



**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA REQUEST**

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Apple Martine, Public Health Director
Denise Banker, Community Health Division Director

DATE:

SUBJECT: Agenda item – Memorandum of Agreement with Eastern Washington University, College of Health Science & Public Health; Upon signature - until termination; No monetary exchange.

STATEMENT OF ISSUE:

Jefferson County Public Health (JCPH), Community Health Division, requests Board approval of the Memorandum of Agreement with Eastern Washington University, College of Health Science & Public Health (EWU) to provide opportunity for practicum field experience.

ANALYSIS/STRATEGIC GOALS/PROS and CONS:

Students of EWU will be supervised by JCPH medical providers for a duration agreed upon between supervisors at EWU and JCPH providers. This cooperative relationship between service institution and educational intuition is mutually beneficial.

FISCAL IMPACT/COST BENEFIT ANALYSIS:

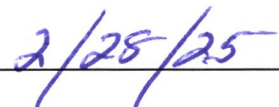
There is no fiscal impact.

RECOMMENDATION:

JCPH management requests approval of the Memorandum of Agreement between JCPH and EWU for practicum field experience; Upon signature - until termination; No monetary exchange.

REVIEWED BY:


Mark McCauley, County Administrator


Date

CONTRACT REVIEW FORM

Clear Form

(INSTRUCTIONS ARE ON THE NEXT PAGE)

CONTRACT WITH: Eastern Washington University, College of Health Science Contract No: N-25-008

Contract For: Practicum Field Experience

Term: Upon signature - until terminated

COUNTY DEPARTMENT: Public Health
Contact Person: Denise Banker
Contact Phone: x438
Contact email: dbanker@co.jefferson.wa.us

AMOUNT: -0-

Revenue: _____
Expenditure: _____
Matching Funds Required: _____
Sources(s) of Matching Funds: _____
Fund #: _____
Munis Org/Obj: _____

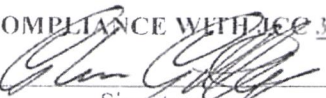
PROCESS:

- ☐ Exempt from Bid Process
☐ Cooperative Purchase
☐ Competitive Sealed Bid
☐ Small Works Roster
☐ Vendor List Bid
☐ RFP or RFQ
☐ Other: _____

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH RCW 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☒ N/A: ☐

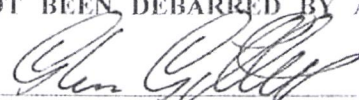

Signature

Jan. 27, 2025

Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☒ N/A: ☐


Signature

Jan. 27, 2025

Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 2/27/2025.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 2/25/2025.
Thank you for making the changes.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY (IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL

**MEMORANDUM OF AGREEMENT
BETWEEN
JEFFERSON COUNTY
AND
EASTERN WASHINGTON UNIVERSITY, COLLEGE OF HEALTH SCIENCE &
PUBLIC HEALTH**

This Memorandum of Agreement (this "Agreement") Between Jefferson County ("Agency") and Eastern Washington University, College of Health Science & Public Health ("University"). The Agency and the University agree as follows.

WHEREAS, the University, through its School of Public Health (SPH), requires a practicum experience for students in its SPH program, and

WHEREAS, the Agency recognizes that practicums under appropriate guidance and supervision is essential for student development of effective skills, judgment, and a sense of professional responsibility, and

WHEREAS, it is recognized that a cooperative relationship between a service institution and an educational institution can be mutually beneficial,

BE IT AGREED that the Agency and the University desire to enter into an agreement whereby students in the University SPH program shall receive experiences in practicum field experience in the Agency. This Agreement shall be governed by the following conditions:

I. THE UNIVERSITY SHALL:

- A. Retain control of, and responsibility for, all phases of the education program.
- B. Cooperate with the Agency in making arrangements for the practicum not less than six months prior to the start of each academic term. Arrangements shall be mutually determined by agreement of the parties and may be altered by mutual agreement.
- C. Cooperate with the Agency in planning, scheduling and implementing an orientation program for faculty responsible for the practicum.
- D. Provide an orientation for students to assigned units.
- E. Provide the Agency with the following written information two weeks prior to the start of each practicum:
 - 1. Specific days and hours students will be in service areas.
 - 2. Names of students and responsible faculty.
 - 3. Objectives of the practicum.

4. Documentation of professional liability insurance for students and faculty.
 5. Other appropriate information as requested.
- F. Provide qualified faculty in a faculty-student ratio of at least 1:10.
 - G. Plan individualized experiences for students in consultation with appropriate Agency personnel based on the objectives of the practicum and available learning opportunities.
 - H. Abide by the written administrative and programmatic policies or procedures of the Agency while using its facilities.
 - I. Require that all faculty and students who may be at risk for occupational exposure to blood or other potentially infectious materials be:
 1. Trained in accordance with the Occupational Safety and Health Administration's (OSHA) Occupational Exposure to Blood borne Pathogens Final Rule 29 CFR Part 1910.1030, as published in the Federal Register Friday, December 6, 1991.
 2. Trained in the modes of transmission, epidemiology and symptoms of Hepatitis B virus (HBV) and Human Immunodeficiency (HIV) and other blood borne pathogens.
 3. Trained in the methods of control that prevent or reduce exposure including universal precautions, appropriate engineering controls, work practices, and personal protective equipment.
 4. Provided information on the Hepatitis B vaccine, its efficacy, safety, method of administration, and benefits of being vaccinated.
 5. Vaccinated for HBV or have begun the vaccination series for HBV or have signed a refusal to acquire HBV vaccination.
 - J. Maintain for itself and require that Students obtain and maintain appropriate general and professional liability insurance coverage in the amounts of at least \$1,000,000 per occurrence and \$3,000,000 in the aggregate, with insurance carriers or self-insurance programs approved by Agency, in accordance with Agency's bylaws, rules and regulations. A copy of the certificate of insurance shall be provided to the Agency (in which the Certificate Holder is identified as "Jefferson County).

II. THE AGENCY SHALL:

- A. Retain full responsibility for client care and for control of established standards of care.

- B. At least six months prior to each academic term, provide the University with the maximum number of students (from all educational programs) that can be assigned to service area during each eight-hour assignment period.
- C. Provide an orientation for faculty assigned to the Agency prior to the practicum subject to conditions in Article I. Section C.
- D. Assist the University faculty in orientation of students to the Agency at a mutually agreed upon time.
- E. Provide, within Agency limitations, conference rooms and desk space as requested.
- F. Provide any special clothing required for participation in learning activities in selected service areas of departments of the Agency.
- G. Reserve the right and authority to request the withdrawal of any faculty or student who does not adhere to appropriate dress code, behavior standards, administrative and medical policies, does not maintain professional liability insurance; or cannot provide safe care due to physical or mental illness.
- H. Permit University faculty to conduct research in accordance with established policies and research protocols of the Agency with prior written approval.
- I. Comply with all applicable federal and state health and safety laws and regulations.
- J. Prohibit the disclosure of personally identifiable information, as defined by the Family Educational Rights and Privacy Act, of a student without the prior consent of the student, and to limit Agency's use of such information only for the purpose for which it obtained such information.
- K. Require and provide an orientation to the faculty and students before direct client contact is allowed. Orientation by the Agency shall include information regarding:
 - 1. The Agency's Exposure Control Plan for blood borne pathogens and the means by which students and faculty can obtain a copy of the written plan.
 - 2. The engineering controls used within the Agency's work site.
 - 3. The personal protective equipment available in each of the Agency's work areas.
 - 4. The identification of tasks and patient-related activities which increase the risk of exposure to HBV, HIV, and other blood borne pathogens.
 - 5. What constitutes an exposure.

6. The established procedure to follow after an exposure to blood or body fluids occurs including the methods of reporting the incident and the medical follow-up required.
- L. Provide appropriate and readily accessible personal protective equipment at no cost to faculty and students to use in the work site during the practicum experience.
- M. Maintain coverage in the amounts of at least \$1,000,000 per occurrence and \$3,000,000 in the aggregate, with its membership in the Washington Counties Risk Pool. A copy of the certificate of membership in the risk pool shall be provided to the University.

III. IT IS MUTUALLY AGREED THAT:

- A. Indemnification. The University shall defend, indemnify and hold the Agency, its officers, officials, employees, agents and volunteers (and their marital communities) harmless from any claims, injuries, damages, losses or suits, including attorney's fees, arising out of or resulting from the negligent acts, errors or omissions of the University in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Agency. Agency agrees to indemnify and hold harmless University against any and all liability for personal injury, including injury resulting in death, or damage to property, or both, resulting from the negligent acts and/or omissions of its employees. Should a court of competent jurisdiction determine this Agreement is subject to RCW 4.24.115 if liability for damages occurs arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Agency and the University, its officers, officials, employees, agents and volunteers (and their marital communities) the University's liability, including the duty and cost to defend, shall be only for the University's negligence. It is further specifically understood that the indemnification provided constitutes the University's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. This section shall survive the expiration or termination of this Agreement.
- B. Public Records. To the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, Chapter 42.56 RCW, as may hereafter be amended, the University agrees to maintain all records constituting public records and to produce or assist the Agency in producing such records, within the time frames and parameters set forth in state law. The University further agrees that upon receipt of any written public record request, University shall, within two business days, notify the Agency by providing a copy of the request per the notice provisions of this Agreement;

- C. Disputes. The parties agree to use their best efforts to prevent and resolve disputes before they escalate into claims or legal actions. Any disputed issue not resolved pursuant to the terms of this Agreement shall be submitted in writing within 10 days to the Agency Risk Manager, whose decision in the matter shall be final, but shall be subject to judicial review. If either party deems it necessary to institute legal action or proceeding to enforce any right or obligation under this Agreement, each party in such action shall bear the cost of its own attorney's fees and court costs. Any legal action shall be initiated in the Superior Court of the State of Washington for Jefferson County. The parties agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The University hereby consents to the personal jurisdiction of the Superior Court of the State of Washington for Jefferson County.
- D. Agency and University shall uphold Data Privacy Obligations as outlined in Exhibit 1 as required by law, including, but not limited to the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act and by the respective policies and procedures of University and Agency.

IV. DURATION OF THIS AGREEMENT, TERM, MODIFICATION:

- A. This Agreement is effective as of the date last signed below.
- B. This Agreement shall remain in effect until terminated. Either party may terminate this Agreement, with or without cause, by written notice to the other party at least sixty (60) days prior to the commencement of the next academic term. Students enrolled in the practicum at the time notice is given shall have the opportunity to complete the course of study in progress.
- C. The parties to this Agreement may amend this Agreement as deemed necessary provided, however, that no amendment to this Agreement shall be valid unless in writing and signed by the duly authorized representatives of the parties.
- D. All the terms, conditions and provisions agreed upon by the parties to this Agreement are incorporated in this document.

APPROVED AND ADOPTED this _____ day of _____, 2025.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

SIGNATURE PAGE

**Eastern Washington University,
College of Health Science & Public Health
601 E Riverside Ave.
Spokane, WA 99202**

**By: _____
Nicole Scholle, Contracts Specialist
Procurement & Contracts**

Date: _____

**Jefferson County
1820 Jefferson Street
Port Townsend, WA 98368**

**By: _____
Heidi Eisenhour, Chair
Jefferson County Board of Commissioners**

Approved as to form only:

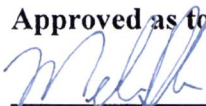
 for 02/25/2025
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

Exhibit 1

Data Privacy Obligations

1. University and Agency will instruct their respective faculty, staff, and students participating in the Program, to maintain confidentiality of student and patient information as required by law, including, but not limited to the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA) and by the respective policies and procedures of University and Agency.
 - i. If University is sharing student education records, as defined by FERPA, with the Agency beyond a student's name, enrolment status, and contact information, Agency agrees to the following:
 - 1) Agency must keep the student education records confidential and not disclose, transfer, or sell such information unless such disclosure is required by law.
 - 2) Agency must establish and implement minimum physical, electronic, and managerial safeguards for maintaining the confidentiality of the information provided by University. Agency must exercise due care and take commercially best efforts to protect the security of University's confidential information. Access to the information must be restricted to only those authorized staff, officials, and agents of the Agency who need it to perform their official duties.
 - 3) If Agency or its agents detect a compromise or potential compromise in the security of the student education records such that the information may have been accessed or disclosed without proper authorization, Agency must notify University of such incident no later than 48 hours after it is detected. Agency must then take corrective action as soon as practicable to eliminate the cause of the breach. Agency must cooperate with University in providing any notices required by applicable state or federal law.
 - 4) Confidential information will be provided via email or a secured file transfer mechanism between the parties. The Agency will not have access to any University systems.
 - ii. Examples of confidential student education records include, but are not limited to, student identification numbers, date of birth, social security numbers, criminal background checks, immunization records, or grade information.
 - iii. Agency will not share any patient information with University. Both parties agree University is not a business associate of Agency.