

CLINICAL EDUCATION CONTRACT BETWEEN

Independent School District No. 16 of Payne County, Oklahoma D/B/A
Stillwater Public Schools

AND

VITERBO UNIVERSITY

PART A - Agreement for Extended Laboratory Experience-

This contract is made this 26th of August 2024, between

Viterbo University, located at
(Hereinafter called "School")

900 Viterbo Drive, La Crosse, Wisconsin, and

Independent School District No. 16 of Payne County, Oklahoma D/B/A Stillwater Public Schools
(Hereinafter called "Cooperating Agency")

314 S Lewis St, Stillwater, OK 74074

It is agreed to be of mutual interest and advantage that the students enrolled in the School's Bachelor's and Master's in Community Medical Dietetics Program be given the opportunity and benefit of the facilities of the above-mentioned Cooperating Agency for clinical experience.

PART B - Implementation of Contract

I. School

A. Responsibilities

1. The School will assume responsibility for offering an educational program eligible for accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
 - a. The School will assume responsibility for the teaching program, including theory instructor and evaluation of students (not on site).
 - 1) Provide qualified teaching staff.

- 2) Provide for the evaluation of students' clinical learning experience with input from clinical supervisor.
 - b. Develop course outlines, which identify the clinical objectives to be met in the use of the clinical facilities.

Course outlines shall include:
 - 1) Course descriptions and objectives,
 - 2) Clinical level of students enrolled in the course, and
 - 3) Expectations of the students.
This plan for course outlines is subject to revision when greater alignment with patient care responsibilities is needed.
2. School students are responsible for learning and complying with policies and regulations of both school and agency as they apply to circumstances of clinical education.
3. Prior to use of the Cooperating Agency facilities, School faculty will discuss with the Cooperating Agency personnel the following:
 - a. The availability of desired student-learning experience.
 - b. Agency services, including mode of nursing care delivery, philosophy, and policies and procedures.
 - c. Method of contacting instructor prior to, during, and after student clinical experiences.
4. The School will furnish the Cooperating Agency with a course outline.
5. The School will furnish the Cooperating Agency personnel with a schedule for each student.
6. School students will communicate information regarding the patient status, progress, and the implementation of the plan of care to the responsible Cooperating Agency personnel.

7. School students will meet the health standards set for Cooperating Agency personnel.
8. The School is committed to establishing an environment free from all forms of discrimination and unlawful harassment and complies with the *Viterbo University Non Discrimination Policy*.
9. The School will require complete criminal record checks and self-disclosure forms for students prior to student participation in Cooperating Agency practicum. Self-disclosure forms and criminal record checks will be kept on file by the School of Nursing. Upon request of the Cooperating Agency, School students will provide the self-disclosure forms and background checks for review by the Cooperating Agency to ensure compliance with legal and regulatory standards.
10. The School will carry general and professional liability coverage for activities performed pursuant to this agreement, and will furnish evidence of such coverage by providing a certificate of insurance at the request of the Cooperating Agency.

B. Privileges – The School – College of Nursing and Health Sciences

1. School faculty may adjust student assignments if the learning environment changes in such a way that it is not compatible with the student's learning objectives or the student's safety and health standards.
2. School faculty may resolve any actual or potential concerns in the clinical learning environment to ensure the safety and wellbeing of students, while also ensuring safe patient care. Following resolution of the actual or potential concerns, the School faculty will discuss issue with the resolved by the contact faculty member and the agency personnel or designated Registered Dietician.

II. Cooperating Agency

A. Responsibilities

1. The Cooperating Agency will assume and maintain responsibility for the care of the patients.
2. The Cooperating Agency will be responsible for meeting accreditation and eligibility standards as a clinical teaching facility.
3. The Cooperating Agency will permit students in the nursing program to use patient care areas for the students' clinical learning experience.
4. The Cooperating Agency will allow students to use equipment and supplies which are commonly available and required in the delivery of patient care.
5. The Cooperating Agency will allow students to use patient charts and other informational sources normally available in providing individualized patient care.
6. The Cooperating Agency nursing staff will be available for consultation and supervision during the students' clinical experiences and will maintain regular contact with the Viterbo University course coordinator.
7. The Cooperating Agency will provide orientation to the following:
 - a. The agency as a whole,
 - b. Individual programs, and
 - c. Current policies and procedures.
8. The Cooperating Agency will supply the following references for student use:
 - a. General nursing policies and procedures.
 - b. Standing orders and protocols, if utilized.
 - c. Standardized patient care plans, if utilized.
 - d. Other agency resources.
 - e. Standard clinic references (e.g., medical dictionary, information on diagnostic tests, drugs).
9. The Cooperating Agency will make the following facilities or services available to students:

- a. Agency library.
- b. Agency in-service programs.
- c. Emergency medical services as defined by agency policy for employees.

The student is financially responsible for any and all medical care received.

- 10. The Cooperating Agency shall carry general and professional liability coverage for activities performed pursuant to this agreement, and will furnish evidence of such coverage by providing a certificate of insurance at the request of the School.

B. Privileges - Cooperating Agency

- 1. The Cooperating Agency is responsible for definition and delivery of safe patient care and retains the authority to assess, plan, implement and evaluate same.
- 2. The Cooperating Agency may refuse educational access to its clinical areas to any school personnel who do not meet its employee standards of safety, health, or ethical behavior.
- 3. The Cooperating Agency may resolve any potential or actual concerns in favor of a patient's safety and wellbeing. In doing so, the Cooperating Agency may restrict the involved student to the observer role until the concern can be resolved by the Cooperating Agency staff and the School faculty member.

III. Status of Student

- A. The student possesses the status of a learner.
- B. The student will participate in providing the safest level of patient care consistent with the Cooperating Agency policies and procedures and its philosophy of nursing care.
- C. The students are subject, during clinical assignment, to the same standards as are set for employees at the Cooperating Agency relating to the welfare of patients and families.

D. The students are subject to HIPAA regulations and will follow standards and procedures as required by the Cooperating Agency.

IV. Terms of the Agreement

A. This Agreement will commence on August 25, 2024, and shall be automatically renewed on a year-to-year basis unless terminated by either party upon six (6) months written notice.

B. Modifications to this agreement must be made with mutual consent by the School and Cooperating Agency. Revisions shall be in writing and attached to this agreement.

C. Either agency may terminate this agreement with six months written notice. Termination of this agreement will not affect the students already enrolled in the program, and these students will be allowed to continue the program.

Viterbo University
School

Stillwater Public Schools
Cooperating Agency

VP for Academic Affairs Date
and Institutional Effectiveness

Agency Representative Date

Dean, College of Nursing, Date
Health

Stillwater Public Schools School Board President
Representative's Title