MOUNT VERNON NAZARENE UNIVERSITY
AGREEMENT FOR AGENCY SERVICES

This is an agreement between **Mount Vernon Nazarene University**, herein referred to as MVNU, and **Mid-Ohio Educational Service Center (Mid-Ohio ESC)**, herein referred to as the Agency, for the purpose of providing field-based experiences for students related to the Master of Science in Speech-Language Pathology program (herein referred to as MS-SLP) in the above named Agency.

WHEREAS, MVNU, is an Ohio not for Profit institution of higher education; and

WHEREAS, the Agency provides services related to education and/or health care, and is agreeable to providing educational opportunities for MVNU MS-SLP students that will enhance the educational experience.

IT IS THEREFORE AGREED TO AS FOLLOWS:

I. General provisions:

I. The University agrees:

1.1 To provide a field education director. The University's Field Education Director shall be the Division Chair or her designee who shall represent the University in matters related to student field experiences. The designated representative of the Agency shall be Eric Turlo who is employed by the Agency.

1.2 MVNU through its Clinic Director shall contact the Agency to ascertain the available placements in advance of the start of the field experience and the minimum requirement of prospective students.

1.3 The name(s) of student(s) to be placed at the Agency and relevant information concerning the student will be provided to the Agency by MVNU through its Division Chair.

1.4 MVNU through its Division Chair shall provide all evaluation materials and be solely responsible for determining the student's final grade for the experience.

1.5 MVNU through its Division Chair or her designee shall serve as liaison throughout the field observation and be on site as necessary.

1.6 MVNU through its Division Chair or her designee shall communicate relevant information regarding educational standards, philosophy, and student behavior expectations to the Agency.

1.7 MVNU shall alone be responsible for final disciplinary decisions and actions regarding the student. This information will remain confidential to the University pursuant to the Family Education Right to Privacy Act (FERPA) unless such information must be reported according to FERPA or other applicable law.

1.8 MVNU shall place only students that are currently enrolled in the MVNU MS-SLP program and do not have legal limitations for placement.

1.9 Students shall not appear on the experience site until they have appropriate immunizations (hepatitis B, measles, rubella and rubeola titer, poliomyelitis, varicella, tetanus, tuberculosis skin test with follow-up treatment if test results are positive) fingerprint and appropriate criminal background checks and verification.

II. The Agency agrees:

2.1 The Agency shall provide its facilities and resources as necessary to provide field experiences and study for MVNU students.

2.2 The Agency shall designate a member(s) of its organization as the field facilitator(s) for the student(s). Facilitators should be chosen with care, and they should be given all possible support and assistance in their work with students by both the Agency and MVNU. Facilitators should be familiar with the Agency's policies and procedures and the expectations of MVNU including lifestyle expectations for the students.

2.3 Neither party shall discriminate against any student on the basis of race, religion, color, creed, gender, national or ethnic origin, marital status, income, disability, age, sexual orientation, political affiliation or veteran status. The parties agree to abide by the terms of the Americans with Disabilities Act (ADA).

2.4 The Agency shall make available such facilities and resources necessary for the accomplishment of the field observation activities.

2.5 While at the Agency, MVNU's faculty and students shall conform to the policies and procedures of the Agency and follow all directives of Agency staff. MVNU's faculty and students will be informed by Agency of general regulations and minimum safety standards, including the fire safety procedures, hazardous material management, universal precautions, airborne, and protective isolation.

2.6 A wide range of activities are appropriate for field observation assignments, but none shall place the student in activities apart from their educational value.

2.7 The Agency in compliance with all applicable rules, regulations and laws shall notify MVNU through its Division Chair or her designee of any accident or other exposure which might affect the health of the student, including exposure to communicable disease, chemical substance, radiation, or active biochemical agent. This information will also be relayed by the Agency to the Student.

2.8 The Agency shall comply with the Family Educational Rights and Privacy Act (FERPA) in relation to student records.

2.9 The Agency shall provide emergency care to the MVNU student/s and report any incidents to the University.

3.0 The Agency shall instruct students about Agency policies and regulations concerning the confidentiality of client information and medical records.

3.1 The Agency agrees to keep all student information provided by MVNU confidential. All student records will be stored consistent with the Agency policy for securing confidential employee files.

III. Discipline/Removal of Students:

3.1 Either MVNU or the Agency may request withdrawal of a student if there is sufficient cause. Sufficient cause means, but is not limited to, unethical behavior, violation of client rights, excessive absences, gross lack of proper motivation, lack of fit in an agency-student match or implementation of a student plan, a breach of confidentiality, sexual harassment or sexual abuse of a client. The student may be suspended immediately from the clinical site by the Agency for sufficient cause. The Division Chair shall be notified of this suspension within twenty-four (24) hours.

3.2 In lieu of requesting the withdrawal of a student for violating Agency policy or procedures or for any behavior explained in the above paragraph, the Agency or the Division Chair may impose conditions on the student as a requirement for continued placement at the Agency. Any unacceptable behavior or impending disciplinary action must be immediately reported to the Division Chair. The Division Chair will work jointly with the student and the Agency in determining action. However, MVNU, through its published disciplinary procedures shall be responsible for final decisions concerning disciplinary action regarding the student as such discipline relates to the student's status with the University. Prior to any disciplinary conditions being applied to students by the field Agency, the issues must be reviewed and approved in writing by the Division Chair and an Agency representative. All disciplinary action or requests for withdrawal of a student will be documented in the student's file kept at the University for a period of four years and may be considered as part of the University's recommendation for graduation or licensing.

3.3 Students shall not receive remuneration from the Agency for services performed when acting in the capacity of a student clinician.

IV. Scheduling:

4.1 MVNU shall submit in as far in advance as possible, but not later than one month prior to the beginning of the educational experience, the requested schedule which students will follow in terms of dates, days of the week, number of students and faculty.

4.2. MVNU and Agency shall both be entitled to alter schedules for experiences should it become necessary.

4.3 MVNU will consult with the Agency to determine appropriate experiences for each student.

V. General Educational Expectations:

5.1 A student/faculty ratio of not more than four (4) students per Agency shall be maintained.

5.2 A Faculty member shall be available to the MS-SLP student at all times to provide guidance and evaluation of the student's performance.

5.3 Supervision of a MS-SLP student shall be provided for each clinical experience involving the delivery of speech-language pathology care to an individual or group of individuals. This supervision shall be provided only by one who meets the supervisory qualifications set forth by the American Speech-Language-Hearing Association.

5.4 MVNU, the Agency and the Students shall carry out their responsibilities under this Agreement in accordance with all applicable laws, regulations, and professional standards, including but not limited to Health Information Portability and Accountability Act of 1996 (HIPAA) requirements and the Family Educational Rights and Privacy Act (FERPA) in relation to student records. Both parties agree: 1) not to use or disclose any confidential information for any purposes other than as stated in this Agreement, 2) not use or disclose confidential information in a way that would violate privacy; 3) maintain appropriate safeguards to protect confidential information. This is not a HIPAA Business Associate Agreement and neither is a business associate of the other.

VI. Liability Issues:

6.1 The Agency shall have no obligation to provide Worker's Compensation Insurance on the students or MVNU representatives.

6.2 MVNU shall maintain and assure malpractice insurance over the student clinicians covering their acts during the instruction period.

6.3 The Agency shall provide all required protective equipment at the Agency location.

VII. Review:

7.1 This agreement shall continue until further notice. It may be terminated at the request of either party. The agreement may be terminated for the balance of any academic year provided that no student shall be prevented from completing the field experience and notice of such impending termination is given four weeks before the effective date.

For the Agency:

_____ _____

Agency Official *Date*

For the University:

_____ _____

Debra Garee, DNP, RN *Date*

Division of Health and Life Sciences Chair