

DEPARTMENT OF
REGIONAL SCHOOLS AND
INSTRUCTIONAL
PROGRAMS (RSIP)

Summer 2025

Dear parent/guardian, student, and District Official,

Clinical internships are crucial for our high school students aspiring to work in the medical field. These amazing opportunities provide our students with invaluable hands-on experiences, exposure to diverse working scenarios, and develop their work-related skills in the medical profession. We are guests in the facilities who choose to partner with us and must always keep student and patient health and safety at the forefront. Therefore, we require that all students submit this completed “Clinical Experience Contract” prior to being allowed to participate in this special opportunity. **The expectations outlined in the contract below are dictated to us by the facilities. These expectations are rooted in patient, staff, and student safety as well as HIPPA privacy laws.**

Please review the material below and return the signed form to the student’s BOCES teacher by the **end of the first week of the 2025-2026 school year.**

Clinical Paperwork

- Complete a full physical examination within one year prior to the start of clinic.
- Submit documentation of the completed physical exam by the required deadline.
- Understand that students without a valid physical exam will not be allowed to participate in the clinical rotation.
- Be aware that failure to complete the clinical rotation will result in being unable to complete the program and ineligibility to sit for licensing
- Acknowledge that, per the New York State Department of Education, students must complete all required curriculum components—including in-person skills labs and hands-on clinicals—and may not opt out of any portion.
- Understand that students who are ineligible for clinic participation will be required to withdraw from the program.

Absences:

- Students can only accrue clinical hours when participating in approved clinical activities. A minimum of 108 clinical hours are required, except for the Dental Assisting Program, which requires 200 clinical hours.
- To take their certification exam students need the required number of clinical hours for their specific program. Clinical hours cannot be made up.
- See the BOCES student handbook for additional attendance requirements.

Lateness:

- Students must be ready to leave the classroom at the required time to board the bus.
- Students not ready on time or late for class will not be allowed on the bus. The bus will not wait. Their spot will be given to someone else who is fully ready.
- Students will receive a “0” for the day and receive no credit for clinical hours. As stated above, this may impact their ability to take the certification exam.

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Professional and Safe Attire:

- Students must be fully and properly dressed for their clinical experience prior to leaving their classroom. **These requirements dictated to us by our partnering facilities are strictly enforced to ensure patient, staff and student safety.**
- Hair: Pulled back and off collar, with simple hair retainers. No hanging ponytails or braids.
- Make up: minimal, natural look.
- Nails: Students must keep their nails short (no longer than the tip of the finger), natural, and free of polish or artificial enhancements. Long, artificial or polished nails can harbor bacteria, increasing the risk of infection for both students and patients.
- Earrings: One small stud on each lobe of ear only.
- Piercings: No face piercing, tongue piercing, or other visible body jewelry.
- Jewelry: No jewelry is allowed except for a plain wedding ring with no stones or a religious necklace with a chain long enough to go under uniform.
- Uniform: Must be clean, neat, and ironed. Must be required uniform of class; sneakers or shoes, color required for class must be non-porous material- leather or “pleather” NO clog type or open toe footwear: socks, lab coat etc. Do not have under garments or colored clothing showing through white uniform, if applicable.
- No gum chewing.
- No strong scented perfume, body sprays or lotions.
- It is expected that the student will be able to go to clinic daily.
- Failure to follow above will result in students not going to clinic that day, a “0” for the day and loss of required hours. The decision is solely up to the classroom teacher. It is expected that students go to their clinical experience daily.

Clinic Readiness:

- Students must be deemed safe and appropriate to autonomously function and provide direct patient/client/resident care in the health care setting by Nassau BOCES and clinical staff.
- Students are in good academic standing.
- Students can communicate properly in a professional setting, as outlined in their Employability Profiles, which includes all “21st Century Skills.”

Electronics:

- **Absolutely no cell phones, smart watches, or any personal electronic devices can be brought to the clinical setting.**
- All personal electronic items must be secured (locked in the student’s locker) in the classroom prior to departure. Students found with these items in clinic will be suspended and unable to return to clinic, thus **failing the program.**

*In the event of an emergency, please call the main office to locate and speak with your child.

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Professionalism:

- Students are expected to have a positive attitude towards learning.
- Respect and cooperate with others, including patients, fellow students, BOCES and facility staff.
- Demonstrate a genuine care for people.
- Not be involved in any bullying incidents at the school building, district, or clinical setting. Bullying will not be tolerated.
- Shows kindness, care, and empathy towards others.
- Uses appropriate language always. No cursing, use of racial or ethnic slurs, or inappropriate non-verbal gestures.

Following Directions:

- Insubordination (not following directions) will not be tolerated and will result in removal from the Nassau BOCES Program.
- Students must remain in the specific location(s) assigned by their teacher or clinical instructor.
- Teacher/clinical instructor decides placement of student in clinic and whom student will work with.

Behavior:

- Students will take direction solely from the teacher or clinical instructor they are assigned to unless told otherwise (ex. When working with or shadowing an assigned person from facility).
- Students must wear the required mask and/or face shield, if directed.
- When faced with a difficult interaction with a patient, clinical instructor, or facility staff member, it must be addressed with the teacher after leaving the facility.
- No loud, boisterous, or disorderly behaviors. Students must always demonstrate professional behavior.
- Any unacceptable behavior reported by staff/supervisor on site will be addressed immediately.
- Smoking, vaping, or use/possession of any drugs or prohibited will result in removal from the Nassau BOCES Program. Students may be subjected to drug testing at any time.

Bus:

- Students must always be seated.
- No loud and disruptive behavior.
- Students need to be attentive for instruction.
- No changing of clothes or disrobing on bus.

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Failure to comply with the above expectations, or/and the Nassau BOCES Code of Conduct, may result in, but is not limited to:

1. Having a conversation with the teacher to promote professional growth.
2. A reduced grade.
3. A "0" for the day.
4. Parent/guardian called and informed of the situation.
5. BOCES administration, parent/guardian and/or school district meeting with student.
6. Suspension
7. Removal from clinical experiences, and therefore the Nassau BOCES Program.

*If a student cannot fully participate in the clinical experience, the Nassau BOCES program they are enrolled in becomes invalid, and the students will need to immediately return to their home school for the full day. This is because as per NYSED (New York State Education Department), "*Students may not be enrolled with intent to omit portions of a required curriculum which include didactic, in-person skills lab, and in-person hands -on clinical at a work-related facility.*" Therefore, if a student is not eligible to attend clinic, they must withdraw from their Nassau BOCES program.

We are enormously proud of our students' behavior, attitude, and appearance during Clinical Rotation. Their continued efforts will allow for a productive learning experience and continued partnership with these facilities.

Thank you for your continued support.

Sincerely,



Madelaine Hackett, *Principal*

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Student Name: _____

Nassau BOCES School: _____

Program: _____

Teacher: _____

Dear Nassau BOCES,

By signing below, I acknowledge that I have read and understand the expectations outlined in the Nassau BOCES Clinical Experience Contract, including the consequences of non-compliance. These expectations will also be reviewed by the instructor at the start of the clinical rotation.

I acknowledge that I understand and agree to comply with the health physical requirement for clinical participation.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Home School Administrator / Guidance Counselor Name: _____

Home School Administrator / Guidance Signature: _____ Date: _____

Student Signature: _____ Date _____

(Note to Student: Please return this form to your teacher with all signatures by **the first week of school.**