

## AGREEMENT

Between

**FORTIS INSTITUTE**

and

**THE SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA**

Fortis Institute (hereafter referred to as the School), and The School Board of St. Lucie County, Florida, (hereafter referred to as the Facility), agree that it would be of mutual benefit to both parties to provide School's Nursing Program student interns (Interns) with fieldwork experiences to enhance their development toward the attainment of their professional goals.

### **I. GENERAL PROVISIONS**

- A. It is agreed by both parties that there shall be no discrimination because of age, race, religion, creed, gender, sexual orientation, national origin, handicap or disability.
- B. The School extends to the preceptors/supervisors the opportunity to meet with the School and other faculty and Interns at the School on an annual basis. Other visits, with appropriate notification, are encouraged. In turn, the Facility welcomes visits from the Coordinator of the Internship Education or other academic faculty to its facility with appropriate notification. A site visit will be made by the academic faculty representative, when necessary.
- C. Interns shall attend all activities involving the department to which they are assigned. Interns assigned to the Facility shall have completed the appropriate course requirements. Changes in staff or curriculum affecting either party shall be subject to immediate notification of the parties involved. While in the Facility, Interns will have the status of trainees and are not to replace facility staff, or render patient care or service except as delineated in the jointly planned educational program. Any such direct contact between an Intern and a patient, or service rendered, shall be under the direct supervision of a member of the staff of the Facility.
- D. All notices shall be initially directed to the Academic Fieldwork Coordinator at the following address and phone number:

SCHOOL Contact: Kristin Calvert  
Fortis Institute  
9022 US Highway 1 South  
Port St. Lucie, FL 34928

Phone: 410-207-8725

Fax: 410-633-1844

- E. The above named individual is the School Coordinator for this agreement.
- F. All notices to the Facility shall be directed to the following address and phone number:

Facility Contact: Bill Tomlinson  
Assistant Superintendent of Student Services, Exceptional  
Student Education, and Alternative Education  
School Board of St. Lucie County  
4204 Okeechobee Road  
Fort Pierce, Florida 34947  
Phone: (772) 429-4577  
Fax: (772) 429-4584  
[Bill.Tomlinson@stlucieschools.org](mailto:Bill.Tomlinson@stlucieschools.org)

The above named individual is the Facility Coordinator for this agreement.

## **I. INTERNS' RESPONSIBILITIES AND OBLIGATIONS**

- A. Interns shall adhere to the personnel policies of the Facility. The Intern shall be required to adhere to policies regarding acknowledgment and understanding of confidentiality requirements.
- B. Interns are advised to carry individual health insurance policies during fieldwork placement at the institute. Only emergency life threatening and infectious illness medical care is available from the hospital's medical clinic.
- C. Intern will be informed that they may need, prior to starting the internship, 1) a criminal background check, 2) personal health insurance, 3) immunization records, 4) individual student professional liability insurance, and 5) driver license.

## **II. SCHOOL'S RIGHTS, RESPONSIBILITIES AND OBLIGATIONS**

- A. SCHOOL shall provide all forms regarding Internship Education and instructions for completing the forms.
- B. SCHOOL requests that all preceptors/supervisors have a minimum of one year professional experience in the discipline to be supervised.

- C. SCHOOL warrants that Interns assigned to the Facility are covered under professional liability insurance. Upon request by the Facility, School will provide proof of insurance. Limits will be no less than 1,000,000 per claim, 3,000,000 aggregate.
- D. SCHOOL shall maintain Commercial General Liability insurance for the duration of the agreement with limits not less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Upon request by the Facility, School will provide proof of insurance.
- E. SCHOOL shall provide the Facility the names or other identifying information on Interns who may have direct contact with Facility students as necessary for the Facility to conduct searches against the registration information maintained by the Florida Department of Law Enforcement under Section 943.043, Florida Statutes, and by the United States Department of Justice under 42 U.S.C. § 14071.

#### **IV. FACILITY'S RIGHTS, RESPONSIBILITIES, AND OGLIGATIONS**

- A. The Facility agrees to structure experiences as needed to meet the mutually accepted objectives of Internship Education. The Facility further agrees to evaluate and maintain individual records of performance. These records shall be returned to the School no later than one week after completion of the Intern assignment.
- B. Personnel policies of the Facility shall be given to the Interns. The Facility has the right to refuse its facilities and services to any faculty member or Intern whose conduct or work is not in full accord with the Facility's standards of performance.
- C. The Facility shall request and receive assistance from the School faculty should a problem arise requiring assistance. Initial requests shall be directed to the School Coordinator.
- D. The School and the Facility will mutually agree upon the duration of the education experience and on the number of Interns to be assigned prior to the commencement of the Internship experience.
- E. Library facilities, if available, will be open to Interns while assigned to the Facility.
- F. The Facility may search the names or other identifying information of those Interns who may have direct contact with Facility students against the registration information maintained by the Florida Department of Law Enforcement under Section 943.043, Florida Statutes, and by the United States Department of Justice under 42 U.S.C. § 14071.

#### **V. FOR RESOLUTION OF DISPUTES**

- A. The preceptor/supervisor of the practicum experience agrees to be responsible for the on-site resolution of disputes or disciplinary problems involving the Intern while assigned to the Facility.
- B. In those instances, where disputes cannot be resolved by the Intern, the preceptor/supervisor, and/or the faculty coordinator, provision shall be made for resolution through established channels of the appropriate institution as outlined by the Facility's or School's policy.

**VI. MECHANISM FOR CONTINUED COOPERATION, REVIEW, OR TERMINATION OF AGREEMENT**

- A. This agreement shall be effective for an indefinite duration and may be terminated by either party upon ninety (90) days written notice to the other delivered by registered mail. In the event of termination of the affiliation agreement, Intern in training during that time will be allowed to complete his/her program, subject to the other provisions of the agreement. This agreement may be modified only by consent of both parties, in writing, and attached to this agreement. The modification shall include the date and signature of the authorized representative of both parties.

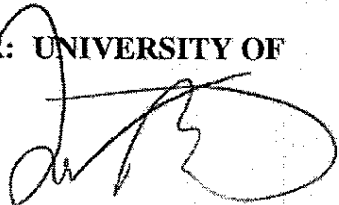
**VII. ENTIRE AGREEMENT**

- A. This agreement sets forth the entire agreement between and among the parties with respect to the matters set forth herein and supersedes all prior and contemporaneous discussions or understandings between them relating thereto.

\* \* \*

IN WITNESS WHEREOF, the parties have by their duly authorized representative(s) set their signature.

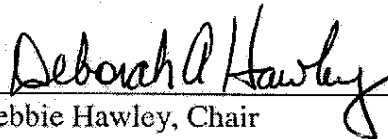
FOR: UNIVERSITY OF



Its Duly Authorized Representative

7/17/13  
Date

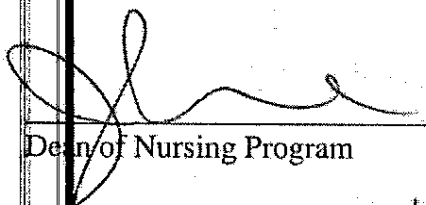
FOR: SCHOOL BOARD OF ST.  
LUCIE COUNTY, FLORIDA



Debbie Hawley, Chair

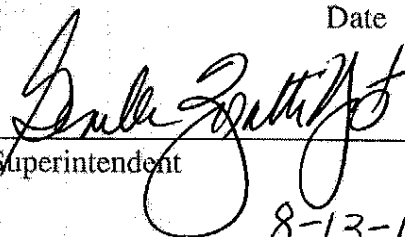
8-13-13  
Date

Dean of Nursing Program



6/29/13  
Date

Superintendent



8-13-13  
Date