

BrevardHEALTH Alliance

Affiliation Agreements

Use this form to request a Clinical Affiliation Agreement between Brevard Health Alliance (“BHA”) and your institution.

1. **What is an Affiliation Agreement?** An Affiliation Agreement is a legal document between a University and a facility, established to support student clinical education.
2. **When must the Agreement be in place?** The Affiliation Agreement must be finalized before a student begins their practicum experience at the facility. If the student plans to use the facility sites to fulfill their required hours, an agreement is needed in order for the student to commence clinical rotation.
3. **Timeline for Agreement Processing?** The time required to complete an Affiliation Agreement varies, typically taking between two (2) to four (4) weeks. Students should contact the facility promptly and plan ahead to avoid delays in starting their practicum.
4. **Agreement Requirements.** To complete the Affiliation Agreement request, the student MUST fill out the [Student Interest Survey](#). The Contract Specialist will then coordinate with the University. Once the agreement is finalized, the student will be notified. Students should also inform their institution of the following requirements and submit the necessary documentation electronically to the Contract Specialist:
 - a. **Certification of Insurance (COI):** The COI must be valid throughout the entire term of the affiliation agreement and meet BHA’s insurance requirements of 1,000,000 per aggregate and 3,000,000 per occurrence. If an existing affiliation agreement is already in place, please submit an updated COI only.
 - b. **Affiliation Agreement Submission:** A fully executed agreement is required before any preceptor assignment or onboarding activities with BHA. Each affiliation agreement must include mutual responsibilities, compliance with FERPA/OSHA regulations and adherence to BHA’s policies and standards.
 - Submit all documents to the Contracts Specialist, Jhenelle Edmond-Louis at Jhenelle.Edmond-Louis@brevardhealth.org.
5. **Preceptor Assignments and Evaluation.** BHA assigns students to preceptors based on specialty and availability based on BHA’s clinical rotation system. Due to limited availability, preceptors assignment is not guaranteed. Students are encouraged to join the waitlist, and the Employee Health Coordinator, Rosiris Cruz-Rodriguez, at Rosiris.Cruz-Rodriguez@brevardhealth.org will notify the student when preceptors become available.
6. **Orientation Requirements.** All students are required to complete clinical rotation onboarding and MUST cover the drug testing related cost required for clinical onboarding.
7. **Acknowledgement.** By submitting this form, you confirm that all information provided is accurate and that you understand the requirements for completing an affiliation agreement with BHA’s Contract and Employee Health Department.