

SAMPLE COMPLETED FORM



FORM: SCH # 01

Main Street Campus Hospital/College Agreement

School Name: D'Youville College

Instructor Name: Jane Smith

General Statement: As approved by Catholic Health Staff Development, Sisters Hospital Main Street Campus will provide schools affiliated with the hospital a working supply of green parking access cards for student and instructor use when scheduled on hospital campus for a nursing or allied health clinical rotation. Unless a school has been processed and approved by Catholic Health Staff Development, on-campus parking access privileges will not be provided.

SCHOOL/INSTRUCTOR(S) RESPONSIBILITY:

- In order to provide an adequate initial supply of parking access cards, instructors need to complete a Student Form: SCH: 02- Student Survey Form and submit electronically to Kathy Manns, Manager Resource Services (kkm2845@chsbuffalo.org) or fax (862-2056). The total capacity of students that can be on campus and will be provided a parking access card will be determined by the school, hospital and Catholic Health Staff Development department.
- Ensure that you have not exceeded the maximum students allowable on campus per semester. Ensure car pooling or use of mass transit when possible.
- Make sure you have enough hospital provided green parking access cards for students and are able to distribute to them prior to the start of their on-campus rotation.
- Obtain vehicle information for all students coming on campus
- Complete a Sisters Hospital Student Form SCH # 03- Student Registration and submit at least two (2) weeks prior to the start of the on-campus clinical rotation.
- Provide all students coming on campus with a copy of the hospital provided Student Handbook and Parking Layout.
- Explain to the student's on-campus parking rules and regulations; ensure that they do not park in a parking area restricted for patients and visitors. Any student parking in the front visitors Lot-A during normal business hours will be charged a flat rate fee of **\$25.00 per occurrence**. The school will be responsible to reimburse the hospital the flat rate fee of **\$25.00 per occurrence** for any student parking on campus after hours.
- Collect access cards from students at the end of their clinical rotation; safeguard cards so they are available for the next rotation. A \$10.00 processing and activation fee will be charged to the school for any replacement cards that were not returned, lost or stolen. All cards are the property of Sisters Hospital
- Inform Kathy Manns if you have any lost or cards not returned and need to be replaced.

HOSPITAL'S RESPONSIBILITY

- Provide school instructor with a mutually agreed upon/pre-determine amount of green parking access cards.
- Activate cards and provide appropriate card swipe access as soon as the Student Form SCH # 03- Student Registration Form has been submitted. Card access will begin at midnight the first day of the clinical rotation and will expire at midnight on the last day of the rotation.
- Deactivate cards and access at the end of the clinical rotation or when reported lost or stolen.
- Invoice the school for any replacement fees or flat rate parking fees assessed for parking in the visitors Lot-A.
- Provide school with an ample supply of the Student Handbooks; have available on the CHS student website.
- Notify the school instructor of any parking violations, problems with on-campus parking or access.

Instructor Signature: *Jane Smith*

Date: December 17, 2012