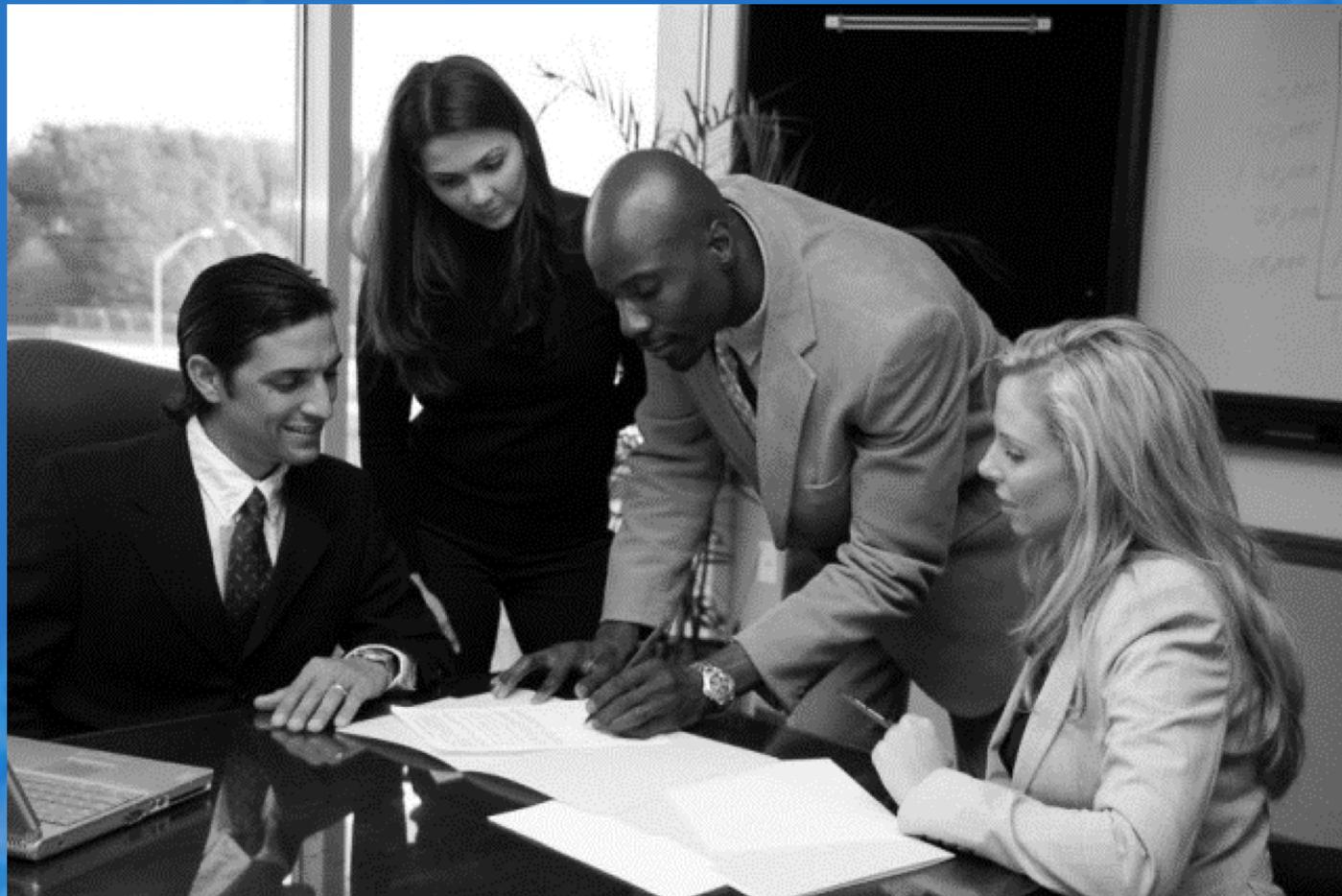


Crafting MOUs



Vickie Miene, MS, MA, LMHC
Interim Director
Iowa Institute of Public Health Research and Policy

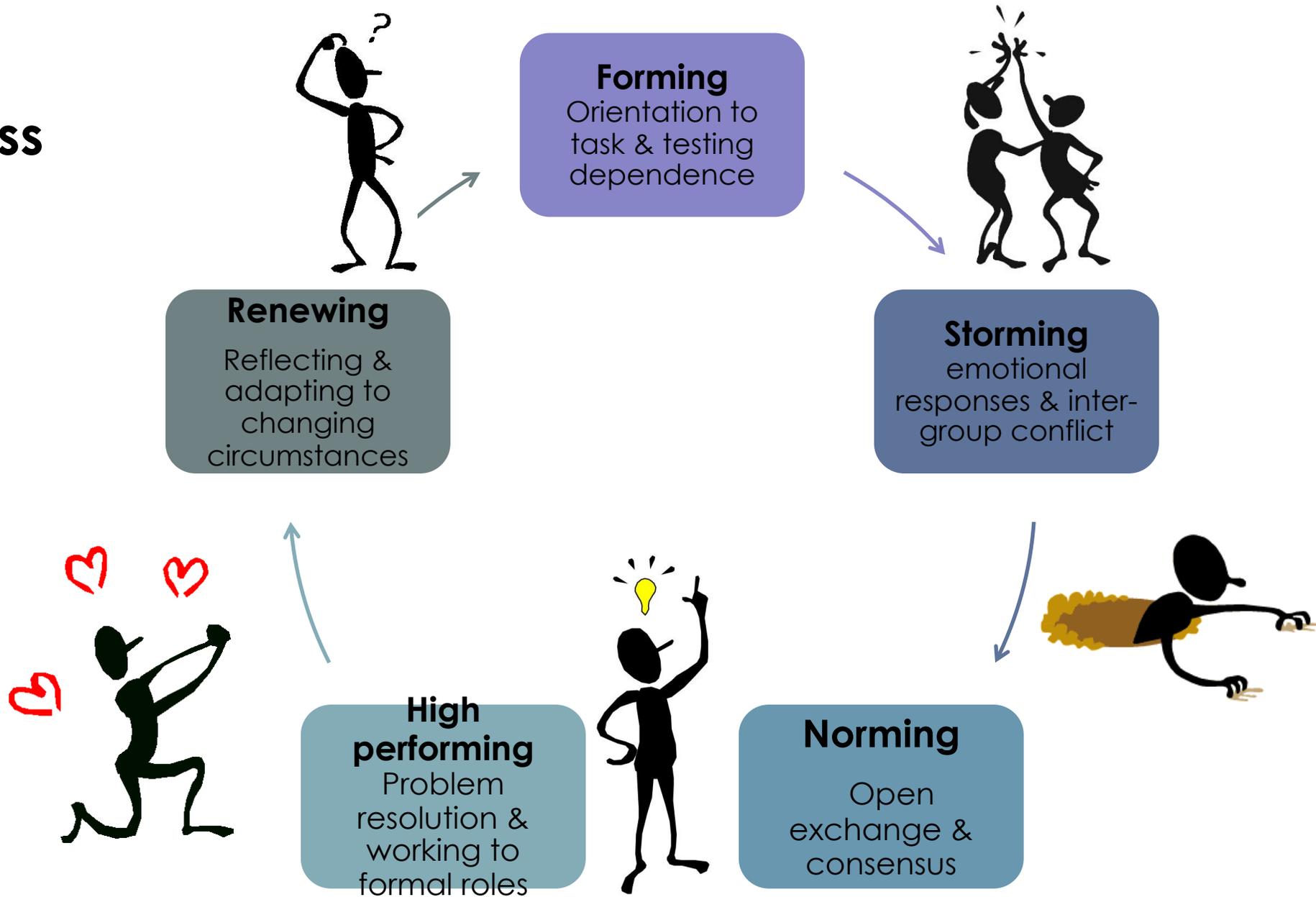
Memorandums of Understanding

- › Why use MOU's
- › Review the components of an MOU
- › Provide example





Team Process



MOU – A tool to Manage Conflict

› Components

- Define vision
- Describe core values
- Set goals
- Identify members and role
- Define Commitments
- Identify decision making structure
- Define communication structure
- Develop record keeping process
- Conflict resolution process

Define Vision

Develop the vision statement for your team

- a declaration of the teams objectives, intended to guide internal decision-making – following your vision statement for the team helps to define the parameters of the team.
- Example: Develop a visionary, multi-faceted research agenda encompassing the population of low birth weight and premature babies

Core Values

What core values will govern your team? What values are important to your field and how will those impact the work you will engage in with your team?

What are your teams core values that everyone adheres to?

Example: Excellence, Learning, Community, Diversity, Integrity, Respect, and Responsibility. We seek to implement these values in ways that enhance the health and well-being of all Iowans, especially the most vulnerable segments of Iowa's population.

Goals

- › SMART (Specific, Measurable, Attainable, Realistic, and Timely)
- › Number of goals should be attainable within the confines of the team. (annual review of goals should be planned)

Identify Members and Role

- › List all members and roles
 - Leader of specific goal or tasks
 - Notetaker
 - Voting member
 - Consultant
 - Assigned to specific tasks

Define Commitments

Describe what team members are committing to. Describe process should a member fall short of their commitments and/or withdraws from the team)

The committee members will

- › Attend bi-monthly team meetings and complete short assignments between meetings
- › Share information with team members pertinent to meeting agenda goals, activities and opportunities.
- › Solicit information as needed from additional partners to share in team meetings
- › If a team member withdraws from the team, their assignments will be assigned to other members until the team can agree on a replacement

Identify Decision Making Structure

Describe the **process** that your team will use to make decisions.

- › How will you **operate**?
- › How will you **assign tasks**?
- › How will your **team make decisions**?
- › What decisions can the team lead make when the whole team is not present?
- › What decisions will be made during meetings?
 - How will those decisions be made? Consensus? Voting?
 - If voting what are the rules?
- › How will work be **prioritized**?

Define Communication Structure

Describe how your team will communicate

- with core team members
- with internal partners
- With external partners and others

Develop Record Keeping Process

- › What records will you keep?
- › Who will be responsible to keep them?
- › How long will you keep them?
- › What process will you use to release records?

Conflict Resolution

How will you resolve conflicts?

Example: The team will make every best effort to resolve conflicts among members by open and honest communication

› In the unanticipated event of a conflict that can not be resolved among members of the team, a mediator will be selected

Prevent Conflict – sign an MOU!!

You will never have the perfect team – so its important to identify roles, agree on how you will work together and understand your values



Questions

Vickie Miene, MS, MA, LMHC

Interim Director

Iowa Institute of Public Health

Research and Policy

Adjunct Assistant Professor

Health Management and Policy

College of Public Health

www.public-health.uiowa.edu/iiphrp/

