Memorandum of Understanding

Template

What is a Living Classroom?

The Living Classroom is a model of learning and practice for healthcare education alongside residents, families and team members in long-term care (LTC). Students build confidence and gain hands-on experience to grow their skills. Residents, families and team members enjoy the extra support, and often become mentors themselves. Everyone benefits from this vibrant and collaborative environment. For more information about the Living Classroom, visit our website.

What is in this resource

Here is a sample memorandum of understanding that you can use as a template for the partnership between the Education and LTC Partners.

To customize the template, cut and copy it into a text editor of your choice. Then replace all square brackets [] with yellow highlights with your information.

Acknowledgements

The Living Classroom program is funded by the Government of Ontario and led by the Schlegel-UW Research Institute for Aging (RIA), in partnership with the Ontario Association of Adult and Continuing Education School Board Administrators (CESBA). The views expressed herein do not necessarily reflect those of the Province.

If you have questions about this resource and the Living Classroom program, please contact livingclassroom@the-ria.ca.

[Date]

MEMORANDUM OF UNDERSTANDING

BETWEEN

[LTC Partner Name]

[Short LTC Partner Name]

[LTC Partner Address]

AND

[Education Partner Name]

[Short Education Partner Name]

[Education Partner Address]

for the [Name of LC Program] taking place at

[LC Program Addresses]

[LTC Partner Name] hereby agrees to furnish functional space and specific equipment/furnishings for the use of [Education Partner Name]. The aforementioned space shall be used to provide classroom instruction, which is integral to the Personal Support Worker (PSW) curriculum, by the [Educator Name]. Detailed terms and conditions governing the use of said space are delineated herein, reflecting mutual agreement between the parties. It is agreed and intended that the relationship established between the parties by this Agreement is one of mutual consent and pertains exclusively to the entity herein referred to as the [LC Program Name].

This agreement establishes a multi-year partnership between [LTC Partner Name], [Education Partner Name], and [if needed: School Board or College], commencing on [date] and concluding on [date]. Renewal of the partnership is contingent upon one or more of the following conditions: biannual review, program expansion, or program changes. Any renewal of this agreement shall be documented via an updated memorandum of understanding or an addendum thereto.

Programming and Instruction

[LTC Partner Name & Education Partner Names] offers Living Classroom programs during the [day/night], [whole/part time] [Location] in [City/County].

[Summary of reason the education partner is a great provider of the LC program]

Terms

[Details on the education components of the LC program, when it will run, its duration, location, and more.]

This agreement stipulates that [LTC Partner Name] will offer a living classroom learning environment. The term "Living Classroom" is defined in the "Shared Learning Environments for PSW Education Guide" published by the Schlegel-University of Waterloo Research Institute for Aging (refer to Appendix [] for online access). In accordance with this guide, supplementary areas within the LTC home may be used for practical, hands-on training or demonstrations, subject to availability.

On or before [Date], [LTC Partner Name] will submit a proposed schedule outlining opportunities for resident engagement, aligned with the flow of the revised teaching modules. Skills Lab training sessions will be conducted at [LTC Partner Name].

Placement opportunities at [LTC Partner Name] are contingent upon a separate placement agreement.

The proposed instructional schedule for the [LC Program Name] is available in Appendix [].

Course Description

The [LC Program Name] students will receive [Number of hours] hours of in-class theory and lab training. The following modules/courses are taught as part of the PSW curriculum: [Remove or add as needed]

- Role of the worker,
- Safety and infection control,
- Interpersonal / communication skills,
- Optimal support and care planning,
- Individuality of the person,
- Anatomy and physiology / Assisting a person to manage ongoing conditions,
- Household management and nutrition,
- Cognitive impairment and mental health disorders,
- Developmental disorders and developmental disabilities,
- Abuse, bullying, and harassment awareness,
- Assisting a person with medications,
- Assisting a person with personal hygiene,
- Assisting with mobility,
- Assisting the family,
- End of life care,
- Lab skills and practice,
- Job skills (Resume and portfolio building, interviewing).

Students receive additional care certificates, including: [Remove or add as needed]

- Gentle Persuasive Approaches (GPA®) in Dementia Care
- Fundamentals of Hospice Palliative Care Certificate
- Safe Food Handling Certificate
- Workplace Hazardous Materials Information System (WHMIS)
- Standard First Aid & CPR-BLS approved as part of the course curriculum.

Space Requirements

This agreement mandates that [Education Partner Name] and/or [LTC Partner Name] will provide suitable facilities, which may include educational, laboratory, training, and office spaces, for the execution of the [LC Program Name]. The operational expenses related to these facilities shall be assumed by [Education and LTC Partners Names] throughout the duration of this agreement.

The designated [number]-square foot classroom and accompanying office and storage areas shall serve as functional spaces for teaching, administrative tasks, and resource storage. All instructional sessions will be held within the [Floor(s)] of [Building Name]. The [LC Program Name] office and storage spaces are situated on [Floor(s)] of [Building Name].

[When relevant to your agreement add the following paragraph] The Living Classroom Instructor and Living Classroom Coordinator will be granted shared access to [name space and location] within the [LC Program Name] area as a designated quiet workspace between [Start Time] and [End Time] on [Days of Week] for program development and preparatory activities.

Additionally, designated storage space for supplementary instructional materials and technological equipment will be allocated within the classroom and/or office space at [location specifics], ensuring the secure storage of items when not in use.

It is hereby agreed that intake sessions for future PSW programming will be conducted at an offsite location or arranged at [Education Partner name], subject to obtaining prior written authorization.

This agreement further requires that [LTC Partner Name] establish a teaching laboratory environment within its facility, specifically a [number]-square foot area located on [Floor(s)] of [Building Name or within the classroom space]. Opportunities for practical experience within [LTC Partner Name] home neighbourhood will be provided, contingent upon the agreement of [LTC Partner Name], [Educator Partner Name], and other relevant stakeholders. [LTC Partner Name] will provide specific details regarding practical experience within the home neighborhood by [date].

[LC Program Name] staff and students will be permitted to utilize the [include spaces students can access, like kitchenettes] located within [buildings names] during the scheduled break periods. Access to the space designated as [name of space or location] shall be granted to [LC Program Name] students, instructional staff, and [other team members connected to the program] for breaks and lunchtime periods, provided

that the space is not previously allocated for a special event. The operational upkeep of this designated eating area and all associated equipment will be undertaken by [Relevant Organization]. Furthermore, it is incumbent upon [LC Program Name] staff and students to ensure that the area is left reasonably clean and orderly after each use.

Equipment Requirements

Within the designated classroom space, [LTC Partner Name] and [Education Partner Name] are jointly responsible for furnishing seating, desks, and [other key equipment like laptops] to accommodate a maximum of [number] learners. To ensure the appropriate equipping and furnishing of the classroom environment, [LTC Partner Name] and [Education Partner Name] will coordinate their efforts to prepare the teaching spaces by [date], adhering to the funding guidelines established by the RIA and CESBA, as detailed in Appendix [] [may or may not need after funding starts].

Additionally, instructional resources for the teacher/instructor/professor, including but not limited to laptops, a monitor, a docking station, and a printer, will be provided collaboratively by [LTC Partner Name] and [Education Partner Name]. In accordance with the specifications outlined in Appendix [], [Educator Partner Name] will collaborate with [LTC Partner Name] to procure and install, at [Education Partner Name]'s expense, the following items:

- [List materials from Appendix [] related to the classroom being covered by the Education Partner].

Conversely, as specified in Appendix [], [LTC Partner Name] will supply the following items at their expense and will collaborate with [Educator Partner Name] for receipt and setup, if necessary:

- [List materials from Appendix [] related to the classroom being covered by the LTC Partner].

It is hereby mandated that staff from [LTC Partner Name] and [Education Partner Name] securely store [LC Program Name] instructional materials and confidential student information within the locked cabinets located in the [LC Program Name] office space. All equipment, technology, storage cabinets, and furnishings within these designated areas shall bear the label of both [LTC Partner Name] and [Education Partner Name].

The laboratory space shall be jointly equipped by [LTC Partner Name] and [Education Partner Name], utilizing existing resources and/or procuring new materials. Each item within the laboratory will be clearly labeled to indicate its respective institutional origin. To facilitate the proper equipping and furnishing of the laboratory, [LTC Partner Name] and [Education Partner Name] will coordinate their efforts to prepare the teaching environments by [date], in alignment with funding received through the RIA and CESBA (detailed in Appendix []).

Pursuant to Appendix [], [Education Partner Name] will collaborate with [LTC Partner Name] to procure and install, at [Education Partner Name]'s expense, the following items:

- [List materials from Appendix [] related to the laboratory being covered by the Education Partner].

In accordance with Appendix [], [LTC Partner Name] will supply the following at their expense and will collaborate with [Education Partner Name] to receive and set up, if necessary:

- [List materials from Appendix [] related to the laboratory being covered by the LTC Partner].

Onsite Parking

This agreement stipulates that [Relevant Organization] will provide complimentary parking in a designated area for [number] staff members of [Relevant Organization].

Formal arrangements for student parking have been established with [provide details]. Additionally, students are authorized to utilize alternative parking options located at [provide details for alternative parking]. [LTC Partner Name and Education Partner Name] will duly inform all students of these parking provisions, and it shall be unequivocally stated that parking is strictly prohibited at [provide details]. The respective vehicle owner shall bear sole responsibility if there are any parking violations.

Staff and Student Building Entry

Staff and students of the [LC Program Name] must utilize a designated and separate entry and exit for instructional sessions, laboratory time, and break periods. This entry for the [LTC Partner Name] is [provide details]. For visual reference, an aerial view illustrating the designated staff and student entrance is included in Appendix [].

Entry into the [LTC Partner Name] for the practical, hands-on learning component of the Living Classroom program shall have staff and students enter through [provide details].

All staff and students are obligated to comply with the health and safety protocols instituted by [LTC Partner Name]. These protocols encompass, but are not limited to, mandatory health screening upon both entry and exit.

Programming Costs

[Relevant Organization] will furnish the learning and training space(s), grant access to necessary equipment, provide storage facilities, and ensure custodial support. [LTC Partner Name] provides equipment and laboratory space and access to practical, hands-on learning components.

[Relevant Organization] shall assume responsibility for the remuneration of instructors and providing instructional supplies and technology equipment essential for teaching and practical, hands-on learning. All instructional materials located within the classroom and laboratory training room are distinctly labeled, indicating either [LTC Partner Name] or [Education Partner Name] as the provider.

Staffing

It is hereby stipulated that the [Education Partner Name] Instructor(s), the Living Classroom Coordinator, and the PSW Program Manager of the [LC Program Name] shall retain their status as employees of [Education Partner Name] in all capacities.

Employees of [Education Partner Name] are required to comply with all rules and policies established by both [Education Partner Name] and [LTC Partner Name] for the entire duration of this agreement. All signatories to this agreement pledge to work in concert to foster and maintain a safe and respectful working environment.

Conduct

The direction and management of the activities undertaken by [Education Partner Name] and its student body, as specified in this agreement, shall be the sole responsibility of [Education Partner Name]. [Education Partner Name] is required to render its services according to the business and ethical standards applicable and customary to the industry and profession. It is understood that mutual respect and professional conduct are paramount, and therefore, at no time shall representatives of [Education Partner Name] or employees of [LTC Partner Name] and its associates engage in any conduct that could potentially harm either party, their respective reputations, staff members, students, or any other affiliated stakeholders.

Policies

It is understood that notwithstanding the preceding terms and conditions, [Relevant Organizations] shall make its best effort to uphold the highest standards of ethical conduct and business procedures in the performance of all activities and services as detailed in this Agreement.

Any act by either party that contravenes these standards shall result in the immediate revocation of the space provided for the [Program Name], without any requirement for prior notification and without incurring any liability.

[Education Partner Name & LTC Partner Name] will ensure that all parties involved in the program are in compliance with all applicable legislation, including but not limited to, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), as outlined in Appendix [], as well as all relevant Occupational Health and Safety regulations, Human Rights codes, Employment Standards, and Prevention of Workplace Violence and Harassment legislation, in addition to the policies established by both [Education Name & LTC Name].

This agreement shall remain effective for the entire duration of the [LC Program Name] throughout the [year-year] and [year-year] academic years.

The [LC Program Name] hereby grants its full and informed consent to site visits conducted by [LTC Partner Name] during the scheduled course delivery times.

Insurance

The [Education Partner Name] shall provide [LTC Partner Name] with a Certificate of Insurance (COI) indicating General Liability coverage of no less than $[Amount]. The Certificate of Insurance must show evidence of General Liability coverage with a minimum limit of $[Amount]. The COI shall be renewed annually in [month] and visibly displayed within the classroom.

It is imperative that [Education Partner Name & LTC Partner Name] and their respective students adhere to all relevant health and safety legislation stipulated by the Occupational Health and Safety Act (OHSA). All staff and students of [Education Partner Name & LTC Partner Name] are bound to follow the policies and procedures set forth by each party, in compliance with the Act above and with due regard for the [LTC Partner Name] workplace community and [Education Partner Name].

[LTC Partner Name] shall ensure that all legislated requirements are in place and that adequate training and equipment are provided to [Education Partner Name] where applicable.

Confidentiality

During their utilization of the space at [Education Partner Name] and [LTC Partner Name], [LC Program Name] students are strictly prohibited from divulging, disclosing, providing, or disseminating any confidential information to any third party not in the employ of [LTC Partner Name], except with the express prior written authorization of [LTC Partner Name].

Moreover, confidential information shall be restricted to use for its reasonable purpose within the scope of everyday activities. [Education Partner Name] and [LTC Partner Name] hereby acknowledge that any dissemination of confidential information to a third party may provoke an adverse reaction from the staff of [Education Partner Name] or [LTC Partner Name], and such dissemination shall be considered a material breach of this Agreement. Should a breach of this Agreement occur through the dissemination of confidential information, [Education Partner Name] and [LTC Partner Name] shall have the right to terminate this agreement without notice or penalty and be entitled to seek damages through legal means.

[Education Partner Name] and [LTC Partner Name] undertake not to disseminate any confidential information belonging to either party during the term of this Agreement and for one year after the Agreement's conclusion.

Modification of Agreement

Any modification of this Agreement or any additional obligation assumed by either party in connection with this Agreement shall be binding only if supported by written documents, signed by each party or an authorized representative of each party.

Termination Clause

[Education Partner Name] and [LTC Partner Name] have the right to terminate this Agreement, provided sufficient notice is given. For this Agreement, sufficient notice is a minimum of 60 days.

Previous Agreements

The Agreement contains the complete Agreement between [Education Partner Name] and [LTC Partner Name] as of the effective date; this Agreement supersedes all other agreements between them, verbal or otherwise. [Education Partner Name] and [LTC Partner Name] agree that they have entered into this Agreement under their own volition.

By signing below, both parties agree to the terms of the services to be provided, as well as

to the terms of shared programming costs as indicated in this agreement.

On behalf of [LTC Partner Name].

_____ _____

[Name]

[Role]

Services

Dated:_____

On behalf of [Education Partner Name]:

_____ _____

[Name]

[Role]

Services

Dated:_____