



## **MEMORANDUM OF UNDERSTANDING: COMPUTERIZED CLINICAL PLACEMENT SYSTEM**

This Memorandum of Understanding (MOU) is entered into between the hospital and academic institutions listed in Addenda A and B and the Hospital Council of Northern & Central California for the implementation, maintenance and updates of the Computerized Clinical Placement System (CCPS).

The CCPS will serve as the annual nursing and allied health clinical scheduling tool for use by hospitals and academic providers serving Fresno, Madera, Tulare, Kings, and Merced Counties (or others as requested). The CCPS was a work product of the San Joaquin Valley Nursing Education Consortium and was created and launched as a result of that work. The CCPS is intended to provide a centralized, online tool to facilitate clinical placement requests by academia and clinical providers.

The system (San Joaquin Valley Nursing Education Consortium has a clinical placement site: <http://sjv.servedlink.org> and a background check site: [www.sjvnec.com](http://www.sjvnec.com); both sites will be available online seven (7) days a week and 24 hours per day at locations that are part of the system and have paid a fee to use the computerized clinical placement system.

### **MANAGEMENT AND ADMINISTRATION**

- The CCPS will be administered by the Hospital Council of Northern and Central California.
- A **Project Director** (part-time) will provide the leadership and administrative oversight to the system, to include: working with the Hospital Council accounting staff to prepare and send annual billing invoices; fee collection and follow-up if non-payment; authorize payments for website maintenance; provide supervision and direction to the CCPS Project Coordinator; and handle all other administrative responsibilities of the CCPS system.
- The data collection and input will be managed by a contracted **Project Coordinator** who will assist academia and service with the input of the student placement requests and student placement approvals.
- The Hospital Council **Regional Vice President** will oversee the CCPS.

### **ROLES AND ACCOUNTABILITIES OF CCPS STEERING COMMITTEE**

- Provide the governance for the CCPS
- Comprised of representatives from the academic and service agencies who utilize the system
- Will meet at least twice a year to review and recommend any necessary changes to the CCPS system
- Provide input into the annual fee schedule and other operational issues.

#### **ROLES AND ACCOUNTABILITIES OF THE CCPS PROJECT DIRECTOR (12 HOURS PER MONTH)**

- Establish a yearly operational plan for the CCPS
- Authorize payments to Project Coordinator, consultants, webmaster, and other expenses associated with CCPS
- Work with the administrator of the server (Ayamba) for maintenance and updates to the system
- Provide supervision and direction to the Project Coordinator
- Oversee the conflict resolution process for dates/requests
- Ensure that CCPS policies are available to and updated annually
- Convene and lead the CCPS Steering Committee meetings

#### **ROLES AND ACCOUNTABILITIES OF CCPS PROJECT COORDINATOR**

- Will operate with a contract through the Hospital Council of Northern and Central California
- Set annual schedules for academia and service to input schedules, requests and coordinates approvals and communicates effectively to stakeholders
- Schedule a yearly conflict resolution day for academia; conducts this session with all stakeholders
- Assist with additional training for users and new participants
- Serve as a resource to academia and service regarding any placement/approval issues and assist with data entry

#### **ROLES AND ACCOUNTABILITIES OF COMMUNITY COLLEGES, UNIVERSITIES, AND PRIVATE INSTITUTIONS**

- Responsible for inputting student schedule requests in a timely manner by agreed upon date
- Responsible for meeting with the CCPS Project Coordinator and other academia representatives at the annual “conflict resolution day” to discuss and solve scheduling conflicts
- Agree to utilize the CCPS system for student placements
- Attend scheduled CCPS steering committee meetings
- Receive yearly invoice for CCPS and forward to their respective supervisor for request for payment

#### **ROLES AND ACCOUNTABILITIES OF HOSPITALS/CLINICAL PROVIDERS**

- Approve student placement requests by agreed upon date
- Work through the CCPS system for approval of student placements
- Attend scheduled CCPS steering committee meetings
- Receive yearly invoice for CCPS and forward to their respective supervisor for request for payment

#### **TRAINING**

- Training will be provided annually to hospital and college administrative staff responsible for inputting data into the CCPS. One-on-one assistance will be available from the Project Coordinator, upon request.

#### **FEEES**

- The fee schedule will be reviewed and approved annually by the CCPS Steering Committee during the last meeting of the year.
- Annual billing for this system will occur by November 20 of each year. Payments will be considered late if not received by January 31 of the following year and a late charge of 10% will be assessed.
- Fees will cover costs associated with the CCPS. The Hospital Council will not provide any funds to this program. If payments are not made in a timely manner or insufficient fees are collected, the CCPS will be discontinued.

#### **TERMS OF THIS AGREEMENT**

- This agreement begins January 1, 2018 and will expire on December 31, 2019, unless a hospital and/or academic provider chooses to discontinue utilization of the CCPS system.
- If a hospital and/or academic provider choose to discontinue utilization of the CCPS system, notification of termination must be received in writing by September 1 for the following calendar year and provided to the Project Director. Failure to notify by that date will result in a charge of 50% of their next annual fee.
- The Hospital Council of Northern and Central California reserves the right to terminate the CCPS should the revenues from service providers and academic institutions fall below the amount required to maintain the program, its support, and/or its updates.

#### **OTHER ELEMENTS OF THIS AGREEMENT**

- Agencies utilizing the CCPS have agreed to require background checks and drug screens of their students that meet the agreed upon minimum criteria as set by the Steering Committee.
- As new nursing and allied health programs are established in this region, they will be asked to utilize the CCPS by the CCPS Program Director.
- For regional providers in this area who serve small numbers of nursing students from outside this five-county area, the CCPS Project Coordinator will work to include those schools into this system, thereby minimizing the need for hospitals to maintain 'dual' scheduling systems.
- This MOU is made solely for the benefit of the parties to it. No other person will have any rights, interest or claim or be entitled to any benefit on account of the MOU as a third party beneficiary or otherwise.

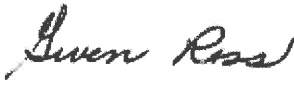





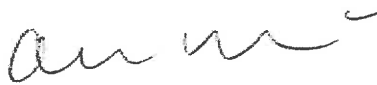
#### **SIGNATURES**

Addendum A is attached for signatures of participating academic institutions and the Hospital Council.  
Addendum B is attached for signatures of participating hospital institutions and the Hospital Council.


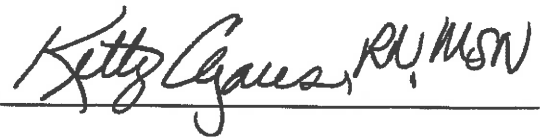






**Computerized Clinical Placement System**

2018-2019 Memorandum of Understanding Signature Page - Addendum A

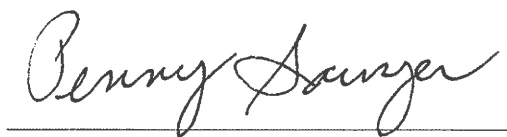


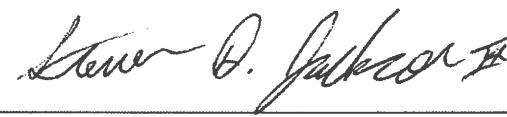

The Memorandum of Understanding (MOU) is entered into between the following academic institutions and the Hospital Council of Northern & Central California for the implementation, maintenance and updates of Computerized Clinical Placement System (CCPS).

<b>Academia Name</b>	<b>Print Signer Name and Title</b>	<b>Signature</b>
Clovis Adult School 1452 David E Cook Way Clovis, CA 93611	Gwen Ross Director	
College of Sequoias 915 S. Mooney Blvd. Visalia, CA 93277	Belen Kersten Director of Nursing	
CSU Fresno 2345 San Ramon Ave, MH 25 Fresno, CA 93720	Dr. F. Ndidi Griffin-Myers Chair, School of Nursing	
Fresno Adult School 2500 Stanislaus St. Fresno, CA 93721	Ruth F. Quinto Deputy Superintendent CFO	
Fresno City College 1101 E. University Ave Fresno, CA 93741	Edwin Eng Vice Chancellor Finance & Administration SCCC	
Fresno Pacific University 1717 S Chestnut Fresno, CA 93702	Robert Lippert Vice President for Finance	
Gurnick Academy of Medical Arts 7335 N. Palm Bluffs Avenue Fresno, CA 93711	Alma Molina Assistant VN Program Director/VN Program Coordinator	

**Computerized Clinical Placement System**  
 2018-2019 Memorandum of Understanding Signature Page - Addendum A

Madera Center 30277 Ave. 12 Madera, CA 93638	Edwin Eng Vice Chancellor Finance & Administration SCCC	
Merced College 3600 "M" Street, Box 7 Merced, CA 95348	Kitty Cazares RN Program Director	
National University 20 River Park Place Fresno, CA 93720	Gloria McNeal Dean, School of Health and Human Services	<u>Gloria J McNeal</u>
Pacific Union College One Angwin Avenue Angwin CA 94508	Shana Ruggenberg Chair, Nursing and Health Sciences Dept.	
Porterville College 100 East College Avenue Porterville, CA. 93257	Deborah A. Martin Interim Chief Financial Officer	
San Joaquin Valley College 3828 W. Caldwell Visalia, CA 93277	Sue Smile-Montgomery Director	
Tulare Adult School 575 W. Maple Ave. Tulare, CA 93274	Sylvia Silva Program Director	
Visalia Adult School 3110 E. Houston Ave. Visalia, CA 93292	Marixssa Martinez Site Secretary	
West Hills College 555 College Ave. Lemoore, CA 93245	Kenneth Stoppenbrink Deputy Chancellor	




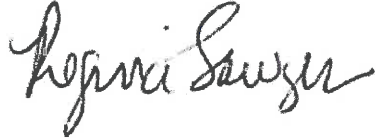

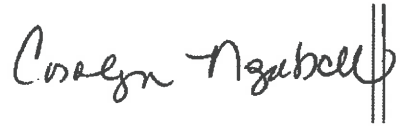

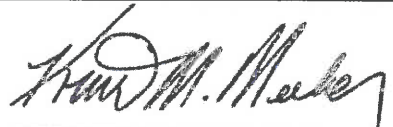
**Computerized Clinical Placement System**  
2018-2019 Memorandum of Understanding Signature Page - Addendum A

<p>West Med College 330 West Yosemite Avenue Merced CA 93340</p>	<p>Penny Sawyer LVNN Program Director</p>	
<p>Clinical Training Institute 2775 N. Ventura Road, Suite 213 Oxnard, CA 93036</p>	<p>Jon Davis Executive Director</p>	
<p>University of Phoenix 45 River Park Place, Suite 200 Fresno, CA 93720</p>	<p>Lisa Radesi Academic Dean, School of Nursing</p>	
<p>California Institute of Medical Science 1901 E. Shields, B118 Fresno, CA 93726</p>	<p>Steven D. Jackson II School Director</p>	
<p>Hospital Council of Northern &amp; Central California 1215 K Street Sacramento CA 95814</p>	<p>Art Sponseller, President/CEO</p>	

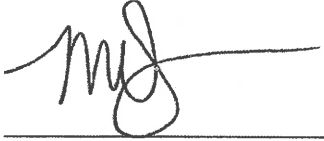

**Computerized Clinical Placement System**

2018-2019 Memorandum of Understanding Signature Page - Addendum B

The Memorandum of Understanding (MOU) is entered into between the following hospital institutions and the Hospital Council of Northern & Central California for the implementation, maintenance and updates of Computerized Clinical Placement System (CCPS).

<p>Adventist Health Central Valley Network 115 Mall Drive Hanford, CA 93230</p>	<p>Andrea Kofl President of Central Valley Network</p>	
<p>Fresno Community Hospital &amp; Medical Center P.O. Box 1232 Fresno, CA 93715</p>	<p>Wanda Holderman Chief Clinical Integration Officer</p>	
<p>Kaiser Permanente - Fresno 7300 N. Fresno Street Fresno, CA 93720</p>	<p>Wendy Gospodnetich Director, Clinical Education, Practice and Informatics</p>	
<p>Kaweah Delta Health Care District 400 W. Mineral King Avenue Visalia, CA 93291</p>	<p>Regina Sawyer Vice President CNO</p>	
<p>Madera Community Hospital 1250 E. Almond Avenue Madera, CA 93637</p>	<p>Jane Winning CNO</p>	
<p>Memorial Hospital Los Banos 520 West I Street Los Banos, CA 93635</p>	<p>Carolyn Nazabel Education Coordinator</p>	
<p>Mercy Merced Medical Center 333 Mercy Ave. Merced, CA 95340</p>	<p>Kathy Cravalho Education Manager</p>	
<p>Saint Agnes Medical Center 1303 E. Herndon Avenue Fresno, CA 93720</p>	<p>Kim Meeker CNO</p>	

**Computerized Clinical Placement System**  
2018-2019 Memorandum of Understanding Signature Page - Addendum B

<p>San Joaquin Valley Rehabilitation Hospital 7173 N. Sharon Fresno, CA 93720</p>	<p>Mary Jo Jacobson Chief Executive Officer</p>	
<p>Tulare Regional Medical Center 869 Cherry Street Tulare, CA 93274</p>	<p>Carol Bradford Education</p>	
<p>Valley Children's Hospital 9300 Valley Children's Place Madera, CA 93636</p>	<p>Beverly Hayden-Pugh SVP, Clinical Integration, Patient Experience, CNO</p>	
<p>VA Central CA Health Care 2615 E. Clinton Avenue Fresno, CA 93703</p>	<p>Virginia Ulanimo Acting Learning Officer</p>	<p><i>Virginia M. Ulanimo</i></p>
<p>Hospital Council of Northern &amp; Central California 1215 K Street, Sacramento CA 95814</p>	<p>Art Sponseller, President/CEO</p>	