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**UMDNJ**  
UNIVERSITY OF MEDICINE &  
DENTISTRY OF NEW JERSEY

For Legal Review

**CONTRACT APPROVAL FORM**

Date: 7/24/09

JUL 29 2009

UMDNJ  
Office of Legal Management

Vendor Name: Saint Michaels Medical Center

Requisition#: R 11902458

Contract#: e10 - 087

Bid/Waiver#: \_\_\_\_\_

Buyer JMT

Comments: 6/14/2010 Clinical Training

*Order forms to sign*

*WJ 7/29/09*



Division of AIDS Education  
Center for Continuing and Outreach Education

### Memorandum of Agreement

**University of Medicine and Dentistry of New Jersey, Center for Continuing and Outreach Education, Division of AIDS Education (CCOE-AIDS Division)**

**And**

**Saint Michael's Medical Center, Peter Ho Clinic  
(SMMC)**

SMMC and CCOE-AIDS Division share a commitment to provide relevant and appropriate clinical training to Physicians, Advanced Practice Nurses, Nurses, Physicians Assistants, Pharmacists, Dentists and other Oral Health Providers who serve individuals living with HIV/AIDS. CCOE-AIDS Division has a subcontract with Columbia University to provide clinician education and training in HIV/AIDS as the northern New Jersey local performance site of the NY/NJ AIDS Education and Training Center (AETC) for the period July 1, 2009-June 30, 2010.

Whereas SMMC is named as a consulting faculty institution in the above named subcontract, and whereas SMMC has a recognized HIV/AIDS clinical care practice: SMMC agrees to provide training for physicians through a structured HIV Clinical Practicum program. This HIV Clinical Practicum shall provide observational experience for the above stipulated disciplines in the diagnosis, treatment, and prevention of HIV/AIDS and related conditions within a high volume HIV clinical care setting.

A. The SMMC Medical Director or designee agrees to the following:

- Assess the HIV/AIDS clinical training needs of individual preceptorship/mini-residency participants identified by SMMC and assigned by the CCOE-AIDS Division for training.
- Customize an education/training response to the participant's discrete needs, comprised of a didactic component and a guided clinical experience of no less than (3.5) hours or more than thirty-five (35) hours.
- Conduct a post practicum preceptor/participant assessment consultation for the purpose of documenting pre-post practicum changes in the participants HIV/AIDS knowledge, skills, and service delivery.
- Attest to the completion of the HIV Clinical Practicum, as designed, for continuing education award (no credits will be issued after completion of this preceptorship).

B. The SMMC Medical Director may be requested to:

- Attend one - two meetings per year, convened by the CCOE-AIDS Division, for the purpose of coordinating, evaluating, and improving the preceptorship/mini-residency program.
- As mutually agreed between the Clinical Director and the CCOE-AIDS Division's Clinical Training Specialist, represent the CCOE-AIDS Division's preceptorship/mini-residency program at national or international HIV/AIDS conferences.
- Assist in marketing the preceptorship/mini-residency program among professional associations and societies
- Complete necessary paperwork for the timely matriculation of participants through the HIV Clinical Practicum.
- Notify the CCOE-AIDS Division of changes in clinic professional staff that could impact on the Clinical Practicum program.

C. The CCOE-AIDS Division's Clinical Training Specialist will:

- Coordinate preceptorship/mini-residency dates and times with medical director and/or designee
- Directly communicate with individuals completing each preceptorship/mini-residency and/or designee to assess and provide for their educational and logistical needs and to facilitate completion of all required paperwork
- Request that clinical director and/or designee assist in distribution and/or collection of required paperwork when Clinical Training Specialist is unable to attend the program in person to do so.

D. Both agencies agree to:

- Maintain open communication in order to discuss, explore and resolve problems and/or opportunities that arise as a result of this collaboration
- Abide by federal and state laws requiring services be delivered without regard to race, gender, creed, religion, sexual orientation or national origin.

E. Both agencies recognize that:

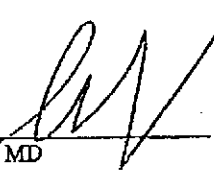
- This agreement may be modified or amended at any time, by mutual agreement of authorized persons of both programs
- This agreement shall be in effect for training from the period beginning July 1, 2009 and may be terminated by either program upon thirty (30) day written notice, and will be terminated should either program fail to maintain its present authority, standards or program obligations, or June 30, 2010, whichever occurs first.

Fee for Service

July 1, 2009 – June 30, 2010 CCOE-AIDS Division agrees to pay the SMMC a rate of \$500.00 per HIV Clinical Practicum trainee under the following conditions:

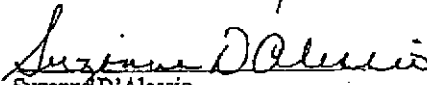
1. Each participant must have completed his/her scheduled practicum training, ranging from 3.5-35 hours, depending upon each individual participant's needs, as triaged by the CCOE-AIDS Division's Clinical Training Specialist
2. All other required training documents must be provided to the CCOE-AIDS Division's Clinical Training Specialist within 5 business days after the completion of each training.
3. Reimbursement will only apply to those participants who have been triaged through the CCOE-AIDS Division.

The Medical Director and/or designee agree to submit a Quarterly invoice (9/09, 12/09, 3/10, and 6/10) to the CCOE-AIDS Division documenting the total number of completed trainings within that Quarter (at a rate of \$500/participant) in order to be paid for services rendered. The total fees that can be expended by CCOE-AIDS Division to the SMMC under this agreement will not exceed \$5,000 (10 participants) for the 2009-2010 grant period, without an amendment to this agreement being required.

  
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Steven Smith, MD  
Director,  
Center for Clinical  
Saint Michael's Medical Center

Date:

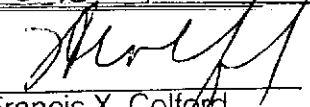
6/11/09

  
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Suzanne D'Alessio  
Director, Operations  
University Council for Continuing and Outreach Education  
Division of AIDS Education

Date:

6-15-09

  
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Approved As To Legal Form

  
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Francis X. Colford  
Vice President for  
Finance and Treasurer