

**AN AGREEMENT BETWEEN
BELLEVUE SCHOOL DISTRICT
AND CENTRAL WASHINGTON UNIVERSITY
DIETETIC INTERNSHIP
PROGRAM**

This AGREEMENT is between Central Washington University, hereinafter referred to as the University and Bellevue School District, Bellevue, Washington hereinafter referred to as the "Cooperating Institution".

WHEREAS, both the University and the Cooperating Institution are desirous of cooperating in a plan to provide education for students enrolled in the Dietetic Internship Program at the University.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, the University and the Cooperating Institution agree as follows:

Cooperating Institutions agree as follows:

1. The cooperating institutions will be responsible for:
 - A. Providing for Dietetic Intern practice and observational experiences in the various departments, up to the limit of the facilities, in accordance with the written objectives provided by the University. The clinical education shall be consistent with the Cooperating Institution's mission and values, practices, and standards.
 - B. Administering emergency care to Dietetic Intern students and faculty, should the occasion arise, until emergency medical services arrives. (The student and faculty will otherwise be responsible for his or her health care).
 - C. Administration of dietary nutrition services without reliance on the assigned students of the University.
 - D. Administration of dietary nutrition services and patient/client care at the Cooperating Institution shall be the responsibility and under the control and supervision of the Cooperating Institution and shall be administered by the Cooperating Institution's staff.
 - E. Providing students with additional instruction as needed for students to perform specific assigned tasks.
 - F. Advising the University of any changes in its personnel, operation, or policies that may affect the clinical experience.

- G. Determining the number of students that it can accommodate during a given period of time and communicating this to the University coordinator in the fall of the preceding year.
- H. Providing the assigned student with a copy of the Cooperating Institution's existing pertinent rules and regulations that the student is expected to comply with by the end of the first week of the experience.
- I. Supporting continuing education and professional growth and development of those staff that are responsible for student supervision.
- J. Providing the physical facilities and equipment necessary to conduct the field experience.
- K. Designating appropriate personnel to coordinate the student's clinical and hospital experiences.
- L. Providing the assigned student, whenever possible, with use of library facilities and reasonable study and storage space.
- M. Evaluating the performance of the assigned student on a regular basis using the evaluation form supplied by the University.
- N. Advising the University at least by mid-term of the field experience at the Cooperating Institution of any serious deficits in the ability of the assigned student to progress toward achievement of the stated objectives of the field experience. (It will then be the mutual responsibilities of the assigned student, the preceptor, and the Dietetic Internship Coordinator to devise a plan by which the student may be assisted to achieve the stated objectives).
- O. Having the right to terminate any student whose health or performance is a detriment to patient/client well-being or to the achievement of the stated objectives of the clinical experience after notifying the University.
- P. The Cooperating Institution will permit, with one week's advance written notice, the inspection of clinical and related facilities by agencies charged with the responsibility for accreditation of the University's program.

2. Responsibilities of the University

The University will be responsible for:

- A. Administration of the Dietetic Intern programs and supervision of Dietetic Intern instruction. This shall be under the control and supervision of the University and shall be administered by the staff of the University.

- B. Advising all students of the necessity of complying with the rules and regulations of the Cooperating Institution at all times and that they conduct themselves in a professional manner. Their attire as well as the appearance must conform to the accepted standards of the Coordinating Institution.
- C. Supplying materials for and keeping permanent records of students, maintaining all correspondence and paying for all office work incidental thereto.
- D. Verifying that all students have malpractice insurance; a current health card; a screen for tuberculosis in the past 6 months; and up to date immunizations including MMR, Diphtheria & Tetanus, and Hepatitis B series.
- E. Verify and assure continued compliance with the educational standards established by the American Dietetic Association.
- F. Establishing and maintaining on-going communication with the preceptor of the Cooperating Institution on items pertinent to Dietetic Intern education, including a description of the curriculum, relevant course outlines, policies, facility, and major changes in this information.
- G. Notifying the preceptor and the Cooperating Institution of its planned, mutually agreed upon, schedule of student assignment, including the name of the student, and length and dates of the clinical experience.
- H. Supplying the preceptor with appropriate forms to be used in evaluating the performance of the assigned student and participating in the final evaluation of the student's learning experience.
- I. Referring to the Cooperating Institution only those students who have satisfactorily completed the American Dietetic Association approved Didactic Program in Dietetics.
- J. Having the student provide, prior to the commencement of the student assignment, such confidential information as may be required by the Cooperating Institution or deemed necessary for the training and guidance of the student.
- K. Arranging for visits and/or regular telephone conversations to the Cooperating Institution during the student's field experience assignment to discuss activities and performance with the supervisor and student.
- L. The State of Washington is legally self-insured. Chapter 4.92 Revised Code of Washington provides protection and indemnification to State officials and employees for legal liabilities arising out of authorized good-faith activities in behalf of the State of Washington.

M. Establish the educational objectives for the field experience, devise methods for their implementation, and continually evaluate to determine the effectiveness of the clinical experience.

3. Mutual Responsibilities

It will be the mutual responsibility of the Cooperating Institution and the University to:

A. Plan for student placement in the Cooperating Institution.

B. Plan for periodic review of this agreement.

C. Assume responsibility for any acts of its employees, officers, and agents. The Cooperating Institution agrees to assume responsibility for any acts of its employees, officers, and agents.

4. Additional Rights of the Cooperating Institution

A. The Cooperating Institution shall have the right to terminate the use of its facilities for any student or faculty member where flagrant or repeated violations of the cooperating Institution's rules, regulations, procedures, or policies occur. Such action will not normally be taken until the grievance against any faculty member or student has been discussed with the appropriate representatives of the University. The Cooperating Institution reserves the right to take immediate action where necessary to maintain its operation free from disruption.

5. Amendment of the Agreement

This agreement may be amended by mutual agreement in writing, executed by the officials of this agreement or their successors, and appended herewith.

6. Modification of the Agreement

This contract embodies the entire agreement, terms and conditions between the University and the Cooperation Institution. No oral agreements or conversations between any officer, agent, or employee of the University and any officer, agent, or employee of the Cooperating Institution shall affect or modify any of the terms or obligations contained in the documents comprising this agreement. Any such oral agreement shall be considered as unofficial information and in no way binding upon either party unless the agreement is modified as provided above in paragraph five.

7. Period of the Agreement

A. This agreement shall commence on September 1, 2008 and shall remain in effect until terminated by either party upon not less than six (6) months advance written notice to the other party. The agreement will be reviewed and automatically renewed annually.

B. This contract shall be renewable every year at the same terms and conditions unless changed by written agreement.

C. The parties will not discriminate against any student or applicant for the program of studies because of race, creed, color, national origin, sex, age or physical handicap.

CENTRAL WASHINGTON UNIVERSITY

NAME: Lind Cashman

NAME: Connie Lambert

TITLE: Dietetic Internship Director

TITLE: Interim Dean, College of
Education and Professional
Studies

7/6 8/14/08
SIGNATURE

Linda Cashman

SIGNATURE

Connie Lambert

DATE

8-22-08

DATE

8-26-08

BELLEVUE SCHOOL DISTRICT

NAME: Michael Anderson _____

TITLE: Director, Support Services

SIGNATURE

MA Anderson

DATE

8/18/08