# T2.2.c Memorandum of Understanding

## Whole-of-System Student Placements (WoSSP) for professional entry students from medicine, nursing and allied health

This is a sample for guidance only. You will need to develop and agree a formal MoU with the help of the appropriate organisational managers and legal departments.

This Memorandum of Understanding dated this ……………………. day of ………………………… 201… forms the basis of an understanding between:

List your WoSSP health education provider and health service partners

* [partner name]
* [partner name]
* [partner name]
1. **Purpose of the memorandum of understanding**
* To ensure that the agreed WoSSP program proposal and implementation strategy meets the aims and requirements of all parties
* To identify the responsibilities of all parties
* To establish the schedule of payments to project partners (if applicable)
1. **The program**

[Insert WoSSP organisational partner names] are collaborating on the development of an integrated whole-of-system model of clinical placements for professional entry students from medical, nursing and allied health disciplines in the [insert your Local Government Area] local government area of [insert your region or state].

The aim is to customise and fully implement this curriculum model in the [insert your proposed WoSSP implementation year e.g. Semester One, 2014].

1. **Program period**

[Insert details re: agreed length of MoU partnership agreement and when this arrangement will be reviewed]

1. **WoSSP partnership contributions**

List your funding and in-kind partnership contributions. For example:

1. Identified senior leadership/educational contributions to facilitate development of a shared educational precinct/clinical placement model in LGA
2. Educational expertise to map, align and customise clinical curriculum requirements for WoSSP across the different health disciplines
3. Appointment of part-time clinical educator to provide dedicated clinical teaching and academic coordination for WoSSP group learning days
4. Administrative support and coordination for WoSSP patient journey activities including patient selection and recruitment, arranging GP appointments, patient handover and updating health service systems.

Identify the organisational contacts from each partner agency responsible for monitoring partnership contributions

1. **Key duties of WoSSP program staff**

The key contact staff in each agency are responsible for ensuring that staff employed by each agency conduct WoSSP program activities as per the agreed action plan for the Whole-of-System Placement as approved by the WoSSP Steering Group.

The key WoSSP program contacts in each agency will also ensure that partnership contributions are achieved as detailed in the program deliverables outlined in Table 1 below.

**Table 1 Program deliverables**

Insert your agreed program deliverables

For example:

|  |  |
| --- | --- |
|  | **Date Required** |
| 1. Whole-of-System Placement Steering Group established in local government area  |  |
| 2. WoSSP action plan developed and approved for implementation |  |
| 3. Review and customisation of medical, nursing and allied health curriculum completed |  |
| 4. WoSSP clinical educator appointed  |  |
| 5. Student placement allocations completed |  |
| 6. Shared educational precinct identified  |  |
| 7. |  |
| 8. |  |
| 9. |  |

1. **Contribution of clinical placement funds and or in-kind support**

Insert health education provider and clinical placement provider contributions here

For example

|  |  |  |
| --- | --- | --- |
| **Partner organisation**  | **Contribution [insert year]** | **Item cost**  |
|  | (0.4) Level B lecturer position [in kind] * To provide educational coordination and leadership for the WoSSP Working Group
 |  |
| (0.4) HEW 6 research assistant position * To provide WoSSP research assistance for the evaluation study
 |  |
|  | (0.4) WoSSP clinical educator funded as part of clinical placement provider staff profile * To provide dedicated tutor and academic coordination role for WoSSP group learning days
 |  |
|  |  |  |
| **TOTAL** |  |

1. **Grievance and dispute resolution**
2. **Intellectual property and publication**
3. **Privacy and confidentiality**
4. **Publicity and use of name and logo**
5. **Signatures**

Insert signatures of program partners