

Managed Partner Program Overview

What is TCPS? TCPS offers clinical onboarding tools for schools and facilities to streamline the process of placing a student within a healthcare organization. Our tools provide an online orientation for the student as well as a repository for verifying their clinical requirements (as noted in many of our facility partner's affiliation agreements. Through TCPS, the facility can vet your students and approve them to fill a clinical placement in a single information system. Managed Partners work with our Onboarding Team for onboarding instructions and to exchange data in a secure format. Our TCPS Information systems are housed in a HIPAA-compliant server.

What is a Managed Partner? Our Managed Partner Program is for schools that occasionally send students to our TCPS Facilities and need to onboard students for clinical learning opportunities. While a partnership with TCPS may be required by a facility, it is NOT a substitute for clinical affiliation agreements between your school and specific healthcare facilities. So, we recommend that you pursue both the clinical affiliation agreement with the facility and join the Managed Partner Program when it is evident that the clinical affiliation agreement is in place and the facility is willing to take the student.

How do we become a Managed Partner? Sign and return the TCPS Managed Partner Agreement. Be sure and reference the related TCPS Policies for the current academic year.

What are the Managed Partner Fees? Partnership Fees are paid on an annual academic calendar basis. Once we receive your signed partnership agreement, we will generate an invoice and send it to the school contacts. Invoices will include the one-time Setup Fee and annual Partnership Fee. We do not invoice for student fees as they pay this fee when they access the online orientation via a credit card. Students can pay all fees if the school does not pay onboarding fees. The mechanism for this payment will be discussed during the initial setup process.

- Setup fee = \$50 This one-time fee covers the cost of setting up your school/program of study in our information systems.
- Annual Partnership Fee for AY2025-2026 = \$100
- + \$50/per student for the first placement; \$25 for the first subsequent placement during the academic year - this fee covers the student's access to the online orientation and the creation of their digital file that will be shared with the facility for vetting. For additional subsequent placements, there is no additional charge unless there are any missing/out-of-date clinical requirements AND/OR an additional facility orientation is needed. In this case, the fee \$25 fee
- See the Policies for more details!

How long does it take to onboard a student through TCPS? Once the TCPS Managed Partnership Agreement is in place, we like to have about **3 -4 weeks** (4 weeks during holiday/vacation periods) to process a student.

Emergent onboarding can usually be done within 10 business days **once the signed partnership agreement is in place** if everyone works together. Ten days assume that the student already has all clinical requirements that are listed in the facility's affiliation agreement. Schools that consistently register students with start dates < 3 weeks away, may be charged additional fees or placed on probationary status. **Emergent onboarding should be a RARE occurrence**, not routine.

Typically, when you receive the signed clinical affiliation agreement from the facility, you should know what requirements the student must meet. Be proactive and check these requirements now rather than waiting until the student is registered with TCPS! It may take several days for a student to obtain needed immunizations or other requirements such as Basic Life Support training, etc. **Please remember that no requirements can expire during the placement time frame.**

Note that MOST **COVID** vaccines/waivers have been removed by most facilities and may still be listed in your clinical affiliation agreement. But, some still require this immunization information, so assume COVID documentation is required.

Note that **TB** screening requirements by facilities do not always follow CDC guidelines for healthcare professionals and some require testing annually. Be sure and follow the instructions provided by your Onboarding Manager that are based on facility-specific requirements.

What is involved in the Onboarding Process? The following steps outline the broad process for onboarding your student. To flow smoothly, it requires that the Placement Coordinator and Student meet the timelines that will be outlined by the TCPS Onboarding Manager.

1. Once the partnership agreement is fully signed, the CPC (or designee) processes the Partnership Fee invoice using school-based protocols.
2. The school Clinical Placement Coordinator (CPC) registers the student for onboarding.
3. The CPC receives onboarding instructions from the TCPS Onboarding Team within one business day with a timeline for step completion to meet the proposed student start date.
4. The student (or school) pays the fee and completes the online orientation by the due date.
5. The CPC submits clinical requirement data and any required documents as requested by the due date.
6. TCPS creates the student's digital file and submits it to the facility for review and approval.
7. The TCPS Onboarding Team notifies the school of the facility's decision.

TCPS Website Source: <https://tcps-us.com/v/v-managed/>

Other resources available on site:

Managed Partner Agreement

Managed Partner Policies AY2025-2026