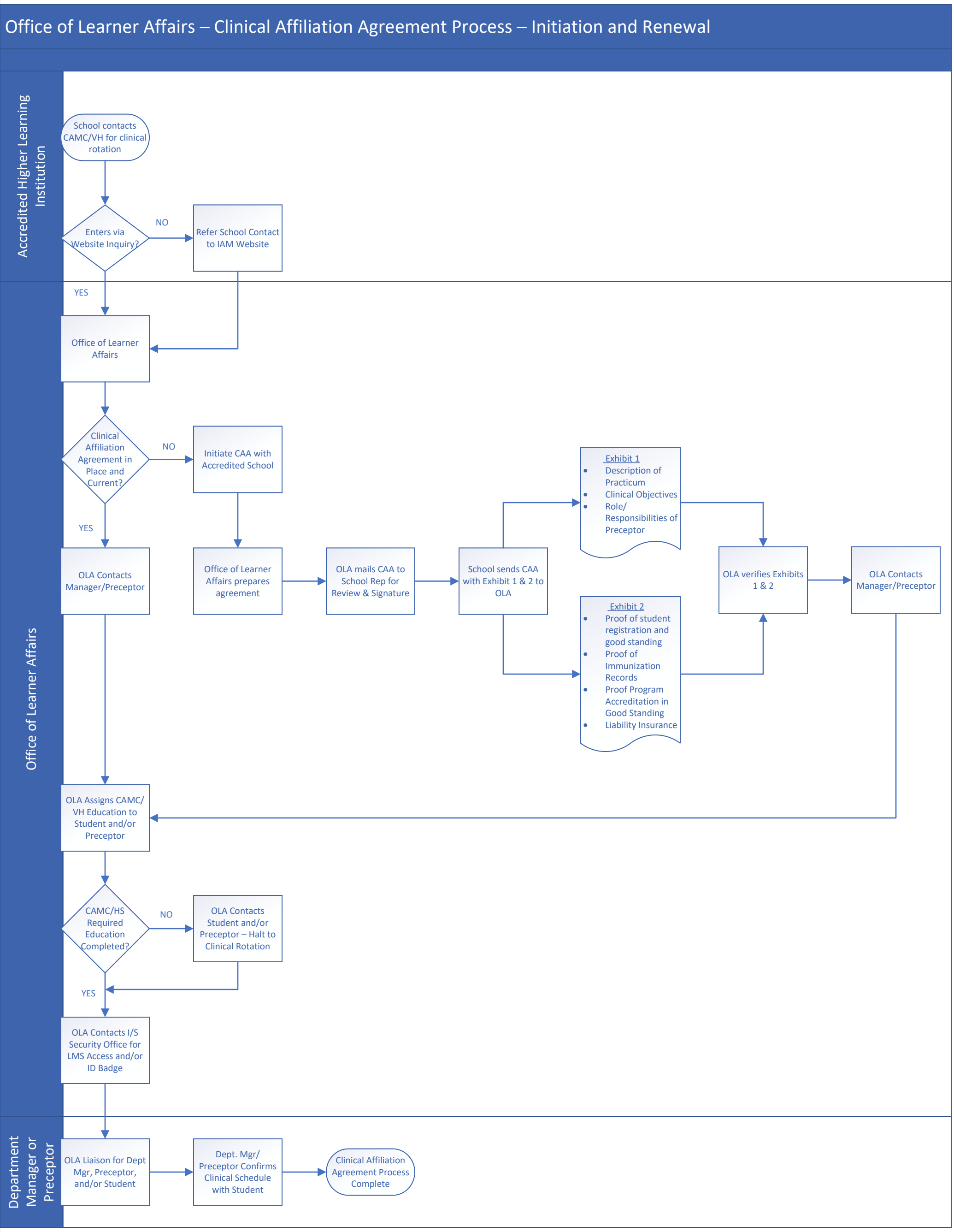
Office of Learner Affairs – Clinical Affiliation Agreement Process – Initiation and Renewal
Accredited Higher Learning Institution
Office of Learner Affairs
Department Manager or Preceptor
School contacts CAMC/VH for clinical rotation
Enters via Website Inquiry?
NO
Refer School Contact to IAM Website
YES
Office of Learner Affairs
Clinical Affiliation Agreement in Place and Current?
NO
Initiate CAA with Accredited School
YES
OLA Contacts Manager/Preceptor
Office of Learner Affairs prepares agreement
OLA mails CAA to School Rep for Review & Signature
School sends CAA with Exhibit 1 & 2 to OLA
Exhibit 1
Description of Practicum
Clinical Objectives
Role/ Responsibilities of Preceptor
Exhibit 2
Proof of student registration and good standing
Proof of Immunization Records
Proof Program Accreditation in Good Standing
Liability Insurance
OLA verifies Exhibits 1 & 2
OLA Contacts Manager/Preceptor
OLA Assigns CAMC/ VH Education to Student and/or Preceptor
CAMC/HS Required Education Completed?
NO
OLA Contacts Student and/or Preceptor – Halt to Clinical Rotation
YES
OLA Contacts I/S Security Office for LMS Access and/or ID Badge
OLA Liaison for Dept Mgr, Preceptor, and/or Student
Dept. Mgr/ Preceptor Confirms Clinical Schedule with Student
Clinical Affiliation Agreement Process Complete