

**PROGRAM MEMORANDUM BETWEEN THE UNIVERSITY OF WISCONSIN OSHKOSH, DEPARTMENT OF  
KINESIOLOGY - ATHLETIC TRAINING PROGRAM**

**AND**

**THE CITY OF MILWAUKEE**

THIS PROGRAM MEMORANDUM is made by and between the University of Wisconsin Oshkosh, Oshkosh, Wisconsin herein known as the "University" and the City of Milwaukee, herein known as the "Agency" as required by the Uniform Affiliation Agreement between the parties (the "Agreement").

**I. Program Memorandum**

- A. Only 1 athletic training student will be assigned to the Agency at any period of time. This athletic training student will be enrolled in the professional program at the university. The student will have personal health insurance and will be in good health with all required immunizations on record.
- B. It is understood that the students who enter this clinical education do so on a voluntary basis for the purpose of furthering their educational advancement.
- C. The Agency and University do not consider the student an employee of the Agency, but rather the student is to be considered as an individual in the clinical education portion of the Athletic Training Program. The rules and regulations of the Agency shall be applicable to the assigned student during the clinical education experience. A representative of the AT program maintains the privilege to visit the Agency before, after, and/or during the clinical period unless otherwise disallowed pursuant to the Agreement and will consider suggestions for program revisions from the personnel of the Agency.
- D. Subject to the terms of the respective professional liability and malpractice insurance policies, each of the parties hereto shall reasonably cooperate with each other in enforcing any right of contribution or indemnity against any person or organization who may be liable to either of the parties because of injury, and each of the parties shall endeavor to attend the hearings and trials and assist in securing evidence and obtaining the attendance of witnesses.

**II. Responsibilities of the University**

- A. The University will assign a qualified faculty member to serve as contact person/liaison, to coordinate the clinical education placement and to consult with and provide assistance to the appropriate representatives of the cooperating Agency in an effort to provide a meaningful experience for the athletic training students (the "Liaison").
- B. The University will immediately notify the Agency of any change or proposed change in the Liaison.
- C. The Liaison shall be responsible for assigning a grade based on evaluation of the cooperating representative of said Agency.
- D. The University reserves the right to revoke or change an assignment of a student in order to provide the best clinical education for all students.
- F. The University will provide written information to the Agency regarding the Agency's performance during the clinical education assignment.
- G. The University reserves the right to withdraw the student from his/her assigned clinical education placement, when in either the University's or Agency's judgment, the clinical education no longer meets the needs of the student.
- H. The University will submit certification that the Caregiver Background Check and Background Information Disclosure form was completed; is on file with the University; and that participating students and/or faculty are employable in the State of Wisconsin. If the Caregiver Background Check reveals any pending criminal charges or conviction, a copy of the Caregiver Background Check must

be submitted to the Agency so that the Agency may determine, in its sole discretion, whether the offense prohibits the clinical education placement based on the Agency standards.

- I. The University will ensure that all above information is received by the Agency prior to the student reporting for clinical education.
- J. If the approval or accreditation of the University changes, the University must notify the Agency. The Agency may immediately terminate the Agreement without any liability if there is any change in the approval or accreditation of the University.

### III. Responsibilities of Cooperating Agency

- A. The Agency will assign a qualified staff member to serve as clinical preceptor (the "Preceptor") and serve as a contact between the Agency and the University regarding the student's progress and performance during the clinical assignment. Qualified staff members will function as the Preceptor as an extension of the University's Athletic Training Program.
- B. The Agency will promptly respond to requests for assignments and notify the University of the Agency's decision regarding the requests.
- C. The Agency will endeavor to provide clinical education opportunities as stated in the objectives and philosophy of the Program and to endeavor to provide supervision appropriate to the academic and clinical level of the student.
- D. The Agency will provide the physical facilities necessary for clinical education.
- F. The Agency will inform the University if an affiliated student is not performing satisfactorily. They may terminate the participation in the program of any student whose behavior or abilities are, in the Agency's opinion, detrimental to the operation of the Agency and/or to the proper rendering of quality care to Agency patients.
- GF. The Agency will endeavor to complete the reasonably required forms requested by the University (General Information Forms, Student Evaluation Reports, etc.) in a reasonable amount of time.
- G. The Agency will provide appropriate, written orientation materials to aid the student and the University in selecting and evaluating facilities as requested by the University.
- H. The Agency will assign students to qualified and willing cooperating clinical preceptors who through experience, training, and certification are qualified to supervise university students.
- I. Representatives of the Agency will meet annually with University representatives and/or students.
- J. The Preceptor will, on or before the end of the clinical education assignment, prepare a final evaluation using the form provided by the University. The evaluation shall be subject to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (The Buckley Amendment).
- K. The Agency will provide an orientation which shall include but not be limited to:
  - 1. Dress Code and Conduct Expectations.
  - 2. Emergency Action Plans and the role of the athletic training student within each plan.
  - 3. The Agency's hazard identification system and the hazardous materials and MSDS sheets in the department/unit to which the student is assigned.
  - 4. Agency's Infection Control program which includes the steps to take if an exposure occurs.
  - 5. Blood-borne pathogens policy for the site.
  - 6. Inclement weather policies and procedures.

7. Recordkeeping forms/practices conducted at the Agency.

8. Other appropriate information not previously listed.

#### IV. Expectations of the Preceptor

- A. The Preceptor must have completed the UW Oshkosh Preceptor Training Course and any applicable on-going continuing education regarding preceptor requirements. The Preceptor must have a health care credential and when appropriate, state licensure must be in good standing. Further, the Preceptor must observe professional and ethical practice standards consistent with their professional organizations, state law, and the Athletic Training Program.
- B. The Preceptor will be expected to maintain a high degree of professional conduct with colleagues, students, etc. This includes, but is not limited to...
  - 1. promoting the NATA and the athletic training profession.
  - 2. endeavoring to maintain good rapport with all program constituents and an appropriate physical working environment.
  - 3. endeavoring to serve as a model of professional conduct and dress.
- C. The Preceptor will endeavor to maintain appropriate expectations of students and provide opportunities for students to assume responsibility commensurate with skill and knowledge.
- D. The Preceptor will endeavor to work to enhance his or her knowledge of his or her profession and associated disciplines and that of his or her colleagues and students.
- E. The Preceptor will endeavor to provide a positive learning environment for students and provide timely and constructive feedback of student performance.
- F. The Preceptor will endeavor to organize and structure student clinical education.
- G. The Preceptor will endeavor to be accessible and approachable for student interaction.
- H. The Preceptor will endeavor to identify and assist in correcting student deficiencies.
- I. The Preceptors should have educational background and clinical skills exceeding that of the student(s) assigned.

#### V. Responsibilities of the Athletic Training Student

- A. Students will abide by all applicable patient confidentiality policies. It is understood that reports shared with the University will not directly or indirectly contain any Protected Health Information.
- B. Students will report to the Agency at the time scheduled and follow all established regulations of the Agency.
- C. Students will be required to pay for all medical treatment obtained or required by the students.
- D. Students will complete Health Forms that may be requested by the Agency, follow administrative policies of the Agency, outfit themselves with the necessary and appropriate uniform required but not provided by the Agency, wear their name tag, notify Agency upon arrival, and report to the designated individual of the Agency.
- E. Students will locate his/her own housing during clinical education assignments.
- F. Students will provide personal transportation to and from site.

- G. Students will conduct themselves in a professional manner as outlined by the Code of Ethics and Standards of Practice of the National Athletic Trainers' Association; UW Oshkosh Department of Kinesiology; the Athletic Training Program and state regulation of Athletic Trainers in Wisconsin.
- H. Students will provide evidence of a health status report and/or negative tuberculin test or negative chest x-ray taken within the 1 year prior to the clinical education period.

VI. Scheduling

- A. Students have minimum and maximum clinical education hours requirements for each semester in the program.
- B. Students are responsible for being evaluated on clinical proficiencies in one-on-one situations. The Preceptor should be prepared to schedule time to accomplish this task.
- C. Students should not be scheduled during times when the Agency has advanced knowledge that the Preceptor is going to be absent.
- D. All additional Agency program guidelines must be followed at all times with respect to scheduling and performance of duties.

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

APPROVED FOR  
UNIVERSITY OF WISCONSIN OSHKOSH

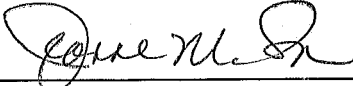
APPROVED FOR  
COOPERATING AGENCY

\_\_\_\_\_  
Robert C. Sipes  
Director, Athletic Training Program

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Mark Rohlfing  
Fire Chief, Milwaukee Fire Department

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Date

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Date

  
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Jeanne Schneider  
Assistant Vice Chancellor/Controller

11/21/2009  
Date