



INTERNSHIP LETTER OF UNDERSTANDING

This Letter of Understanding entered into the ____ day of _____, 2014.

Between

WESTERVELT COLLEGE

-and-

Regarding

PRACTICUM PLACEMENT FOR ORTHOPAEDIC TECHNICIAN STUDENTS

From the date of signing by both Parties to

_____, 2019
(a period of 5 years)

Therefore, the parties agree as follows:

- 1) **WESTERVELT COLLEGE** hereby declares;
 - a) That they have obtained contingent Comprehensive General Liability Insurance with respect to the activities of the students(s) where _____ has no insurance or insufficient insurance coverage;
 - b) That Westervelt College is a registered private college with the Ministry of Training, Colleges, and Universities and adheres to the Private Career Colleges Act 2005;
 - c) That Westervelt College provides the student with Workplace Safety Insurance Board coverage, and the College is in good standing with said organization.

- 2) _____ approves Westervelt College as an organization where students are eligible for an internship and would entertain the hosting of _____ Westervelt College student(s). Confirmation of dates and student details will be coordinated and confirmed in accordance to the prearranged internship plan as previously discussed with the College Coordinator.

_____ - hereby undertakes:

- a) To provide a safe and supervised environment for Westervelt College student(s) while on premises;

- b) To allow representatives of Westervelt College to visit placement premises for the purpose of monitoring the process of the internship;
- c) To allow the student(s) to attend off site activities during the training placement as arranged with the Westervelt College Co-ordinator;
- d) To forthwith report any unauthorized absence of a student; and
- e) To provide evaluative comments to Westervelt College on the performance of the student(s) as required.

The host organization has the right to intervene and terminate a placement at any time if the student's behaviour contravenes the organizations regulations, rules, policies or procedures; and has the right to prohibit any student from participating in the Practicum placement. Prior to terminating a placement, the host organization agrees to consult with the College and provide the College with the information that is the basis for the decision to terminate.

3) **Privacy and Confidentiality**

Both parties will comply with any relevant legislation with respect to the collection, use and disclosure of personal information. The Hospital will ensure that Student personal information provided to it by the College will be used only for the purposes for which it was given to the Hospital and will not be disclosed to any other person without the permission of the College, Student, or Program Coordinator as the context applies. This section also pertains to Hospital evaluations of Student performance relating to the Practicum placement. Personal information will be kept in a secure location and will be disposed of as agreed by the parties.

The College will instruct Students on confidentiality of patient information and will require its Students and to strictly observe patient, employee, and Hospital's right to privacy and confidentiality and the Hospital's responsibility to preserve this confidentiality in respect of all information regardless of the format of the information, to which Students may have access excepting that any such information deemed relevant and necessary to the Practicum placements will be related only for educational purposes. The Hospital and College will agree upon an acceptable Privacy and Confidentiality Agreement and the College will ensure that it is signed by each Student prior to the Practicum placement. Student Privacy and will be made available to the Hospital. It is understood between the Parties that any breach of the confidentiality agreement by a Student, in the sole discretion of the Hospital, result in termination of the Practicum or termination of this agreement

The College will require that its Students respect and strictly observe the confidentiality and propriety of any Hospital intellectual property, including the confidential business information of the hospital as may be defined in the hospital's confidentiality policy.

4) **Health Requirements**

Before the start of practicum placement at the Hospital, Students are required to comply with applicable health requirements. The Hospital shall inform the College of any other specific health requirements and the College shall inform the Students. When requested by the Hospital, the College will provide the Hospital with information regarding the students' health and immunization status as provided to it by the students. It is understood that the College will not knowingly place at the Hospital any Student failing to comply with any pre-placement health requirements.

5) Police Check (Clearance) of Criminal Record

Prior to the Practicum placement, the College will inform each Student of Hospital requirements for criminal screening and for disclosure of the results to the Hospital. The Hospital may, in its sole discretion, choose to disallow any Student from participating in a Practicum placement based on the results of the criminal screening;

- 6) The College agrees to advise the Hospital immediately of any information or facts relating to its educational programs, Students that could reasonably put the Hospital, its employees or patients at risk.

Westervelt College

Date

Print Name & Title

Site Name

Date

Print Name and Title