

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: Mission & Governance

BCOM Policy: B1060

TOPIC: Clinical Education Affiliations

Approval Date: 1/22/19

Revised: 10/24/19

Effective Date: 1/22/19, 10/24/19

Approved: Signature on File

Page 1 of 1

---

**POLICY:**

BCOM shall execute written affiliation or educational agreements with core rotation sites that clearly define the rights and responsibilities of both parties. Where an institutional agreement is not applicable individual preceptors shall receive an appointment to the College's faculty and guidance in conducting a preceptorship experience.

**RESPONSIBLE OFFICIAL(S):**

Associate Dean of Clinical Education

**PROCEDURE:**

1. BCOM shall survey its available core clerkship opportunities each academic year and prepare a roster of all positions as of January 31.
2. The College shall project its student census and annual need for core clerkships by January 31 of the preceding academic year.
3. BCOM shall secure any additional clerkship positions with its existing affiliates as may be needed to fill any shortfalls that may be identified through the audit process. Where needed, additional affiliates will be identified.
4. All clinical affiliation agreements for core clerkships shall be renewed at least every five years and shall include such language as is required to be in compliance with this procedure and those of the COCA.
5. BCOM shall provide faculty appointments for all preceptors providing clerkship experiences. These appointments shall constitute an agreement by the preceptor to provide educational services as described in the syllabus of the course to which the preceptor is assigned.
6. BCOM shall poll each of its core clinical affiliates at least annually to identify preceptors responsible for the training and assessment of its students. Preceptors shall be required to submit credentials for appointment to the College faculty to continue in that role.

**CROSS REFERENCE:**