

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

Section II - Academic/Student

SUBJECT: ELIGIBILITY FOR CLINICAL PARTICIPATION

REVIEWERS: Dean of Student Affairs and Enrollment Management*
Chair, APG Committee
Dean of Administrative and Financial Services
Provost

Related Documents/Policies to Consult:

CHS Policy: [ADM 200.13 Student and Faculty Internships and Field, Clinical, or Non-Clinical Experiences](#)

I. POLICY

Carolinas College of Health Sciences (CCHS) will admit and allow students to progress and participate in a clinical experience (facility internship and field/clinical experience) only if eligibility requirements are met and demonstrated. Eligibility requirements may include but are not limited to an acceptable criminal background check, fingerprint check, and eligibility for clinical placement in a Carolinas Healthcare System (CHS) facility. A fingerprint check is required for programs in which clinical rotations include long-term care and/or behavioral health; thus, nurse aide and nursing students are subject to fingerprint checks. Student enrollment is limited to clinical availability as determined by individual programs. Sufficient clinical availability will be maintained to ensure that all students admitted to clinical programs and those making satisfactory academic progress in clinical programs can matriculate into or progress into all courses as identified in the master curriculum, including those courses with a clinical component.

II. PROCEDURES

A. Eligibility for Clinical Placement in a CHS Facility

1. Students who are former employees of CHS may have their employee files reviewed to determine if information will prevent them from being assigned to an internship or field/clinical placement. Clinical eligibility will be determined based on the following criteria:
 - Length of time since last employment with CHS. Only those who have worked within the last seven years will be screened for eligibility.
 - Reason for termination. The severity of the action leading to termination will be considered when screening for eligibility.

Students who are deemed ineligible for clinical placement will not be allowed clinical placement and may not be eligible for enrollment in the clinical program at the college.

2. CCHS applications for admission and readmission and recruitment literature will contain disclosures that those not eligible for clinical placement by CHS may be excluded from consideration for admission/readmission to the college.
3. Upon the decision by the admission, progression, and graduation committee (APG) to offer an applicant conditional admission to a program containing an internship or field/clinical experience, and upon receipt of the applicant's tuition deposit and intent to enroll form, the admissions coordinator may send the applicant's name and social security number to CHS Human Resources. Similarly, admissions personnel forward to CHS Human Resources names and social security numbers of paid applicants to non-credit programs.

4. Applicants who are ineligible for clinical placement are notified of their status by admissions personnel, given specific contact information for appropriate CHS Human Resource personnel, and encouraged to initiate a request for a change in status. The applicant is told by CCHS admissions personnel exactly how long his/her space will be reserved, if at all, pending a status determination. The length of time will be dependent upon time remaining until the semester/course begins, but will not exceed one start date.
5. Because loss of internship or field/clinical experience access is the result of employer-employee actions, any related appeals and grievances are to be addressed through CHS employee routes rather than through college due process.
6. Students determined to be ineligible for clinical placement may not participate in the CHS Loan Forgiveness program even if enrollment is limited to non-clinical programs or classes.
7. *Clinical rotations are required for completion of the many programs; therefore, success in these programs require clinical placement. The availability of clinical sites is governed in part by clinical contracts. If for any reason the student is excluded from a clinical site, the school administrator and program officials may offer the student an equitable clinical experience so he/she may progress and complete the program.*

B. Criminal Background

1. All CCHS applications for admission, readmission, and recruitment literature will contain disclosures that findings on a criminal background and fingerprint check may prevent final admission of an accepted candidate.
2. Students found to have an unacceptable background as determined through a criminal background and/or fingerprint check, and interpreted by the dean of student affairs in consultation with the CHS Human Resources department may not begin any class at CCHS which contains an internship/field/clinical experience, and may not participate in the CHS Loan Forgiveness program.
3. In the case of credit programs offering internship or field/clinical experiences, when the APG committee has made conditional accept decisions, each candidate will be sent a secure link to and will complete a Student Information and Release Authorization form.
4. Prospective students may request a pre-application background check in information is disclosed during the application process. The admission's office will send the applicant the student information and authorization link. A \$40 fee is required. The admission's office will notify the prospective applicant of the results.
5. Applicants to most CCHS programs or classes are asked to disclose prior convictions and arrests. Affirmative disclosure will be grounds to require a criminal background check, even for non-clinical programs. The College reserves the right to ask any applicant or student to provide a criminal background check prior to beginning or continuing classes at CCHS. All background check charges are the student's responsibility. Matters that have been expunged will not affect admissions decisions or enrollment and should not be disclosed.
6. Carolinas College will conduct a background check on all applicants not more than 30 days prior to matriculation. The check will consist of a social security trace and criminal history. All background checks will be conducted in accordance with the Fair Credit Reporting Act (FCRA) and require a signed release by the applicant. The signed release is a condition of CCHS internship or field/clinical placement.
7. CCHS refers accepted nurse aide students to CHS employee health for fingerprinting. Fingerprints will be made not more than 30 days prior to anticipated matriculation. If a

- fingerprint check returns a positive finding prior to enrollment, and the offense is one deemed inconsistent with clinical placement at a CHS facility, the student will be denied enrollment and the admission deposit and any prepaid tuition is refunded, less a fee assessed for background and fingerprint checks. A student whose fingerprint check results are not returned by the semester start will be encouraged to defer to the next start date. If the student prefers to accept the risk of enrolling pending those results, he/she must sign a waiver agreeing that the standard tuition refund policy will apply if the student is dismissed due to a positive finding.
8. The applicant will be advised of background findings and will be provided the opportunity to resolve any discrepancies or errors with the vendor.
 9. In the case of questionable findings, CHS Human Resources will determine whether the internship or field/clinical placement will be available to the applicant. The steering committee may consider the following factors: the level of seriousness of the crime, the date of the crime, the age of the person at the time of the incident, the nexus between the criminal conduct of the person and the internship or field/clinical duties, the person's prison, jail, probation, parole, rehabilitation, and employment records since the date the crime was committed. CCHS and the applicant are notified of the findings.
 10. If CHS declines to offer the candidate clinical privileges, the College will withdraw its conditional admission of the candidate and refund the admission deposit, if paid, and any prepaid tuition, less a fee assessed for background and fingerprint checks.
 11. A student dismissed from (or denied access to) clinical might be permitted to remain enrolled in non-clinical courses. The dean of student affairs 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, he/she will refer the situation to APG committee for determination.
 12. A lapse in attendance of greater than six months, or a period between employment by CHS and matriculation at CCHS of greater than six months will necessitate another background check, for which the student will be charged. Regardless of the elapsed time, the candidate must verify, upon matriculation, that no criminal charges have been filed in the intervening time since the search was done.
 13. Current employees of Carolinas HealthCare System may be exempt from the background check if their background was searched upon initial employment or subsequent re-employment. That determination will be made by CHS Human Resources liaison. The applicant receiving an employee exemption must remain employed until not greater than six months prior to starting the internship or field/clinical experience, and he/she must verify upon matriculation that no criminal charges, convictions, or sanctions have been filed since the initial search was done.
 14. While the vendor's background findings are subject to clarification and correction, a finding of ineligibility for clinical placement by Carolinas HealthCare System based on those findings is not subject to appeal, nor is a denial of admission to the college based on ineligibility for clinical placement.
 15. Enrolled students must report, in writing, any charge, conviction, or sanction to the dean of student affairs. That notification must occur at least 24 hours prior to the next clinical class or field study/clinical day after the charges are filed or after the conviction or sanction occurs, or immediately if the charge/conviction/sanction occurs within 24 hours of the next clinical day. Failure to report a charge, conviction, or sanction will be grounds for immediate termination of participation in the internship or field/clinical placement. Charges will be considered by the CHS steering committee. Any subsequent termination would be considered

an administrative dismissal with the grade of record being of WP or WF, depending on academic standing at the time of dismissal. A student dismissed from a clinical program who wishes to remain enrolled in non-clinical courses will be referred to the APG committee. If it is determined that he/she does not pose a threat to other students or to the college, he/she may remain enrolled in non-clinical classes. In either case the CHS loan is terminated immediately.

C. Eligibility for Clinical Participation policy will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____