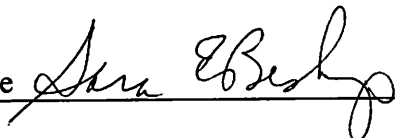

F	SUBJECT: Clinical Facilities	
REVISED OR REVIEWED	DATE	PAGE
5/94 6/95 5/96 10/04 4/09	9/08/93	1 of 1
9/2012 5/2013 12/2015		

Signature



Date December 16, 2015

STANDARD POLICY

POLICY

To achieve academic goals, faculty must negotiate with various health care agencies to provide clinical practice experience for students. Legal agreements must be reached between the University and these agencies before students are assigned to practice in these clinical agencies.

PROCEDURE

1. Faculty determines agency needs for their course.
2. Faculty will ensure the prospective agency meets the following criteria:
 - a. The agency has a philosophy that is congruent with the philosophy of the SON.
 - b. The agency has adequate professional nursing staff to meet the needs of the patients they serve.
 - c. The agency has adequate professional nursing staff to act as role models for the students.
 - d. The agency has adequate professional nursing staff to collaborate with faculty and students in order to meet course outcomes.
 - e. The agency staff expresses an attitude conducive to SON students meeting course outcomes.
 - f. The services provided by the agency meet the needs of the curriculum of the SON.
 - g. There is a program of professional staff development in the institution to ensure nurses continue to learn in fulfilling their patient care responsibilities.
 - h. The agency is accredited by JCAH or other appropriate accrediting agency.
 - i. The agency is accessible to faculty and students.
 - j. There is adequate and available space for teaching.
 - k. There is adequate and consistent patient census to meet student learning outcomes.
 - l. There are sufficient precautions to provide for the physical safety of the students while at the agency.
3. Once faculty determines criteria are met, they will submit a written request (Form 73A) to the administrative secretary to begin process of signing legal agreements. This request should include the following:
 - a. Legal name of agency;
 - b. Street address;
 - c. Chief administrator with telephone number;
 - d. Agency contact person with telephone number;

- e. Description of the agency services and space;
 - f. Description of student expectations at the agency.
4. The Director's office will have available a list of all agencies with whom the SON has contracts.
 5. Faculty members are to verify that a contract (Affiliation Agreement) has been signed by the appropriate parties before commencing the clinical experience.
 6. If a contract with an agency is terminated by the faculty, SON, or SFASU, written notification and explanation should be submitted to and tracked by the Administrative Secretary.