

**UNIVERSITY OF WISCONSIN OSHKOSH  
UNIVERSITY OF NURSING**

**PROGRAM MEMORANDUM**

- A. The University of Wisconsin Oshkosh College of Nursing hereinafter referred to as “The College.”
- B. SAUK COUNTY PUBLIC HEALTH DEPARTMENT hereinafter referred to as “The Facility.”

WITNESSETH:

WHEREAS, The University must provide instruction in clinical areas of nursing for all students in order to achieve its objectives, and

WHEREAS, The Facility is willing to make its facilities available to The University for this instruction.

NOW, THEREFORE,

1. The University agrees to/that:
  - a. Assign the student to The Facility for the purpose of obtaining clinical experience in nursing as needed in agreement with both parties for the summer session and the fall and spring semesters.
  - b. Notify The Facility of the number of students which it expects to assign for Instruction by May 1 for the summer session, August 1 for the fall semester, and December 1 for the spring semester.
  - c. Assign students who have completed their pre-nursing program.
  - d. On contract with The University the instructors shall:
    - (1) Work in cooperation with The Facility’s personnel in planning clinical experiences which are in conformity with The College’s policies governing clinical experience.
    - (2) Accept the fact that the official channels of communication between The University and The Facility in the daily working relationships will be between the responsible faculty member and The Facility’s Director of Nursing Services or designee. In matters of major policy, the official channel shall be between The College’s Dean and The Facility’s Director of Nursing Services.
    - (3) Be responsible for all The College’s records, including copies which The Facility may wish to include in its files.
  - e. Assure that criminal background checks and background information disclosure forms are completed on all students at the time of admission into the clinical major of The College.
  - f. Maintain required files on all students in clinical experiences, including but not limited to, health information/immunization status, CPR certification and criminal background checks and background information disclosure forms. The University will provide The Facility with a statement verifying that all required documents are on file. The Facility may request copies of the actual documents and/or may review these documents in The University as necessary.
  - g. For purposes of compliance with the Health Insurance Portability and Accountability Act and associated privacy regulations (HIPAA), students shall be considered part of The Facility’s “work force” as that term is defined in HIPAA to include trainees and students. Students are not considered work force or employees of The Facility for other purposes, including but not limited to, tax or employment law. The Facility shall provide the necessary training specific to HIPAA. University agrees to advise all students of the importance of complying with all relevant state and federal confidentiality laws, including HIPAA, and with The Facility’s policies and procedure relating to HIPAA.

UNIVERSITY OF WISCONSIN OSHKOSH  
UNIVERSITY OF NURSING  
PROGRAM MEMORANDUM

2. The Facility agrees to:
  - a. Permit Facility personnel to participate in the program as follows:
    - (1) Joint conferences.
    - (2) Planned discussions with students as arranged by instructor and staff.
    - (3) Allowance of time for Head Nurse to plan jointly with the instructors for clinical assignments for students.
  - b. Provide space for faculty/students conferences and space for minor apparel items.
3. Student Responsibilities:
  - a. The student is expected to meet the requirements of the clinical experience as established by the faculty member and The University and observe The Facility's policy and regulations.
  - b. The student will wear the regulation uniform of The University and comply with The Facility's dress code.
  - c. The Facility has ultimate responsibility for the care of its clients.

## GENERAL PROVISIONS

This agreement shall continue in force between the parties for a period of three years between September 1<sup>st</sup>, 2022-August 31<sup>st</sup>, 2025 unless six months prior to the end of the year one of the parties hereto shall be given written notice of revision or termination whereupon this agreement shall be revised or terminated.

IN WITNESS WHEREOF, The University has executed this agreement which, when executed by the participating Facility, shall bind all parties to the terms thereof.

APPROVED FOR  
UNIVERSITY OF WISCONSIN OSHKOSH

APPROVED FOR  
SAUK COUNTY PUBLIC HEALTH DEPARTMENT

By Seon Yoon Chung Date \_\_\_\_\_  
PhD, RN, CNE, CHSE  
Dean  
University of Nursing

By \_\_\_\_\_  
Name: \_\_\_\_\_ Date \_\_\_\_\_  
Title: \_\_\_\_\_