

CONTRACT REVIEW CHECKLIST**Consistency with Law and School Board Policy:**

Comments

Consistent with School Board Policy	✓
Consistent with Florida, federal and local laws	✓

Contract Terms:

Comments

Term (Duration of Contract)	through 6/30/06
Termination Clause	✓
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses.
Regulatory issues	None
Confidentiality Provision	Yes
Warranties	None
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	None
Governing Law & Venue	Florida; Palm Beach County

Business Principles:

Comments

Sound Business Principles	✓
Reasonableness of Fees	N/A
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	N/A

Other Issues:

Comments

Conflict of Interest Disclosures	None
Non-Negotiable Issues	None
Miscellaneous Issues	None
Appropriate Departmental Sign-off	Yes

Special Considerations:

Agency: _____

The issues noted above were explained to the appropriate District staff and/or Division Chief. YES ☐ NO ☐

By: Attorney (Name and Date)

**AGREEMENT
BETWEEN
THE SCHOOL BOARD OF PALM BEACH COUNTY
AND
"PROVIDER"**

I. PARTICIPATING AGENCIES:

The participating agencies in this agreement are The SCHOOL BOARD of Palm Beach County, Florida, hereinafter called the "SCHOOL BOARD" and, Boca Raton Community Hospital, Inc. hereinafter called the "PROVIDER."

II. STATEMENT OF AGREEMENT:

This is an agreement between the PROVIDER and the SCHOOL BOARD whereby the health care provider will accept students from the SCHOOL BOARD'S career education programs as listed below for supervised learning experiences in the care of patients, in accordance with the provisions set forth in this agreement.

SECONDARY HEALTH SCIENCE EDUCATION PROGRAMS

**Health Science Careers
Allied Health Assisting
Dental Aide
Dental Laboratory Assisting
Electrocardiograph Aide
First Responder
Health Unit Coordinator
Home Health Aide
Medical Laboratory Assisting
Nursing Assistant
Vision Care Assisting**

Health Occupations Cooperative Education-OJT

Health Occupations Education Directed Study

Practical Nursing

(Secondary = high School)

WHEREAS, the parties hereto recognize that the School BOARD is in need of health care facilities to teach career education students, in the area as stated above, pursuant to the State Plan for Career Education of the State Department of Education and The SCHOOL BOARD of Palm Beach County's policies and procedures; and

Whereas, the parties hereto recognize their mutual interest in promoting those educational goals and objectives of the State Department of Education and The SCHOOL BOARD of Palm Beach County promoting excellence in health care; and

Whereas, the PROVIDER desires to provide the necessary health care facility to assist in this program; both parties therefore agree, in consideration of the mutual covenants and agreements expressed herein, as follows:

A. GENERAL PROVISIONS OF THE AGREEMENT:

- 1 The education of the student shall be the primary purpose of the training program.
2. The SCHOOL BOARD shall be responsible for the education of the student.
3. The PROVIDER agrees to provide the site and educational opportunities for the clinical experiences and cooperate with and assist the faculty of the SCHOOL BOARD through its health science education staff.
4. The SCHOOL BOARD shall be responsible for selecting learning experiences for the students, with the assistance and cooperation of the PROVIDER'S personnel.
5. Any student assigned to this program shall be properly supervised at all times by the PROVIDER when student is on the PROVIDER'S premises.
6. The SCHOOL BOARD instructor or School administrator shall be available for consultation by phone/pager or routine supervisory visits during times students are participating in clinical experiences.

7. The students shall be responsible for their personal property.
8. The SCHOOL BOARD agrees to comply with the applicable established policies and practices of the PROVIDER as provided to the SCHOOL BOARD. (Policies presented for review and mutual acceptance.)
9. The PROVIDER agrees to allow students and faculty, at their own expenses, to use any of the existing food services, at student and/or facility expense.
10. The PROVIDER, when applicable and available, shall provide a conference/meeting room with adequate lighting and ventilation to accommodate twelve persons.
11. All services rendered by students pursuant to this agreement shall be uncompensated, except for the On-the-Job Training Program in accordance with law.
12. The SCHOOL BOARD recognizes its liability for certain tortious acts of its agents, officers, and employees to the extent and limit provided in 768.28, Florida Statutes, the State of Florida's partial waiver of sovereign immunity; provided, however, this provision shall not be construed as a waiver of any right or defense that the BOARD may possess and the BOARD reserves all such rights as against any and all claims that may be brought under this agreement.
13. The PROVIDER will assume all patient care responsibility including responsibility for the guidance and supervision of students (when on their premises), particularly in patient contact areas. The clinical faculty will direct students and instruct them in the procedures to follow relative to patient care.

B. SPECIFIC PROVISIONS:

- 1 **HEALTH CAREERS** (Allied Health Assisting, Dental Aide, Dental Laboratory Assisting, Electrocardiograph Aide, Health Unit Coordinating, Home Health Aide, Medical Laboratory Assisting, Vision Care Assisting):
 - a. The clinical experiences shall consist of no more than half of the instructional time unless deemed necessary by the supervising instructor.

- b. Classes will be conducted during normal School hours or according to a prearranged schedule.
- c. The number of students scheduled on the Providers premises and student assignments shall be planned by the Provider's staff and the School BOARD instructor.

2. NURSING ASSISTANT

- a. The provider agrees to accept a maximum number of twelve students per teacher for clinical educational experiences at one time. The teacher/student ratio shall be no more than 1:12.
- b. The educational program shall consist of classroom instruction, laboratory practice and clinical experience with a minimum of forty (40) hours in a clinical setting.

3. PRACTICAL NURSING

- a. The PROVIDER agrees to be responsible for the guidance and supervision of students, particularly in restricted areas such as Intensive Care and Coronary Care Units, Recovery Room, Emergency Room, Obstetrics and Pediatrics.
- b. The educational program of 1350 hours shall consist of classroom instruction, laboratory practice and clinical educational experiences. Classes will be conducted during normal School hours or a prearranged schedule.
- c. The clinical education experience shall makeup at least 50% of the total program. The teacher/student ratio shall be 1:12 (FS 464-Nursing Programs -64B9-2.008- Clinical Training).
- d. The SCHOOL BOARD will maintain standards recommended by the Rules and Regulations of the Florida State BOARD of Nursing, the Department of Education and the national accrediting agency.

4. FIRST RESPONDER

- a. The number of students scheduled and the length of time the student will be assigned to the PROVIDER'S premises will be planned by the PROVIDER'S staff and the SCHOOL BOARD instructor.

- b. The educational program shall consist of no more than 150 classroom hours and 25 hours observational ride time. Classes will be conducted during the normal School hours or according to a prearranged schedule.
- c. The PROVIDER will provide and supervise the students in observational ambulance experiences. Arrangements will be made so that the PROVIDER and the SCHOOL BOARD instructor will confer in a timely manner.
- d. The SCHOOL BOARD will conduct the program in accordance with Florida Department of Education and Florida Department of Health guidelines.

C. THE SCHOOL BOARD'S RESPONSIBILITY:

- 1. To maintain standards and procedures as recommended by the Florida Department of Education and the state occupational governing BOARD(s) in accordance with the programs housed within the PROVIDER'S facility.
- 2. The SCHOOL BOARD will maintain standards for participating students and faculty which include but are not limited to, requirements for physical examination, T.B. screening, MMR (measles, mumps, rubella) vaccination, tetanus, Varicella Titer or chicken pox vaccination, Hepatitis B vaccine (faculty/students to show documentation) or declination form and education on universal precautions and blood borne pathogens.
- 3. To employ qualified instructors who shall be responsible for conveying the philosophy and objectives of the SCHOOL BOARD and for developing the curriculum.

The faculty shall be responsible for:

- a. Selecting assignments in cooperation with the PROVIDER'S personnel and supervising students in their learning experiences when applicable.
- b. Planning concurrent related instruction (informal and formal classroom) as needed to meet the objectives of the program. This instruction will be scheduled during the regular School day.
- c. Maintaining individual records of class and clinical instruction, practice and evaluation of student competency

and health.

- d. Preparing a clinical/observation rotation plan for services to be used for experience and securing the written approval of the plan from the provider prior to the beginning of the affiliation. Before any material changes are made in the plan, they will be discussed and approved in writing by the administrator of the facility or designated person.
- e. Interpreting to agency and health care personnel the roles of the student within the occupation being taught, provided such interpretations are acceptable to the administrator of the facility.

D. THE PROVIDER'S RESPONSIBILITY:

- 1. To make available to faculty and students appropriate facilities and supervision for clinical services and planned learning experiences related to the approved program curriculum.
- 2. To provide guidance and supervision of the students while on their premises.
- 3. To provide faculty and students with emergency first aid care in case of illness or accident while on duty. It shall be the responsibility of the person who becomes ill or injured to pay for his/her own care.
- 4. The PROVIDER may include the faculty of the SCHOOL BOARD at staff meetings when policies are discussed that will affect or are related to the approved programs. The PROVIDER shall, at all times, provide the SCHOOL BOARD faculty with written notice of changes in policy and procedures in a timely manner, especially as such changes relate to or affect the approved educational programs.

E. THE SCHOOL BOARD POLICIES:

- 1 The educational program shall consist of classroom instruction, and laboratory practice experiences in selected learning situations in health care agencies. The division and arrangement of time to include the theoretical and clinical learning experiences shall be determined by the faculty, and be based upon the needs of the students for specific learning experiences to meet the objectives of the program.
2. The School day will be in conformance with state requirements.
3. Students will be given holidays as provided in the regular School calendar.

F. REQUEST FOR WITHDRAWAL OF STUDENT/FACULTY:

The participating Provider has the right to demand the School BOARD withdraw any student/faculty from its facility whose conduct, non-adherence to the dress code, work with patients, or general work and behavior is, in the reasonable opinion of the administrator of the health care facility, not in accordance with acceptable standards of performance and ethics. Students/faculty will be removed in accordance with SCHOOL BOARD policy.

The SCHOOL BOARD may at any time withdraw, in accordance with law, a student/faculty whose progress, conduct, or work does not meet the standards of the School BOARD for continuation in the assigned area or program.

Not withstanding anything to contrary, removal of faculty will be in accordance with law.

G. TERMINATION OF AGREEMENT:

Each Party reserves the right to terminate this contract at any time and for any reason, upon giving thirty (30) days written notice to the other party. If said contract should be terminated for convenience as provided herein, each party will be relieved of all obligations under said contract. For purpose of notice, the SCHOOL BOARD representative shall be the Director of the Secondary Education Department of the SCHOOL BOARD of Palm Beach County.

H. STUDENT INSURANCE:

Each student shall provide proof of professional liability insurance coverage with minimum limits of \$1,000,000/\$3,000,000, at SCHOOL BOARD' S expense. Students will be encouraged to be covered by their own health and accident plan.

I. MODIFICATION OF AGREEMENT:

Modification of the agreement shall be made only upon mutual consent of both parties and a contract addendum shall be executed by both parties hereto.

J. NON-DISCRIMINATION:

The participating agency agrees not to discriminate against any trainee in any manner whatsoever on account of race, creed, color, age, sex, religion, handicap, national origin, or martial status.

K. LENGTH OF AGREEMENT:

This agreement will be effective on the date fully executed by all parties and extend through June 30, 2006 .

L. If the provider is a governmental entity, the following clause is hereby incorporated into this contract:

Indemnification:

Each of the parties to this agreement recognize their respective liability for certain tortious acts of their agents, officers, employees and invitees, and agree to be responsible respectively for all claims, liability, losses, and/or causes of action that may arise from any of its negligent acts or omissions due to the acts of its agents, servants, or employees to the extent and limits provided in Section 768.28, Florida Statutes, the State of Florida's partial waiver of Sovereign Immunity; provided, however, that this provision shall not be construed as a waiver of any right or defense that the SCHOOL BOARD and the County have under said statute.

M. In the event the provider is not a governmental entity, the following clauses are hereby incorporated into this contract:

Indemnification:

Indemnification/Hold Harmless Agreement: PROVIDER shall, in addition to any other obligation to indemnify the Palm Beach County SCHOOL BOARD and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the SCHOOL BOARD, their agents, officers, elected officials and employees from and against all claims, actions, liabilities, losses (including economic losses), costs arising out of any actual or alleged bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting there from, or any other damage or loss arising out of , or claimed to have resulted in whole or in part from any actual or alleged act or omission of PROVIDER, or anyone directly or indirectly employed by them, or of anyone for whose acts any of them may be liable in the performance of the work or violation of law, statute, ordinance, governmental administration order, rule or regulation in the performance of the work; claims or actions made by PROVIDER or other party performing the work. The indemnification obligations hereunder shall be limited to the actual amount of damages, compensation or benefits paid to a claimant by the School Board, after any statutory limits on liability are applies to a claim. Providers shall not be required to indemnify School Board for any amounts not otherwise collectible from School Board due to operations of Florida law, specifically including Ch.768.28 F.S. Any reasonable costs or expenses, including reasonable attorney's fees, incurred by the Palm Beach County SCHOOL BOARD to enforce this agreement shall be borne by PROVIDER. PROVIDER recognizes the broad nature of this indemnification and hold harmless article, and voluntarily make this covenant for good and valuable consideration provided by SCHOOL BOARD in support of this indemnification in accordance with the laws of the State of Florida. This article will survive the termination of this Agreement.

N. Insurance Clause

PROVIDER is self insured for all purposes.

III. CONFIDENTIAL INFORMATION AND RECORDS

PROVIDER recognizes that the Student Records to which it may have access constitute confidential information. In the event that PROVIDER is requested or required under compulsion of legal process to disclose any such confidential information to any outside party, PROVIDER will not, unless required by law, disclose the confidential information until the BOARD and the BOARD'S Chief Counsel have each first (i) received prompt written notice of such request or requirement to disclose, and (ii) had an adequate opportunity to obtain a

protective order or other reliable assurance that confidential treatment will be accorded the confidential information. PROVIDER shall not oppose actions by the BOARD or its Chief counsel to assure such confidential treatment.

Board and its Students and Faculty recognize that Provider's patient records to which Board, its students, and faculty may have access, constitute confidential health care information covered by one or more privacy and confidentiality laws, regulations and or rules, including HIPAA. Board, its students, and faculty, shall be bound by all requirements for protection of this type of information, including the requirement to execute the Provider's "Business Associates Agreement" as required by law.

IV. JURISDICTION AND VENUE:


This agreement shall be governed by the laws of the State of Florida and if any dispute arises, then venue shall be in Palm Beach County.

V. COPIES OF THIS AGREEMENT:

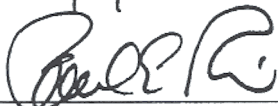
Copies of this contractual agreement shall be submitted to the office of the State BOARD of Nursing and Florida State Department of Education.

Copies of this contractual agreement shall be placed on file in the Secondary/Career Education Department.

**BOCA RATON COMMUNITY
HOSPITAL, INC.**

By: 
Dianne Aleman
**Senior Vice President &
Chief Operating Officer**

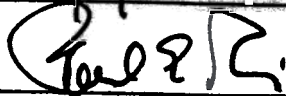
Date: 2/2/05

Attest: 
Paul E. Risner
**Vice President &
General Counsel**

SF
2/1/05

Approved for Execution

Date: 2/2/05


Paul E. Risner, VP & General Counsel

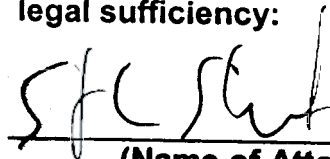
**THE SCHOOL BOARD OF
PALM BEACH COUNTY**

By: _____
Thomas E. Lynch
Chairman

Date: _____

Attest: _____
Arthur C. Johnson, Ph.D.
Superintendent

Reviewed and approved as to
legal sufficiency:


(Name of Attorney)

Date: 2/9/05

ADDENDUM
TO THE AGREEMENT BY AND BETWEEN
THE SCHOOL BOARD OF PALM BEACH COUNTY
("SCHOOL BOARD")
and
BOCA RATON COMMUNITY HOSPITAL, INC.
("PROVIDER")

IN ADDITION to the terms and conditions as set forth in the Agreement by and between the SCHOOL BOARD and PROVIDER, and any Amendments thereto, the following Addendum is made a part of the original Agreement:

Effective February 10, 2005, the following is added to the original Agreement and made a part thereof:

PROVIDER agrees that any employee involved in the Secondary Health Science Education Program will have been screened in accordance with the PROVIDER'S pre-employment background check policy.

All other terms and conditions as set forth in the original Agreement, and not in conflict with this Amendment, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Amendment, in duplicate, on the date appearing with their respective signatures.

**BOCA RATON COMMUNITY
HOSPITAL, INC.**

By:

**Gary Strack
President & CEO**

Date:

Attest:

**Paul E. Risner
Vice President &
General Counsel**

**THE SCHOOL BOARD OF
PALM BEACH COUNTY**

By:

**Thomas E. Lynch
Chairman**

Date:

Attest:

**Arthur C. Johnson, Ph.D.
Superintendent**

**Reviewed and approved as to
legal sufficiency:**


(Name of Attorney)

BOCA RATON COMMUNITY HOSPITAL ADMINISTRATIVE POLICY MANUAL

TITLE: BACKGROUND CHECK POLICY

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<i>Responsible Department/Team</i>	<i>Approved by:</i>	<i>Name</i>	<i>Date</i>
Human Resources	Dept Leader/ PI Team	Marta Vittini	11/30/2004
All Departments	Vice President	Rose Amberson	11/30/2004
	Senior Vice President	Dianne Aleman	
	Medical Executive Committee		
	Board of Trustees		
	Review Date: 10/1/2004		
Effective Date: December 1, 2004		Next Review Date: 01/01/2006	
Review/Revised Date: December 1, 2004			

POLICY:

Boca Raton Community Hospital ("BRCH") believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the Hospital. Background checks serve as an important part of the selection process. In order to ensure proper due diligence, BRCH shall follow the proper procedures under applicable state and federal law for the gathering of consumer reports, which include but are not limited to credit reports, criminal history information, motor vehicle reports, prior employment records, and educational records. This type of information is collected as a means of promoting a safe work environment for current and future BRCH employees, patients, visitors, medical staff, and volunteers. Background checks also enable the Hospital to obtain additional applicant related information that helps determine the applicant's overall employability, ensuring the protection of the current people, property, and information of the organization.

GUIDELINES:

At BRCH, background checks are conducted on job applicants applying for all positions, after a conditional offer of employment (post-offer/pre-employment). The background checks include, but are not limited to positions involving direct patient care, day-to-day hospital activities, home health, school nurses, security, financial responsibilities, etc. BRCH uses a third party agency to conduct these background checks. The type of information that can be collected by BRCH includes, but is not limited to, that pertaining to an individual's past employment, education, character, finances, reputation, etc. This process is conducted to verify the accuracy of the information provided by the applicant.

BRCH will ensure that all background checks are held in compliance with all federal and state statutes, such as the Fair Credit Reporting Act, JCAHO, Americans with Disabilities Act, Title VII of the 1964 Civil Rights Act, etc. The only information that can be collected is that pertaining to the quality and quantity of work performed by the applicant, the applicant's attendance record, education, and other issues that can impact the workplace.

TYPES OF BACKGROUND CHECKS:

Criminal Background Check

BRCH can make inquiries regarding a criminal conviction or the commission of criminal acts during the pre-employment stage; however, as part of Title VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment, unless it is determined to be job-related issues. The following searches may be conducted:

- National Criminal Database Search
- Florida Statewide Criminal Search
- Statewide Criminal Search (for those who lived in other states)
- County Criminal

BRCH must ensure that no applicant or employee has been found guilty regardless of adjudication, or entered a plea of nolo contendere or plead guilty to any offense under provisions of Florida Statutes or any similar provision under any similar statute of another jurisdiction. The disqualifying offenses include, but are not limited to, manslaughter, murder, abuse, battery, kidnapping, aggravated assault, sexual assault/battery, theft, robbery, lewd or lascivious offenses, domestic violence, drug abuse, resisting arrest with violence, etc.

Social Security Number Trace

Screening of an applicant's social security number is for verifying valid social security numbers, identifying residential movements, other names used and prior employment. This report provides validation of number and range, state and year of issue, history of residency and identity.

Worker's Compensation

This search is not permitted until a contingent offer of employment is made, pursuant to the Americans with Disabilities Act. This report checks state records for evidence of any workers' compensation claim(s) made by the applicant including reports of injury and court-contested claims is conducted.

Professional License Verification Reports

For licensed positions, this report includes license type, issuing authority and dates of validity.

Education Verification

To identify the validity of the education information supplied by the applicant

Motor Vehicle Violations

Only required for those positions involving driving for Hospital business and/or driving a Hospital vehicle. Report includes physical description, license information, home address and infractions, including driving under the influence.

Employment References

Two employment references to verify previous positions held, length of employment, salary, motivation, work habits, and other relevant information about the applicant's performance.

Credit Background Check

BRCH can collect credit information on applicants consistent with the guidelines set forth by the Federal Fair Credit Reporting Act (FCRA) which are only for those positions directly related to monies or finance. The Fair Credit Reporting Act requires organizations to obtain a candidate's written authorization before obtaining a credit report, or other consumer report.

Other Background Check Reports

BRCH may determine, based on the applicant's position and or details obtained in other reports, to conduct additional checks. If additional checks are needed, the applicant will be notified.

RECORD RETENTION:

Only appropriate Human Resources personnel at BRCH will have access to this information. BRCH guarantees that all information attained from the reference and background check process will only be used as part of the employment process and kept strictly confidential.