



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Administrative Procedure

Chapter 4—Academic Affairs

AP 5160.1 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 Program Director or designee identifies clinical facility and makes advance arrangements with appropriate clinical staff to accept District students.
 - b. District Instructional Services
 1. Receives clinical facility name and contact information from College or Continuing Education Program Director or designee;
 2. Ensures the agreement includes all required components;
 3. Reviews all agreement arrangements;
 4. Receives approval from District Risk Manager for any changes to standard agreements or non-standard agreements;
 5. Notifies District Risk Manager of all new and expired or terminated agreements;
 6. Maintains a file of clinical agreements for site reference; and
 7. Submits to the Board of Trustees for approval.
2. Agreement Development and Implementation
 - a. The Program Director or designee, identifies the clinical facility and makes advance arrangements with appropriate clinical staff to accept District students.
 - b. The Program Director or designee, forwards the clinical site and contact information to District Instructional Services.
 - c. District Instructional Services prepares the standard District agreement including:
 1. Correct legal name of facility;
 2. Address of facility;
 3. Name, Title and phone number of contact person;
 4. Desired effective date of agreement; and
 5. Insurance requirements.
 - d. District Instructional Services sends the completed standard District agreement to the clinical facility.
 - e. District Instructional Services coordinates any changes to the standard District agreement with the clinical facility and the District Risk Manager.
 - f. Following written approval of District Risk Manager of any non-standard

agreement, District Instructional Services incorporates any changes and submits the revised agreement to the clinical facility for signature. Written approval is required by District Risk Manager 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 Services acquires the signature from the Vice Chancellor, Instructional Services.
- h. Once all signatures are received, District Instructional Services prepares a Board docket exhibit requesting approval of clinical facility.
- i. Upon Board of Trustees approval of clinical facility, District Instructional Services provides copies of the agreements to the College or Continuing Education Program Director, the clinical facility, and District Risk Manager.
- j. District Risk Manager generates a certificate of insurance for the approved clinical site.
- k. District Instructional Services updates the file of clinical agreements;
- l. District Instructional Services monitors the file of clinical agreements and notifies the Program Director of upcoming agreements that require renewal.
- m. District Instructional Services notifies District Risk Manager of any terminated or expired agreements.

References:

Education Code Section 8826.5;

Approved by the Chancellor: 11/18/2019

Supersedes: 1/31/1997