



Allied Health Department

STUDENT HANDBOOK

& PROGRAM POLICIES

**REVISION: 2018**

Policies and procedures are subject to periodic change. It is the student's responsibility to be aware of the changes that may affect admission to a program or completion of the Program's A.S. degree or Certificate. Please refer to appropriate Mesa College Catalog and consult the current information on program websites. Full presentation of college policies and available services are discussed in the college website, catalog, and student handbook.

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## **I. INTRODUCTION**

A. Welcome to the Allied Health Department of San Diego Mesa College. The Department presently contains seven programs: Animal Health Technology (ANHL), Dental Assisting (DENA), Health Information Technology (HEIT), Medical Assisting (MEDA), Phlebotomy (PHLB), Physical Therapist Assistant (PHYR) and Radiologic Technologist (RADT). These vocational programs are designed to prepare students for a career in the area of their selected studies.

B. This manual describes the general guidelines for the Allied Health Department. Each Program may have additional information with specifics relevant to that area of study. Additionally, each course will have its own syllabus that serves as the contract between the student and the instructor(s).

C. NOTE: All references to “Program” within this manual refer to the student’s specific program of enrollment.

## **II. DEPARTMENT MISSION STATEMENT & GOALS**

A. The general mission of the Allied Health Department is to deliver educational experiences in the classroom and clinical environment that promote student success in becoming a professional in the student’s specific career field.

B. Department goals include the satisfactory development of the following for each student:

1. Safe and competent technical skills
2. Effective communication with healthcare peers and patients in the medical language
3. Problem solving skills and critical thinking
4. Professionalism and ethical conduct
5. Successful licensure or certification in the program field, where applicable.

C. All courses, requirements and policies are driven toward these goals.

## **III. GUIDANCE: PLANNING TO APPLY A PROGRAM**

### **A. Information Sessions**

1. In order to learn more about a program, including its specific entrance requirements and general career information, it is highly recommended that students attend a Program Information session. Some programs require attendance at information sessions prior to applying to the program. Please check the requirement for your program. Dates, times and locations are listed on the Allied Health website ([www.sdmesa.edu/allied-health](http://www.sdmesa.edu/allied-health)). These are open to the public; no reservation is required. Please note that college parking

policies are in effect. Also, be sure to check the website for any date, time or location updates.

#### **B. Program Cost**

1. In addition to tuition, college and course fees, program costs may include background/drug screen fees, purchase of a uniform and/or nametag, and completion of a CPR course, physical exam, and immunizations. In addition, there may be parking and transportation expenditures to and from the clinic site.

#### **C. Entrance Requirements**

1. Admission of students to all Allied Health programs follows non-discriminatory policies outlined by the San Diego Community College District. Prospective students need to consult the specific program information available for a given admission year, as well as the college catalog. Any prerequisite courses or other requirement discrepancies may reflect recent mandatory changes or curriculum changes, so the student is strongly advised to consult the Program Director in such cases.

#### **D. Application**

1. Completed application packets with supportive documentation are reviewed for program admittance.
2. Students are admitted to programs:
  - a. First-come-first-served basis-all qualified applicants (those who meet the prerequisites and submit a complete application) will be accepted in the order they are received until the program is full.
  - b. Lottery based entry- all qualified applicants (those who meet the prerequisites and submit a complete application) will be placed in a lottery and acceptance randomly selected.
  - c. For the Bachelor of Science degree program, students will be selected based on a scoring rubric including GPA, letter of intent and completion of prerequisite courses.
3. If a program is impacted (more complete applications are received than there are slots available for admission), students will either be placed on a wait list (then be accepted in numerical order if space becomes available) or using another process as outlined in the published program Information/Application packets. Please check the admittance policy of your program.

#### **E. Background Check/Drug Screens**

1. All Allied Health programs require clinical practice at one of the District's clinical affiliates, which may require clearance of student background checks and drug screens. Some programs start clinical practice in an early semester of the program and therefore require this clearance as a part of admission. Other programs start clinical practice later on in the

program, thus clearance will be required at that time. In either case, a student whose background and drug screen are not cleared by the clinical affiliate will no longer be eligible for program continuance. Students who are denied at one clinical site are not placed at other clinical sites. Therefore, it is advised that the student address and resolve any background/public record issue before applying to the program.

2. Marijuana - Although marijuana is legal in the state of California, a positive drug screen may result in an exclusion from clinical site placement. If a clinical affiliate refuses to accept a student with a positive drug screen, the student will no longer be eligible for program continuance. Students who are denied at one clinical site are not placed at other clinical sites.

#### **IV. AFTER ADMISSION: GETTING STARTED**

##### **A. Registering for Classes**

1. All students need to have applied and been accepted to Mesa College to receive a Student ID (CSID) number in order to enroll in classes. Students who have been accepted to Mesa College and into an Allied Health program will be able to enroll in their required program classes, once their prerequisites have cleared and their "major" changed by the Special Admission clerk to their program of study.

##### **B. Education Plan**

1. Students need to consult with an academic counselor for assessment and to develop an Educational Plan. This is mandatory for all students. Transcripts need to be sent to the college Records Office so that prerequisite courses taken elsewhere will count officially toward a certificate or degree on the Mesa College transcript. Students must request that their transcripts be evaluated to receive an education plan by completing a *Request for Transcript Evaluation* available in the Counseling Office (14-303)

##### **C. Course Prerequisite Issues**

1. If course prerequisite(s) have been taken at another institution, or another Mesa course has been deemed equivalent by the Program Director to the one specified, students will need to complete a Challenge to Prerequisite form and have it approved in order to enroll in that particular course. In such cases, the student will need to take the approved form with appropriate signatures to the Mesa Registration office in person to register for the course.
2. Likewise, in order for outside or "other" prerequisites to count toward the degree or certificate once the program is completed, a Modification of Graduation Requirements form must be completed and approved. It is advised to make an appointment with the Program Director and complete both the

Challenge to Prerequisite and Modification of Graduation Requirements forms at the same time, to avoid confusion or delay once the program is completed. Both forms are available from any academic counselor. They both require signatures of the Department Chair and Dean.

## V. DURING THE PROGRAM: STUDENT SUCCESS

A. All coursework and requirements within the Allied Health Department programs are designed to promote professional skills and to mirror the requirements in the workplace in as close a manner as possible. Regular attendance and active learning constitute two of the most important activities to help assure success in a student's studies.

B. **Academic Assistance**-In order to assist students in achieving success in these intensive programs, students are encouraged to enroll in a College Success Skills course to focus on the development of strengthened class note-taking, study, and test-taking skills. There are various tutorial services on campus, as well. Students should contact an academic counselor or Student Services.

C. **Attendance**-Disqualification from a course and a student's program will automatically apply to those students failing to meet the attendance policy as described in the Course Syllabi.

### D. Professionalism

1. Students enrolled in Allied Health Programs are expected to maintain a high standard of professionalism at all times as described in the Standards for Continuation cited later in this document. Classroom courtesies are to be in evidence such as: respect for the instructor and fellow classmates, the avoidance of student-to-student conversations during lecture, and the avoidance of disturbing activities.
2. Students may be excluded from class or the college whenever the student exhibits behavior which interferes with the educational process. An Instructor may remove a student from class for disruptive behavior. Refer to Policy 3100 in the Mesa Catalog or website for additional information regarding Student Rights & Responsibilities and the Administrative Due Process.

### E. Dress Code & Appearance

1. Healthcare is a conservative industry. Industry standards and clinical site policies are designed to maintain professionalism and to help assure safety. Therefore, the following guidelines will be enforced in laboratory classes and directed clinical practice courses:
  - a) Clean, medically professional attire (which may include "scrubs" for certain programs). No torn or professionally inappropriate clothing.

- b) Clean shoes (which may include closed-toed shoes for certain programs).
  - c) Clean hands and fingernails. Infection control prohibits artificial nails or nails that extend beyond the nail bed.
  - d) Neat and clean hairstyles. Long hair should be tied back.
  - e) Men's facial hair must be trimmed neatly.
  - f) Non-odorous personal hygiene, including no perfume or cologne. Odors such as tobacco, alcohol, perfume or perfumed lotions, food odors or breath odors are not acceptable.
  - g) Hospital affiliates may require tattoos to be covered and multiple piercings be removed while in clinic.
  - h) Cultural clothing that may affect safe operation of equipment or jeopardize infection control practices will be evaluated on a case-by-case basis by the clinical affiliate according to their policies.
2. Each clinical affiliate or program may have a specific uniform that must be worn at all times while at the site.
  3. Any student who does not arrive at the classroom or clinic site in the appropriate uniform or attire will be sent home. They will be considered absent for that day. Any and all absentee policies will apply to this situation.
  4. There may be additional program and clinical requirements for dress code and appearance. **See specific program policy manual.**

#### F. **Academic Honesty**

1. Honesty and integrity are integral components of the academic process, and are key factors in the success of an Allied Health paraprofessional.
2. Procedure 3100.3 describes the Academic and Administrative Sanctions for students who are found cheating. Cheating includes, but is not limited to: plagiarizing, copying off someone else's examination/test, cueing of a classmate during examinations (including laboratory testing), obtaining copies of an examination without the Instructor's permission, copying assignments from a classmate, having electronic devices (including cell phones) out during testing or exam review (unless specifically allowed by Instructor), knowingly and intentionally assisting another student in any of the above.
3. Procedure 3100.3, 4-d, in addition to grade modification, certain instructional departments/programs may have policies which state that cheating can show unsuitability for continuation in the program and/or profession. **See specific program policy manual.**

#### 4. **Cheating/Plagiarism**

Students are expected to be honest and ethical at all times in the pursuit of academic goals. Students, who are found to be in violation of Administrative Procedure 3100.3 Honest Academic Conduct, will receive a grade of zero on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Administrative Procedure 3100.2, Student Disciplinary Procedures. While the usual sanction is grade modification (4-b and c), students in certain instructional departments/ programs (including Allied Health) have policies which state that cheating can show unsuitability for continuation in the program and/or professions (4-d). **See specific program policy manual.**

#### G. **Confidential Information**

1. All student information will be handled in a confidential manner. The students are to follow the guidelines of confidential behavior when in the classroom and clinic.
2. Breach of confidentiality includes, but is not limited to, the avoidance of: sharing fellow student information program status and grades; discussing opinions regarding the classroom or clinic experiences that may be interpreted as gossip or of a slanderous nature; handling patient information and clinic records in a manner that violates federal law (HIPAA), program or clinical affiliate policies or procedures.
3. **PATIENT INFORMATION** -- All hospital and patient records are confidential in nature. State and federal law prohibits anyone from accessing patient information or medical records, unless specifically authorized to do so.
4. Students are required to follow patient confidentiality laws, such as HIPAA – which stands for the Health Information Portability and Accountability Act, enacted in April 2003. It is a privacy act that each medical facility and all students, volunteers, doctors and staff must follow to ensure that patient information is kept as confidential as possible without reducing care to the patient.  
<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>
5. Each facility has its own HIPAA training and compliance measures.
6. A student who violates patient confidentiality will be considered to have committed a serious ethics violation that may be reported to required regulatory agency. The student may be dismissed from the program and may be held legally liable by the clinical affiliate.
7. Social Media Policy
  - a) Online communication through social media and networking is a recognized form of daily communication. The Allied Health Department

has expectations for responsible, professional and ethical behavior with this form of interaction/expression. This policy/these guidelines are intended to more clearly define Department expectations for appropriate student behavior related to social media and to protect the privacy and confidentiality of patients, fellow students, faculty/staff, clinical educators and affiliated facilities.

- b) For the purposes of this policy, “social media” include but are not limited to:
- i. Social networking sites such as Facebook or MySpace, etc.
  - ii. Video and photo sharing websites such as YouTube, Snapfish, Flickr, Snapchat, Instagram, etc.
  - iii. Microblogging sites such as Twitter
  - iv. Weblogs and online forums or discussion boards
  - v. Any other websites or online software applications that allow individual users to post or publish content on the internet
- c) Students are expected to understand and abide by the following guidelines for use of social media:
- i. Students should be aware that there is really no such thing as a private social networking site. Comments can be forwarded or copied and search engines can retrieve posts years after the original publication date, even if the post has been deleted.
  - ii. Employers are increasingly conducting web searches on job candidates before extending offers. Content posted that is unprofessional or irresponsible may cost students job opportunities.
  - iii. Understand that as part of entering a profession, students will interact with individuals who reflect a diverse set of customs, values and points of view. As a professional, caution should be used to not only avoid obviously offensive comments (ethnic slurs, defamatory comments, personal insults, obscenity, etc.) but also to demonstrate proper consideration of privacy and of topics that may be considered objectionable or inflammatory, such as politics and religion.
  - iv. Students are prohibited from initiating “friend-requests” (or the like) with clinical instructors or other staff of facilities to which they have been assigned. Students are also prohibited from initiating or accepting friend requests from patients/clients of those clinical facilities.

- v. A violation of the privacy of a patient, instructor, clinical affiliate, college faculty/staff member or classmate is extremely serious. This includes violations to HIPAA and the “Family Rights and Privacy Act of 1974” (FERPA) policies and additionally may include disclosure of confidential information related to business practices of clinical affiliates. Such behavior may result in failure of a clinical practice course, a recommendation to the Office of Student Services for dismissal from the program and may also put the student at risk of legal liability. Students utilizing social media should make absolutely no reference to patients, clinical sites or clinical instructors, even if names are not given or if the student attempts to remove identifying information from the comment.
  - vi. Posting/publication/distribution of pictures, audio or video of patients, clinical affiliate facilities/instructors/staff, college facilities/faculty/staff or classmates is prohibited unless the student receives written permission from the subject(s), clinical affiliate, and the Program/college.
  - vii. Students should use discretion when selecting the appropriate time and place for utilizing social media so as not to interfere with classroom instruction/learning or clinical experience performance. For example, posting “status updates” during class or during the clinical day from a smart phone is prohibited.
- d) Violations of the social media policy are considered professional behavior violations and will result in Programmatic Counseling and if appropriate a disciplinary referral to the Office of Student Services.

#### **H. Therapeutic Touch**

1. Several Allied Health Programs require the use of touch for the practice of clinical procedures such as positioning, draping, dressing in patient gowns, palpation, treatment application, etc.
2. Students must maintain a sense of professionalism and maturity while performing these procedures in the academic and clinical settings. All students must perform required procedures or simulations on their fellow students or patients, of all genders.
3. Students who do not exhibit appropriate levels of professionalism during classroom, lab and clinical activities will be considered for dismissal from the program.
4. Students with any questions or concerns are advised to consult with their instructor and/or Program Director early in the course or situation.

I. **Safety**

1. Students must follow all safety guidelines established by their program and courses. These include, but are not limited to, patient transfer or examination, equipment operation, dress code and appearance, accurate medical communication, and other expected scope of practices.

J. **Student & Emergency Contact Information**

1. For safety in health care training fields, it is beneficial that a LOCAL family member or friend is listed as an emergency contact. This should be someone who could pick up the student, should the student become ill or injured during class or clinical practice.
2. It is the students' responsibility to be certain that any changes in address, phone number, e-mail address, etc. be conveyed to the Program Director and instructors in writing at the time of the change. These changes should also be made on the College's student website (Reg-E).

K. **Reasonable Accommodation**

1. **DISABILITY SUPPORT PROGRAMS AND SERVICES (DSPS)**

Students with disabilities who may need academic accommodations are encouraged to discuss their authorized accommodations from Disability Support Programs and Services (DSPS) with their professors early in the semester so that accommodations may be implemented as soon as possible.

- a) The faculty member will work with the DSPS Office to ensure that proper accommodations are made for each student. By law, it is up to the DSPS Office, through the interactive process with the student, to determine which accommodations are appropriate, not the instructor. This includes accommodations in a clinical setting.
- b) Students that need evacuation assistance during campus emergencies should also meet with the instructor as soon as possible to assure the health and safety of all students.
- c) Instructors may contact DSPS if they have any questions related to authorize accommodations in their classroom.
- d) ANY request for academic accommodations or auxiliary aids must be first evaluated and approved by the Disabled Students Programs and Services (DSPS) Department or the Campus 504 Officer.
- e) Students requesting accommodation must be able to present documentation of their identification of need to the DSPS office.

- f) Students must complete the DSPS intake appointment before accommodations can be given, which the student should complete well before classes begin.
  - g) Once students have met with a DSPS Counselor, they may present their Authorized Academic Accommodations letter to the instructor of a course at any time during the course. However, it is recommended that the student communicate these needs early in the course to promote maximum success.
  - h) All accommodations are subject to maintaining the integrity of the didactic, laboratory and clinical skills. Where there are concerns, a joint effort and dialogue by the student, DSPS counselor, instructor, Program Director and Department Chair may be necessary to identify the accommodations that can be made, while maintaining instructional integrity and clinical safety.
  - i) Students who may benefit from utilizing accommodation measures, but have not been previously identified, are encouraged to contact the campus DSPS Department prior to or early in the semester to participate in the DSPS processes.
2. In accordance with Title IX, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. Students must notify the instructor in a timely manner and shall be afforded the opportunity to establish make up work or other alternative arrangements. If a student elects to withdraw from the course on or after census, a "W" shall be assigned and the district will work with the student to ensure that the W is not considered in progress probation and dismissal calculations.
3. Essential skills-Candidates for Allied Health Programs must have:
- a) Good cognitive, memory and problem-solving skills
  - b) Be able to think abstractly
  - c) Excellent verbal communication skills
  - d) Be able to initiate conversation, stay on topic and stay on task
  - e) Have the ability to pick up on non-verbal cues of patients
  - f) Have the ability to generalize information from one task to another
  - g) Have the ability to stay focused on a specific task for one hour
  - h) Be able to complete tasks in a timely manner.

## L. **Student Conferences**

1. It is the student's responsibility to request additional counseling from the Program Director and/or program faculty if he/she needs additional assistance. Likewise, the Program Director and/or program faculty may request a conference with the student to address performance concerns.
2. Students are responsible for tracking their own academic progress throughout the duration of a course, utilizing the course syllabus, and asking for clarification when needed.
3. Students may be placed on probation if there is concern about their success in meeting the Standards for Retention in any program course. Students are to be advised that they may be disqualified from their Program without probation in cases of unsafe, illegal, unprofessional or unethical behavior.
4. Students are informed of probationary status through the use of a Conference Form initiated during a conference with the Program Director or instructor. The Conference Form will specify the reason(s) for notification and contain recommendations to promote success generated by the student in consultation with the Program Director or instructor. The conditions necessary to remove the student from probationary status and the circumstances that may lead to disqualification will be documented on the form. After completion of the Conference Form (which includes student and Program Director or instructor signatures), the original is maintained in the student's file in the Program Director's office and a copy will be given to the student.
5. Students are advised that they need to comply with the agreed- upon conditions to promote success in their Program.

## M. **Non-Discrimination Policy**

Discrimination is prohibited at San Diego Mesa College. Please refer to San Diego Community College District Board Policy 3410. If a student experiences any discrimination regarding, race, culture, disability, age, or any other protected class, please discuss with the Department Chair and the Site Compliance Officer. If a student experiences any discrimination related to gender, the student should contact the Title IX Coordinator and/or Department Chair. This includes any discrimination experienced on campus or at the student's internship offices.

## N. **Due Process for Students**

1. The academic and professional structure for resolution and due process is as follows:

- a) Program:
    - i. Classroom instructor →Program Director →Allied Health Department Chair
    - ii. Clinical Instructor →DCP Faculty Instructor →Clinical Coordinator →Program Director
  - b) School: Program Director →Allied Health Department Chair→ Dean of Health Sciences
  - c) College: Dean of Health Sciences →Vice President of Instruction (or Student Services) →College President
  - d) District: College President →Vice Chancellor →Chancellor
2. If the problem is at a clinical affiliate site, the student should discuss it first with their Clinical Instructor, if possible. If the student feels more comfortable, they may present the issue to the DCP Instructor.
  3. The student must follow due process, as most issues are quickly resolved at the instructor or Program Director level. If the student skips the appropriate order of steps, they will be redirected to the appropriate level.

#### **O. Insurance/Injury**

1. The student will not attend Directed Clinical Practice (DCP) unless enrolled in the specifically applicable DCP course and the course fees (which include liability insurance) are paid. Students may not attend clinic on unscheduled days, or on District holidays. Scheduled days must be in compliance with college and program policies.

#### **2. INJURY AT THE CLINICAL AFFILIATE SITE**

- a) Injuries that occur at the affiliate site are covered by the San Diego District Student Insurance Policy known as HSR (Health Special Risk). The INJURED STUDENT has the following responsibilities when an injury occurs.
- b) Student should notify the supervisor or onsite instructor as well as Clinical Coordinator/Program Director immediately via telephone and/or email. It is the student's responsibility to report the injury. The student must report the following:
  - i. The day, time and location of the student during the injury.
  - ii. The activity or task the student was doing during the injury, and how the student was injured.
  - iii. Clinical staff witnesses, if any.

- iv. Actions taken to tend to the injury. (See below)
- c) The Program Director or Clinical Coordinator will notify the District Risk Management Office immediately, and complete the necessary forms. (619-388-6953; fax: 619-388-6898). Worker's Compensation forms and the district injury report must be filled out by the Program Director or Program Clinical Coordinator and submitted to District Risk Management. Risk Management will then provide insurance information to the medical facility at which care was sought.
- d) For emergency care REQUIRING THE EMERGENCY ATTENTION of a physician, the student should be directed to the clinical site or nearest Emergency Room. If it is a work/clinically related injury, the ER should be notified that the student has insurance through San Diego Community College District.
- e) For a clinic-related URGENT or MINOR CARE situation, in which the student is safe to travel, the student should go to the nearest designated health services facility.
- f) For any other non-work related situations, the student should seek their own medical care and may utilize Mesa College Student Health Services on campus in the I-400 Student Services building (619-627-2774).

### **3. CAMPUS ILLNESS/INJURY**

- a) For campus injuries, the student should go to the Mesa College Student Health Services on campus in the I-400 Student Services building (619-627-2774).

### **P. Directed Clinical Practice (DCP)/Work Experience (WE)**

1. All Allied Health Programs include DCP/WE courses that are designed to give students supervised hands-on clinical experience in their field. Students are NOT to be paid for DCP hours nor are students to be used in lieu of site employees. WE hours may be paid or unpaid however a higher number of hours are required to meet the requirement if the hours are paid.
2. Even though DCP/WE takes place off campus, the student must understand that clinic courses are college courses held off campus. Students must adhere to all Program, Department, College and District policies in addition to the policies of the clinic site to which they are assigned.
3. Any violation of policy will result in a negative impact on the student's course grade and program status.
4. Student placement at a clinical affiliate will be determined by the Program Director or Clinical Coordinator based on clinic availability and program goals.

In order to provide optimal learning experiences without conflicts of interest, students may not also be employees at their clinical site.

5. Students must adhere to a clinical training schedule approved by their program. There are no special placements, customized hours or other accommodations that would not be typically given to an employee in the same situation.
6. Students are expected to be on-time, dressed appropriately and ready to train at scheduled hours.
7. Students cannot attend until they have fulfilled all Program requirements for DCP/WE placement.
8. Students cannot attend until they have enrolled and paid all course fees, including liability insurance. The student will not be required to train in excess of 40 hours/week. Students may not attend clinic on unscheduled days, or on District holidays. Scheduled days must be in compliance with college and program policies.

**Q. Relevant Student Policies-**Students enrolled in a San Diego Mesa College Allied Health Program will be responsible for observing the policies, procedure and regulations of several entities:

1. Course policies set by the instructors in their syllabi
2. Program Policies
3. School of Health Sciences, Allied Health Department Policies
  - a. <http://www.sdmesa.edu/allied-health/index.cfm>
4. College/District Policies
  - a. <http://www.sdmesa.edu/instruction/policy/index.cfm>
  - b. Current college catalog
5. Hospital policies of their assigned clinical site
  - a. Clinical facilities are locations at which college campus DCP/WE courses occur.
6. Professional standards and ethical codes, if applicable, that apply to professionals and students clinically practicing within a given field. See your Program Director.
7. Any state or federal laws that regulate the professional discipline and apply to professionals and students clinically practicing within a given field. See your Program Director.

R. **Physical Exam, Immunizations and TB Tests**

1. Students are responsible for providing proof of physical examination, tuberculosis clearance (according to CDC guidelines; [www.cdc.gov](http://www.cdc.gov)) within the last year and required vaccinations by the appointed dates. Occasionally, clinical affiliates will mandate additional vaccinations and/or influenza shots, depending on community health needs. Any change in health status requires an updated physical examination.
2. Generally, the required immunizations are as follows:
  - a) Diphtheria, Tetanus and Pertussis (DTaP or TdaP) within the last 5-10 years.
    - i. Pertussis (whooping cough) is a community health concern in San Diego.
  - b) Measles, Mumps and Rubella (MMR) within the last 5-10 years.
    - i. Measles immunity often declines in certain persons after several years.
  - c) Varicella (Chicken Pox) vaccination or medical documentation of the disease
  - d) Hepatitis B series of vaccinations completed or begun.
3. These requirements may vary from program to program.

S. **Pregnancy**-The RADT and ANHL programs have specific policies regarding pregnancy. Students are advised to consult the Program Director for current information and policies.

T. **Methods of Evaluation**-Methods of evaluation will include qualitative and quantitative assessments by the course instructors, clinical instructors, clinical staff, Clinical Coordinator and Program Director. Didactic and clinical evaluations will include student progress in course and program outcomes and goals.

U. **Student Files**

1. Student files (academic and clinical) will be maintained in the appropriate Program Director's office. Each student file may contain, but not be limited to, the following items:
  - a) Copy of transcript (as necessary)
  - b) Student Information Sheet

- c) Program application and supportive documentation
  - d) Directed clinical practice forms
  - e) Student conference logs
  - f) Other materials such as Conference Forms
  - g) Disqualification notices, references, etc.
  - h) Student Release of Information Form
  - i) Physical Exam Form and Immunization Records
  - j) TB clearances
  - k) CPR certification
  - l) Criminal Background Check & Drug Screening Procedure Form and Authorizations
  - m) CPR verification
2. Official grade reports and other reports will be maintained according to college policy.
  3. Student files will be stored by the Program Director for five years after graduation. Pursuant to the "Family Rights and Privacy Act of 1974" (FERPA) and California Education Code, access to a student's records shall only be allowed with written consent of the student (with several exceptions as noted in the college catalogue).

**V. Communicable Diseases**

1. Students should be aware that, in accordance with published college policy, a student may be excluded from class or the college whenever the student is found to have a communicable disease where isolation is required pursuant to a directive from the County Department of Public Health.
2. Just as with any work situation, students suffering from any type of flu, cold, etc. should be considerate of others and not attend class (including DCP/WE) during the illness.

**W. Medical Release**

1. Any student recovering from an illness, injury, or surgical procedure must report this at the onset of the situation to the Program Director. The student must be medically cleared to resume participation in all Program activities without

restriction and must present the appropriate paperwork to the Program Director and Instructor.

2. In cases where medical absences are significant, there may not be enough time to make up required DCP/WE hours and/or excessive instructional information may have been missed. In such cases, the student may be eligible for a “late drop” from the courses he/she is enrolled in. The student should obtain a General Petition form from any academic counselor and present it to the instructor for each course. The student should also meet with the Program Director. If the petition is approved, the student would receive a “W” instead of a failing grade in a course where excessive medical absences occurred.
3. Any student expecting to experience a prolonged recovery process should consider withdrawal from the program after discussion with the Program Director.

#### **X. Standards for Program Retention**

1. Adherence to District, college and program policies, as well as professional standards, relevant state and federal regulations and hospital policies.
2. Acceptable demonstration (and retention) of effective clinical skills and patient/self/peer safety, as determined by staff, clinical instructor and program faculty evaluations of classroom, directed clinical practice and laboratory situation.
3. Acceptable demonstration (and retention) of effective medical communication skills and professionalism, as determined by staff, clinical instructor and program faculty evaluations of classroom, directed clinical practice and laboratory situation.
4. Ability to maintain the physical, mental and emotional health essential to the performance of duties in the training program and profession. This includes the ability to work under stress, at times. Certain programs have significant stressful patient care situations, such as emergency and operative.
5. Use of good judgment and ability to make sound decisions toward patients, hospital staff, peers, self and instructors, as determined by staff, clinical instructor and program faculty evaluations of classroom, directed clinical practice and laboratory situation.
6. Ability to work well with others, as determined by staff, clinical instructor and program faculty evaluations of classroom, directed clinical practice and laboratory situation.
7. Ability to follow written and verbal instructions, as determined by staff, clinical instructor and program faculty evaluations of classroom, directed clinical practice and laboratory situation.

8. Ability to maintain professional appearance and grooming in the clinical environment according to program and hospital policies.
9. Ability to achieve at least a "C" or better in each program course and to meet attendance and competency requirements of the program. Program course sequences must occur without interruption (i.e.: there are no "breaks", other than District or semester breaks). A student who drops or withdraws from any Program course or who does not complete coursework as outlined in the Program Information packet will be disqualified from the Program.
10. Other elements, as outlined in the Allied Health Department Policy Manual and District Policy 3100.

**Y. Clinical Affiliate's Rights**

1. The clinical site has the right to dismiss the student from their clinic site for any reason.
2. In compliance with the written agreement between the San Diego Community College District and affiliated site or minor affiliates and other health facilities, it is advised that the clinical site "reserves the right to dismiss from their premises any San Diego Mesa College student found to be lacking in an ability to develop qualities essential for the Allied Health Programs in which the student is enrolled, or for failure or unwillingness to conform to the regulations of the hospital " and "has the right to recommend withdrawal of any student for reasons of unsatisfactory performance, violation of policies, or other misconduct."
3. A student who is dismissed from the clinical affiliation for reasons cited in the clinical affiliation agreement, or due to breaches in safety, ethics or lawful activity, will be terminated from the Program and not allowed to re-enter.
- Z. **Withdrawal**-The District policies concerning class withdrawal are strictly observed and are found in the current Mesa College catalog. An official withdrawal from class(s) may be requested by the student or initiated on his/her behalf or by the instructor, Program Director, or Vice President of Student Services. The Allied Health Department faculty is committed to student retention. Any student who is considering withdrawal from a Program course should first meet with the instructor and/or Program Director. Be sure to note the published withdrawal and tuition refund deadlines.

**AA. Readmission to a Program**

1. Students who have been academically disqualified from an Allied Health program, or who have had to withdraw on their own initiative, may be considered for readmission into their program under very limited conditions. The following policies apply:
  - a) Readmission is never guaranteed.

- b) Students disqualified due to legal, ethical, conduct, professional or safety issues are ineligible for readmission.
- c) Readmission, even if approved, is subject to clinical space availability, and thus might not be possible.
- d) Clinical affiliates are not required to readmit students.
- e) Students who are eligible for readmission consideration **MUST** initiate the process within the appropriate deadlines. See PROCEDURE.
- f) Students who have not successfully completed the first semester of their Program must submit a new application for admission and be accepted again into the program using the Program's admission criteria for the year of desired readmission. This re-application is in addition to submitting a petition for readmission, having it approved and clinical space is available.
- g) The student may apply only once for re-entry to a healthcare-related program.

## 2. PROCEDURE (Responsibility of Student)

- a) It is the RESPONSIBILITY OF THE STUDENT to obtain a General Petition form to be used for a program readmission request from the Evaluations Office or Academic Counseling.
- b) It is the RESPONSIBILITY OF THE STUDENT to fill out the General Petition as follows:
  - i. Student Information section
  - ii. Purpose of Petition – mark “other” and write “Readmission to (specific program)”
  - iii. Provide reason(s) causing the student to be unsuccessful in the program and what has or will be changed to support success upon readmission.
- c) It is the RESPONSIBILITY OF THE STUDENT to then obtain a signature from any Academic Counselor.
- d) It is the RESPONSIBILITY OF THE STUDENT to present the completed General Petition (signed by a counselor) to the Department Chair by the established deadlines. **Late petitions are not accepted and the student will forfeit the ability to petition again.**
  - i. **November 1st** for re-entry into the following Spring semester

- ii. **April 1st** for re-entry into the following Summer or Fall semester

### 3. **APPROVAL (Responsibility of Department)**

- a) The petition will be forwarded to the Allied Health Review Committee (AHRC) by the Department Chair.
- b) The AHRC will meet to consider approval of the student's petition and plan.
- c) The AHRC determines a specialized readmission contract; if the student does not complete the requirements, the student will not be allowed to re-enter and/or continue the program and may not petition again for readmission.
- d) Reinstatement is contingent upon petition approval, program/clinical space availability, and an approved clinical site agreement.
- e) The student will have to meet current program and DCP eligibility criteria.
- f) The student will have to repeat any courses deemed necessary to assure current progression and retention of skills by the Allied Health Review Committee, in consultation with the clinical affiliate and other faculty.
- g) Each course in which an unsatisfactory grade ("D," "F" or "NC") has been earned may be repeated one time only.
- h) The student will have to purchase the current course materials if there have been edition updates.

## VI. **PROGRAM COMPLETION: WRAPPING UP**

- A. Students will need to complete a Petition to Graduate form in the semester prior to completing a program. An electronic version of this form is on Reg-E.
  - 1. This process notifies the Mesa Evaluations Office to pull a student record and match the successful classes taken with the required classes in the pertinent college catalog year.
  - 2. Since program curricula change over the years, there may be classes taken that are not listed in the catalog (or vice versa). In these cases, a Modification of Graduation Requirements form must be completed and approved to address the differences.
  - 3. Once every class is matched up as successfully completed (or substituted) by the Evaluations Office, then a certificate and/or associate degree can be posted on the student's transcript.

B. Students are eligible and encouraged to participate in the Mesa College Commencement, if they have completed an Allied Health Program certificate or associate degree.

1. Students need to follow the instructions in step A, above.
2. Commencement is held each spring and is a cap-and-gown event.

**SAN DIEGO MESA COLLEGE  
ALLIED HEALTH DEPARTMENT  
POLICY MANUAL**

**Student Certification of Understanding**

DIRECTIONS: Read the entire manual. Ask for clarifications, if needed. Sign and detach this page from the manual. Please provide **two copies** of the signed page. One copy will be given to the Program Director and another copy to the Department Chair for inclusion in your Student File.

THIS IS TO VERIFY THAT I HAVE RECEIVED, READ AND AGREE TO ADHERE TO THE TERMS & CONDITIONS OUTLINED IN THE ALLIED HEALTH DEPARTMENT POLICY MANUAL FOR SAN DIEGO MESA COLLEGE. I UNDERSTAND THAT THESE POLICIES GOVERN MY ATTENDANCE IN THE PROGRAM AND THEY ARE WRITTEN IN ACCORDANCE WITH PUBLISHED COLLEGE POLICIES.

Student Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Program \_\_\_\_\_