

Chabot College  
**MEDICAL ASSISTING PROGRAM**  
**CLINICAL AFFILIATION AGREEMENT**

The Chabot College Medical Assisting Program enters into this agreement with:

NAME: Dr. Olivia Butt

ADDRESS: 501 S. Shore Ctr. W., Ste D  
Alameda, CA 94501

Email: [butt.oliviamd@gmail.com](mailto:butt.oliviamd@gmail.com)

Phone #: 510-864-4800

This agreement is to provide identified clinical learning experience for the students in the Medical Assisting Program at Chabot College

**THE CLINICAL SITE AGREES TO:**

Supervise the students involved in clinical practice by:

1. Assigning students to meaningful learning activities which meet the agreed upon program learning objectives.
2. Observing and assisting students' clinical learning and performance
3. Evaluating students' clinical performance.
4. Providing a clinical orientation for students.
5. Providing an environment and resources within the facility to support learning activities for students.

**THE STUDENT MAY NOT RECEIVE PAY/COMPENSATION, AND MUST NOT BE A SUBSTITUTE FOR A REGULAR EMPLOYEE DURING THE CLINICAL EXPERIENCE.**

**THE COLLEGE AGREES TO:**

1. Provide Worker's Compensation and for each student.
2. Professional liability insurance coverage for each student
3. Provide the necessary record forms and related materials required by each student during the clinical experience.
4. Provide each student with fundamental knowledge of the health profession, medical ethics, confidentiality, and professionalism prior to entry into the clinical area.
5. Require each student to be in acceptable dress, including student photo ID and to abide by the policies of the clinical affiliate.
6. Plan a student rotation schedule including dates, number of students, required hours, and recommended activities for each student.
7. Provide at minimum of one visit per rotation period each semester by the clinical coordinator to each clinical facility in order to coordinate the didactic and clinical experiences; and foster effective communication between the college and the clinical educator/supervisor.
8. Insure that students provide current background check, health history, medical exams and appropriate immunizations per site requirements.

- 9. Provide the clinical site with medical assisting instructor’s contact information so they can be reached at any time when a student is on site.
- 10. Problems with individual students during clinical experience should be brought to the attention of the medical assisting instructor as soon as possible.
- 11. Attempts should be made with options to resolve the issue of the student's performance or to remove the student from the clinical site if the problems are unresolved.
- 12. Advise students that the practicum is unpaid and that the student must provide their own transport

This agreement may be reviewed every year and amended by mutual consent.

**Effective until June 15, 2024 unless revoked by either party**

The parties agree that they will comply with all terms and conditions of the governing Clinical Education Agreement, including ATTACHMENT A, which is hereby incorporated.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the Effective Date by their respective duly authorized officers.

**Chabot Las Positas Community College  
District**

**Dr. Olivia Butt**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name:

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

Title: **Vice Chancellor, Business Services**

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_