

## **AFFILIATION AGREEMENT**

THIS AGREEMENT, entered into this 24th day of November, 2015 by and between Keiser University – Tallahassee Campus (herein after referred to as the "SCHOOL") and Suwannee County School System a special tax district of the State of Florida, and an agency providing clinical facilities for health care (herein after referred to as "CLINICAL SITE").

### **WITNESSETH**

**WHEREAS**, The School provides courses of study in Occupational Therapy Assistant Program and Physical Therapy Assistant Program and **WHEREAS**, as part of its course study the **SCHOOL** desires the students to be provided with Clinical Practice at the CLINICAL SITE; and

**WHEREAS**, the CLINICAL SITE is willing to provide the necessary facilities for said Clinical Practice;

**NOW, THEREFORE**, for and in consideration of the premises and the mutual covenants and agreements herein contained, the parties hereto agree to the following terms and conditions:

1. The SCHOOL agrees to assume final responsibility for the educational experience, and grades of the students.
2. The SCHOOL will plan with the appropriate CLINICAL SITE staff personnel for the use of CLINICAL SITE facilities.
3. A SCHOOL member will be designated as being responsible for the coordination and implementation of the program of learning.
4. The SCHOOL for its part agrees to maintain for its faculty and students a policy of professional liability insurance, with a single limit of no less than \$1,000,000. A Certificate of Insurance confirming this professional liability coverage will be supplied to the CLINICAL SITE upon execution of this Agreement and thereafter periodically upon the CLINICAL SITE request.
5. Students will provide proof of their own medical insurance upon being assigned to the CLINICAL SITE
6. The SCHOOL reserves the right to refuse or discontinue the placement of students if the CLINICAL SITE does not meet the professional educational requirements and standards of the SCHOOL.
7. The SCHOOL will recommend for placement at the CLINICAL SITE only those students who have earned a satisfactory record and have met the minimum requirements established by the SCHOOL.
8. The SCHOOL will provide the CLINICAL SITE with copies of current course outlines, course objectives, and curriculum philosophy, and a list of faculty and their qualifications when requested.

9. The CLINICAL SITE shall not be responsible for any compensation for services or expenses for medical, meals, travel or other incidental expenses incurred by SCHOOL students or faculty participating in the Program, nor shall the SCHOOL become obligated to the CLINICAL SITE or any member of its staff for any expenses or payment.
10. The SCHOOL'S students and faculty shall, at all times, be subject to and comply with all rules, regulations, procedures and policies of the CLINICAL SITE. All students shall respect the confidential nature of all information available to them with respect to CLINICAL SITE patients and records.
11. The SCHOOL'S students and faculty participating in the Program at the CLINICAL SITE shall, in no event, become nor be deemed to be employees, servants, or agents of the CLINICAL SITE, nor shall any person on the staff or administration of the CLINICAL SITE become nor be deemed to be an employee, servant or agent of the SCHOOL. The CLINICAL SITE is responsible for all health care rendered in its facility.
12. The SCHOOL and its students shall cooperate fully with the CLINICAL SITE with respect to physical examinations, vaccinations, and availability of health records of the SCHOOL'S students participating in the Program
13. Orientation to the CLINICAL SITE will be provided for the faculty prior to the commencement of the student's experience. Both parties to this Agreement shall agree upon orientation.
14. The CLINICAL SITE reserves the right to refuse or discontinue the availability of its facilities and services to any student who does not continuously meet professional or other requirements, qualifications and standards of the CLINICAL SITE as determined by CLINICAL SITE.
15. The CLINICAL SITE staff will participate in the supervision and teaching of student enrolled in the Program.
16. The SCHOOL and CLINICAL SITE agree that the determination of the number students to be assigned to the CLINICAL SITE will be a mutual decision based on variety of factors, including, but not limited to, staff, space availability and number's student enrolled in the curriculum.
17. The SCHOOL and CLINICAL SITE agree that this Agreement does not limit CLINICAL SITE to accept only students from the SCHOOL nor does the SCHOOL have to place its students only at the CLINICAL SITE.
18. There shall be planning meetings of the SCHOOL faculty and CLINICAL SITE prior to placement of students in the CLINICAL SITE.
19. The CLINICAL SITE and SCHOOL shall acquaint the students and faculty with policies, standards, rules and regulations of the CLINICAL SITE. In the event of inappropriate actions by the students, the CLINICAL SITE staff will notify the faculty in order that appropriate action may be taken by the SCHOOL.
20. The term of this Agreement shall remain in effect for one year from the date of the signature and therefore will automatically renew for one year terms until otherwise terminated by either party. The SCHOOL and the CLINICAL SITE acknowledge that a three (3) month or ninety (90) days written notice of termination be provided to either party, and/or assurance provided that students currently enrolled in the program are provided the opportunity to complete their clinical education. Notice under this paragraph shall be in writing and sent to the other party by registered mail.



21. This Agreement may not be modified or amended except in writing.
22. This Agreement will be governed by and construed in accordance with the laws of the State of Florida. In the event of any litigation arising from this agreement the parties agree that the exclusive state court forum for said litigation shall be in Suwannee County in the court of the appropriate jurisdiction.

The Parties hereby knowingly, voluntarily and intentionally waive any right it may have to a trial by jury with respect to any litigation related to or arising out of, under, or in conjunction with this agreement.

23. Whenever any notice, demand or consent is required or permitted under this Agreement, such notice, demand or consent shall be given in writing and be delivered in person or mailed to the following address:

CLINICAL SITE:

SCHOOL:

Suwannee County School System  
702 2<sup>nd</sup> Street NW  
Live Oak  
FL 32064

Keiser University Tallahassee Campus  
1700 Halstead Blvd  
Tallahassee  
FL 32309

24. Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law.

IN WITNESS WHEREOF, CLINICAL SITE and SCHOOL have duly executed this Agreement

on the date first written above:

Suwannee County School System

Keiser University Tallahassee Campus

By: 

DEC 15 2015

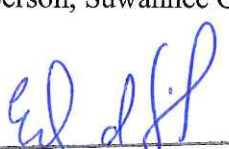
Date

Jerry A. Scarborough  
Chairperson, Suwannee County School Board

By: 

Date

Campus President: Maria Mead  
Keiser University - Tallahassee Campus

  
Chairperson, Suwannee County School Board

DEC 15 2015

"Approved as to Form and Sufficiency

BY 

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"

**Keiser University**  
**Joint Planning Form Fieldwork Level II**  
**Occupational Therapy Assistant Program**

**Name of Facility:** Shawnee District Schools

The OTA program's mission is to develop competent and ethical entry-level graduates. The OTA program requires ongoing collaboration with our community partners in order to infuse the curriculum with current practice. This form will evidence initial stages of OTA academic-practice collaboration between agencies. By initialing each box the Facility Fieldwork Educator assigned to the student:

1. Understands and agrees to the following objectives and how these address the OTA program's academic curriculum. **OR**
2. Modifies the specific objective to reflect facility learning opportunities and informs the OTA program in order to develop a collaborative strategy to address curriculum standards. **OR**
3. Includes a new written objective to substitute the initially established recommendation, if needed.

<b>OTA Program Objectives</b> The clinical supervisor (s) assigned to each student agrees to provide opportunities so that student may evidence the ability to:	<b>Clinical Facility</b> (please initial if able to meet objectives or include modifications or revisions next to each)
1. Follow facility guidelines, policies and procedures, general safety and universal precautions and supervisory expectations as outlined during orientation process in FW-2.	
2. Conduct self with professional behaviors as evidenced by use of proper attire, cleanliness, punctuality, attendance, reliability, good disposition and work habits, proactively ensuring a safe environment. Display these behaviors at all times.	
3. Articulate the basic tenets of the OT profession by educating others about the unique nature of occupation and its impact on health, by educating the consumer /general public/service providers about the clinical benefits of Occupational Therapy.	
4. Interact ethically with a variety of patients/consumers respecting their cultural and socio-economic differences as well as develop awareness and consideration of the diversity of occupational choices across the lifespan. Have a variety of clients assigned to caseload to meet cultural competence.	
5. Compare and contrast OT theoretical models being used to direct client intervention at facility. Clinically reason strategies that support the use of this model in patient treatment.	
6. Identify opportunities to address client deficits in areas of psychosocial factors and recommend positive changes to address these evidencing awareness and sensitivity to this aspect of occupational function/dysfunction.	
7. Practice standardized assessment processes as deemed competent by CI. Observe and implement additional evaluation methods as determined by CI including but not limited to initial interviews, screenings, non-standardized evaluations or reassessments.	
8. Practice and implement treatment techniques as determined by clinical supervisor, in an ethical and safe manner. Allow for practice of the treatment continuum from preparatory activities, purposeful activities and occupation-based practice.	
9. Model skills the therapist/supervisor uses to elicit/facilitate client engagement in treatment, included but not limited to :	



therapeutic use of self, use of media/modalities, environmental /contextual modifications and activity gradations and group process. Develop independence in therapeutic skills.	
10. Employ clinical reasoning skills (procedural and narrative) in order to prioritize client treatment issues. Clearly articulate clinical reasoning to CI and team.	
11. Develop a client caseload by displaying competent treatment techniques grounded in clinical reasoning and supported by professional behaviors. Assigned caseload as determined by CI.	
12. Distinguish the role of the COTA/OTR and other team members at the clinical setting. Evidence understanding of a COTA's role by seeking line-of-vision supervision and evidencing knowledge of OT standards of practice with legal and ethical implications. Seeks supervision for professional development.	
13. Practice reimbursement processes, procedures, billing, service delivery including quality assurance monitoring and programmatic changes when possible. Can identify ethical, legal, socio-political and economic implications of changes in patient care relevant to the facility and OT program.	
14. Demonstrate proficient professional written and verbal communication through participation and interaction with team members, client and significant others, completion of clinical documentation and any additional assignments as deemed necessary by clinical supervisor.	
15. Complete duties and responsibilities as assigned by clinical supervisor. Demonstrates independent learning by seeking additional educational opportunities available at site.	
16. Conduct evidence based research in order to support clinical practice and collaborate with professional enhancement efforts in facility.	
17. Display necessary behaviors to pass the AOTA FWPE, to be completed by clinical supervisor at mid-term and final stage of experience.	
18. Complete the facility evaluation in a comprehensive manner displaying ethical behaviors.	
19. Complete scheduled hours as approved by facility in agreement with Keiser University's OTA program, as evidenced by supervisor's co- signature on official weekly time sheet.	
20. <i>Additional educational objectives as proposed by facility can be found in attached page.</i>	

### Statement of Understanding

Revision and signature on this document evidences the ability to integrate the OTA programs academic/curriculum objectives with the learning activities offered in fieldwork level-2. My signature evidences that the nature of the relationship between both agencies is that of a partnership in the educational process, therefore any concerns or feedback (both positive and negative), will be discussed and resolved with the AFWC.

AFWC OTA Program KU

Facility representative

Date