

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

ACADEMIC

SUBJECT: CLINICAL ACCESS AND ELIGIBILITY

REVIEWERS: Dean of Student Affairs and Enrollment Management*

Dean of Administrative and Financial Services
Provost

POLICY

Carolinas College of Health Sciences (Carolinas College) will admit and allow students to progress and participate in a clinical experience (facility internship and field/clinical experience) only if clinical access requirements have been met. Clinical access is a requirement to complete clinical programs. Access requirements are defined in clinical education affiliation agreements and may include, but are not limited to: an acceptable criminal background check, fingerprint check, and/or negative drug screen. Students must adhere to the pre-enrollment requirements as stated in Carolinas College [Application and Admission Criteria](#) policy. Students in clinical programs must remain compliant with clinical access requirements throughout their enrollment.

PROCEDURES

A. Clinical Access

1. Completion of clinical rotations is a requirement for clinical programs.
2. To ensure students will be able to complete programmatic requirements, clinical site availability is evaluated to determine the capacity for program enrollment.
3. In the event a lack of clinical site availability may impact students' ability to progress, students will be notified immediately.
4. To guarantee clinical placement, the program chair and faculty can implement various changes, including but not limited to:
 - Identifying alternate clinical sites
 - Adjusting clinical schedules
 - Adjusting course schedules
 - Adjusting curriculum plans
 - Providing online, virtual, or simulated clinical experiences
5. Access to clinical sites is governed, in part, by clinical affiliation agreements that outline student access requirements and the responsibilities of college and clinical site representatives.

B. Clinical Access Eligibility at Atrium Health

1. Initial clinical eligibility for new students is defined in the pre-enrollment requirements in the [Application and Admission Criteria](#) policy.
2. Students enrolled in clinical programs must meet the following requirements to maintain eligibility for clinical access:
 - a. Complete annual continuing education (ACE) requirements and health screenings required by Atrium Health and any other clinical site.
 - b. Comply with program-specific essential functions for the length of the program.
 - c. Remain free of alcohol or illegal drugs in their bodies while in the clinical environment. Other substances that may adversely affect performance or safety are also not acceptable in the clinical environment. Drug and alcohol tests may be used through "random selection" testing or based on reasonable suspicion of drug/alcohol use as outlined in Atrium Health's Drug and Alcohol Policy (HR 4.08).
 - d. Comply with responsibilities and standards outlined in the [Community Standards](#) and [Unsafe Clinical Practice](#) policies.
3. If a student cannot adhere to the tenets of the program-specific essential functions due to a physical ailment, clinical access can be suspended pending further medical assessment and/or treatment (ex. Teammate Health and/or the Employee Assistance Program (EAP)). The student

must have an appropriate health care provider from Teammate Health complete the [Fitness for Duty Form](#).

4. Due to safety reasons, clinical access will be immediately suspended for any student who has failed a drug and/or alcohol test. The student will not be allowed to return to the clinical site until procedures outlined in the Atrium Health's Drug and Alcohol Policy are completed (HR 4.08).
 5. Clinical access will be suspended for any student who is perceived to be psychologically impaired that substantiated by at least two individuals in a supervisory/faculty position. The student will be referred to EAP, who will assess treatment needs and provide appropriate referral for treatment. Students that are perceived to be impaired and are referred to EAP may return to the class/lab/clinical site unless the supervisor/faculty and EAP counselor determine that it would be inappropriate for the student to do so.
 6. When a student reports an allegation of inappropriate and/or criminal activities in a clinical setting, the Dean of Student Affairs will immediately notify the appropriate program chair. As outlined in Atrium Health's Charges, Convictions or Sanctions Policy (HR 5.19), college leadership has the latitude to review and determine if immediate action is needed, no further action is required or to defer action, pending the outcome of the investigation. The student may be allowed to continue with clinical access with appropriate supervision. If the investigation substantiates the allegations, or the student is found guilty of a criminal offense, clinical access will be revoked. If the student appeals the conviction or substantiated finding, clinical access is suspended pending the final outcome of the appeal process.
 7. When clinical access is suspended, a student might be permitted to remain enrolled in non-clinical courses. The dean of student affairs and enrollment management will review the circumstances and notify the student of this opportunity if no evidence is found of potential threat to the college, the campus, or the college community. If the dean finds cause for concern, the dean will refer the situation to APG committee for determination. In either case, the Atrium Health loan is terminated immediately, if applicable.
 8. Losing access to clinical placement in one clinical site means the student loses access to all clinical sites.
 9. If a student who is also an Atrium Health teammate loses clinical access as the result of employer-employee actions, the student's eligibility for clinical access will be reevaluated through the process described in the [Application and Admission Criteria](#) policy. Any appeals and grievances related to employer-employee actions are to be addressed through Atrium Health teammate routes rather than through college due process.
 10. Students who reenter the college through readmission or returning from an approved leave of absence will adhere to the guidelines outlined in the relevant policies.
- C. Clinical Access Eligibility Outside of Atrium Health
1. Students completing clinical coursework at facilities outside of Atrium Health must meet the access requirements outlined in the associated clinical education affiliation agreement.
 2. When possible, the processes outlined in section B for initial and maintaining clinical access will be followed.
 3. Documentation of clinical access requirements may require the submission of additional or duplicate paperwork through the clinical site facility.
- D. Clinical Access policy will be reviewed bi-annually.

REFERENCES

Related Policies to Consult

CCHS:

ACADEMIC: [Application and Admission Criteria](#); [Readmission to Credit Programs](#); [Unsafe Clinical Practice](#); [Withdrawal/Leave of Absence \(W/LOA\)](#)

STUDENT AFFAIRS: [Community Standards](#); [Psychological Wellness and Stability](#); Clinical Education Affiliation Agreement

Atrium Health: [ADM 200.13 Student and Faculty Internships and Field, Clinical, or Non-Clinical Experiences](#); [HR 4.01 Teammate Health Services](#); [HR 4.03 Post Offer Health Evaluation](#); [HR 4.04 Tuberculosis \(TB\) Screening & Follow-up](#); [HR 4.05 Infectious Disease Prevention](#); [HR 4.08 Drug and Alcohol](#); [HR 4.10 Return to Work with Medical Restrictions](#); [HR 5.19 Charges, Convictions or Sanctions](#)

Related Forms: Student Information and Release Authorization; Fitness for Duty Form

Related 2018 SACSCOC Standard(s):

10.5 Admissions policies and practices