

## Obtaining New Clinical Sites-Screening a potential site

Faculty should be aware that **anytime** we as a college are sending students to a site there must be a clinical contract in place. The clinical contract covers not only issues that may arise from acts of the students when they are doing “hands-on” activities with patient’s or documents in a clinical facility, but the contract also covers issues that might arise if a student is injured at a clinical site in something like a fall. Without a clinical contract in place if a student is injured the relationship between the student and the clinical facility is not clear.

It is recommended that when looking for a new clinical site faculty first visit the site to review:

### **The site’s ability to provide experiences and or supervision needed for a quality student experience.**

- Does the site have the type of clinical experiences that will allow students to meet course objectives?
- If MCCCDC faculty will not be supervising the students does the site have personnel with appropriate credentials who will be available to provide supervision and training?

### **The site’s ability to provide a safe environment for the students**

- Does the site have any noticeable physical hazards which the students must be warned of, i.e. multiple steps, cluttered environment with multiple steps in which a student must be vigilant to not fall.
- If personnel from clinical facility informs faculty of any specific safety concern then faculty must weigh the value of use of the site as a clinical agency against potential safety issue for students.
  - Example-If personnel from a clinical site tell faculty that students must be escorted to their cars at night due to safety concerns, as a minimum students must be informed of this fact.

### **The site’s ability to meet insurance requirements of the District Contract.**

- Each clinical agency must carry the following types of insurance:
  - General liability-\$1,000,000 per occurrence
  - Professional liability-\$1,000,000 per occurrence
  - Workers Comp-The clinical agency must supply evidence of compliance with state mandated levels of worker’s compensation insurance.

Clinical sites frequently ask why the MCCCDC CEA specifies Workers Comp as MCCCDC students and faculty are NOT covered by the facilities policy. Faculty can explain to a clinical site the MCCCDC insurance carrier asked that contracts only be established with facilities that are in compliance with state laws that mandate an employer with employees other than themselves obtain Workers Comp coverage.

It is really useful to discuss insurance requirements with potential sites when you are beginning dialogue with them about becoming a clinical site so the requirements do not come as a surprise when the contract arrives. If a proposed clinical agency cannot meet the insurance requirements a clinical contract cannot be established.

If clinical agencies are entering into the MCCCDC standard CEA agreement they do not need to provide proof of their insurance at the time the CEA is established. Each year MCCCDC Risk Management department will select a sample of existing CEA agreements to audit. The clinical agencies selected would be notified in writing to provide certificates of insurance. If they are unable to do so then health care programs could allow students currently scheduled at the agency to finish their experiences but no new students could be scheduled at that site until documents are provided.

During the prescreening visit the faculty should obtain the following information which will be needed for the contract request:

- **The legal name of the clinical facility.** The name should be the same name that will appear on the insurance documents of the agency.
- **A contact person from the clinical facility.** This contact person will be the person to whom questions about the contract are forwarded.
- **Complete address of clinical facility**
- **Phone number for contact person.**
- **Email address for facility and contact person**
- **Legal Designation of clinical agency**
  - Corporation
  - Non profit corporation
  - Professional corporation
  - Limited Liability Company
  - Partnership
  - Sole Proprietorship

## **Types of Clinical Contracts**

The District has two types of clinical agreements:

### **Clinical Experience Agreement (“CEA”)**

This the most common type of Clinical Contract requested.

This agreement covers all types of clinical experiences for all health care programs. In the past this type of agreement was commonly requested for a specific campus and/or a specific healthcare program. In that situation only the campus that had obtained the agreement was eligible to use the clinical site covered in the contract. To better maximize the availability of clinical sites when new contracts are requested CEA’s are now are “all campuses” and “all disciplines.”

### **Clinical Experience Agreement for a Student Employed in an Agency**

This agreement is for a single student in a specific program that desires to do their clinical experience at an agency in which they are currently employed.

Examples of each type of contract can be seen at: <http://www.maricopa.edu/legal/blc/>

**To Request a new contract:**

Log into the District web site: “[www.maricopa.edu/legal/blc](http://www.maricopa.edu/legal/blc)”

On the page that follows scroll down to find the heading “Clinical agreements”

Click on the second bullet, “Clinical Agreement Request Form.”

The following page will appear:

**BUSINESS LAW & CONTRACTS**

**Clinical Agreement Request Form**

Complete and submit the following form and an agreement will be sent to the facility within two business days. To check the status of the agreement, please search our [Clinical Database](#). In order to expedite processing, please provide all of the requested information. *Required fields are marked with an asterisk (\*)*. Any missing information may delay processing.

All Clinical Experience Agreements have mandated insurance requirements that must be met by a potential clinical agency.

- **Mortuary Science or Vehicular Field Training Agreements:** It is highly recommended that faculty contact the facility and request a Certificate of General Liability Insurance that meets the District's [insurance requirements](#) upon completion of this request form. We are unable to process any agreements without proper insurance coverage.
- **Health Care Program Clinical Experience Agreements:** All facilities must have required insurance coverage, but it is not necessary for the District to obtain an insurance certificate as a prerequisite to processing an agreement. Please contact Jane Werth at 480-731-8260 or Angela Ford at 480-731-8935 for more information on insurance requirements for those agencies.

An e-mail confirmation will be sent to you once your request has been processed. If you have any questions, please contact [Ingrid Austin](#) at 480-731-8881.

**OTHER RESOURCES**

- Governing Board
- Maricopans with Disabilities
- College Safety
- Student Loan Code
- Voter Registration
- Women's Leadership Group

Adobe Get Acrobat Reader

If you scroll down you will see the form that is needed for completion of the contract request. The entire form appears on the next page.

# CEA Request form as seen online

<b>Requestor:</b>	Name*: <input type="text"/>
	E-mail*: <input type="text"/>
	College or Skill Center*: <input type="radio"/> CGCC <input type="radio"/> DSSC <input type="radio"/> EMCC <input type="radio"/> GCC <input type="radio"/> GWCC <input type="radio"/> MCC <input type="radio"/> MSC <input type="radio"/> PVCC <input type="radio"/> PC <input type="radio"/> RSC <input type="radio"/> SMCC <input type="radio"/> SCC <input type="radio"/> SWSC
	Phone*: <input type="text"/>
	Program Type: <input type="text"/>
<b>Agency / Facility:</b>	Name*: <input type="text"/>
	Contact Person*: <input type="text"/>
	Address1*: <input type="text"/>
	Address2: <input type="text"/>
	City*: <input type="text"/> State*: <input type="text"/> Zip*: <input type="text"/>
	Phone*: <input type="text"/> Fax: <input type="text"/>
	E-mail: <input type="text"/> <i>(Please provide e-mail address if you would like the agreement sent via e-mail to the agency.)</i>
<b>Legal Designation:</b>	<input type="radio"/> corporation**
	<input type="radio"/> non-profit corporation** **State of Incorporation: <input type="text"/>
	<input type="radio"/> professional corporation
	<input type="radio"/> limited liability company
	<input type="radio"/> partnership
	<input type="radio"/> sole proprietorship
<input type="radio"/> other <input type="text"/>	
<b>Type of Agreement*:</b>	<input type="radio"/> Clinical Experience Agreement ("CEA")
	<input type="radio"/> CEA for Mortuary Science
	<input type="radio"/> CEA for Student Employed by Agency
	<i>This agreement is for a single student in a specific program that desires to do their clinical experience at an agency in which they are currently employed. The following information is required:</i>
	Student Name: <input type="text"/>
	Healthcare Program : <input type="text"/>
Start Date : <input type="text"/> End Date : <input type="text"/>	
<input type="radio"/> Joint Appointment Agreement	
<input type="radio"/> Vehicular Field Training Agreement	
<b>Comments:</b>	<input type="text"/>
<input type="button" value="Submit Request"/> <input type="button" value="Clear"/>	

Faculty would type in requested information or click on correct fields. When finished faculty click on “submit” at the bottom of the page and it will be forwarded to the Legal Department and Healthcare Education. Contracts will be sent out to the potential clinical agency within 2-3 business days.

Contracts can only be finalized when the contract is signed by both the clinical agency and District legal.

For questions please call:

Jane Werth, Angela Ford or Suzanne Martin-Health Care Education 480 731-8240

Ingrid Austin- Legal Department 480 731-8881