

OCE: Affiliation Agreements		SOP #: CE.010.00
Effective Date	7/1/2018	
Last Revision/Review	11/29/18, 8/28/19	

1. Purpose

The purpose of this procedure is to provide guidelines to the OCE staff for processing Affiliation Agreements for Third and Fourth Year rotations.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Regional Hub Coordinators

Third Year Clerkship Coordinator

Fourth Year Clerkship Coordinator

BCOM Office of General Counsel

BCOM President

4. Definitions/Abbreviations

- A. OCE - Office of Clinical Education
- B. AA - Affiliation Agreement
- C. CAPRI - Clinical and Professional Resource Information System
- D. Clinical Teaching Site - where students will rotate

5. Procedural Steps

5.1. Beginning the Affiliation Agreement Process.

The Coordinator will:

5.1.1 Contact the clinical site to begin the affiliation agreement process. If the clinical site does not accept BCOM AA template, then BCOM can use clinical site's AA after it is reviewed and approved by the BCOM Legal Department

5.1.2 Check the **Term** of the agreement to ensure the appropriate date is entered

5.1.3 Review the agreement for any fees charged to the school;

5.1.3.a. Review the insurance requirements and make sure the amounts are within BCOM's existing insurance policy.

5.1.4 Send the AA to the BCOM Legal Department for review and approval.

5.2. Securing Signatures

5.2.1 Once the agreement has been reviewed, the Coordinator will provide the original document to the BCOM President for signature.

5.2.2 After the President's signature the Coordinator will scan and forward the agreement to the clinical site for their signature, and request a copy of the executed agreement.

5.3. CAPRI

5.3.1 The Coordinator will add AA to CAPRI and enter the required fields.

5.4. Updates and Renewals.

5.4.1. Agreements typically renew automatically on an annual basis, however the Coordinator will run a report in CAPRI to identify the agreements that are soon to expire. The Coordinator will then attempt to renew the agreement with the clinical site and update CAPRI once the renewal has been completed.

6. Reports/Charts/Forms/Attachments/Cross References

[Clinical Affiliation Agreement Template](#)

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

Signature on File

9/3/19

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Director of Clinical Education

Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			