

SON OP 30.250 - Memorandum of Understanding & Affiliation Agreement Policy

PURPOSE The purpose of the TTUHSC Gayle Greve Hunt School of Nursing policy is to establish a policy and procedure for developing and documenting a “Memorandum of Understanding” (MOU) and/or an Affiliation Agreement between educational entities or other organizations in meeting the strategic initiatives of the school. Additionally this policy provides further detail regarding specific requirements for each academic program.

REVIEW This handbook shall be reviewed by the Associate Dean by September 1st of even numbered years in collaboration with the Curriculum Committee. Final approval of the GGHSN Undergraduate Program Handbook is granted by the Dean.

1.0 DEFINITIONS

A **Memorandum of Understanding (MOU)** is a **consortial relationship** (see SACS definition below) between two educational entities to provide a course of study leading to an academic degree. The Memorandum of Understanding is a living document and therefore can, and should, be adjusted as courses and course content change. The content of the MOU describes, at least implicitly, the responsibilities of each party to the relationship.

An **Affiliation Agreement** is a **contractual agreement** (see SACS definition below) agreed upon by two or more institutions or service providers for the receipt of clinical training. The content of the Affiliation Agreement describes, at least implicitly, the responsibilities of each party to the relationship.

Southern Association of Colleges and Schools (SACS) Definitions:

A consortial relationship typically is one in which two or more institutions share in the responsibility to develop courses and programs that meet mutually agreed-upon standards of academic quality.

A contractual agreement typically is one in which an institution enters an agreement for receipt of courses/programs or portions of courses or programs (i.e., clinical training, internships, etc.) delivered by another institution or service provider.

2.0 POLICY

The Gayle Greve Hunt School of Nursing Programs require a Memorandum of Understanding and Affiliation Agreement Policy before entering into a collaborative initiative.

The GGHSN Program follows Texas Higher Education Coordinating Board (THECB) rules regarding developing new programs before entering into a consortial relationship and before development of a Memorandum of Understanding. After receipt of THECB approval, a Memorandum of Understanding for the consortial relationship is developed by both educational entities.

Selection of clinical sites and affiliation agreements for the GGHSN is guided by the Texas Board of Nursing’s Rules and Regulations, Rule 215.10. (a, b, c) – URL LINK:

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&p_g=1&p_tac=&ti=22&pt=11&ch=215&rl=10](http://info.sos.state.tx.us/pls/pub/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&p_g=1&p_tac=&ti=22&pt=11&ch=215&rl=10) which states:

- (a) In all cases faculty shall be responsible and accountable for managing clinical learning experiences and observational experiences of students.
- (b) Faculty shall develop criteria for the selection of affiliating agencies/clinical facilities or clinical practice settings which address safety and the need for students to achieve the program outcomes (goals) through the practice of nursing care or observational experiences.
- (c) Faculty shall select and evaluate affiliating agencies/clinical facilities or clinical practice settings which provide students with opportunities to achieve the goals of the program.

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- (1) Written agreements between the program and the affiliating agencies shall specify the responsibilities of the program to the agency and the responsibilities of the agency to the program.
- (2) Agreements shall be reviewed periodically and include provisions for adequate notice of termination.

3.0 PROCEDURE

The **Memorandum of Understanding** is signed by the Dean of the GGHSON, the appropriate School of Nursing leader responsible for implementing said agreement and the individual with signature authority for the other organizations, and TTUHSC for the appropriate institutional approval and signatures. **The Affiliation Agreement** is submitted to the TTUHSC Contracting Office (along with the TTUHSC Contracting Office's routing sheet signed by the GGHSON), and routed accordingly for institutional approval from the Executive Vice President for Fiscal Affairs and for signatures from the collaborative agency providing the service.

The following institutional policies are adhered to regarding such documents:

- (a) The Rules and Regulations of the Board of Regents of the Texas Tech University System 07.12 Contracting Policies and Procedures.
- (b) TTUHSC OP 54.02 Contracting Procedures
- (c) TTUHSC OP 54.01 Contracting and Budgetary Authorities and Policies
- (d) TTUHSC OP 10.11 Delegation of Authority by the President

Selection of Clinical Sites for Affiliation Agreements:

The GGHSON has determined that the minimal criteria for affiliation should include:

1. Recognition by national certifying body such as The Joint Commission.
2. Licensure to operate the service/facility by the state in which the service/facility operates.
3. Evidence of professional nursing standards being implemented.

There is an upward flow of communication for requests for a clinical experience and a downward flow regarding approval to proceed. This communication occurs prior to the beginning of a semester in which the course is taught. The communication flow involves course faculty, the Course Facilitator and the Associate Dean.

Course faculty are consulted regarding appropriate experiences, course facilitators forward communication to the appropriate Department Associate Dean, who coordinates all requests and contacts the respective agencies to obtain their approval. If approved, the Department Associate Dean communicates with the course facilitator who informs course faculty and schedules a meeting with appropriate agency personnel. If after meeting with the agency personnel, it is felt that the agency would be a positive learning environment for the students, an affiliation agreement is initiated.

The affiliation agreement template is available on the following web site:

(<https://www.fiscal.ttuhs.edu/contracttracking/contracthandbook/outside.doc>) During the initial visit of the clinical facility, the Health Care Facility Information Form (attachment) can be used to document specific information about the facility.

Developed: TLL 10/81 & PSYW:ph 10/88

Revised: SB 6/08

Reviewed by GGHSON: 04-26-2012