

# CONTRACTS 1.0

## Affiliation Agreements -- 1.19

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**Signature:**



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**By:** Cathy R. Taylor, DrPH, MSN, RN  
Assistant Commissioner  
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### **POLICY**

The Bureau of Health Services is committed to the training of professional and technical students through contractual relationships with colleges and universities when appropriate and when training can be provided without interference in the provision of health department services.

### **APPLICABILITY**

This policy applies to institutions of higher learning requesting to place students in health department facilities for classroom credit and no pay.

### **PURPOSE**

To provide a public service while exposing future professionals to the services provided by public health facilities.

### **PROCEDURE**

Regional Directors/Section Chiefs who are contacted by colleges or universities wishing to place students in health department facilities for classroom credit and no pay, should send the institution the standard format for the appropriate Affiliation Agreement. Affiliation Agreements vary according to the type of institution. The different types of agreements are:

1. Regent System - College
2. Regent System - University
3. University of Tennessee System
4. Vocational Technical
5. Regional Technical
6. Private College
7. Private University
8. Out-of-state college/university/technical
9. No Cost Contract Form

The requesting institution must complete the agreement and return it to the Regional Director/Section Chief. The agreement must then be sent to the Fiscal Services Section of the Bureau of Health Services (FSS) for approval and processing. If approved, the agreement is sent to the Office of Budget and Finance-Contract Office of the Department of Health. If the agreement is with a private college or university or an out-of-state institution, the agreement is also sent to the Department of Finance and Administration.

**OFFICE OF PRIMARY RESPONSIBILITY**

Fiscal Services Section, Bureau of Health Services, (615)741-7305