Clinical Affiliation Agreement Process
for Students Completing an Offsite Clinical

Questions may be directed to Cleveland Clinic’s WOC Nursing program at 216-444-5966.

Once a valid precepting agreement has been secured with a certified preceptor, then it is the student’s responsibility to complete the following steps to ensure that negotiations for an offsite clinical affiliation agreement are initiated between the appropriate parties.

1. **Student:** Email your preceptor Cleveland Clinic’s WOC Nursing program’s clinical affiliation agreement “template”. This contract template is obtained from our school’s website [www.clevelandclinic.org/wocschool](http://www.clevelandclinic.org/wocschool) under the registration tab. In your email, include the following instructions to your preceptor:
   A. Please immediately route Cleveland Clinic’s affiliation agreement template to the appropriate individual, who is responsible to review, negotiate, and execute clinical affiliation agreements for your facility. Your facility (student’s practicum site) must either be willing to negotiate the terms of Cleveland Clinic’s clinical affiliation agreement template, or your facility must provide its own affiliation agreement “template” as an “editable” Microsoft Office Word document to Cleveland Clinic’s WOC nursing program no later than 30 days before the student’s first day of class.

2. **Practicum Site:** No later than 30 days before the student’s first day of class, email Cleveland Clinic’s WOC Nursing program at WOCschool@ccf.org your written notification of the correct affiliation agreement “template” that you wish to proceed with in negotiations. If it is your facility’s affiliation template, ensure it is attached to the email as an editable MS Word document. Also, include the following information to Cleveland Clinic:
   A. Name and address of your healthcare facility where our WOC nursing student will be completing his/her practicum.
   B. Name of approved preceptor. Ensure your facility’s preceptor has completed and submitted our program’s preceptor application which is obtained at: [http://survey.clevelandclinic.org/TakeSurvey.aspx?SurveyID=8402684](http://survey.clevelandclinic.org/TakeSurvey.aspx?SurveyID=8402684)
   C. Contact information of the person who will be responsible to review, negotiation, and execute the affiliation agreement. Include full name, phone number, email address, and mailing address.
   D. If requesting changes to Cleveland Clinic’s template, then email affiliation template back with clinical site’s requested redlined changes as an editable MS Word document.

3. Once Cleveland Clinic’s WOC Nursing program receives the emailed information in #2 above, this information will be forwarded on to their legal counsel for review. Cleveland Clinic’s legal counsel may be in contact with you (the clinical site) to review and discuss the affiliation agreement.

   Once both parties are in agreement on the language and terms of the clinical affiliation agreement, it will be routed internally at Cleveland Clinic for signature. The WOC Nursing program will email the partially executed agreement back to clinical site for final signature. Upon final execution, the fully executed agreement must be emailed back to WOCschool@ccf.org before the student will be authorized to begin his/her practicum at your facility. If a clinical affiliation agreement is not fully executed at the end of the student’s didactic classes, then his/her clinical experience will be delayed until a clinical affiliation agreement is fully executed.

   This process on average can take up to four months between both legal parties. Questions may be emailed to WOCschool@ccf.org or phoned to the school’s office at 216-444-5966.