Procedure for Initiating Clinical Education Agreements

The Faculty Member will:

a. Identify an agency in which course objectives can be met and discuss with course coordinator if necessary.
b. Complete a Request for Clinical Education Agreement form, which includes evaluating the appropriateness of the site for meeting course objectives.
c. Sign and submit form to the Clinical Coordinator in the Office of Clinical Affairs.

The Clinical Coordinator will:

a. Send three copies of the standard Clinical Education Agreement to the agency for review and signature; instruct the agency to return all three copies in the accompanying letter.
b. Recommend the agreement to the Dean of the College of Nursing for approval and signature when returned.
c. Send all three copies to the University’s Office of Legal Counsel for review and signature by the Vice President for Clinical Affairs; will retain one copy for the College files and send an executed contract to the agency when it has been signed by all parties.
d. Notify the faculty member when the agreement has been finalized.

In the event the standard Clinical Education Agreement is not acceptable to the agency, efforts are made to amend the agreement to address agency concerns while not compromising the position of the University, Medical Center, or College of Nursing. Any changes must be approved by University’s Office of Legal Counsel.

Students may not begin clinical rotations until the faculty member has been notified by the Clinical Coordinator for Clinical Affairs that the agreement has been finalized.