



## *HLC Accreditation Evidence*

- Clinical Practice Site Agreement

URL:

Office of Origin:

- Vice President of Instruction

Contact(s):

- Dean of Workforce Training and Community Education

**Clinical Affiliation Agreement**  
**The Agreement made and entered into as of**

BY AND BETWEEN        Barton Community College  
                                  Nursing Program  
                                  Great Bend, Kansas

Hereinafter referred to as the “College”

AND

Hereinafter referred to as the “Facility”

**AGREEMENT**

WITNESSETH THAT:

WHEREAS, the parties hereto are desirous of entering into an agreement, each with the other, whereby the Facility will furnish clinical laboratory experience for nursing students of the college.

NOW, THEREFORE:

It is mutually agreed by and between the parties hereto, as follows:

1. The College assumes full responsibility for offering an education program in nursing which is approved by the Kansas State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing.
2. The College will appoint the necessary faculty who are qualified teachers and competent registered nurses with a current license to practice as a registered nurse in the state of Kansas to be responsible for selecting and guiding the students’ clinical experience. The experience selected will be that which offers the best learning for the student at a given level. The College nursing faculty will provide supervision and instruction required in the program, unless in specific instances other provisions are made by the College. When the provision is for a clinical

experience with a preceptor, the nursing faculty will provide orientation for the preceptor(s).

3. The College will withdraw any student from the clinical areas when the student is unacceptable to the Facility for reasons of health, performance, or other reasonable cause.
4. The College will be responsible for planning the schedule of student assignments and for notifying the facility in advance of the planned schedule of student assignments to the clinical areas, including the dates, times, and the students' names.
5. The College will keep all records and reports of student clinical experience.
6. The College will provide orientation about the student's course requirements to the Facility Staff.
7. The College will, upon request, provide the facility staff with an appropriate certificate of insurance reflecting that each student, faculty member or other agent or employee of the College, while performing any of the duties or services contemplated under this Agreement, has professional liability insurance.
8. The College will provide the Facility with proof of health insurance coverage on each student. Students bear financial responsibility of any cost for required medical treatment during the clinical experience due to illness, injury or exposure.
9. The College is responsible to assure that students assigned to the clinical Facility meet the Facility's health standards. Health standards will include a negative tuberculin skin test before the date on which the student commences his/her clinical assignment at the facility. Any student with a newly positive skin test shall have a chest x-ray. The College will provide upon request, evidence of negative TB skin tests, immunity to rubella, Hepatitis B vaccination, or the signed Hepatitis B series refusal for all students. In addition, the College will also provide upon request, copies of student's signed health record and physical examination.
10. The faculty and students will abide by existing rules and regulations of the Facility insofar as they may pertain to their activities while in the Facility.

11. The College and the Facility will cooperate with an orientation process during which the nursing faculty can become familiar with the Facility policies and practices prior to assigning students for patient care.
12. The Facility will provide the faculty, preceptors, and students with access to resources of information for educational purposes such as charts, reference materials and manuals of medical assisting procedures, administrative policies and laboratory procedures.
13. The Facility will make available to the College all rules and regulations as pertains to nursing internship at the Facility, together with all amendments, deletions, and revisions.
14. The Facility will provide an opportunity for faculty to meet with the staff in order that the faculty can acquaint the staff with the role of the student in the nursing program.
15. The Facility retains full responsibility of the care of patients, including all administrative and professional functions.
16. The Facility will provide adequate staffing in the clinical areas so that no student or instructor will be expected to give service to patients in the Facility apart from that service rendered for the educational value as a part of the planned nursing education program.
17. The College and the Facility will be responsible for instructing students on the importance of respecting the confidential nature of all information and privileged communication which may come to them with regard to patients, the staff, the facility's records, and medical staff.
18. The nursing preceptor of the Facility and the nursing faculty of the College shall cooperate in the concurrent and terminal evaluation of student experiences in the clinical areas.
19. Prior to clinical assignment of student to the Facility, the College is responsible to assure that students and every member of the nursing faculty responsible for supervision and/or instruction of said students at the Facility have passed a criminal background check. The background check for students shall include: Criminal Search including Sex Offender, Social Security Verification, and a Medicare Integrity Check. The background check for nursing faculty shall include: Criminal Search

including Sex Offender, Social Security Verification, Medicare Integrity Check, Education Verification (highest level), Professional License Verification, Certification & Designations Check, and a Professional Disciplinary Action Search. If the background check discloses adverse information, the student and/or faculty member will not be assigned to the Facility and students and/or faculty who are currently assigned will be removed.

20. The College is responsible for HIPAA (Health Insurance Portability and Accountability Act – 1996) training and documentation and for obtaining a signed confidentiality statement from each nursing student prior to participating in clinical assignments at the Facility.
21. Facility employees will comply with the College's FERPA (Family Rights and Privacy Acts) guidelines. This includes protecting student confidentiality with respect to learning situations in the clinical setting. Nursing student evaluations, grades and clinical performance while at the Facility are considered confidential.

IT IS FURTHER AGREED by and between the parties hereto that the primary term of this agreement shall be from, through and that this agreement and amendments thereto shall remain in full force and effect for one year unless terminated by one of the parties. Notwithstanding anything contained herein to the contrary, either of the parties may terminate this agreement at any time upon sixty (60) days notice to the other party. This agreement may be amended at any time by the mutual consent of the parties and it shall be reviewed by the parties on or before. This agreement will be in effect until

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IN WITNESS WHEREOF, each of the undersigned has caused the agreement to be duly executed the day and the year first written above.

**BARTON COMMUNITY COLLEGE**

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**Dr. Carl Heilman** **Date**  
**President**

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**Dr. Kathleen Kottas** **Date**  
**Executive Director of Nursing & Healthcare Education**

XXXXXXXXXX (Facility)

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**Date**