

FIRST RENEWAL OF STUDENT AFFILIATION AGREEMENT

This First Renewal of Student Affiliation Agreement is entered into by and between Laredo Texas Hospital Company, L.P. d/b/a Laredo Medical Center ("Facility") and Laredo College ("School") as of the dates below each party's respective signature lines but is effective as of 01/15/2026 ("Effective Date").

WITNESSETH:

WHEREAS *Hospital* and *School* are parties to the certain Student Affiliation Agreement effective 01/15/2021 (the "Agreement"), as amended 03/05/24; and

WHEREAS the Agreement is expected to expire on 01/14/2026; and

WHEREAS *Hospital* and *School* wish to amend and renew the Agreement as follows.

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein and in the Agreement, the receipt and sufficiency of which are acknowledged, it is hereby understood and agreed by the parties as follows:

1. The term of the Agreement, including the initial term and any renewal periods, is hereby extended for an additional thirty-six (36) months through 01/14/2029 ("Extended Term").
2. The Student Affiliation Agreement Face Sheet is hereby amended as follows:

Type of Student (i.e., Clinical, Administrative, etc.):

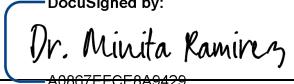
1. Associate Degree Nursing
2. Bachelor of Science in Nursing
3. Vocational Nursing
4. Emergency Medical Technician Services
5. Paramedic
6. Physical Therapist Assistant
7. Radiologic Technology
8. Diagnostic Medical Sonography
9. Medical Assistant
10. Patient Care Technician
11. EKG Technician
12. Phlebotomy Technician
13. Medical Administrative Assistant
14. Medical Billing & Coding

3. ADDENDUM 1 and 2 are hereby replaced by ADDENDUM 1-A and 2-A attached hereto and incorporated herein by reference.
4. All other provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the *Hospital* and *School* have executed this First Renewal of Student Affiliation Agreement effective as of the Effective Date.

School:

Laredo College

By: 
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Printed Name: Dr. Minita Ramirez

Title: President

Date: 1/8/2026

By: 
2383BB0E08EF43E...

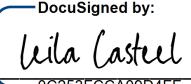
Printed Name: Dr. Marisela Rodriguez Tijerina

Title: Provost/Vice-President of Academic Affairs

Date: 1/7/2026

Hospital:

Laredo Texas Hospital Company, L.P.
d/b/a Laredo Medical Center

By: 
0C253FCCA09D4FF...

Printed Name: Leila Casteel

Title: Sr. Director, Nursing Education & Professional De

Date: 1/7/2026

STUDENT AFFILIATION AGREEMENT – ADDENDUM 1-A
Patient Care Duties To Be Provided By Students

TYPE OF PROGRAM:
Community College

ACADEMIC LEVEL:
Freshman
Sophomore

EXPERIENCE LEVEL:
Beginner/Basic
Some Experience
Advanced

1. ASSOCIATE DEGREE NURSING

- i. Adhere to Hospital policies.
- ii. All Students will have proven skills competency prior to performance of skills in the Hospital rotation.
- iii. All medications must be verified and co-signed by the clinical instructor or licensed RN.
- iv. Assess, plan, implement, and evaluate client care under the supervision of instructor or RN.
- v. Prepare appropriate equipment of various procedures and treatments as directed by the instructor or RN.
- vi. At the instructor's discretion, selected licensed personnel may supervise those Students who have previously demonstrated competency. The Student with supervision of instructor or RN personnel may administer those medications approved by the Hospital administration as safe for a Registered Nurse to give.
- vii. The instructor to student ratio will be 1:10.
- viii. The instructor must be readily accessible on the hospital premise while students are providing direct patient care.
- ix. Clinical rotations may be day or evening shift, seven days a week. Whereas precepted clinical shifts may be during the day, evening, or night shift, seven days a week.

Facility shall designate certain employees as Preceptors for School's Associate Degree in Nursing (A.D.N.) students, as appropriate, and shall notify School after such designation is made. School's employed faculty instructor(s) ("Instructor") will arrange for a time to provide an in-person orientation each preceptor covering all aspects of the Preceptorship Program, including, but not limited to, effective preceptorship techniques, teaching tools, and evaluation skills. School shall designate an Instructor to support each Facility preceptor, and the Instructor shall be responsible to oversee each School's student's overall clinical education experience and will always

be available for telephone consultation that a student is present at Facility participating in a preceptorship guided clinical education experience.

Operational Requirements

A. RN Preceptor Requirements:

RN-Clinical preceptors shall have the following qualifications:

- Competence in designated areas of practice.
- Philosophy of health care congruent with that of the nursing program; and
- Current licensure or privilege to practice as a registered nurse in the State of Texas.

B. Clinical Preceptorship Area: When Student training is provided in the areas available and designated by the facility, each Student may participate in clinical education experiences under the direction and supervision of an appropriately trained Registered Nurse Preceptor. Number of nursing students to be precepted are dependent on the availability of preceptors the Facility will provide to the School. Facility/Travel nurses should not be utilized as Preceptors.

C. Preceptor Training: Registered Nurse Preceptors must complete a preceptor packet/form prior to serving as a Preceptor with Nursing Faculty. The Facility should have on file documented competencies for each Registered Nurse Preceptor. At a minimum, the Facility should document that the Registered Nurse Preceptor has reviewed this policy with the student and has knowledge of the Student's prior competencies.

D. Precepted Student Maximum: Preceptors should not supervise more than two (2) Students at one time.

E. Duties Permissible: Under the direction and supervision of the Preceptor, Students may perform those patient care duties that are a) permitted by State Law and Regulation (**unlicensed personnel**), b) Within the Student's scope of practice, and c) Allowable under the terms of the Agreement. No Student should be directed to provide any procedure/intervention/task that the student does not wish to provide.

F. Student Education/Competency: Each school must provide written evidence of each Student's education and competency to perform patient care duties, and such evidence should be reviewed by the Preceptor prior to permitting/directing a Student to perform a duty.

- G. Controlled Dangerous Substances: Students may not have access to, possession of, or participate in the administration of controlled dangerous substances, although they may monitor the Preceptor's administration of same.
- H. Intubation by Students: **No** intubation is allowed by nursing students.
- I. IV Access/Venipuncture-Limitation on Attempts: Students may perform IV access and/or venipuncture, if permitted by this Policy, but should be limited to one (1) attempt on any patient.
- J. Administration of Drugs: Nursing students may not administer drugs for the provision of Advanced Cardiac Life Support (including controlled dangerous substances such as Morphine Sulfate which are prohibited) or Emergency CODE and/or RAPID Response declared by the health care facility. For other medications, Students will be under direct supervision of the Preceptor during any drug/medication administration to assigned patients.
- K. Permitted Procedures: Students are to perform only those skills and procedures which they have been checked off in the skills lab or during simulation by the nursing instructor(s). These procedures may be performed only when the student is under the direct supervision and observation of the Preceptor (and only when permitted by State Law/Regulation, the applicable Standard of Care, and the Facility's Policies/Procedures). The School shall provide a copy of these validated procedures to all Facility preceptors, leadership, and educators.
- L. Evaluation: Preceptors should evaluate each Student's performance throughout each shift and will complete a brief written evaluation of each Student's performance at the end of each shift.
- M. Audit: This process may be audited on site by Regional Quality Directors and Clinical Directors, and audit results will be reported to the appropriate Division.

2. BACHELOR'S DEGREE NURSING

- i. Adhere to Hospital Policies
- ii. All Students will have proven skills competency prior to performance of skills in the Hospital rotation.
- iii. All medications must be verified and co-signed by the clinical instructor or licensed RN.

- iv. Assess, plan, implement, and evaluate client care under the supervision of instructor or RN.
- v. Prepare appropriate equipment of various procedures and treatments as directed by the instructor or RN.
- vi. At the instructor's discretion, selected licensed personnel may supervise those Students who have previously demonstrated competency. The Student with supervision of instructor or RN personnel may administer those medications approved by the Hospital administration as safe for a Registered Nurse to give.
- vii. Students are required to participate in an hourly rounding lab before being allowed to care for patients in a CHS facility. This check-off validation will be conducted by the nurse instructor and include use of the 4 P's, log sheet compliance and bedside shift report. Validation tools will be provided to the instructor for use and when complete given to the CNO or Nurse Educator before clinicals in the facility.
- viii. Facility shall designate certain employees as Preceptors for School's Bachelor of Science in Nursing (BSN) students, as appropriate, and shall notify School after such designation is made. School's employed faculty instructor(s) ("Instructor") will arrange for a time to provide an in-person orientation each preceptor covering all aspects of the Preceptorship Program, including, but not limited to, effective preceptorship techniques, teaching tools, and evaluation skills. School shall designate an Instructor to support each Facility preceptor, and the Instructor shall be responsible to oversee each School's student's overall clinical education experience and will always be available for telephone consultation that a student is present at Facility participating in a preceptorship guided clinical education experience.
- ix. The instructor to student ratio will be 1:10
- x. The instructor must be readily accessible on the hospital premise while students are providing direct patient care.
- xi. Clinical rotations may be day or evening shift, seven days a week.

Permitted Procedures: Students are to perform only those skills and procedures which they have been checked off in the skills lab or during simulation by the nursing instructor(s). These procedures may be performed only when the student is under the direct supervision and observation of the Preceptor (and only when permitted by State Law/Regulation, the applicable Standard of Care, and the Facility's Policies/Procedures). The School shall provide a copy of these validated procedures to all Facility preceptors, leadership, and educators. Additionally, under the supervision of an Instructor or RN, BSN students will:

- Apply evidence-based practice principles in their nursing care.
- Apply concepts of health and physical assessments for patients across the lifespan.
- Focus on areas including social determinants of health and health equity.
- Engage in developing learning objectives.
- Identify and address practice gaps.
- Lead quality improvement initiatives.

- Focus on strategies to improve health promotion, and disease prevention for culturally diverse, and vulnerable populations.
- Identify social determinants of health.
- Engage in online discussions and other course activities, potentially including collaborative assignments with fellow students, faculty, and preceptors.
- Develop evidence-based projects, such as a population health project or a quality and safety project, in collaboration with their preceptor and other healthcare team members.
- Provide and receive verbal reports.
- Prepare and administer medication.
- Document care appropriately.
- Assist in monitoring the patient's vital signs, assessing side effects, and reporting any changes to the supervising RN.
- Manage patient comfort, address symptoms like nausea or fatigue, assist with nutritional needs, and provide emotional support.
- Provide emotional support and patient education.

3. VOCATIONAL NURSING

- i. Adhere to Hospital policies
- ii. All Students will have proven skills competency prior to performance of skills in the Hospital rotation.
 - Answer call lights
 - Ambulation with gait belt
 - Ambulation with walker
 - Transfers: bed to wheelchair, wheelchairs to bed (no Hoyer or hydraulic lifts)
 - Assist resident using cane or crutches
 - Toileting, bedpan, urinal, measure output
 - Catheter care, empty catheter bags
 - Complete and partial bed baths
 - Assist with showers (supervised only)
 - Vital signs, (BP, P, R, Temp, Pulse ox)
 - Denture and oral care, brushing teeth
 - Assist with dressing
 - Feeding (dining room only)
 - Serve and pick up trays, measure intake and diet percentages
 - Occupied bed change
 - Unoccupied bed change
 - Perineal care
 - Repositioning patients: turning, move up in bed, log roll
 - Range of motion: hip and knee, shoulder
 - Back rub
 - Hair care, shaving

- Perform skin inspections
- Assist with admission, discharge, and transferring
- Stock and set up rooms
- Tidy rooms and empty trash and linen
- Ostomy care
- Specimen collection
- Incentive spirometer use
- Weigh and measure patients/residents
- Fill water pitchers

- iii. All medications must be verified and co-signed by the clinical instructor, RN or licensed VN.
- iv. Implement client care under the supervision of instructor, RN or VN.
- v. Written documentation by Student is under the supervision of clinical instructor, RN or VN.
- vi. Prepare appropriate equipment of various procedures and treatments as directed by the instructor, RN or VN.
- vii. At the instructor's discretion, selected licensed personnel may supervise those Students who have previously demonstrated competency. The student with supervision of instructor, RN or VN personnel may administer those medications approved by the Hospital administration as safe for a Vocational Nurse to administer.
- viii. The instructor to student ratio will be 1:10.
- ix. The instructor must be readily accessible on the hospital premise while students are providing direct patient care.

4. EMERGENCY MEDICAL TECHNICIAN

- i. Adhere to Hospital policies.
- ii. All Students will have proven skills competency prior to performance of skills in the Hospital rotation.
- iii. Work under the supervision of the instructor or RN.
- iv. Obtain Vital Signs.
- v. Participate in specimen collection, including phlebotomy under direct supervision of licensed nurse or qualified instructor.
- vi. Assist during codes as directed by instructor or RN.
- vii. Comfort measures as directed by instructor or RN.
- viii. Prepare appropriate equipment of various procedures and treatments as directed by instructor or RN.
- ix. The instructor to student ratio will be 1:10.
- x. The instructor must be readily accessible on the hospital premise while students are providing direct patient care.

5. PARAMEDIC

- i. Prior Written Affiliation Agreement Required: No pre-hospital provider student (no matter what level of certification they are pursuing) ("Student") may participate in any clinical education experience on the premises of any Facility unless the Facility and the student's educational institution have previously entered into a standard written Educational Affiliation Agreement ("Agreement") that has been approved by the CHS Legal Department.
- ii. Approval Required: Agreements with paramedic training agencies will be subject to the same approval process as Agreements with training agencies for other healthcare occupations (i.e., Nursing, etc.). The supporting documents set forth in Appendix A shall be submitted with the Agreement for approval.
- iii. Orientation Required: Each Student must successfully complete the Facility's standard Student orientation program before being scheduled for or participating in any clinical educational experience and the Facility should maintain written confirmation of the completion of such orientation on file.
- iv. Compliance: Each Student, at all times, must comply with the Facility's Code of Conduct and Compliance Plan, policies and procedures, and rules and regulations, including but not limited to the use of personal protective equipment, the rules of patient confidentiality and the procedures relating to medical record documentation. The failure to comply with any of the foregoing may result in the termination of the Student's training experience and may also result in the termination of the training agency's Agreement with the Facility.
- v. Permitted Utilization: No Facility may utilize any Student in lieu of employed/contracted staff persons.

Operational Requirements

- N. Preceptor Supervision Required: When Student training is provided in the Emergency Department, each Student should be supervised by a Registered Nurse Preceptor who has a minimum of two (2) years full time Emergency Department work experience immediately preceding the start of such training. Agency/Travel nurses should not be utilized as Preceptors.
 - i. Other Clinical Training Areas: Students may participate in clinical education experiences in the Intensive Care Unit, Critical Care Unit, Labor and Delivery Department and/or the Operating Room/Post Anesthesia Care Unit under the direction of an appropriately trained Registered Nurse Preceptor with the requisite two years of experience in such unit(s) immediately prior to the Preceptor shift.
- O. Preceptor Training: Registered Nurse Preceptors must complete preceptor training prior to serving as a Preceptor. The Facility should have on file documented competencies for each Registered Nurse Preceptor; the documented competencies should specifically include

precepting the pre-hospital EMS Students. At a minimum, the Facility should document that the Registered Nurse Preceptor has reviewed this policy with the student and has knowledge of the Student's prior competencies).

P. Precepted Student Maximum: Preceptors should not supervise more than two (2) Students at one time.

Q. Duties Permissible: Under the direction and supervision of the Preceptor, Students may perform those patient care duties that are a) permitted by State Law and Regulation, b) Within the Student's scope of practice, and c) Allowable under the Facility's policies. No Student should be directed to provide any procedure/intervention/task that the Student does not wish to provide.

R. Student Education/Competency: Each school must provide written evidence of each Student's education and competency to perform patient care duties, and such evidence should be reviewed by the Preceptor prior to permitting/directing a Student to perform a duty.

S. Controlled Dangerous Substances: Students may not have access to, possession of, or participate in the administration of controlled dangerous substances, although they may monitor the Preceptor's administration of same.

T. Intubation by Students: Paramedic students may only intubate patients in accordance with the guidelines set forth below.

U. IV Access/Venipuncture-Limitation on Attempts: Students may perform IV access and/or venipuncture, if permitted by this Policy, but should be limited to two (2) attempts on any patient.

V. Administration of Drugs: Paramedic students may administer drugs for the provision of Advanced Cardiac Life Support (other than controlled dangerous substances such as Morphine Sulfate which are prohibited) under direct supervision of the Preceptor. No other drugs should be administered by a Student.

W. Permitted Procedures: The following procedures may be performed only when the Student is under the direct supervision and observation of the Preceptor (and only when permitted by State Law/Regulation, the applicable Standard of Care, and the Facility's Policies/Procedures):

- venipuncture
- insertion of nasogastric tubes
- insertion of Foley catheters
- hanging of IV fluids

- X. Evaluation: Preceptors should evaluate each Student's performance throughout each shift and will complete a brief written evaluation of each Student's performance at the end of each shift.
- Y. Audit: This process may be audited on site by Regional Quality Directors and Clinical Directors and audit results will be reported to the appropriate Division.

INTUBATION EDUCATION GUIDELINES (Paramedic Students only)

- A. Paramedic students may perform endotracheal intubation for patients undergoing elective intubation in the OR under the direct supervision of an Anesthesiologist Preceptor (Physician or CRNA) or in the ED under direct supervision of the Board-Certified Emergency Medicine Physician preceptor, if permitted by State Laws/Regulations. Prior to performing this procedure, the paramedic student should have received training on intubation from the training agency and demonstrated intubation competency on a manikin to the satisfaction of the Preceptor.
- B. Patients who are unable to consent for themselves may not be intubated by paramedic students.
- C. The Preceptor must obtain informed consent from the patient for the paramedic student to perform the intubation under the direct supervision of the Preceptor.
- D. The anesthesia consent should be separate from the procedure consent and should contain the name of the anesthesia or ED provider and the paramedic student.
- E. A log must be kept of all patients intubated by Students. The log should contain (at a minimum) the date, patient name, medical records number, patient account number, ASA score, name of the Student who intubated the patient, whether the intubation was successful, and any problems or complications resulting from the intubation. This log should be sent to the Facility Quality Director, OR director, ED director, CNO, or other Facility designee by the end of the clinical rotation the recipient will review and maintain for these documents for the current year plus 3 years.

6. PHYSICAL THERAPIST ASSISTANT

- I. Adhere to Hospital policies.
- II. All Students will have proven skills competency prior to performance of skills In the Hospital rotation.
- III. The Student may carry out the following tasks under the direct supervision of a physical therapy clinical instructor, who must be a qualified Physical Therapist, or qualified Physical Therapist Assistant:

- a. Guide patient back to treatment areas and walk patient back to the front desk (Outpatient area).
- b. Follow instructions for infection control/sanitizing equipment, treatment tables, remove/replace linens, etc.
- c. Follow instructions to prep treatment area.
- d. Laundry - after instructions in your procedures, laundry/linen management.
- e. Use of standard precautions/universal precautions (PPE) after onboarding/instructions in your organizations signs; Hand Hygiene.
- f. Gather equipment/supplies for therapists (theraband, weights, etc.).
- g. Application and removal of gait belt.
- h. Assist the therapist with management of Wheelchair, crutches, walker, cane.
- i. Guard patient (contact guard assist) for safety with ambulation.
- j. Guard patient (contact guard assist) for balance activities.
- k. Assist therapist with patient transfers.
- l. After instructions with your equipment and specific procedures the following modalities: Application/removal of hot pack, cold pack, ice massage, ultrasound and electrical stimulation.
- m. Exercise instructions after working with the specific therapist.
- n. Basic Flow Sheet documentation of exercises performed by the patient (sets, reps, hold times, time for modalities).
- o. Basic front office tasks once instructed in your organizations' specific procedures/processes.
- p. Vital signs: Manual BP, Pulse rate, Respiratory and Pulse Oximetry. The Student must have CPR BLS Certification.
- q. Review patient's charts.
- r. Implement physical therapist's plan of care.
- s. Perform Modalities: application of hot/cold packs, ultrasound, phonophoresis, massage techniques, electrical stimulation, iontophoresis, hydrotherapy, traction, diathermy, CPM, compression therapies, biofeedback.
- t. Perform Procedures: therapeutic exercises, peripheral joint mobilization, aerobic exercises, balance training, gait training, transfer training, ADL training, postural awareness, relaxation techniques, body mechanics trainings, amputation and prosthetic management; and orthotic management, patient/family/caregiver instruction, participates in discharge planning

IV. Document progress notes in patient's chart with co-signature of physical therapy clinical instructor.

V. Assist in data collection including, vital signs, goniometry, manual muscle testing, sensory testing, assess pain response, skin integrity, arousal/mentation/cognition, neuromotor function, circumferential measurements, gait analysis, assess safe use of assistive technology (assistive devices), outcome measures, self-care and home management, assess environmental barriers.

VI. The Student will be supervised by a faculty member who will be available by phone or email and will conduct a midterm visit to monitor progress

VII. The student will be always supervised in the hospital by a qualified licensed Physical Therapist or Physical Therapist Assistant on a 1:1, 1:2, or 2:1 ratio. The Physical Therapist or Physical Therapist Assistant must have a minimum of 1 year of experience and will be responsible for facilitating the student's clinical experience, including responsibility for patient care, evaluation, and supervision.

VIII. Student's clinical hours may be Day, Evening, or seven days a week.

7. RADIOLOGIC TECHNOLOGY

- I. Adhere to Hospital policies
- II. All Students must demonstrate proven skills competency prior to performance of skills in the Hospital rotation:
 - Performing Procedures and Examinations
 - Conducts radiographic procedures and examinations under the supervision of a registered technologist, following physician orders and department protocols.
 - Evaluates radiographic images for technical quality to ensure accurate diagnostic results under the supervision of a registered technologist.
 - Demonstrates proper positioning techniques, adapting as needed for trauma, surgical, or immobile patients to obtain the best possible diagnostic images.
 - Applies knowledge of image quality optimization while minimizing radiation exposure.
 - Assists in preparing a sterile setup for procedures performed under fluoroscopy.
 - Prepares patients for imaging procedures using appropriate techniques.
 - Assists in cleaning and restocking the procedure room promptly using approved disinfectants.
 - Adheres to HIPAA regulations at all times to maintain patient confidentiality.
 - Will rotate to other modalities (CT, MRI, Interventional, Cardiac Cath, Mammography, and/or Ultrasound) and must be directly supervised at all times.
 - Equipment Operation & Room Responsibilities
 - Identifies and troubleshoots basic equipment issues, reporting problems to the appropriate personnel for resolution.
 - Assists in maintaining and operating all diagnostic imaging equipment under the supervision of a registered technologist.
 - Ensures that examination rooms are cleaned, stocked, and prepared for the next patient.
 - Radiation Safety & Professional Responsibilities
 - Follows hospital and program radiation safety regulations, including proper use of shielding and exposure monitoring.
 - Wears a radiation dosimeter badge at all times.
 - Assists in orienting new students to the clinical environment as requested.
- III. The Student may assist with the following skills under appropriate supervision:

- a. Skull Radiography all views
- b. Spine Radiography all views
- c. Shoulder Girdle Radiography
- d. Sternum Radiography
- e. Pelvic Girdle Radiography
- f. Fluoroscopy procedures
- g. Mobile (portable) Radiography

IV. The Student may only observe the following skills under appropriate supervision:

- a. Nuclear Medicine Studies
- b. Administration of oral radiopharmaceuticals
- c. Radiation Therapy, including Brachytherapy
- d. Interventional Radiographic Procedures, including Angiography
- e. Fluorography and Cineradiography
- f. Conventional Tomography
- g. Radiographic Procedure which utilizing Contrast Media
- h. Mammography

V. The Student will be supervised by a faculty member who is readily accessible.

VI. While in the Hospital setting, the student will be always supervised by a qualified Registered Radiographer on a 1:1 ratio. Student clinical hours may be Day, Evening, or Night shifts, seven days a week.

8. DIAGNOSTIC MEDICAL SONOGRAPHY

- I. Performing Ultrasound Procedures and Examinations
- II. Conducts diagnostic ultrasound examinations under the supervision of a registered sonographer, following physician orders and department protocols.
- III. Evaluates ultrasound images for technical quality to ensure accurate diagnostic results under the supervision of a registered technologist.
- IV. Demonstrates proper patient positioning and scanning techniques, adapting as needed for trauma, surgical, or critically ill patients.
- V. Applies knowledge of image optimization, Doppler techniques, and artifact reduction to obtain high-quality diagnostic images.
- VI. Assists in preparing patients for ultrasound exams by explaining procedures, obtaining relevant medical history, and verifying indications for the exam.
- VII. Assists in the setup and performance of specialized ultrasound procedures, such as biopsies, aspirations, and vascular studies.
- VIII. Ensures proper use of infection control measures, including transducer cleaning and disinfecting protocols.
- IX. Adheres to HIPAA regulations at all times to maintain patient confidentiality.
- X. Equipment Operation & Room Responsibilities
- XI. Identifies and troubleshoots basic ultrasound machine issues, reporting problems to the appropriate personnel.
- XII. Assists in operating ultrasound imaging equipment, including adjusting scan parameters, selecting transducers, and optimizing imaging settings under supervision.
- XIII. Ensures that the ultrasound suite is cleaned, stocked, and properly prepared for the next patient.

- XIV. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
- XV. Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician
- XVI. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician
- XVII. Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services
- XVIII. Demonstrate appropriate communication skills with patients and colleagues
- XIX. Act in a professional and ethical manner
- XX. Provide patient education related to medical ultrasound and/or other diagnostic vascular techniques, and promote principles of good health
- XXI. Clinical participation consists of the observation of, the assistance to, and the performance of sonographic procedures in the clinical environment. The student refines and expands performance and is evaluated on a required number of clinical competencies using the Clinical Evaluation Form. Only the designated clinical instructor and LC faculty may perform clinical evaluation.

9. MEDICAL ASSISTANT

- I. Students will have no direct patient care duties or responsibilities.
- II. Students will adhere to Hospital policies.
- III. All Students will have proven skills competency prior to performance of skills in the job placement setting.
- IV. The Student may assist with the following skills under appropriate supervision:
 - Phlebotomy
 - Vital signs
 - Medication and medical supplies inventory
 - Patient post hospital follow-up office scheduling
 - Suture removal
 - Intradepartmental patient transfer
 - Glucose
 - Intradermal Injections
 - Vital Signs
 - Rooming a Patient
 - Wound Closures
 - Intramuscular Injections
 - Sports Physicals
 - Audiometer
 - Snellen Eye Chart
 - Well Child Visit
 - Wound Culture
 - Autoclave
 - Wound Packing
 - Phlebotomy
 - Suture/Staple Removal

- Hematocrit
- Tubular Cage/ Figure Eight Wraps
- Hot/Cold Pack Application
- Urine Specimen Handling and Skills
- Ear/Eye Lavage
- Metered Dose Inhaler Instructions
- Peak Flow Meter
- Pulmonary Function Test
- Small Volume Nebulizer
- Subcutaneous Injections
- EKG
- Assisting with a Well Women Exam
- Rapid Strep Test
- Throat Culture
- Nasal Swab
- Referral Form
- Prior Authorization Form
- Checking in a Patient
- Phone Calls with a Patient
- Using HER
- Scheduling an Appointment
- Restocking Supplies
- Cleaning an Exam Room
- Faxing Documents

V. The Student may only observe the following skills under appropriate supervision:
a. None

VI. The Student will be always supervised in the hospital.

VII. Student's clinical hours may be Day, Evening, or Night shifts, seven days a week.

10. PATIENT CARE TECHNICIAN

- I. Adhere to Hospital policies.
- II. All students will have proven skills competency prior to performance of skills in the Hospital rotation.
- III. Provide bed side patient care in accordance with Hospital standards.
- IV. Measurement of Vital Signs.
- V. Basic personal hygiene and oral care for patients.
- VI. Position change.
- VII. Assist clients with feedings.
- VIII. Patient Ambulation
- IX. Venipuncture procedures under the supervision of a licensed nurse or hospital staff.
- X. Participate in specimen collection under supervision of a licensed nurse or hospital staff.

- XI. Conduct and Collect EKG/ECG readings under supervision of a licensed nurse or hospital staff.
- XII. Student's clinical hours may be Day or Evening shifts, between two to four days a week.
- XIII. The instructor must be readily accessible on the hospital premise while students are on site.
- XIV. Act in professional, ethical manner.

11. EKG TECHNICIAN

- I. Adhere to Hospital policies.
- II. All students will have proven skills competency prior to performance of skills in the Hospital rotation.
- III. Measurement of Vital Signs.
- IV. Maintain accurate records of patient data and monitor reports.
- V. Preparation of patients for EKG/ECG Testing under the supervision of licensed nurse or Telemetry staff.
- VI. Preparation of patients for stress testing under the supervision of the Telemetry staff VII. Student's clinical hours may be Day or Evening shifts, between two to four days a week.
- VII. The instructor must be readily accessible on the hospital premise while students are on site.
- VIII. Act in an ethical professional manner.

12. PHLEBOTOMY TECHNICIAN

- I. Adhere to Hospital policies.
- II. All students will have proven skills competency prior to performance of skills in the Hospital rotation.
- III. Measurement of Vital Signs.
- IV. Preparations for Blood collection.
- V. Venipuncture & Capillary collection from neonates to geriatrics under supervision of hospital staff.
- VI. Assist with nonblood specimen collection under supervision of hospital staff. VII. Assist with the processing of specimens
- VII. Student's clinical hours may be Day or Evening shifts, between two to four days a week.
- VIII. The instructor must be readily accessible on the hospital premise while students are on site
- IX. The student will be supervised in the hospital at all time by a qualified member of the staff on a 1:1 ratio
- X. Act in an ethical professional manner.

13. MEDICAL ADMINISTRATIVE ASSISTANT

- I. Adhere to Hospital Policies

- II. All students will have proven skills competency prior to performance of skills in the Hospital rotation.
- III. Assist the hospital staff with managing daily clerical operations.
- IV. Accurately files patient charts and medical documentation
- V. Maintain confidentiality and security of protected health information in compliance with HIPAA privacy and security rules.
- VI. Assist hospital staff in scheduling patient appointments as necessary
- VII. Manage and review medical records to ensure records are secure, and complete.
- VIII. Prepare documentation for billing and revenue cycles under Hospital supervision
- IX. Student's clinical hours may be Day shifts, between two to four days a week.
- X. The instructor must be readily accessible on the hospital premise while students are on site
- XI. Act in an ethical professional manner.

14. MEDICAL BILLING AND CODING

- I. Adhere to Hospital policies.
- II. All students will have proven skills competency prior to performance of skills in the Hospital rotation.
- III. Assist the hospital staff with managing daily clerical operations
- IV. Verify patient insurance information and ensure collection of all documentation.
- V. Use billing software to prepare and transmit claims
- VI. Process accurate billing and coding for patient services using ICD-10, CPT, and HCPCS codes
- VII. Review and verify patient medical records and documentation for completeness and accuracy
- VIII. Communicate with healthcare providers and insurance companies to resolve billing issues and discrepancies
- IX. Assist with patient payment or payment plans.
- X. Student's clinical hours will be Day shifts, between two - four days a week.
- XI. The instructor must be readily accessible on the hospital premise while students are on site
- XII. Act in an ethical professional manner.

STUDENT AFFILIATION AGREEMENT - ADDENDUM 2-A
The Following Patient Care Duties Cannot Be Provided By Students

1. ASSOCIATE DEGREE NURSING

- I. Nursing Students at any level may not receive phone or verbal orders from physicians, residents, interns, physician assistants, dentists or medical Students.
- II. Students may not follow verbal orders until they are transferred by the nurse to the chart and signed by the nurse.
- III. Students may give medications prepared by the pharmacist only. Students may never give medications prepared by anyone else.
- IV. The medication nurse must lock and unlock the narcotic cabinet. Students may not take possession of a narcotic until an instructor, or the primary nurse is present. No Student is to carry narcotic keys at any time.
- V. Student may not supervise other personnel.
- VI. The student may not participate in telephone consultation.
- VII. The student may not:
 - a. Act as a witness to a legal document
 - b. Participate in codes
 - c. Perform sterile vaginal exams
 - d. Act as a "client transporter" at any time. The Student may observe only
 - e. Perform any skills independently that has not been approved by the clinical instructor
 - f. Administer IV oncological chemotherapy; experimental drugs; anesthetic drugs IV push; mix handle or adjust epidural drugs at any time
 - g. Perform the initial assessment of a patient
 - h. Provide discharge teaching/documentation
 - i. Administer any blood transfusions or blood products.
 - j. Administer medications during a code.
 - k. Provide witness signatures for informed consents.
 - l. Titrate IV medications
 - m. Access long-term vascular access devices
 - n. Administer or monitor the patient receiving moderate sedation
 - o. Set-up or change setting on a PCA pump
 - p. Access or manipulate any hemodynamic monitoring catheters or systems
 - q. IV Push of a controlled substance
 - r. Epidural Drugs at any time

However, Students may *observe the performance* of the above as part of their training experience.

2. BACHELOR'S DEGREE NURSING

- I. Students cannot administer IV Push Medications, with or without supervision; students cannot administer blood or blood products; students cannot serve as witness to legal documents.

3. VOCATIONAL NURSING

- I. Nursing Students may not receive phone or verbal orders from physicians, residents, interns, physician assistants, dentists or medical students.
- II. Students do not use verbal orders until a nurse transfers them to the chart and signs them.
- III. Students may give medications prepared by the pharmacist only. Students may never give medications prepared by anyone else.
- IV. The medication nurse must lock and unlock the narcotic cabinet. Students may not take possession of a narcotic until an instructor, or the primary nurse is present. No student is to carry narcotic keys at any time.
- V. Students may not supervise other personnel.
- VI. Student may not participate in telephone consultation.
- VII. The Student may not:
 - a. Act as a witness to a legal document
 - b. Participate in codes
 - c. Perform sterile vaginal exams
 - d. Act as a "client transporter" at any time. The Student may observe only.
 - e. Perform any skills independently that has not been approved by the clinical instructor
 - f. Perform venipuncture
- VIII. The Student may not administer:
 - a. Blood or blood products
 - b. IV push medication except for normal saline
 - c. Experimental medications
 - d. Emergency medications during a code e. IV chemotherapy
 - e. Epidural medications

4. EMERGENCY MEDICAL TECHNICIAN

- I. Triage
- II. Intubations and other invasive procedures
- III. Telephone consultation
- IV. Receiving or documenting physician orders
- V. Supervision or direction of other personnel
- VI. Patient assessments
- VII. Patient teaching
- VIII. IV starts
- IX. Administer medications

5. PARAMEDIC

- I. Perform the initial assessment of a patient
- II. Receive verbal or telephone orders
- III. Provide discharge teaching/documentation
- IV. Administer any blood transfusions or blood products.
- V. Administer chemotherapeutic agents or investigational drugs.
- VI. Provide witness signatures for informed consents.
- VII. Titrate IV medications
- VIII. Access long-term vascular access devices
- IX. Administer or monitor the patient receiving moderate sedation
- X. Set-up or change setting on a PCA pump
- XI. Access or manipulate any hemodynamic monitoring catheters or systems.

However, Students may observe the performance of the above as part of their training experience.

6. PHYSICAL THERAPIST ASSISTANT

- I. Physical Therapy Evaluation
- II. Modify plan of care
- III. Supervision of other licensed personnel
- IV. Telephone consultation, advice, or patient management
- V. Receiving or documenting physician orders
- VI. Care for patients independently

7. RADIOLOGIC TECHNOLOGY

- I. Telephone consultation, advice, or patient management
- II. Receiving or documenting physician orders
- III. Care for patients independently
- IV. Supervision of other personnel
- V. Start IV's or administer IV medications
- VI. Administer contrast media, radiopharmaceuticals or any other medication

8. DIAGNOSTIC MEDICAL SONOGRAPHY

- I. Students will not be providing beside care or duties that are outside of the scope of a Diagnostic Medical Sonography student.
- II. Any student deemed impaired by reason of mental, physical health, exhaustion, alcohol, or other mind-altering drugs that could expose clients, the public, students, and faculty unnecessarily to risk of harm.
- III. Conducts which may deceive, defraud, or injure clients, the public, clinical facilities, personnel, other students, and faculty.
- IV. Failure to care adequately for clients or to conform to minimum standards of acceptable practice under the supervision of the faculty, or designee of the facility.

- V. Scholastic dishonesty or aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam, quiz, assignment and/or presentation; aiding another student during a lab practical examination by discussing any component of their lab practical exam with any peer, including case scenarios, data collection, interventions or strategies used for treatment or sharing feedback provided by the instructor.
- VI. Damaging or destroying school/clinical property or equipment or removing property or equipment from campus or a clinical site.
- VII. Using profane language or gestures.
- VIII. Disrupting instruction using cell phones, habitually late, or absent from class or clinical.
- IX. Assaulting others, demonstrating poor coping mechanisms or becoming confrontational during the instructional process.
- X. Refusing to adhere to the specified dress code and code of ethics.
- XI. Demonstrating behaviors that could be categorized as harassment.
- XII. In view of the significance of the confidentiality issue and the issue of the protection of patient's rights, any student found breaching the client's right of confidentiality will be dismissed from the DMS Program. Copying and/or discussing patient medical records are unacceptable and may be cause for dismissal from the DMS Program.
- XIII. A student who exposes a patient or other person to risk of harm may be dismissed from the class/clinical site.
- XIV. Possession or use of alcohol or drugs before class, during class or during a clinical rotation is prohibited.
- XV. Possession of firearms (excludes licensed concealed handgun holders), knives or similar weapons or objects is strictly prohibited from LC or clinical sites.

9. MEDICAL ASSISTANT

- I. All duties not explicitly listed in Addendum 1-A.

10. PATIENT CARE TECHNICIAN

- II. All duties not explicitly listed in Addendum 1-A.

11. EKG TECHNICIAN

- III. All duties not explicitly listed in Addendum 1-A.

12. PHLEBOTOMY TECHNICIAN

- IV. All duties not explicitly listed in Addendum 1-A.

13. MEDICAL ADMINISTRATIVE ASSISTANT

- V. All duties not explicitly listed in Addendum 1-A.

14. MEDICAL BILLING & CODING

VI. All duties not explicitly listed in Addendum 1-A.

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Dr. Minita Ramirez

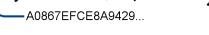
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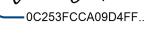
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