

Guide to Submitting an Affiliation Agreement

Before you can begin your practicum experience, we will need to establish an affiliation agreement (AA) between Loyola University New Orleans and your organization. The agreement will lay out the terms of the relationship between Loyola and the facility. At any given time, Loyola maintains affiliation agreements with hundreds of organizations, with new sites being added every semester.

You, as the student, are responsible for choosing your practicum site and, if we do not already have an AA, initiating the process of establishing an affiliation agreement with said site. This guide will help you through the process, as there are several different submission methods, depending on the AA type.

Please speak with your organization as early as possible to determine what their requirements are and which method you should follow.

- **Do I need an AA?**
ALL practicum experiences require an affiliation agreement that is active for the full length of the practicum semester, so if your chosen site does not have one, you will need to complete this requirement.
- **What if I don't have an AA?**
Without an active affiliation agreement, you will not be eligible for registration in the practicum course or the associated theory course.
- **How long does it take to get an AA?**
Anticipated processing times depend on the type of AA and are listed below. Bear in mind that these are only ESTIMATES based on prior experience. Timelines are not guaranteed, so the sooner we receive the agreement, the better off you will be. Outside agreements are FAR less predictable than Loyola agreements.
- **What if I miss the due date?**
Although the due date is flexible in that we will accept late applications, we cannot guarantee that you will be approved for the semester you have selected if your application is not turned in on time. If you are late, it is HIGHLY recommended that you choose a site with an active agreement OR one that can sign Loyola's standard agreement. It is safest to anticipate a lengthy processing time for outside AAs. If there is not enough time to process your AA in time for your target semester and an alternate site cannot be found, your practicum experience will be delayed.

For more information on Meditrek, please consult the **Meditrek Instructions and Guide** located on the School of Nursing Resources webpage under Practicum Resources.

CONTINUED BELOW

Submitting the Agreement

Already Active Agreement: 1-2 WEEKS

If you are conducting your practicum with an organization that currently has an active Affiliation agreement with Loyola University, you will not need to upload a new affiliation agreement. You *will* still need to submit a new application each semester, even if you are using the same site or preceptor. It is only the new AA form that is not needed.

Organizations with active AAs (listed as "Valid Through AA Term") AND a current expiration date can be found using the instructions posted on the SON Resources page under "**GUIDE – Where to Find Active Affiliation Agreements**". The AA must not expire before the last day of your practicum. If it expires sooner than that, 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:

Standard Loyola Agreement: 1-4 WEEKS

This is the preferred method of obtaining a new 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 (SON Resources page, "**FORM - Affiliation Agreement**") without modifications, you will then need to scan and upload the agreement to Meditrek as part of your application. Processing is fairly straightforward: the SON staff will route the AA for signature at Loyola.

Always re-download the form when presenting it to a new site to ensure you are using the latest version, as the form may change between semesters.

- **Do not submit unchanged standard Loyola AAs by email UNLESS it is a renewal.**
- **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 **as an outside agreement** using the method below:

Outside Agreement: 2 OR MORE MONTHS

If your organization requires use of their own agreement/contract OR makes modifications to the standard Affiliation agreement provided by Loyola, you must tell a representative from your organization to contact Loyola School of Nursing staff directly at sonaa@loyno.edu. This representative cannot be you. We will work with the facility from this point forward. All outside agreements will need to be reviewed by Loyola's legal department before any signatures can be completed.

Each outside AA is unique and the terms must be agreed to by both Loyola's legal department AND the facility's. We cannot guarantee that outside agreements will be approved at all. It depends entirely on whether both parties can legally agree to the contract.

After Submission

Once you have submitted your affiliation agreement in Meditrek, it should immediately appear in the AA database and you will be able to track the status in Meditrek.

Please see the Meditrek Instructions and Guide located on the SON Resources webpage for additional information on AA tracking and how to obtain status updates. Descriptions of AA statuses will also be available in Meditrek.

Soon after receiving the affiliation agreement, we will begin processing it here at Loyola. Outside affiliation agreements are forwarded to our legal department for review, while Loyola AAs will be routed directly for signature here at Loyola. We will contact you if there are any issues or if anything else is needed on your end.

Rejected Affiliation Agreements

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

Although we try to work all organizations and accommodate where possible, there are occasions 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 this occurs, you will need to find a new practicum site and submit a new application.

If you are submitting an outside affiliation agreement, it is highly encouraged to have a **backup plan** in mind in case of this situation.

Statuses to be aware of in Meditrek:

- **Rejected:** This site is not an appropriate practicum site.
- **Discontinued:** The AA for this site could not be approved or the affiliation was discontinued. Reasons may be given on site's information page. It is highly advised not to request placement at discontinued sites.

Contact Information

Submission of Outside Agreements and AA Renewals	School of Nursing Affiliation Agreements sonaa@loyno.edu
Affiliation Agreement Questions, Comments, Assistance	1. Kacey Mills; kmmills@loyno.edu ; 504-865-2550 Affiliation Agreements Administrative Assistant – Primary Contact 2. Dr. Jennifer Creech; jacreech@loyno.edu ; 504-865-3331 Clinical & Affiliations Coordinator