Memorandum of Understanding (MOU)

Between Friends is entering into an interagency agreement with Partner Agency: Saint Francis Hospital.

Purpose of MOU:
The purpose of this Memorandum of Understanding (MOU) is to strengthen and clarify the ongoing working relationship between Saint Francis Hospital and Clinic and Between Friends in the Intimate Partner Domestic Violence Committee (IPDVC).

The goals of this collaboration are to:
- To identify the needs of healthcare personnel and patients related to intimate partner violence
- Create a systemic approach and response to Intimate Partner Violence
- To identify and develop partnerships with other community resources that can meet the ongoing needs of Saint Francis Hospital and Clinic patients
- To help providers be more effective in recognizing and responding to Intimate Partner Violence with patients through ongoing training and support
- To provide collaborative training to Saint Francis staff from both the Healthcare and Domestic Violence perspectives

Responsibilities:
Between Friends agrees to the following:
- Will meet with Saint Francis liaison a minimum of two weeks before the IPDVC Meeting to develop an agenda and meeting plan
- Will co-facilitate meetings
- Will help develop a community resource guide for patients
- Will provide the following in conjunction with Saint Francis Hospital liaison:
  - One EMS training
  - A “Health Cares About DV Day” outreach/awareness day in October
  - A Resident orientation in October for DV Awareness month
  - An in-service for physicians in April
  - A Brown-bag lunch discussion training for Saint Francis staff
  - A CME training in the spring
  - Event flyers as needed

Saint Francis Hospital and Clinic agrees to the following:
- Provide lunch at the IPDVC Meetings
- Provide meeting space
- Schedule and reserve training space as needed
- Provide CME’s
- Provide lunch or will encourage staff to bring own lunch for brown-bag discussion
- Publicize activities throughout the hospital
- Will co-facilitate meetings

Meetings Structure:
- IPDVC Meetings will take place every other month for a total of six times a year for one hour, over lunch, at Saint Francis Hospital
- Meetings content may include information, training or project orientated content i.e. working meetings, case consultation, emerging issues around Intimate
Partner Violence with Saint Francis, screening tool creation, training content, etc.

- Sub-committees may be formed in order to achieve goals or complete projects
- Saint Francis Hospital liaison will send meeting reminder and agenda to partnership participants
- Saint Francis liaison will set the expectation that committee representatives will RSVP for the meeting to her
- IPDVC Meetings will take place even if a Between Friends representative is unexpectedly unable to attend

**IPDVC Meeting Members:**

**Between Friends:**
- Prevention and Education Manager or Director of Programs

**Saint Francis Hospital and Clinic Department Participation:**
- Emergency Department
- Med/surgery
- Social Work Department
- Mental Health/Crisis
- Clergy
- Saint Francis Clinic staff
- Birth Education

**General**

Each agency will keep the other agency informed of its relevant plans and schedules, will respond to the other agency’s requests for information to the extent reasonable and practical, and will strive to recognize and ameliorate to the extent practicable any problems arising from implementation of this MOU.

Ensure, to the extent practical, that the responsibilities of both partners are implemented in a coordinated and consistent manner.

- This MOU is strictly for internal management purposes for each of the Parties. It is not legally enforceable and shall not be construed to create any legal obligation on the part of either Party. This MOU shall not be construed to provide a private right or cause of action for or by any person or entity.
- This MOU will be in effect for fiscal years 2011 and 2012 and can be renewed by written agreement of both parties. It can be terminated by either Party at any time by providing notice in writing to the other Party.
- This MOU in no way restricts either of the Parties from participating in any activity with other public or private agencies, organizations or individuals.
- This MOU is neither a fiscal nor a monetary obligation document. Nothing in this MOU authorizes or is intended to obligate the Parties to expend, exchange, or reimburse funds, services, or supplies, or transfer or receive anything of value.
- Either party may terminate this agreement if it is determined that either Partner Agency is not in adherence to the guidelines outlined in this MOU, and/or if no attempts have been made or attempts have failed to address said issue.

______________________________________________  ______________
Between Friends  Date