

Where to Find Active Affiliation Agreements

The full list of active sites and their requirements can now be found in Meditrek, our practicum application system. You will need a Meditrek account to see this list, which will be provided to you roughly one semester prior to starting your practicum experience. You will receive login credentials via your Loyola email address.

If you are not currently at this stage of your program, please see page 5.

Step One:

Log into Meditrek and start a new application.

Start New Application

Course: Semester:

Step Two:

Click on the **Practicum Site Information** under **Forms to Complete**.

Forms to Complete

- [Practicum Site Information](#)
[Review](#) Status: Not Entered
- [Preceptor Information](#)
[Review](#) Status: Not Entered
- [Student Information](#)
Last Modified: 6/15/2018 3:40:03 PM
[Review](#) Status: Completed
- [CastleBranch Requirements](#)
[Review](#) Status: Not Entered

Step Three:

Select a state from the drop down menu. This will be the state in which you are planning to complete your practicum.



Step Four:

A new drop down menu will appear. By default, this will read “Enter a new site”. Expanding this menu will bring up a scrollable list of all sites in the state that you selected. This list will display all sites (in that state) which we have worked with in the past, along with the primary address of the site. Sites are usually listed by their legal name and/or main office address, but the associated affiliation agreement may cover multiple locations under the main umbrella.

Be sure to check this list BEFORE entering a new site to ensure that your practicum site is not already in Meditrek.



Step Five:

Once you choose a site, clicking submit will take you to a page containing all relevant information for that site: address, contact information, the AA expiration date and status, restrictions, as well as additional site requirements if applicable. This page will also show you if a site is, for any reason, not an appropriate choice. Review this page thoroughly, considering your target practicum dates in relation to the expiration date. Check out the current status of the agreement. Is it expired? If so, how long ago did it expire? If it is close to expiry, was the affiliation agreement an outside agreement? Who is the contact person at the practicum site?

To save these changes, you must click the "Save Final" button at the bottom of the form.

Warning: this will abandon any edits you have made

Proposed Practicum Facility
Ochsner Clinic Foundation (Main) - Covers ALL Ochsner Locations
[View Affiliation Agreement Information Page](#)

Facility Address
1516 Jefferson Highway
New Orleans, Louisiana 70121

Practicum Site Contact Person for Processing of Affiliation Agreement
Lana Schiro Program Coordinator
Email: laschiro@ochsner.org Phone: 504-842-8796
AA Expiration Date: 3/1/2021

Affiliation Agreement Status: Valid Through AA Term ⓘ

Affiliation Agreement Type: ⓘ

This affiliation agreement has site restrictions or additional requirements.
Please review the affiliation agreement information [here](#) to verify that you meet the student eligibility requirements before submitting your application.

Step Six:

Determine whether this site meets your needs. If it does not, there is a button at the top of the page marked **"Change site selection"**. This can be used at any time prior to submitting the completed application (meaning filling out ALL items on the application checklist AND submitting the completed application) to change your chosen site. This will take you back to the original practicum site selection page where you will **start again at Step Three**.

To save these changes, you must click the "Save Final" button at the bottom of the form.

 Warning: this will abandon any edits you have made

Questions?

If you already have a Meditrek account, the above steps should be followed to find a list of sites. The School of Nursing does not maintain a private list of sites- everything that we have on file is included in Meditrek. If you are a new student or otherwise do not have a Meditrek account and are seeking a list of practicum sites to begin planning your experience early, contact Kacey Mills at kmmills@loyno.edu.

In your email, please include your program and the state(s) that you are interested in, as well as any additional specifications needed.