



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

March 3, 2019

MEMORANDUM

TO: Senior Continuing Education Administrators
Continuing Education Registrars

FROM: Margaret Robertson, Associate Vice President – Workforce Continuing Education
Elizabeth Self, Director of Accountability and Compliance Training

RE: **Clarification for Continuing Education Clinical Experience Documentation**

This memo serves as clarification for the documentation requirements for various clinical experiences within Workforce Continuing Education healthcare programs. For the purposes of this memo, the definition of clinical extends to ‘field internships’ as required by the Office of Emergency Medical Services.

There have been several questions from colleges around the specific documentation required for clinical experiences within different course section structures and schedules.

Course section schedule structure is provided in 1G SBCCC 200.94 “Reporting of Student Hours in Membership for Continuing Education Classes,” and for the purposes of clarification for clinical experience, we will focus on the following:

1. Regularly Scheduled Classes – expectation that all students participate in all instructional experiences on the same schedule.
2. Regularly Scheduled Classes with non-regularly scheduled lab/clinical – expectation that all students participate in the lecture component on the same schedule but may be involved in clinical experiences at different times and possibly locations.
3. Non-Regularly Scheduled Classes – expectation that students may participate in the instruction and/or clinical experiences at different times and possibly locations.

Documentation of clinical experience is referenced in 1D SBCCC 300.9

(f) College personnel shall make documentation verifying student participation in clinical practice available for compliance purposes.

Broad requirements for all clinical environments include:

1. Course Number and Title
2. Total number of required clinical hours
3. Student names
4. Name and signature of faculty, clinical instructor or preceptor responsible for clinical supervision

Specific documentation within the identified class structures:**1. Regularly Scheduled Class: Example – Nurse Aide I**

- Lecture and clinical hours are scheduled with the expectation that all students participate as a cohort
- **Class attendance is noted on the college attendance documentation**
- All class hours are reported as membership hours

2. Regularly Scheduled Class with non-regularly scheduled lab/clinical: Example – EMT Basic

- Lecture hours are scheduled with the expectation that all students participate as a cohort
 - **Lecture attendance is noted on the college attendance documentation**
- Clinical hours are scheduled at different times and possibly locations to enable appropriate learning experiences
 - **Verification of student participation in the lab/clinical section of the class shall be available for review**
 - Documentation to verify the actual clinical attendance will include actual dates and specific times of participation in the clinical experience. *(Example: September 15, 2018; 6:00 AM – 9:00 AM; 3 hours)*
 - Actual hours of documented clinical experience may exceed college documentation for scheduled clinical hours. *(Example: Scheduled hours = 25; Actual hours = 40)*
 - It is not required to note when lunch or other breaks are specifically scheduled within the clinical experience. *(Example: Clinical schedule: 8 AM – 5 PM may be noted as an 8-hour clinical experience)*
- Colleges may only report total class hours defined within college documents and for which instruction is paid to include face-to-face class hours and clinical hours. Colleges are responsible for ensuring appropriate processes are in place for accurately reporting class hours for budget FTE.
- All class hours are reported as membership hours

3. Non-Regularly Scheduled Class: Example – Clinical only component of Paramedic

- Clinical hours are scheduled at different times and possibly locations to enable appropriate learning experiences
 - **Verification of student participation in the lab/clinical section of the class shall be available for review**
 - Documentation to verify the actual clinical attendance will include actual dates and specific times of participation in the clinical experience. *(Example: September 15, 2018; 6:00 AM – 9:00 AM; 3 hours)*
 - Actual hours of documented clinical experience may exceed college documentation for scheduled clinical hours. *(Example: Scheduled hours = 25; Actual hours = 40)*

03/03/2019

- It is not required to note when lunch or other breaks are specifically scheduled within the clinical experience. *(Example: Clinical schedule: 8 AM – 5 PM may be noted as an 8-hour clinical experience)*
- Colleges may only report class hours reported within college documents and for which instruction is paid to include face-to-face class hours and clinical hours. Colleges are responsible for ensuring appropriate processes are in place for accurately reporting class hours for budget FTE.
- All class hours are reported as contact hours (sixty minutes shall constitute an hour)

Any questions regarding appropriate documentation required for a specific class or clinical experience should be directed to the college's designated compliance officer.

CC: Lisa Chapman
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