

# Administrative Procedure Chapter 4 – Instructional Services

1. **HEALTH OCCUPATIONS INSTRUCTION USE OF CLINICAL FACILITIES**
	* 1. 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 College or Continuing Education health occupations program students. All such agreements require site review by the President or designee and approval by the Chancellor or designee before students are assigned to a clinical facility or an agreement is implemented.
2. Responsibilities
	1. Site health occupations program contact person:
		1. Identifies clinical facility and makes advance arrangements with appropriate clinical staff to accept District students.
		2. Ensures the agreement includes:

Correct legal name of facility.

Address of facility.

Name, title, and phone number of contact person. Desired effective date of agreement.

* + 1. Reviews all agreement arrangements.
		2. Maintains a file of clinical agreements for site reference.

STANDARD DISTRICT AGREEMENTS

1. The Program Director identifies the clinical facility and makes advance arrangements with appropriate clinical staff to accept District students.
2. The Program Director prepares the standard District agreement including
	1. Correct legal name of facility.
	2. Address of facility.
	3. Name, title, and phone number of contact person. Desired effective date of agreement.
3. The Program Director sends the completed standard District agreement to the clinical facility.
4. The Program Director coordinates any changes to the standard District agreement with the clinical facility, County Counsel, and District Risk Manager.
5. Following written approval of County Counsel and District Risk Manager, the Program Director incorporates changes and submits the revised agreement to the clinical facility for signature.
6. Following signature by the clinical facility the Program Director sends the agreement to the Chancellor or Designee for approval.
7. The Program Director provides copies of the approved agreement to all parties involved.

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 the Program Director.
		2. The Program Director ensures the non-standard agreement includes
	1. Correct legal name of facility.
	2. Address of facility.
	3. Name, title, and phone number of contact person. Desired effective date of agreement.
		1. The Program Director forwards non-standard agreements to County Counsel, and District Risk Manager for review.
		2. Following receipt of approval/written response from County Counsel and District Risk Manager, the Program Director notifies the clinical facility of any required changes in non-standard agreement and requests a revised version.
		3. Upon receipt of revised agreement from clinical facility, the Program Director reviews it to ensure inclusion of all requested changes.
1. The Program Director submits the revised agreement to the clinical facility for signature.
2. Following signature by the clinical facility the Program Director sends the agreement to the Chancellor or Designee for approval.
3. The Program Director provides copies of the approved agreement to all parties involved.
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FORMS/REFERENCES

1. SDCCD Policy 5160, 1/23/97

2. SDCCD Master Plan Goal 1.2

Adopted: January 31, 1997 SUPERSEDES:

New Procedure