



OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 3070 RISK MANAGEMENT FOR CLINICAL, PRACTICUM AND INTERNSHIP PROGRAMS – OCCC STUDENTS**

- 1.0 PURPOSE. To set forth procedures for establishing a contractual relationship between Oklahoma City Community College ("OCCC") and participating affiliates with respect to the responsibilities of both parties in an affiliation agreement for clinical education or field education programs.
- 2.0 SCOPE. This policy outlines OCCC's administrative requirements for students required or encouraged to have clinical or field training that is integral to a specific institutional academic degree or course objective. Such training experience is usually attained with the cooperation of an outside affiliate which agrees to participate in a cooperative effort.
- 3.0 DEFINITIONS. For purposes of this policy the following definitions apply:
  - 3.1 Affiliation Agreement – A legally binding agreement signed by or on behalf of OCCC with other entities that sets forth the terms and conditions under which OCCC and another entity agree to furnish education, training, clinical or field experience that is integral to a specific institutional academic degree or course objective.
  - 3.2 Participant – A currently enrolled OCCC student who attends or participates in an OCCC sponsored clinical education or field education program.
  - 3.3 Responsible OCCC Official – The faculty member(s) or OCCC employee(s) coordinating the OCCC sponsored clinical education or field education program.
  - 3.4 Division/Program Insurance Coordinator – The person(s) in a division or program that coordinates the insurance program for that particular division or program in conjunction with the Department of Emergency Planning and Risk Management.
- 4.0 STUDENT INSURANCE PLAN. Certain OCCC clinical education and field education programs require Participants to carry certain insurance coverage. If insurance coverage is required, Participants are required to show proof of coverage. Third-party insurance coverage is available for Participants through the Bursar's office at OCCC. OCCC does not endorse nor require Participants to carry the insurance available through the Bursar's office which is made available for the convenience of Participants only. Participants purchasing the insurance will be provided with a copy of the insurance policy. All claims must be submitted to the insurance company by the Participants following the guidelines listed in the insurance policy. Additional information on the insurance is available in the Office of Emergency Planning and Risk Management. Coverage is available in three areas:
  - 4.1 Professional Liability – Insurance company will pay sums (up to the coverage limit) which the insured shall become legally obligated to pay as damages because of "bodily injury" or "property damages" to which this insurance applies, caused by an act or omission in the furnishing of professional services.
  - 4.2 General Liability – Insurance company will pay those sums (up to the coverage limit) that the insured becomes legally obligated to pay as damages because of

"bodily injury" or "property damage" arising out of an occurrence covered, including contractual liability.

4.3 Accidental/Medical – Policy covers injury to students while taking part in OCCC sponsored clinical education or field education programs.

#### 5.0 STUDENT INSURANCE PLAN CLAIMS PROCEDURES.

5.1 Professional Liability, General Liability and/or Accident Medical coverage. Within 24 hours or as soon as practically possible students contact the Division/Program Insurance Coordinator. The Division/Program Insurance Coordinator notifies the Office of Emergency Planning and Risk Management. The Office of Emergency Planning and Risk Management will contact the student to make an appointment and fill out necessary insurance claim forms and gather required documentation.

5.2 The process below will be followed for all claims:

5.2.1 Student contacts Division/Program Insurance Coordinator;

5.2.2 Coordinator contacts Office of Emergency Planning and Risk Management with student information;

5.2.3 Coordinator is responsible for following division and/or program protocol to notify appropriate Dean, Director and President's Cabinet member;

5.2.4 Office of Emergency Planning and Risk Management contacts student for an appointment to bring in required documentation and fill out claim form(s);

5.2.5 Director of Emergency Planning and Risk Management files the claim form with insurance company and acts as liaison for OCCC and student throughout the claims process;

5.2.6 Director notifies Campus Police Department of the incident;

5.2.7 All questions related to the process can be addressed to the Director of Emergency Planning and Risk Management at 405-682-1611, extension 7148.

#### 6.0 AFFILIATION AGREEMENT APPROVAL PROCEDURES.

6.1 Departments may initiate discussion with affiliates to explore the possibilities for mutually beneficial cooperation in clinical or field experience training so long as the relationship is justifiable with respect to OCCC's mission as educator. Proposed affiliates should be of undoubted integrity that will bring to the relationship a training setting with important parameters unavailable to OCCC through OCCC's existing resources and relationships. Initial negotiations should include discussion of programmatic requirements, mutual benefits, resources to be used in support of training/educational activities, and any compensation, if applicable.

6.2 A request for affiliation by a department must be sent for review to OCCC's Director of Emergency Planning and Risk Management to determine that there is no conflict with state statutes or OCCC's interest with respect to insurance and liability. The review will only determine compatibility with coverage provided by the State of Oklahoma Risk Management Division and applicable commercial insurance coverage.

6.3 Upon approval by OCCC's Director of Emergency Planning and Risk Management the affiliation must be approved by the dean or vice president to whom the initiating department reports.

- 6.4 Participating departments are responsible for ensuring that OCCC's obligations under the terms of the affiliation agreement are carried out. The departments should pay particular attention to its responsibilities for verifying certification of Participants' immunizations, if applicable, for ensuring that Participants receive the appropriate orientation to the affiliate facility and for ensuring that the appropriate level of supervision as specified in the agreement is provided to Participants.
- 6.5 Difficulties experienced by departments in complying with OCCC's responsibilities under the affiliation agreement, in an affiliate's noncompliance with its contractual obligations, or in any dispute between OCCC and an affiliate with regard to an affiliation agreement, should be brought to the attention of the department chair, the dean or President's Cabinet Member, and the Director of Emergency Planning and Risk Management in a timely manner so that appropriate action may be taken to assist the department, to protect OCCC's interest, and to avoid liability.
- 6.6 When an affiliation agreement has been signed by the appropriate signatories on behalf of OCCC and the affiliating party, the original affiliation agreement should be kept on file in the department that originated the affiliation as the office of official record.
- 6.7 At the beginning of each academic year departments should review the list of active agreements for expiration of any affiliations at the end of that academic year. Active and continuing programs should be resubmitted for approval. Program or project directors are responsible for completing the paperwork required for re-approval.
- 7.0 **REPORTING ACCIDENTS, INJURIES, CRIMES, ARRESTS AND REFERRALS.** All accidents, injuries, crimes, arrests and referrals occurring during a clinical education or field education program shall be reported to the Responsible OCCC Official. The Responsible OCCC Official or support person must report the accident, injury, crimes, arrests, and referrals to the appropriate President's Cabinet Member, the Office of Emergency Planning and Risk Management and the Campus Police Department at OCCC within 48 hours of the occurrence or as soon as practical. To report any accident or injury to the Office of Emergency Planning and Risk Management, the Responsible OCCC Official shall call OCCC Director of Emergency Planning and Risk Management at 405-682-1611 ext. 7148. To report any accident or injury to the Campus Police Department the Responsible OCCC Official shall call 405-682-7872. To report any crimes, arrests and referrals, the Responsible OCCC Official shall call the Campus Police Department at 405-682-7872.
- 8.0 **COMPLIANCE WITH OCCC POLICIES AND PROCEDURES, FEDERAL LAWS, AND STATE LAWS.** OCCC faculty, staff, and students shall comply with OCCC policies and procedures, Federal and State laws.

Effective Date: May 29, 2012