

Memorandum of Agreement

between

**Virginia Polytechnic Institute and State University
("Virginia Tech")**

and

Virginia Department of Health, New River Health District

1. Purpose

The purpose of this Memorandum of Agreement (MOA) is to develop academic and educational cooperation on the basis of equality and reciprocity and to promote sustainable partnerships and mutual agreement between Virginia Tech (herein referred to as VT) and the Virginia Department of Health, New River Health District (herein referred to as NRHD). Both VT and NRHD may be referred to as the "party" or collectively as "parties." NRHD and VT will remain separate entities, but for the purpose of participating in this MOA the combined efforts and activities will be referred to as THE NEW RIVER ACADEMIC HEALTH DEPARTMENT (herein referred to as NRAHD). This mutually beneficial partnership is designed to enhance public health instruction, practice, research and workforce development and to improve community health in the New River Valley.

2. Scope of Activities

NRHD and VT, through the Department of Population Health Sciences (DPHS), aim to cooperate in areas that may include, but are not restricted to, all those activities mentioned in this section (2.1- 2.8). Before any activity may be implemented, the New River Academic Health Department Advisory Committee (see 2.5) shall discuss the issues relevant to the satisfaction of each party and the parties will enter into specific agreements based on the mutually agreed objectives and outcomes of the activity.

2.1 Opportunities for collaborative public health professional preparation

- 2.1.1 NRHD will host Master of Public Health (MPH) students for practicum opportunities for which the students will receive academic credit. Each student will provide a minimum of 300 hours of work. NRHD will identify adequate local supervisor(s)/preceptor(s). DPHS will provide a faculty advisor and practicum coordinator. [Refer to MPH practicum handbook and to the existing MOA between VDH and VT for the MPH program.]
- 2.1.2 NRHD will host MPH students and, as appropriate, undergraduate students for internship according to VDH guidelines.

2.2 Opportunities for workforce development

- 2.2.1 The NRAHD will plan and implement workforce development training based on needs identified by NRHD, DPHS faculty and community partners, as part of the Public Health Program's objectives to enhance the public health workforce in the region.

2.3 Opportunities for enhanced public health practice and collaborative research

- 2.3.1 DPHS faculty and students, and VT faculty may assist NRHD with data analysis.
- 2.3.2 NRHD and DPHS may collaborate on research projects, including communicating research interests, applying for joint funding, supplying letters of support, writing joint publications and following all proper IRB protocols.
- 2.3.3 NRHD and DPHS may participate on joint community health initiatives.
- 2.3.4 DPHS and NRHD will provide technical assistance and consultation to each other as requested and when appropriate.
- 2.3.5 The NRHD Medical Reserve Corps will be available for NRAHD practice and research activities.
- 2.3.6 The NRAHD coordinator will facilitate interactions and data requests between VT faculty and NRHD staff.

2.4 Shared personnel

- 2.4.1 DPHS and NRHD will share a joint faculty position through The Center for Public Health Practice and Research, who will serve as interim NRAHD coordinator as defined by a previously executed agreement between VT and NRHD.
- 2.4.2 DPHS faculty may work with NRHD by participating on advisory committees, investigations, or other opportunities as they arise.

2.5 Advisory Committee

- 2.5.1 The Director of the NRHD and the Department Head of DPHS will identify staff members and faculty to form an NRAHD advisory committee.
- The purpose of the Advisory Committee is to oversee and inform all activities of the NRAHD including new research opportunities, student projects, workforce development training needs, latest developments in the field, etc.
 - The Advisory Committee will consist of two representatives of each party and the NRAHD Coordinator.
 - The Advisory Committee will meet on a regular basis (see 2.7.1).
- 2.5.2 The Advisory Committee will create a joint NRAHD Coordinator position with a defined job description.

2.6 Shared resources

- 2.6.1 When appropriate, both parties will identify areas where resources can be leveraged or shared.
- 2.6.2 NRHD will provide office space and a computer for students to use onsite.
- 2.6.3 NRHD and DPHS will both provide office space and use of a computer for the joint faculty position/NRAHD coordinator.

2.7 Timely Communication

- 2.7.1 Advisory committee members will attend regularly scheduled meetings to discuss progress of the NRAHD. NRHD and DPHS will agree to a mutually agreeable meeting schedule.
- 2.7.2 NRHD and DPHS will identify and establish a specific mechanism for communicating and sharing information on a timely basis. NRHD and DPHS will annually assess the effectiveness of communication between the two parties and recommend appropriate modifications when indicated.

2.8 Future possibilities

- 2.8.1 Investigate options for NRAHD growth.

3. Payment

- 3.1 This agreement does not involve the exchange of money between the parties, except where agreed upon by mutual consent for specific activities.

4. Renewal, Termination and Amendment

- 4.1 This MOA shall remain in force for a period of five years from the date of the last signature. This MOA may be extended by the written consent of both parties.
- 4.2 This MOA may be terminated by either party giving written notice to the other party at least 180 days in advance of the stated termination date. Termination of this MOA shall not affect activities in progress pursuant to specific activity agreement, which shall continue until concluded by the parties in accordance with their terms or as otherwise agreed to by the parties in writing.
- 4.3 This MOA may be amended only by the written consent of the parties.