

St. Mary's Student Affiliation Agreement Contractual Requirements

Dear Sir/Madam,

Thank you for your interest in St. Mary's Health Care System, Inc.® as a potential clinical site for your students. To begin the student placement process at St. Mary's a Student Affiliation Agreement will be required between St. Mary's and the educational institution. To establish a Student Affiliation Agreement, please contact the Clinical Education Department at 706-389-2150. A request to establish a Student Affiliation Agreement will be submitted to our legal counsel, who will then contact you regarding the Student Affiliation Agreement. While revisions to the Student Affiliation Agreement are not generally accepted, St. Mary's legal counsel and Clinical Education Department will consider all proposed revisions submitted by your institution. The contract process at St. Mary's should be initiated at least three months prior to the anticipated clinical start date for students. St. Mary's cannot guarantee a contract will be established in a time frame shorter than three months. Once the terms of the Student Affiliation Agreement have been confirmed, the St. Mary's legal counsel will prepare three (3) final copies of the Student Affiliation Agreement. The three (3) final copies will be signed by St. Mary's Chief Executive Officer and sent to the educational institution for final signatures. Upon receiving the three (3) signed copies of the Student Affiliation Agreement from St. Mary's, please have the appropriate individual(s) at your educational institution sign the prepared copies. Once the appropriate individuals have signed the three copies of the final Student Affiliation Agreement, please return two signed copies to St. Mary's Health Care System, Inc.®.

The St. Mary's Student Requirement Summary address all prerequisites students must complete prior to receiving a badge and beginning a clinical rotation at St. Mary's. Students are not permitted on the St. Mary's campus without a badge. Students must submit all signed forms from the "Student Orientation Packet" to the Clinical Education Department at least two (2) weeks prior to the anticipated clinical start date. Once the Clinical Education Department receives documentation from the student, a time will be scheduled for the student to have a badge made. The Faculty Requirement Summary addresses all requirements instructors and pertinent staff of the teaching institution must complete prior to the start of clinical rotations for their students. Completion records may be returned to the Clinical Education Department in person or via fax at 706-389-2151.

The Institution Contact Form must also be completed prior to students beginning their clinical rotations at St. Mary's. This form will identify a primary contact at your institution. If a different coordinator is present for individual programs, please complete a form for each program. Please review and complete all required fields on the Institution Contact Form. When all areas are completed, you may either mail or e-mail a copy to the Clinical Education Department.

In addition, please provide a curriculum overview and skills checklist before the student begins a clinical rotation. Should you have any questions please do not hesitate to contact us. We look forward to partnering with you.

Sincerely,

Clinical Education