

AHSC CONTRACTING

Who we are:

- ▶ **Darlene Vanover, CP, Contracts Administrator**
 - Direct Line – (520) 626-2264

- ▶ **Shannon Edwards, Contracts Analyst**
 - Direct Line – (520) 626-1422

- ▶ **Annette Gallardo, Contracts Analyst**
 - Direct Line – (520) 626-1163

- ▶ **Phoenix Contract Liasion:**
- ▶ **Mina Herandez, Contracts Analyst**
 - Direct Line – (602) 827-2227
 - Please contract Mina directly for COM-Phoenix contracting needs.

Where we are located:

Arizona Health Sciences Contracting Office

1501 North Campbell, Room #1104

P.O. Box 245171

Tucson, Arizona 85724-5171

Phone: (520) 626-2264

Fax: (520) 626-6588

Our Web Address:

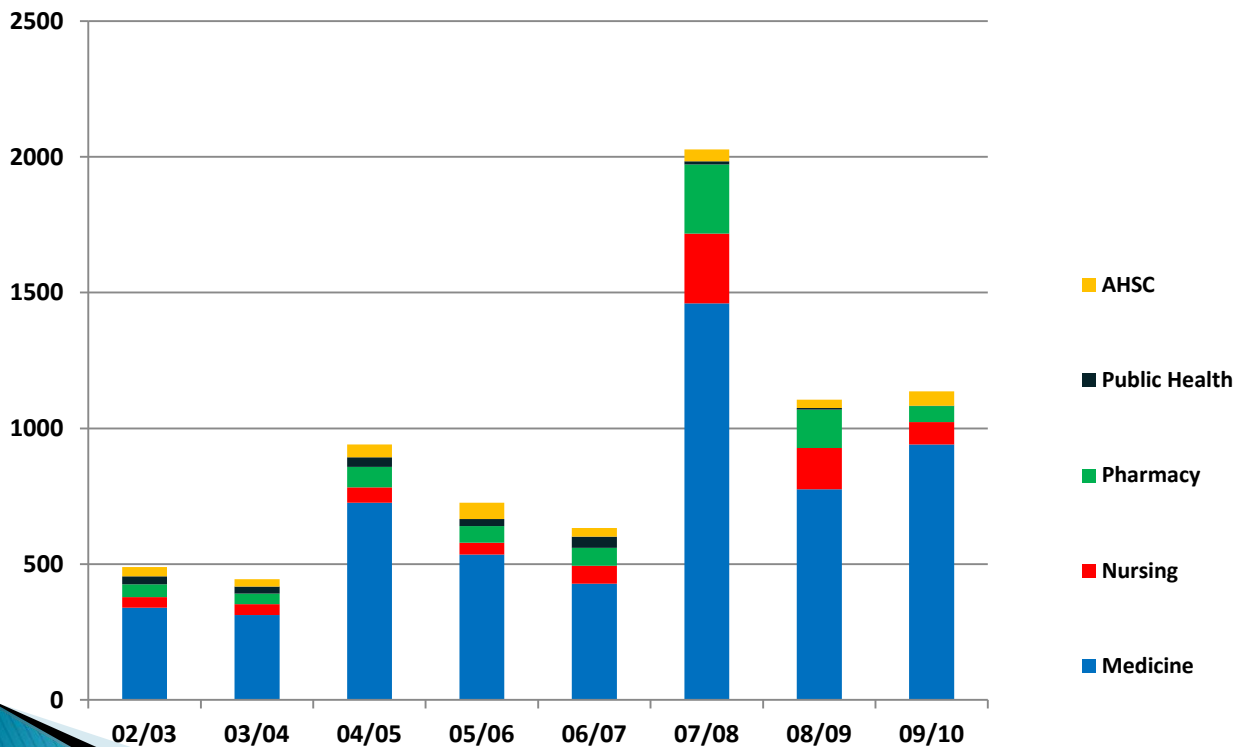
<http://www.ahsc.arizona.edu/contracting/>

Purpose...

The Health Sciences Contracts Office, which is now part of ORCA, acts as a liaison for the four “health science” colleges which consist of Medicine, Nursing, Pharmacy and Public Health in the development, construction and negotiation of contracts between these colleges and outside agencies necessary to carry out the teaching and public service programs of the Colleges.

The Contracts Office is responsible for all educational agreements and non-clinical, services- related contracts for the four Colleges and their programs. We work closely with the following University offices as applicable: AHSC and Campus Attorneys Office, ORCA (Office of Research and Contracts Analysis), Procurement and Contracting, UA Risk Management and Safety, Graduate Medical Education-UA, GME-UPHK, Residency Program Directors and Coordinators, Academic Affairs, and Student Records.

Total Number of Contracts by Year and College



Useful Information

Our office implements various types of agreements and we have provided some brief explanations below of those agreements that are typically processed through our office.

Types of Agreements

- ▶ **To address situations where an affiliate provides supervision to UA health sciences students (“Program Participants”):**
 - Affiliation Agreement – “bricks and mortar” a physical location/building. ***This agreement documents the association between the UA and the facilities being used to provide clinical training.*** (i.e. agreements between a University of Arizona Health Sciences College and Carondelet, UMC or TMC). In an affiliation agreement, Program Participant will be at the physical location/site and is only covered at that specific location.
 - Preceptor Agreement – “person” agreement. ***This agreement documents the association between the University and an individual (usually a community physician).*** The Program Participant can accompany the preceptor to any of their worksites. (e.g. Program Participant is assigned to Dr. X, Program Participant goes to Dr. X’s private practice in the morning, then accompanies Dr. X to various hospitals to see patients who are hospitalized)
 - Site Preceptor Agreement – a “hybrid agreement” combining the physical location of the affiliation with the mobility of the preceptor. ***This agreement documents the association with a group practice, that based on the nature of the specialty is often at various worksites.*** The Program Participant can accompany any of the licensed physicians of the practice to any of their worksites at which they have admitting privileges. (e.g. University Orthopedic Specialists)
- ▶ **UA Provides Supervision**
 - Incoming Training Agreements – *An agreement strictly for incoming program participants from other Universities/Programs to participate in a training experience offered by the UA.*
 - Site Rotation Agreements - “UA supervision” agreement that specifically states UA is responsible for the supervision of the Program Participants. ***This agreement documents the association of the use of the site with UA faculty providing the supervision.*** The Program Participant is the responsibility of UA faculty and not under the supervision of the site personnel.

To initiate an agreement please visit our website [<http://www.ahsc.arizona.edu/contracting/>] in order to download the appropriate form required. Once the proper form is completed please either forward via email to dvanover@email.arizona.edu, fax to 520-626-6588, or send via campus mail to P.O. Box 245171.

Useful Information (Continued..)

Some additional useful information that we feel is necessary to share are certain miscellaneous contracting terms that are used when contracting with outside entities. These terms are as follows:

- ▶ **Affiliate** – the other party that we are contracting with.
- ▶ **Site** – the physical location of the Affiliate.
- ▶ **Contract or Agreement** – a promissory document between two or more persons or entities (parties) that creates a legal relationship. Contracts/Agreements contain all the legal language and standard obligations and responsibilities (aka “general provisions”) that generally do not change (often relatively vague language).
- ▶ **Exhibit** – a document in proof of facts, or otherwise connected with the subject matter and which is identified and attached to the report/file/contract (aka “attachments”)
- ▶ **Special Provisions** – similar to an exhibit in that it is attached to the agreement however these are incorporated and made a part of the agreement. We use these in place of program letters for ACGME purposes.
- ▶ **Program Participant** – term used to describe any health sciences students classified as either externs, interns, residents or fellows from the University.
 - Extern – A student who is participating in an educational program when part of the program’s curriculum requires external practical or field training; generally classified as a clerkship.
 - Intern – A graduate student or postgraduate trainee who is serving in an advanced program generally at a single training site for one year or less.
 - Resident – A graduate student or postgraduate trainee who is serving in an advanced practicum or training, generally in pursuit of a professional specialty board certification. Training periods may be six months to many years in duration.
 - Fellow – A graduate student or postgraduate trainee who is serving in an advanced, highly specialized training program which is generally less than three years in duration.