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ADOPTED
BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 508

JUN 3 - 1999

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 AGREEMENT
OCCUPATIONAL THERAPY ASSISTING PROGRAM
WRIGHT COLLEGE

THE CHANCELLOR

REPORTS

that there is a need for facilities in which students enrolled in the Occupational Therapy Assisting Program at Wright College can receive clinical experience; and that an Agreement has been negotiated to use facilities at:

- Albuquerque Municipal Schools District No. 12
Counties of Bernalillo and Sandoval, New Mexico
601 Fourth Street
Albuquerque, NM
(Effective June 4, 1999; and renewable each year)

that malpractice insurance requirements are within the coverage carried by the City Colleges of Chicago.

RECOMMENDS

that the Board of Trustees approves the Agreement stating the terms and conditions whereby the facilities will be available to conduct the Occupational Therapy Assisting Program at Wright College, and authorizes the Chairman and Assistant Secretary to execute said Agreement on behalf of the Board.

Respectfully submitted,

Wayne D. Watson
Chancellor

June 3, 1999

AGREEMENT FOR OCCUPATIONAL THERAPY FIELDWORK EDUCATION

MEMORANDUM OF UNDERSTANDING

BETWEEN

Wilbur Wright College

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

and

Albuquerque Public Schools

THIS AGREEMENT, entered into this April, 1999 and between Wilbur

Wright College and Albuquerque Municipal Schools DistrictNo. 12, Counties of Bernalillo and Sandoval, New Mexico (Hereinafter "APS").

WITNESSETH:

For simplification of terminology, the liaison between the College and APS will hereinafter be referred to as the Fieldwork Coordinator and the individual(s) named to serve, as student Supervisor(s) at APS will hereinafter be referred to as the Fieldwork Supervisor.

WHEREAS, The College has a program in Occupational Therapy and wishes to establish a fieldwork education program for the benefit of the students as well as APS, and

WHEREAS, APS wishes to establish a fieldwork education program and wishes to obtain the educational and practical benefits to be derived from the implementation of such a program and desires to cooperate with the College in this respect,

NOW THEREFORE, in consideration of these premises and of the mutual agreements set forth herein, the College and APS agree as follows:

The College and APS mutually agree:

1. To establish the educational objectives for the fieldwork experience, devise methods for their implementation, and evaluate continually the effectiveness of each.

2. To make no distinction among students covered by this Agreement, on the basis of race, color, sex, creed, age, national origin, or disability, in any of their policies, practices or procedures. and;
3. That references or transcripts pertaining to students in the program shall not be provided to a third party by the College or APS without authorization from the student (Family Educational Rights and Privacy Act of 1974).

The College agrees:

1. To assume responsibility for assuring continuing compliance with the educational standards established by the American Occupational Therapy Association.
2. To establish and maintain channels of communication for exchange of information with the student and the Clinical Fieldwork Supervisor of APS by on-site visits when practical and/or telephone calls during the sixth week of the student fieldwork experience,
3. To notify APS, at a time mutually agreed upon, of its planned schedule of student assignment, including the name of the student, level of academic preparation, and length and dates of fieldwork experience.
4. To refer to APS only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum which is applicable to APS;
5. To inform the student of APS's requirements for acceptance, (i.e., citizenship, health status, health insurance, etc.)
6. To advise the assigned student of the responsibility for:
 - a. Complying with the existing pertinent rules and regulations of APS.
 - b. Providing his/her transportation and living arrangements.
 - c. Conforming to the standards and practices established by the

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College for students receiving training in APS.

7. To advise the assigned students regarding appropriate health and professional liability insurance needed.
8. To supply APS with appropriate forms to be used in evaluating the performance of the assigned student.
9. To have the student provide prior to the commencement of the student assignment such confidential information as may be required by APS or deemed necessary for the training and guidance of the student.
10. To meet, as deemed necessary, with designated personnel of APS for discussion and evaluations of the student program and/or specific students.

APS agrees:

1. To designate as Fieldwork Supervisor the staff member who will be responsible for the planning and implementation of the Fieldwork Experience. The staff member so designated shall meet the criteria established by the American Occupational Therapy Association for supervising students.
2. To provide the Fieldwork Supervisor with time to plan and implement the fieldwork experience including, when feasible, time to attend relevant meetings and conferences.
3. To provide as determined by APS in its sole discretion the physical facilities and equipment necessary to meet the fieldwork experience.
4. To have available a written description of the fieldwork experience being offered.
5. To advise the College of any change in its personnel, operation, or policies which may affect fieldwork experiences.
6. To determine the number of students which it can accommodate during a given period of time.
7. To provide the assigned student, whenever possible, with use of library facilities and reasonable study and storage space.

8. To provide for review the assigned student with a copy of APS's existing pertinent rules and regulations with which the student is expected to comply.
9. To make available, whenever possible, emergency health care for the assigned student (the student will be responsible for his or her own health care expenses).
10. To evaluate the performance of the assigned student on a regular basis using the evaluation form developed by the American Occupational Therapy Association and supplied by the College;
11. To forward the completed evaluation to the College within one (1) week following conclusion of the student's fieldwork experience.
12. To advise the College at least by mid-term of any serious deficiency noted in the ability of the assigned student to progress toward achievement of the stated objectives of the fieldwork experience (it will then be the mutual responsibilities of the assigned student, the Fieldwork Supervisor, and the Fieldwork Coordinator to devise a plan by which the student may be assisted to achieve the stated objectives).
13. To have the right to terminate any student whose health or performance is detrimental to client's well being or to achievement of the stated objectives of the fieldwork experience after notifying the College.
14. To support non-financial, continuing education and professional growth and development of those staff who are responsible for student supervision.

Terms of Agreement:

1. This agreement shall be effective when executed by both parties for a period of one year and shall be automatically renewed on a year to year basis unless otherwise terminated by written notice by one of the parties in accordance with paragraph four (4) below.
2. In the event that a student is placed^{at} at APS at the time of termination, the student will be allowed to complete his/her fieldwork.

3. This agreement may be revised or modified by written amendment when both parties agree to such amendment.
4. If either party wishes to terminate this agreement, it is understood that written notice of at least sixty (60) days shall be given the other party.
5. Students who are assigned will not be considered as employees of APS while participating in the programs that are the subject of this Agreement, nor shall such students be eligible for any employee benefits provided by APS. Students participating in this program who may become injured while in an APS facility shall not be employees for purposes of Workmen's Compensation benefits or disability benefits.
6. The College hereby agrees to obtain and maintain during the term of this Agreement insurance covering said students. The insurance shall be provided in accordance with the New Mexico Tort Claims Act (41-4-1 NMSA 1978). A certificate of insurance shall be provided to APS upon request.
7. In any case where APS's Administrator determines that the student's performance is unsatisfactory so as to result in possible danger to the student or clients, or his/her health status is hazardous to clients or personnel, the Administrator shall so advise the student and the appropriate faculty; and may request that the College suspend or terminate the student from the program as is appropriate.
8. APS provides both Fieldwork I and Fieldwork II, this Agreement covers both levels of Fieldwork.
9. Performance by APS under this agreement is subject to the availability of funds.

IN WITNESS WHEREOF, the College and APS have caused this Agreement to be signed by their respective administrative officers.

Albuquerque Public Schools

BY: Brad Allison
Bradford Allison, Ph. D.

TITLE: Superintendent

DATE: 8/30/99

Wilbur Wright College

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

TITLE: James A. Dyen
VICE CHAIRMAN OF THE BOARD
DATE: JUN 3 - 1999

Patricia A. Buck
ASSISTANT BOARD SECRETARY

Reviewed by: Mary Ann Domina
Mary Ann Domina
Related/Services Medicaid Specialist

DATE: 8/18/99

Reviewed by: Elizabeth Lawrence
Elizabeth Lawrence
Director of Special Education

DATE: 8/18/99

APPROVED AS TO LEGAL FORM

[Signature]
GENERAL COUNSEL