

# MEMORANDUM OF UNDERSTANDING

between the  
**National AHEC Organization**  
and the  
**Society of Teachers of Family Medicine**

Whereas the purpose of the **National AHEC Organization (NAO)** is to support the national network of Area Health Education (AHEC) programs dedicated to improving the supply, distribution, and quality of health care professionals through community/academic partnerships, and

Whereas the purpose of the **Society of Teachers of Family Medicine** is to advance family medicine through a community of teachers and scholars, and

Whereas, NAO and STFM desire to establish a formal liaison between their two organizations that will further the above-stated goals;

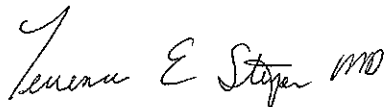
Now, therefore, the NAO and STFM agree as follows:  
STFM and NAO will each:

1. Designate from within the organization:
  - a. One member who will be its principal liaison for issues related to this agreement and will communicate regularly with the other organization's liaison about such issues;
  - b. Members in addition to the appointed liaison to work with the other organization on specific issues and activities of mutual interest to the two organizations;
  - c. A staff person who will work with the designated liaisons to assure effective implementation of this agreement.
2. Collaborate to develop mechanisms through which members of each organization will become better informed about the mission, activities, and issues of importance to the other organization:
  - a. Publicize in its organizational publications and other appropriate venues, the other organization's conferences and activities of general interest to members of both organizations;
  - b. Invite the other organization to contribute articles and other appropriate submissions for its organizational publications;
  - c. Establish on its Web site a link to the other organization's site indicating the collaborative relationship and liaison contact information;
  - d. Provide to the other a waiver of the registration fee for the designated liaison representative or designee at each other's annual meeting.
3. Collaborate on education and policy issues of mutual interest:
  - a. Consistently inform the other organization of legislative, regulatory, and public policy issues on which its organization is focusing;
  - b. Identify ways in which the two organizations can more effectively engage in joint advocacy on legislative, regulatory, and public policy issues of mutual concern;
  - c. Collaborate on development and /or presentation of educational projects addressing issues within the mission and expertise of each organization;
  - d. Upon specific request and specific agreement, both organizations will share data to address questions related health care workforce and health professions education; and
  - e. Biennially collaborate on a review of this document and the inter-organizational relationship it represents.


4. Collaborate on organization activities to promote recruitment of motivated students into family medicine.
  - a. STFM will support the recruitment of its members to activities that could benefit the AHEC state/regional pipeline student programs such as: assist in health careers programs, serve as AHEC primary care/rural preceptors, serve on AHEC advisory committees and community boards, provide shadowing opportunities for college undergrads, mentor medical school candidates expressing interest in family medicine, serve as advisor or mentor for pre-med clubs, serve as community sponsor for medical student FM clerkships:
  - b. NAO will support the family medicine STFM mentoring outreach activities of the Future Family Docs campaign by providing opportunities and support for mentoring across the pipeline and share tools and methods for conducting career mentoring and collaborate on the development of new tools and methods for mentoring:
  - c. NAO will link AHEC preceptors to STFM teaching resources, encourage STFM membership by AHEC preceptors, and link STFM members to AHEC activities through Web site linkages
  - d. Using AHEC evaluation systems, NAO and STFM will collaborate to increase the visibility and credibility of the STFM project.

**This Memorandum of Understanding** does not constitute a fiscal arrangement for the obligation of funds by either party. Any joint endeavors involving reimbursement or transfer of funds between the parties to this agreement will be handled in accordance with prescribed financial procedures of both parties.

**This Memorandum of Understanding** will become effective upon the signature of the authorized officials of the respective parties. It will remain in effect until terminated by mutual agreement. The Memorandum will be reviewed periodically, but not less than biennially, and it may be amended mutual agreement of both parties in writing.



President  
Society of Teachers of Family Medicine  
Date: October 19, 2009



President  
National AHEC Organization  
Date: