



ADDENDUM ONE

This Memorandum of Understanding ("MOU") for a Workforce Advancement Grant ("Program") is entered into between KALYN HATFIELD (staff RN), SAVING ROYALTY HEALTHCARE CENTER clinical entity), and Madison Area Technical College ("Madison College") (collectively the "Parties"). This MOU establishes a plan for support and training of facility identified staff RN's to become Madison College nursing assistant instructors Fall 2023. These instructors will teach the clinical component of nurse aide training to incumbent workers at the sponsoring clinical site in Spring 2024.

GENERAL

1. **Effective date and termination of MOU.** This MOU shall become effective on the 15th day of NOVEMBER, 2023 and shall terminate June 30, 2024. Either party shall have the right to terminate this MOU for any reason upon sixty (60) days written notice to the other party. In the event of termination of the MOU, the parties agree that any participants will be able to complete their activities in connection with the Program.
2. **Termination of employee/removal from Program**
 - a. Either party may remove a participant from the Program due to unsatisfactory performance, conduct, discipline, or if the participant's personal characteristics or health conditions interfere with the participant's successful completion of the Program. Notice will be given to the other party prior to removal. The parties will make reasonable efforts to resolve the matter prior to removal.
 - b. If the clinical entity terminates the employment of a participant or a participant resigns employment during the term of the Program, Madison College shall remove the participant from the Program. Nothing in this MOU limits or restricts the clinical entity's rights to manage, discipline or terminate a participant's employment.
3. **No discrimination.** The parties shall not discriminate with respect to race, color, sex, creed, national origin, disability, age, public assistance status, marital status, sexual orientation, gender identity, and religion in the Program.
4. **Accommodations.** The parties shall make reasonable accommodations to provide accessibility for participants with disabilities

5. **Ownership of Materials.** All materials provided and used under this MOU, including but not limited to the curriculum shall be the property of Madison College. Neither the clinical entity nor the staff RN will disclose or use, said material after the term of this MOU. Neither the clinical entity nor the staff RN will use any proprietary or confidential information of Madison College without Madison College's prior written permission.
8. **Existing Clinical Affiliation Agreements:** All terms and conditions of existing Clinical Affiliation Agreements shall remain in effect.
9. **HIPAA workforce.** The parties agree that the participants are considered a member of UWHCA's "workforce," as defined in 45 C.F.R. § 160.103, for the limited purposes of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The parties also agree that Madison College, its employees, and its participants are not "business associates" of UWHCA, as defined in 45 C.F.R. § 160.103, for the limited purposes of HIPAA.

RESPONSIBILITIES OF MADISON COLLEGE

10. **Staff RN Training and Support:** Madison College will be responsible for the following training and support activities:
 - a. Part-time faculty onboarding to the college
 - b. Provision of the DHS mandated Train the Trainer program
 - c. DHS approval process to become a Wisconsin Nurse Aide Primary Instructor
 - d. Staff nurse training on lab skills and clinical facilitation
 - e. Staff nurse support in the role of clinical instructor
11. **Provision of Nurse Aide Training**
 - a. Digital Badge Theory in an asynchronous on-line format
 - b. Digital Badge Lab at a Madison College Lab
12. **Awarding of nursing assistant digital badge**
13. **Insurance and Hold Harmless.**
 - a. Madison College agrees to hold harmless the clinical entity from any and all liability that is based on the acts or omissions of its officers, employees, participants, or agents while acting within the scope of their employment, training, or agency under this agreement.

- b. The clinical entity agrees to hold harmless Madison College from any and all liability that is based on the acts or omissions of its officers, employees, participants, or agents while acting within the scope of their employment, training, or agency under this Agreement.

RESPONSIBILITIES OF CLINICAL ENTITY

- 14. **Identification of a qualified staff RN.** Qualifications include:
 - a. 2 years experience as an RN
 - b. 1 year experience as a RN in a Skilled nursing facility
 - c. Minimum education: Associate degree in nursing
- 15. **Release Time.** Clinical entity shall maintain complete clinical records and reports on each participant's performance, providing evaluations to Madison College on forms provided by Madison College.
 - a. One virtual Welcome/Program overview meeting- 1 hour
 - b. Two visits to Madison College- 2 hours each
 - c. Facilitation of one to two nursing assistant clinical rotations- 16 hours
- 16. **Identification of incumbent workers.** The clinical entity will recruit/identify 4 + incumbent workers to provide nurse aide training in Spring 2024.
- 17. **Payment.** The clinical entity shall pay Madison College \$700 per nurse aide student. The minimum number of students for a cohort to run is 16 people. Charges will not be incurred for trainings that are cancelled Clinical entities are encouraged to take advantage of the WisCaregiver program which will reimburse organizations \$1,000 per student and provide the student a \$500 bonus upon 6 months of employment.

RESPONSIBILITIES OF STAFF RN

- 18. Complete on-boarding and training to become a Madison College DHS approved Primary Nurse Aide Instructor
 - a. Complete the Madison College new hire process/paperwork
 - b. Complete Madison College's mandatory new employee training on FERPA and Sexual Harassment.
 - c. Complete the asynchronous on-line NA Train the Trainer course
 - d. Arrange observation of Nurse Aide lab skills for a total of 4 hours
- 19. Teach 1-2 Nursing Assistant clinicals in Spring 2024 at the clinical entity of employment

**For Madison Area Technical
College**

Signature: _____

Title: _____

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Date: _____

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For Clinical Partner

Signature: Bill. Mc

Title: ADMINISTRATOR

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Date: — 11/1/2023

For Staff RN

Signature: Kalynn Hoffstedt, RN

Title: RN - Staff Development Coordinator

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Date: — 11/2/2023

Addendum
WAT Grant Timeline 23-24

Date	Tasks/Information
September 18	Resumes from partners due to Kevin. Anticipating 3 partners: Sauk County Health Care Center, Lake Mills, and Columbia County Health Care Center
September 25, 4pm – 5pm	Kevin to send out virtual meeting with Staff RNs and employers from 4pm – 5pm. Push out MOU to employers week of Sept. 18. <ul style="list-style-type: none"> • Welcome and Introductions • Overview of WAT Grant Phase 1 and Phase 2 • Q&A on MOU, program, etc. • Next steps – Staff RNs will be receiving communication from HireRight, our third party vendor, to start hiring process.
October 1	Due date to get MOU signed back to Madison College
October 23 – Time TBD	First F2F meeting with staff RNs. Invite somebody from HR to assist with hiring info, and collecting I9 paperwork. -Make sure staff RNs can login to MC systems -I9 paperwork -Onboarding (FERPA, Sexual Harassment ,IT training) -Blackboard introduction, and getting into train the trainer
November 13, time TBD	-Observation of lab instruction on campus. Will coordinate with partners to identify a time and campus. Show and tell in lab, show how to perform skill check-offs
December 18	All individuals must complete train the trainer by this date
January 2024	Schedule check-in with partners, kick off new semester, and present to Staff RN's primary instructor status. Check in with employers on status of recruiting
February/March	Cohort 1 of Digital badge
April/May	Cohort 2 of Digital badge