

MIDDLESEX COUNTY COLLEGE
EDISON, NEW JERSEY 08818

HOSPITALITY, CULINARY ARTS AND DIETETICS DEPARTMENT

DIETETIC TECHNOLOGY PROGRAM

AGREEMENT BETWEEN MIDDLESEX COUNTY COLLEGE

AND Franklin Township Public Schools, 1755 Amwell Road, Somerset, NJ 08873

Agreement made this 13th day of January, 2014

Between MIDDLESEX COUNTY COLLEGE, hereinafter known as the

“COLLEGE” and Franklin Township Public Schools

hereinafter known as the “AGENCY” for the period of February 1, 2014 to

January 31, 2016.

WHEREAS, it is the intention of the College and the Agency to cooperate for the education of dietetic technicians;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this agreement, it is agreed as follows:

GENERAL PROVISIONS:

1. That the COLLEGE will assume full responsibility for the planning and implementation of the dietetic technology program, including: administration, curriculum content and programming, and requirements for student admission, promotion, and graduation.
2. That the COLLEGE will provide the AGENCY with written objectives and guidelines for planning, implementing, and evaluating experiences as outlined in the course outlines titled:

DTC 210 – Supervised Field Experience: Clinical, Community, Foodservice

3. That the COLLEGE will have the responsibility for selecting the student experiences and planning the schedule of student assignments; however, this schedule will be subject to approval by the AGENCY. The COLLEGE will confer with the AGENCY in advance of its planned schedule of student assignments to the AGENCY areas including the dates, number of students, and type of experience.

4. That the COLLEGE will provide opportunities to the AGENCY to participate in the development of specific education objectives for experiences to be conducted at the Health Agency, and also for joint planning and evaluation of Supervised Field Experiences.
5. That the COLLEGE will be principally responsible for the retention of all records and reports on the students' clinical experience.
6. That the COLLEGE will provide orientation to the educational program for the AGENCY staff.
7. That the COLLEGE will assume the responsibility to assure that students comply with the policies, rules and regulations of the AGENCY where they pertain to the activities of both while in the AGENCY. In the event of any infringement, the AGENCY shall be permitted to terminate the student or students involved at the AGENCY's discretion.
8. That the COLLEGE will assure and provide certification of proof prior to the commencement of Supervised Field Experiences at the AGENCY that all students are covered by group liability insurance and malpractice insurance.
9. That the COLLEGE shall notify all students who will be completing affiliations at the AGENCY that a criminal background check is required and that they are required to provide the COLLEGE with a completed criminal background check prior to the start of their scheduled affiliation.
10. Results of the background check will be provided to the AGENCY by the COLLEGE.
11. The students and the faculty of the COLLEGE shall respect the confidential nature of all information that they have access to, including, but not limited to personal health information provided to them orally, contained in medical records or maintained on the AGENCY'S electronic system.
12. The COLLEGE shall advise all students and faculty of the importance of complying with all relevant state and federal confidentiality laws, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), to the extent applicable. The AGENCY agrees to provide students and faculty with training regarding the AGENCY'S policies and procedures relative to HIPAA.

13. That the AGENCY will make available the clinical areas for students' experience, including the necessary equipment and supplies and use of conference room areas.

14. That the AGENCY will recognize the dietetic technology student as a participant in an educational program. Students will have the status of learners and will not replace staff or give service to patients apart from prescribed educational objectives.
15. That the AGENCY will provide supervision and oversight relative to the students' learning experiences through constructive direction, guidance and critical evaluation of the affiliating students by a qualified Registered Dietitian, Dietetic Technician, Registered, or foodservice administrator.
16. That the AGENCY will submit prescribed written evaluations for each student. Completed written evaluations shall be sent to the Program Director, Dietetic Technology, one (1) week prior to Middlesex County College's due date for midsemester grades and within five (5) working days of final day of assignment of the AGENCY.

The AGENCY clinical preceptor's evaluation of student performance is only one of several criteria used by the Program Director in assigning grades to students. The Program Director assumes sole responsibility for the ultimate evaluation of students. The clinical preceptors and the AGENCY assume no liability for their ultimate incorporation into student evaluations.
17. That the AGENCY will report within three working days of discovery unsatisfactory progress on any emergency or problems which may threaten the student's successful completion of the affiliating assignment.
18. That the AGENCY will provide orientation to the foodservice department and nutrition care areas for the Program Director, Dietetic Technology, or designate.
19. That under no circumstances is any student or COLLEGE faculty member to be considered an agent or employee of the AGENCY.
20. Students engaged at the AGENCY will, in accordance with the requirements of the New Jersey State Department of Health, undergo a physical examination, requisite immunization screening and any required drug screening prior to their affiliation with the AGENCY. All student health records will be available upon request for inspection by the AGENCY.

TERMINATION

The initial term of this Agreement shall be for two (2) years as of February 1, 2014. It is agreed that this Agreement shall automatically renew for successive two (2) year terms unless either party provides the other party written notice of its intention not to renew this Agreement ninety (90) calendar days prior to the expiration of the then current term. Students enrolled in the clinical experience at the time that a notice of non-renewal is given will be able to continue their current clinical experience.

NONDISCRIMINATION

Neither party will discriminate against any faculty or College employee or applicant for employment, or against any applicant for enrollment for a course of study at the College, or against any College student in his or her course of study or training under this agreement, because of race, color, sex, creed, national origin, or age.

AFFIRMATIVE ACTION

As a condition of the execution of this agreement, the AGENCY shall provide the COLLEGE with a complete copy of the Affirmative Action Policy and Procedures of the AGENCY. In the absence of such a copy, this agreement shall be considered null and void in its entirety.

For the COLLEGE: Ronald Goldfarb

Name: RONALD GOLDFARB

Title: Interim V.P. Academic & Student Affairs

Date: 1/17/2014

For the AGENCY: _____

Name: _____

Title: _____

Date: _____