MEMORANDUM OF AGREEMENT
BETWEEN
MADIGAN ARMY MEDICAL CENTER
AND
CENTRAL WASHINGTON UNIVERSITY

SUBJECT: Affiliation Agreement for the Acceptance, Appointment and Clinical Assignment of the Central Washington University trainees by Madigan Army Medical Center.

1. Purpose. To define the acceptance, appointment, and clinical assignment of trainees from Central Washington University, Ellensburg, Washington, hereafter called the educational institution, by Madigan Army Medical Center, hereafter called the Army medical facility.

2. Reference.
   a. AR 351-3, Professional Education and Training Programs of the Army Medical Department.

3. Privacy of Protected Health Information (PHI). The Madigan Army Medical Center (The Army medical facility) agrees to provide training on its Health Insurance Portability and Accountability (HIPAA) policies and procedures to those who will be working in the facility. The Central Washington University trainees and faculty shall abide by the Madigan Army Medical Center HIPAA policies. No Protected Healthcare Information (PHI) is anticipated to be exchanged between the Madigan Army Medical Center and the Central Washington University. It is understood that the trainees and faculty are considered members of the Madigan Army Medical Center workforce, under HIPAA, while receiving assignment training pursuant to this agreement, and so do not meet the definition of Business Associate under HIPAA. Therefore, no Business Associate Agreement between the Madigan Army Medical Center and Central Washington University is necessary.

4. Problem.
   a. The Central Washington University, which is accredited by the Northwest Commission on Colleges and Universities, conducts a program of training for Information Technology and Administrative Management students. The program is accredited by the Northwest Commission on Colleges and Universities. The program leads to a Bachelor of Science degree in Information Technology and Administrative Management. The program curriculum requires that the trainees obtain practical learning experience.
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b. The Madigan Army Medical Center, hereafter called the Army medical facility, conducts certain practical activities in which trainees in the educational program, if allowed to participate, can obtain all or part of their required learning experience.

c. An affiliation under this memorandum will benefit both parties by contributing to the educational preparation of a future supply of Information Technology and Administrative Management personnel.

d. Trainees will be student volunteers under section 3111 of title 5, United States Code (5 USC 3111). They will not be Federal employees, but will be covered by 5 USC 8101-8151, relating to compensation for certain injuries, and by 28 USC 2671-2680 and 10 USC 1089, relating to tort claims.

e. Selection for this training will be made without regard to race, sex, color, religion, creed, national origin, lawful political or other affiliation, marital status, age (other than legal minimum age limitations), or physical handicap. Handicapped persons will not be provided benefits, service, or training that is different or separate from what is provided to others unless such action is required to provide equity. A qualified handicapped person will not otherwise be limited in the enjoyment of any right, privilege, advantage, or opportunity granted to others receiving the training and benefits of this agreement.

5. Scope. This agreement applies to not more than six trainees annually and will not detract from the Army Medical Department's medical and training mission.

6. Understanding.

a. This agreement applies to not more than six trainees annually of the category of trainees described in paragraph 4a.

b. Affiliation under this agreement must not detract from the mission of the Army medical facility, or the education and training needs of Army Medical Department personnel.

c. There will be no payment of charges or fees between the parties to this agreement, and no payment of compensation by the United States to the trainees.

d. Insofar as the Commander of the Army medical facility finds it consistent with his or her command's basic mission, the Army medical facility will:

(1) Screen prospective trainees to ascertain their qualifications and suitability and arrange for their appointment as student volunteers.
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(2) Coordinate with the educational institution to prevent conflict of schedules and activities during the learning experience, and designate an appropriate point of contact for this purpose. This coordination involves:

(a) Planning with representatives of the educational institution.

(b) Orienting trainees and assigning them to specific automation tasks and experiences.

(3) Allowing, on reasonable request, the inspection of the related facilities by agencies charged with accreditation of the educational institution program.

(4) Notification of the school/program official of any intent to release student.

e. The educational institution will:

(1) At least 30 days before the beginning of each training period, provide the names of the trainees eligible to be appointed, the dates and hours for which training is requested, and the clinical activities in which training is requested.

(2) Permit trainees to accept Federal appointment as student volunteers for the purpose of participating in Information Technology and Administrative Management learning experiences, and provide such personal information on trainees as is necessary. Verify that they meet minimum age requirements of 18 and, on request, certify that they are enrolled at least half-time in the educational institution's program. Ensure that trainees are available for completion of the appointment process before the training period begins.

(3) Notify the Army medical facility of a change in the enrollment status of any trainee.

(4) Designate an appropriate point of contact to coordinate trainee activities under this agreement.

(5) Provide and maintain the personnel records and reports necessary to document the trainee's learning experience for the purpose of academic credit.

(6) Assist in the enforcement of such rules and regulations governing trainees as may be issued by the Commander of the Army medical facility and its host installation.
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(7) Inform each trainee that the Army prohibits the publication of any material related to the learning experience that has not been reviewed and cleared by the Army medical facility to assure that:

(a) No classified information is published.

(b) Infringement of patients' rights to privacy is avoided.

(c) Military procedures are completely accurate.

(8) Ensure that a trainee is withdrawn from participation in the learning experience on written notice from the Commander of the Army medical facility that further participation by the trainee is not desirable.

(9) Direct its trainees to comply with the policies and procedures of training site, including those governing the use and disclosure of individually identifiable health information under federal law, specifically 45 CFR parts 160 and 164. Violation of these policies and laws shall subject the students to discipline in accordance with the policies of the education institution.

7. Effective period. The terms of this agreement:

a. Will be effective on 1 May 2005 subject to approval by the Commander, Madigan Army Medical Center, and will continue in effect until terminated.

b. May be amended by the parties without referral to the approving authority only to incorporate changes required by Army Regulation 351-3.
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8. Termination. Either party may terminate the arrangements under this agreement by giving 30 days advance written notice of the effective date of termination. Except under unusual conditions, the notice will be given before the beginning of a training period. It is understood that the approving authority may terminate these arrangements at any time to meet the mission needs of the Army Medical Department.

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