

Affiliation Agreement Request and Processes

Department or program responsibilities

- Establishes initial contact with facility
- Assesses appropriateness of site for meeting learning objectives of program or programs
- Provides learning objectives to facility
- Obtains and forwards the following facility contact information to the Assistant Dean of Health Sciences

| Facility Information: | Complete Facility Information Below |
|---|-------------------------------------|
| Legal Name | |
| Physical Address | |
| Mailing Address | |
| Phone Number | |
| Name of legal signator | |
| Title of legal signator | |
| Email address | |
| Name of department level contact with whom you have communicated | |
| Title of department level contact with whom you have communicated | |
| Phone number of level contact | |
| Email address of level contact | |
| ACC Information | Complete ACC Information Below |
| Program instructor requesting affiliation | |
| Instructor phone number | |
| Instructor email address | |
| Programs for inclusion in affiliation | |
| Start date for clinical placement | |

- Faculty may hand delivery affiliation agreements if the desired clinical placement date less than one month
- Students are not allowed to transport any affiliation agreements
- If facility is out of the ACC service area:
 - Completes the out of service area data sheet and submits with request – available at <http://www.austincc.edu/health/hsresource/>
 - Be aware that this requires permission of educational counterpart of the designated service area prior to student placement

Asst Dean of Health Sciences responsibilities

- Generates the legal documents and sends to the facility
- Responds to any facility questions related to the agreement
- Attempts to resolve any issues related to the facility and college affiliation contract requirements
- Initiates college legal review if issues unresolved on the primary level
- Tracks return and signature process
- Notifies program when affiliation fully executed
- Notifies program of any unique stipulations of agreement if applicable
- Maintains annual renewals

Estimated timelines for initiation of new affiliations:

- Uncomplicated affiliation request – 2 to 4 weeks
- Out of service affiliation – 2 to 4 weeks
- Negotiated or blended affiliations – 4 to 8 weeks
- Corporate affiliations – up to 6 months
- Be aware that either the college or the facility can decline an affiliation request based on best interest of the institution