

## **AFFILIATION AGREEMENTS**

### **WHAT IS AN AFFILIATION AGREEMENT?**

It is a legal document between the University of West Florida and a facility for the purpose of student clinical education.

### **WHO NEEDS AN AFFILIATION AGREEMENT:**

All MSN & FNP students must be sure the facility/facilities they choose to do their practicum/s at has a current affiliation agreement with UWF.

### **WHEN DOES THE AFFILIATION AGREEMENT NEED TO BE IN PLACE?**

The agreement needs to be in place by the time the student is ready to start their practicum experience at that facility. If the student will be using different sites to be able to get all of the required hours, there needs to be an agreement in place for each facility by the time they start at each facility.

### **HOW LONG DOES IT TAKE TO GET AN AFFILIATION AGREEMENT IN PLACE?**

The time range varies with each agreement from weeks to months. The student needs to plan ahead so that their practicum is not delayed by the lack of an affiliation agreement.

### **HOW DO I GO ABOUT GETTING AN AFFILIATION AGREEMENT?**

There are two ways to go about getting an affiliation agreement.

#### **How to find Current Affiliation Agreement List:**

Go to UWF.edu; Click on Academics; Scroll down and choose Usha Kundu, MD College of Health; Choose Departments; School of Nursing; For Students; MSN Resources on the right side; Scroll down and on the left is various information

#### **1) REVIEW PROCESS:**

If you choose an affiliate from the current affiliation agreement list on the website, you **MUST** fill out an Affiliation Agreement [REVIEW FORM](#). This form alerts the affiliations coordinator that you are interested in one of the facilities. The coordinator will then make sure that everything is current and provide any information specific to that agreement to the student.

#### **2) REQUEST PROCESS:**

If you choose an affiliate that is **NOT** on the current Affiliation Agreements list, you **MUST** fill out an Affiliation Agreement [REQUEST FORM](#). This form alerts the coordinator that a student is interested in a new facility. The coordinator will then initiate the request procedure with the facility. This process can take weeks or months depending on various factors (i.e. responsiveness of the affiliate, negotiating the agreement, etc). The coordinator will let the student know the form was received and the request process started. When an agreement is in place, the student will be notified. If an agreement can not be negotiated, the student will be notified they need to find a new facility.

#### **FYI**

If a student obtained an Affiliation Agreement early in their UWF education, it is recommended that the semester before their practicum they email the affiliations coordinator just to make sure that nothing has changed since they were first approved at the site.

#### **AFFILIATION AGREEMENT:**

Lakisha Harrison

[ukcohaaffiliations@uwf.edu](mailto:ukcohaaffiliations@uwf.edu)