



Clinical Education Agency Selection, Contracting & Evaluation

Domain/Division:	Academic / Clinical Education	Index	20-02.01
Responsible Unit(s)¹:	Office of Academic Affairs	Page:	1 of 3
		Attachments:	0

Authorization Date: October 2001

If checked, policy requires Faculty Council Approval. Most recent approval date: _____

Review History: Includes Effective Date, Review and Revision History:

- 10/01/2001: Policy Effective
- 02/26/2003: Revisions made
- Spring Term 2011: Reviewed & revised by SON Faculty Members, SON Office of Administration, SON Office of Academic Affairs, & OHSU Contracts Office
- 08/ 20/ 2011: Final review by SON Faculty Member Representative, Office of Academic Affairs, & Office of Administration
- 10/24/11: APNLC for Site Selection
- 11/21/11: APNLC approved
- 12/05/11: APNLC approved addition of out of state criteria

POLICY STATEMENT:

Oregon Health & Science University (OHSU) student education experiences at locations located outside of OHSU hospitals and clinics require a fully-executed Contract for Education (Contracts) with the agency prior to any student experience taking place. The OHSU School of Nursing (SON) Office of Administration will make publicly available a list of active agencies, current procedures, and request forms on the SON website under Faculty & Staff – Policies & By-Laws page on a quarterly basis. The following agency elements must be assessed prior to proceeding to the contracting stage.

- Appropriateness for course objectives;
- Appropriateness for student degree/nurse practitioner specialty level;
- Sufficient patient/client volume to meet course/degree objectives; and
- An on-site visit by a SON faculty member has been conducted².

Contracts are initiated by the requesting faculty member or designee 4-8 weeks prior to the term during which students are expected to be in the agency. The School of Nursing works directly with the OHSU Contract Office to whom the overall oversight and responsibility for Contracts is delegated on behalf of the Executive Vice President for Finance and Administration. Any out-of-state agencies being considered for student placement must have the appropriate state-specific Board of Nursing requirements met and follow up site visits and/or student clinical evaluations may be contracted with local practitioners with the appropriate education and credentials.

In addition to ensuring that students are placed at agencies with valid Contracts, each agency must be evaluated by the faculty member responsible for clinical placements at least once a year. For courses taught multiple times per year that use the same agency only one evaluation is necessary, unless concerns with the site develop. Contracts will be renewed only if

¹ The Chair of the Faculty Committee/Council or Official Administrative Unit responsible for oversight

² Exceptions to the on-site visit requirement must be approved by the Associate Dean for Academic Affairs

there has been an agency evaluation from the previous academic year or the most recent placement at that location

At the end of each term or at least annually, the Office of Administration will send agency evaluation surveys to the appropriate faculty member responsible for clinical placements and to faculty who have supervised nursing students at the agency during that term. The Office of Administration will analyze the results and provide the appropriate faculty contacts for each clinical site the results of the evaluation. As appropriate, campus Academic Directors, Program Directors, and Associate Deans will receive summary reports are responsible for the appropriate follow up with faculty members and agencies if there are issues that need to be addressed.

If the agency is evaluated as unsatisfactory, relevant Academic Director(s) or Program Directors will meet with the faculty member responsible for clinical placements to discuss the proper process for contacting the agency to determine the improvements needed, or whether the agency contract needs to be terminated.

DEFINITIONS, RELATED REFERENCES, & NOTES (if applicable):

Notes:

- Policy moved out of Clinical Practice domain into Academic Domain
- Policy previously numbered 30-01.02 (Request for New Clinical Sites)
- Incorporates SON policy content from 30-01.06: Faculty Evaluation of Clinical Sites
- Incorporates SON policy content from 30-01.03 APN Criteria for Preceptor and Clinical Learning Site Selection

See related documents:

- Clinical Experience in Place of Employment (SON #20-05.10)
- Contract for Education Request Form (AFF)
- Preceptor Approval Form
- Clinical Education Contract & Evaluation Procedures
- List of active contracts

Other related clinical education related policies can be located at

http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/policies_bylaws.cfm

IMPLEMENTING PROCEDURES FOR CONTRACT INITIATION AND RENEWAL:

Responsible Party:

Action:

Faculty Member Responsible for Clinical Placements

- Identifies placements and works with the SON Contracts Associate to verify existing contract for education for all potential agencies.
- For new contracts, completes the Request for Contract with New Agency Form in consultation with the clinical agency. Ensures that *all information is complete and accurate*. E-mails completed form and course objectives to the Contracts Associate.
- Ensures faculty and students meet the state-specific Board of Nursing regulations
- Completes and/or coordinates the completion of an annual agency evaluation for each active contract where students are placed.

SON Contract Associate

- Requests and posts updated listing of all current contracts for education quarterly on the intranet.
- Coordinates setup of all new contracts for education. Works with requesting faculty, contracts office and agency to ensure timely execution of contracts.
- Obtains Dean's or delegate's signature authority, scans, & emails contract to OHSU Contracts Office for final signature.
- Completes the on-line Risk Management Off-Campus Authorization (OCA) request for all newly setup contracts.
- Coordinates the contract renewal process.
- Coordinates annual agency evaluation process and provides reports as

	<p>requested.</p> <ul style="list-style-type: none"> • Serves as a liaison with the faculty, Contracts Office, Risk Management and the agency on all contracts for education issues. • Reviews and coordinates with the state-specific Board of Nursing standards • Maintains electronic records for all contracts, which are located in x:\son\departments\administration\contracting\contracts. • Responsible for reviewing and updating forms and procedures with faculty responsible for clinical placements
OHSU Contracts Office	<ul style="list-style-type: none"> • Oversight of the contracts for education process. • Manages the Contract Management System (CMS) and provides updated listing of all current contracts for education quarterly.
OHSU Risk Management	<ul style="list-style-type: none"> • Manages the Off-Campus Authorization (OCA) process.
SON Contracts Associate	<ul style="list-style-type: none"> • Ensures all involved parties are notified when contract is fully executed

Committee/Council Chair or Official Administrative Approval

required for new policies Original Signed Copies Stored in Office of Academic Development, Enhancement, & Evaluation

Signature Peggy Wros, PhD, RN	Date
Printed Name	