



**OKLAHOMA STATE UNIVERSITY CENTER FOR HEALTH SCIENCES
COLLEGE OF OSTEOPATHIC MEDICINE
CLINICAL AFFILIATION AGREEMENT
TRACKING PROGRAM**

As outlined in the Clinical Affiliation Agreement Policies and Procedures, the Office of Clinical Education shall be responsible for the organization, management, and tracking of all OSU-COM agreements. In order to meet the requirements outlined in that policy, as well as those required by the American Osteopathic Association Commission on Osteopathic College Accreditation, the following Clinical Affiliation Agreement Tracking Program shall be implemented.

Assessment of All Affiliation Agreements

The Office of Clinical Education is required to complete an immediate assessment of the affiliation agreement status for all sites that currently accept students for required rotations. This initial assessment shall be completed no later than May 15, 2016.

Upon completion of the affiliation agreement assessment, the Office of Clinical shall begin the process of getting fully executed affiliation agreements in place for all sites that currently accept students for required rotations if the existing agreement is more than 60 months old, or if there is no agreement in place. Furthermore, the Office of Clinical Education is required to send a letter announcing the termination of agreements for sites that are no longer utilized, or, for elective rotations, those sites that have had no OSU-COM student recently scheduled.

In the event that a fully executed renewal agreement for a current required rotation site, or if the site terminates the agreement, the Office of Clinical Education shall immediately notify the relevant clinical department, and begin the process for updating the rotation site(s) for affected students.

Affiliation Agreement Tracking Program Setup

The Office of Clinical Education is responsible for the management and tracking of all OSU-COM affiliation agreements with clinical teaching sites. The initial setup and design of this tracking program shall:

- Create an accurate list of all current clinical sites that accept OSU-COM students for required rotations
- Indicate the current agreement status for each clinical site by documenting the following information:
 - Agreement Current (Must Include the Required Date of Renewal)
 - Agreement Renewal Request Sent (Must Include the Request Date)

The current standard OSU-COM affiliation agreement provides a 90-day notice requirement for agreement renewal requests and/or terminations.

The Office of Clinical Education is further required to put in place a process for organizing, categorizing, and storing all affiliation agreements in both hardcopy and electronic formats. All electronic copies are to be PDF files, which are to be saved only on the Clinical Education group drive using a standard naming format. During this process, the Office of Clinical Education shall, for each clinical teaching site, include a list of all required rotations available, as well as a complete roster of all preceptors and adjunct faculty that are covered under each agreement.

Administration of the Affiliation Agreement Tracking Program

The Office of Clinical Education has determined that the most effective and efficient method for tracking affiliation agreements is through the utilization of the newly purchased LCMS+ system. OSU-COM is currently in the process of migrating to LCMS+, and plans to begin using portions of the system beginning July 1, 2016. OSU-COM expects the migration process to conclude during the fall of 2016. The Office of Clinical Education shall take the initial steps necessary to setup and design the agreement tracking program within LCMS+ immediately. Until this setup is complete, agreement tracking will continue to utilize a spreadsheet format.

Affiliation Agreement Tracking Program-LCMS+

The Office of Clinical Education shall ensure the accuracy of the information previously uploaded for all clinical teaching sites for required rotations, including:

- Site Name
- Address
- County
- City
- State
- Zip Code
- Phone Number
- Fax Number
- Rural Region (When Applicable)
- Required Rotations Available
- Preceptors & Adjunct Faculty

The Office of Clinical Education shall then create the custom data fields that are necessary for tracking agreements, including:

- Affiliation Agreement Status (Active/Expired)
- Date of Execution for the Agreement
- Termination Date Included in the Agreement (When Applicable)
- Acknowledgment of the Inclusion of Additional Items in the Agreement
 - Specific Requirement for Students
 - Payment Rider
- OSU-Signer
- Site Representative Signer
- Link to PDF Agreement on Clinical Education Group Drive

The Office of Clinical Education shall then create a custom tracking and auditing function within LCMS+ with automated features, including

- At Least a 60-Day Automatic Notification of Expiration for Individual Agreements
- Automatic Notification When an OSU-COM User Edits the Site Name in LCMS+
- Automatic Notification When an OSU-COM User Makes Changes to Linked Adjunct Faculty or Rotations Available
- Other Automatic Notifications as Determined Necessary

In addition to the functions listed above, the Office of Clinical Education shall also design a formal annual audit process within LCMS+. Each year, the Office of Clinical Education shall complete an audit and review for all agreements for one or more required rotations. During this audit, the Office of Clinical Education will ensure the accuracy of agreement information in LCMS+, and that all agreements are properly stored in both electronic and hardcopy formats. The Office of Clinical Education is also required to review and update site information regarding linked adjunct faculty, as well as the list of the required rotations available. The required rotation audit schedule is provided below.

AFFILIATION AGREEMENT AUDIT SCHEDULE

Year	Activity	Department	Department	Department
2015-2016	Setup & Design			
2016-2017	Agreement Audit	All Rural Rotations	Internal Medicine	OB/GYN
2017-2018	Agreement Audit	Psychiatry	Pediatrics	Surgery
2018-2019	Agreement Audit	Electives		

Affiliation Agreement Tracking for Elective Rotations

The Office of Clinical Education shall make the tracking of agreements for sites that accept students for required rotations a priority. All affiliation agreement for sites that only accept students for elective rotations will be tracked in the same manner as those for required rotations.

Affiliation Agreement Oversight & Reporting

The Associate Dean for Clinical Education shall, at the conclusion of each annual audit, report that all agreements, as well as the other required information is accurate and current, as well as present information regarding any changes to site information during a regular meeting of the Year 3 & 4 Curriculum Coordinating Committee. The report of the Associate Dean for Clinical Education shall be approved by a majority vote of the members, and submitted for review by the Curriculum Oversight Committee.