

Memorandum of Understanding

Between the American Samoa Community College Nursing Apprenticeship & Workforce Development and the American Samoa Territorial Administration on Aging.

1. **Purpose:** The purpose of this Memorandum of Understanding (MOU) is to establish a mutual framework governing the respective organizational relationships, responsibilities, and activities between the Parties (hereinafter the Parties shall be identified as the American Samoa Government Procurement Office and the American Samoa Community College Nursing Department. The areas of responsibility and relationships presented herein provide the concept under which the program shall be executed.

This agreement is for the Nursing Program to provide Caregiver Training and ensuring that all caregivers are qualified to take the National Caregiver Certification (NCC).

The caregiver training covers the core essential areas of caregiving that include basic supervision, personal care, behavior management and caring for older adults and people with disabilities unable to direct self-care such as those with dementia or intellectual disabilities.

2. **Duration and Time:**

The agreement is to provide two 150 hour sessions of caregiver training using the curriculum provided. Each session will have 50 classes for the duration of 10 weeks during Spring and Fall semesters in 2020. The classes will be offered 15 hours per week for 10 weeks, 5 days per week during Spring and Fall semesters 2020 to cover all participants as required. The MOU is to begin February 1, 2020 to December 31, 2020. Final bills for reimbursement must be received by March 31, 2021.

3. **Description of Goods and Services:** A total of \$46,750.00 for the year 2020 will be dedicated to fund this annual partnership between TAOA and Nursing Apprenticeship & Workforce Development.

TAOA will:

- a. Provide the curriculum to be used to teach the class.
- b. Refer up to 15 students identified as family caregivers to the class or approve students for the class who self-identify through the college.
- c. Meet regularly with the faculty and or staff to discuss concerns with curriculum, student learning needs, and necessary supplies and equipment.
- d. Reimburse all costs to provide the class up to a maximum of \$46,750.

Nursing Apprenticeship & Workforce Development will:

- a. Assist students with registration.
- b. Purchase all supplies and equipment necessary to teach the class, using available college equipment whenever possible. Any purchase which exceeds \$1,000 per item should be discussed with TAOA.
- c. Provide instructors to conduct lectures, perform basic skills and procedures listed in the curriculum using discussion, demonstration, practice, and return demonstration to enhance learning of essential skills.
- d. Provide basic CPR training to students as part of the curriculum.
- e. Assess participants skills and comprehension through question and answer periods at each class.
- f. Assure that students understand the use of supplies and equipment necessary to perform skills and procedures accurately and safely throughout the 10 weeks of training.
- g. Assist and guide participants in completing their online NCC application at completion of the training.
- h. Provide a review of skills to all participants prior to taking the NCC.

4. Funding:

The total budget for this project is \$46,750 and should be used by the ASCC Nursing Apprenticeship & Workforce Development to provide the services identified in this agreement. Each expenditure will be billed in the following categories:

Administration

Instructional and student support costs (instructor salaries and benefits; assistance with registration and tuition; preparation and fees for the NCC).

Supplies, equipment, and materials necessary to teach the class.

Other costs:

**American Samoa Community College
Nursing Apprenticeship & Workforce Development
January – December 2020 Budget**

Caregiver Training Course 15 participants per session x 2 sessions	
Registration Fee \$40 per participant x 2 sessions	\$1,200.00
Tuition: \$225 per participant (30 participants)	\$6,750.00
National Caregiver Certificate (NCC) \$100 per participant x 2 sessions	\$3,000.00
Contractual Fees for 1 lecturer/clinical instructor: \$50 per hour x 150 hours	\$12,000.00
Contractual Fees for 2 clinical instructor: \$25 x 150 = \$3750 x 2 instructors x 2 sessions	\$15,000.00
Contractual Fee for 1 Cardiopulmonary (CPR) instructor: @ \$50 per hour x 4 days x 2 sessions	\$800.00
Office supplies:	\$3,000.00
Medical Supplies & Cleaning Materials:	\$2,000.00
Equipment:	<u>\$3,000.00</u>
Indirect Cost:	
<u>Total</u>	<u>\$46,750.00</u>

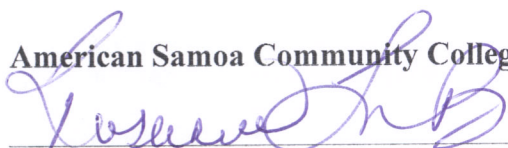
5. General Provisions

- a. Applicable Laws: The applicable statutes, regulations, directives, and procedures of the United States of America and American Samoa shall govern this MOU and all documents and actions pursuant to it.
- b. Contract claims and disputes: All claims and disputes by the Parties arising under or relating to this MOU shall be resolved in accordance with Federal laws and the law of American Samoa and the terms of the MOU.
- c. Dispute Resolution: In the event of a dispute between the Parties each agree to the use their best efforts to resolve that dispute in an informal fashion through consultation and communication or other forms of non-binding alternative dispute resolution mutually acceptable to communication, or other forms of non-binding alternative dispute resolution.
- d. Amendments: Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.
- e. Entirety of Agreement: This MOU, consisting of 3 pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

6. Signatures


- f. In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.
- g. The effective date of this MOU is the date of the signature last affixed to this page.

American Samoa Community College


Dr. Rosevonne Pato
ASCC, President


Date

American Samoa Territorial Administration on Aging


Mrs. Evelyn Lilio
TAOA, Director


Date