

**Graduate Nursing Affiliation Agreement
Process**

**SON PPS 02.02.12
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Reviewers: Graduate Program Director
and Clinical Placement Coordinator**

I. POLICY STATEMENT

Affiliation agreements are required in the School of Nursing (SON) and College of Health Professions (CHP) between the facility and the CHP/SON prior to a student being able to participate in clinical activities. The purpose of this policy is to provide guidance and processes for graduate administrators, staff, faculty, and students to complete affiliation requirements for clinical courses. It is the policy of the SON graduate programs that the following process is used for reviewing and approving clinical site use for students.

II. PROCEDURES

A. Procedure for Affiliation Requests and Completed Contracts at the Department Level:

1. Graduate students review the current list of approved sites and then, using the Clinical Site Request form provided in the Graduate Programs Clinical Placement Canvas Course, upload the affiliation/site request form to the Nursing Clinical Placement Coordinator (CPC) to the assignment in the Graduate Programs Clinical Placement Canvas Course.
2. The CPC reviews the current agreement or information established by the College of Health Professions (CHP) to ascertain if there is an agreement established and if it is current.
3. If an agreement is not established or up to date, the CPC will:
 - a. Complete the CHP approved request form for a new site affiliation or renewal and obtain the SON Director's or Graduate Program Director's signature on the form.
 - b. Send the request for a new affiliation/site to the Dean's office to start the process.
4. Once received, the Dean's office sends the agreement to the facility for signature (which may take 1 week to 6 months or more).
5. The facility will send the agreement back to the Dean's office with the appropriate signatures unless the site declines to start an agreement.
6. The Dean signs the returned agreement.

7. The Dean's office sends a fully executed copy to the facility copying the CPC. The Dean's office will update the new affiliation/site in the CHP list kept on file in TEAMS.
8. The CPC will update the database in TYPHON, adding the new site as well as contacts and **dates of contract**.
9. The CPC notifies the facility, program director, preceptor, clinical faculty (if assigned already), and the student.
10. This fulfills the requirements of an affiliation/site agreement at the department level.

*This process does not approve the student to start clinical rotations for a course, nor a preceptor.

B. Faculty Role of Checking Affiliation/Site approval status at the Course Level:

1. Part of the process to approve a student to start clinical in a course includes checking the site the student has requested is current with affiliation agreements in the College of Health Professions.
2. Faculty should check the site agreement status by logging into the Graduate Nursing Clinical Rotations and Tracking TEAMS site (pictured below) and reviewing the assigned students for the course under the TERM folder and Course spreadsheet.
3. The CPC updates this information once approved in the student tracking tab. Faculty can get more information about the site in TYPHON or by asking the CPC.

