PURPOSE
The purpose of the TTUHSC 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
The OP shall be reviewed by the Associate Academic Dean of Education Support Services and Student Affairs by October 1st of each even numbered year (ENY), with recommendation for revision forwarded to the Dean of the School of Nursing. Final approval of the OP is provided 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

All divisions within the School of Nursing adhere to the School of Nursing Memorandum of Understanding and Affiliation Agreement Policy before entering into a collaborative initiative.

The School of Nursing 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 Undergraduate Programs 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=&pg=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.
(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 and Affiliation is submitted to the TTUHSC Contracting Office (along with the TTUHSC Contracting Office’s routing sheet signed by the School of Nursing Dean), 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 School of Nursing 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 Department Chair.

Course faculty are consulted regarding appropriate experiences, course facilitators forward communication to the appropriate Department Chair, who coordinates all requests and contacts the respective agencies to obtain their approval. If approved, the Department Chair 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: http://www.fiscal.ttuhsc.edu/contractingmanual/cont6-01.aspx. Some outside entities may elect to use their corporate affiliation agreement. These agreements will be reviewing by contracting before execution.

Developed: TLL 10/81 & PSYW:ph 10/88
Revised: SB 6/08
Reviewed: KJC 07/31/14
Reviewed: KC 10/01/2016