

**Occupational Therapy Assistant (OTA) Fieldwork Agreement**  
BETWEEN

**Bethel School District**  
516 176<sup>th</sup> Street East  
Spanaway, WA 98387

AND

**Bates Technical College**  
1101 S. Yakima Ave.  
Tacoma, WA 98405-4895  
253.680.7287; Fax 253.680.7024

This agreement is entered into by and between **Bethel School District** hereinafter referred to as the "Facility," and **Bates Technical College**, hereinafter referred to as the "College."

**RECITALS**

1. **WHEREAS**, the College has an Occupational Therapy Assistant Program with Associate students enrolled; and
2. **WHEREAS**, the Facility can benefit from future OTA employees in the marketplace who are trained as a result of having had a clinical educational experience;
3. **WHEREAS**, the Facility has desirable clinical facilities for the instruction of said students, now therefore it is agreed:
4. **THAT** the College will send to the Facility students enrolled in the Occupational Therapy Assistant Program who desire to receive instruction and clinical experience for the purpose of furthering the following objectives of both parties to this agreement:
  - a. To provide clinical experience and related instruction for the students of the College;
  - b. To improve overall educational program of the College by providing opportunities for learning that will progress the student to higher levels of performance;
  - c. To increase contacts between College educators and Facility educators for fullest utilization of available teaching facilities and expertise;
  - d. To establish and operate a high quality educational program which meets the standards of the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA); and
5. **THAT**, in consideration of these mutual benefits the parties further agree as follows:
  - a. **General Information**
    - i. The course of clinical instruction will cover a period of time as arranged between the College and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the College and the Facility.
    - ii. The period of time for each student's clinical education will be mutually agreed upon at least two weeks before the beginning of the clinical experience.
    - iii. The number of students eligible to participate will be mutually agreed upon and may be altered by mutual agreement.
    - iv. It is agreed by both parties that there shall be no discrimination on the basis of sex, race, creed, color, national origin, religion, age, disability, marital or family status, sexual orientation, veteran status, gender identity, or any other basis prohibited by local, state or federal law.
    - v. There will be no payment of charges or fees between the College and the Facility.
    - vi. Each party shall be responsible for the actions and inactions of itself and its own officers, employees and agents acting within the scope of their authority. Neither party will be considered the agent of the other party for the consequence of any act or omission of any person, firm or corporation not party to this Agreement.
  - b. **Responsibilities of the College**
    - i. The College will send the name, immunization data, national certified criminal background check, and evidence of health and liability insurance for each student enrolled in the program at least two weeks before the beginning date of the clinical experience.
    - ii. The College is responsible for supplying any additional information required by the Facility of which the Facility gives timely advance notice to the College prior to the arrival of the student(s).
    - iii. The College will assign to the Facility only those students who have satisfactorily completed the prerequisite curriculum and whose health status and personal characteristics demonstrate potential for successful completion of the clinical experience.
    - iv. The College will designate a faculty member to coordinate and act as a liaison to the Facility, known as the Academic Fieldwork Coordinator. Frequent exchange of information will be maintained by on-site visits, when practical, and by letter, email or telephone to establish specific student assignments.

- v. The College will support rules and regulations governing students that are mutually agreed upon between the College and the Facility.
- c. Responsibilities of the Facility**
  - i. The Facility shall provide a supervised program of clinical experience.
  - ii. The Facility shall maintain complete records and reports on each student's performance and provide an evaluation to the College on forms provided by the College.
  - iii. The Facility may request the College to withdraw any student whose performance is unsatisfactory, whose personal characteristics prevent desirable relationships within the Facility or whose health status is a detriment to the student's successful completion of the clinical experience.
  - iv. The Facility shall permit the inspection of the clinical facilities, service available for clinical experience, student records, and other such items pertaining to the clinical experience by the College and/or ACOTE upon reasonable request.
  - v. The Facility shall designate and submit in writing to the College the names and professional/academic credentials of the Facility person(s) to be responsible for the clinical experience. A person shall be designated to coordinate with the College liaison to assure mutual participation and satisfaction in the clinical experience process and shall be known as the Clinical Fieldwork Educator.
  - vi. The Facility retains full responsibility for the care of clients/patients and will maintain the quality of client care without relying on the students' fieldwork education activities for staffing purposes.
- d. Responsibilities of the Student**
  - i. The College shall notify each student of his/her responsibilities as follows:
    1. Comply with all applicable policies, standards, procedures and practices of the Facility.
    2. Obtain any necessary and appropriate uniforms required but not provided by the Facility.
    3. Provide his or her own transportation and living arrangements, when not provided by the Facility.
    4. Report to the Facility on time and follow all established rules and regulations of the Facility.
    5. Conform to the standards and practices established by the College while training in the Facility.
    6. Adhere to HIPAA, FERPA and other privacy and confidentiality regulations as outlined by the Facility.
    7. Maintain his or her own health and liability insurance, First Aid/CPR, and immunizations, as well as complete the necessary national certified criminal background check. Evidence of these must be provided to the College at least four weeks before the student begins the clinical program at the Facility.
- e. Letter Agreements Authorized**
  - i. Recognizing that the specific nature of the clinical experience required by different institutional training programs varies, it is agreed by the College and the Facility that, following execution of this agreement and within the scope of its provision, the College will develop fieldwork request forms with their clinical counterparts in the Facility to formalize operational details of the clinical experience.
  - ii. The authority to execute these fieldwork request forms shall remain with the Director of the Occupational Therapy Assistant Program unless specifically delegated to others.
- f. Term of Agreement**
  - i. This agreement shall be effective when executed by both parties. The term of this Agreement shall be one year beginning on the effective date of the Agreement. The Agreement will automatically renew for succeeding one (1) year terms up to five (5) years unless one party notifies the other party in writing of its intent to not renew at least three (3) months in advance of any annual expiration date. Both parties may agree to renew the Agreement at the end of any five (5) year automatic renewal term.
  - ii. Either party may terminate this Agreement without cause by providing sixty (60) days advance written notice of termination. It is understood and agreed that the parties to this agreement may revise or modify this agreement by written amendment upon mutual agreement.

Clinical Fieldwork Facility

[Signature] Date: 12/16/16  
 (Name)  
Executive Director of Human Resources  
 (Title)

Bates Technical College

[Signature] Date: 1/12/17  
 Holly Woodmansee  
 Vice President of Administrative Services

**Please sign two copies of this agreement and return to:**

Bates Technical College-OTA Program 1101 South Yakima Avenue, Tacoma, WA 98405-4895