

APPENDIX B

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**MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES**

POLICY #1: STUDENT CLINICAL CLEARANCE

Purpose:

1. The College of Health Sciences has established requirements for those students engaging in clinical education experiences.
2. The documentation of such requirements will be placed on file in the department of the student's major both prior to the beginning of clinical education experience and yearly thereafter.

Procedure:

1. Required forms may be secured from the Clinical Coordinator of the individual department/program [Medical Imaging (MI), Diagnostic Medical Sonography (DMS), Nursing (NSG), Occupational Therapy (OT), Physical Therapy (PT), or Speech-Language Pathology (SLP), Nuclear Medicine Technology (NMT)].
2. The student will be provided with a Clinical Clearance packet, which contains a checklist. The student must use this list to ensure that all required items are included, prior to submission to the Clinical Coordinator. Some clinical sites may require additional information, immunizations or testing. Students will be notified of any additional requirements. The students must comply with such requests in order to initiate a clinical education experience at that site.
3. Students are required to obtain clinical clearance as determined by the established protocol of their department. Students are responsible for adhering to the following dates.

Medical Imaging

Clinical Experiences I-VII: **no later than August 1st (for initial health clearance)* and no later than 2 weeks prior to the expiration date for subsequent clearances.**

Diagnostic Medical Sonography

Clinical Experiences I - V **no later than August 1st (for initial health clearance)* and no later than 2 weeks prior to the expiration date for subsequent clearances.**

Nuclear Medicine Technology

Clinical Experiences I - V **no later than August 1st (for initial health clearance)* and no later than 2 weeks prior to the expiration date for subsequent clearances.**

Nursing

Undergraduate Traditional **May 15**

Undergraduate PTEANP **April 1**

Undergraduate RN to BSN **June 15 (fall clinical)
December 15 (spring clinical)**

Graduate: **April 1**

Occupational Therapy

Fieldwork Levels I and II:

Weekday OTS first full week of December

Weekend OTS last weekend of September

Physical Therapy

Clin Ed. I and II:

last full week in January

Clin Ed. III and IV:

first full week of February

Speech-Language Pathology

*Optional Clinic Laboratory & Clinic I and II
and Fieldwork I and II (Externship)*

**No later than July 31st (for initial health
clearance) and no later than 2 weeks
prior to the expiration date for subsequent
clearances.**

4. The Health Clearance Form contains all mandatory tests that must be completed by the student's health care provider. The completed Health Clearance Form and copies of the final lab results must be submitted to the Clinical Coordinator of the student's major/program. Submission of this documentation is required for clinical clearance prior to the start of the actual clinical experience.
5. It is the responsibility of the student to maintain current clinical clearance.
6. Upon verification by the Clinical Coordinator that all required clinical documentation has been received the Clinical Coordinator will complete the Clinical Clearance Verification Form.
7. Clinical Clearance will be withheld if all requirements are not fulfilled. As a result, the clinical experience start will be delayed.
8. Some clinical sites may require copies of any/all clinical clearance documentation. Students will be required to sign a statement allowing Misericordia University to release such information.
9. Any change in medical status following the initial clearance, must be reported to the Clinical Coordinator, and the student must provide an updated clearance from a health care provider, to continue/resume classroom, laboratory and / or clinical activities.

Final Approval: 12/11

**MISERICORDIA UNIVERSITY
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POLICY #2: CRIMINAL RECORD CHECK AND CHILD ABUSE HISTORY CLEARANCE

Purpose:

To inform students interested in pursuing careers in the Health Sciences that:

1. Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance, may be required by the program, by the professional licensing board, or by any site providing clinical placements for students during their education.
2. The student must authorize release of the results of any Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance when requested by the program, university, or clinical placement site.
3. All costs associated with the Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance are the responsibility of the student unless specifically stated otherwise by the party requesting the Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance.
4. A positive Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance may result in any of the following:
 - Inability to find a clinical placement
 - Dismissal from a clinical placement
 - Inability to obtain professional licensure
 - Legal ramifications
 - Inability to matriculate or continue within a program within the Health Sciences
 - Inability to meet requirements for graduation from the program of study
5. Any student with a history of a positive finding on a Criminal Record Check or Child Abuse History Clearance should seek advice from legal counsel for the potential impact on the ability of the student to meet specific program or licensing requirements prior to entering a program in the College of Health Sciences.

Procedure:

1. Any student with a history of a positive finding or a change in status on a Criminal Record Check or Child Abuse History Clearance must inform the Clinical Coordinator who will inform the Department Chair and Dean of the College of Health Sciences. The student should also seek advice from legal counsel for the potential impact on the ability of the student to meet specific program or licensing requirements.
2. Any program requiring mandatory Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance prior to enrollment or clinical placement will inform students of the

specific requirements and timing for Criminal Record Checks, (Federal and/or State), and/or Child Abuse History Clearances.

3. Clinical Placements that have required Criminal Record Checks, (Federal and/or State), and/or Child Abuse History Clearances policies will be clearly identified for students prior to placement in the facility.*

**Students should be aware that the individual Clinical Placements may institute changes in policies without notice. Should this occur the student is still responsible for meeting the requirements of the Clinical Placement.*

4. In cases where students are the direct recipient of the criminal record check the student must supply the Clinical Coordinator with a copy of the report. Any student who fails a Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance has the right to appeal the result with the vendor and/or authorized issuing agency completing the clearance. The student must notify the Clinical Coordinator if and when an appeal will be initiated. In the event a student fails a criminal record check the Clinical Coordinator will notify the Department Chair and Dean. The student will be notified if s/he cannot be placed in a clinical facility.
5. Failure to comply with this policy will preclude participation in clinical placement. As a result, the student may not be able to complete the requirements of the Health Sciences program, may not be eligible for federal or state credentialing/licensing required for practice, and may be dismissed from the respective program.

Final Approval: 12/11

**MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES**

POLICY #3: CPR CERTIFICATION

Purpose:

1. To establish criteria for CPR certification.
2. To establish a procedure for submitting results.

Procedure:

1. Students are required to obtain certification in professional level/healthcare provider Adult (one and two person)/Infant/Child/AED CPR at their own expense.
2. Certification must be kept current for the length of time the students/clinical employee are enrolled in any clinical education experience.
3. A copy of the official certification card must be submitted to the designated clinical education coordinator by the date specified by each department. The coordinator may be reached by contacting the department's administrative specialist.

Medical Imaging:	(570)674-6256
Diagnostic Medical Sonography:	(570)674-8013
Nuclear Medicine Technology:	(570)674-6256
Nursing:	(570)674-8044
Occupational Therapy:	(570)674-6391
Physical Therapy:	(570)674-6465
Speech-Language Pathology:	(570)674-8255
4. Students will not be allowed to participate in clinical education experiences unless they provide proof of the approved level of CPR certification.
5. It is the responsibility of the students to be aware of the expiration date. They must submit a copy of the current CPR card to the designated clinical education coordinator prior to the respective expiration date. Failure to comply with these requirements will result in a delay in their clinical placement or removal from the clinical education site. If students are removed from the clinical education site and do not obtain clearance within the timeline designates by department, students will be subject to disciplinary action by their department.

Final Approval: 12/11

Revised: 1/13

**MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES**

POLICY #4: CLINICAL INCIDENT REPORT

Purpose:

To provide guidelines for reporting incidents or unusual occurrences involving a Misericordia University Health Sciences student who is participating in a clinical education experience.

An incident is defined as any occurrence out of the normal operation of the institution. The incident may result in an injury or a situation that could cause an injury to a patient, staff or student. Any situation when an incident report is filed at a clinical education site, a Misericordia University Clinical Incident report form must be filed.

Procedure:

1. See the clinical education site's documentation for specific policies regarding reporting of clinical incidents.
2. In the event of any student injury where treatment is not covered by the individual clinical education site, the student will incur the expense.
3. Forms for reporting clinical incidents may be obtained from the department's clinical education coordinator by contacting:

Medical Imaging:	(570)674-6256
Diagnostic Medical Sonography:	(570)674-8013
Nuclear Medicine:	(570)674-6256
Nursing:	(570)674-8044
Occupational Therapy:	(570)674-6391
Physical Therapy:	(570)674-6465
Speech-Language Pathology:	(570)674-6724
4. This form must be completed by the student's clinical employee/supervisor, (clinical employee – an appointed employee whose duty is to supervise college students at the clinical education site, who will, in that capacity, have direct patient contact and involvement in clinical activities), and signed by both the student and the clinical employee/supervisor.
5. The original report will be forwarded to the department's chairperson. Copies will be distributed as follows: the student, the controller's office, and the student's department file.

Final Approval:12/11



CLINICAL INCIDENT REPORT

Purpose: This form is used to report incidents or unusual occurrences involving a Misericordia University student who is engaged in a scheduled clinical activity. The report is to be completed by the student's clinical employee/supervisor and signed by both the student and the clinical employee/supervisor. The original report will be forwarded to the department chairperson. Copies will be distributed as follows: student; controller's office; department student file.

PLEASE PRINT OR TYPE INFORMATION ON FORM AND ATTACHED SHEETS.

I. Student Name: _____ Misericordia University e-mail address: _____ Program/Level: (Circle one) Medical Imaging: Sophomore Junior Senior Nuclear Medicine Technology: Clinic I Clinic II Clinic III Clinic IV Clinic V Clinic VI Nursing: BSN (Junior) BSN (Senior) RN to BSN Graduate Occupational Therapy: Level I Int. I Int. II Int. III Level II Physical Therapy: Clin Ed I Clin Ed II Clin Ed III Clin Ed IV Speech-Language Path.: Optional Clinic Clinic I Clinic II Fieldwork I Fieldwork II Diagnostic Medical Sono: Clinic I Clinic II Clinic III Clinic IV Clinical Employee/Supervisor Name: _____ Title: _____

II. What was the student doing when the incident occurred? (Be specific. If the student was using equipment or handling material, etc. please identify and tell what was being done.)

III. How did the incident occur? (Describe fully the events that resulted in the incident. Tell what happened, how it happened, whether an injury occurred as a result, and name any equipment, personnel, or other factors involved in the incident. Attach additional pages to this form if necessary.)

IV. If an injury resulted, explain who was injured and the nature and location of the injury. (Describe fully, including parts of the body affected.)

V.

Was medical attention received? (Describe by whom, where and when.)

*Signature is required in the appropriate space below **only if** student sustained an injury.*

Treatment **received** (student's signature)_____

Treatment **refused** (student's signature)_____

VI.

Who was notified of the incident? (Provide the names of each person in the order that they were notified of the incident. Be sure to include Misericordia University personnel. Include the dates when notified and by whom).

VII.

Provide a plan to keep other such incidents from occurring in the future. (This section is completed by the clinical employee/supervisor in consultation with the student. List mutually agreed upon strategies.)

VIII.

Additional Comments: (Attach additional sheets as needed.)

Student Signature:_____ **Date:** _____

Clinical Employee/Supervisor Signature:_____ **Date:** _____

Final Approval:12/11

**MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES**

POLICY # 5: CLINICAL EDUCATION POLICY FOR INJURIES FROM SHARP INSTRUMENTS AND BLOOD BORNE PATHOGENS EXPOSURE

Purpose:

To develop a standard policy for the prevention and treatment of sharp instrument injury and blood borne pathogens exposure incurred during clinical education experiences. This policy is in compliance with Occupational Safety and Health Administration (OSHA) Blood Borne Pathogens Exposure Control Plan to which Misericordia University adheres.

Procedure:

1. Standard precautions and Transmission Based Precautions will be observed during any tasks that involve exposure to blood, body fluids, or tissues.
2. During clinical/fieldwork education experiences, clinical education site policies and procedures will apply regarding the care and use of needles and other exposure to blood borne pathogens. During academic education experiences, the Misericordia University policies and procedures will apply.
3. After use, disposable syringes, needles and other sharp instruments will be placed in the appropriate puncture resistant sharps container.
4. The student is responsible for reviewing the clinical education site's documentation for specific policies regarding reporting of clinical incidents.
5. In the event a student is injured with a sharp instrument or otherwise exposed to blood borne pathogens during the clinical education experience, the clinical education coordinator and/or the Administrative Specialist must be notified immediately.
6. As outlined in the College of Health Sciences Policy #4 Clinical Incident Report, a Clinical Incident Report form must be completed and returned within 10 working days from the date of the incident. Forms for reporting clinical incidents may be obtained from the department's clinical education coordinator by contacting:

Medical Imaging:	(570)674-6256
Diagnostic Medical Sonography:	(570)674-8013
Nuclear Medicine Technology:	(570)674-6256
Nursing:	(570)674-8044
Occupational Therapy:	(570)674-6391
Physical Therapy:	(570)674-6465
Speech-Language Pathology:	(570)674-8255
7. For specific policies and procedures regarding academic courses on campus, refer to the individual department policy.

Final Approval: 12/11

**MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES**

POLICY #6: HIPAA CONFIDENTIALITY

Purpose:

To provide guidelines for providing HIPAA confidentiality education to all Misericordia University Health Sciences students who will participate in clinical education experiences.

Procedure:

1. Prior to the commencement of student placement at the clinical education site, each Health Sciences department Clinical Coordinator will arrange for the students to complete HIPAA training.
2. Upon completion of HIPAA training, students will submit a verification of their HIPAA training to their department Clinical Coordinator.
3. Copies of the verification will be maintained in the students' department academic file and in the students' individual clinical file housed at the clinical education site.
4. See the clinical education site's documentation for specific policies regarding HIPAA education.
5. Any student who has not successfully completed HIPAA training by the specified date will not be allowed to begin a clinical experience as scheduled. Individual program policies regarding absence will be applied in these cases.

Final Approval: 12/11

**MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES**

**POLICY #7: OFF-CAMPUS CLINICAL EMPLOYEE HEALTH CLEARANCE
EXAMINATION (CEHC) POLICY**

Purpose:

1. To establish criteria for obtaining health clearance information as required by clinical sites.

Procedure:

1. Forms may be secured from the Clinical Coordinator of the individual department [Medical Imaging (MI), Diagnostic Medical Sonography(DMS), Nuclear Medicine Technology (NMT), Nursing, Occupational Therapy (OT), Physical Therapy (PT), or Speech-Language Pathology (SLP)].
2. Clinical Employees must comply with site specific requests in order to satisfy Clinical Employee supervision requirements.
. The cost of testing will be incurred by MISERICORDIA UNIVERSITY when the employee utilizes the specified site. The employee will be responsible for charges in the event that another provider is used.
3. It is the responsibility of the Clinical Employee to maintain current health clearance. (one year from PPD reading for all except nursing, this is one year from the date of the health clearance).
4. Clinical Employees who fail to submit the completed CEHC Form will not be permitted to supervise Misericordia University students until requirements are fulfilled.
5. A copy of the clinical employee health insurance card must accompany submission of the health clearance form to the Department Chair/Clinical Coordinator.

Final Approval: 12/11, 12/13

Revised: 1/13

**MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES**

POLICY # 9: DRUG SCREENING POLICY

Purpose: To inform students interested in pursuing careers in the Health Sciences of the following:

1. Drug Screening may be required by the program, by the professional credentialing/licensing board, or by any site providing clinical placements for students during their education.
2. The student must authorize release of the results of any Drug Screening when requested by the program, university, or clinical placement site.
3. All costs associated with Drug Screening are the responsibility of the student unless specifically stated otherwise by the party requesting the Drug Screening.
4. A positive drug screening may result in any of the following:
 - inability to find a clinical placement
 - delay in clinical placement
 - dismissal from a clinical placement
 - inability to obtain professional licensure/certification
 - legal ramifications
 - inability to matriculate or continue within a program within the Health Sciences
 - inability to meet requirements for graduation from the program of study

Procedure:

1. Any program requiring mandatory Drug Screening prior to enrollment or clinical placement will inform students of the specific requirements and timing for Drug Screening.
2. Clinical Placements that have required Drug Screening policies will be clearly identified for students prior to placement in the facility*
 - *Students should be aware that the individual Clinical Placements may institute changes in policies without notice. Should this occur the student is still responsible for meeting the requirements of the Clinical Placement.
3. In the event a student fails a drug screen and is notified by the vendor directly, the student must notify the Clinical Coordinator who will notify the Department Chair and Dean of the College of Health Sciences. Any student who fails a drug screening has the right to appeal the results with the vendor and/or authorized laboratory completing the screen. The student must notify the Clinical Coordinator if and when an appeal will be initiated. The student will be notified if s/he can or cannot be placed in a clinical facility. If a delay in placement results the department will determine when and if a make-up opportunity will be granted.
4. Failure to comply with this policy will preclude participation in clinical placement. As a result, the student may not be able to complete the requirements of the Health Sciences program, may not be eligible for federal or state credentialing/ licensing required for practice, and may be dismissed from the respective program.

Final Approval: 4/13/11