

Clinical Education Agreements:

Instructions for Clinical Education Agreement Requests:

Faculty are **required** to complete this request form to initiate a student clinical placement in an agency where UK College of Nursing students. This request form documents the pre-placement evaluation and student placement planning completed by faculty and agency personnel, and provides organizational information to the College for contractual and reporting purposes. This document becomes part of the legal contracting documentation file.

Submit this form to:

Graduate Programs: Kendall Smitley- kendall.smitley@uky.edu

Undergraduate Programs: Wilma Maloney- wilma.maloney@uky.edu

The Office of Clinical Affairs will initiate the clinical education agreement process with the UKHC legal Department for further processing. The agency will be contacted by the UKHC legal upon receipt of this form. Students may not be placed in any agency new to the College until the agreement has been signed. Faculty members will be notified as soon as the agreement has been fully executed so that student placement may begin. **Please note that the process of obtaining a new agreement can take several weeks or months, and in some cases may not be put into action at all due to contractual constraints by either party. It is requested that you allow at least 2 months for processing. It is highly recommended that there always be a Plan B in case the agreement is not approved.** The faculty practice administrator will notify the requesting faculty member as to the progress of the request accordingly.

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