



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

Affiliation Agreements

Policy

Placement of students in clinical or other healthcare settings for the purpose of experiential learning requires that both the agency and the university agree to certain policies, expectations and practices for all parties involved which are outlined in an affiliation agreement. The goal of an agreement is to protect the rights of both the CHP student(s) placed in the agency as well as the agency from a liability perspective.

Therefore an affiliation agreement is created as a contract between the university and the facility where university departments want to send students for program required clinical or field internship experiences. Affiliation agreements may be created by either the agency or the university, but must be thoroughly reviewed, approved and subsequently signed by appropriate representatives of both institutions. The affiliation agreement must clearly identify the length of the contract. The College of Health Professions requires an affiliation agreement for every clinical or other healthcare setting where students are placed as a requirement of CHP programs. These agreements are processed in collaboration with the Office of the General Counsel-Ferris State University and are then monitored for currency within the College. All Affiliation Agreements are available for viewing on the CHP share (J) drive.

Procedure

Initiating a New Affiliation Agreement

The College of Health Professions has a set of “boilerplate” FSU affiliation agreements that can be used to initiate a new agreement with a new clinical site. Some of these agreements are program specific, but there is one that allows the agreement to include “all CHP programs” which is preferred if the agency is agreeable to this arrangement. This agreement is preferred by CHP to initiate a new agreement and should be offered to the agency initially by the clinical coordinator and sent to the CHP clerical support person. This document can be signed by the Dean of CHP and sent to the agency for their review and subsequent signature if they agree to the conditions outlined in the FSU agreement.

Many clinical agencies prefer to use their own standardized agreements and will elect to initiate the process with their signed document. In this case, the agreement must then be reviewed by the CHP administrative compliance designee as well as by the FSU General Counsel’s office representative. The “Affiliation Agreement Checklist” is used as a guide for the CHP review and then forwarded to the General Counsel’s office for their review and response to the areas identified for change or negotiation.

Whenever changes to either agreement are suggested by either the clinical agency, CHP or the General Counsel’s office, the follow up process involves a series of communications between

CHP and the agency until all parties can agree to a common set of conditions outlined in the modified agreement.

Once the agreement is approved by all parties, the final document is prepared by the CHP clerical support designee in duplicate for signatures. The Dean of CHP signs all agreements for the College and then both documents are sent to the agency for signature(s) on that end with one copy then returned to the CHP clerical support designee who keeps all hard copies on file as well as recorded on a database.

Addendums to an Existing Agreement

An addendum can be used to add a different CHP program to an existing agreement and is preferred to creating a new agreement for the program because it can typically be accomplished in a much shorter timeframe. This is commonly requested by the clinical coordinator of the program to be added to a specific agreement. The CHP administrative compliance designee in collaboration with the agency facilitates the addendum inclusion in a manner consistent with the “new agreement” process outlined above.

Renewals of Expired Agreements

All Affiliation agreements have termination dates as a matter of current legal practice, typically 3-5 years in duration. If a request has been made by the clinical coordinator, the CHP clerical support designee will initiate the renewal process with the clinical agency. This process is consistent with that of initiating a new affiliation agreement.

Tracking of Affiliation Agreements

The CHP clerical support designee maintains the Affiliation Agreements in an excel Data Base, by hospital, program, and expiration date. This database can be found on the CHP share (J) drive in the “CHP All” section in a file folder titled: “CHP Affiliation Agreements”. The CHP clerical support designee tracks the agreements on a regular basis and highlights approaching expiration dates. A file in that data base called “Tickler Sheet” contains a listing of all “pending” agreements to include the status of the date sent to the agency, to whom and any other pertinent information. This file can be utilized to see if there is an agreement in process for an agency of interest not listed on the current agency data base. When agreements are completed, the CHP Clerical support designee emails all parties involved. No additional copies are made as the masters are kept in this person’s office filing system and also electronically.

Related Documents & Resources – all found on CHP Share Drive

- Affiliation Agreement Checklist – originated by McKessy House
- Affiliation Agreement Data Base
- CHP Affiliation Agreement Templates

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