**RFQ Scope of Work**

**Sponsored Clinical Pastoral Education for Student Chaplains**

**Overview**

The Indiana State Psychiatric Hospital Network (ISPHN) which includes Evansville Psychiatric Children’s Center, Evansville State Hospital, Madison State Hospital, Logansport State Hospital, Richmond State Hospital, and NeuroDiagnostic Institute is seeking a qualified educational institution or training provider to sponsor student chaplains for clinical pastoral education within its facilities.

Under this arrangement, the selected vendor will pay ISPHN a per-student fee in exchange for supervised, standards-based training provided by our nationally board-certified Chaplain Educator. This partnership offers student chaplains a unique opportunity to gain hands-on experience in a state psychiatric hospital setting while fulfilling the educational and accreditation requirements of their program.

The ISPHN Chaplain Educator is nationally board certified by the Institute of Clinical Pastoral Training (ICPT). Therefore, all bidders must be qualified to train and educate students in accordance with ICPT standards.

**Contractor and ISPHN agree to:**

1. No student or faculty member shall be discrimination against on the basis of race, color, creed, sex, religion, age, national origin, or disability in any aspect of this program.
2. Students and faculty affiliated with the Contractor are not employees or agents of the ISPHN. Accordingly, they are not entitled to wages, workers’ compensation, medical or liability insurance, or any other employee benefits for activities related to the clinical experience provided for under this agreement. Any exceptions to this clause must be approved by the state ethics commission.
3. Both parties will maintain open and ongoing communication to ensure mutual understanding of roles, expectations, and responsibilities of both institutions in providing education for students. Any plans, concerns, or changes will be discussed with designated representatives.
4. Students and faculty must comply with all ISPHN and hospital-specific policies and procedures.

**Contractor agrees to:**

1. Submit requests for utilization of ISPHN facilities by students in a timely manner for consideration by hospital management, customarily within three to twelve months prior to each academic term (semester/quarter).
2. Ensure and furnish evidence that each student is in good academic standing and has completed a physical exam, tuberculosis screening (dated within one year of placement), and is current on vaccination. The Contractor shall complete a criminal background check for each student, and the results made available to the ISPHN upon request. Students who do not meet these requirements will not be permitted to participate in clinical nor any other educational functions within the ISPHN.
3. Confirm that each student has completed an educational program related to Health Insurance Portability and Accountability Act (HIPAA). Ensure that all faculty and staff understand the importance of maintaining the confidentiality of all information related to patients and patient records.
4. Maintain accreditation as required by all relevant regulatory agencies.
5. Ensure students carry professional liability insurance with coverage of at least $1,000,000.00 per person and $3,000,000.00 per occurrence.
6. Retain responsibility for the education of students and designate a point of contact for ISPHN.
7. Disseminate all pertinent ISPHN regulations, policies, and procedures to students and faculty engaged in the educational program.
8. Immediately remove any student from the program at ISPHN’s request due to unsatisfactory performance or other concerns deemed appropriate.
9. Consult with ISPHN’s designated liaison before implementing changes to the educational experience.
10. Maintain ultimate authority and responsibility for the students’ educational experiences.
11. Follow ISPHN’s policy regarding cell phone usage in the facility. Personal use of cell phones or other audio/visual equipment is prohibited in common areas where patients are present.

**ISPHN agrees to:**

1. Accept students based on available staff, time, and space as determined by ISPHN representatives.
2. Maintain accreditation by the Joint Commission and uphold patient care standards required by all relevant regulatory agencies.
3. Designate liaison personnel to coordinate with the Contractor.
4. Provide orientation for faculty and students (see Attachment A).
5. Retain ultimate authority and responsibility for client/patient care.
6. Supply personal protective equipment (e.g., gloves, masks) affording students the opportunity to practice safe clinical practices, standard precautions, and other safety procedures.
7. Administer necessary and available on-site first aid care. Students are responsible for any associated costs unless another party is deemed liable.
8. Grant access to designated parking, assigned conference rooms, and food services available to hospital staff to the Contractor’s faculty and students, while participating in the education program.
9. Provide direct feedback to students throughout the internship.
10. Provide documentation and/or evaluations of student attendance and performance upon request.

**Deliverables**

Bidders must submit:

1. Per-Student Sponsorship Fee. The amount the vendor will pay ISPHN for each student placed in the program.
2. Maximum Student Commitment. The highest number of students the vendor intends to sponsor during the contract term.

**Attachment A**

**Indiana State Psychiatric Hospital Network**

**Mandatory Student Orientation**

The orientation (length/depth to be determined) will be led by ISPHN staff and is designed to provide a comprehensive understanding of the services provided by the network, the populations served, and the role of students in the facility during this experience.

As part of the orientation, students will participate in a guided tour of the facility and engage in discussion covering the following topics:

* ISPHN Mission and Values
* Patient Confidentiality and HIPAA compliance
* Inappropriate Interactions with or in the Presence of Patients
* Code of Conduct
* Patient Rights
* Human Rights Complaint Report
* Workplace Harassment Prevention
* National Patient Safety Goals
* Environment of Care/Hospital Safety
* Dress Code
* Cell Phone policy
* Use of Tobacco Products
* Vehicle Parking
* Meal Eligibility
* Use of Keys/Electronic Badges/Parking
* Patient Privileges/Folders
* CPR – Cardiopulmonary Resuscitation
* Crisis Intervention Training
* Emergency Procedures
* Falls Prevention