

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

OCE – Fourth Year Rotations: AAMC Implementation Letter		SOP #: CE.011.01
Effective Date	7/1/2018	
Last Revision/Review	11/29/18, 8/28/19, 7/26/22,5/25/23	

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 Coordinators

Assistant Director of Clinical Education

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 OCE will determine based on the Away Rotation Form, if the Host Institution requires 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 OCE 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**.

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

[Clinical Affiliation Agreement Template](#)

[AAMC Implementation Letter](#)

[Clinical Training Agreement](#)

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

Approved by

5/25/2023

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
7.22.2022	Title	Updated the title of the SOP		07.22.2022