

Creating a Memorandum of Understanding for a Health Service Integration Initiative

Description:

This tool lists the key elements of a Memorandum of Understanding (MOU) and provides a sample template.

How it can be used:

A MOU highlights the objectives and management arrangements of your health service integration initiative partnership. It also explains communication, key definitions, expectations and information sharing processes. Although not a legally binding document, a MOU outlines key elements such as the partnership’s governance structure and source of authority.

Key elements of a MOU.

1. Introduction or background – explains the agreement content, including the need, the partners involved, and the reason for working together. It should be a simple explanation and doesn’t need to include many details.
2. Purpose – a concise statement that explains the intention of the health service integration initiative.
3. Scope – explain the partners and jurisdictions included in the agreement.
4. Definitions – if required, explain any relevant or technical terms associated with the work.
5. Partner expectations – this explains the obligations of each of the partners (may include training, communication etc.).
6. Funding – this explains any funding implication in the MOU.
7. Reporting – this explains how information will be communicated through the accountability channels and outside the health service integration initiative.
8. Duration – this provides the length of the agreement.
9. Governance – this explains who is responsible for oversight, either of the entire health service integration initiative and/or the guiding group.
10. Signatures – of the accountable leaders of the partners.

Sample Memorandum of Understanding Template

Memorandum of Understanding

Between
(Partner)
and
(Partner)

This Memorandum of Understanding (MOU) sets out the terms and understanding between the (name of partner) and the (name of partner) to (insert activity).

Background

Explains why the partnership important

Purpose

Identifies the purpose/goals of the partnership

Scope

The above goals will be accomplished by undertaking the following activities:
(List and describe the activities that are planned for the partnership and who will do what)

Definitions

Explains key terms that are relevant to the health service integration initiative

Reporting

(Record who will evaluate the effectiveness and adherence to the agreement, when evaluation will happen, and how information will be shared)

Funding

(Specify whether this MOU is a commitment of funds)

Governance

(Note who is accountable for the ongoing oversight of the agreement and activities)

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from (list partners). This MOU shall become effective upon signature by the authorized officials from the (list partners) and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from (list partners) this MOU shall end on (end date of partnership).

Contact Information

Partner name _____
Partner representative _____ Position _____
Address _____
Telephone _____ Fax _____ E-mail _____

Partner name _____
Partner representative _____ Position _____
Address _____
Telephone _____ Fax _____ E-mail _____

_____ Date:
(Partner signature)
(Partner name, organization, position)

_____ Date:
(Partner signature)
(Partner name, organization, position)