

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 on the following page. Bear in mind that these are only ESTIMATES based on existing agreements. Timelines are not guaranteed, so the sooner we receive the agreement, the better off you will be.
- **Can I submit my application late?**
The deadline is set so early because of the length of time it takes to process AAs. We CANNOT guarantee that your AA will be completed before the start date if your application is not turned in on time. Without an AA, your application cannot be approved, and you will be unable to register for your course as scheduled. If you do miss the deadline, your best option is to choose a site that already has an AA, or one which can sign the standard Loyola agreement. Contact the Practicum Coordinator for additional guidance.

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 to process application

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, it must be renewed. Contact the Practicum Coordinator for guidance. Renewals will most often be treated as a new agreement. (See one of the two options below.)

Standard Loyola Agreement

1-4 weeks to process application

If your organization is able to sign Loyola's standard Affiliation agreement (SON Resources page, **"FORM - Affiliation Agreement"**) without changing it, you will then scan and upload the agreement to Meditrek as part of your application. (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.) The SON staff will then route the AA for signature at Loyola.

- **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.**
- **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.**

Outside Agreement

2 or more months to process application

If your organization requires 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. This representative cannot be you. We will work with the facility from this point forward.

We cannot guarantee that outside agreements will be approved. It depends on whether Loyola and the site can legally agree. All outside agreements will need to be reviewed by Loyola's team. The AA will then be sent back to the site for their approval. This may be repeated as many times as is necessary to reach a consensus. Each outside AA is unique and the terms must be agreed to by both Loyola's legal department AND the facility's before either party can sign.

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 not recommended to request placement at discontinued sites.