

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



FROM: Community Health Agency, Department of Public Health

SUBMITTAL DATE:  
August 12, 2010

SUBJECT: Ratify the First Amendment with California State University San Bernardino Contract #08-084 for Student Affiliation to include Coordination of Clinical Rotation Services.

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Ratify the First Amendment between, California State University San Bernardino and the County of Riverside Community Health Agency, Department of Public Health for student affiliation to include coordination of clinical rotation services, for the total amount not to exceed \$25,110 annually for the period of performance of July 1, 2010 through June 30, 2013; and
- 2) Authorize the Purchasing Agent to sign subsequent amendments that make only ministerial changes to the Agreement not to exceed \$25,110 or which extend the Agreement for future years not exceeding the total amount stated in the original Agreement; and
- 3) Authorize the Chairperson of the Board of Supervisors to execute four (4) original copies of the Amendment on behalf of the County of Riverside.

SM: hp:rc:ys

*Susan D. Harrington*  
Susan D. Harrington, Director of Public Health

FINANCIAL  
DATA

Current F.Y. Total Cost:	\$ 25,110	In Current Year Budget:	YES
Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NO
Annual Net County Cost:	\$ 0	For Fiscal Year:	10/11

SOURCE OF FUNDS: 100% funded by California State University San Bernardino.

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

BY: *Debra Cournoyer*  
Debra Cournoyer

Policy ☒ Policy ☒

Consent ☐ Consent ☐

Dep't Recomm.:  
Per Exec. Ofc.:

Prev. Agn. Ref.:

District: All  
ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

Agenda Number:

3.21

FORM APPROVED COUNTY COUNSEL  
BY: *NEAL R. KIPNIS* DATE: *8/18/10*  
Departmental Concurrence

Purchasing: *Mark Seller*  
Mark Seller, Assistant Director

EXECUTIVE  
OFFICE

10 AUG 19 PM 4:10

COUNTY OF RIVERSIDE

RECEIVED RIVERSIDE COUNTY  
2010 AUG 24 PM 2:19



18.2

**SUBJECT:** Ratify the First Amendment with California State University San Bernardino Contract #08-084 for Student Affiliation to include Coordination of Clinical Rotation Services.

**BACKGROUND:**

For over thirty years, the Department of Public Health has participated in the student internship/clinical rotation program with various universities. The agreement between Riverside County Community Health Agency Department of Public Health (DOPH) and California State University San Bernardino for the performance period of July 1, 2008 through June 30, 2013, provides for the assignment of students enrolled in the University to County Health Clinics. The students provide the County with valuable assistance at no cost. In addition, the students gain much needed on-the-job training and experience. The assigned students provide an excellent source of recruitment.

Due to the critical nursing shortage, the schools of nursing have been working to increase the number of students. The DOPH is working with the nursing schools to expand the number of students allowed for clinical rotation in an on-going effort to increase the pool of nurses in Riverside County.

As of July 1, 2008, California State University San Bernardino has been experiencing a shortage of nurse instructors and has requested the County of Riverside DOPH to coordinate the student's clinical rotation for those students assigned to the Riverside County health clinics in exchange for monetary compensation. California State University San Bernardino instructors will continue to provide supervision to those students assigned to the County health clinics.

The DOPH shall provide a Public Health Nurse (Program Coordinator) to California State University San Bernardino School of Nursing for all students participating in the County's internship clinical rotation. The County shall be compensated by the University for the provision of the Public Health Nurse as the County's Program Coordinator.

**FINANCIAL DATA:**

Based on overhead, and the Public Health Nurse's salary and benefits, the DOPH Fiscal Department has calculated a rate of \$62.00 per hour. Total compensation to the County by the University shall not exceed \$25,110 annually for period of performance dates of agreement as follows;

FY 10/11 - \$25,110  
FY 11/12 - \$25,110  
FY 12/13 - \$25,110



**FIRST AMENDMENT TO THE AGREEMENT  
BETWEEN  
COUNTY OF RIVERSIDE  
AND  
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
(Student Affiliation Agreement)**

That certain Agreement between the County of Riverside through its Community Health Agency, Department of Public Health ("COUNTY") and California State University, San Bernardino ("UNIVERSITY"), approved by the Board of Supervisors on October 28, 2008, Item 3.12, is hereby amended for the first time effective July 1, 2010 as follows:

- 1) To amend Section 1, GENERAL UNDERSTANDINGS, Paragraph 1.7 to read as follows:

**1.7** "Instructors selected by the UNIVERSITY for Performance under this Agreement shall be subject to the approval by COUNTY. The UNIVERSITY will allow adequate time for orientation of new faculty to the COUNTY"

- 2) To add to Section 1, GENERAL UNDERSTANDINGS, Paragraph 1.11 to read as follows:

**1.11** "UNIVERSITY may request to utilize the COUNTY Public Health Nursing Program Coordinator as an adjunct instructor for the services and fee as specified in Attachment B"

- 3) To add Attachment B, County Public Health Nurse Program Coordinator, Scope of Work, attached hereto.  
4) To establish the amount of compensation of twenty-five thousand, one hundred ten dollars (\$25,110) annually for the performance period of July 1, 2010 through June 30, 2013.

- 5) All other terms and conditions of this Agreement are to remain unchanged.

**IN WITNESS WHEREOF**, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

**COUNTY**

**UNIVERSITY**

California State University, San Bernardino

By \_\_\_\_\_  
Board of Supervisors, Chairman

By \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Attest: Kecia Harper-Iheim, Clerk

Date \_\_\_\_\_

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ys

FORM APPROVED COUNTY COUNSEL

BY: \_\_\_\_\_

NEAL R. KIPNIS

DATE \_\_\_\_\_



**County Public Health Nurse Program Coordinator  
Scope of Work**

UNIVERSITY, whose students are placed in the COUNTY'S Public Health Nursing Branch, has the option to request the assistant of the COUNTY's Public Health Nursing Program Coordinator (PROGRAM COORDINATOR) as an adjunct instructor. These are additional services offered by the COUNTY'S Public Health Nursing Branch to the UNIVERSITY for a fee as follows:

**1. UNIVERSITY'S Responsibilities.**

- 1.1 UNIVERSITY shall provide orientation to COUNTY'S Public Health Nurse Program Coordinator (PROGRAM COORDINATOR) as to student's curriculum requirements and educational expectations while at the County.
- 1.2 UNIVERSITY shall hold quarterly meetings with PROGRAM COORDINATOR and other clinical instructors to discuss student participation and other issues related to the educational experience of the students.

**2. COUNTY'S Responsibilities.**

COUNTY shall provide Public Health Nurse, as Program Coordinator, to provide the following services to the UNIVERSITY as follows:

- 2.1 Establish student teams for home visitations.
- 2.2 Assigning COUNTY clients to students for follow-ups.
- 2.3 Pre-conferences during which students plan and prepare for home visits.
- 2.4 Being available by telephone while students are out in the field.
- 2.5 Provide students with materials and resources for COUNTY clients.
- 2.6 Instruct students about charting, referrals, mandatory reporting and other relevant activities.
- 2.7 Review student's curriculum documentation.



2.8 Sign charts at the conclusion of contact with clients and/or end/or quarter.

2.9 Correct disposition of COUNTY documents such as files.

08-084

2.10 Report concerns about the conduct of the students to UNIVERSITY.

2.11 Cooperate with the UNIVERSITY with mid-term and end-of-term student evaluations.

2.12 Coordinate student's activities in ways consistent with COUNTY policies and procedure.

3. **Compensation.**

3.1 At the request of the UNIVERSITY for the COUNTY to provide staff to serve in the role of adjunct instructor, the UNIVERSITY shall compensate COUNTY for the provision of a COUNTY'S Program Coordinator at the rate of sixty-two dollars (\$62.00) per hour.

3.2 The total amount of this contract shall not exceed seventy five thousand, three-hundred thirty dollars (\$75,330) including travel and all other expenses.

3.3 PROGRAM COORDINATOR remains an employee of the COUNTY and not the UNIVERSITY; the COUNTY is responsible for all employee's obligations and activities of the Program Coordinator.

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