School of Allied Health Professions

ORANGE COAST COLLEGE

Student Manual

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General Information

Welcome to the School of Allied Health Professions at Orange Coast College. The School of Allied Health Professions is comprised of several specialized areas of professional health studies leading to an Associate of Science Degree, Certificate of Achievement, or Certificate of Specialization. These programs include:

CVT	*Cardiovascular Technology*
DA	*Dental Assisting – Registered*
DMS	*Diagnostic Medical Sonography*
DIET	*Nutrition and Dietetics*
EMS	*Emergency Medical Services*
MA	*Medical Assisting – CCMA Eligible*
NDT	*Neurodiagnostic Technology*
PSG	*Polysomnographic Technology – Sleep Disorders*
RT	*Radiologic Technology*
RC	*Respiratory Care*
SLPA	*Speech Language Pathology Assistant*

The enclosed materials describe the professional guidelines and requirements for all programs. Each program may have additional specialized requirements that will be provided by the Program Director. Courses within each program will also have specific requirements as provided by the individual instructor of that course.

Mission

The School of Allied Health Professions at Orange Coast College is dedicated to providing quality programs leading to opportunities in professional health careers. The School will offer a comprehensive curriculum in medical and dental professions that provides the necessary knowledge and skills with additional opportunities for cross training. Critical thinking, assessment, creativity, and professionalism are emphasized. The School is committed to its students and the community, by offering programs which enrich, encourage growth, lead to success, and promote life-long learning.

Educational Goals

1. Prepare students to function as members of a health care team.
2. Provide effective didactic education that offers the student the knowledge required of a health care professional.
3. Provide the skills required to function as an allied health practitioner.
4. Instill the attitudes and ethics required of an allied health professional.
5. Provide programs that reflect current knowledge, trends, and techniques.
6. Provide a coordinated, structured, and well-rounded clinical experience.
7. Provide effective mechanisms to encourage student success.
8. Provide an appropriate number of graduates to meet the needs of the community.
9. Provide guidance to students in choosing a professional health career.

Full Manual Revision 11/05/2026

Useful Contact Information

Health Sciences Division Office:

- Kelly Holt, Ed.D. – Dean of Health Sciences
  kholt@occ.cccd.edu
- Alexia Wood – Allied Health Program Assistant
  awood26@occ.cccd.edu – (714) 432-5729
- Carsyn Coerper – Health Sciences Division Coordinator
  ccoerper@cccd.edu – (714) 432-6891

Counseling:

- Ivy Truong, M.S. – Allied Health Counselor
  itruong2@cccd.edu
- Tom Choe, M.S. – Allied Health Counselor
  tchoe@occ.cccd.edu
- Allied Health Counselors are available to meet with students during the Fall and Spring semesters only. Schedule an Allied Health Counseling appointment for a Program Ready Review online (link below):
  https://orangecoastcollege.edu/academics/consumer-health/allied-health/counseling.html
- General Counselors can create education plans with general education, prerequisites, and transfer. Make a General Counseling appointment by phone (714) 432-5078 or online (link below):
  https://orangecoastcollege.edu/services-support/counseling/appointments.html

Other Useful Contacts:

- Basic Needs & Food Pantry – (714) 714-7481
- Bookstore – (714) 432-5896
- Campus Safety – (714) 432-5017
- Canvas Support – (714) 432-6888
- Career Center – (714) 432-5576
- Enrollment Center – (714) 432-5072
- Financial Aid – (714) 432-5508
- General Counseling – (714) 432-5078
- Library – (714) 432-5885
- Math Center Tutoring – (714) 432-5147
- MyCoast Account Support – (714) 438-8111
- Scholarship Office – (714) 432-5645
- Science & Engineering Tutoring – (714) 432-5559
- Student Health Center – (714) 432-5808
- The Hub Student Resource Center – (714) 716-1747
- Writing & Humanities Tutoring – (714) 432-5066

The School of Allied Health Professions Student Manual is reviewed and approved by Allied Health faculty and other stakeholders on an annual basis.

How to Apply to an Allied Health Program

ORANGE COAST COLLEGE
School of Allied Health Professions

1. **Apply to OCC**
   - Apply to OCC as a student and obtain a Student ID Number.

2. **Meet with a General Counselor**
   - Visit the OCC Counseling website and schedule to meet with a General Counselor to review program requirements and create a Student Education Plan (SEP). You can access this education plan on your MyCoast portal under Degree Works.

   Note: *Students interested in Dental Assisting, Emergency Medical Services, Pharmacy Technician, or Patient Care Aide, skip steps 3 and 4.* *See Page 6 for the next steps.*

3. **Take ALH A010, Complete Prerequisites, and General Education**
   - Take Allied Health A010, Health Occupations as early as possible to explore Allied Health Programs. You will submit your Program Interest Application as an assignment in this class.
   - If applicable, submit your Advanced Placement (AP) scores and/or official transcripts if you attended schools outside of the Coast District to the OCC Enrollment Center and allow 4-6 weeks for evaluation. Meet with a general counselor to determine if an academic petition is needed for prerequisite courses taken outside of the Coast District.
   - Finish all required prerequisites and general education courses for your program. Complete ENGL C1000 and College-Level Math as early as possible. Some programs, such as Certificates, may not require you to complete general education.

4. **Meet with an Allied Health Counselor**
   - After all prerequisites and general education courses are completed with grades posted, meet with an Allied Health Counselor for a Program-Ready Review. Your official wait time begins once you receive your Program-Ready Date.

Allied Health Program procedures and policies adhere to all applicable non-discrimination policies established by the Coast Community College District regarding student admissions into the programs. The District acts in accordance with federal, state, statutes, rules, regulations, as evidenced by their Board Policies and Administrative Procedure Policies on their website: https://www.cccd.edu/boardoftrustees/boardpolicies/index.html

Allied Health Admissions Process

ORANGE COAST COLLEGE
School of Allied Health Professions

All students who are making a career choice to enter an Allied Health career should enroll in OCC's Health Occupations course (Allied Health A010) as soon as possible after applying to OCC. Please consult the list below for additional program admissions information:

Programs Requiring ALH A010 Prerequisite

Cardiovascular Technology (CVT)
Diagnostic Medical Sonography (DMS)
Nutrition and Dietetics (DIET)
Neurodiagnostic Technology (NDT)
Polysomnographic Technology (PSG)
Respiratory Care (RC)
Radiologic Technology (RADT)
Speech Language Pathology Assistant (SLPA)
Medical Assisting – CCMA Eligible (MA)

Program with Optional ALH A010 Prerequisite

Dental Assisting – Registered (DA)

- Students interested in Dental Assisting must contact the DA Program Coordinator or see the website for additional information.
- https://orangecoastcollege.edu/academics/health-sciences/allied-health/dental-assisting/program-information.html

Emergency Medical Services (EMS)

- EMS courses are offered every Fall and Spring semester and are open enrollment on a first-come, first-served basis. Students must provide a valid, currently active (not expired) "CPR Card" from the American Heart Association at the Health Care Provider (HCP) level. Proof of certification must be presented on the first day of class.

Pharmacy Technician and Patient Care Aide

- Students interested in the Pharmacy Technician and Patient Care Aide certificates can register for the required courses if seats are open. Courses are open enrollment and on a first-come, first-served basis. Contact OCC Adult Education for more information.
- https://orangecoastcollege.edu/academics/adult-education/index.html

International Student Applicants

The Coast Community College District and its campuses have adopted the TJC (The Joint Commission) requirement for background/drug screen checks for students, consistent with clinical training site requirements for their accreditation processes. *(Orange Coast College Clinical Affiliation Agreement, Section 27, Student Background Check Requirements)*

Before final acceptance to any Allied Health Program, all students are required to pass a pre-clinical background/drug screen check to participate in patient care, clinical work, and internships. *(Orange Coast College Clinical Affiliation Agreement, Section 27, Student Background Check Requirements)*

A permanent social security number is required for the background check screening process. The background check screening process reviews a social security number for verification, eligibility to work, address history, fingerprints, and other qualifying factors to screen a student's personal information on local, state, and national registries.

If your student status is designated as a F1, F2, B1, or B2 visa, or you do not have a permanent social security number, please contact the Global Engagement Center at 714-432-5940 for more specific information on Orange Coast College as an international student.

Step 1: Application Process - Additional Information

- **Students submit their Program Interest Application to the School of Allied Health Professions (SAHP) in the ALH A010 class.**
    - For all programs except Dental Assisting, Emergency Medical Services, Patient Care Aide, and Pharmacy Technician
- A completed SAHP application must be submitted to have your name placed on the interest list for your designated program.
- A student may only remain on the "Program Interest List" for **five years** for two-year programs and **three years** for one-year programs (Medical Assisting). After five years, students need to reapply and submit a new interest application.
    - Example: if a student submitted an application in Fall 2025 for Respiratory Care, they would have to become Program Ready for Respiratory Care by the end of the Fall 2030. If they did not, they would be removed from the Program Interest List.
- Students may only apply to one program that has Allied Health A010 as a prerequisite. A student can request consideration for a short-term certificate program if their primary program of choice has a long waitlist.
    - Students can submit their interest in the Secondary Program Interest Application (links located on Allied Health Student Resources Canvas Page).

The **priority criteria for review for acceptance** are listed below in order of cohort placement:

1. ***Program-Ready Date:*** The date of successful completion of program prerequisites and GE requirements. Once validated by the Allied Health Counselor, the student will receive a "Program Ready Date" indicating all requirements for admission have been met.
2. ***Program Interest Application Date:*** The date of the Program Interest Application submitted in the ALH A010 Health Occupations course.
3. ***Tie-Breakers:*** If students have the same Program-Ready Date and Interest Application Date, the Allied Health Office will review the date of completion for BIOL A221 and then ALH A111. Students who have completed these courses at an earlier date will receive priority.

It is the responsibility of the student to:

- Keep their email address/contact information updated on MyCoast.
- Respond to emails from the Allied Health Office in a timely manner.
- Follow the Student Educational Plan created by a General Counselor on Degree Works.

Step 2: Verification of Required GE Classes and Program Prerequisites

The applicant's required local **Associate of Science General Education (GE)** and **program prerequisite** classes are validated by official transcripts of all college work provided by the applicant and Student Education Plan (Degree Works Audit) for the A.S. Degree. Students are required to complete the most current year's General Education requirements. Bachelor's Degrees from regionally accredited institutions and CSU/IGETC/CALGETC GE Certifications will waive local A.S. General Education requirements.

Policies Regarding Transfer of Coursework:

Students wishing to substitute, waive, or transfer courses which satisfy the Associate Degree or Certificate of Achievement requirements must see a General Counselor.

Policies Regarding Advanced Placement (AP):

Orange Coast College grants academic credit towards an Associate Degree for successful completion of examinations of the Advanced Placement Program of the College Entrance Examinations Board. Course credit or General Education (GE) area credits granted for AP Examination can be used to meet OCC GE requirements for an A.A. and/or A.S. degree.

Program Prerequisite Requirements

- ENGL C1000 (Formerly ENGL A100) or equivalent
  - Required for all programs unless the student is seeking a certificate
- College-Level Math
  - Required for all programs unless the student is seeking a certificate
  - C grade or better required for DMS, SLPA, RADT, and RC
- BIOL A221, Human Anatomy & Physiology or equivalent
  - Required for all programs except for DA, DIET, EMS, and Noncredit Certificates
  - Starting Fall 2026, Online Science Labs are no longer accepted
  - BIOL C221 from Coastline College is NOT an equivalent course
  - Starting Fall 2026, B grade or better is required for RADT, DMS, CVT, and RC
- ALH A111, Medical Terminology or equivalent
  - Required for all programs except SLPA, DA, EMS, and Noncredit Certificates
  - Starting Fall 2026, B grade or better is required for RADT, DMS, CVT, and RC
- CDE A180, Child, Growth and Development or equivalent
  - Required for SLPA program only
- FN A100, Careers in Dietetics and Food Science
  - Required for DIET program only
- RADT A100, Radiation and Imaging Physics
  - Required for RADT and DMS programs only
- DMS A110, Introduction to Sonography
  - Required for DMS program only
- Current Year General Education for the Associate of Science Degree
  - Required for all programs unless the student is seeking a certificate
  - See the college catalog for the GE requirements and course options for the AS Degree. Meet with a General Counselor to create an education plan.

Programs that Require a B Grade or Higher in BIOL A221 and ALH A111

- Cardiovascular Technology
- Diagnostic Medical Sonography
- Radiologic Technology
- Respiratory Care

Beginning Fall 2026, students who submit a new Allied Health Interest Application and are interested in any of the programs listed above, must complete BIOL A221 and ALH A111 with a grade of B or better.

Students who earn a grade of C in either BIOL A221 or ALH A111 and wish to pursue one of these programs must retake the course at a college outside of the Coast District.

Exception for BIOL A221: Students who earn a C in BIOL A221 may complete BIOL A220 at Orange Coast College with a grade of B or better to satisfy the requirement. BIOL A221 must first be completed with a C to qualify for this option.

Students who completed BIOL C221 or any equivalent Anatomy/Physiology course with an online lab, can complete BIOL A220 with a grade of B or better to satisfy the requirement. Online labs are no longer accepted for any OCC Allied Health Program.

If taking courses outside of the Coast District, students must submit official transcripts to OCC for evaluation. Students are encouraged to meet with a General Counselor to discuss equivalent course options at other colleges before enrolling.

Step 3 – Evaluation of Slate Database for Acceptance

During the months of March and April, the Allied Health Office reviews Program-Ready students on Slate.

Based on the priority criteria outlined in Step 1, including the Program-Ready Date and the number of available program openings, eligible students are selected for conditional admission to their respective program for the upcoming Fall semester.

All admission offers are conditional. Students will receive full acceptance into the program only after successfully completing all additional admission requirements, including required immunizations, background check clearance, drug screening, and any other program-specific requirements prior to the start of the program.

Deferral:

- Students who are offered conditional admission to a program may defer their entry one time and retain a seat for the next cohort start. A deferral counts as one attempt.
- If a student does not enter the program after their deferral, they will forfeit their original application date and must submit a new Program Interest Application. At that time, their Program-Ready Date will be reevaluated to ensure compliance with current application and eligibility requirements and be placed at the bottom of the Program-Ready List.
- When a student defers admission, prerequisite course recency will be evaluated based on

the new Program-Ready Date and application date.

- **Please note this could mean the student may need to retake prerequisites to meet recency requirements.** If the student took the prerequisite at OCC and earned a passing grade, a course repeat petition must be filed to repeat the course or take the course(s) outside of the district.
- If a student has deferred one time and is accepted into their program and fails the program, they may not return to the ALH Program Interest List nor do a Petition for Reinstatement.

Clinical Readiness All Health Programs: All students accepted into any program are on a "CONDITIONAL" status and must meet all health and immunizations requirements. Students will need to have all Health Forms and Vaccinations/Immunizations completed and become "clinical ready" by July 1st unless otherwise directed by the Program Coordinator/Director. All students must be "clinical ready" by the start of any Allied Health Program. Nutrition and Dietetics students must be "clinical ready" prior to the start of their first internship. Additional details regarding clinical readiness will be given by the Program Coordinator/Director.

FOR ALL PROGRAMS: To be admitted to an Allied Health Program, the student must be in good standing campus wide, including, but not limited to: the Dean of Students, Counseling, and Campus Safety.

Changing Programs

Cross Training to Second Program
Waiting Lists

Changing Programs:

Students may request a change in program selection by providing a written request to the Allied Health Assistant or an Allied Health Counselor. An applicant relinquishes their position in their chosen program when requesting transfer to a different program. Students will receive a new application date and should be aware that changing to a different program may affect recency. With the "Program Change Request" the student will be required to meet ALL program and prerequisite requirements per the current SAHP Manual in effect when the application is submitted. **NOTE:** Students can submit a new application; however, recency will be based on the new application date.

Application:

https://crm.cccd.edu/register/?id=797c1755-1260-484f-a86a-8ef57f839658

Second Program After Completing Initial Allied Health Program:

Students who wish to pursue a second program after completing an initial Allied Health Program may do so by submitting a new Program Interest Application. Students may not be on two waiting lists simultaneously. With the new application, the student will be required to meet ALL program and prerequisite requirements (including 3-year recency) per the current SAHP Manual that is in effect when the application is submitted.

Waiting Lists:
Certain Allied Health Programs receive a high volume of applicants, resulting in waiting lists. After completing the Program Interest Application, students are placed on the Interest List for their selected program. The Interest List does not mean the student is on the waiting list for their program. Placement on the waiting list is prioritized by the student's Program-Ready Date, which is assigned once the student has provided evidence verifying:

- Successful completion of program specific prerequisite classes and
- Completion of A.S. degree General Education requirements when required as a program prerequisite and
- Validation by the Allied Health Counselor to receive a "Program-Ready Date".

Secondary Program While Waiting for Initial Program:
Students may only apply to one program that has Allied Health A010 as a prerequisite. A student can request consideration for a short-term certificate program (one-year or shorter) if their primary program of choice has a long waitlist. If interested, students should fill out the Secondary Interest Applications listed below or located on the Allied Health Student Resources Canvas Shell. Students may also register for certificates that are considered open enrollment such as EMS, Pharmacy Technician, and Patient Care Aide.

Please note that submitting this form only indicates your interest. Enrollment will be offered only if seats become available. The Allied Health Office will contact you directly with instructions on when and how to register if space opens.

Medical Assisting as a Secondary Program:
https://crm.cccd.edu/register/?id=0e846407-4290-4827-beec-1707c0901966

Dental Assisting as a Secondary Program:
https://forms.office.com/Pages/ResponsePage.aspx?id=VfVX7nAdi0qO2sD0BxpEWPKa9dWpEGxCr3iSyZJNVoNUNFM3WDg2TTVBWVlITUZESVdBUUNRTjdDOC4u

Imaging Assistant (for RADT and DMS students on Program-Ready List only):
https://crm.cccd.edu/register/?id=049e13b1-fd45-44bd-8cb5-5f248c592c21

There is no guarantee that a student on the Program-Ready List will gain admittance to a shorter program; it is based solely on availability. **Acceptance will be determined by the date of interest for the shorter program.** Priority acceptance into Secondary Programs will be given to students who have received a Program-Ready Date from an Allied Health Counselor.

NOTE: Pursuing a Secondary Program may affect financial aid as additional units will be accumulated. Students are encouraged to speak with the Financial Aid Office to understand how adding a second program may affect their financial aid.

Course Recency Requirements

The Recency Date is the date the prerequisite course was completed, which must be within three years prior to the application date or five years after the application date.

- In the instance of a second student deferral, recency for the prerequisite courses will be based on the new application date, **NOT** the original application date. (See Deferral Section in Step 3 above.)

Allied Health A111 – Medical Terminology: must be successfully completed with a grade of 'C' or better within a three to five-year period of the Application date. Some Allied Health Programs require a grade of 'B' or better.

Biology A221 – Anatomy & Physiology: must be successfully completed with a grade of 'C' or better within a three to five-year period of the Application date. Some Allied Health Programs require a grade of 'B' or better. **NOTE: Starting Fall 2026, online science labs will no longer be accepted.** BIOL C221 from Coastline College is not an equivalent course.

Radiologic Technology A100 – Radiologic Physics: must be successfully completed with a grade of 'C' or better within a three to five-year period of the Application date for the Radiologic Technology and Diagnostic Medical Sonography programs.

Diagnostic Medical Sonography A110 – Introduction to Sonography: must be successfully completed with a grade of 'C' or better within a three to five-year period of the Application date for the Diagnostic Medical Sonography program.

Please note: Courses taken at Orange Coast College may only be attempted three times to earn a passing grade. A fourth attempt may be requested; however, fourth attempts are rarely approved and require supporting documentation demonstrating extenuating circumstances.

EXAMPLE:
If a student has an application date of October 1, 2025, the above courses will need to have been completed between the dates of October 1st, 2022, and October 1st, 2030. If any of the identified courses were taken before October 1st, 2022, or after October 1st, 2030, it would need to be retaken to meet recency. Once students get on the Program Ready List, recency will not affect the student unless they choose to change their program by submitting a new application.

If the course is greater than three years old and the student has been working in a field that requires application of this course material, the student may ask for a waiver of the recency requirement. The waiver will require a letter from the employer indicating the need and utilization of the course material. Final waiver determination is by the Program Director and approval of the Health Sciences Dean. The letter should indicate which classes the waiver is for and how their work responsibilities utilize the content of those classes.

DEFINITION OF TERMS:

Program Interest Application Date: the date the student submitted their Program Interest Application in the ALH A010 class

Program Ready Date: the date the Allied Health Counselor determines all prerequisites (Program and General Education) for the student's chosen program have been completed

College and School of Allied Health Professions Standards: Ethics and Behavior

ACADEMIC HONESTY:

Academic Honesty (College Catalog)
Orange Coast College has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility and weaken our society. Faculty have a responsibility to ensure that academic honesty is maintained in their classroom. Students share that responsibility and are expected to refrain from all acts of academic dishonesty. Procedures for dealing with any violation of academic honesty will be followed. Additionally, the Student Code of Conduct and Disciplinary Procedure shall be applied to incidents of academic dishonesty.

Academic Honesty – School of Allied Health Professions
Academic Honesty is the responsibility to ensure that students are honest and ethical in their coursework. Students are responsible for refraining from acts of academic dishonesty, refusing to aid or abet any form of academic dishonesty, and notifying their instructor about any acts of dishonesty observed.

Acts of academic dishonesty include, but are not limited to:

- Obtaining information from another student or giving information to another student during an examination, test, or quiz.
- Allowing a student to copy work completed by another student.
- Taking an exam for another student or having another student take an exam for you.
- Sharing answers unless authorized by the instructor of the course.
- Using unauthorized materials or electronic devices providing answer materials during an examination.
- Having another person or company research, write or rewrite an assigned paper, report, or project or misrepresenting, altering data in laboratory or research projects.
- Plagiarism: representing ideas, works, or a creative product of another person as your own, including Artificial Intelligence.
- Falsification of any program/clinical related documents such as laboratory sheets, clinical forms, charts, and clinical attendance verification.

Consequences:
Students who violate the academic honesty policy will be reported to the Dean of Students for disciplinary action. These actions may include as many as apply:

- Reprimand
- Fail or zero on examination or assignment
- Failing grade in course
- Removal from program
- Academic disciplinary probation
- Suspension from the college

CODE OF CONDUCT:

Student Code of Conduct
Students enrolled at Orange Coast College assume an obligation to conduct themselves in accordance with the laws of the State of California, the California Education Code, and the policies and procedures of the Coast Community College District. The Code of Conduct was established by the Coast Community College District Board of Trustees to provide notice to students of the type of conduct that is expected of each student. Being under the influence of drugs and/or alcohol or the existence of other mental impairment does not diminish or excuse a violation of the Code of Conduct. See the college catalog for listing of misconduct.

Copies of the Coast Community College District Student Code of Conduct and Disciplinary Procedures including complete definitions of the above violations are available in the Office of the Dean of Students.

Disruptive Behavior
A student who is uncontrollably disruptive of the educational process or a danger to themselves or students and staff may be subject to dismissal from the college. In lieu of dismissal, such students may be required to provide an attendant when on campus or at any college-sponsored event. The cost of providing an attendant shall be the responsibility of the student. The decision to dismiss or require the presence of an attendant shall be the responsibility of the College President or designee. The student shall have the right to appeal any decision to the Vice Chancellor of Human Resources of the Coast Community College District. No decision shall be made without providing the student with adequate opportunity to provide evidence on their behalf.

Attendance
Please note that students who miss the first meeting of a class will be dropped from the class. Students who have too many absences, MAY be dropped by the instructor at any time during the semester until the final deadline for withdrawal. Course attendance policies are found in the course syllabus. However, the student is responsible for withdrawing to meet all fee and withdrawal deadlines and to avoid grade penalties.

Background/Drug Screen Checks – Procedures

Allied Health/Nursing/Clinical Programs
Coast Community College District

Preliminary Information: The Allied Health, Nursing, and Clinical Programs at the Campuses of the Coast Community College District have been required by healthcare institutions to administer background/drug screen checks, through clinical affiliation agreements, before students are placed at a clinical training site.

The Coast Community College District and its Campuses have adopted The Joint Commission, TJC, requirements for national background/drug screen checks for students, consistent with clinical training site requirements for their accreditation processes. Additional information about The Joint Commission requirements may be found at http://www.jointcommission.org/

All students are required to complete and submit their information for pre-clinical background/drug screen checks to DISA Global/American Databank. The background checks will minimally include the following:

- County Criminal Records – Past seven years for seven counties
- Driver's License- Verification and Record
- State and National Criminal Records – Past ten years
- Live Scan – Fingerprints – Department of Justice for County, State, National, & FBI search
- Residency History Search – Address verification – past ten years
- Social Security Trace and Verification
- Nationwide Sexual Offender Registry – Sex offender database search
- FACIS Level III Sanctions List: Search of Federal Agencies for Fraud Abuse Disciplinary Action(s), Office of Inspector General (OIG)/General Services Administration (GSA) including licensing and certification agencies in all 50 states.

The drug testing checks will minimally include the following:

- THC
- Cocaine
- Opiates
- Phencyclidine (PCP)
- Amphetamines
- Benzodiazepines
- Barbiturates
- Methaqualone
- Propoxyphene
- Marijuana (zero tolerance policy, regardless of legal use in some states)
- Methadone

All Allied Health Program curriculum includes clinical labs located at dental, medical facilities, and acute care hospitals and imaging centers in California. The clinical affiliates that OCC partners with for clinical learning require a background check, drug screening, additional health screenings and vaccinations for students to participate. Failure to meet compliance requirements

will prohibit students from being accepted into their Allied Health Program.

Background Check: Failing and Ethics Clearance Letter

As presented in Allied Health A010 Health Occupations, if you have been convicted of a crime in adult court, pled no contest, or have concerns about passing your background check, please contact Ms. Wood, the ALH Program Assistant at awood26@occ.cccd.edu to discuss more details. Failure to pass a background check will prohibit students from being accepted into their Allied Health Program. It is the responsibility of the student to ensure they meet compliance requirements.

There isn't a timeframe that avoids the Ethics Clearance, so regardless of how long ago it was, or how insignificant you may feel it was, the Ethics Clearance (depending on Allied Health Program) needs to be completed prior to starting any Allied Health Program, required by our clinical partners for all Background Checks. Students with a finding on their background check without an ethics clearance letter from the specific Allied Program of their choice can request the Allied Health Office to defer and be placed back on the program ready list to be given time (one year) to receive their ethics clearance letter. **Please note: the Ethics Clearance Letter is not available to all Allied Health Programs.** The Ethics Clearance letter must be submitted to the Allied Health Office. For more information about this process, contact Ms. Wood at awood26@occ.cccd.edu.

PROCEDURE

Once a student is conditionally accepted into a program, an email will be sent to their personal email address, indicating the requirement and process for obtaining a background/drug screen check. The current service adopted to do the checks is DISA Global/American Databank. The background/drug screen check results issued by the company conducting the checks will be submitted directly to the Allied Health Office for review and confidentiality will be maintained.

Qualifying Criminal Background/Drug Results: If the background/drug screen check produces no record which would prohibit the student from participating in clinical rotations, the student shall be cleared to be placed in their clinical rotations during their entire program (for a period of up to two years). Student records follow FERPA regulations and are kept confidential in the Allied Health Office.

Disqualifying Criminal Background/Drug Results: Should a criminal background/drug screen check on a student disclose any negative information, the Allied Health Office will advise the student that their record is not clear. The student will then be responsible for obtaining ethical clearance letter/documents (if applicable) and/or having the record corrected to clear it. After these efforts have been completed, the student will undergo a new background check screening or drug test, at the cost of the student, for program consideration. The student must follow this process if they wish to proceed with admission into any Allied Health Program to meet the clinical placement requirements. It is the responsibility of the student to ensure they meet compliance requirements. **The Ethics Clearance Letter is not available to all Allied Health Programs.**

The following student criminal background/drug results will result in a disqualification from clinical placement:

1. Registered Sex Offenders History
2. Felony Convictions
3. Felony deferred adjudications involving crimes against persons (physical or sexual abuse)
4. Misdemeanor convictions that would generally prohibit employment by the clinical site
5. Any positive drug test left uncleared by a medical physician

Appeal Processes: If the Allied Health Office informs the student that they will not be placed into a clinical training site because of their present criminal background/drug test results, the student may submit an appeal to the Allied Health Office for review.

Rev 2026/09/21

The process for appeal and the **Request for Appeal Form** is listed below.

Denial of Clinical Placement due to Criminal Background/Drug Screening Appeal Request

The following student criminal background issues will result in a disqualification:

1. Registered Sex Offenders History
2. Felony Convictions
3. Felony deferred adjudications involving crimes against persons (physical or sexual abuse)
4. Misdemeanor convictions that would generally prohibit employment by the clinical site
5. Any positive drug test left uncleared by a medical physician.

Appeal Processes: If the Allied Health Office informs the student that they will not be placed into a clinical training site because of their present criminal background/drug test results, the student may submit an appeal to the Allied Health Office for review.

Please email your responses to the Allied Health Office at awood26@occ.cccd.edu.

1. Provide a brief explanation about your criminal history/drug screening results and any possible extenuating circumstances (include dates):

2. Describe any court mandated programs or course(s) you have completed (attach documentation):

3. How has your life changed and why do you believe you should be allowed to be accepted into an Allied Health Program:

School of Allied Health Professions Standards: Physical and Mental

No applicant shall be admitted who does not meet or exceed academic, physical/mental health and immunization requirements as demanded by future healthcare professionals in the School of Allied Health Professions.

Applicants must not be under treatment for substance abuse currently, nor within the six months prior to the date of application, nor have any conviction for the possession, administration, or furnishing of controlled substances.

Many health-related employers utilize background checks and digital footprint investigations on potential employees with appropriate agencies: local, state, and national. Applicants must have no record of conviction of sexual misconduct or abuse, child or elder abuse, crimes involving bodily injury, fraud, or misrepresentation.

Drug screening will be part of the initial background check when a student is accepted into a program.

Applicants must be able to perform specific physical manipulative and/or sensory functions.

Read the following statements identifying the standards appropriate to allied health professions and sign at the bottom, certifying your ability to comprehend and comply with these standards.

For safety purposes, the student must:

A. Have sufficient strength, motor coordination, and manual dexterity to:

1. Quickly respond to situations in remote locations throughout the clinical site.
2. Move patients, equipment, and manipulate equipment as necessary.
3. Position patients for appropriate procedures.
4. Perform CPR and required procedures in accordance with accepted practice standards.
5. Be able to stand or remain in fixed position for prolonged periods.
6. Prevent harm to patients and self.
7. Hear well enough to monitor patient vital signs, understand verbal, telephonic information and commands, paging systems, and alarms in normal and congested situations to perform in accordance with accepted practice standards.
8. Communicate clearly and precisely in English, in both written and verbal formats.
9. Sufficient visual acuity to read medical records and obtain accurate readings/images for diagnostic and therapeutic procedures.

B. Have the maturity and emotional stability to:
1. Make decisions and act appropriately in life-threatening situations.
2. Provide emotional support to patients and family members when required.
3. Communicate in English, both verbally and in written format, clearly, precisely, and effectively with patients, physicians and staff members.
4. Tolerate stressful, unpleasant, unnerving, or congested situations in a stable, composed

manner so that job performance is not compromised.
5. Conduct oneself in a professional courteous manner, show discretion, maintain patient confidentiality, be on time for all required assignments, and be responsible for one's own actions.

C. Adhere to all medical legal policies related to all practices and patient care to:
1. Have the intellectual capacity to learn.
2. Gather and evaluate data to assess patient status and make clinical judgments accordingly.
3. Perform procedures in accordance with accepted standards.
4. Adapt procedures to individual patient needs.
5. Administer safe patient care.
6. Respond professionally and appropriately to new and/or patient life-threatening situations.
7. Make references to appropriate healthcare professionals in response to patient needs.
8. Perform required calculations.
9. Access and enter information into computer systems.
10. Maintain HIPAA policies.

D. Applicant Statement:
Having read and understood the above statements, I certify that I have no physical/mental or emotional conditions that would prevent me from performing the above listed standards with or without reasonable accommodations.

Individual programs may have additional specific requirements.

Policy for Extended Absences and Temporary Physical Disability

For injury, illness, pregnancy/maternity leave, other temporary physical disabilities, students can expect interruptions in didactic, lab, and clinical training. To mitigate the effects of the interruptions, students need to contact their Program/Clinical Coordinator/Director when an extended absence occurs or is anticipated. Please note the following:

- If a student is in a program that has potential exposure to radiation, separate pregnancy policies may apply due to State Radiation and Nuclear Regulatory Commission Regulations.

- If accommodations for extended absences are necessary for clinical work
    - See standards listed on the School of Allied Health Professions (SAHP) Medical History and Exam Information (page 20) and General Physical and Mental Standards (page 18) listed in the SAHP Manual)
    - A request must be made in writing to their Program/Clinical

Coordinator/Director. These requests will be considered in a timely manner, and a written response will be offered.

- Students are recommended to have clinical standards reviewed by their physicians should a change in health status occur (for example, pregnancy, illness affecting immune system, physical disabilities). If a health change occurs, the student must submit a new medical health clearance form to the Program/Clinical Coordinator/Director for review.

- Depending on the length of absence and the timing of the absence within the program sequence; reasonable accommodations may be necessary including remediation, arrangements for making up clinical hours, extensions on graduation dates and possibly program readmission procedures.

- As indicated in the Student Participation Agreement, specifically item 8.c (see SAHP Manual page 27) students returning from extended absence are required to submit a physician statement indicating they can resume clinical activities.

Medical History and Physical Examination Information

Orange Coast College - School of Allied Health Professions

In the best interest of our students, please be aware that certain physical, emotional, and learning abilities are necessary to protect the individual student's well-being and provide for the safety of each patient/client placed in their care. The following are basic physical and emotional abilities required of the student for success in their Allied Health Program:

Standing/Walking - Much of the workday is spent standing. Approximate walking distance per shift: 3-5 miles while providing care, obtaining supplies and lab specimens, monitoring and charting patient response, and managing/coordinating patient care.

Lifting - Some of the workdays are spent lifting from floor to knee, knee to waist, and waist to shoulder levels while handling supplies (at least 30 times per shift). These supplies include trays (5 to 10 pounds) and equipment (5 to 35 pounds). The Allied Health Student must also assist with positioning, lifting, and/or moving patients (average patient weight is 150 - 200 pounds).

Carrying - Some of the workdays are spent carrying charts, trays and supplies (5 to 10 pounds).

Pushing/Pulling - A large part of the workday is spent pushing/pulling while moving or adjusting equipment such as beds, wheelchairs, furniture, intravenous pumps, portable imaging machines, diagnostic/treatment equipment, and emergency carts.

Balancing and Climbing - Part of the workday is spent climbing stairs. The Allied Health Student must use good body mechanics while providing physical support for patients/clients.

Stooping/Kneeling - Some of the workday is spent stooping/kneeling while retrieving and stocking supplies and medications, assessing equipment attached to patients/clients and using

lower shelves of carts.

General Extremity Motion (upper and lower extremities) - It is evident from the previous statements that extremity movement is critical. Movement of the shoulder, elbow, wrist, hand, fingers, and thumb is required throughout the workday. Movement of the hip, knee, ankle, foot, and toes are also required throughout the workday. It is necessary for the student to be able to turn, flex, and extend their neck.

Hearing - A majority of the workday requires the ability to hear and correctly interpret what is heard. This not only includes taking verbal or telephone orders and communicating with patients, visitors and other members of the healthcare team; but also involves the physical assessment of cardiovascular, pulmonary and gastrointestinal sounds and the response to, and analysis of patient monitor alarms.

Emotional - A student must be emotionally stable under normal and stressful circumstances encountered in the healthcare setting.

To participate in Allied Health clinical training, the selected applicant needs to be free from any physical, behavioral, emotional, or mental condition that would adversely affect their behavior so as to create an undue risk or harm to themselves, other students, instructors, patients in the clinical setting, or other persons.

If an applicant disputes a determination that they are not free from such a physical, behavioral, emotional or mental condition, the Program Director and the Dean of Health Sciences shall confer with the Director of the Student Health Center. The applicant may be required, at their own expense, to be examined by a licensed physician, surgeon, and/or a licensed clinical psychologist. If the health practitioner deems the applicant safe to participate in the Allied Health Program, the information is shared with appropriate College Administrators for review and decision.

The above conditions also apply to students currently enrolled in Allied Health Programs. Maintenance of good health (physical, behavioral, and emotional) is essential for continuation in the program.

School Of Allied Health Professions - Clinical Standards

General: All Allied Health Programs require off-site clinical training at approved and contracted facilities. Program faculty make these assignments, and students are expected to make arrangements to accommodate the assignments.

Philosophy:
The clinical phase of the program is a major component of the acquisition of knowledge and application of skills. It is within this environment that the student will have the opportunity to learn and apply the art and science of their training in real world patient care.

The clinical faculty expects students to perform all duties and professional responsibilities during their clinical training to the best of their abilities. Clinical education is a college course that meets off campus for specific times and days. The student is required to adhere to the published class schedule in meeting these requirements. The student receives no monetary compensation for their clinical training but will receive course credit.

Acknowledgement of Pathogen Exposure Risk: There may be exposure to hazardous materials and infectious and contagious pathogens in the clinical setting. Students must adhere to all safety and standard precautionary measures. Students are taught appropriate Standard Infection Control Measures and Isolation Precautions to protect themselves and their patients/clients in the Allied Health A115, Patient Care and/or specific program courses.

Pre-Clinical Clearance Criteria:
Entry into your program's clinical phase will require specific pre-clinical criteria to be met.

Immunizations:
While waiting for admissions, begin your hepatitis B vaccination series and retain your records. Titer verification (additional 1-2 months).

- All applicants should obtain their immunization records and maintain those records until required. The following will be required:
    - Mumps, Measles, and Rubella titer testing or immunization.
    - Varicella titer or immunization
    - Tetanus, Diphtheria, Acellular Pertussis (Tdap)

- Some clinical affiliates and associated programs also require
    - COVID Vaccination
    - COVID Booster
    - Annual Influenza

Physical Examination and Physician Clearance: Wait for your program "conditional" admittance letter and/or notification by your instructor as to when to obtain the health clearance. Once requested you can expect:

- Tuberculosis testing every 12 months
- Complete blood count (CBC) if indicated
- Urinalysis if indicated
- Physical examination by a physician

Criminal Background and Drug Screen Clearances: (See District Background/Drug Screening Procedures, page 15) You will be notified by the Allied Health Office concerning the background check/drug screen the summer prior to entering a program.

Criminal Background: The background check will include County, State, and National Criminal Records (Past 7 Years), Residency History Search, Social Security Alert and Verification, Nationwide Healthcare Fraud & Abuse Registry (OIG/GSA), FACIS Level III Sanctions List, and Nationwide Sexual Offender Registry. Certain conditions may exclude

participation in clinical internships which include but are not limited to murder, felony assault, sexual offenses/sexual assault, felony possession and furnishing, felony drug and alcohol offenses, other felonies involving weapons and/or other violent crimes, Class B and Class A misdemeanor theft, felony theft and fraud.

Drug Screen: The drug screening will include marijuana (THC), cocaine, opiates, propoxyphene (PCP), amphetamines, benzodiazepines, barbiturates, methaqualone, propoxyphene, and methadone. Please note: Due to Federal Rules that govern community colleges, medical marijuana is not considered a legal substance, and a positive THC result will result in a denial of admission into any Allied Health Program.

Student Liability Insurance: After you are admitted to the program, your instructor/director will require you to purchase a student level professional liability policy.

- HPSO Student Liability Insurance is only good for one year. https://www.hpso.com/
- Students enrolled in two-year (2) programs will need to carry the Student Liability Insurance for two years and provide proof of renewal of insurance to their Program Coordinator/Clinical Program Director.

Additional Supplies:
Programs require students to purchase additional supplies. Some of these are listed below but will vary depending on the specific program:

- Laboratory coat or professional uniform or both
- Pens, notebooks, watch, calculator
- Photo identification name badge (the first one is supplied by the program free, replacement name badges are supplied for a fee)
- Program specific equipment

Transportation:
Each student is responsible for providing their own transportation to the assigned clinical sites.

Dress Code:
All students must adhere to the following dress code when reporting to any clinical facility for clinical instruction. It is the student's responsibility to present him/herself in a way not to offend patients, staff or physicians.

1. All students must be neat, clean, and professional in appearance.
2. Appropriate required uniform as set forth by the individual program. This may include scrubs, and/or lab coat as determined by the individual program.
3. Shoes must be fully enclosed with rubber soles. Shoes must be simple solid color including white, black, gray or brown. No tennis shoes, sandals, clogs, or high heels.
4. Uniforms/scrubs will be required and appropriately coordinated. No jeans, cords or brushed denims. No low cut or midriff cut tops.
5. Jewelry must be limited to a watch and wedding rings. No other jewelry is worn. Neither the college nor the clinical site is responsible for lost or damaged jewelry. There may be additional program-based jewelry policies.
6. Hair must be clean and neatly combed. Long hair must be pulled back and tied, so it does

not fall over the shoulders.
7. No make-up. No perfume or cologne. No nail polish or artificial nails.
8. Tattoos or body art must be covered.
9. Body piercings must not be visible.
10. Program provided picture identification name badge must be worn at all times during clinical assignment.
11. Clinical sites may have specific dress code requirements. Students must adhere to any additional requirements as set forth by the individual clinical site.

Clinical Guidelines:

- Students must be appropriately supervised at all times during the clinical rotation.
- Students must not be used to substitute for clinical, instructional, or administrative staff.
- A student may be employed by an affiliated clinical facility; however, employment and student clinical education must remain separate. Students may not receive compensation for hours completed as part of their required clinical education or clinical hours. When participating in clinical education, the student must function within the scope of practice and responsibilities established for a student in the Program. When working as an employee, the individual must function within the scope of practice and responsibilities of their employment.

Evaluation:

Evaluation of student performance is the clinical instructor's responsibility through observation, feedback, and completion of required documentation of specific skills. The evaluation's purpose is to document the student's skills, professionalism, and progress along with the basis for grade determination. Evaluations are done individually and shared with the student.

Student Participation Agreement

(Rev 2013-09-05)

Nursing Program - Golden West College and Allied Health Programs - Orange Coast College

This Student Participation Agreement is entered into by and between the Coast Community College District, a public educational agency ("District") and ("Student"), concerning the Student's participation in a clinical experience rotation ("Clinical Rotation"). In consideration of District allowing Student to participate in the Clinical Rotation at Clinical Facility, Student hereby fully agrees with the following requirements for participation:

1. Compliance with Laws, Rules, and Regulations. While participating in the Clinical Rotation, Student at all times shall abide by and comply with all applicable local, state and federal laws, rules, statutes, ordinances, regulations, policies and procedures, including but not limited to those of District and Clinical Facility. The supervision of Student at Clinical Facility shall be the responsibility of Clinical Coordinator.

2. Student Background Check. The Coast Community College District and its Campuses have adopted the TJC (The Joint Commission, formerly known as JCAHO, Joint Commission on Accreditation of Healthcare Organizations) requirements for

background/drug screen checks for students, consistent with clinical training site requirements for their accreditation processes. Additional information about TJC requirements may be found at http://www.jointcommission.org/. All students are required to complete and submit pre-clinical background/drug screen checks. The background check will include County Criminal Records (Past 7 Years), Residency History Search, Social Security Alert and Verification, Nationwide Healthcare Fraud & Abuse Registry (OIG/GSA), and Nationwide Sexual Offender Registry. The drug screening will include THC, cocaine, opiates, PCP, amphetamines, benzodiazepines, barbiturates, methaqualone, propoxyphene, and methadone. The background checks will be performed by a service approved by the District and must be completed prior to acceptance into any allied program, and some clinical sites may require a new background check beginning or during the clinical rotations. Student understands that the results of background checks will be provided to the clinical sites by the Program Coordinator before patient care or clinical work commences. The procedures for such background/drug screen checks are set forth in the District's written "Background/Drug Screen Checks Procedure" which will be provided upon request.

3. No Unsupervised Patient Care. There shall be no direct, hands-on patient care by any Student participating in the Clinical Rotation unless said care is provided under the supervision and control of medical or nursing staff and in conformance with all applicable laws, rules, regulations, statutes, ordinances and policies.

4. Confidentiality. Student hereby understands that patient records are confidential, and that confidentiality is protected by the rules and regulations of District, all healthcare providers where Student may receive clinical experience and by federal law. Student therefore hereby agrees to keep strictly confidential and hold in trust all confidential information of any healthcare provider and/or its patients and not to review, disclose or reveal any confidential information to any third party without the prior written consent of the patient and healthcare provider.

   Student has been advised of and is aware of the federal Health Insurance Portability and Accountability Act of 1996 as codified at 42 U.S.C. § 1320 through d-8 ("HIPAA") and understands the requirements and regulations promulgated thereunder requiring strict confidentiality of patient records. Student understands the federal privacy regulations as contained in 42 C.F.R. Part 164 and the federal security standards as contained in 45 C.F.R. Part 142 (collectively the "Regulations"). Student shall not use or further disclose any protected health information of the patient or any information as defined in 45 C.F.R. 164.504, or individually identifiable health information in 42 U.S.C. § 1320d (collectively the "Protected Health Information"), other than as permitted in writing by the healthcare provider and the requirements of HIPAA or its regulations. Student further understands that Student is only allowed to review patient records that are directly related to Student's assignment and for which Student has been specifically authorized to review by student's instructor. Violations of this confidentiality protection by Student shall subject Student to immediate removal from any clinical experience, a possible failing grade and possible expulsion from Coast Community College District and any of its colleges.

5. Release and Hold Harmless. Student hereby releases, discharges, and agrees to hold harmless District, District's governing board ("Board"), and each of their trustees, instructors, employees, agents and representatives from any and all liability arising out of or in connection with Student's enrollment in the nursing program (Golden West College) or Allied Health Programs (Orange Coast College) and participation in its classes, training courses, activities, field trips, practice sessions, hospital clinical experiences, and related exercises. For the purpose of this release, liability means all claims, demands, losses, causes of action, suits or judgments of any kind that Student or Student's heirs, executors, administrators, and assigns may have against District, Board, College, and any of their trustees, employees, agents, and representatives or that any other person or entity may have against District, Board, College, and any of their trustees, instructors, employees, agents, and representatives because of Student's failure to pass any course or class or obtain any particular grades, personal injury, accident, illness or death, or because of any loss of or damage to property that occurs to Student or to Student's property during Student's participation in the nursing program or Allied Health Program including classes, training courses, activities, field trips, practice sessions, hospital clinical experiences, and related exercise, that result from any cause, including but not limited to District's, Board's, College's, or their trustees', employees', agents', or representatives' own passive or active negligence or other acts other than fraud, willful misconduct or violation of law.

6. Acknowledgement of Inherently Dangerous Activities and Assumption of the Risk Thereof. Student acknowledges that the nature of Student's training in the nursing program/Allied Health Programs may involve dangerous and hazardous activities, including but not limited to exposure to disease, blood borne pathogens, illness, personal injuries and possible death. Student acknowledges the inherently hazardous and dangerous nature of these activities and voluntarily participates therein and assumes all risk of injury, illness, or death from Student's participation therein. Student represents and warrants that Student is mentally and physically fit, capable, able and willing to participate in these inherently hazardous and dangerous activities without any limitations.

7. No Right to Employment/Removal. Student understands and agrees that Student's participation in the Clinical Rotation does not create any right to employment at Clinical Facility. Student understands and agrees that Student may be removed from the Clinical Rotation at any time for any reason, except in violation of any law. If Student is asked to leave by any representative of Clinical Facility, Student shall do so promptly and without protest.

8. General Rules.
   a) Students entering the clinical phase of their education shall read and familiarize themselves with all the rules, regulations and obligations of the Clinical Facility and shall at all times strictly abide thereby.
   b) Clinical Rotations are scheduled courses with specific days and times. Student is to adhere to these and adjust any outside work or activities accordingly. Student must complete a physical within a six-month period prior to the start of the clinical phase

(see supplied form). The physical may be completed at the college health center, Student's private physician, or group health care facility. Blood work, urinalysis, and annual T.B. tests or chest x-rays are required as may be immunizations (rubella, rubeola and varicella titer) or proof of immunity. Hepatitis B vaccine is highly recommended by College or waiver must be signed. Certain clinical sites will not allow Student participation without Hepatitis B vaccination. The completed information must be returned to the clinical coordinator or director of Student's program. See Student's program or clinical coordinator for specific details.

c) Any Student participating in a clinical rotation shall, at the request of Clinical Facility, provide a current statement from a physician that the Student is in good health and capable of participating in the Rotation. Clinical Facility may require that any Student, returning from an extended absence caused by illness or injury, submit to a physical examination or present a statement from a physician indicating that the Student is capable of resuming clinical activities. Any such physical examination shall be the financial responsibility of Student.
d) All Students in a clinical rotation must have an active CPR card (per specific program protocol). If a Student's CPR card expires at any time during clinical training, it is Student's responsibility to become recertified. Student will be removed from clinical experience rotation if Student does not have an active CPR card.
e) In programs that require Allied Health 115 – Patient Care, Student must enroll in Patient Care just prior to entry into the clinical phase, in accordance with the program schedule sequence.
f) Students must adhere to appropriate dress code and grooming standards designated by Clinical Facility. This may include a laboratory coat or uniform. Closed, soft-soled shoes are required. A nametag will be provided that must be worn at all times at the Clinical Facility site. See Student's program director or clinical coordinator for specific requirements for Student's program.
g) Specific clinical sites may have certain health related requirements and may include random drug testing, Hepatitis B vaccination, or blood work. Students are expected to meet the requirements of the site when scheduled to be at that site. There may be exposure to hazardous materials and blood-borne pathogens in the clinical setting. Students must adhere to all safety and universal precautionary measures.
h) Students must have adequate reliable transportation to the clinical site and will be responsible for parking.

9. Student Acknowledgement of Terms. Student has read this Student Participation Agreement including the Background check requirement in paragraph 2, the Release requirement in paragraph 5, and the Assumption of Risk requirement in paragraph 6. The student has read and agrees to abide by and comply with all terms of this Student Participation Agreement. Student understands that failure to abide by and comply with any term herein may subject Student to immediate removal from any clinical experience, a possible failing grade and possible expulsion from Coast Community College District and any of its colleges.

Code Of Professional Ethics and Behavior

Healthcare professionals engaged in the performance of patient/client care must strive to maintain the highest personal and professional standards. The following define the basic ethical and moral behavior of an Allied Health Professional:

I. Confidentiality
   A. Never discuss any information or incident that may have occurred in your clinical/internship site in public, during your breaks, or in any other potentially open forum.
   B. Never give out any information about your patients/clients. All inquiries pertaining to your patient's condition, care, or prognosis from family or friends should be referred to the appropriate medical professional as deemed necessary.
   C. Information contained in the chart should only be shared with those medical personnel directly involved with the care of the individual.

II. Patient respect
   A. Respect the need for privacy. Knock gently before entering a patient's room. Screen and/or drape your patient prior to all procedures. Provide adequate draping for examinations or treatments.
   B. Take proper care and respect for your patient/client's possessions. Treat others' personal effects as you would your own.
   C. Treat each person with equal consideration and respect. Discrimination due to gender, race, creed, color, age, religion, socioeconomic status, sexual orientation, or other status has no place in patient care. Avoid promoting personal points of view to others. Do not allow personal bias or discrimination to affect the quality of care you provide.
   D. Do not eat or drink in patient/client care areas.
   E. Respect a patient/client's personal beliefs and requests.
   F. Do not discuss your personal or family life and problems with your patients or other staff.
   G. Certain procedures may require touching or exposure. Assure that proper draping and touch is done in a professional, mature manner in accordance with the required procedure. At no time should the patient feel embarrassed or uncomfortable. Inappropriate actions on the part of the student may be considered as reason for removal from the clinical/internship site and the program.

III. Professional Conduct
   A. Show respect for the staff, faculty, and peers at all times.
   B. Understand and be responsible for your actions and your professional scope of practice.
   C. Assume responsibility for your mistakes, errors, or misjudgments. Report them at once to the appropriate supervisor or staff member and fill out any required appropriate paperwork. Failure to do so may place you, your supervisor, patient, medical staff, facility, and college in jeopardy.
   D. Remain in your assigned area, leaving only under appropriate times. Let your

supervising staff or instructor know where you are. Students are expected to adhere to program attendance policies.

E. Treat all personnel, clients, patients, and patient's families with courtesy and respect.
F. Avoid loud, noisy behavior.
G. Do not use your personal phone during clinical/internship hours except during formalized breaks.

IV. Communication

A. Do not talk about your superiors or co-workers with other personnel or patients/clients. Do not berate your co-workers or employer to other personnel or patients.
B. Avoid any comments that may be offensive or misinterpreted.
C. Do not ask for personal favors from physicians: such as writing prescriptions.
D. Be polite and courteous when answering the telephone. Channel all telephone calls to the appropriate person. Never use the telephone for personal use.

V. Materials

A. Use only appropriate medical supplies, conserving use. Never take home any medical supplies, patient supplies, hospital supplies, or other items that do not belong to you.
B. Never take medications from a medical facility.

VI. Legal practices

A. Never diagnose or prescribe for any patient/client. To do so, is to practice medicine without a license and is illegal.
B. Being under the influence of any alcohol, drug, or controlled substance will be grounds for dismissal.
C. Any abnormal behavior by the student as observed by the supervisor may be grounds for dismissal.
D. Any abnormal behavior that is observed by the student must be reported to the appropriate supervisor/faculty immediately.

VII. Professional Activities

A. Allied Health personnel need to continually strive to increase and improve knowledge and skills by participating in continuing education and professional activities.

Examples of Professional Functions

Function	Standard	Example
Critical thinking	Critical thinking and problem-solving skills sufficient for clinical judgment and problem solving.	Identify cause and effect relationships in clinical situations. Assimilate knowledge from lecture, lab, and clinical areas.

Interpersonal	Ability to interact maturely and professionally with individuals and groups from a wide variety of social, educational, and cultural backgrounds.	Establish rapport with healthcare providers, patients, colleagues and faculty. Respond appropriately to instructions. Work well with others.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Communicate clearly in class, lab, and clinical settings. Be able to explain procedures and document outcomes.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective procedures.	Utilize manual dexterity to safely operate and handle equipment and machinery.
Mobility	Physical ability sufficient to move in clinical settings appropriate to the conditions.	Be able to move around patient conditions in close proximity to others without disruption.
Physical strength	Physical strength, stamina, and flexibility sufficient to sit and/or stand in ergonomically correct positions for four-hour increments. Program specific requirements for lifting and moving.	Sustain specific positions for extended periods of time, perform extended CPR, move patients, lift equipment, and "be on your feet" for extended time periods.
Hearing	Auditory ability to monitor and assess health needs. There may be program-specific requirements.	Ability to hear verbal information orally and electronically. Clearly hear verbal patient, physician, healthcare worker information. Clearly hear alarms.
Visual	Visual ability sufficient for observation, assessment, reading charts & records, and evaluation of test results in both paper and digital forms.	Read and chart in patient records, observe and evaluate subtle color and other patient changes, electronic monitors, and test results.
Tactile	Tactile ability for assessment and performance of medical/dental procedures.	Properly handle small equipment, tactile assessment of patient conditions and perform delicate procedures.

Termination And Procedure for Reinstatement/Continuance

A break in enrollment due to any of the following listed below will cause termination in the program. All students utilizing the Petition for Reinstatement will waive catalog rights and follow the curriculum in the year of reinstatement.

I. Voluntary withdrawal due to extenuating circumstances: to be considered in this section, the student who withdraws must be passing all classes at the time of withdrawal.

1. The student will have to request to be placed back on the Program-Ready List. They will keep their same original application date. There is no guarantee of the specific date of program readmission. Students should schedule an appointment with the Program Coordinator/Director and Health Sciences Dean to request a leave of absence.

II. Non-passing grades

1. Students who receive a non-passing grade where it affects program sequencing will be removed from the program.
2. To be reinstated into the Allied Health Program, the student may request consideration by meeting with an Allied Health Counselor and submitting a "Petition for Reinstatement". However, the petition is not automatically granted and will depend on:
    a. Severity of deficiency identified in course(s) as determined by faculty evaluation on a case-by-case basis
    b. Availability of additional clinical placement sites
    c. Program Faculty and Dean approval
3. The Petition for Reinstatement (PFR) may include elements such as courses to be completed to improve student success or recency purposes, timelines for successful transitions, clinical skills expectations, and behavioral outcomes.
4. Students have **90 days** after dismissal from their program to meet with an Allied Health Counselor to start the Petition for Reinstatement process. Students have one year after Dean approval to complete their Petition for Reinstatement requirements to return to the Program-Ready List.
5. Program readmission is determined on a case-by-case basis, with no guarantee of entry into the incoming cohort. After all Petition for Reinstatement requirements have been completed, meet with an Allied Health Counselor to obtain a new Program-Ready Date and be placed back on the Program-Ready List.
6. Readmission into an Allied Health Program, if permitted, is only allowed one time for programs with applications.
7. If readmission is not approved, the student is encouraged to meet with an Allied Health Counselor to discuss their alternative options.

III. Non-passing grades in clinical and/or laboratory experiences for unsafe practices or substandard professional performance.

1. The student will be unable to continue in their chosen program and will be unable to reapply to any program in the School of Allied Health Professions.

Petition For Reinstatement (PFR)

Readmission is only allowed one time to any Allied Health Program. The process for readmission to any Allied Health Program requires a **Petition for Reinstatement (PFR)**.

Petition for Reinstatement Process:

1. **Meet with an Allied Health Counselor**
    - Contact the Allied Health Office to schedule a Petition for Reinstatement (PFR) appointment with an Allied Health Counselor. Students must meet with an Allied Health Counselor within 90 days of dismissal to begin the PFR process.
    - During the appointment, students will submit a new application. A new application date will be given. The Counselor will review the PFR process and determine whether prerequisite courses need to be repeated for recency.
    - The student and Counselor will complete and sign Part 1 of the PFR. The Counselor will email the signed PFR to the Program Coordinator.

- After meeting with the Counselor, the student will then complete a Student Success Summary that includes the reasons they would like to return to the program and steps they will take to support successful completion of the program.
- The student is then responsible for making an appointment with the Program Coordinator and submitting their Summary to the Coordinator for review.

2. **Meet with the Program Coordinator/Director**
   - Students must meet with their Program Coordinator within 7 business days to complete the remainder of the PFR.
   - The Program Coordinator will review the summary, identify any additional requirements/courses, and sign Part 2 of the PFR with the student.

3. **Submit for Dean Approval**
   - The student will then submit the signed Petition for Reinstatement and Student Success Summary to the Allied Health Program Assistant, Ms. Wood, awood26@occ.cccd.edu to record.
   - Ms. Wood will send the documents to the Health Sciences Dean for review.
   - If approved, the student will be notified by the Allied Health Program Assistant.

4. **Complete Requirements and Meet with Allied Health Counselor**
   - Students have one year from Dean approval to complete all reinstatement requirements.
   - After completing all requirements listed on the petition, the student must meet with an Allied Health Counselor.
   - The Counselor will verify completion and assign a new Program-Ready Date.

If you have questions about this process, you can discuss this with the Allied Health Counselor during your counseling appointment. If you need further assistance, please contact Ms. Wood, the Allied Health Program Assistant at 714-432-5729, or by email to awood26@occ.cccd.edu.

Full Manual Revision 11/5/2026

Student Manual Verification

I _____ verify that I have thoroughly read
(Printed Student Name)

and fully understand all information and requirements set forth in the Orange Coast College - School of Allied Health Professions (SAHP) Student Manual.

Initial specific sections listed below:

_____ Admissions Process

_____ Code of Conduct: Ethics and Behavior

_____ SAHP Standards: Physical and Mental

_____ Clinical Standards

_____ Termination and Procedure for Readmission

_____ _____
Student Signature Date

This form must be completed, signed, and dated, then submitted along with your Slate online application in the Allied Health A010, Health Occupations course.