

Affiliation Agreement Checklist

Initial Agreement or Renewal of Agreement



This form has been created to help you navigate through our affiliation agreement review process. Please read the information below carefully.

☐	1	Vitalité Health Network sends you a draft version of the affiliation agreement. ↳ The Vitalité Health Network template is sent to you in Word format.
☐	2	Your educational institution returns a draft version of the agreement with additions or modifications. ↳ Please make your changes using <i>track changes</i> . ↳ After making your changes/additions, please return your draft in Word format. ↳ Please do not start the signature process on your side at this point.
☐	3	Your educational institution submits proof of insurance to Vitalité Health Network. ↳ You must provide us with a certificate of professional and general liability insurance from your insurer. ↳ We remind you that all students doing placements at Vitalité Health Network must be registered with WorkSafe NB before they begin their placement with us. See attached pamphlet for more information.
☐	4	All parties agree on a version of the agreement. ↳ Our director gives her final approval.
☐	5	We return the final version of the affiliation agreement to your educational institution for signature by your leadership. ↳ Remember to initial the bottom of each page in the space provided for this purpose.
☐	6	Your educational institution submits the signed agreement to Vitalité Health Network.
☐	7	The latest version of the agreement is sent to Vitalité Health Network leadership for final approval and signature.

Thank you!

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