

20959

**ALCOHOLISM AND SUBSTANCE ABUSE STUDIES PRACTICUM
AGREEMENT**

between

**THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT
NO. 508 COUNTY OF COOK AND STATE OF ILLINOIS
and
Care Unit St. Elizabeth's Hospital**

**This Agreement is entered into by and between the Board of Trustees of
Community College District 508, County of Cook and State of Illinois (hereinafter
the Board") on behalf of Harold Washington College and**

Care Unit St. Elizabeth's Hospital

**(hereinafter "Agency") to prepare students for positions in the fields of Alcoholism
and Substance Abuse Treatment.**

It is hereby agreed by the parties as follows:

- 1. The Agency agrees to provide the Board's students with a varied
direct service alcohol and other drug abuse treatment experience
which will include as many of the following Illinois Alcoholism and
Other Drug Abuse Professional Counselors Association
(IAODAPCA) Core Functions as possible:**
 - a. client screening**
 - b. client intake**
 - c. client orientation**
 - d. client assessment**
 - e. substance abuse evaluation**
 - f. treatment planning**
 - g. individual counseling**
 - h. group counseling**
 - i. family counseling**
 - j. case management**
 - k. exposure to and attendance at meetings of Alcoholics
Anonymous, Al-Anon, and, if possible, Narcotics
Anonymous**
 - l. crisis intervention**
 - m. client education**
 - n. referral**
 - o. outreach**

- p. recordkeeping
 - r. written communication with other professionals
 - s. consultation with other professionals
2. Each of the Board's students assigned to the Agency's practicum shall have an individual supervisor who shall be the employee of the Agency and who shall be assigned to the student by the Agency.
 3. The Agency agrees to maintain the appropriate Illinois license by the Department of Alcoholism and Substance Abuse or by the Department of Public Health if a hospital. Hospital programs will maintain Joint Commission for the Accreditation of Health Care Organizations (JCAHO) or Commission on the Accreditation of Rehabilitation of Facilities (CARF) accreditation.
 4. The duration of the practicum experience will be one semester in length unless other arrangements have been approved by the College Program Coordinator or the Practicum Instructor. Each student, as a course requirement, shall spend 300 hours at the agency unless other arrangements have been approved by the College Coordinator or Instructor. Each Agency supervisor shall document student attendance.
 5. The Board agrees to appoint a Harold Washington College Program Director for the purpose of maintaining ongoing contact with each Agency's practicum supervisor. At a minimum, such contact shall include a) one visit by the Harold Washington College Program Director to the Agency to meet student and Agency's representative; b) telephone contact between Harold Washington College Program Director and Agency on an as needed basis; c) two written evaluations of the student's performance at specified intervals completed by the Agency supervisor. Copies of these evaluations will be sent to the student and Harold Washington College Program Director and these evaluations will remain part of the student's permanent record file and the property of the Board.
 6. Supervision of the Intern:
 - a. It is the preference of the Harold Washington College Program that the student's Agency supervisor be a Certified Alcoholism Counselor and/or Certified (or clinically certified) Drug Abuse Counselor. Individuals who possess recognized Mental Health degrees (i.e., M.S.W., Ph.D) who are not yet certified in the Alcoholism and Substance Abuse fields, may also be considered as potential supervisors,

provided that they possess an acceptable amount of expertise in alcoholism and substance abuse treatment.

- b. No field-work agency supervisor may supervise more than four interns.
 - c. The student shall receive no less than a total of two hours of individual and group clinical agency supervision per week.
 - d. The Agency agrees to complete and submit two (2) Supervisor Evaluation Forms for each practicum student; one at mid-term and one at the completion of the practicum experience. In addition, the Agency agrees to complete and submit a Documentation of Supervision Form for each student. All forms will be submitted to the College in a timely fashion.
7. All students will be instructed in the observance of the principles of confidentiality and will be required to comply with them.
 8. The Agency's employees shall maintain and preserve the confidentiality of all student records.
 9. Documentation of Student Progress and Training Needs:

The Agency practicum supervisor agrees to address the issue of the student's additional training and supervisory needs. The supervisor's assessment of student's additional training and supervisory needs shall be discussed with the student and included as a written component of all intern evaluations.
 10. The Agency reserves the right to terminate student's practicum at the Agency prior to completion if it is determined by the Agency supervisor in consultation with the Harold Washington College Program Coordinator that the student is in violation of any local, state or federal law Agency or Board rules, or policy, or demonstrates unsatisfactory clinical progress as set forth in the course requirements.
 11. The Board reserves the right to terminate any student's practicum prior to completion if it determines that the Agency is not providing an appropriate experience for the student.
 12. All parties agree that the termination of a practicum in process shall only be done under extreme circumstances and shall not be done without prior discussion between Agency, the Harold

Washington College Practicum Coordinator and the student.

13. Insurance - The Board's students will be protected by malpractice in the following amounts, \$1,000,000/1,000,000 via Chicago Insurance Company policy.
14. This Agreement may be terminated by either party upon 30 days written notice sent to the parties at the following address by first class mail, postage pre-paid: Wayne D. Watson, Chancellor, City Colleges of Chicago, 226 W. Jackson Blvd., 14th Floor, Chicago, IL 60606.

FOR THE BOARD

FOR AGENCY

Wayne D. Watson
Chancellor
City Colleges of Chicago
and

Care Unit
St. Elizabeth's Hospital
1431 N. Claremont
Chicago, IL 60622
Atten: Susan Lambert, R. N.

Christine A. Franz
Dean of Instruction
Harold Washington College
30 East Lake Street
Chicago, IL 60601

15. Neither party shall use the name of the other in any promotional literature, statement or publication without the other party's express written approval.
16. It shall be the responsibility of each student to provide for her/his own health insurance coverage. Such coverage may be obtained via the health insurance plan offered from time-to-time by private companies to the City Colleges, or the student may make other arrangements. Proof of satisfactory health insurance may be required by the Agency prior to the student beginning his/her practicum.
17. Contract Term: Begins August 17, 1998
 Expires December 19, 1998

In witness whereof, the parties have executed this

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Agreement on this 5th day of January 19 99.

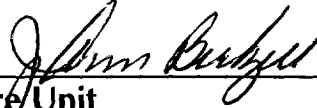
FOR THE BOARD

FOR AGENCY

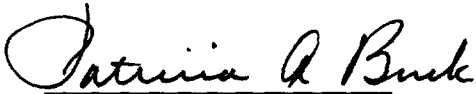


Ronald Gidwitz
Chairman

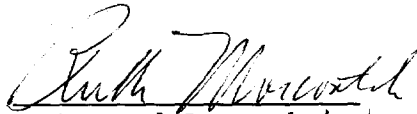
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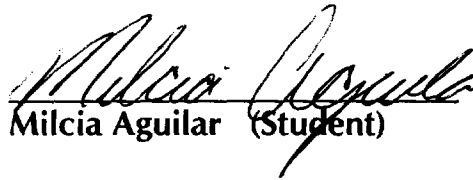
Care Unit
St. Elizabeth's Hospital



Patricia Buck
Assistant Secretary



General Counsel *Law*
Approve as to Legal Form



Milcia Aguilar (Student)

20959

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**COUNTY OF COOK
AND STATE OF ILLINOIS**

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

CLINICAL FACILITIES AGREEMENTS
ALCOHOLISM AND SUBSTANCE ABUSE STUDIES PRACTICUM
WASHINGTON COLLEGE

THE CHANCELLOR

REPORTS

that there is a need for facilities in which students enrolled in the Alcoholism and Substance Abuse Studies Practicum at Washington College can receive clinical experience; and that Agreements have been negotiated for use of facilities from August 17, 1998 to December 19, 1998 at:

- > Care Unit St. Elizabeth's Hospital, 1431 N. Claremont, Chicago
- > Doctor's Hospital, 5800 S. Stony Island, Chicago
- > Family Outpatient Addiction Centers, 7365 W. Archer, Summit
- > Gateway, 2700 S. California, Chicago
- > Haymarket Center, 120 N. Sangamon, Chicago
- > Interventions Adolescent Center, 11 S. 250 Route 83, Hinsdale
- > Interventions/Woodridge, 221 West 64th Street, Woodridge
- > Presbyterian-St.Lukes Hospital, 1800 W. Polk Street, Chicago
- > SHARE, 1776 Moon Lake Blvd., Hoffman Estates
- > South Suburban Council on Alcoholish & Substance Abuse, 1909 Checker Square, East Hazel Crest
- > West Side Veterans Administration, Damen & Taylor, Chicago
- > William Reid Group, 8938 S. Ridgeland Ave., Oak Lawn

RECOMMENDS

that the Board of Trustees approves the Agreements stating the terms and conditions whereby the above facilities will be available for the Alcoholism and Substance Abuse Practicum Program at Washington College effective August 17, 1998; and authorizes the Chairman and Assistant Secretary to execute said Agreements on behalf of the Board.

Respectfully submitted,

Wayne D. Watson
Chancellor

November 5, 1998