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.
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

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<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
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