PRECEPTORSHIP AGREEMENT

THIS AGREEMENT is made and entered into this ___ day of ____________, 20___, by and between UNIVERSITY OF CINCINNATI, a state institution of higher education organized under Section 3361 of the Ohio Revised Code, on behalf of Blue Ash College, Bachelor of Radiation Science Technology Program (hereinafter referred to as "School") and [insert name of Site] ____________________________, (hereinafter referred to as "Site").

W I T N E S S E T H:

WHEREAS, School offers a program of instruction for students learning to become competent educational and management professionals within the fields of medical imaging and radiologic sciences, and School desires to offer as a part of the curriculum practical experience in an internship setting where students are expected to translate and apply didactic theory and skills to job-oriented situations; and

WHEREAS, Site operates [insert type of facility]______________________________ in [insert city and state]______________________________ and is capable of providing students practical experience and support in completing their internship project.

NOW THEREFORE, in consideration of the mutual promises of the parties hereto, and other good and valuable consideration the sufficiency of which is hereby acknowledged and the parties agree to the following:

ARTICLE I - SCHOOL RESPONSIBILITIES

A. The School shall maintain responsibility for selecting and terminating students in the Program, as well as the awarding of any credit or degrees.
B. The School shall designate a representative who shall serve as a liaison between School and Site.
C. The School shall assign to the internship experience only those students who are in good standing.
D. The standards and philosophy of education, the instruction, and preparation of all instructional schedules and plans, including hours of internship experience, shall be the responsibility of the School.
E. Students of the School will not be reimbursed for services rendered to the Site during the course of the educational program and will not be considered as employees of the Site while participating in the program.
F. The School shall insure the School and its employees, students, agents and volunteers while acting on the School’s behalf through a comprehensive program of self-insurance. Evidence of this insurance shall be provided to the Site upon the Site’s request.
G. The School shall ensure that all students involved in the educational program at the Agency will receive basic introductory training regarding the privacy rules of the Health Insurance Portability and Accountability Act (HIPAA) prior to entering the facilities of the Site. The School will present evidence of such training to the Site upon reasonable request.

**ARTICLE II - SITE RESPONSIBILITIES**

A. The Site controls the Site’s administrative and professional operations.

B. The Site shall provide students with safety training in all areas applicable to Site’s facility, and practice standard precautions and prudent safety practices when demonstrating procedures, and to teach and require the Student to follow these practices.

C. The Site shall provide supervision for assigned students in the internship area. The Site agrees that students will be functioning as part of the Site's workforce pursuant to 45 C.F.R. §160.103 and will be subject to the Site’s HIPAA policies and procedures. Further, the Site shall be responsible for enforcement of its HIPAA policies and procedures and compliance by students.

D. The School shall be informed regarding changes in Site’s facilities, which may affect the internship experience of the School's students.

E. The Site shall facilitate and guide the internship experiences of the student and allow for the student to observe, participate, and complete a preceptor-approved project under the guidance of the preceptor. Site will work with students to develop and achieve specific goals and objectives during the internship experience.

F. The Site shall ensure emergency care is provided to students for any accident, injury or illness. The student's health insurance shall be billed for any emergency service, and the balance billed to the student. Responsibility for follow-up care remains the responsibility of the student.

G. The Site shall provide information regarding each student's performance in the internship setting if so requested by the School.

H. When in the opinion of the Site, a student's conduct or performance adversely affects patient care, disrupts the operations of the Site, or violates the policies and procedures of the Site, the Site shall notify the School and the School and the Site shall together determine whether the Student should be removed from the internship rotation at the Site.

I. The Site shall provide access at reasonable times and with reasonable advance notice to representatives of the School to perform an on-site visit of the Site’s facility during the student’s internship experience. At the discretion of the School, out of town locations may have phone interviews replace in person visits.

J. The Site acknowledges that information embodied in student education records shall be protected from disclosure pursuant to the Federal Family Education and Privacy Rights Act (FERPA), 20 U.S.C. § 1232(g) and agrees to abide by its provisions. Site agrees to report to College any breach of a student’s personally identifiable student information or educational records within five (5) days of determining such a breach. Upon termination, cancellation, expiration or other conclusion of this Agreement, Site shall securely store or destroy such student education records in accordance with its own human resource retention policies.

K. The Site shall insure itself and its employees through a fiscally sound program of self- insurance or commercial insurance or a combination thereof, for professional and general liability.
ARTICLE III – MUTUAL OBLIGATIONS AND RESPONSIBILITIES

A. The parties agree that there shall be no discrimination based on race, color, religion, national origin, sex, sex orientation, age, physical or mental handicap or status as a disabled veteran or veteran of the Vietnam era. The parties shall comply with all applicable federal, state, and local laws, rules and regulations.

B. Students of the School will not be reimbursed for services rendered to the Site during the course of the educational program and will not be considered as employees of the Site while participating in the program.

C. The parties recognize that in the performance of the Agreement, the greatest benefits will be derived by promoting the interests of both parties, and each of the parties does, therefore, enter into this Agreement with the intention of cooperating with the other in carrying out the terms of this Agreement. Each party agrees to interpret its provisions insofar as it may legally do so, in such manner which will promote the best interest of both and render the highest service to the public. The parties mutually agree that neither of them shall be compensated by the other as a result of this Agreement.

D. This Agreement shall be governed under the laws of the State of Ohio. Should any dispute arise under this Agreement between the parties, the Parties agree to designate a senior level employee to enter into good faith negotiations to attempt to resolve the dispute, prior to instituting any formal legal proceedings.

E. Neither Party to this Agreement shall be liable for any negligent or wrongful acts chargeable to the other, unless such liability is imposed by law. This Agreement does not create a joint venture between the parties.

ARTICLE IV-TERM AND TERMINATION

A. This Agreement shall be in effect for a term of [insert term period of the agreement] from the date of execution with the understanding that this agreement may be reviewed annually and revised, if necessary. Any revision must be made in writing and approved by both parties.

B. Either party may terminate this Agreement, with or without cause; upon 180 days advance written notice to the other party, such notice being given as set forth in the provisions of this Agreement. All students involved in the internship experience at the time of termination shall be permitted to complete the current term.

ARTICLE V-NOTICES

Notice to School shall be in writing and sent by United States certified mail, postage prepaid, to:

__________________________________________________________________________________
Notice to Site shall be in writing and sent by United States certified mail, postage prepaid, to:

Name of Site:
________________________________________

Attention [Name of Responsible Party]:
________________________________________

Address:
________________________________________
________________________________________

Phone:
________________________________________

IN WITNESS WHEREOF, the parties hereto have entered into this Memorandum of Understanding as of the ________ day of ____________, 20____.

University of Cincinnati on behalf of Blue Ash College

By: ____________________________ Date: ________________
Julia Gill, PhD, RT (R) (QM)
Chairperson and Associate Professor
Allied Health Department
University of Cincinnati, Blue Ash College

[Insert Site Name]

By: ____________________________ Date: ________________
Internship Site Preceptor

By: ____________________________ Date: ________________
Internship Site Administrator