1. Purpose
The purpose of this procedure is to provide guidelines to the OCE staff for processing the AAMC Implementation Letter.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities
Fourth Year Clerkship Coordinator

4. Definitions/Abbreviations
A. OCE - Office of Clinical Education
B. AA - Affiliation Agreement
C. AAMC - Association of American Medical Colleges
D. Implementation Letter - Standardized agreement issued by the AAMC
E. Participating Host Institutions - A host institution receives visiting students from participating home institutions in the program.
F. CAPRI - Clinical and Professional Resource Information System

5. Procedural Steps
The fourth year coordinator will determine if the Host Institution will require an AA or the AAMC Implementation Letter.

5.1. Affiliation Agreements.
   5.1.1 Refer to SOP #CE.010.00

5.2. AAMC Implementation Letter.
The fourth year coordinator will:
   5.2.1 Update the AAMC Implementation Letter and e-mail it along with the Clinical Training Agreement to the Host Institution. Host Institution will return an executed AAMC Implementation letter; and
   5.2.2 Create a record of the agreement in CAPRI; see SOP #CE.010.00.
6. Reports/Charts/Forms/Attachments/Cross References

<table>
<thead>
<tr>
<th>Clinical Affiliation Agreement Template</th>
<th>AAMC Implementation Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Training Agreement</td>
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7. Maintenance
The OCE will review this procedure as necessary.

8. Signature

<table>
<thead>
<tr>
<th>Signature on File</th>
<th>9/3/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irina Zhorzhuli, MBA</td>
<td>Date</td>
</tr>
<tr>
<td>Director of Clinical Education</td>
<td></td>
</tr>
</tbody>
</table>

9. Distribution List
Internal

10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>[e.g., 3.1]</td>
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