

**ACADEMIC SAFETY**

ADMINISTRATIVE RULE NUMBER: D034

LAST APPROVED: November 1, 2019

RELATED TO POLICY SERIES NUMBER: 441

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**PURPOSE: D034.1**

Certain Tillamook Bay Community College (TBCC) courses and/or programs require additional admission criteria. These are explained here;

**PHLEBOTOMY: D034.2**

Phlebotomy requires that students complete an AHA CPR card, a background check, online orientation (eLearning), Medical Document Review (proof of immunizations) and drug test prior to any clinical experience. Students must complete the first, and second course, within one year of each other. Students cannot transfer in a course from another school or location as it cannot be verified that the curriculum is consistent across locations. If the first course was taken from an Oregon college or university, however, all effort will be expended to investigate whether or not the content aligns and provide credit if equivalent (for ease of in state student transfer).

**EMS: D034.3**

Emergency Medical Services requires that students complete an AHA CPR card, a background check, online orientation (eLearning), Medical Document Review (proof of immunizations) and drug test prior to any clinical experience (EMS 106). Students must complete the first, and second course, within one year of each other. Students cannot transfer in a course from another school or location as it cannot be verified that the curriculum is consistent across locations. If the first course was taken from an Oregon college or university, however, all effort will be expended to investigate whether or not the content aligns and provide credit if equivalent (for ease of in state student transfer).

**NURSING, DIAGNOSTIC IMAGING, MEDICAL ASSISTING, MEDICAL LABORATORY TECHNICIAN, OCCUPATIONAL THERAPY, OR PHARMACY TECHNICIAN PROGRAMS: D034.4**

TBCC does not have its own independent Nursing, Diagnostic Imaging, Medical Assisting, Medical Laboratory Technician, Occupational Therapy, or Pharmacy Technician Programs. Instead it partners with other colleges to provide these programs. Students should work closely with a TBCC advisor who can help them access and prepare for these programs.

**TRUCK DRIVING: D034.5**

The Truck Driving program requires that students complete a background check (including Department of Motor Vehicles report), online orientation (eLearning) through the SBDC, and drug test prior to program admission.

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### DRIVER'S EDUCATION: D034.6

Prior to starting the Driver's Training program, students need a Department of Motor Vehicles driver's permit and to attend an in-person orientation (with legal guardian). Additional rules apply to completing the course and receiving the driver's license, so students should speak with the Continuing Education Coordinator prior to registering for class.

### CLINICAL PLACEMENTS: D034.7

Oregon Health Authority

Administrative Requirements for Clinical Placement

- A. To qualify for a clinical placement at a covered site within the state of Oregon, covered students must satisfy requirements for each of the following categories prior to the start of the intended placement period.
  - a. Immunizations;
  - b. Screenings; Trainings; and
  - c. Evidence of coverage for professional liability and general liability.
- B. Health profession programs and clinical placement settings are not required to pay for or otherwise administer any screenings or tests listed in these rules.
- C. Health profession programs must verify and retain evidence demonstrating that a student has completed all requirements listed in these rules prior to starting a placement for the student at a clinical setting. The health profession program shall provide evidence of completed requirements to clinical sites, as requested.

[ED. NOTE: Tables referenced are not included in rule text. [Click here for PDF copy of table\(s\).](#)]

Stat. Auth.: ORS 413.435

Stats. Implemented: ORS 413.435

Hist.: OHP 8-2013, f. 9-30-13, cert. ef. 7-1-14; OHP 4-2015, f. & cert. ef. 7-1-15

### IMMUNIZATION STANDARDS: D034.8

- A. Students must have required immunizations in order to receive a clinical placement. Clinical sites will define appropriate immunizations for their facility (via the facility agreement).

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- B. Evidence of immunization may be demonstrated through the following:
- a. A document appropriately signed or officially stamped and dated by a qualified medical professional or an authorized representative of the local health department, which must include the following:
- C. The month and year of each dose of each vaccine received; or
- D. Documentation of proof of immunity to the disease via titer; or
- E. Written documentation by a qualified medical professional indicating the month and year the diagnosis of the disease was confirmed.
- a. An official record from the Oregon ALERT Immunization Information System.
- F. Individual student medical exemptions from specific immunizations must be maintained by health profession programs as part of the overall record of the student. Documentation for exemption requires a written statement of exemption signed by a qualified medical professional. Non-medical exemptions from immunizations are not allowed.

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**SCREENING STANDARDS: D034.9**

Required screenings consist of:

- A. Tuberculosis (OAR 409-030-0200);
- B. Substance abuse or misuse (OAR 409-030-0210); and
- C. State and nationwide criminal background check (OAR 409-030-0220).

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### TUBERCULOSIS SCREENING: D034.10

A student must obtain and provide documentation for TB screening consistent with the requirements for immunization in OAR 409-030-0180.

TB screening must be conducted in a manner consistent with the CDC guidelines available at <http://www.cdc.gov/tb/topic/testing/> or other state or federal health authority guidelines prior to the start date of the initial clinical placement.

Stat. Auth.: ORS 413.435

Stats. Implemented: ORS 413.435

Hist.: OHP 8-2013, f. 9-30-13, cert. ef. 7-1-14

### DRUG TESTING FOR SUBSTANCE ABUSE AND MISUSE: D034.11

- A. A student must undergo a drug test prior to the start date of initial placement at a covered clinical setting. Drug testing must take place prior to initial placement, but no more than three months before entry into the health profession training program requiring clinical training experience. A drug test is considered current while the student is enrolled and progressing in the health profession training program. Subsequent drug tests may not be required except for cause, or at re-entry into a program from which the student has taken leave or fallen out of progression. These rules do not aim to define an “acceptable” result to a drug screen. These rules ensure completion of the administrative requirements necessary for administrative clearance for students. Clinical placement settings shall make all final clearance and placement decisions.
- B. At a minimum, a covered student seeking a clinical placement at a covered clinical site must undergo a standard 10-panel drug test and must sign any necessary authorizations. Screens for the following eight substances must be included in the 10-panel drug screen:
  - a. Amphetamines (including methamphetamines);
  - b. Barbiturates;
  - c. Benzodiazepines;
  - d. Cocaine;

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- e. Marijuana;
  - f. Methadone;
  - g. Opiates; and
  - h. Phencyclidine.
- C. All drug testing must be conducted by a laboratory licensed and operated in accordance with ORS 438.010 and OAR 333-024-0305 through 333-024-0350. The health profession program must verify that screening is performed by a reputable vendor.

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Stats. Implemented: ORS 413.435

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**STATE AND NATIONWIDE CRIMINAL BACKGROUND CHECKS: D034.12**

- A. Students must undergo a state and nationwide criminal background check in advance of the start of their initial clinical placements, but no more than three months before entry into the health profession training program requiring clinical training experience. A criminal background check is considered current while the student is enrolled and progressing in the health profession training program. Subsequent criminal background checks may not be required except for cause, or at re-entry into a program from which the student has taken leave or fallen out of progression.
- B. These rules do not aim to establish or define the composition of an “acceptable” result to a state and nationwide criminal background check. These rules ensure completion of the administrative requirements necessary for administrative clearance for students. Clinical placement settings shall make all final clearance and placement.
- C. State and nationwide criminal background checks must be:
  - a. Performed by a vendor that is accredited by the National Association of Professional Background Screeners (NAPBS); or
  - b. Performed by a vendor that meets the following criteria:
- D. Has been in the business of criminal background checks for at least two years;

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- E. Has a current business license and private investigator license, if required in the company's home state; and
- F. Maintains an errors and omissions insurance policy in an amount not less than \$1 million; or
- a. Conducted through an Oregon health professional licensing board, if required for students by such Board. (For example students of pharmacy are required by the Oregon Board of Pharmacy to obtain an intern license prior to engaging in clinical training and must undergo a national fingerprint-based background check.)
- G. A criminal records check must include the following:
- a. Name and address history trace;
  - b. Verification that the students' records have been correctly identified, using date of birth and a Social Security number trace;
  - c. A local criminal records check, including city and county records for the student's places of residence for the last seven years;
  - d. A nationwide multijurisdictional criminal database search, including state and federal records;
  - e. A nationwide sex offender registry search;
  - f. A query with the Office of the Inspector General's List of Excluded Individuals/Entities (LEIE);
  - g. The name and contact information of the vendor who completed the records check;
  - h. Arrest, warrant and conviction data, including but not limited to:
    - i. Charges;
    - j. Jurisdictions; and
    - k. Date.

Sources for data included in the report.

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