

COLLEGE OF ST. SCHOLASTICA, Inc.
Duluth, Minnesota

STATEMENT OF AGREEMENT

I. PURPOSE

This document constitutes an agreement between:

College of St. Scholastica, Inc.
Department of Occupational Therapy
1200 Kenwood Avenue
Duluth, MN 55811-4199

(hereinafter referred to as the College)

AND

Rock Ridge Public Schools
1405 Progress Parkway
Virginia, MN 55792

(hereinafter referred to as the Center)

for the purposes of providing supervised clinical experiences for occupational therapy students.

The parties agree that by working together they will be contributing to the fulfillment of health care personnel needs and developing excellence in education and research by providing utilization of community resources. This cooperative effort will supplement client care, and otherwise benefit and enrich the Center through the stimulus of association with the College, its faculty, and students.

II. MUTUAL AGREEMENTS

The College and Center mutually agree:

1. to provide an educational opportunity for students to achieve the knowledge and skills necessary for the completeness of the curriculum and the professional competence of the students.
2. that the selection, placement, or advancement of students and/or faculty will not be determined on the basis of race, color, creed, religion, sex, or national origin. Furthermore, all provisions and standards of the 1964 Civil Rights Act and the 1992 Americans with Disabilities Act apply to the agreement.
3. periodic conferences, meetings and exchange visits of the College and clinical staff, and consultation with students will be held to assure continuous evaluation of this portion of the educational program.
4. each shall have equal rights to withdraw any student from assignment to the Center following appropriate consultation with the College and that documentation for withdrawal exists.
5. neither party is responsible for social security, unemployment, or worker's compensation for the students, as the students are not employees, agents or independent contractors of either institution.
6. both shall be familiar with the "*Fieldwork Performance Evaluation For The Occupational Therapy Student*" as published by the American Occupational Therapy Association to ensure a quality clinical education experience for students.

7. the College covenants and agrees to indemnify and save the Center harmless from any and all claims, actions, and courses of actions which may be made or filed against the Center as a result of any injuries to persons or property arising out of any and all acts or omissions of the College or its student interns, and that said indemnity shall include, but not be exclusive of, expenses and attorney fees that may be incurred by Center as a result of afore-described acts or omissions. The Center also covenants and agrees that it shall indemnify and save the College, or its student interns, harmless from any and all claims, demands, actions and courses of actions which may be made or filed against the College or its student interns, as a result of any injuries to persons or property arising out of any and all acts or omissions of the Center, its agents, servants and employees and said indemnity shall also include, but not be exclusive of, expenses and attorney's fees that may be incurred by the College as a result of the afore-described acts or omissions.

III. THE COLLEGE: RIGHTS, RESPONSIBILITIES AND OBLIGATIONS

The College agrees to:

1. appoint one faculty member as Academic Fieldwork Coordinator to act as liaison between the College, the Center, and the students.
2. immediately notify the Center of changes in college supervisory staff and/or curriculum.
3. be responsible for arranging schedules, for assignment of students in cooperation with the Center, and for providing the Center with the necessary information on the names of students and dates of internship.
4. provide documentation that students are in compliance with the following immunizations and vaccinations prior to the clinical experience at the Center.
 - Evidence of Hepatitis B series OR Hepatitis B immunity verified by titer OR copy of signed waiver
 - Evidence of negative two-step Mantoux and, if positive, appropriate medical clearance documentation including chest x-ray
 - Evidence of two MMR immunizations OR measles, mumps and rubella immunity verified by MMR titer
 - Evidence of two chickenpox (varicella) immunizations OR immunity by a varicella titer
 - Evidence of Diphtheria, Tetanus, and Pertussis immunization (Tdap) within the last five years
 - Annual influenza immunizations OR copy of signed waiver
 - Additional tests (e.g. drug screen) as required by internship site
5. provide documentation regarding training in Universal Precautions.
6. conduct background studies required pursuant Minn. Stat. § 245A.04 for students and provide verification of results of the background study (dated less than 12 months before start date) to the Center at least 10 days prior to date student is scheduled to start.

In addition, the College agrees and represents that it will be responsible for conducting federal criminal background checks of all the students who are participating in the clinical experience and who have direct contact with, supervision, counseling, consultation, or medication assistance to patients.

7. recognize that the immediate Fieldwork Educator at the Center shall receive no remuneration from the College, but may utilize those facilities and benefits determined by the College to be afforded to clinical supervisors.
8. provide guidelines and the necessary forms for student evaluation.
9. provide proof of liability insurance coverage specific to the students enrolled in the Occupational Therapy Program.
10. advise students of their responsibility for complying with the existing rules, regulations, and guidelines for this Statement of Agreement, including but not limited to the student's responsibility in providing the Center with goals and objectives for the internship, proof of health insurance coverage, and current First Aid and Cardiopulmonary Resuscitation (CPR) certification.
11. All College personnel, faculty and students who have access to patient or research medical records shall maintain strict confidentiality with regard to said records and shall not disclose any information contained therein to any person outside the clinical training program in which they are involved.
"The students will maintain the confidentiality of patients' records and will abide by the professional Code of Ethics. To comply with the Health Insurance and Portability and Accountability Act of 1996 (HIPAA), the parties agree that each student shall be required to sign a Confidentiality Agreement substantially in the form of Addendum A attached hereto and incorporated herein by reference".

IV. THE CENTER: RIGHTS, RESPONSIBILITIES AND OBLIGATIONS

The Center agrees to:

1. appoint one persons as the Fieldwork Educator who will have the responsibility of coordinating student internships with the Academic Fieldwork Coordinator of the College's Department of Occupational Therapy.
2. collaborate with the College's Academic Fieldwork Coordinator to develop site-specific student learning objectives that correlate to the AOTA evaluation instrument: "*Fieldwork Performance Evaluation For The Occupational Therapy Student*".
3. appoint a Fieldwork Educator who will evaluate and maintain individual records of clinical performance using the "*Fieldwork Performance Evaluation For The Occupational Therapy Student*" as published by the American Occupational Therapy Association.

The Fieldwork Educator shall:

- a. have a minimum of one year of practice experience as an occupational therapist.
 - b. have current certification by NBCOT and meet all state practice regulations.
 - c. have a willingness to work with students by pursuing learning experiences to develop knowledge and skills related to clinical education.
4. immediately notify the Academic Fieldwork Coordinator of problem situations involving a student which have not been remedied through the Center's channels of communication. The Center shall also immediately notify the Academic Fieldwork Coordinator of unsafe or unethical actions taken by a student.
 5. be responsible for arranging immediate emergency care in case of student accident or illness, but is not responsible for costs involved, follow-up care, or hospitalization.

6. immediately provide the College information on changes in accreditation by outside agencies, of changes in affiliation/ownership of the Center, and of changes in Fieldwork Educator status.
7. have available for the student it's operating policies and procedures manual and comply with Universal Precautions.
8. ensure that each Fieldwork Educator will:
 - a. provide a planned program of learning experiences in the Center which may include client care, inservice activities, professional meetings, and other activities designed to help the student learn in the clinic setting;
 - b. aid in the development of educational material related to fieldwork/clinical education in occupational therapy;
 - c. evaluate and discuss with the student at points of midterm and final his/her performance. This evaluation shall be completed in writing at each time period. This form shall be returned to the College no later than two weeks following completion or termination of the student placement assignment.
9. provide a written description (appropriate form supplied by the College) of the physical facilities, equipment, and type of experiences available at the Center.
10. provide an environment conducive to safe and ethical practice.
11. retain responsibility for patient care at all times.

V. TERMS OF AGREEMENT

1. The term of this Agreement shall commence on **May 1, 2026** and shall continue in full force and effect for a period of three years with renewals only upon acceptance by both parties.
2. Any party may at any time terminate this Agreement, with or without cause, upon sixty (60) days advance written notice to the other parties of its intention to terminate, sent to that party's last known address, unless otherwise agreed by the parties.
3. Revisions to the agreement by either party must be made in writing. Review date will be determined from the last date of any revision or addition.
4. This agreement may be revised or modified at any time by amendments to the agreement upon mutual consent of the parties. All such amendments must be made in writing and signed by the authorized representatives of the parties. Date of review will then be determined from the last date of any revision or addition.

College of St. Scholastica, Inc.:

Jamie Hunter 04 / 22 / 2026

 Signature Date
 Jamie Hunter, OTD, OTR/L
 Academic Fieldwork Coordinator/Assistant Professor
 Department of Occupational Therapy

Center:

 Signature Date
 Manager of Occupational Therapy/Rehab

Jennifer Carlson

JC

Signature
Jennifer Carlson
Vice President
Finance and Strategy

Date

AC

Signature
Center Administrator

Date

Stephani Boyer 4/22/26
Special Ed. Director

The College of St. Scholastica
1200 Kenwood Ave
Duluth, Minnesota 55811
Department of Occupational Therapy

Addendum A

Confidentiality Statement

Patients, medical staff and employees have a legal right to privacy. All students on fieldwork, volunteer or class experiences must exercise extreme caution and sensitivity with communicating or accessing information about patients and Hospital / Facility operations: careless talk, repeating conversations with clients, inquiry in the system, repeating rumors or unauthorized access to records, leaving client related information / records in site of others can result in serious harm to patients, their families, the Hospital / Facility and its employees. Such communication and inquiry is limited to necessary disclosures required by individuals having a need-to-know.

*The standards of Facilities prohibits employees and others with direct access to protected information from releasing or accessing medical, financial, personal, or other information about the Facility, its patients or their families, medical staff or its employees except when properly authorized. The release of all confidential information must meet all policy and legal requirements. **Complete confidentiality is expected.***

The American Occupational Therapy Association's (OTA's) Code of Ethics states that "it is the duty of all occupational therapy professionals to protect all privileged confidential forms of written, verbal, and electronic communication gained from educational, practice, research, and investigational activities unless otherwise mandated by local, state, or federal regulations".

I understand I have an ethical duty while in the Occupational Therapy Program not to disclose and/or discuss any client, Facility, or confidential information seen or heard during any fieldwork, volunteer or class experience with family, friends, or other acquaintances. This includes class, lab or clinical activities.

I understand its meaning and will abide by the requirements stated therein.

Signing this form indicates that I have read the above statement on confidentiality and agree to abide by all of the conditions set forth in this statement. I have been advised and understand that any violation of this agreement will result in **disciplinary and academic actions** up to and including dismissal from the Department of Occupational Therapy and/or The College of St. Scholastica.

Student Name (**Please Print**)

Signature of Student






Date

Signature of OT Department Chair

Date

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The document has been completed.