



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: February 16, 2021

* = Mandatory, information must be provided

or Procurement Director Award ☐

***Contractor/Vendor Name/Grantor (DBA):**

Pima County Community College District

***Project Title/Description:**

Affiliation Agreement for Students from Pima Community College to work with the Pima County Health Department.

***Purpose:**

This agreement allows students enrolled with Pima Community College in the Dental Hygiene/Dental Assisting, Nursing, and Fitness and Wellness programs to participate in coordinated educational programs through the Pima County Health Department.

***Procurement Method:**

This Agreement is a non-Procurement Agreement and not subject to Procurement rules.

***Program Goals/Predicted Outcomes:**

The educational goals for the students differ according to which program they are studying. Please refer to the Special Provisions, Attachments A, B and C. The Program Coordinators will oversee and modify as necessary the duties of the Program Participants according to the Participants' area of study and assignments within PCHD.

***Public Benefit:**

Though this collaboration, students from the College are able to gain training from and provide support to the PCHD.

***Metrics Available to Measure Performance:**

Professional supervision and formal evaluation of student performance, knowledge, and skills.

***Retroactive:**

No.

FFR 09-21 AM 11:45 PC D KCF BD
CMB

TO: COB 2-9-2021(1)

VERS. 1

Pgs.: 14

Revised 5/2020

APPENDUM

Contract / Award Information

Document Type: CTN Department Code: HD Contract Number (i.e.,15-123): 21-065
Commencement Date: 02/17/2021 Termination Date: 02/16/2026 Prior Contract Number (Synergen/CMS): N/A
☐ Expense Amount: \$* _____ ☐ Revenue Amount: \$ _____

*Funding Source(s) required: N/A Affiliation Agreement

Funding from General Fund? ☐ Yes ☒ No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☒ No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? ☐ Yes ☒ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☒ No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e.,15-123): _____

Amendment No.: _____ AMS Version No.: _____

Commencement Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ _____

Is there revenue included? ☐ Yes ☐ No If Yes \$ _____

*Funding Source(s) required: _____

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e.,15-123): _____

Commencement Date: _____ Termination Date: _____ Amendment Number: _____

☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ _____

*All Funding Source(s) required: _____

*Match funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

*Match funding from other sources? ☐ Yes ☐ No If Yes \$ _____ % _____

*Funding Source: _____

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)? _____

Contact: Sharon Grant

Department: Health Telephone: 724-7842

Department Director Signature/Date: [Signature] 02/03/21

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____

(Required for Board Agenda/Addendum Items)

[Signature] 2/8/21

Pima County Department of Health

Project: Affiliation Agreement

Educational Institution: Pima County Community College District

Amount: \$0.00

Contract No.: CTN-HD-21-065

Funding: N/A

INTERGOVERNMENTAL AGREEMENT

This Agreement involving off-site student rotation training is between Pima County, a political subdivision of the State of Arizona, and Pima County Community College District, a public two-year community college and a political subdivision of the State of Arizona. This Agreement sets forth the terms of the rotation of students from Pima County Community College District to Pima County for clinical and educational training experiences.

RECITALS

Pima County Community College District (Educational Institution) wishes to provide a quality educational experience for its students registered in various health-related programs (Program Participants) by affiliating with Pima County (County), primarily to provide students with clinical experience; and

The County operates several facilities and programs through the Pima County Health Department such as epidemiology, HIV/STD, vaccine preventable disease, and public health nursing, including the operation of certain health clinics including the Theresa Lee Clinic, East Office Clinic, North Office Clinic, South Office Clinic, Tuberculosis Clinic and Mobile Health Clinics; and

The Educational Institution and the County wish to cooperate in providing coordinated clinical and educational experiences for Program Participants for the education and training of future practitioners; and

The County is authorized to enter into this Agreement under A.R.S. § 11-952.

THEREFORE, the Educational Institution and the County agree as follows:

1. Term of Agreement:

The term of this Agreement commences on February 17, 2021 and will terminate on February 16, 2026, subject to the termination provisions in this Agreement. If the commencement date of the Initial Term is before the signature date of the last party to execute this Contract, the parties will, for all purposes, deem the Contract to have been in effect as of the commencement date.

2. Placement Goals and Objectives:

The Educational Institution is fully responsible for the planning of the educational program, including programming, administration, promotion, matriculation and evaluation; and retains full control and responsibility for the overall education of the Program Participants.

3. Responsibilities of Educational Institution:

A. Maintain full responsibility for providing the County with the educational goals and objectives for each Program Participant before the start of the rotation.

B. Keep all records and reports on Program Participants' clinical and educational experiences.

C. Notify the County, with adequate advance notice, of the Program Participants' assignments to clinical and educational areas, including dates and numbers of Program Participants. The schedule must be approved by the County.

D. Require the Program Participants participating in the program at County, before placement in the clinical program involving patient contact, to provide County with documentation that they have completed these screenings and training:

1. Immunization for or serologic proof of immunity to Measles and Rubella;

2. Annual negative tuberculosis screening;

3. Immunization for Hepatitis B or signed Occupational Safety and Health (OSHA) declination; and

4. Training in Human Blood and Body Fluid Precautions, as set out by OSHA regulations.

If the Program Participant will not have any direct patient contact, the Health Department Director may waive these requirements.

E. Designate a person or persons to assist in the coordination of Program Participant learning experiences, including planning with County medical or program staff to assign Program Participants to appropriate specific learning experiences.

F. Ensure that each Program Participant is appropriately certified or licensed according to the requirements of the State of Arizona, or has been deemed exempt from that requirement by the appropriate Arizona licensure board, and has completed the academic training necessary for participation and is in good standing in the Educational Institution.

G. Instruct Program Participants and faculty participating in the program at County to adhere to existing rules and regulations of County.

H. At the request of the County, the Educational Institution will remove any Program Participant or faculty from assignment at County for unsatisfactory performance or failure to comply with County's administrative and patient care policies, procedures, rules and regulations, or any applicable state and federal laws and rules, or Pima County code of conduct. In addition, Educational Institution may withdraw any student from assignment at County when, in the Educational Institution's judgment the assignment no longer meets the needs of the Program Participant.

I. Inform Program Participants that they are responsible for their own health insurance and are not eligible for Pima County insurance coverages or benefits including health insurance. Before placement at County, verify that each Program Participant retains personal health insurance.

J. Insurance:

1. Commercial General Liability: Insurance is to be maintained in the minimum amounts of \$1,000,000 per occurrence and \$3,000,000 annual aggregate to include coverage for assigned Program Participants for the duration of the assigned rotation.

2. Professional Liability: Insurance is to be maintained in the minimum amounts of \$1,000,000 per occurrence and \$3,000,000 annual aggregate to include coverage for assigned Program Participants for the duration of the assigned rotation.

a) Separate Professional Liability coverage is not required if there is satisfactory documentation that the professional liability coverage is contained as part of the General Liability insurance coverage.

b) In the event the Professional Liability coverage required by this Agreement is written on a claims-made basis, it is agreed that any retroactive date under the policy shall precede the effective date of this Agreement and either continuous coverage will be maintained, or an extended discovery period will be exercised, for a period of two years beginning at the time work under this Agreement is completed.

3. Automobile Liability: Insurance is to be maintained for any owned, non-owned and hired vehicles used in the performance of this Agreement with a combined single limit (CSL) of \$1,000,000.

4. Workers' Compensation and Employers' Liability:

a. For employees of the Educational Institution: workers' compensation with statutory limits and employers' liability with policy limits of \$500,000 per occupational accident/disease and policy aggregate.

b. All assigned Program Participants under this Agreement must insure their health/disability/disease by securing personal or family medical coverage. Proof of medical insurance is required from the Program Participant prior to the beginning of the rotation.

5. A combination of insurance, self-insurance and excess insurance, if the excess insurance follows form of the primary layer, is acceptable to meet the insurance requirements in this section.

6. The Educational Institution must provide proof of these coverages to Pima County upon execution of this Agreement. The insurance document must include Pima County, its elected officials, and employees as additional insureds for the General Liability coverage.

7. All insurance policies are to be written on a primary basis and be non-contributory with any Pima County insurance coverages. The insurance required in this Agreement will not be suspended or reduced in coverage except after 10 days prior written notice has been given to County.

4. Responsibilities of County:

A. Provide training experiences and make available the related facilities at County for Program Participants enrolled in the Educational Institution.

B. Provide staff to teach and supervise Program Participants while assigned to a rotation at the County.

C. Provide direct supervision by the appropriate qualified professional and medical staff of any client service provided by Program Participants and maintain responsibility for the care and supervision of services provided to clients.

D. Provide appropriate orientation and information to incoming assigned students regarding County's rules, policies, and procedures.

E. Designate a person or persons to assist in the coordination of the Program Participants' learning experiences, including planning with County staff for the assignment of Program Participants to specific learning experiences that are appropriate for the Program Participants. Provide orientation to PCHD rules, policies and procedures.

F. Meet with the Educational Institution as both parties deem necessary for discussion and evaluation of the educational program.

G. Keep Educational Institution informed of changes in policy that affect Program Participants and faculty.

H. Provide conference facilities on an as-needed basis for the Program Participant's needs, provided that Educational Institution gives reasonable advance notice to County.

I. Notify Educational Institution of concerns regarding any Program Participant's safety or appropriateness affecting the Program Participant's ability to carry out the responsibilities set out in this Agreement.

J. If, during the Term, County is provided with access to student records, health and safety reports, or any other documentation of a private or confidential nature ("Confidential Information"), County shall handle and store such Confidential Information in a secure manner so as to prevent that information from being intercepted by unauthorized persons, lost, published, or otherwise disseminated. County will treat educational records of the Program Participants as confidential internally. In the event a public records request is submitted to County for Program Participants' educational records, County will notify Educational Institution of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Educational Institution has within that period secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order. County recognizes that Educational Institution is bound by U.S. Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA) regarding student educational records.

K. To the extent required by Section 35-214 of the Arizona Revised Statutes, County shall retain all records relating to this Agreement. County shall make the records available at all reasonable times and with reasonable prior notice for inspection and audit by Educational Institution or the Arizona Auditor General during the Term and for a period of five (5) years after the termination or expiration of this Agreement.

5. Mutual Responsibilities of County and Educational Institution:

A. The personnel of the County and the faculty of Educational Institution assigned to the program will confer at such times as may be mutually agreed upon to evaluate the educational program.

B. The personnel of County and the faculty of Educational Institution assigned to the program will cooperate in providing a sound educational environment.

C. Program Participants are assigned for practical training experiences in the appropriate County facility or department or program. Both parties will mutually agree upon the number of Program Participants and the appropriate County placement for each Program Participant.

D. The specific responsibilities, requirements and information related to the training programs for Program Participant placements at the individual County facility or department are delineated in the special provisions that are attached and incorporated into this Agreement as Special Provisions.

6. Termination:

Either party may, at any time and without cause, cancel this Agreement by providing the other party with thirty days advance notice in writing. Program Participants then participating in a rotation at the County will be allowed to complete their scheduled rotation, provided the County program or department continues to have sufficient staffing and other resources to continue the program until that date.

7. Confidentiality/HIPAA:

A. In keeping with all federal and state rules and regulations regarding patient confidentiality, the Educational Institution must notify the Program Participants that they are responsible for maintaining the confidentiality of patient information. Program Participants do not have access to, or have the right to review, any medical record, except where necessary in the regular course of the training program covered by this Agreement. The discussion, transmission, or narration, in any form, by Program Participants of any patient information of a personal nature, medical or otherwise, obtained by the Program Participants is forbidden except as a necessary part of the training programs covered by this Agreement. Educational Institution must affirm that all Program Participants have received mandatory training required by federal rules and regulations for the protection of patients' protected health information (PHI) and the departmental records of completion of such training must be available to the County upon written request. Educational Institution acknowledges that County may require Program Participants to undergo additional training conducted by County. Educational Institution agrees to notify Program Participants of that requirement and County will provide Educational Institution with records of Program Participants' attendance at those trainings.

B. For purposes of the Health Insurance Portability and Accountability Act (HIPAA), Educational Institution and County acknowledge that Program Participants are part of the County's "work force," as defined in the HIPAA Privacy Regulations at 45 C.F.R. 160.103, and as such, no Business Associate Agreement is required between the County and Educational Institution. Nothing in this section is intended to alter or otherwise conflict with the nature of the relationship between County and Program Participants as set forth in this Agreement.

8. Indemnification:

Each party (as "Indemnitor") agrees to defend, indemnify, and hold harmless the other party (as "Indemnatee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious or derivative liability to the Indemnatee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

9. Notice:

Any notice required or permitted to be given under this Agreement must be in writing and be served by personal delivery or by certified mail upon the other party as follows:

County:
Pima County Health Department
Theresa Cullen, MD, Director
3950 S. Country Club, Suite #100
Tucson, AZ 85714-2056

Educational Institution:
Pima County Community College District
Attn: Purchasing and Contracts
4905D E. Broadway Blvd.
Tucson, AZ 85709-1240

1. Non-Discrimination:

The Parties will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this agreement as if set forth in full herein, including flow down of all provisions and requirements to any subcontractors. During the performance of this agreement, Educational Institution will not discriminate against any employee, client, student or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

The Parties will comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.

11. Legal Arizona Workers Act Compliance:

Educational Institution hereby warrants that it will at all times during the term of this Agreement comply with all federal immigration laws applicable to Educational Institution's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Educational Institution further ensures that each subcontractor who performs any work for Educational Institution under this Agreement likewise complies with the State and Federal Immigration Laws.

County has the right at any time to inspect the books and records of Educational Institution and any subcontractor in order to verify such party's compliance with State and Federal Immigration laws.

Any breach of Educational Institution's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section is a material breach of this Agreement subjecting Educational Institution to penalties up to and including suspension or termination of this Agreement. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Educational Institution will be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay project completion.

Educational Institution will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to ensure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this section are the responsibility of Educational Institution.

12. Miscellaneous:

A. Patients and clients of County will not be billed for services rendered by Program Participants. County is solely responsible for proper patient and client billing practices.

B. Program Participants and faculty are responsible for providing their own health insurance. If there is a need for emergency care, regardless of whether this arises from an incident related to the participant's involvement in the program (including an exposure to blood or bodily fluids) or from a medical condition, the County will contact 911 or will have the person transferred to the nearest emergency department. The Program Participant and faculty are individually responsible for any charges thus generated.

C. Payment: Services provided by Program Participants under this Agreement are considered to be educational in nature, and therefore no monetary compensation will be paid to any Program

Participant. Each party is responsible for its own costs associated with its participation under this Agreement.

D. Nothing contained in this Agreement will be deemed or construed to establish an agency, partnership or joint venture relationship between the Program Participants or any faculty of the Educational Institution and the County. Program Participants are not to be considered as ostensible agents, independent health care providers, patient advocates, or volunteers, employees or agents of the County. Furthermore, Program Participants are to be considered as individuals participating in clinical training while providing health care under the terms of this Agreement.

E. Program Participants, faculty and Educational Institution staff participating under this Agreement are not employees or agents of County, and employees and agents of the County are not employees of the Educational Institution. Accordingly, employees of one party are not entitled to employee benefits normally provided to employees of the other party, including workers' compensation, medical or hospitalization insurance or retirement or any other employee benefits or rights.

F. Non-assignment: Neither party may assign its rights or obligations under this Agreement without the prior written consent of the other party.

G. This Agreement is subject to cancellation for conflict of interest in accordance with A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Agreement.

H. The laws and regulations of the State of Arizona govern the rights of the parties, the performance of this Agreement and any disputes under this Agreement. This Agreement is subject to arbitration to the extent required by A.R.S. §§ 12-133 and 12-1518.

I. Remedies: Either party may pursue any remedies provided by law for the breach of this Agreement. No right or remedy is intended to be exclusive of any other right or remedy and each shall be cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Agreement.

J. Use of Names; Trademarks: Neither party shall use the other party's trade name, trademark, service mark, Logo, domain name, or any other distinctive brand feature, or the names of the other party's employees in any publicity or advertising material without prior written approval by the other party.

K. Counterparts: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The signature pages from one or more counterpart may be removed from such counterpart and attached to a single instrument.

13. This document, with **Attachment A, Special Provisions for Dental Hygiene and Dental Assisting Students** (2 pages), **Attachment B, Special Provisions for Nursing Students** (2 pages) and **Attachment C, Special Provisions for Fitness & Wellness Students** (2 pages) contains the entire understanding of the parties and may not be modified or extended except through a written amendment signed by the parties.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

This agreement will become effective when all parties have signed it. The effective date of the agreement will be the date this agreement is signed by the last party (as indicated by the date associated with that party's signature).

PIMA COUNTY

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

Chairman, Board of Supervisors

Authorized Signature

Date: _____


Date: _____

ATTEST

Clerk of the Board

Date: _____

APPROVED AS TO CONTENT



Pima County Health Department

Date: 02/03/21

ATTORNEY CERTIFICATION

The foregoing Agreement between Pima County and the Pima County Community College District has been reviewed pursuant to A.R.S. § 11 952 by the undersigned who have determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to those parties to the Agreement.



Deputy County Attorney

Attorney, Pima County Community College District

Cindy Nguyen

Print DCA Name

Name

Date: 2/3/2021

Date: _____

ATTACHMENT A (2 pages)

Special Provisions for Dental Hygiene and Dental Assisting Students Pima County Community College District

- I. These Special Provisions are attached pursuant to section 13 of the Affiliation Agreement between Pima County Community College District ("Educational Institution") and Pima County, on behalf of the Pima County Health Department ("County"). They are intended to provide dental hygiene and dental assisting students an opportunity to be participants in programs that benefit the community by providing services they learn in school. Ideally, this collaboration with the local health department, dentists and other health/dental care providers and community-based oral health programs will foster the desire within dental hygiene and dental assisting students to work with underserved populations and to be a solution to access-to-care issues.

II. Items of Agreement

Goals for Community Oral Health Program rotation:

- Increase students' understanding of oral health disparities
- Introduce students to evidence based community programs
- Influence students' attitudes toward community service

Objectives:

Students will be able to:

- Describe and address specific health needs within their own communities;
- Provide patient-centered and evidence-based care;
- Apply caries-preventive agents such as fluorides and/or sealants to the teeth;
- Advocate for the support of programs designed to decrease the disparities in overall health care, including oral health care.

Program requirements of Students and Staff:

- Present professional image and demeanor
- Interact with peers, staff and faculty to support teamwork
- Recognize diversity
- Contribute to a safe, supportive and professional work environment
- Prevent situations where patient safety and well-being could potentially be compromised
- Record legible, concise and accurate information (Le. dates and signatures, and clinical information that other providers can understand)
- Respect and protect the confidentiality of patient information and comply with the federal Health Information Portability and Accountability Act (HIP AA)
- Comply with established infection control standards as defined by the Occupational Safety and Health Administration, Centers for Disease Control and Prevention, Arizona Department of Health Services and Pima County Health Department (PCHD)

Assignment of Program Participants:

Pima Community College (PCC) Program Course Faculty and PCHD Oral Health coordinator will determine (one semester prior to scheduled rotations) the best day for community rotations on a

semester by semester basis. Faculty will assign students a date for rotation and the student will be instructed to contact the Coordinator by email or phone at least one week prior to assigned date. Any changes in schedules will be communicated between PCC Faculty, PCHD Coordinator and student.

Training:

PCC Program/ Course Faculty and PCHD Oral Health Representative will coordinate a time for a group Orientation/Presentation for the students of Dental Assisting and Dental Hygiene Education. An onsite orientation will also be provided by PCHD to the students on the day of rotation.

Supervision:

On site supervision will be provided by a PCHD Representative and will meet or exceed the American Dental Association, Commission on Dental Accreditation's Standards.

Evaluation:

Students will be required to complete the prescribed evaluation forms as designated by the PCC course faculty.

Community Rotation:

Dental Hygiene Program

- 1st year students - After an onsite orientation students will set up clinical area, record oral health data, complete patient take home forms, provide preventive dental hygiene services, break down of clinic area and completion of documentation/recordkeeping.
- 2nd year students - After an onsite orientation students will provide dental sealants under the direct supervision of PCHD Representative following PCC and PCHD protocol. Students will also participate in the setup of clinical area, record oral health data, complete patient take home forms, provide preventive dental hygiene services, break down of clinic area and completion of documentation /recordkeeping.

Dental Assisting Program

After an onsite orientation students will assist with set up, record oral health data, complete patient take home forms, assist with patient management, assist with the provision of preventive services, assist with the breakdown of clinic area and completion of Documentation/recordkeeping.

- III. These Special Provisions are not intended to limit the Parties to this Agreement from developing special provisions for other programs covered by this Agreement.
- IV. If a conflict arises between these Special Provisions and the General Provisions of this Agreement, the General Provisions shall govern.

ATTACHMENT B (2 pages)

Special Provisions for Nursing Students Pima County Community College District

- I. These Special Provisions are attached pursuant to Section 13 of the Affiliation Agreement between Pima County Community College District ("Educational Institution"), and Pima County, on behalf of the Pima County Health Department ("County"). They are intended to cover, but not be limited to, the training of nursing students ("Program Participants") from the Educational Institution while participating in an internship at any unit within the Pima County Health Department (PCHD).
- II. Items of Agreement
 - A. Designation of Internship Program Coordinator from Pima Community College Internship Program: Yolanda McCoy-Stokes, RN, MSN - Associate Degree/CEP Nursing Department Head.
 - B. Experiential Educational Goals and Objectives
 1. Provide program development, nursing services, health education and evaluation internship opportunities for nursing students to establish competencies for a professional career in nursing.
 2. Provide opportunities for the nursing students to become knowledgeable about public health nursing skills, competencies, and responsibilities.
 3. Provide first-hand experience in the nature of public health nursing to include:
 - a. Develop a knowledge of vaccine preventable disease and immunization
 - b. Identify, develop, and assess nursing interventions for specific populations
 - c. Identify medical, psychiatric, socio-cultural and economic risk factors that have an impact on population health
 4. To apply theoretical knowledge to actual public health nursing problems by:
 - a. Conducting a needs and resource assessment, process evaluation and/or impact evaluation of a specific population
 - b. Plan and develop nursing service models
 - c. Analyze and interpret population based data
 - d. Participate in the evaluation of standards of nursing practice
 - C. List of Patient Care Duties to be Provided by Students
 1. A licensed RN (Faculty or Preceptor) must be present when a student administers any medications.
 2. Medication students may administer include:
 - a. Oral
 - b. Intramuscular/ subcutaneous
 - c. Non-parenteral
 - d. Controlled substance (other than IV)

3. Nursing Students are allowed to administer IV medications (diuretics, antibiotics, saline flushes, and proton pump inhibitors only) under the direct and constant observation of either the Faculty RN or the Precepting RN.
4. Prior to administering any medication, the student must review the following with the Faculty RN or Precepting RN.
 - a. Follow the Pima County Health Department procedures by comparing MAE to order to patient ID
 - b. Drug indication and monitoring parameters
 - c. Potential side effects of the medication
5. The Precepting RN/ Faculty RN must co-sign the student signature on the patient documentation record.

D. List of Patient Care Duties that Cannot be Provided by Students

1. Students cannot administer blood or blood products.
2. Students cannot serve as a witness to legal documents.

- III. These Special Provisions are not intended to limit the Parties to this Agreement from developing special provisions for other programs covered by this Agreement.
- IV. If a conflict arises between these Special Provisions and the General Provisions of this Agreement, the General Provisions shall govern

ATTACHMENT C (2 pages)

Special Provisions for Fitness & Wellness Students Pima County Community College District

- I. These Special Provisions are attached pursuant to Section 13 of the Affiliation Agreement between Pima County Community College District ("Educational Institution"), and Pima County, on behalf of the Pima County Health Department ("County"). They are intended to cover, but not be limited to, the training of fitness and wellness students ("Program Participants") from the Educational Institution while participating in an internship at any unit within the Pima County Health Department (PCHD).
- II. Items of Agreement
 - A. Designation of Internship Program Coordinator from Fitness & Wellness Dept.
Nancy Gamboian, PhD, Fitness & Sport Sciences Department Head, has responsibility for the general administration of the program, including activities related to selection, instruction, supervision, counseling, evaluation, and maintenance of records related to program.
 - B. Goals and Performance Objectives
 1. Plan and implement wellness educational events to include small group coaching / educational sessions with individual follow-up.
 - a. Contact worksites and schedule activities.
 - b. Prepare and facilitate workshops, coaching sessions and activities.
 - c. Work individually and in small groups with employees to establish and work on SMART goals
 - d. Conduct follow-up including programming evaluation.
 2. Gain experience researching for program development.
 - a. Conduct research on current topics related to employee wellness
 - b. Write program descriptions based on research
 3. Prepare written materials for programs and events.
 4. Design and implement a semester project.
 - a. Research topic of choice.
 - b. Write project description.
 - c. Facilitate project.
 - C. Essential Job Functions to be performed include:
 1. Assist with implementing programs.
 2. Attend employee wellness meetings and events.
 3. Conduct research.
 4. Prepare written materials.
 5. Refine interpersonal communication skills in the work environment
 6. Practice time management to complete work, school and personal tasks on-time
 7. Ensure confidentiality in all settings

- III. These Special Provisions are not intended to limit the Parties to this Agreement from developing special provisions for other programs covered by this Agreement.
- IV. If a conflict arises between these Special Provisions and the General Provisions of this Agreement, the General Provisions shall govern.