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.