

## Site Agreements Reminders

### Related SDCCD Administrative Procedures

- [5160.1](#) Health Occupations: Instructional Use of Clinical Facilities (Clinical Site Agreement Development)
- Directed Clinical Practice – still under review by district policies and procedures committee (*draft included on page 2*)

### Active Agreements

- Active agreements listed within Smartsheet (contains basic information, license number or EIN, and copy of actual agreement)
- Agreements active for 5 years unless otherwise noted
  - Some are “evergreen” and ongoing (no renewals needed)
  - Agreements that auto-renew indefinitely are listed as “no end date” or “no term date.”

### Board Approval Required

- Must be BOT approved prior to any student placements
- Agreements are signed by the site and the Vice Chancellor of Educational Services) prior to being submitted to the BOT
- Submitted following the Board calendar for January – December
- The Career Education & Workforce Development (CEWD) Department submits all agreements on behalf of the institutions (Institutions do not need to submit their own agenda items)
- The CEWD must submit all clinical agreements and supporting paperwork 1-2 days in advance of the Placeholder Deadline in order to complete BOT agenda submission approvals by the Placeholder Deadline

### Agreement Development Takes Time

- Recommend beginning the formal process no later than **one semester** prior to placements
  - Large facilities tend to take longer
- Renewals are identified one year in advanced of expiration
- Sites may include more than one program

### Agreement Template

- SDCCD agreement template – pre-approved by SDCCD Risk Management
- Facility template – if a facility requires use of their own agreement template, it must first be reviewed by risk management prior to moving forward

### Communication – promising practices

- **Pre-agreement Partnership Building** – Institution to site discussions regarding placement, unique requirements for programs, etc.
- **Formal agreement development** - Identify one lead contact from the institution to work with Eric Anthony – this minimizes confusion when engaging with the site
- **Post agreement development** – Institution to site coordination of student placement, student requirements, etc.