

Spring 2021 DRAFT Administrative Procedure for DCP

AP #####.# HEALTH OCCUPATIONS: DIRECTED CLINICAL PRACTICE

This procedure outlines the required program components of Directed Clinical Practice for Health Occupations programs at San Diego City, Mesa, and Miramar Colleges and San Diego Continuing Education. This information provides a framework for all new and existing directed clinical practice programs.

- I. Licensing and Accreditation:
 - a. Health occupation programs must meet all licensing and accreditation requirements for the program.**
- II. Clinical Affiliation Agreement and Student Placement:
 - a. As outlined in AP 5160.1, a clinical affiliation agreement must be in place with a clinical facility and approved by the Board of Trustees prior to student placement within a directed clinical practice program.*
 - b. Students enrolled in health occupation programs are not required to have personal liability insurance but may be encouraged to do so if it is a professional practice within the occupation.*
 - c. Student may not be paid for required clinical practice hours.**
- III. Program Handbook: College or Continuing Education health occupation programs must provide faculty and students with a program handbook.
 - a. The program handbook must contain at minimum the following elements:
 - i. Program eligibility and application procedure*
 - ii. Program course requirements including attendance, grading, and required forms*
 - iii. Clinical placement procedures*
 - iv. Procedures and requirements for insurance, emergencies, and injury*
 - v. Due process and accommodations*
 - vi. Student expectations and professional behavior (including attire, etc.)*
 - vii. Faculty roles and responsibilities*
 - viii. Roles and responsibilities of the Dean, Site Coordinator of Clinical Education, Director of Clinical Education, Clinical Instructor, and Student***

REFERENCES:
AP5160.01