

MAR 13 2013

SAFETY & ENVIRONMENTAL
SERVICES

MEMORANDUM OF UNDERSTANDING

By and Between the
Louisville/Jefferson County Metro Government, acting by and through its
Louisville Metro Emergency Medical Services (LMEMS)
And Jefferson County Board of Education (JCBE).

Through this document, Louisville Metro EMS (LMEMS) and Jefferson County Board of Education enter into the following memorandum of understanding on this, the 23rd day of April, 2013.

I. Agreement

In an effort to provide a coordinated and quality approach to the delivery, documentation and quality assurance of American Heart Association training courses to Jefferson County Board of Education and the Public, JCBE is hereby designated as an American Heart Association (AHA) Training Site under the LMEMS CPR Training Center effective immediately. This agreement will remain in effect for a period of three (3) years from the date of the final signature. It may be reviewed and revised jointly by both parties in writing at any time prior to that date.

II. Responsibilities

A. Under this agreement, LMEMS will:

1. Provide American Heart Association books, associated materials and cards to JCBE at the LMEMS CPR Training Center's designated fees. These materials will be made available based on estimated need to a selected JCBE designee.
2. Provide all AHA instructor updates and roll out materials to the JCBE designee, who shall also function as a member of the LMEMS CPR Training Center faculty.
3. Provide Quality Assurance and course oversight in the form of an annual audit as outlined by the AHA.
4. Provide guidance and act as a resource regarding American Heart Association policy and guidelines.

B. Jefferson County Board of Education will:

1. Designate an employee to act as a member of the LMEMS CPR Training Center Faculty who will be the main contact for each facility.
2. TCF shall assure access to the AHA Program Administration Manual (PAM) in printed or electronic form for their Instructors.
3. Provide a single point of contact to order materials (if multiple locations, one for each).
4. Pay for materials on order or arrange for invoicing, net 30 days.
5. Conduct any needed Instructor updates internally through the designated JCBE Training Center faculty member.
6. Forward information to LMEMS for record-keeping purposes. This information includes but is not limited to the JCBE-designated Training


Center Faculty member's name, contact information, Instructor Affiliation agreements, Monitor Forms, class evaluations, and rosters

7. Allow a representative from LMEMS and/or AHA to attend a program of each discipline annually for a Quality Assurance audit. This will be conducted with appropriate notice and at a time that is convenient for the host facility.
8. Monitor instructors affiliated with the facility and retain files as required by AHA for each instructor. Instructor files should be kept for a minimum of three (3) years as outlined in the AHA Program Administration Manual.
9. Provide reporting information to the Center regarding student counts, types of classes and course evaluations on request.
10. In the event the Training Site chooses to discontinue acting as a Training Site or this agreement is voided by failure to abide by AHA guidelines, all materials will be returned to the Training Center, including rosters, Instructor files and unused course completion cards.

BOTH PARTIES AGREE TO AND ENDORSE THIS AGREEMENT, DATED THIS 23rd DAY OF April, 2013.

On Behalf of Louisville Metro EMS:

On Behalf of Jefferson County Board of Education:



Neal J. Richmond, M.D.
CEO
LMEMS

Donna M. Hargens, ED. D.
Superintendent
JCBE

Date: 3/12/13

Date: _____