



**AFFILIATION AGREEMENT**

**FOR MEDICAL TECHNOLOGY/CLINICAL LABORATORY SCIENCE PROGRAM**

**THIS AGREEMENT**, made and entered into as of the 31st of January 2019 at UPMC Altoona School of Medical Technology and between **School of Medical Technology, UPMC Altoona**, Altoona, Pennsylvania, hereinafter referred to as "**HOSPITAL**" and **St. Francis University**, hereinafter referred to "**UNIVERSITY**".

**WHEREAS, UNIVERSITY** offers a three plus one program of study in Medical Technology at the **UNIVERSITY** and grants the Bachelor of Science Degree to individuals who complete said program and present evidence of satisfactory completion of instruction in an approved hospital school of medical technology, including the **HOSPITAL** named herein; and

**WHEREAS, UNIVERSITY** desires to utilize the clinical facilities of the **HOSPITAL** for **UNIVERSITY** students who are enrolled in the Medical Technology Program of the **UNIVERSITY** and thereby provide opportunities for students to participate in clinical experience and/or practicum in medical technology at the **HOSPITAL**: and

**WHEREAS, HOSPITAL** desires to cooperate with the **UNIVERSITY** in making the **HOSPITAL's** facilities available for utilization by participants in the **UNIVERSITY's** Medical Technology Program.

## WITNESSETH

**NOW, THEREFORE**, in consideration of the mutual promises and covenants hereinafter set forth, the **UNIVERSITY** and **HOSPITAL** agree as follows:

### THE UNIVERSITY

1. **THE UNIVERSITY** will provide the educational prerequisites for admission to accredited medical technology programs as established by the National Accrediting Agency for Clinical Laboratory Sciences.

The students will have successfully completed three years of the **UNIVERSITY** degree program, a minimum of 96 semester hours (see Appendix A), prior to admission to the clinical experience. The requirements for admission to the academic program are printed in the current catalog of the **UNIVERSITY**.

2. The **UNIVERSITY** will confer a degree of Bachelor of Science in Medical Technology on all qualified candidates who satisfactorily complete all of the degree requirements of the **UNIVERSITY** and who satisfactorily complete the clinical experience of the program of the **HOSPITAL** school. The conferring of the degree will not be contingent upon a candidate having passed a medical technology certification examination.
3. The **UNIVERSITY** will grant transfer credit for the successful completion of the **HOSPITAL's** Medical Technology Program. The amount of credit awarded will be 32 semester hours provided that the clinical courses, content, and instruction will meet or exceed the academic standards as established jointly by the **UNIVERSITY** and the **HOSPITAL** for the program (see Appendix B for course descriptions and credits). These credits will be individualized according to course title, number and credit on the graduate's final transcript. Grades earned during the clinical year will appear on the **HOSPITAL** transcript but will not appear on the **UNIVERSITY** transcript, nor be included in the **UNIVERSITY** grade-point-average.

4. The **UNIVERSITY** will grant a courtesy appointment to the Director of Laboratory Services and the Program Director of the **HOSPITAL** as adjunct faculty of the **UNIVERSITY** so as to facilitate communication and coordination between the **HOSPITAL** and the **UNIVERSITY** with the understanding that such adjunct professionals will not entail any salary, tenure or similar benefits of the **UNIVERSITY**.
5. The Medical Technology Coordinator will function as the coordinator of the Medical Technology Program at the **UNIVERSITY** and perform the following duties:
  - (a) to assist students in planning a course of study
  - (b) to provide liaison with the hospital program
  - (c) to meet at least once annually with the Medical Technology Program Director at the **HOSPITAL** to review the Agreement of Affiliation, to review curriculum and financial agreements. When further communication is needed in reference to required course work, published catalog information, clinical application and education practices and procedure or **UNIVERSITY** policies, additional meetings, correspondence and/or telephone conferences may be necessary.
  - (d) to submit transcripts and recommendations to the **HOSPITAL** Program Director prior to the fourth year and to evaluate the student's transcript from the **HOSPITAL** school program and to certify to the Registrar that the student has satisfactorily completed the approved **HOSPITAL** program and is eligible to graduate.
6. The **UNIVERSITY** will not assess the student a tuition fee during the clinical year without the mutual understanding and consent of the **HOSPITAL**. Graduation fees are charged of all students at the **UNIVERSITY**.
7. The **UNIVERSITY** does not provide organized health services of medical and hospitalization insurance during the clinical experience.
8. St. Francis University is accredited regionally by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pa. 19014; 267-284-5000; [www.msche.org](http://www.msche.org). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

### THE HOSPITAL

1. The **HOSPITAL** will provide a medical technology/clinical laboratory science program which meets or exceeds the standards established by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The **HOSPITAL** will inform the **UNIVERSITY** with a letter of the NAACLS accreditation status and period to be covered when appropriate.
2. The **HOSPITAL** is approved for a total of 10 (ten) students per year from the affiliated colleges and universities, however, the class size has been limited to eight (8) per year. There is no guarantee for a number of students admitted to the program from the **UNIVERSITY**. It is understood that given two applicants of equal qualifications, the **HOSPITAL** will give preference to the applicant from the affiliated institution over the nonaffiliated.
3. The **HOSPITAL** will admit students on the basis of a numerical point system which uses the following criteria: (a) cumulative average (2.5 minimum); (b) Science QPA (2.5 minimum); (c) transcript evaluation; (d) recommendation letters; (e) application data; and (f) interview ratings.

The **HOSPITAL** and the **UNIVERSITY** attest that they abide by Title IX (educational opportunities for men and women) of the Educational Amendments of 1972 and Section 504 (opportunities for the handicapped) of the Rehabilitation Act of 1973. They further attest that they are committed to provide leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to sex, handicap, or other legally protected class.

This policy is placed in the document in accordance with state and federal laws including Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

4. Applicants for admission to the **HOSPITAL's** Medical Technology Program must submit evidence to the **HOSPITAL** of satisfactory completion of **UNIVERSITY** requirements with respect to the degree program in Medical Technology, including a minimum of 16 credit hours of Biology, 16 credit hours of Chemistry, 8 semester hours of Physics, one semester course of **UNIVERSITY** level mathematics, and an approved course in Immunology.

Such applicants from the **UNIVERSITY** must have completed all **UNIVERSITY** requirements with respect to the degree program in Medical Technology and be certified as eligible by the Coordinator of the **UNIVERSITY** Medical Technology Program to participate in clinical education with the **HOSPITAL**. (See Appendix C). The **HOSPITAL** may deny admission to any student applicant who does not meet all **HOSPITAL** and **UNIVERSITY** requirements for admission, or comply with the policies and procedures of the **HOSPITAL** Admission Committee.

5. Students who are admitted into the program are under the supervision of the Program Director and will be informed by the **HOSPITAL** of applicable rules and regulations regarding their conduct and participation in the program, and they will also be advised that failure to comply with such rules and regulations will be sufficient cause for summary dismissal from the program by the **HOSPITAL**.
6. The **HOSPITAL** will not provide room or board for students in the program. However, housing information is available through the Program Director. Meals may be purchased in the hospital cafeteria at employee prices.
7. The **HOSPITAL** will begin each class during the first week of July and continue for twelve (12) months. Prior to the starting date, students must have completed all prerequisite courses for the clinical program and all requirements for the baccalaureate degree at the **UNIVERSITY** except for the credit to be granted for the clinical experience.

8. The **HOSPITAL** will evaluate the students during the clinical year. Final grades will be submitted on the **HOSPITAL's** official transcript using the following grading system:

A (93-100%)  
B (85-92%)  
C (75-84%)  
Below 75% - Unsatisfactory

The **HOSPITAL** will present a diploma to students successfully completing the clinical year. The school assures all students will be provided with an education appropriate to an entry level Medical Technologist that will allow them to sit for certification exams for Medical Technologist and/or Clinical Laboratory Scientist.

9. The evaluative standards for continuance in the **HOSPITAL's** program will be clearly defined and will be made available in a Student Handbook to the **UNIVERSITY** and the students by the **HOSPITAL**. In the event a student fails to meet the required standards of performance and competency as set forth by the **HOSPITAL**, the **HOSPITAL** will notify the **UNIVERSITY** and representatives of both will meet with the student. After consultation, the **HOSPITAL** and the **UNIVERSITY** representatives may require one of the following alternatives:

- (a) remedial measures  
(b) repetition of a course or courses  
(c) dismissal from the **HOSPITAL's** program

The foregoing procedure for the student's continuation in the **HOSPITAL's** program will be provided and explained to the student by the **HOSPITAL** during the orientation period of the Medical Technology Program.

10. The **HOSPITAL** may dismiss students from the program for the following reasons:

- (a) engaging in unethical behavior in any phase of the program  
(b) abusing the privilege of sick or personal time off as described in the Student Handbook

- (c) failing to maintain a "C" average (75%)
- (d) violating the rules of conduct as defined in the Student Handbook

11. In the event the **HOSPITAL** changes the length of its program, such changes will not adversely affect a student who is already enrolled in the clinical experience portion of the Medical Technology Program.
12. Students will not be used in lieu of professional or nonprofessional staff of the **HOSPITAL** and they will be supervised by a competent member of **HOSPITAL's** staff at all times during their participation in the clinical experience portion of the Medical Technology Program.
13. Students accepted into the UPMC Altoona School of Medical Technology are required to maintain their own health insurance for the duration of the clinical year. Emergency Department and/or Employee Health facilities will be available to students should an accident occur during school hours, and any Emergency Department expenses incurred from such an injury will be paid by the **HOSPITAL**. All other health care expenses will be paid for by the student's own health insurance.
14. Medical technology/clinical laboratory science students are covered under UPMC Altoona's Health System's professional liability insurance policy.
15. The **HOSPITAL** will grant a courtesy appointment to the Medical Technology Coordinator of the **UNIVERSITY** with the understanding that such appointment will not entail salary or similar benefits of the **HOSPITAL**.
16. The **HOSPITAL** will submit a mid-year progress report to the **UNIVERSITY**; final grades will be submitted within two weeks of the student's graduation from the clinical program for each segment of the clinical experience portion of the Medical Technology Program to the Medical Technology Coordinator of the **UNIVERSITY**.

17. Any grievances or appeals for change of grade are to be handled initially by the students with the instructor from the **HOSPITAL**. The Program Director and/or the Medical Director will serve as arbitrators in the event that the grievance cannot be resolved on a one-to-one basis between the student and the instructor. Further appeal options are outlined in the Student Handbook.
  
18. The **HOSPITAL** will inform the students and the **UNIVERSITY** about the educational fees and will not change them nor institute any other fees to students enrolled without the mutual understanding of the **UNIVERSITY**.
  
19. The **HOSPITAL** will require student attendance at Orientation sessions that address among other topics requirements outlined by HIPAA, infection control measures, fire and electrical standard precautions and chemical safety. Students are expected to adhere to appropriate safety precautions in all sections at all times.
  
20. The **HOSPITAL** through its staff shall be responsible for Supervising students in the performance of their duties. The **HOSPITAL** shall retain full responsibility for the care of patients and will maintain overall administrative and professional supervision of students and faculty from the **UNIVERSITY** insofar as their presence affects the operation of the clinical affiliate and the direct or indirect care of patients. No student shall perform any patient care task in or on behalf of the **HOSPITAL** without the assistance, presence or permission, as the case may be under the circumstances, of an active member of the hospital's professional staff. Students shall not and may not access areas of the **HOSPITAL** unrelated to their program activities at the **HOSPITAL** nor shall they be present in the hospital, except as visitors or patients, at times beyond those scheduled for program activities. The **HOSPITAL** shall retain full responsibility for patient care and welfare in the organization, administration, staffing, operation and financing of its services and the maintenance of standards accepted for the efficient management by the appropriate accrediting body.



### JOINT RESPONSIBILITIES

1. Representatives of the **UNIVERSITY** and representatives of the **HOSPITAL** will meet at least once each year to review the progress of the student(s), review the current program,  
  
review the affiliation agreement and make policy for the next year. It is desirable that these meetings take place midway through the clinical year. Informal meetings should be held as often as is necessary for coordination and improvement of the program.
2. The Agreement between the **UNIVERSITY** and the **HOSPITAL** will self-renew annually. Should either party find need to alter or terminate the Agreement, the parties shall notify each other in writing of any requested change(s) in the Agreement or of the need to terminate the Agreement.
3. In the event of default by either party of the obligations undertaken by it under this Agreement, the other party will give notice in writing of such default. If such default is not corrected within thirty (30) days after such written notice is given, the aggrieved party may terminate the Agreement by a second notice in writing.

The above agreement can be terminated at any time by either the **HOSPITAL** or the **UNIVERSITY** provided those students already accepted by the **HOSPITAL** or enrolled in the **HOSPITAL** program can complete the program. It is understood that if the program of the **HOSPITAL** or the **UNIVERSITY** is terminated, this agreement is invalid.

FOR THE HOSPITAL

Jan Fisher  
Jan Fisher  
Chief Operating Officer  
Date: 1/14/19

Mushtaq Khalid, M.D.  
Mushtaq Khalid, M.D.  
Director of Laboratory  
Date: 1-10-19

Deb Pallas-Riley  
Deb Pallas-Riley, MS, MT (ASCP)  
Program Director/Outreach Manager  
Date: 1-10-19

FOR THE UNIVERSITY

Karan H Powell  
Karan H Powell, PhD.  
Interim Vice President for  
Academic Affairs  
Date: 2/4/2019

Marian Langer  
Marian Langer, Ph.D.  
MLS Coordinator  
Date: 2/4/2019