



# San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

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## Administrative Procedure

### Chapter 4 – ~~Academic Affairs~~ Instructional Services

#### AP 5160.1 (**Check the Number**) HEALTH OCCUPATIONS—INSTRUCTIONAL USE OF CLINICAL FACILITIES

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's health occupations programs. All such agreements require site review by the President or designee and approval by the Board of Trustees before students are assigned to a clinical facility or an agreement is implemented.

1. Responsibilities a. ~~College or Continuing Education~~College Program Director or designee identifies clinical facility and makes advance arrangements with appropriate clinical staff to accept District students.
  - a. District ~~Educational~~Instructional Services
    - i. Receives clinical facility name and contact information from ~~College or Continuing Education~~ Program Director or designee;
    - ii. Ensures the agreement includes all required components;
    - iii. Reviews all agreement arrangements;
    - iv. Receives approval from District Risk Management~~ment~~ for any changes to standard agreements or non-standard agreements;
    - v. Notifies District Risk Management~~ment~~ of all new and expired or terminated agreements;
    - vi. Maintains a file of clinical agreements for site reference; and
    - vii. Submits to the Board of Trustees for approval.
2. Agreement Development and Implementation
  - a. The ~~College~~ Program Director or designee, identifies the clinical facility and makes advance arrangements with appropriate clinical staff to accept District students.
  - b. The ~~College~~ Program Director or designee, ~~forwards~~provides the clinical site and contact information to District ~~Instructional~~Educational Services.
  - c. District ~~Instructional~~ Educational Services prepares the standard District agreement including:
    - i. Correct legal name of facility;
    - ii. Address of facility; and ~~Webpage~~;
    - iii. Name, Title, ~~Email address~~ and phone number of contact person;
    - iv. Desired effective date of agreement; and
    - v. Insurance requirements.
  - vi. District ~~Educational~~ Instructional Services sends the completed standard District agreement to the clinical facility.
  - vii. District ~~Instructional~~ Educational Services coordinates any changes to the standard District agreement with the clinical facility and the District Risk Management~~ment~~.
  - viii. Following written approval of District Risk Management~~ment~~ of any non-standard agreement, District ~~Instructional~~ Educational Services incorporates any changes and submits the revised agreement to the

clinical facility for signature. Written approval is required by District Risk Management~~mentr~~ for any non-standard agreements or changes to the standard District agreement before signatures can be collected.

g. Following signature by the clinical facility, District ~~Instructional Educational~~ Services acquires the signature from the Vice Chancellor, ~~Instructional Educational~~ Services.

h. Once ~~all~~ signatures are received, District ~~Instructional Educational~~ Services prepares a Board ~~docket~~ **agenda** exhibit requesting approval of clinical facility.

i. Upon Board of Trustees approval of clinical facility, District ~~Instructional Educational~~ Services provides copies of the agreements to the College ~~or Continuing Education~~ Program Director, the clinical facility, and District Risk Management~~mentr~~.

j. District Risk Management~~mentr~~ generates a certificate of insurance for the approved clinical site.

k. District ~~Instructional Educational~~ Services updates the file of clinical agreements;

l. District ~~Instructional Educational~~ Services monitors the file of clinical agreements and notifies the Program Director of upcoming agreements that require renewal.

m. District ~~Instructional Educational~~ Services notifies District Risk Management~~mentr~~ of any terminated or expired agreements.

#### **References:**

Education Code Section 8826.5;

Approved by the Chancellor: 11/18/2019

Supersedes: 1/31/1997

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Reference: <List Reference(s)> <Aligned at 1.13">

**APPROVED:** New or Revised

<Once signed>

**Date Approved:** <Date>

Supersedes: <List previous/current Procedure number – Previous Date or state “New Procedure” – List all dates/renumbering>

(*i.e.* BP 3100 – 01/01/90; 01/01/12; 01/01/18; BP 5500 – 01/01/21)  
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