

School of Nursing Clinical Affiliation Agreements Process Description

Requesting an affiliation agreement can be confusing; therefore, below is some information to help demystify the process.

- 1) We must have an affiliation agreement with any agency you plan to do your preceptorship.
- 2) A current list of affiliation agreements can be found by going to the School of Nursing home page and clicking on Forms & Clinical Handbooks (left menu). There are separate lists for BSN and MSN students.
- 3) If no agreement exists or it needs to be renewed, it must be requested online using the request form found by going to Forms & Clinical Handbooks, then clicking on Request an Affiliation Agreement. This should be done several weeks before the start of the semester (*MSN deadlines are stated on the form*).
- 4) You must include all information requested (fax, mailing address including city, state, and zip, and preferably email, if possible). It is your responsibility to obtain all the contact information for the appropriate person. We have several hundred students and do not have time to contact the agencies for missing information.
- 5) The request queue is checked once a week. At this time, we will send the person indicated on the request a blank contract with instructions.
- 6) Standard agreements can take up to 4-6 weeks to process AFTER we receive the signed contract from your agency. Again, we have too many pending contracts to keep track of the agencies that have or have not responded. It is your responsibility to follow-up with the agency to make sure they received the contract and returned it to us in a timely manner.
- 7) If the agency responds with their own contract, it can add several more weeks on to the process because the new contract must be reviewed by our legal department, and there may be some back and forth negotiation. In rare circumstances, we may not be able to reach an agreement on the terms, so you may not use the agency (this is currently the case with LA County –USC).
- 8) When a contract is finalized, we will send you an email letting you know that an agreement with the agency is in place.
- 9) After you receive confirmation of a valid agreement, contact your instructor for approval before starting the preceptorship.

Please note:

- The School of Nursing is merely the middleperson in the contract process; we do not do any contract processing. Therefore, we do not know how long a contract will take to be finalized or how far along it is in the process.
- If you contact us for an update, please include the name of the agency. It may take a day or two for us to respond because we have to ask the Contract Office for the current status.
- The Contracts Office processes contracts for the entire campus, not just the School of Nursing.
- There is no way to expedite this process. They handle the contracts in the order in which they are received. You need to start planning early!
- A majority of the time, the breakdown in the process lies with the agency – for example, they haven't responded to emails/phone calls or returned a signed contract. Please stay on top of them to ensure timely progress.
- Any questions about learning contracts, clinical requirements, or help finding a preceptor should be directed to your clinical instructor or the role option advisor.