

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>OCE: Affiliation Agreements</b>		<b>SOP #: CE.010.02</b>
Effective Date	7/1/2018	
Last Revision/Review	11/29/18, 8/28/19, 10/21/2022, 05/22/2023	

### **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**

RAC Coordinators (in-R A C)

RAC Liaison (in- R A C)

Assistant Director of Clinical Education (away) Third Year

Fourth Year (away) Clerkship Coordinator

Burrell COM Office of General Counsel

Burrell COM 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 OCE will:

5.1.1 Contact the clinical site to begin the affiliation agreement process. If the clinical site does not accept Burrell COM AA template, then Burrell COM can use clinical site's AA after it is reviewed and approved by the Burrell COM 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 Burrell COM's existing insurance policies.

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

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### **5.2. Securing Signatures**

5.2.1 Once the agreement has been reviewed and approved, the OCE will provide the original document to the Burrell COM President for signature.

5.2.2 After the President's signature the OCE 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. The OCE tracks and updates Agreements on a five-year basis unless otherwise specified in the agreement.

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

[Clinical Affiliation Agreement Template](#)

## **7. Maintenance**

The OCE will review this procedure as necessary.

## **8. Signature**

Approved by

5/22/2023

Department Head 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
10.21.2022	Entire document	Updated OCE staff titles		10.21.2022