

**AFFILIATION AGREEMENT**

THIS AGREEMENT, made this 14<sup>th</sup> day of Oct., 1994, by and between the Jefferson County Department of Health, hereinafter referred to as "JCDH", and the School of Public Health of the University of Alabama at Birmingham hereinafter referred to as "SPH".

**WITNESSETH:**

WHEREAS, SPH recognizes the intimate link that necessarily exists between academic public and public health practice, as well as various shared benefits that result from such a link, the JCDH and the SPH enter into this Affiliation Agreement. The fundamental purpose of the Agreement is to establish a framework that will strengthen and enhance an existing, mutually beneficial relationship between the JCDH and the SPH. The ultimate objective will be to enhance the practice of public health by facilitating collaboration on educational programs for students and public health workers as well as fostering collaborative research. In addition, given that the JCDH and the SPH each represents a unique resource, this Agreement is intended to facilitate technical assistance and consultation that each of the parties can provide the other.

NOW, THEREFORE, in consideration of the premises, the following general areas of collaboration will be hereto addressed as follows:

**1. Scope of Activities**

**A. General**

1. Personnel provided under this Agreement, shall be identified by name to the other institution.

**B. SPH/JCDH Advisory Committee**

1. The Health Officer of the JCDH shall elect 3 staff and the Dean of the SPH will select 3 faculty to serve as the SPH/JCDH Advisory Committee to advise the Dean and Health Officer concerning interactions between the entities. The Advisory Committee will work to foster a close working relationship between the SPH and the JCDH, will oversee activities relative to this Agreement, and will submit their recommendations for action to the Dean of the SPH and the Health Officer of JCDH for approval. The SPH/JCDH Advisory Committee will elect co-chairpersons, one person representing the SPH and one representing the JCDH. A minimum of one (1) meeting of the SPH/JCDH Advisory Committee will be convened annually to review the status of interactions between the two agencies over the preceding year of the Agreement and to suggest modifications to the Agreement for the upcoming year. Any modifications approved by the JCDH and SPH will be incorporated into a new Agreement. Business by the Committee will be conducted on a consensus basis.

**C. Faculty/staff Appointments**

1. The SPH may from time to time request that JCDH staff become adjunct faculty at which time the SPH shall provide the JCDH with written descriptions of the qualifications and expectations required for appointment of adjunct faculty, as well as other terms of such appointments.

2. The SPH and the JCDH shall jointly establish a mechanism whereby JCDH candidates for adjunct faculty appointments are identified and mutually selected. The



process for formally reviewing and approving such appointments and the faculty rank of the appointee will be that which is in existence within the SPH and the University.

3. The SPH may notify the JCDH in writing each time an adjunct appointment of a JCDH staff member is made, which can occur at anytime during the academic year.

4. The JCDH may notify the SPH of opportunities for SPH faculty to participate on JCDH committees, advisory boards and other entities as such needs/opportunities arise.

5. The SPH may survey its faculty each year to determine which faculty have an interest in JCDH appointments. The JCDH and SPH will jointly establish a mechanism for matching willing and appropriately qualified faculty with the appointments the JCDH wishes to make. Terms and responsibilities of such appointments will be determined by the JCDH.

6. Unless otherwise agreed upon by both parties, adjunct faculty appointments of JCDH staff and appointments of SPH faculty to JCDH advisory positions will not involve remuneration of the appointees.

#### **D. Faculty/Staff Exchanges**

1. SPH and JCDH agree to identify candidates from SPH faculty who have an interest and are appropriate for assignment to responsibilities at JCDH and SPH respectively for a minimum period of one (1) academic term and shall mutually agree in advance as to the extent and specific type of involvement of the candidates from the respective entities and the status and privileges afforded to them at the host facility.

#### **E. Student Activities**

1. Practica - Practica encompass an array of opportunities categorized as either Internships or Field Projects. Internships are extended paid or unpaid assignments at JCDH during which students receive academic credit on either a required or elective basis depending upon SPH stipulations. Field projects are shorter duration assignments at JCDH addressing specific interests for which students earn academic credits as well. They generally are unpaid assignments.

a. Internships: The Dean of the SPH or designee will assign two (2) faculty to collaborate with two (2) staff assigned by the Health Officer of JCDH in devising and periodically reviewing procedures for selecting qualified students to participate in internships as governed by Rules and Regulations of the Personnel Board of Jefferson County. These persons will be designated as the Internship Committee. The Dean of SPH will designate one of the SPH faculty selected for the committee to convene meetings. Meetings will occur at least once yearly, and business will be conducted on a consensus basis.

b. Field Projects: Chairpersons or designees of the Departments within the SPH may arrange with the Health Officer of JCDH or designee, placement of qualified students for field projects at JCDH. Responsibility for determining project tasks and evaluating the students will be shared by the chairperson or designee and the field project supervisor at JCDH. Students participating in field projects will be unpaid and receive elective credit for the rotation at JCDH under terms established by the SPH.

2. Language Translation Services: SPH will collaborate with JCDH in establishing a language translation service which will include verbal translation and translation of written materials for clients/patients seen at JCDH. Multi-lingual students with fluency in second languages or international students with graduate level fluency in English will be enlisted to



provide these services. Services will be both planned (written translation) and episodic (verbal communication when clients appear in clinic). Terms of reimbursement will be devised once these services are developed.

3. Job Placement: The Health Officer of JCDH or designee will collaborate with the Associate Dean or designee from SPH to advertise available employment opportunities at JCDH that may be of interest to recent graduates. JCDH will submit available job opportunities once quarterly through established mechanisms by the SPH, with the name of a JCDH contact and instructions regarding application.

#### 4. Technical Assistance and Consultation

1. The SPH may offer consultation and technical assistance to JCDH on a paid, unpaid, or exchange of service (quid pro quo) basis and will be determined by the SPH and JCDH on the basis of priorities communicated by the SPH and JCDH to the SPH/JCDH Advisory Committee. Methods for developing technical assistance will be established by the SPH/JCDH Advisory Committee. Members of the SPH/JCDH Advisory Committee, representing the interests of the SPH and JCDH, will recommend the method of remuneration, if any, to the Health Officer of JCDH for consideration by the Board.

2. The JCDH will offer curriculum review and consultation relative to SPH operations when solicited by the SPH.

#### G. Research Collaboration

1. The SPH shall encourage its faculty to engage in collaborative research with the JCDH in areas of mutual interest. Likewise, the Board shall encourage the managers in its service areas to strongly consider involving the SPH in research opportunities which may present themselves.

2. The SPH and JCDH through the SPH/JCDH Advisory Committee shall devise methods of communicating the research interests of both parties through committee meetings and electronic bulletin board exchanges. SPH faculty and JCDH staff will be encouraged to develop these interactions with their counterparts. The SPH/JCDH Advisory Committee will propose mechanisms for developing, maintaining and overseeing progress toward these interactions.

3. Research agreements will appear as separate agreements between the JCDH and the SPH and shall enumerate the responsibilities of each party. Each agreement shall specify the scope of services and deliverables consistent with the purposes and objectives of the Agreement.

#### H. Information Exchange

1. The SPH and JCDH will agree upon and establish specific mechanisms for sharing information on a regular basis. This communication will pertain to current activities, potential areas of research collaboration, student opportunities, training and consultation needs and other categories of information deemed relevant.

2. The JCDH/SPH Advisory Committee will annually assess the effectiveness of communication between the two parties and recommend appropriate modifications when indicated.

2. **Payment.** This Agreement does not involve the exchange of money between the parties hereto, except where agreed upon by mutual consent for specific activities.

**IN WITNESS THEREOF**, the parties hereto have hereunto signed their names and affixed their seals on the day and year first written above.

**JEFFERSON COUNTY BOARD OF HEALTH**

By Carole W. Samuelson, M.D.  
Carole W. Samuelson, M.D.  
Health Officer

**THE UNIVERSITY OF ALABAMA AT BIRMINGHAM  
SCHOOL OF PUBLIC HEALTH**

By O. Dale Williams  
O. Dale Williams, Ph.D., M.P.H.  
Dean, School of Public Health