



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 30.18, **Clinical Education Agreements**

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to define the methods used for establishing clinical education agreements related to the medical education program. Specifically, this policy will:

- i. Define the partnerships that require clinical education agreements
- ii. Explain the process for completing a clinical education agreement
- iii. Describe a timeline for reviewing existing clinical education agreements
- iv. Describe procedures for establishing partnerships that do not need clinical education agreements

REVIEW: This SOM Policy and Procedure shall be reviewed within each even-numbered fiscal year by the Curriculum and Educational Policy Committee. Revisions will be forwarded to the Office of the Dean for publication.

POLICY/PROCEDURE:

1. **General.** This document describes procedures for establishing and reviewing clinical education agreements (formerly named affiliation agreements) with health care organizations to ensure that the medical education program remains under the control of the medical school faculty. This policy is designed to ensure an effective learning experience for TTUHSC medical students in compliance with LCME element 1.4 and to ensure appropriate oversight of visiting students in compliance with LCME element 10.8.
2. **Definitions.**
 - a) A clinical education agreement is a written contract between two organizations that defines the goals, expectations and responsibilities in providing an educational experience.
 - b) A required clinical experience refers to an activity that all students must complete, such as a clerkship or Phase 3 rotation.
3. **Uses.** A clinical education agreement is required with the following organizations:
 - a) Hospitals at which TTUHSC students complete required clinical experiences of clerkships or rotations
 - b) Clinical sites where TTUHSC medical students complete extramural electives. The SOM will establish clinical education agreements only with sites that have residency programs, either listed in VSLO or, where not listed, verified to have an active residency program. The SOM will not generally pursue agreements with sites that lack a residency program. Exceptions will be considered on a case-by-case basis and approved only where the student demonstrates a clear, specific benefit to their residency application or match prospects that cannot reasonably be obtained through a VSLO or residency-affiliated site.
 - c) Medical schools intending to send medical student(s) to complete clinical electives and/or other courses at TTUHSC School of Medicine
 - d) A clinical education agreement or memorandum of understanding may be required for outpatient facilities where students complete required clinical experiences. Alternatively,

individual faculty appointments, that include the wording described in section 4b below, may be established for all faculty who supervise medical students.

- e) A clinical education agreement may be required for TTUHSC medical students to be able to participate in research projects or other clinical experiences (at extramural locations). These agreements may be considered on a case-by-case basis and use the standard UCTAA.

4. Procedures.

- a) Where possible, all clinical education agreements should utilize the American Association of Medical Colleges Uniform Clinical Training Affiliation Agreement (AAMC UCTAA) and Implementation letter, available through the TTUHSC Contracting website.
- b) If a partner host institution used by TTUHSC medical students for required clinical experiences declines to use the AAMC UCTAA, the clinical education agreement must include documentation that the medical education program remains under the control of the medical school faculty. At a minimum, the agreement should address the following five requirements:
 - i. The assurance of faculty and student access to appropriate resources for medical student education
 - ii. The medical education program's primacy over the appointment/assignment of faculty members.
 - iii. The medical education's primacy over the education/assessment of medical students.
 - iv. The responsibility for treatment and follow-up when a medical student is exposed to an infectious or environmental hazard or other occupational injury
 - v. The shared responsibility of the medical school and the clinical site/practitioner for creating and maintaining an appropriate learning environment.
- c) All clinical education agreements with institutions used by TTUHSC medical students for required clinical experiences will be reviewed on a regular basis according to a schedule established by the Continuous Quality Improvement Committee. At a minimum, these agreements should be reviewed and renegotiated at least every 5 years. Clinical education agreements must not have perpetual review clauses.
- d) Clinical education agreements related to extramural rotations will be reviewed on a regular basis according to a schedule established by the Continuous Quality Improvement Committee.
- e) All clinical education agreements will be submitted to the TTUHSC Contracting Office for final approval and loading into the online contract tracking system

5. Responsibilities.

- a) The Office of Academic Affairs will maintain a record of clinical education agreements with host institutions at which TTUHSC medical students complete required clinical experiences and/or extramural electives.
- b) The Office of Student Affairs will maintain a record of clinical education agreements associated with extramural electives for both TTUHSC medical students and visiting medical students from other institutions

- c) The Continuous Quality Improvement Committee will review LCME elements 1.4 and 10.8 regarding clinical education agreements on an annual basis to ensure that clinical education agreements are in place for all partners described above.