

APR 6 - 1998

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
County of Cook and State of Illinois

**COUNTY OF COOK  
AND STATE OF ILLINOIS**

CLINICAL FACILITIES AGREEMENTS  
AAS IN OCCUPATIONAL THERAPY ASSISTING PROGRAM  
WRIGHT COLLEGE

THE CHANCELLOR

REPORTS

that there is a need for hospital facilities in which students enrolled in the Associate in Applied Science Degree Program in Occupational Therapy Assisting can receive clinical experience; and

that Agreements have been negotiated to provide such clinical facilities at the following hospitals:

- > Condell Medical Center  
801 S. Milwaukee Avenue, Libertyville, Illinois  
(effective August 7, 1998, and renewable each year)
- > Occupational Therapy Services for Children  
1932 Manor Lane, Mundelein, Illinois  
(effective April 3, 1998, and renewable each year)
- > Vencor Hospitals of Illinois  
2544 W. Montrose, Chicago, Illinois  
(effective April 3, 1998, and renewable each year)

RECOMMENDS

that the Board of Trustees approves the Agreements negotiated with the above named facilities for the period indicated, stating the terms and conditions whereby the Hospitals will make facilities available for use in conducting the Associate in Applied Science Degree Program in Occupational Therapy Assisting Program at Wright College; and authorizes the Chairman and the Secretary to execute said Agreements on behalf of the Board.

Respectfully submitted,

Wayne D. Watson  
Chancellor

20541

**STATEMENT OF UNDERSTANDING  
BETWEEN  
WILBUR WRIGHT COLLEGE  
AND  
CONDELL MEDICAL CENTER**

**CONCERNING THE CLINICAL EDUCATION OF STUDENTS IN  
OCCUPATIONAL THERAPY**

This understanding exists between the administration of Wilbur Wright College (hereinafter referred to as "College" ) and Condell Medical Center (hereinafter referred to as "Facility").

The participating institutions agree to cooperate in the conduct of educational activities as described below.

**THE COLLEGE AGREES:**

1. To recommend for placement in the clinical education program of the Facility only those students who have completed all necessary requirements for field experience prior to assignment.
2. To assign students to the Facility with the student's knowledge and consent.
3. To provide the Facility with pertinent information concerning the student prior to assignment date.
4. To keep the Facility informed about the educational philosophy of the College, as well as curriculum and faculty of the Occupational Therapy Department.
5. To extend to authorized representatives of the Facility an open invitation to visit the Occupational Therapy Program of the College and consult with its faculty and students.
6. To be available to the Facility for assistance and consultation as the need arises.
7. To maintain a school council affiliated with the Council on Education of the American Occupational Therapy Association.
8. To require students to carry liability insurance throughout clinical education experience.

9. To make health requirements of the Facility known to the student and health insurance coverage available through the College.
10. Advising the Facility of any change in the approval or accreditation of the College or its program.
11. Informing the students that they are responsible for the following items:
  - A. Conforming to the policies and procedures of the Facility and following all directives of staff in regard to patient care.
  - B. His personal conduct at the College and at the Facility.
  - C. Meeting those health standards required the College and the Facility.
  - D. His academic achievement and skill achievement in all educational situations whether in the classroom or in the Facility.
  - E. Maintenance of work standards set by the Facility's clinical supervisor, including proper attire.
  - F. Require attendance at work experiences, classes, seminars, recruitments, and individual conferences with the instructor.
  - G. Wearing the uniform and identifying insignia of the College at all times in the Facility, unless otherwise instructed by the Supervisor at the Facility.
  - H. Will instruct all students with respect to the confidential nature of all Facility and patient and employee records including but not limited to:
    - (1) No medical records, copies or originals, may leave the premises of Facility
    - (2) No names may be used in student's journals or papers
    - (3) All students are required to sign a statement of confidentiality at Facility.
  - I. Will advise the student that this Agreement applies to the entire student internship completed under the sponsorship of Facility including off site activities at other businesses arranged through the sponsor.

**THE FACILITY AGREES:**

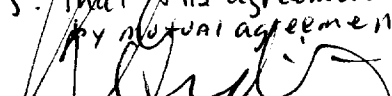
1. To provide clinical education at the Facility to students enrolled in the Occupational Therapy Program at the College.
2. To provide quality supervision of the student in the clinical education program of the Facility.

- 3. To keep the college informed concerning the performance of each student, and to communicate problems back to the College.
- 4. To encourage review of the clinical education program in the Facility by the Chairperson and/or faculty of the occupational therapy curriculum at the College.
- 5. To support continuing education and professional growth and development of those staff who are responsible for student supervision.
- 6. To inform the College of health requirements that a student must complete prior to placement.

THE COLLEGE AND THE FACILITY JOINTLY AGREE:

- 1. That no student will be discriminated against on the basis of religion, handicap, age or national origin in any aspect of this program.
- 2. That this document does not limit the Facility to accept only students from this College into the clinical education program.
- 3. That there will be ongoing, open communication between the College and the Facility to ensure understanding of the expectations and roles of both institutions in providing clinical education for students.
- 4. Either party may terminate this agreement by written notice to the other party at least six months in advance of proposed termination date.
- 5. That this agreement begins August 7, 1998 and will continue in effect until terminated by mutual agreement or by either party giving 6 months written notice of termination.

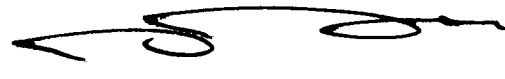
Board of Trustees of Community College  
District No. 503, County of Cook and  
State of Illinois

  
Board Chairman, City Colleges of Chicago

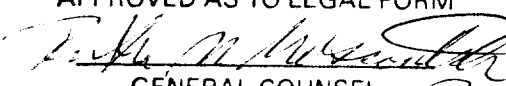
APR 6 - 1998  
Date

  
Board Secretary, City Colleges of Chicago

APR 6 - 1998  
Date

  
James Justice  
Vice President, Operations  
Condell Medical Center

5/11/98  
Date

APPROVED AS TO LEGAL FORM  
  
GENERAL COUNSEL

20541

Occupational Therapy Assistant Program  
At The  
Wilbur Wright College  
Agreement for Clinical Affiliation

This agreement is entered into by the Occupational Therapy Assistant Program at the Wilbur Wright College, hereinafter referred to as the SCHOOL:

OCCUPATIONAL THERAPY SERVICES FOR CHILDREN  
(Name of Facility)

1932 MANOR LANE, MUNDELEIN, IL 60060  
(Address)

hereinafter referred to as the FACILITY. The purpose of this agreement is to provide clinical education in Occupational Therapy at the Assistant level for students enrolled in the C.O.T.A. Program of the SCHOOL

**A. School Responsibilities**

1. Faculty shall have total responsibility for planning and implementing the educational program for C.O.T.A. students, and determining adequate preparation in theoretical knowledge, basic skills, professional ethics, attitude, and behavior. The FACILITY will be informed as to curriculum sequence, and established educational objectives for field work experience.
2. A designated faculty member will make visits to the FACILITY, when appropriate, to coordinate the progress of students.
3. Specific and mutually agreed upon information regarding the number of students to be assigned and the dates of their assignment will be provided to the FACILITY.
4. The SCHOOL will assure that health insurance coverage and professional liability insurance coverage for the C.O.T.A. students is in effect.
5. The SCHOOL will provide Clinical Supervisors of the FACILITY with appropriate forms for evaluation of student clinical experience and performance.
6. The SCHOOL will advise the assigned student of the responsibility for complying with the existing pertinent rules and regulations of the FACILITY.

**B. Facility Responsibilities**

1. The FACILITY agrees to serve as a cooperating agency with the school in order to provide clinical education in Occupational Therapy at the Assistant level.
2. The FACILITY agrees to designate as Field Work Supervisor the staff member who will be responsible for the planning and implementation of the Field Work Experience. The staff person so designated shall meet the criteria established by the American Occupational Therapy Association for supervising students. Clinical supervisors may delegate specific responsibilities for some of the clinical teaching to other qualified professionals of the staff without waiving his/her responsibilities for the students.
3. The FACILITY agrees to provide the Fieldwork Supervisor with time to plan and implement the Field Work Experience, when feasible, time to attend relevant meetings and conferences.

- 4. The FACILITY will have available, to faculty and to students, a written description of the Field Work Experience being offered, as well as pertinent rules and regulations with which the student is expected to comply.
- 5. The FACILITY will advise the SCHOOL of any changes in its personnel, operation, or policies which may affect Field Work Experience.
- 6. C.O.T.A. students will have the status of trainees, are not to replace FACILITY staff, and are not to render patient care and/or service except as such are identified for educational value as a part of the jointly planned educational program.
- 7. Whenever possible, the FACILITY will make available emergency health care for the assigned student. (The student will otherwise be responsible for his/her health care.)
- 8. The Field Work Supervisor will evaluate the performance of the assigned student on a regular basis using the evaluation form provided by the SCHOOL. The completed evaluation form will be forwarded to the SCHOOL within one (1) week following conclusion of the student's Field Work Experience.

C. Joint Responsibilities

- 1. Specific and mutually agreed upon information regarding the numbers of students to be assigned, the dates of their assignment, and specific experience to be provided shall be planned jointly by the SCHOOL and the FACILITY.
- 2. Scheduled meetings will be held to review and evaluate the clinical education program, and to resolve specific problems which may interfere with the achievement of the objectives of the program. The meetings shall be attended by appropriate SCHOOL faculty and staff of the FACILITY.
- 3. Any problem situations involving student trainees shall be resolved jointly by the SCHOOL and the FACILITY.
- 4. Discrimination against any individual involved in the program, because of race, color, religion, sex, or national origin, is unacceptable to the SCHOOL and the FACILITY, and if practiced by either party shall be cause for terminating this agreement.
- 5. A Conference between representatives of both the SCHOOL and the FACILITY shall be held at appropriate intervals to evaluate the function of the program and to review the agreement.
- 6. This agreement does not contemplate the payment of any fee or remuneration by either party to the other, but is intended to jointly benefit both parties by improving education, professional preparation of the students, and patient care.

TERM OF AGREEMENT: This agreement will become effective April 3, 1998 and will continue its effect until terminated by mutual agreement of the parties or by either party giving three (3) months written notice of termination to the other.

FOR THE SCHOOL

[Signature] APR 6 - 1998

Board Chairman, City Colleges of Chicago

[Signature]

Board Secretary, City Colleges of Chicago

FOR THE FACILITY

[Signature]

Administrator

[Signature]

Director of O.T. or O.T. Consultant

[Signature]

Field Work Supervisor

APPROVED AS TO LEGAL FORM

[Signature]

GENERAL COUNSEL

Board of Trustees of Community College District No. 508, County of Cook and State of Illinois

# 20541

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FOR THE SCHOOL

APR 8 - 1998

FOR THE FACILITY

Board Chairman, City Colleges of Chicago

Administrator

Board Secretary, City Colleges of Chicago

Director of O.T. or O.T. Consultant

Field Work Supervisor

APPROVED AS TO LEGAL FORM

GENERAL COUNSEL

Board of Trustees of Community College District No. 503, County of Cook and City of Chicago