

Preceptor Approval & Clinical Affiliation Agreement Process for WOC Nursing Students Completing an Offsite Clinical

Questions may be directed to Cleveland Clinic's WOC Nursing program at 216-317-7163

Once the student has secured an approved precepting arrangement, then it is the student's and the clinical site's responsibilities to complete the following steps ensuring that negotiations for an offsite clinical affiliation agreement are initiated between all parties. The Student's, Clinical Site's and Preceptor's Responsibilities outlined below are required to be completed before the Final Date to Complete all Enrollment Requirements as posted on the annual academic class schedule for the cohort in which the student is applying for admissions.

Review Cleveland Clinic Final Dates to for Students' to Complete All Enrollment Requirements here at:
<https://my.clevelandclinic.org/-/scassets/files/org/nursing/conferences/woc/woc-2020-class-schedule.pdf?la=en>

Student's Responsibility: During your admissions enrollment period, but prior to your cohort's posted registration close date, email your preceptor and/or clinical site our program's clinical affiliation agreement "template" along with the following Preceptor Application|Qualifications|Responsibility and Clinical Site's Responsibility instructions.

Preceptor's Qualifications, Application & Responsibility:

Our WOCNEP's accreditation requires all WOC preceptors to complete our program's online preceptor application; which is accessible for complete at: [Preceptor Application Form](#). The following list of documents to support your preceptor qualifications and online application must be remitted in order to complete your online preceptor application packet. All credentialing documents should either be scanned/emailed to WOCschool@ccf.org or faxed to 216-445-6343 **within 3 days following submission of your online preceptor application.**

- * Preceptor must be credentialed as a CWOCN, CWCN, CWON, and/or CCCN and must maintain active credentials in the specialty track course's which the student is enrolled in so that student may complete the required practicum coursework and clinical hours' component.
- * Preceptor shall have at least one year of full-time specialty practice after certification.
- * Clinical Stats Form which describes your WOC practice and includes your patient population and average census should be completed here at: [Clinical Stats Form](#)
- * Send a copy of your current CV or resume
- * Send a copy of your current WOCNCB certificate or ID card
- * Send documented evidence of demonstrated completion for at least one of the following: 1) a preceptor workshop, or 2) other structured learning program which includes principles of adult learning, critical teaching strategies, and clinical evaluation methodology, or 3) evidence of prior preceptor or clinical nursing educator experience.

NOTE: Before the WOC Nursing program cohort's Registration Close Date to Complete All Enrollment Requirements in which the student is seeking admission, the preceptor must complete and submit his/her preceptor application packet in its entirety. (Refer to highlighted web link in 2nd paragraph on page 1.)

(NOTE: No preceptor application will be approved without meeting the preceptor qualifications nor without receipt of all aforementioned preceptor credentialing documentation.)

(NOTE: If the student is also an employee of the facility, then student's work hours are not considered as clinical hours by accreditation requirements. The student's work and clinical hours for this program must be separate.)

Once the WOCNEP grants preceptor approval, then preceptor will be notified via email, provided with a copy of the program's current preceptor manual, and student's clinical details.

Preceptor then must assist student and WOCNEP to help initiate (and facilitate if necessary) a clinical affiliation agreement for the student's clinical placement at the facility.

Two week prior to the student's first scheduled clinical date, the preceptor is required to provide the WOCNEP with a copy of the student's proposed clinical schedule; which details the number of clinical hours per day, or these hours will not be counted towards the student's clinical hour requirements. Schedules should be submitted to WOCschool@ccf.org.

Clinical Site's Responsibility: Instructions for processing, negotiating and executing a clinical affiliation agreement with Cleveland Clinic's WOC Nursing Education Program follow below.

- A. Cleveland Clinic's WOC Nursing clinical affiliation agreement is accessible here at: <https://my.clevelandclinic.org/-/scassets/files/org/nursing/conferences/woc/woc-clinical-contract-template.pdf?la=en>.

NOTE: Cleveland Clinic's WOC Nursing Education Program is a nursing C.E. program that is accredited by the WOCN Society for all U.S. based WOCNEP's and these programs are for baccalaureate RN degreed nurses. This program is not affiliated with a college university or school for college credits nor under the terms of those types of traditional clinical affiliation agreements.

- B. Please route this above clinical affiliation agreement "template" onto the appropriate individual within your education or legal office, who is responsible to review, negotiate, and execute such clinical affiliation agreements for your facility. Your facility must either be willing to negotiate the terms set forth within Cleveland Clinic's clinical affiliation agreement template, or within the terms your facility's own clinical affiliation agreement template which you will provide and will email to WOCschool@ccf.org before the student's admission registration close date (refer to first web link provided above).

NOTE: Clinical facility's own clinical affiliation agreement "template" must be submitted to WOCschool@ccf.org in **an editable MS Word document format** or Cleveland Clinic's law office will not move forward to review nor to negotiate the agreement's terms for the student's clinical placement.

- C. When emailing the chosen clinical affiliation agreement "template" to the WOC Nursing program, please include the contact information of the person within clinical facility's education or law department, who will be responsible to review, negotiation, and execute the terms of the clinical affiliation agreement. Please include the individual's full name, title, phone number, email address, and mailing address.
- D. If utilizing Cleveland Clinic's clinical affiliation agreement template (providing in web link above), and facility would like to request edits to the agreement's terms, then kindly track and redlined changes within Cleveland Clinic's editable MS Word document and email to WOCschool@ccf.org.

- E. Once Cleveland Clinic's WOC Nursing program receives the clinical affiliation agreement template and required clinical site contact person's information, then this information will be forwarded onto Cleveland Clinic's law office for review. (NOTE: expect a review timeframe of 4-6 weeks.)
- F. Once Cleveland Clinic's law office has reviewed and/or edited the terms of the clinical affiliation agreement "template", it will be emailed back to the WOC Nursing program's business office, who will liaison emailing the agreement back to the clinical facility's contact person. As soon as, both parties are in agreement on the terms of the clinical affiliation agreement, then it will be finalized by Cleveland Clinic's law office and its paralegal, who will drop in the required three e-signatures for the WOC Nursing program. The WOC Nursing program's liaison then will email the partially executed agreement by Cleveland Clinic's law office back to the clinical facility's contact person for countersignature and final execution.
- G. Upon fully executing the clinical affiliation agreement, the clinical site will email a full copy back to Cleveland Clinic's WOC Nursing education program at WOCschool@ccf.org. This executed agreement must be in place prior to the student's first scheduled clinical date or the student shall not be permitted to start his/her clinical rotation at the clinical facility.

NOTE: The process to negotiate and execute a clinical affiliation agreement between both parties can take up to six months. Questions may be emailed to Cleveland Clinic's WOC Nursing education program at WOCschool@ccf.org or via phone to 216-317-7163.