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Texas Eastern University Plan of Operations

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TEXAS EASTERN UNIVERSITY

PLAN OF OPERATION

The plan of operation identifies the specific responsibilities of Texas Eastern University, a senior educational institution and a community clinical agency, who are planning to engage in mutual agreement prior to undertaking education for Medical Technology.

SECTION A. Areas of Responsibility, Texas Eastern University

Texas Eastern University is prepared to assume designated responsibilities when contracting with a cooperating clinical agency providing learning experiences for students.

It proposes to assume responsibilities for:

1. A program coordinator who will assume complete responsibility for planning student assignments based on educational need.
2. Administration as well as student matriculation and promotion.
3. Requiring university personnel to adhere to rules established by the contracting clinical agency governing their own personnel, i.e., use of plant parking lot, dining room, etc.
4. Safeguarding privacy by expecting students to conform to professional standards set by the contracting agency.

SECTION B. Contracting Community Clinical Agencies

The contracting community clinical agencies, when providing selected clinical learning experiences for medical technology students of Texas Eastern University proposes to assume designated responsibilities for:

1. Releasing segments of medical technology clinical activities for student learning experiences. Communication to be carried on regarding experiences between agency instructor and designated Texas Eastern University medical technology administrator.
2. Admitting students to food and dining facilities on the same basis as employed personnel.
3. Including university medical technology faculty when orientation conferences regarding new equipment or procedures are held for medical technology service staff.

SECTION C. Areas of Responsibility, Chairperson of Health Professions

The Chairperson of Health Professions, Texas Eastern University, will assume responsibility for:

1. providing appropriate leadership in which laboratory related teaching-learning experience is sought.
2. communication with appropriate medical technology administrators providing information relative to time period and general type learning experience desired for students.
3. notifying designated medical technology administrators of unexpected change in program plans.
4. inviting medical technology personnel of the community clinical agency to appropriate conferences held at the university.
5. arranging with chief administrators of the contracting clinical agency and planning with designated medical technology administrators for qualified university faculty to conduct a study within the organization to identify and plan for overall experience for students.

SECTION D. Areas of Responsibility, Program Coordinator, Medical Technology

Texas Eastern University medical technology faculty will assume responsibility for:

1. conferring with designated medical technology personnel from the agency regarding learning experiences for students.
2. selecting medical technology students for the program.
3. keeping records of student progress and learning experiences. Such records are the property of the university.
4. notifying appropriate medical technology personnel when student learning experiences are to be terminated.
5. the conduct of students in the clinical agency plant, including wards, dining room, locker room, and parking lot. Such conduct shall be in accord with clinical agency regulations.

TEXAS EASTERN UNIVERSITY

PLAN OF OPERATION

The plan of operation identifies the specific responsibilities of Texas Eastern University and the Tyler-Smith County Health Department, who engage in mutual agreement to join in an education undertaking for nursing.

SECTION A. Areas of Joint Responsibility

Texas Eastern University and the Tyler-Smith County Health Department in contracting to provide learning experiences for students, mutually agree to:

1. Bring designated personnel together no less than twice a year, preferably prior to the beginning of each long semester, for the purpose of planning and evaluating clinical learning experiences for the student
2. Safeguard patients' privacy by expecting that faculty and students will conform to professional standards set by either institution regarding confidentiality of information and records
3. Arrange with chief administrators of the contracting clinical agency and plan with designated university nursing faculty to conduct periodic studies to evaluate the effectiveness of the clinical learning experiences and the quality of care given to families by students

SECTION B. Areas of Responsibilities, Texas Eastern University

Texas Eastern University, when seeking and utilizing selected clinical learning experiences with the Tyler-Smith County Health Department, is prepared to assume designated responsibilities for:

1. Providing a Chairperson of the Department of Nursing who will assume responsibility for:
 - a. Providing appropriate agency administrative and nursing personnel with overall philosophy and objectives of the multiple entry and exit nursing curricula as well as course content and specific objectives of the particular nursing course in which laboratory related teaching-learning experience is sought

- b. Providing appropriate nursing administrators with information relative to teaching time periods and the type of learning experiences desired for students
 - c. Notifying designated nurse administrators of unexpected or planned changes in program plans
 - d. Inviting nursing personnel of the clinical agency to appropriate conferences held by the university, including orientation and inservice programs related to the nursing curriculum
2. Providing nurse faculty who, when teaching in the clinical areas of the agency, will assume responsibility for:
- a. Selecting learning experiences and assigning and teaching nursing students
 - b. Recognizing that the responsibility for the family's/individual's nursing care rests with the university during the period of assignment to students
 - c. Indicating to the nurse administrator that the assignment period has concluded
 - d. Changing the selection of learning experiences for nursing students when the change enhances the student's learning potential
 - e. Providing appropriate nursing personnel with specific learning objectives of student assignments
 - f. Keeping records of student progress and learning experiences
 - g. Notifying the nurse administrator when learning experiences must be terminated due to student absence
 - h. Informing students of agency policies that govern them while in the assigned learning experience
 - i. Securing approval from the nurse administrator or her designate for the student to be involved in clinic activities with her assigned patient or family
 - j. Providing the appropriate agency nursing personnel with a written summary of the care rendered to the family during the assignment period

SECTION C. Areas of Responsibility, Clinical Agency

The Tyler-Smith County Health Department, when providing selected clinical learning experiences for nursing students of Texas Eastern University proposes to assume designated responsibilities for:

1. Releasing the total nursing care of no more than eight families to nursing faculty for student learning experiences, through communication between faculty and designated nurse administrators
2. Making agency records of appropriate families/individuals available to faculty and students for educational purposes
3. Making the agency's nursing service policies and procedures available to faculty and students
4. Inviting nursing faculty of the university to appropriate conferences held by the agency, including orientation and inservice programs related to the scope and function of the agency
5. Providing the university with the written consent of selected families/individuals for access to records and the opportunity for student practice in the patient care area