

Key Elements to a Pharmacy Faculty Contract/MOU

| Key Element | Considerations |
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| Statement of purpose/goals | Establish mutual goals between entities |
| Provision of pharmacy services | <ul style="list-style-type: none"> • Establish CPAs if needed • Credentialing/privileging/licensure • General vs. specific language about services • Time commitment • Direct patient care services – volume/patient load expectations, balanced with teaching load |
| Provision of academic services | <ul style="list-style-type: none"> • Education of APPE students/residents <ul style="list-style-type: none"> ○ Learner requirements for practice site – determine site’s or school’s responsibility ○ May require separate agreement • Committee service to the site |
| Legal, liability, and risk considerations | Liability insurance <ul style="list-style-type: none"> • Type(s) • Who must hold it • Verify coverage |
| Data Use | <ul style="list-style-type: none"> • Publications vs proprietary limitations • HIPAA and privacy |
| Contract renewal/reassessment | <ul style="list-style-type: none"> • Length of initial contract • Process for ongoing renewal • Terms and length for non-renewal |
| Payment models | <ul style="list-style-type: none"> • How is payment determined/allocated (% , hours, etc) • Compensation for faculty member • Compensation for services for sustainable practice model |

Operationalizing the Contract

| Operational element | Examples or Considerations |
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| Classification of appointment/designation | Clinical appointment |
| Resources and access | For faculty and learners <ul style="list-style-type: none"> • Rooming and scheduling, office/workspace for discussing confidential health information with patients or learners • EMR and real-time health information <ul style="list-style-type: none"> ○ Learner access to health record • Information-sharing • Equipment (computer) and email |
| Onboarding and compliance requirements | <ul style="list-style-type: none"> • Billing process • HR – background checks, credentialing <ul style="list-style-type: none"> • Determine responsible individual/party |
| Setting Expectations | <ul style="list-style-type: none"> • Service hours • Performance review |