



VERA Z. DWYER COLLEGE OF HEALTH SCIENCES

INDIANA UNIVERSITY SOUTH BEND

Student Clinical Site Compliance Policy Policy 7.4

About This Policy:

Effective Date: 08-01-2018

Approval Dates:

Management Team: 09-21-2018

Scope

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

Policy Statement

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

Procedure

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 college policy compliance.
2. The Health and Wellness Operations Manager 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 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:

- August 1st: Fall semester
- December 1st: Spring semester
- July 15th : Summer sessions

Continuing students:

- May 1st: for the following Fall semester
- December 1st: for the following Spring semester
- May 1st : for the upcoming summer sessions

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

A student is not compliant with this policy if one of the following occurs:

- Any compliance data will expire within the current semester
- Any compliance data that 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 may request a deadline extension to both the Health and Wellness Operations Director and their Program Director.