

HHA AFFILIATION AGREEMENT REQUIREMENTS (BPSS-31, updated)

A signed affiliation agreement must be submitted and approved for each internship site. The following information/conditions must be included in the agreement. You can choose to use the sample agreement below. A separate agreement exists for Nurse Aides, Ultrasound, and general programs.

1. Specific name and location of the proprietary school
2. Specific name and location of the internship site AND a photocopy of its operating certificate/license. The site can also be an assisted living facility or adult home, but not a nursing home or adult day care.
3. Exact dates/or total length, in hours, of the affiliation experience. The regular period is 8 hours, which can be split into 2 half-days. Some schools choose to have longer periods.
4. Number of students to be supervised during one affiliation period
5. That the school is responsible for taking attendance at the affiliation site
6. Students will not displace or replace regular employees
7. The school agrees to maintain sufficient affiliation sites to accommodate all qualified students in the class.
8. School is responsible for insuring students had a physical exam within 6 months before starting the internship, and all inoculations recommended in the profession.
9. Before a new group of students start their internship, school and host must exchange a copy of the schedule, showing the date and place each student will intern at. The schedule must be signed by the host. That signed list is to be kept by the school.
10. School or Internship site (usually the school) is responsible for insuring the student against injuries resulting from the internship. [If the school insurance does not cover the internship site, the school either buys insurance for interns and rolls that insurance into the tuition, or makes available to interns the purchase of such insurance coverage. In the latter case, the fact that students must buy their own accident insurance must be noted in the enrollment agreement, and the name of the company, the extent of coverage, and the cost to students must be noted in the Affiliation Agreement]
11. Your students and instructors will be covered by liability insurance against liability for injuries/damage towards third parties (such as patients) arising from the Internship. The insurance carrier, cost and exact insurance coverage must be identified.
12. The school is responsible for providing all theory/practice instruction.

13. The school will use the Dept. of Health SKILLS checklist at the internship site.
14. Students will be supervised at ALL times during affiliation by your Registered Nurse.
15. How often the school's program coordinator will visit the affiliation site.
16. The school is responsible for the conduct of the students at the affiliation site.
17. Specific conditions and procedures for terminating a student.
18. How much notice must be given by either party to terminate the agreement.
19. If the training was in a language other than English, the affiliation institution must declare that there are clients conversant in that language for the intern to work with. This must be added to the text.
20. A newly signed agreement must be sent with your curriculum reapproval.

(Sample Affiliation Agreement)

Name of School: _____

Address of School: _____

AGREEMENT OF AFFILIATION WITH

Name of Facility: _____

Address of Facility: _____

The (**name of school**) has been approved to conduct a HOME HEALTH AIDE training program which requires 8 hours clinical experience in a hospital, through a home care agency, or similar institution, supervised by a **Registered Nurse** employed by the school. The (**name of facility**) has agreed to provide this supervised clinical experience. Therefore the internship facility, now referred to as the affiliating institution, and the school, enter into the following agreement:

The school will arrange for a maximum of ___ **students** to affiliate at (**name of affiliating institution**) for a total of ___ **hours** over ___ **days**. The specific hours/days will be agreed upon by a designee of each party and each will keep a copy signed by both parties of the schedule. There will be no more than 10 students assigned to one clinical instructor in a hospital setting. The ratio is 1 to 1 if in a patient's home, with up to 3 if the nurse is able to supervise them at all times. Taking attendance at the internship site will be the responsibility of the school. Students will not displace or replace regular employees at the affiliating facility. The school agrees to maintain sufficient affiliation sites to accommodate all qualified students. *If training was approved in a language other than English, the school shall ensure that the place of internship has clients able to use the language of instruction with the student and supervising nurse.* The language of training was: _____

Before the student begins the supervised clinical experience, he or she will show evidence of physical requirements deemed necessary by agreement of both parties. The school is responsible for insuring that the student has had a physical exam within six months, and all recommended inoculations, before the start of the internship.

(**School/Affiliating Institution**) is responsible for student injury acquired at the affiliation site. Students and instructors will also carry liability insurance and a signed statement indicating that they have a policy covering liability against third parties resulting from this internship.

During the internship hours, students will be under the supervision of the licensed clinical instructor(s) employed by the school, but at other times may also be supervised by the professional staff of the affiliating institution. The school's clinical instructor (Registered Nurse) will be present at all times students are present. The school's Registered Nurse must fill out the relevant part of the Department of Health **skills checklist** for Home Health Aides after the student demonstrates competency in those skills. Not all mandated skills must be demonstrated during the internship, some can be demonstrated during skills classes at the school.

The school is responsible for providing all theory/practice instruction. Students will have received the necessary classroom and clinical instruction from the school before being authorized to perform patient care. The clinical instructor(s) will make assignments and, with the help of the professional staff of the institution, will evaluate each student's performance using the evaluation instruments provided by the school. The school's program coordinator will make (**frequency**) visits at the internship site.

The school is responsible for the conduct/dress requirements of the students at the affiliation site. A student who does not satisfactorily meet the requirements of this internship may be terminated. Prior to termination, the student will be notified of these deficiencies and will be given 1 day to correct these deficiencies.

The school recognizes that the affiliating institution has a service responsibility to its clients. If a student jeopardizes this responsibility in any way, the affiliating institution has the right to demand that the student be removed from the clinical experience immediately.

The agreement will begin on (**month/day/year**) and will be reviewed annually by both parties before the agreement is renewed. A (**Length of time**) notice will be given by either party if the agreement will not be renewed. Both parties agree to contact the Bureau of Proprietary School Supervision immediately upon requesting termination of the contract.

The affiliating institution and the school will not discriminate in any way in regard to student learners, according to state and federal laws.

A newly signed copy of the agreement must be included with the application for curriculum reapproval.

Affiliating Institute Representative, Name/Title

Date

School Representative, Name/Title

Date

The name and title must be written in print letters after the signature.

(9/2011)