

CLINICAL AFFILIATION AGREEMENT BETWEEN

Gateway School District
9000 Gateway Campus Boulevard
Monroeville, PA 15146

And

Carlow University
3333 Fifth Avenue
Pittsburgh, Pennsylvania 15213

This Clinical Affiliation Agreement ("Agreement") is made this 23rd day of June 2026, by and between **Carlow University** (hereinafter referred to as "University") and the **Gateway School District** (hereinafter referred to as the "Agency").

WHEREAS University seeks opportunities for its College of Health and Wellness students to seek clinical practicum experience within Agency's facility, and

WHEREAS, the Agency has determined its intention to receive the University's College of Health and Wellness students for clinical practicum in its facility, and

WHEREAS, this Agreement is consistent with the mission of the Agency and University to promote professional education and training for the purpose and upon the terms and conditions hereinafter more particularly set forth;

NOW, THEREFORE, Agency and University intending hereby to be legally bound do promise and agree as follows:

A. The University agrees to:

1. Be responsible for the educational program of the students assigned for the purpose of obtaining clinical practicum experience in conjunction with the University's College of Health & Wellness programs to potentially include (based on available Agency services), but not limited to, occupational therapy (OT), physical therapy (PT), and speech and language pathology (SLP).
2. Accept the Agency's policies and procedures as guides to practice, be responsible for seeking information regarding changes, and for developing educational material in harmony with the established policies and procedures of the Agency.
3. Abide by the schedule of days, dates, hours of clinical experience and the number of students as agreed upon by the University and the Agency.

4. Provide the Agency with the names of students and University faculty assigned to the Agency.
5. Direct that students and faculty observe policies, techniques, and procedures relative to population-based care, personal conduct and dress code as stipulated by the Agency.
6. Provide agency representatives with instructional objectives of the learning experience as well as protocols for the experience. Establish the educational objectives for the clinical experience, devise methods for their implementation and continually evaluate to determine the effectiveness of the clinical experience.
7. Provide Agency with clinical instructors/educators/supervisors with appropriate training and instruction for completing the required documentation relevant to the clinical practicum experience (e.g. performance evaluations, signing clock hours, intervention plans, etc.).
8. Prohibit discrimination on the basis of race, color, age, national origin, sex, religion, or disability against any individual participating in the clinical practicum program.
9. Permit, upon student's consent and authorization, the Agency to administer emergency care to a University student in need.
10. The University agrees to provide a program specific Director of Clinical Education to work directly with individual students to select and secure an appropriate clinical practicum site. Criteria specific to selecting an appropriate clinical practicum site is contingent on program specific accreditation, certification, and licensing standards and are as follows:

a. Occupational Therapy:

Fieldwork Experience:

- Supervisors who are currently licensed or otherwise regulated occupational therapist (Level II), *ACOTE Standard C.1.11*;
- Supervisors with minimum of 1 year full-time (or full time equivalent) of practice experience as a licensed or otherwise regulated occupational therapist prior to the start of the fieldwork experience (Level II), *ACOTE Standard C.1.11*;
- Supervision provided by a currently licensed or otherwise regulated occupational therapist with a minimum of 3 years full-time or full-time equivalent of professional experience prior to the start of the fieldwork experience (Level II, where no OT services exist), *ACOTE Standard C.1.14*;

- Supervision to include a minimum of 8 hours direct supervision each week of fieldwork (Level II, where no OT services exist), *ACOTE Standard C.1.14*;
- Occupational therapy supervisor must be available via phone, email, or text during all working hours (Level II, where no OT services exist), *ACOTE Standard, C.1.14*;
- On-site supervisor of another profession must be assigned when occupational therapy supervisor is off-site (Level II, where no OT services exist), *ACOTE Standard, C.1.14*; and
- Currently licensed or otherwise regulated occupational therapist, occupational therapist assistant, psychologists, physician assistants, teachers, social workers, physicians, physical therapists, etc. (Level I), *ACOTE Standard, C.1.8*.

Doctoral Capstone Experience:

- Doctoral capstone project is provided in setting(s) consistent with the program's curriculum design that includes individualized objectives and plans for supervision (*ACOTE Standard, D.1.2.*);
- Assist with the arrangement of a 14-week (560 hour) experience with no more than 20% of those hours completed off-site (*ACOTE Standard, D.1.5.*);
- Document and verify the student is mentored by an individual with expertise in the content area of the capstone focus prior to the start of the experience (*ACOTE Standard D.1.6.*);
- Provide a valid memorandum of understanding complete with individualized objectives, supervision/mentoring plans, and list all responsible parties, and signed by both parties (*ACOTE Standard, D.1.4.*); and
- Provide a formal evaluation to mentor with objective assessment of student performance at mid-term and upon completion of the doctoral capstone experience (*ACOTE Standard, D.1.7.*

b. Physical Therapy:

- Clinical instructor/educator/supervisors with current, valid state licensure;
- Clinical instructor/educator/supervisors with a minimum of full time or equivalent one year practice experience; and
- Clinical instructor/educator/supervisors with appropriate clinical competence in specified clinical setting.

c. Speech Language Pathology:

- Clinical educator/supervisors with Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP) from the American Speech-Language-Hearing Association (ASHA);

- Clinical educator/supervisors with current state licensure;
 - Clinical educator/supervisors with minimum of 2 hours of professional development in clinical education in accordance with current speech-language pathology standards; and
 - Minimum of 9 months of full-time clinical experience with clients/patients after being awarded the CCC.
12. For students in direct contact with patients/clients, submit to the Agency a statement verifying that students have met clinical course requirements including:
- Basic Life Support (BLS) Certification for Healthcare Providers;
 - Physical Examination, Complete Blood Count, Urinalysis;
 - Tuberculin Skin Testing and if needed a Chest x-ray and completion of a TB Symptom Screening Form;
 - Evidence of immunity to MMR, Varicella, Hepatitis B, and Tdap;
 - Act 24/34/151/114 Security Clearances reflecting no record or if a record exists, it does not prohibit hire;
 - Act 31 of 2014 Child Abuse Recognition & Reporting training;
 - Occupational Safety and Health Administration (OSHA) Blood Borne Pathogen training;
 - Health Insurance Portability and Privacy Act training;
 - Influenza Vaccination annually or a signed declination waiver;
 - COVID 19 vaccination or signed declination waiver;
 - Additional site-specific requirements as requested.
13. Keep strictly confidential any and all Agency confidential material, information, and/or knowledge received or gained through the participation of a student or faculty member in this clinical practicum program at the Agency. Agency's confidential information includes, but is not limited to, patient identities, patient information (such as contained in patient medical records, including information accessed through Medical Center's computer systems).
14. Prohibit writings of any kind, including posts on any form of social media, concerning activities, patients/clients or procedures at the Agency from being published or disseminated without the written approval of the Agency, and under no circumstances may any writing identify a patient/client by name or recognizable description without the written authorization of the patient/client or the patient/client's parent(s) or guardian(s).
15. Prohibit discrimination on the basis of race, color, age, national origin, sex, religion, or disability against any individual participating in this program.

15. Confirm that each student shall be instructed to:

- a. provide appropriate documentation to satisfy health, immunization and drug screening requirements as identified by the Agency or clinical site;
- b. abide by all Agency and clinical site policies, rules, and regulations;
- c. comply with instructions from faculty and Agency staff;
- d. wear Agency issued identification and apparel, if any, designated appropriate for different patient care areas consistent with Agency and clinical site policies and procedures;
- e. remain responsible for travel, parking, meals, housing and other living expense while enrolled in clinical practicum; and
- f. keeps strictly confidential any and all Agency confidential material, information, and/or knowledge received or gained through the participation of a student or faculty member in this clinical practicum program at the Agency. Agency's confidential information includes, but is not limited to, patient identities, patient information (such as contained in patient medical records, including information accessed through Medical Center's computer systems).

B. The Agency does hereby agree to:

- 1. Provide clinical practicum for students in selected Agency areas as set forth and expanded upon herein.
- 2. Provide a clinical educator/preceptor for each student assigned to the Agency.
- 3. Provide proof of state license(s) for each clinical educator/preceptor assigned to a student.
- 4. Assume the responsibility and authority for the population being served.
- 5. Maintain an educational climate and standards conducive to teaching and learning.
- 6. Orient the University faculty and students to the Agency's facilities, procedures, and policies.
- 7. Agency retains the right to suspend and/or terminate a student's enrollment in the clinical practicum based on professional competence or performance, personal behavior, or other grounds related to patient care, safety or

inappropriate or illegal conduct. A student's enrollment in the clinical practicum will not be terminated without consultation with the University faculty appointed student advisor.

8. Participate and cooperate in the education of students by:
 - Joint planning about the experience by the Agency clinical educator/supervisor(s) and the University faculty member, logging of clinical clock hours, intervention planning, etc.);
 - Completing all necessary administrative documentation relevant to the clinical practicum/fieldwork experience (e.g. clinical performance evaluations, logging of clinical clock hours, intervention planning, fieldwork data forms, etc.);
 - Working collaboratively with University faculty members when reviewing student progress and in scheduling faculty site visits;
 - Permitting students to attend University/Program required class meetings and seminars during the clinical practicum/fieldwork experience;
 - Permitting utilization of additional learning experiences where applicable;
 - Encouraging student consultation concerning information pertinent to population being served.

Occupational Therapy specific:

Fieldwork Experience:

- Provide currently licensed or otherwise regulated occupational therapist supervisor(s) (Level II), *ACOTE Standard C.1.11*;
- Provide supervisor(s) with a minimum of 1 year full-time (or full time equivalent) of practice experience as a licensed or otherwise regulated occupational therapist prior to the start of the fieldwork experience (Level II), *ACOTE Standard C.1.11*;
- Provide supervision by currently licensed or otherwise regulated occupational therapist(s) with a minimum of 3 years full-time or full-time equivalent of professional experience prior to the start of the fieldwork experience (Level II, where no OT services exist), *ACOTE Standard C.1.14*;
- Provide supervision to include a minimum of 8 hours direct supervision each week of fieldwork (Level II, where no OT services exist), *ACOTE Standard C.1.14*;
- Assure occupational therapy supervisor(s) is/are available via phone, email, or text during all working hours (Level II, where no OT services exist), *ACOTE Standard, C.1.14*;
- Provide on-site supervisor(s) of another profession to be assigned when occupational therapy supervisor(s) is/are off-site (Level II, where no OT services exist), *ACOTE Standard, C.1.14*; and
- Provide supervisor(s) who are currently licensed or otherwise regulated occupational therapist(s), occupational therapist assistant(s), psychologists, physician assistants, teachers, social

workers, physicians, physical therapists, etc. (Level I), *ACOTE Standard, C.1.8.*

Doctoral Capstone Experience:

- Document and verify the student is mentored by an individual with expertise in the content area of the capstone focus prior to the start of the experience (ACOTE Standard D.1.6.);
- Provide a valid memorandum of understanding complete with individualized objectives, supervision/mentoring plans, and list all responsible parties and signed by both parties (ACOTE Standard, D.1.4.);
- Provide a 14-week (560 hour) with no more than 20% of those hours completed off-site (ACOTE Standard, D.1.5.); and
- Completion of a formal evaluation with objective assessment of student performance at mid-term and upon completion of the doctoral capstone experience (ACOTE Standard, D.1.7.).

Physical Therapy specific:

- Provide clinical education by a clinical instructor/educator/supervisor with valid licensure in the state of practice, at least one year of clinical experience, knowledge in the clinical setting;
- Ensure that the clinical learning environment demonstrates characteristics of sound patient management, ethical and professional behavior, and currency with physical therapy practice;
- Ensure that the clinical education program maximizes available resources;
- Provide documented assessment of the clinical education component;
- Develop strategies to actively engage core faculty participation in clinical education planning, implementation and assessment.

Speech Language Pathology specific:

- Provide copies of the certificate of clinical competence in speech-language pathology (SLP);
- Provide verification of at least 9 months of full-time clinical experience with clients/patients after being awarded the CCC and evidence of at least 2 hours of professional development in clinical education in accordance with current speech-language pathology standards for each clinical educator assigned to a student (SLP); and
- Provide direct supervision commensurate with student's knowledge, skills, and experience; must not be less than 25% of the student's total contact with each client/patient; must take place periodically throughout the practicum. Supervision must be

sufficient to ensure the welfare of the individual receiving services (SLP).

9. Facilitate clear channels of administration necessary for the utilization of resources required for teaching purposes.
10. Inform the University of alterations in policies, techniques, and procedures relative to population being served. Provide shared use of lounges and facilities for personal belongings with University students.
11. Assist any University student requiring and consenting to emergency medical care during the clinical/practicum time. The cost of such services shall be borne by the student.
12. Make all decisions regarding patient care, in the event of a difference of opinion concerning the care of a patient. The decision of the Agency's personnel shall prevail and control all parties involved.
13. Prohibit discrimination on the basis of race, color, age, national origin, sex, religion, or disability against any individual participating in this program.
14. Reserve the right to suspend and/or terminate a student's enrollment in the clinical practicum based on professional competence or performance, personal behavior, or other grounds related to patient care, safety or inappropriate or illegal conduct. A student's enrollment in the clinical practicum will not be terminated without consultation with the University faculty appointed student advisor.

C. The School and Agency mutually agree to:

Review this Agreement annually and to meet as requested by either party for the purpose of evaluating the program, discussing problems, planning changes, and assuring the effective functioning of both institutions in regard to those matters covered by this Agreement. Participate in an Ad Hoc Committee composed of representatives from the Agency and the University should any problems arise which cannot be solved by the ordinary means at the disposal of the cooperating institutions. 2. The committee shall include two representatives from the Agency and two representatives from the University, and will meet to review and discuss the problem, and, if possible, to offer a satisfactory solution.

This Agreement's term shall begin on the date of execution below and, unless terminated as hereinafter set forth, shall be automatically renewed from year to year with such changes, if any, as may be mutually agreed upon in writing by the University and the Agency. This Agreement may be amended at any time by mutual agreement of the parties, provided that before any amendment shall be operative and valid, it shall have been reduced to writing and signed by both parties and included with this Agreement as an addendum. This Agreement may

be terminated, with or without cause, by either party upon 60 days written notice of cancellation or termination or by written mutual agreement.

Notice: Any notice provided hereunder shall be in writing delivered by first-class or courier addressed as set forth below, or as the parties may subsequently designate by notice in writing::

	IF TO AGENCY:	IF TO UNIVERSITY:
Name	Tara McCrohan	Dr. Rhonda Maneval
Title	Director of Pupil Services Gateway School District	Interim Provost & Dean of the College of Health and Wellness
Address	9000 Gateway Campus Boulevard Monroeville, PA 15146	3333 Fifth Avenue Pittsburgh, PA 15213
Email	tmccrohan@gatewayk12.org	remaneval@carlow.edu
Phone #	412-373-5726	412-578-6115

D. General Provisions:

1. The School agrees to maintain, on behalf of the School and Students assigned to the clinical experience, both professional liability insurance and comprehensive general liability insurance each at One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) in the aggregate. The School agrees to provide a certificate of insurance upon request.
2. Duty to Cooperate: In the event that any claim, demand, action or suit occurs because of any action or inaction related to this Agreement, the parties agree to cooperate and reasonably assist each other in the investigation evaluation, resolution and/or defense of same by their respective attorneys, employees, agents or representatives.
3. Indemnification: Each party shall defend, protect, indemnify and save the other, including the indemnified party's officers, directors, trustees, employees, parent company, owner, partners, subsidiaries and any other related or affiliated entities, harmless from and against all claims, losses or damages to persons or property, governmental charges or fines and costs and expenses (including, but not limited to, attorney's fees) (collectively, "Claim(s)") in any way arising out of such indemnifying party's gross negligence or willful misconduct.
4. Entire Agreement: This is the entire agreement of the parties and any prior agreements, whether written or oral, correspondence or representations by the parties with regard to the terms or subject matter hereof, shall be void and of no effect.
5. Amendment: This Agreement shall not be modified or amended except in writing duly executed by the parties hereto.

6. **Governing Law:** This Agreement shall be governed by and interpreted in accordance with the laws of the Commonwealth of Pennsylvania.

7. **Counterpart Originals:** This Agreement may be executed in several identical counterparts, each of which shall have the validity, force and effect of an original.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

	FOR THE AGENCY:	FOR THE SCHOOL:
By (Signature)		
By (Print)	Guy Rossi	Dr. Rhonda Maneval
Title	Superintendent	Provost
By (Signature)		
By (Print)		
Title		
Date		

Updated: 7/2021