

ASU Edson College

Clinical Contracts Process



**Edson College
of Nursing and
Health Innovation**

**Arizona State
University**

What is a clinical contract?

A clinical contract, often referred to as a student placement agreement, is an agreement between ASU and another organization to allow students from one organization to participate in clinical activities at the other organization.

When is a clinical contract required?

A contract is required when

- **ASU students will be participating in clinical activities at a non-ABOR organization.**
- **NON ASU students will be participating in clinical activities at ASU.**
 - NON ASU students must meet the same requirements as ASU students/faculty/staff in the same type of role. Examples include proof of MMR vaccination, background check, FERPA and Title IX training, etc.
- **ASU students will be participating in both clinical and research activities at a non-ABOR organization.**
 - Research only activities will be covered later.
- **ASU students will be supervised by someone not employed by ASU or the clinical site.**
- **The other organization/clinical site requires an agreement.**

When is a clinical contract not required?

A contract is NOT required when:

- **Students are participating in clinical activities at ASU only.**
 - If the ASU student is also ASU faculty/staff, clinical activities may not be conducted during scheduled work hours
- **Students are participating in clinical activities at another ABOR institution (NAU, UA).**
 - Documentation must be completed outlining student activities, supervision, etc. NAU or UA may choose to require this information in the form of a MOU or LOU
- **Students are participating in NON-clinical activities only.**
- **Students are participating in an internship and are not receiving ASU credit.**
- **Students are participating in a non-clinical internship and are receiving ASU credit.**
 - Student will complete the ASU Unpaid (UIA) or Paid (PIA) Internship Agreement prior to starting the assignment
 - The UIA and PIA are managed by the OCP via AdobeSign

Types of clinical contracts

- **Standard Student Placement Agreement (SPA)**
 - Uses pre-approved ASU template. Typically takes 1 – 3 months to obtain a fully executed agreement.
- **Non-Standard Student Placement Agreement (SPA)**
 - Does not use the pre-approved ASU template. Requires review and approval from the ACO, OCP, ORM, OGC. Typically takes 6 months to 1 year to complete negotiations and obtain a fully executed agreement
- **Letter of Understanding (LOU)**
 - Similar to a SPA. Often used when both parties are government entities and/or educational institutions. Typically takes 6 months to 1 year to complete negotiations and obtain a fully executed agreement.
- **Memorandum of Understanding (MOU)**
 - Similar to a SPA. Often used when both parties are government entities and/or educational institutions. Typically takes 6 months to 1 year to complete negotiations and obtain a fully executed agreement.
- **Intergovernmental Agreement (IGA)**
 - Similar to a SPA. Typically used when both parties are government entities. Typically takes 6 months to 1 year to complete negotiations and obtain a fully executed agreement.
- **Training Affiliation Agreement (TAA)**
 - Similar to a SPA. Generally used by military and VA sites. Typically takes 1 – 3 months to obtain a fully executed agreement.
- **Preceptor Agreement**
 - Used when the preceptor supervising students is not employed by ASU or the clinical site. Typically takes less than 1 month to obtain a fully executed agreement.
- **Unpaid (UIA) and Paid (PIA) Internship Agreements**
 - Used when the student is completing an internship for ASU credit. Student completes the application via AdobeSign. Student must be logged in with ASUrite. More info at <https://clinicalpartnerships.asu.edu/>

Clinical research requirements

1. The research site may choose to require a student placement agreement.
2. If human subjects research is being conducted, the ASU student **MUST** follow the ASU IRB process.
 - <https://researchintegrity.asu.edu/human-subjects>
3. If human subjects research is being conducted, the ASU student **MUST** follow the research site's IRB process. Additional training (such as CITI) may be required by the research site.
 - https://about.citiprogram.org/landing-page-gcp/?gad=1&gclid=EAlaIQobChMI0qLb-seqgQMV7QOtBh3IWgDUEAAYASAAEgJIFPD_BwE
4. Students may **NOT** submit research for publication without the review and consent of the research site.