2020

Approval Dates:

Management Team: 09-21-2018, 1-24-2020

Scope

This process is for all of the Dwyer College of Health Sciences.

Process Statement

This process is to establish a process to verify student clinical site compliance.

Process

To ensure that all students are compliant with the clinical site(s) in which they are assigned to, the College must verify students on a semester basis. This verification process includes confidential, HIPAA protected information.

The student verification process has 4 components (see attached):

- Demographic information
- Compliance with college policies (FERPA protected information)
- Compliance with clinical sites (HIPAA protected information)
- Program specific information

The procedure below outlines how student clinical site compliance will be verified:

1. The Academic Advising Center Office Manager will initiate a student list for each semester. This person is responsible for updating the demographic information and the status of compliance.
2. The Health and Wellness Operations Director is responsible for updating the status of clinical site compliance.

3. The Program Director is responsible for updating program specific information.
4. Once the verification process is complete, it then is the responsibility of the Program Director or designee to share compliance information with the clinical site as directed. See attached word document for example.

For privacy reasons, this list is housed in a secure, electronic location.

The verification list should be completed by the following dates:

Newly admitted students:

- AS RAD: end of the 2nd week of classes
- BSMIT clinical students: 1st day of classes
- BSN: end of the 2nd week of classes
- CLS: the following August 1st after admittance
- Dental Hygiene: August 1st of the start of the clinical semester
- MSN: the following December 1st after admittance
- OT: August 1st of the start of the clinical semester
- SLP: August 1st of the start of the clinical semester

Continuing students:

- August 1st: for the following Fall semester
- December 1st: for the following Spring semester

A student is compliant with this process if all of their information is current for the entire semester.

A student is not compliant with this process if any compliance data is past due. Any student who is considered non-compliant is unable to be present at the clinical site until such time they become compliant.

Any student who has undue hardship or has an extenuating circumstance may request a deadline extension to both the Health & Wellness Center's Directors as appropriate (Director of Patient Care Services and/or Operations Director) and their Program Director. This extension may delay their ability to participate in clinical experiences.