

Policy Name:	Student Compliance Requirements
Policy Number:	ACA 1.03
Title of Policy Owner:	Student Services
Approved by:	Executive Council
Effective Date:	08/15/2021
Version:	1.0
Policy Status:	Approved

I. Policy

This policy outlines the compliance requirements for all Southside College of Health Sciences (SCHS) students for admission to and continuance in the program; and policies and procedures that students must comply with that govern practice in the practicum agencies or institutions that students visit for clinical practicum.

II. Purpose:

SCHS contracts with clinical agencies for practicum courses and many require the College to provide various student documentation before they will allow students access to the clinical setting. Students must submit all documentation requirements in a timely manner, as specified by the College. Some requirements require annual/biennial updates. The information provided to the College may be shared with the clinical agencies in which the student has an assigned practicum experience. In addition, students must adhere to clinical agencies' policies and procedures that govern practice to protect patient safety.

III. Scope

This policy applies to all SCHS students.

IV. Definitions

**Compliance system** – refers to the system used to track/document student compliance to college and clinical requirements.

## V. Policy Details:

**Student Entrance Requirements**

All students are required to register with the compliance system. Required health documents must be completed and/or uploaded into the compliance system upon entry into the academic program in which the student is accepted and in accordance with required deadlines. Students who fail to provide this information will lose their admission or continued enrollment. Records are maintained in the compliance system and students have indefinite access to their medical records. Acceptable immunization and health history records may be obtained from the following:

- Health Care Provider
- High School Records
- Personal Immunization Records
- Local Health Department
- Military Records
- Employee Health
- Previous College or University

The following requirements are conditions of admission. Failure to complete the requirements below will result in an offer of admission being withdrawn. Failure to maintain compliance with any of these requirements after enrollment in courses at SCHS will render a student ineligible to participate in clinical experiences required in the curriculum (refer to Policy ADM 3.05 – Student Conduct – Rights and Responsibilities). The information provided to the College may be shared with clinical agencies in which the student has an assigned practicum experience. Compliance requirements are specified below:

**Health Assessment:** Upon Entry

A health assessment/history must be completed, indicating ability to perform the essential functions of a student healthcare associate. Students must provide additional documentation as necessary.

**Tetanus/Diphtheria/Pertussis (Tdap):** Upon Entry

Tdap vaccine within the past 10 years.

**Measles, Mumps, Rubella (MMR):** Upon Entry

2 doses of vaccine or titer indicating immunity.

**Varicella:** Upon Entry

2 doses of vaccine or titer indicating immunity.

**COVID-19:** Upon Entry

Completion of a 2-dose vaccine series (Pfizer or Moderna) or 1 dose vaccine (Johnson & Johnson), unless the student has a valid College-approved medical exemption or exemption for sincerely held religious beliefs.

**Hepatitis B:** Upon Entry

If the Hepatitis B series has been completed prior to admission, a titer must be drawn to show proof of immunity.

- If the student has proof of immunization and a positive titer, the requirement is satisfied.
- If the student has proof of immunization and a negative titer, the student will be required to obtain a Hepatitis B booster immunization and provide documentation of the booster.

If the student has never completed the 3-dose series of the Hepatitis B vaccine, documentation of the progress obtaining the 3-dose series and documentation of a post-vaccination titer 1-2 months following the last immunization is required.

- If the post vaccination series titer indicates immunity (positive), the requirement is satisfied.
- If the post vaccination series titer does not indicate immunity (negative), the student will be required to obtain a Hepatitis B booster vaccination and provide documentation of the booster.

**Tuberculosis (TB) Screening:** Upon Entry

In accordance with the CDC guidelines and the VDH guidelines, newly admitted students must be tested for TB. One of the following is initially required:

- 2 step TST (1 administered and results, then a 2nd test administered 1 to 4 weeks after the 1st administration with results)
- TST within the past 12 months (will count as first step), additional TST is required for 2nd step
- Documented proof of negative BAMT (blood assay/IGRA for M. Tuberculosis Ex: T-Spot/Tb QuantiFERON Gold) within one year, if positive must have chest x-ray and Tuberculosis Screening Questionnaire.

- If past positive TST, negative chest x-ray (within the past 6 months) and completed Tuberculosis Screening Questionnaire.

**Drug Screen:** Upon Entry

Students are required to submit to a urine drug test prior to enrollment. Students will obtain their order for their drug screen upon opening their required compliance system account. Students with positive drug screens will be denied acceptance into the College.

**Criminal Background Check:** Upon Entry

Students are required to complete a criminal background check prior to enrollment. The criminal background check will be completed automatically upon opening of the student's compliance system account.

Healthcare professionals work with vulnerable populations; therefore, it is in the public interest to review criminal conduct and past behavior prior to enrolling students into SCHS programs. Convictions of a felony or a misdemeanor involving "moral turpitude" (lying, cheating, stealing or pattern of impairment) may preclude enrollment into SCHS programs. Even if a conviction history does not bar a student from attending the College, licensing/certification boards will make their own determination. Licensing/certification boards may deny an individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted, pleads guilty or no contest to a felony or other serious crime. Successful completion of the healthcare program does not guarantee licensure/certification, the opportunity to sit for a licensure/certification examination, or employment.

The Vice President, Program Director or their designee will notify the student either verbally or in writing if anything in the student's record indicates a conviction barring the student from clinical rotations. If the student is deemed ineligible for clinical rotations at any time during the program due to criminal history record, the student will be required to withdraw from the program and/or related courses as stipulated by the individual health science program.

While enrolled in the College, the student must immediately notify the Program Director or designee of any charges or convictions related to a misdemeanor or felony.

**Virginia Child Protective Services Investigation:** Upon Entry  
Students are required to complete a Virginia Child Protective Services Background Investigation form to be submitted to the Virginia Department of Social Services through the student's compliance system account.

**Basic Life Support Certification:** Upon Entry  
Students must provide current certification in Basic Life Support (BLS) for healthcare providers course upon entry to the College. Bon Secours Mercy Health recognizes three certifying bodies: The American Heart Association (AHA), The American Red Cross, and the American Health and Safety Institute (AHSI). Online courses without demonstration components are not acceptable. It is the student's responsibility to arrange BLS recertification as needed.

**Statement Assigning Financial Responsibility for Medical Care:** Upon Entry  
Students must download, print, and complete the Statement Assigning Financial Responsibility for Medical Care form and upload to the compliance system. This waiver indicates that students acknowledge responsibility for treatment costs arising from any clinical practice related health issue.

**Substance Test Release and Disclosure Form:** Upon Entry  
Students must download, print, sign the Substance Test Release and Disclosure Form and upload to the compliance system. The form acknowledges that as an enrolled student of SCHS, the student may be randomly tested for substances.

**HIPAA – Health Insurance Portability and Accountability Act:** Upon Entry  
“The Department of Health and Human Services and all other health care agencies must ensure their customers (i.e. clients, insured individuals, providers and health plans) that the integrity, confidentiality, and availability of electronic protected health information that they collect, maintain, use or transmit is protected.” Students must complete HIPAA form and upload to the compliance system.

**Valid Driver's License:** Upon Entry  
Students must submit a valid driver's license, front and back, and upload to the compliance system.

**Ishihara's Test for Color Deficiency:** Upon Entry

Test will be performed by a College designated official after acceptance into the program.

**Fit Test:** Upon Entry

Test will be performed by a College designated official after acceptance into the program and annually.

**MRI Screening:** Upon Entry

Students must complete the MRI Screening form and upload to the compliance system.

**Latex Screening:** Upon Entry

Students must complete the latex screening form and upload to the compliance system.

**Back Safety Quiz:** Upon Entry

Students must complete quiz in the compliance system.

**Continuing Student Requirements**

Students are expected to provide required documentation by the established deadlines. Practicum sites require SCHS to verify student compliance status (including immunization history). Students with incomplete TB screening, criminal background check, LMS modules (as required), and/or current BLS certification will not be allowed to attend practicum experiences.

Several requirements must be updated on a regular basis as specified below:

**Flu Vaccine:** Annual

All students must receive a flu vaccine annually. Flu shots are offered to students at no charge through Bon Secours Mercy Health during September and October.

**COVID-19 Vaccine:**

Maintenance of vaccine status as determined by latest guidance from BSMH.

**Tuberculosis (TB) Screening:** Annual

All students must complete and submit the TB Screening Questionnaire Form in the compliance system by the annual clinical documentation deadline. This form can be found in the compliance system.

**Basic Life Support Certification:** Biennial

Students must provide current certification in Basic Life Support (BLS) for healthcare providers course upon entry to the College and then bi-annually thereafter. Bon Secours Mercy Health recognizes three certifying bodies: The American Heart Association (AHA), The American Red Cross, and the American Health and Safety Institute (AHSI). Online courses without demonstration components are not acceptable. It is the student's responsibility to arrange BLS re-certification as needed.

**General Requirements**

Students are expected to comply with all policies and procedures governing clinical practice in the practicum agency or institution, including policies and procedures regarding hazardous materials, standard precautions and health requirements.

**Reasonable Suspicion Drug Screening**

Due to the nature of the medical profession with responsibility for the care of human beings, it is expected that students will be in a condition fit for the competent and safe performance of their duties at all times, and in particular during practicum work. Associates and students should report to administration their reasonable suspicion that a student is impaired by alcohol or drugs during practicum work. If, upon investigation and review of the report, the Program Director (or a designee) concurs that there is reasonable suspicion of impairment by alcohol or drugs, the student will be required to immediately submit to drug and alcohol testing. (Refer to Policy ADM 9.09 Student Drug and Substance Abuse)

A student is impaired if he or she displays behavior or conduct which suggests that his/her ability to function mentally or physically in a safe and/or appropriate fashion is compromised or affected by drugs or alcohol. Observable signs that could create a reasonable suspicion of impairment include physical signs such as swaying, holding onto things, dilated pupils, stumbling, slurring of speech or

unusual appearance such as stained clothing, unusual odors, overall messy appearance. The student will be required to pay for testing. Refusal to undergo testing is treated as a positive test.

Except as limited by applicable law, positive results on the test will result in discipline, up to and including the student's dismissal from the College. Students also may be subjected to testing in accordance with the policies of a practicum site, and a positive test resulting from the application of any such policy will result in discipline, up to and including the student's dismissal from the College.

### **Criminal Background Check**

If a single clinical site requires a background check (in addition to the one completed prior to admission), students who participate in a clinical rotation at that site will be required to complete a criminal background check.

### **Health Insurance**

The College recommends, but does not require, that students carry private health insurance throughout enrollment in the program to cover needed health services that are beyond first aid. Students who do not choose to carry health insurance are solely responsible for all costs incurred related to his/her health while a student at SCHS.

## VI. Attachments

None

## VII. Related Policies

Policy ADM 9.09 Student Drug and Substance Abuse  
Policy ADM 3.05 Student Conduct – Rights and Responsibilities  
Policy ACA 3.06 College Grading System

## VIII. Disclaimers



NOTE: There may be additional health requirements/immunizations mandated by the college and/or clinical agencies. There may be additional pre-entrance health requirements mandated by individual programs, see individual program handbook.

Nothing in this policy creates a contractual relationship between SCHS and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	8/1/2021	Revised and new template	Student Services
1.0	10/26/2021	Revised	Student Services