



CLINICAL EDUCATION AFFILIATION AGREEMENT

REVIEW PROCESS

STEPS	EDUCATIONAL INSTITUTION	TRAINING DEPARTMENT	OFFICE OF RESEARCH & ACADEMICS (ORA)
1	Submit the Request to Training Department		
2		Complete the ' Clinical Education Affiliation Agreement Form ' (CEAAF) and return to ORA@christushealth.org with all requested supporting documentation	
3			Review the CEAAF and supporting documentation; if request is for nursing or pharmacy-system level request/obtain necessary approval
4			Send blank ' Affiliation Agreement ' to Training Department for completion
5		Complete the Affiliation Agreement and send to the Educational Institution for review	
6	Complete the review: a) If approved, notify the Training Department b) For any change requests, submit red-lined Agreement to the Training Department	Send any redlined Agreements to ORA@christushealth.org for review and approval. Continue to work directly with Educational Institution to address any change requests, until resolved and agreed-upon	
7		Once all negotiations are final, send Affiliation Agreement draft to ORA@christushealth.org for finalization of clean copy for execution	
8			Send final clean copy to Training Department for final signatures for execution
9		Obtain all signatures and return fully executed Affiliation Agreement to ORA@christushealth.org	

**Please direct all questions to ORA@christushealth.org*

**NOTE: Steps 3-9 may take an average of 30-60 days; Learners cannot start rotations until Affiliation Agreement has been fully executed (v1.0; 12/09/2020)*