

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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| Page 1                                    | Of 3                                  |
| Subject:<br><b>AFFILIATION AGREEMENTS</b> | Original<br>Issue Date: March 9, 2006 |
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|   | Policy #: <b>140</b>                  |
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| Committees Consulted:<br>Coordinator, Affiliate Nursing Programs<br>Dean, Allied Health | Reviewed & Approved by:<br>College Operations Committee<br>College Planning Committee | Approved by:<br><br>(Signature on File)<br>Provost, College of Nursing & Allied Health |
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## **PURPOSE:**

To ensure that clinical site agreements with affiliated schools are developed, approved, and maintained in a standardized manner.

## **Definition:**

The affiliation coordinator functions as the liaison for college-related programs between the affiliate school and the Network clinical site.

## **POLICY:**

Affiliate schools must have fully executed affiliation agreement contracts in order to use the LAC+USC Healthcare Network as a clinical site.

Affiliation requests are screened prior to submitting for approval.

No monetary reimbursement is associated with affiliation agreements.

Clinical affiliation agreements are approved by:

- Affiliation coordinator
- Area administration/service chief, as indicated
- Network Chief Operations Officer (COO)
- Division of Contracts & Grants, DHS
- Board of Supervisors, as indicated

Affiliate instructors and students receive an orientation to their assignment.

The affiliate school provides overall supervision and instruction to its students.

Each affiliate school onsite clinical placement and student cohort are approved by the affiliation coordinator.

Affiliation agreements do not expire unless termination of contract is requested, in writing, by one or both parties and filed with DHS Contracts & Grants.

## **PROCEDURE:**

### **Initial Request (screening)**

Affiliation coordinator will:

- Ask the school to provide letter to affiliation coordinator requesting to establish clinical training site. Letter must include:
  - Type of program e.g.: RN, LVN, Radiology, Ultrasound
  - Any existing contracts the school has with LA County and contract number.
- Obtain the following from requesting school:
  - Clinical Affiliation Agreement Contract Request Approval form information

Subject:

**AFFILIATION AGREEMENTS**

- Program status e.g.: accredited, pending accreditation
- Frequency of clinical rotations: number of weeks and hours/shift
- Number of students to be placed.
- Inform school of:
  - Available clinical placements and limitations
  - Network expectations e.g.:
    - ✓ Instructor orientation
    - ✓ Student orientation and supervision
  - Name of clinical site contact e.g.: Radiology supervisor, assistant nursing director
  - Anticipated timeline for contract completion and approval.
- Request copies of:
  - Student learning objectives, teaching plan, and level of clinical experience needed (to determine placement options)
  - Proof of school liability insurance/indemnification
  - Business license or proof of accreditation

Approval Process

Affiliation coordinator will:

- Complete the Clinical Affiliation Agreement Contract Request Approval form
- Discuss facility requirements with affiliate school
- Forward completed form and request to process affiliation agreements cover letter/e-mail to COO for approval and signature with copy to clinical area administrator and/or clinical area service chief as needed
  - Maintain copy with affiliate records
- Forward COO signed form to Division Chief, DHS Contracts and Grants
- Intervene with Contracts and Grants as needed to determine status of contract
- Inform school of approval status
  - If approved, Contacts and Grants will:
    - ✓ Contact school for signature on contract
    - ✓ Forward fully executed contract to affiliate school and to Clinical Affiliation Coordinator.

Post Approval

Affiliation coordinator/service area designee will:

- Request the following:
  - Number of groups and students/group
  - Syllabus/learning objectives/teaching plan (to determine placement)
  - Clinical rotation dates
  - Student roster including:
    - ✓ Instructor name(s) and professional license/certification expiration date
    - ✓ Instructor and student health clearance as required by facility policy
    - ✓ Other divisional requirements as needed
  - Phone numbers of every instructor on site for contact in case of emergency (e.g.: student leaves with medication room keys)

Subject:

**AFFILIATION AGREEMENTS**

- Orient instructor(s) and school liaison to Network policies and procedures as required by regulatory agencies and Human Resources
- Communicate Network policy and procedure requirements and changes to affiliate school dean for dissemination to instructor(s) and students
- Keep a record of:
  - Program names
  - Type of program e.g.: RN, LVN, Radiologic Technology.

**PROCEDURE DOCUMENTATION:**

Clinical Affiliation Agreement Contract Request Approval  
Request to Process Affiliation Agreements cover letter

**REFERENCES:**

Network Policy #542: Contracts, Educational and Clinical Affiliations