

## Clinical Affiliation Agreement Process

- All requests to initiate an agreement with a clinical agency are forwarded by the discipline coordinator electronically to Business Services using the [Clinical Affiliation Request Form](#).
- If the college's standard agreement or the agency's agreement is acceptable, it is signed and either sent via e-mail to the agency, or, if unable to do so, via USPS. Business Services will send the agreement out to the agency within three to five business days.
- If modifications to the college's standard agreement or a new, substitute agency agreement are requested, Business Services will review and consult with Risk Management or legal counsel, as appropriate. Business Services sends the approved or revised agreement to the agency as above.
- An email is sent to the discipline coordinator informing them that the agreement has been sent.
- Business Services tracks receipt of contracts.
- Once the signed agreement is received from the agency, a copy is emailed to the Discipline Coordinator, posted on a shared site for clinical affiliations, and recorded. The original retained in the Business Services files.
- Clinical Affiliation Agreements are available on the L: Drive at L:\PROJECTS\Clinical Affiliations.
- If required by the agency, a copy of the signed agreement is sent to Facilities Management to request a certificate of insurance and/or evidence of worker's compensation coverage be issued naming the agency as additional insured. Once the certificate(s) of insurance are issued and received from Facilities Management, Business Services sends a copy of the certificate(s) of insurance to the agency and a copy is retained with the agency contract in the Business Services files.
- If the signed agreement is not received within 10 days,
  - Business Services contacts the agency via email or phone to follow up on status.
  - If the agency didn't receive or cannot locate the agreement, a duplicate agreement is provided.
  - If it was mailed, and if person it was mailed to was not the appropriate person, the updated contact information will be recorded by Business Services for follow up.
  - If agency indicates it's being reviewed by legal or risk management, Business Services will request a contact name in legal/risk management and try to obtain an approximate date of when it will be completed.
  - If agency requests changes to the college's standard agreement or the college requests changes to the agency's agreement, the parties submit their changes in writing.
    - An email update is sent to the discipline coordinator informing them of the requested changes and seeking their input.

Business Services consults with Risk Management and/or legal counsel as appropriate and accepts the changes that are acceptable, and provides alternative recommendations for those which are not. Business Services negotiates or provides/receives further clarification on those provisions that are not acceptable. This often involves speaking with the agency's legal, HR or Risk Management, the college's legal counsel, the college's Risk Management Authority, Associate Dean, Discipline Coordinator and instructor.
    - Once the agreement is acceptable to both parties, it is signed and emailed (sent via USPS only if required) and returned to the agency. A copy is retained in Business Services.
    - An email is sent to the discipline coordinator informing them that the agreement has been sent.
    - Business Services tracks receipt of contracts.
    - Once the signed agreement is received from the agency, a copy is distributed to the Discipline Coordinator and the original retained in the Business Services files.

- The agreement is scanned as a PDF and logged on the Business Services website. The date the agreement was signed and the termination date, if not continuous, is recorded.
- Clinical Affiliation Agreements are available at L:Drive at L:\PROJECTS\Clinical Affiliations
- A copy of the signed agreement is sent to Facilities Management to request a certificate of insurance and/or evidence of worker's compensation coverage be issued naming the agency as additional insured. Once the certificate(s) of insurance are issued and received from Facilities Management, Business Services sends a copy of the certificate(s) of insurance to the agency and a copy are retained with the agency contract in the Business Services files.

Effective 11. 20.09  
Revised 12.2.10  
Revised 10.19.11  
Revised 8.27.12  
Updated 8.13.13  
Updated 10.26.21