

Guide to Submitting an Affiliation Agreement

Before you can begin your practicum experience, an affiliation agreement between Loyola University New Orleans and your organization. The agreement will establish 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 selecting your practicum site and, if necessary, initiating the process of establishing an affiliation agreement with said site. The following instructions will also be available in Meditrek when creating your application. Please speak with your organization as early as possible to determine which method they require.

- **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 projections ONLY and are not guaranteed, so the sooner we receive the agreement, the better. Although a deadline is provided, the best time to submit your agreement, PARTICULARLY if your site requires an Outside Agreement, is well before the deadline.
- **What if I miss the deadline?**
Meeting the deadline is to your benefit, but we do still process agreements regardless of when they are submitted. However, the later your agreement is submitted, the less likely it is that there will be enough time to complete it if it is an Outside Agreement. You can increase your chances of having a late AA approved in time by selecting a site that can sign the Loyola form. If the AA cannot be completed 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 Processing Time

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") may be found by selecting your state and then choosing a site from the drop down boxes below. 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:

Using Standard Loyola Agreement: 1-4 Weeks Processing Time

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 (labeled "FORM - Affiliation Agreement" on the School of Nursing Resources webpage) without modifications, you will then need to scan and upload the agreement to Meditrek by the deadline. Processing is fairly straightforward, as it only requires signatures from 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:

Using Outside Agreement: 2+ Months 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.

Due to the individuality of each outside agreement, the review process is not linear and the AA may change hands several times. If issues arise during negotiations, more time will be needed to resolve them. **This can and does result in a lengthy review process for outside affiliation agreements.**

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 with selected organizations as much as 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. This is another reason why it is essential to submit your AA as early as possible.

If you are submitting an outside affiliation agreement, it is 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. Cynthia Langford; langford@loyno.edu ; 504-865-3252 Clinical & Affiliations Coordinator