

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

ADMINISTRATIVE

SUBJECT: CONTRACTS AND AGREEMENTS

REVIEWER(S): President*
Manager of Business Operations
Dean of Student Services and Enrollment Management

POLICY

Carolinas College of Health Sciences will demonstrate sound ethical, fiscal, and educational practices when entering into contracts or binding agreements. This policy supplements the tenets and procedures outlined in the identified Atrium Health administrative procedures.

PURPOSE

- A. The College may enter into contracts or other agreements with educational institutions, hospitals and healthcare institutions, state or federal agencies or other entities as deemed appropriate by the president or board of directors.
- B. Only the president or his/her designee may sign a contract or agreement binding the college. This includes contracts and agreements for goods and services to be provided by or to the college. Unauthorized college staff will not sign any contract, agreement, license, purchase order, memorandum of understanding, lease or any other potentially binding document on behalf of the college.
- C. Persons wishing to enter into negotiations for contracts or agreements such as those described above must have the cooperation and approval of every department or program which will be directly or indirectly involved in the performance of the contract.
- D. Generally, the College provides educational opportunities through three broad categories of agreements: consortia relationships, clinical contracts and contracts for services.
 1. Consortia relationships are defined as agreements entered by Carolinas College and a group of institutions or entities that act as one agency for the benefit of all the institutions or entities in the execution of educational or other opportunities.
 2. Clinical contracts are defined as agreements entered between Carolinas College and hospitals, health care institutions and other entities for the sole purpose of providing clinical learning opportunities and experiences in both an instructor-led format and/or a precepted format.
 3. Contracts for services are agreements entered into between Carolinas College and a vendor for the purpose of providing services, resources or technology needed by students or teammates. An example would be a contract for library services or corporate services.
- E. No contracts or agreements will be entered into which represent, create or are influenced by personal relationships, undue influence from an external entity, personal bias or personal gain.
- F. All contracts and agreements entered into will represent decisions made to benefit the educational process and will demonstrate the highest standards of integrity.
- G. In matters of significant liability, monetary value or risk exposure, the president will request review and opinion from the Atrium Health General Counsel or outside counsel, as warranted and/or approval of the board of directors.
- H. The Contracts and Agreements policy and procedure will be reviewed bi-annually.

Adopted 4/09; Reviewed 6/11, 8/13, 12/15; Revised 7/11, 10/17, 6/18, 8/18, 5/20,1/23,5/25

* Denotes primary reviewer.

REFERENCES

Related Policies to Consult

Carolinas College: Provision of Services

Atrium Health:

ADM 280.00 Approval Authority Policy Statement

ADM 280.01 Authority to Approve and to Execute Resource Commitments

ADM 280.04 Contracts Requiring Legal Review for Payment

COR 40.00 Corporate Compliance Policy Statement

MM 300.00 Materials Resource Management Policy Statement