

Guide to Submitting an Affiliation Agreement

This information will also be available in Meditrek when creating your application. Please note that you should determine which of these methods your organization requires as early as possible so that there will be ample time to process if they require an outside form or changes to the AA. Affiliation Agreements must be submitted one of the following ways:

Already Active Agreement

1-2 weeks anticipated processing time.

If you are conducting your practicum with an organization that currently has an active Affiliation Agreement with Loyola University (and the Agreement will be active for the full length of your Practicum) you will not need to upload the Affiliation Agreement to the module. You will still need to submit a Practicum Site Information Form with your site and preceptor information. Follow the instructions on that form and select the organization from the drop down box. Organizations with Active Affiliation Agreements may be found at gps.loyno.edu/nursing/resources (labeled "Active Affiliation Agreements"). The AA MUST be valid for the FULL semester of your practicum course. If it will not be, you will need to initiate a renewal by contacting your facility. **Loyola does not initiate the renewal process.** If a renewal is needed, the AA will then be treated as one of the two options below:

Using Standard Loyola Agreement

1-4 weeks anticipated processing time.

This is the most ideal method of obtaining an AA with your organization, since it requires the least amount of processing time. If your organization is able to sign Loyola's standard Affiliation Agreement (labeled "FORM - Affiliation Agreement" under gps.loyno.edu/nursing/resources) without modifications you will then need to scan and upload the agreement by the deadline. **Do not submit unchanged standard Loyola AAs by email. Do not submit any Loyola agreements which have been modified in any way via Meditrek.** Any revisions by the facility other than filling in the blanks **must** be reviewed by Loyola's legal department and should be submitted using the method below:

Using Outside Agreement

2+ months anticipated processing time.

If your organization requires use of their own agreement/contract OR makes modifications to the standard Affiliation Agreement provided by Loyola, you must direct a representative from your organization to contact Loyola School of Nursing staff directly at sonaa@loyno.edu on your behalf and we will work with the facility from that point onward. (This representative cannot be you.) All outside agreements will need to be reviewed by Loyola's legal department before signature on either end. The review process on average takes approximately two months, but can take longer. **Although a deadline is provided, the absolute best time to submit is well before that deadline.** Due to the individuality of each outside agreement, the process is not linear and, if issues arise during negotiations, more time will be needed to resolve them.

After Submission

Once information is approved by someone in our office it should then be added to the AA Information Table. Our staff will then enter additional information and mark status updates as listed in the Affiliation Agreement Information Section below. Student should receive updates automatically when affiliation agreement status changes, site restrictions are entered, or additional requirements are entered.

“Discontinued” or “Unable to Come to Terms”

(What happens and what to do if your site cannot be approved.)

Although we try to work with selected organizations as much as possible, there are some times when an Affiliation Agreement cannot be reached. When this occurs, it is due to legal issues and/or policy conflicts that cannot be resolved. If registration has not yet started, you will be able to freely select a new site by resubmitting per the usual procedures. In the event that we are unable to come to terms and it is after registration has begun, selecting a new site will be handled on a case by case basis, depending on dates involved and the details regarding the new proposed site. The earlier an AA is received, the more time we will have to explore alternate options in these cases. Any student without an approved AA on the last day of registration will be automatically enrolled in the Pre-Practicum Resource Site for the next semester. (Practicum is only offered in Spring and Fall.)

If you are submitting an outside Affiliation Agreement, it is encouraged to have a backup plan in mind in case of this situation.