



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4 – Instructional Services

5160.1 - HEALTH OCCUPATIONS INSTRUCTION--USE OF CLINICAL FACILITIES

This procedure outlines the tasks that must be completed to develop a contractual relationship with outside clinical facilities for worksite instruction for San Diego Community College District health occupations program students.

FUNCTION

1. Definitions
 - a. Site: A college, center, or other discrete operation within the San Diego Community College District.
 - b. Site Administrator: The person who is the President, Provost, Director, Vice or Assistant Chancellor and is responsible for the site.
 - c. Site Health Occupations Contact Person: The individual designed by site administrator to work with District Instructional Services to negotiate health facilities agreements for a particular program.
 - d. Clinical Facility: Facility for which an agreement is negotiated and written, such as hospital, clinic, dental office, doctor's office.
2. Restrictions:
 - a. All agreements require site review.
 - b. All agreements require approval by Board of Trustees before students are assigned to clinical facility or agreement is implemented.

IMPLEMENTATION

1. Responsibilities
 - a. Site health occupations program contact person:
 1. Identifies clinical facility and makes advance arrangements with appropriate clinical staff to accept District students.
 2. Provides Instructional Services, in writing, with:
 - Correct legal name of facility.
 - Address of facility.
 - Name, title, and phone number of contact person.
 - Desired effective date of agreement.
 3. Reviews all agreement arrangements.
 4. Maintains a file of clinical agreements for site reference.

2. Agreement Approval Process

a. STANDARD DISTRICT AGREEMENTS

1. Instructional Services will send appropriate standard District agreement to clinical facility.
2. If clinical facility desires to change District's standard agreement, those changes must be requested in writing. Instructional Services will send changes to site health occupations contact person for review, written acceptance, or revision
3. Instructional Services will send all requested changes to County Counsel and District's Risk Manager for review and approval.
4. Following written approval of County Counsel and District Risk Manager, Instructional Services will incorporate changes and submit revised agreement to clinical facility for signature.

b. NON-STANDARD AGREEMENTS

1. If clinical facility desires to use its own agreement (i.e., a non-standard agreement), the agreement must be submitted to Instructional Services.
2. Instructional Services will forward non-standard agreements to County Counsel, District Risk Manager, and site health occupations contact persons for review
3. Following receipt of approval/written response from County Counsel, District Risk Manager, and site health occupations contact persons, Instructional Services will notify clinical facility of any required changes in non-standard agreement and request a revised version.
4. Upon receipt of revised agreement from clinical facility, Instructional Services will review it to ensure inclusion of all requested changes. If all changes have been incorporated, agreement is signed by Assistant Chancellor, Instructional Services, and returned to clinical facility for counter signature.

- a. The District Risk Manager will negotiate all changes relating to language on insurance and liability for both standard District agreements and non-standard agreements.
- b. When an agreement has been approved and signed by appropriate individual at clinical facility and returned to District, it will be counter-signed by Assistant Chancellor, Instructional Services.
- c. When both signatures have been affixed to an agreement, Instructional Services will send a letter of transmittal and a signed original of agreement to clinical facility. A second original agreement will remain on file in Instructional Services.

- d. Instructional Services will prepare a Board docket exhibit requesting approval of clinical facility.
- e. Upon Board approval of clinical facility, Instructional Services will send site health occupations contact person and appropriate site Dean a copy of Board-approved clinical facilities agreement.

FORMS/REFERENCES

- 1. SDCCD Policy 5160, 1/23/97
- 2. SDCCD Master Plan Goal 1.2

Adopted: January 31, 1997

SUPERSEDES:
New Procedure