

**Clinical Site Compliance: Students**

# **AS-03-C**

**About This Process:**

**Effective Date:**

*08-01-2018. 1-24-2020*

**Date of Last Review/Update:**

*Management Team: 9-21-2018, 1-24-2020*

*Leadership Team: 9-23-2020*

**Responsible College Administrator/Committee:**

***Academic Assistant Deans***

**Scope:**

## *This process is for the IUSB Vera Z. Dwyer College of Health Sciences.*

## Process Statement:

This process outlines how clinical site compliance for students is verified.

## Process:

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

**The student verification process has 4 components:**

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

**Student clinical site compliance will be updated in this manner:**

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 FERPA protected information.
2. The Health and Wellness Operations Director is responsible for updating all HIPAA protected information.
3. The Program Director is responsible for updating program specific information.

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

**Student clinical site compliance will be verified 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

Once the verification process is complete, it is the responsibility of the Program Director or designee to share compliance information with the clinical site(s) as directed.

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.

**Student Compliance Status:**

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.

## History:

The dates have been updated to reflect when students begin clinical experiences instead of when they begin the clinical portion of the program.