

Contents (Hit Ctrl and click index number to access)

WTCS Protocol for Delivery of Contracted Services Over College District Boundaries....	1
WTCS Protocol for Health Care Clinical Instruction Over District Boundaries	2

WTCS Protocol for Delivery of Contracted Services Over College District Boundaries

Revised October 4, 2005

It is the intent of this protocol to allow WTCS colleges to better serve Wisconsin customers in a timely manner through 38.14 contracting by ensuring inter-district communication and cooperation. The following is an explanation of the expectations of the protocol.

Case 1 – If a technical college is providing a service to a customer within its district boundaries that has a site in another technical college district(s); it is preferable to begin dialogue with the other district(s) to find the most collaborative way to provide those services in the best manner possible for the customer. The contacted college that is assessing, developing and implementing the services in its home district takes the lead in making sure the services are delivered. Options include, but are not limited to:

1. One college could deliver all of the services;
2. Two or more colleges could collaborate to deliver the same services at multiple sites;
3. All colleges involved could deliver specific parts of the service(s).

Case 2 – If a customer contacts your college for contracted services and that customer has sites that exist only outside your district boundaries but within the State of Wisconsin, it is the responsibility of the district being contacted to inform the customer that they are within the boundaries of another WTCS district and that the services may be available within that district. This notification should take place with the first contact and should also be included in any written correspondence. It should include the name and contact information of the in-district contact person.

Case 3 - If the customer has indicated a college preference, this will be discussed between the two districts and a decision will be made as to how the contract will be delivered. It is the intent that the customer's preference(s) will be honored.

Case 4 – The district college contact person shall be notified of any services delivered within his/her district boundaries by another WTCS college. According to WTCS 8.03(1) it is required that notification is made within 30 days of the execution of the contract, however, it is the intention of this protocol that contact and notification shall be made prior to the delivery of services.

For the purposes of operating this protocol, each college president will appoint a contact person and notify the chairperson of the Workforce Training and Economic Development Subcommittee who it is. It will be the responsibility of the chairperson to maintain the list, communicate the contact person's name to each district, update the protocol, and monitor its use and effectiveness annually.

WTCS Protocol for Health Care Clinical Instruction Over District Boundaries

- **New and Expanding Programs**
- **When a District Does Not Offer A Program**

Date 5/05
Effective Date: 7/1/05

It is the intent of this protocol for WTCS districts to better serve Wisconsin health care employers by providing clinical experiences to students in a variety of health care settings, to avoid over-crowding of clinical sites, to collaborate professionally with neighboring colleges, and to achieve the goals of all districts when possible. This protocol will provide the expectations for inter-district communication and cooperation that will result in fair distribution of opportunities while maintaining a professional image for the WTCS system in the eyes of the health care community.

Situation #1: When new or expansion of current health care programs are being considered by WTCS districts, use of clinical facilities in other districts will not be assumed. The following steps will be used to ensure that communication between WTCS districts occurs, and to prevent health care employers from being put in uncomfortable positions:

District A – college wishing to use clinical sites in another district due to the desire to expand a current or create a new program.

District B – college targeted by the expanding college to share or use clinical sites

District C – college not currently providing a program and whose district is served by another district.

Step 1 – Assess the Plan to Create or Expand a Program

When a district (District A) plans to expand a current program or create a new program, the district will assess the numbers of students they expect to serve under the plan.

The district will assess the ability of their local in-district health care facilities to provide clinical sites for the projected number of students. Communication with the clinical sites including consideration of creative scheduling should be documented by the local district Dean of Health Programs.

Step 2 – When Additional Sites are Needed

The Health Programs Dean of District A who is designing the new or expanding program will communicate with other out-of-district WTCS colleges (District B) Health program dean(s) if the need for additional clinical sites in their district(s) exists. The communication will include:

- Accurate information regarding number of students
- A list of the targeted site(s)
- Days and times of clinicals
- Previous efforts to work creatively with their local health facilities to accommodate the students

The District B health programs dean(s) will provide the District A dean in writing, the following (if the information is available):

- Information on locations, hours, and numbers of students assigned to clinicals at the targeted sites.
- Plans for expansion or new program development on their part that will reduce the availability of the targeted clinical sites, and timelines for these activities
- The knowledge of any other programs in the district and their expansion plans including WTCS colleges, UW, or other colleges or private schools.

The quality of the educational experiences of these students will remain the priority for the involved WTCS districts.

Step 3 – WTCS District Collaboration

The WTCS deans involved with the potential clinical site sharing arrangement will determine if additional students are possible at the targeted site(s). Creative scheduling and other methods of accommodating students will be discussed.

If the deans determine that site availability would jeopardize existing student experiences (including the students from non-WTCS colleges and universities) or that District B's expansion plans require the clinical sites, the targeted facilities will not be available to District A. No further action is needed.

If creative scheduling might allow the sharing of the clinical sites, both college deans will present the concept to the health care facility(ies) to demonstrate collaboration and answer questions the employer may have. The presentation will include:

- details of the plan
- rationale
- advantages and potential disadvantages
- communication of a trial period at the end of which an assessment will be completed by all parties involved. (See Step 6)

These procedures should follow the Educational Services Manual for Shared Programs.

Step 4 – Health Care Facility Decision

WTCS districts should keep in mind that even though they believe the clinical facility can handle additional students, the additional stress on the facilities system may prevent the health care facility from agreeing to the joint proposal. The health care facility will have the final decision which will be honored by the involved WTCS districts.

Step 5 – Sharing Clinical Sites

Each February, the out-of-district WTCS college will communicate with the local college the need for the targeted facility(ies).

Program expansion or development on the part of the District B will be discussed during the February communication. District B's need for the clinical sites will take priority over the

guest district A and will be determined and communicated in writing no later than February of every year.

Local district and out-of-district health program deans and clinical sites involved who are impacted by the start-up of a local program will work together to provide smooth exit.

Step 6 – Assessment of the Situation

At the end of the trial period (1 year or 1 semester) the success will be evaluated with input from all involved districts and the health care facility. If the employer believes there are too many students, District A will propose a compromise if possible or remove the students at the end of the semester for the next years' clinical cycle.

Situation #2: When a district does not offer the program:

- Districts who have been serving another district will be considered the local district (and in this context, District B) and the previous steps will be followed.
- Districts who have not been served and who do not offer a program (District C) will be contacted by any WTCS district (District A) targeting their clinical facilities to learn of District C's potential plan for same program development or to learn of other colleges who are in the process of serving the district.
- The District C, the local district will coordinate the resolution between the area colleges who are serving the district which may include splitting the district geographically or by health care organization should the organization have multiple facilities.

It is the responsibility of the health deans to review this procedure with their staff at least annually to reinforce the spirit of collaboration between colleges.