Compliance Policy for Clinical Placement

To comply with program policies and state and local regulations for healthcare providers, and in the interest of your own personal safety, the safety of your patients, and the potential liability to both the college and clinical agency, there are significant compliance requirements that must be met in order to enter the clinical area.

These policies may be expanded due to additional requirements which may come from hospital/clinical facilities at any time. Students may be denied access to clinical facilities based on health screening results, drug screening results, background check results, or results which appear on a student’s LiveScan fingerprinting. The student will be responsible for obtaining documents demonstrating that they have met all compliance requirements. If this is not possible, the student will be unable to attend the clinical portion of the program. If a student cannot complete the clinical training during the time it appears in the curriculum, a student will not be able to complete the program requirements. The school is not obligated to make special accommodations and may not find an alternative clinical site if there is a problem with a student’s clinical compliance requirements.

All students are expected to provide documentation of all clinical compliance requirements to the current online compliance tracking system contracted by the College and meet all deadlines associated with compliance requirements or risk being removed from the clinical site.

The following clinical requirements must be met or students will be prevented from entering the clinical arena. This applies to All DH, RT and Nursing students and some MA students:

- **Pay Clinical Compliance Fee to Cabrillo College** Students are required to pay a non-refundable Clinical Compliance Fee for each semester of attendance in their program.
- **Pay Fees to Online Compliance Tracking Service**
- **Submit Required Documentation to Online Compliance Tracking Service** Students must submit all requirements to the current online compliance tracking service by required deadlines including required renewals or updates (CPR, drug screen, TB, etc.).
- **Complete All Requirements** Within one month of being due complete, immunizations, serial immunizations, titers, and renewal of all annual clinical compliance requirements. Due dates are determined by the start date of the initial phase of each series or the renewal or expiration date specified on certificates.
Allied Health Program students may be required to undergo the following screening procedures in order to meet clinical compliance requirements:

**Background Checks:**
In order to be eligible to participate in placements at clinical facilities Allied Health students must use the approved vendor to complete criminal background checks. The background check is not a requirement for acceptance to the program. The background check will be required as part of screening for clinical placement and registration for the clinical courses. The background check will not be reviewed by Cabrillo staff or faculty without written permission from the student. Students must be prepared to provide printed background report results to their clinical site at any time during the program. Background investigations will minimally include the following:

- Social Security Number Verification
- Criminal History Search (3 counties, 7 years or up to five background searches)
- Sex Offender and Predator Registry Search
- Office of Inspector General (Health and Human Services) Sanction List Search
- General Services Administration Excluded Search
- Address Verification
- Two Name Searches (current legal and one other name)

**Health Screening:**
There are significant health screening requirements that must be met before entering the clinical area. Each student is required to meet vaccination, titer, physical exam, and drug testing requirements and provide documentation You may elect to have these requirements performed at Cabrillo’s Student Health Services, at your own medical provider’s office, or at a clinic. In any case, all documentation regarding health screening MUST be provided to the current online compliance tracking system. Students must be prepared to provide copies of printed clinical compliance requirements to clinical sites at any time during the program.

For specific health screening requirements please refer to the current: Health Requirements for Cabrillo College Allied Health Students which may be accessed through ALH program web pages.

**LiveScan Finger Printing:**
Students may be required to complete Live Scan (inkless electronic fingerprinting) if the clinical site to which the student is assigned requires said procedure. LiveScan fingerprints are electronically transmitted to the Department of Justice (DOJ), and in some cases to the Federal Bureau of Investigation (FBI) for completion of a criminal record check. LiveScan finger printing can be completed at the Santa Cruz County Sherriff Sub-station on the Cabrillo College campus.

**Other Program Requirements**
Students must be compliant with all program required documentation which may include, but is not limited to, current CPR certification, Release of Records documentation, Handbook Verification Forms, online training module completion certificates, or other documents required by your program of study.

Public health concerns as well as time constraints imposed by screening sequences will be taken into consideration. The program may exercise discretion for late entry students when evaluating health screening requirements.

* Medical Assistant Student please consult with your program office for specific Clinical Compliance requirements that apply to you.