

**CHILDREN'S HEALTH CARE d/b/a  
Children's Hospitals and Clinics of Minnesota**

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**OPERATING RULES FOR CLINICAL EDUCATION AGREEMENTS  
Exhibit A**

The overall objective of this clinical experience is to provide an on-site pediatric setting in which the participant can further develop his/her knowledge and skills.

**I. CONTRACTS**

Learning experiences are to be governed by a written contractual agreement. Attached to each contract is a list of operating rules of the Facility which govern the implementation of the contract.

**II. COLLEGE/UNIVERSITY RESPONSIBILITIES**

- A. The College/University shall provide a liaison to work with the Facility on the education experience.
- B. The College/University shall assure that students assigned to the Facility meet the academic qualifications to participate in the clinical program.
- C. Confidentiality of patient information shall be maintained at all times by any faculty of the College/University providing direct clinical supervision on-site or who are exposed to patient information in their faculty role even when off-site. The College/University shall advise students to maintain the confidentiality of patient information at all times in accordance with applicable state and federal laws.
- D. Students and faculty shall wear an identification badge.
- E. The College/University shall ensure that any faculty providing direct supervision on-site complete a Minnesota background study form and that it is submitted to the appropriate parties at the Facility prior to the beginning of the learning experience. The College/University shall advise its students to complete a Minnesota background study form and to submit it to the Facility prior to the beginning of the clinical experience program. If the College/University has their own provider number and submits a Minnesota background study form on the faculty or students, the Facility shall be given a copy of either the background study response letter or the background study form.

- F. The liaison shall verify the appropriateness of clinical assignments with the department manager, assistant manager, or other staff in charge.

### **III. FACILITY RESPONSIBILITIES**

- A. Student to Faculty ratio for learning experiences will be mutually agreed upon between the Facility and College/University prior to the onset of the experience.
- B. Facility retains the authority to determine the level of involvement by practicum participants in direct patient care activities.
- C. Pursuant to Minnesota Statute 144.057, the Facility shall maintain records demonstrating that a background study has been completed on every student entering the Facility, regardless of the duration of the learning experience (excluding experiences involving no patient contact).
- D. The Facility staff are expected to:
  - 1. Function as primary care giver working as part of a team with the participant while s/he is in the department;
  - 2. Review the educational objectives of students;
  - 3. Serve as a resource for students and the liaison to enhance the quality of student learning and patient care;
  - 4. Serve as a role model for students in setting priorities and providing continuity of care;
  - 5. Provide feedback by reporting observations to the liaison regarding the student's level of achievement; and
  - 6. Assure that a safety learning report is completed when required.