

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

Page 1	Of 3
--------	------

Subject: AFFILIATION AGREEMENTS	Original Issue Date: March 9, 2006	Policy #: 140
	Supersedes: October 11, 2012	Effective Date: March 15, 2018
Individuals / Committees Consulted: Coordinator, Affiliate Nursing Programs Dean, Allied Health	Reviewed & Approved by: College Governance Committee	Approved by: Provost, College of Nursing & Allied Health (Signature on File)

PURPOSE:

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

POLICY:

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

- Nursing affiliation coordinator coordinates clinical placement for affiliated nursing programs.
EXCEPTION: Division of medicine coordinates clinical placement for schools whose graduates report to medicine such as Nurse Practitioners/Midwives/Anesthetists
- Allied Health affiliate coordinator collaborates with clinical area to facilitate affiliate school clinical placement.

Affiliate schools must have fully executed affiliation agreement contracts in order to use the LAC+USC Medical Center 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
- Medical Center 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 clinical placement and student cohort is 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.

Subject:

AFFILIATION AGREEMENTS**PROCEDURE:**Initial Request (screening)

Clinical affiliation coordinator:

- Asks 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
- Obtains the following from requesting school:
 - Clinical Affiliation Agreement Contract Request Approval form information
 - Program status e.g.: accredited, pending accreditation
 - Frequency of clinical rotations: number of weeks, days requested, and hours/shift
 - Number of students to be placed
- Informs school of:
 - Available clinical placements and limitations
 - Medical Center 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
- Requests copies of:
 - Student learning objectives 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:

- Completes the Clinical Affiliation Agreement Contract Request Approval form
- Discusses facility requirements with affiliate school
- E-mails completed form and request to approve affiliation agreements to COO for signature with copy to clinical area administrator and/or clinical area service chief as needed
- Maintains copy of form with affiliate records
- Forwards COO signed form to Division Chief, DHS Contracts and Grants
- Intervenes with Contracts and Grants as needed to determine status of contract
- Informs school of approval status
 - If approved, Contacts and Grants:
 - ✓ Contacts school for signature on contract
 - ✓ Forwards fully executed contract to affiliate school and to Clinical Affiliation Coordinator.

Subject:

AFFILIATION AGREEMENTS

Post Approval

Clinical affiliation coordinator/service area designee:

- Requests the following:
 - Number of groups and students/group
 - Syllabus/learning objectives (to determine placement)
 - Clinical rotation dates
 - Student roster including information required by Human Resources (HR), Information Systems, and Employee Health Services (EHS) such as:
 - ✓ 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 number and e-mail address of every instructor on site for contact in case of emergency

- Forwards E2 Health Clearance forms to EHS
- Facilitates appointments for HR clearance
- Orients instructor(s) and school liaison to Medical Center policies and procedures as required by regulatory agencies and Human Resources
- Communicates Medical Center policy and procedure requirements and changes to affiliate school dean for dissemination to instructor(s) and students
- Keeps a record of:
 - Program names
 - Type of program e.g.: RN, LVN, Radiologic Technology.

PROCEDURE DOCUMENTATION:

Clinical Affiliation Agreement Contract Request Approval
E2 Health Clearance
Student Roster

REFERENCES:

Network Policy #542: Contracts, Educational and Clinical Affiliations

REVISION DATES:

March 9, 2006
March 12, 2009
October 11, 2012
March 15, 2018