

5018.        ADMINISTRATIVE REGULATIONS FOR STUDENT HEALTH SERVICES

5018.1        Responsibilities

The Dean of Student Affairs shall administer these regulations.

5018.2        Definitions

A.    "Health Fee" - A student fee, established by state regulation and authorized by the governing board of the district, to fund "health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers, or both." (quotation from Education Code Section 76355)

B.    "Services" - Student health services means those services described in the California Community Colleges Student Health Services Guidelines.

"A student health service includes, but is not limited to, the following programs and services:

1. health education and counseling programs,
2. assessment, intervention, and referral services which include, but are not limited to, health appraisal, screening, first aid and urgent care, mental health counseling and crisis intervention, nursing or medical services,
3. health promotion activities,
4. communicable disease control programs and services,
5. illness and injury prevention program and services, and
6. advisory activities for the promotion of a healthful campus environment."

C.    "Student(s)" means any currently enrolled student(s).

D.    "Standardized Procedures, Policies and Protocols" for the provision of health care mean those written documents defined and regulated by the California Nursing Practice Act.

5018.3      Staffing

- A. The "Health Services Coordinator," defined as the health services professional with overall responsibility for developing and directing student health services, shall meet the minimum qualifications for this position, as described in Title 5, Section 53411.
- B. "Health Services Specialist" is a registered nurse who provides direct health related services. Health Services Specialists and other health services personnel shall not be subject to statewide minimum qualifications as they pertain to faculty positions, described in Title 5, Section 53411. However, all personnel shall possess appropriate valid, current licensure or certification to practice in California when required by law.
- C. "Health Services Assistant" is an unlicensed individual who assists the registered nurse in the provision of health related services.
- D. A consulting physician, selected by mutual agreement of the coordinator and the dean, shall be retained under the administrative direction of the Dean of Student Affairs. The consultant physician shall have responsibility for supervision of clinical services by registered nurses, as described in Title 3, and relevant regulations of the Board of Registered Nursing. The consultant physician may also provide direct medical services, on a contractual basis, as needed.

5018.4      Program Structure

- A. Student Health Services shall be organized as a structured program with the administrative and staff support necessary to meet the goals as defined by the annual plan. The service will be planned and evaluated by the same established processes as are other programs of the college.
- B. Student Health Services shall have a formal organizational structure with clear lines of authority and responsibility for both college administration and clinical services.
- C. The coordinator shall have authority and responsibility for the provision of health services that are appropriate for both the Liberal Arts and Pacific Coast campuses. Compliance with all applicable state and federal regulations regarding the provision of health services shall be maintained at all times.
- D. The coordinator shall be responsible for budget management and the supervision of health services personnel to promote the college mission.

The Dean of Student Affairs shall be responsible for administrative approval of the budget and personnel.

- E. All individuals working with or providing services for the health services program shall work under appropriate supervision.

5018.5      Program Process

- A. Policies and procedures governing all aspects of the operation of health services shall be in writing, be congruent with college policy and procedures, and be approved by the Dean of Student Affairs and the Coordinator of Health Services.
- B. Formal standardized procedures and protocols shall govern the provision of clinical services. These guidelines shall be approved by the Dean of Student Affairs, the Coordinator of Student Health Services and the consultant physician. Standardized procedures and protocols will be reviewed annually and revised as necessary. All health care providers shall agree annually, in writing, to abide by the standardized procedures and protocols.
- C. Student involvement in planning and evaluation of student health services shall be organized to provide ongoing advice and direction concerning all aspects of the student health services. The President of the Associated Student Body will appoint one student representative from the ASB cabinet. The Coordinator of Student Health Services shall select two at-large student representatives, one from each campus.

Student health representatives may attend staff meetings of the Student Health Services and will attend the advisory committee meetings.

- D. A Student Health Services Advisory Committee shall meet once each semester and when needed to review, exchange information, and recommend modifications to the Student Health Services Program. The Advisory Committee will be chaired by an off-campus representative and consist of members from the following:
  - 1. Dean of Student Affairs
  - 2. Student Health Services staff
  - 3. Department Head, or designee, from Registered Nursing, Vocational Nursing, Health Technologies, Dietetics, LAC Counseling, and PCC Counseling
  - 4. Other interested college staff, faculty, or administrators

5. Student health representatives
  6. Administrative, nursing, and/or medical directors of local health care agencies.
- E. The mission, philosophy and goals of the Student Health Services shall be in writing, be developed by the Student Health Services staff with input from the advisory board, and be congruent with the mission, philosophy and goals of the college.
- F. An annual plan will be developed by the Student Health Services staff and reviewed by the advisory committee to ensure an organized and cost effective approach to the provision of student health services. The annual plan will be approved by the Dean of Student Affairs.