

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

461



**FROM:** Department of Public Health

**SUBMITTAL DATE:**

11-13-13

**SUBJECT:** Ratify the first amendment between County of Riverside Department of Public Health, Public Health Nursing and California State University Fullerton Contract # 13-111 for student affiliation and coordination of clinical rotation services. [ Districts- All] [ \$7,500 funded by University]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify the first amendment between California State University Fullerton and the County of Riverside Department of Public Health (DOPH), Public Health Nursing (PHN) Branch to receive \$2,500 annually in order to continue providing student nursing coordination for the performance period of date of execution through June 30, 2016, and
2. Authorize the Chairperson of the Board of Supervisors to sign three (3) copies of the amendment on behalf of Riverside County, and
3. Authorize the Purchasing Agent to sign subsequent amendments that do not change the substantive terms of the agreement nor exceed the amount approved.

Michael Osur, Deputy Director for  
Susan D. Harrington, Director  
Department of Public Health

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 2,500	\$ 2,500	\$ 7,500	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

**SOURCE OF FUNDS:** 100 % funded by California State University Fullerton  
**Budget Adjustment:** No  
**For Fiscal Year:** 13/14

**C.E.O. RECOMMENDATION:** APPROVE  
 BY:   
 Jennifer L. Sargent  
**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Stone, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

**Ayes:** Jeffries, Tavaglione, Stone, Benoit and Ashley  
**Nays:** None  
**Absent:** None  
**Date:** November 26, 2013  
**xc:** Public Health

Kecia Harper-Ihem  
 Clerk of the Board  
 By:   
 Deputy

NOV 26 2013 11:02

**Prev. Agn. Ref.:**      **District:** All/All      **Agenda Number:**

3-36

FORM APPROVED COUNTY COUNSEL  
 DATE 11/13/13  
 BY: NEAL R. KIPNIS  
 Purchasing:   
 Mark Seiler, Assistant Director  
 Department of Public Health

A-30  
 Positions Added  
 4/5 Vote  
 Change Order

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11:** Ratify the first amendment between County of Riverside Department of Public Health, Public Health Nursing and California State University Fullerton Contract # 13-111 for student affiliation and coordination of clinical rotation services.

**DATE:** 11-13-13

**PAGE:** 2 of 2

**BACKGROUND:**

The County of Riverside Department of Public Health (DOPH) has participated in student internships/clinical rotations for more than 35 years. This agreement between DOPH and California State University Fullerton (University) provides for the assignment of students enrolled in the University to DOPH.

The University has requested the DOPH to coordinate the student's rotation in exchange for monetary compensation. University instructors will continue to provide supervision to those students assigned to the DOPH.

The DOPH shall provide a Public Health Nurse (Program Coordinator) to the University's 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 Program Coordinator.

**Impact on Citizens and Businesses**

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 in an ongoing effort to increase the pool of nurses in Riverside County.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

Compensation as follow total of \$7,500, not to exceed \$ 2,500 a year.

FY 13/14 — \$2,500

FY 14/15 — \$2,500

FY 15/16 — \$2,500

1 **FIRST AMENDMENT TO THE AGREEMENT**  
 2 **BETWEEN**  
 3 **COUNTY OF RIVERSIDE DEPARTMENT OF PUBLIC HEALTH**  
 4 **AND**  
 5 **CALIFORNIA STATE UNIVERSITY FULLERTON**  
 6 **(Student Affiliation)**

7  
 8 That certain Agreement between the County of Riverside, Department of Public  
 9 Health (COUNTY) and California State University Fullerton (UNIVERSITY), approved  
 10 on July 3, 2013, is hereby amended for the first time effective August 1, 2013 as follows:

- 11 1. To establish the amount of compensation for FY 13/14 in the amount of  
 12 \$2,500.  
 13 2. To extend the period of performance through June 30, 2016 in the amount of  
 14 two thousand five hundred dollars (\$2,500) annually.  
 15 3. To include Attachment B, Public Health Nursing Program Coordinator,  
 16 attached hereto and incorporated herein.  
 17 4. All other terms and conditions of the Agreement are to remain unchanged.

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

20 **UNIVERSITY**  
 21 California State University Fullerton

22 By *Angela Warren*  
 23  
 24 Angela Warren, Buyer III  
 25 Type or Print Name

26 Date 11/6/2013

**COUNTY**

27 By *John J. Benoit*  
 28 Chairman, Board of Supervisors  
**JOHN J. BENOIT**  
 Print Name

Date NOV 26 2013

ATTEST: Kecia Harper-Ihem, Clerk

By *Kecia Harper-Ihem*, Deputy

FORM APPROVED COUNTY COUNSEL  
 BY *Neal R. Kipnis* 11/14/13  
 NEAL R. KIPNIS DATE

NOV 26 2013 3:31p

## **ATTACHMENT B**

### **Public Health Nursing Program Coordinator**

#### **Scope of Work**

(fee for service)

UNIVERSITY's School of Nursing, whose students are placed in the COUNTY Department of Public Health (DOPH) Public Health Nursing Branch, has the option to request the assistant of the DOPH Public Health Nursing Program Coordinator (PROGRAM COORDINATOR) as an adjunct instructor. This Scope of Work is in addition to the general terms and conditions specified in the agreement. The services offered by the COUNTY to the UNIVERISTY for a fee are as follows:

#### **1. UNIVERSITY'S Responsibilities.**

- 1.1 UNIVERSITY shall provide orientation to 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 a 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-of-quarter.
- 2.9 Correct disposition of COUNTY documents such as files.
- 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

**3. Compensation.**

3.1 UNIVERSITY shall compensate COUNTY for the provision of a PROGRAM COORDINATOR or adjunct instructor at a rate of sixty-two dollars (\$62.00) per hour. The Program coordinator or adjunct instructor remains an employee of the COUNTY and not the UNIVERSITY; the COUNTY is responsible for all employee obligations and activities of the Program Coordinator or adjunct instructor. The total amount of the contract shall not to exceed \$2,500 a year and one rotation per term.

3.2 The total amount of this contract shall not exceed seven thousand, five hundred dollars (\$7,500) including travel and all other expenses. Compensation as follows ;

FY 13/14 — \$2,500  
FY 14/15 — \$2,500  
FY 15/16 — \$2,500

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