New Student Affiliation Contract Process

***Student Services owns all Agreements for Student Affiliations***

***Student Affiliation Requests must be submitted by Hosting Departments***

***Requests will not be accepted from Schools***

**Master Student Affiliation Agreement (MSAA)**

* Schools must sign Children’s MSAA if they want to send students to Children’s.
  + The MSAA will cover all affiliates of CHST
  + MSAA’s are non-renewable but are good for 8 years
  + MSAA’s include all Clinical and Non-Clinical Programs that a School offers

(Separate contract for each Program is not required and not preferred method)

* + Any alterations to the MSAA will have to be accepted by legal and will add time to contract process.
  + Children’s will not sign Agreements or Amendments drawn up by schools.
  + All schools will eventually be switched from current contracts to the MSAA either
    - When contract expires
    - As needed (if more campuses need to be entered, etc.)
    - Or as time permits

**Clinical Affiliation Agreements (CAA)**

* A CAA that was created prior to the MSAA
  + MSAA started in 2015
* CAA’s were able to auto renew, but will no longer be able to do so
  + They will have to convert to a MSAA
* CAA’s are owned by individual departments and only cover the Dallas campus since most of them were executed with Children’s Medical Center of Dallas
  + Plano/Southlake/OCH/CHPG (or any other new location) is not covered by the existing CAA’s since they have their own license

**Process**

1. Schools will contact Hosting Departments when they want to become affiliated with Children’s for students.
   * Hosting Department will check the CHST – MSAA list on the website to see if we already have a MSAA with the school. <https://www.childrens.com/for-healthcare-professionals/education-training/student-affiliations/contracts>
   * Then submit contract request to [StudentAffiliationContracts@childrens.com](mailto:StudentAffiliationContracts@childrens.com)
   * If school is on the MSAA list, no further action is required.
2. If the Hosting Department wants to start the contract process for a school that is not on the MSAA, they will need to submit a Master Student Affiliation Agreement Request by email to [StudentAffiliationContracts@childrens.com](mailto:StudentAffiliationContracts@childrens.com).
3. Hosting Department will be emailed confirming request is in process.
4. The Contract Management Department will notify Student Services if any delays are encountered and when the contract is signed by all parties.
5. The MSAA will be added to the CHST - MSAA list on website and Hosting Department will be updated.