

**THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
SCHOOL OF OPTOMETRY**

**MEMORANDUM OF AGREEMENT
AFFILIATION FOR CLINICAL EDUCATION**

WHEREAS, The Board of Trustees of The University of Alabama for The University of Alabama at Birmingham (hereinafter referred to as "University") and _____, (hereinafter referred to as "Facility") desires to set out in writing the terms and respective responsibilities of the two institutions for the clinical education of students in the _____ (hereinafter referred to as "School/Dept").

The University and the Facility agree as follows:

A. **Facility Responsibilities:**

1. To provide instruction and supervision appropriate for the student's level of preparation and continued learning. However, it is understood that students shall not be used in lieu of professional or staff personnel and shall be under appropriate supervision at all times.
2. To share in the responsibility for the education of *School/Dept* students through the cooperation and assistance of its staff and employees along with the faculty of the University. Only those employees who are qualified by education, experience and/or professional credentials may serve as clinical/adjunct faculty.
3. To maintain accreditation status by the appropriate accrediting agency.
4. To make available first aid and emergency care for illnesses or accidents occurring on the premises. All other medical and dental costs are the responsibility of the student.
5. To maintain records and reports on each student's performance and provide a written evaluation of each student's performance to the University.
6. To request withdrawal or dismissal of any student whose performance record or conduct does not justify continuance in clinical education at this Facility.
7. To orient the student to the Facility and its rules and regulations.
8. Facility acknowledges and agrees that the information provided by University, or others on behalf of University, that directly relates to any University student, including, but without limitation, academic information (e.g., coursework, grades, degrees earned, performance in other external rotations); professional information, (e.g., licenses obtained, suspension, revocation); training and/or certifications (e.g., CPR, OSHA/Bloodborne pathogen); health information (e.g., Hepatitis, TB Testing); health and other insurance information and, the results of any criminal background check and/or drug testing/treatment information, hereinafter ("student information") is

protected by the Family Educational Rights and Privacy Act (FERPA). Facility represents and certifies that it will (1) protect the confidentiality of all student information; and will not, except with the written consent of the student, (2) use student information for any purpose other than to carry out the purposes of this agreement; or (3) disclose student information except to authorized individuals within its organization who have a legitimate need to know student information in order to carry out the purposes of this agreement.

B. University Responsibilities:

1. To send the Facility only such students who have successfully completed the requirements for the clinical education component of the curriculum.
2. To take action regarding any student whose performance record or conduct does not justify continuance in clinical education at the Facility.
3. To support rules and regulations governing students that are mutually agreed upon between the University and the Facility.
4. To designate a faculty member to coordinate and act as the contact person with a designee of the Facility.
5. To assign students to clinical education only when mutually arranged by the University and the Facility.
6. To maintain channels of communication for exchange of information with clinical faculty by on-site visits when practical and by telephone in other instances.
7. To provide proof of insurance for students while on clinical assignment.

C. Student Responsibilities:

1. To follow the administrative policies, standards and practices of the Facility.
2. To be responsible for transportation and living arrangements when not provided by the Facility.
3. To be prepared to present proof of enrollment in an acceptable hospitalization plan upon arrival at the Facility.

D. Terms of Agreement:

1. This Agreement shall become effective _____ and continue indefinitely. This Agreement shall be reviewed by both parties annually hereto and shall automatically renew itself for a period of one year unless either party desires to terminate the Agreement and gives the other party one hundred and eighty days notice of intention to terminate.

2. The Facility and UAB agree that there shall be no discrimination on the basis of race, color, creed, sex, national origin, age or handicap, in the assignment, acceptance, and activities of students in the program established by this Agreement.
3. The number of students shall be agreed upon by the University and the Facility.

By: _____
Externship Director, UABSO

By: _____
Dean, UABSO
Department Authorization

Date: _____

Date: _____

By: _____
Company Authorization

Date: _____

**The Board of Trustees of
The University of Alabama for
The University of Alabama at Birmingham**

By: _____
Board of Trustees Authorization

Date: _____