

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into on _____, between _____, **Nurse Manager** of _____, and the **Lerner Holistic Integrative Health Nursing Fellowship Team**.

I. BACKGROUND

The Lerner Holistic Integrative Health Nursing Fellowship is meticulously designed to advance the professional development of NYU Langone Nurses through a comprehensive curriculum encompassing American Nurses Credentialing Corporation-approved courses. Thanks to the generosity of Helaine and the late Sid Lerner, this fellowship offers 172 hours of valuable learning opportunities.

Fellows will engage in a blend of live, virtual, and self-paced learning, immersive clinical experiences, holistic skill development, and reflective practice. With a strong emphasis on mentorship, quality improvement, and research skill enhancement, fellows can earn up to 48 continuing nursing education credits, applicable towards The American Holistic Nurses Credentialing Corporation's Board Certification.

The curriculum's diversity includes philosophy, theory, ethics, integrative health, mind-body connection, self-reflection, and holistic communication, aligning with the Department of Nursing and Patient Care Services' strategic vision of fully integrated teams recognized for clinical expertise and resource utilization. By elevating person-centered care, implementing innovative care models, and promoting professional growth, this fellowship reinforces our commitment to excellence in nursing care, improving patient outcomes, and advancing nursing practice while supporting NYU Langone's tri-fold mission to serve, teach, and discover.

II. AGREEMENTS

If _____ is selected for the fellowship, _____ agrees to:

- 1. Protected Hours Allocation:** The Fellow will be allocated 172 protected hours throughout the fellowship period, equivalent to approximately 19-20 hours per month from January to September 2025. The exact fellowship schedule will be communicated by the Lerner Holistic Integrative Health Nursing Fellowship Team at least 6 weeks prior to the start of the program.
- 2. Payment Guidelines:** It is understood that straight pay will apply to these hours, as the program is funded under specific guidelines that do not cover overtime pay. Time spent on fellowship-related activities will be attributed to the Lerner Health Promotion Program via a Labor Level Transfer in MyTime. Timely entry will be essential for budgetary accuracy and compliance. Payroll and location details will be shared by the Lerner Health Promotion Team at least 4 weeks prior to the start of the program.

3. **Support for Quality Improvement Project:** The Nurse Manager pledges support for the Fellow in integrating the knowledge gained during the fellowship into a formal quality improvement project.
4. **Employment Status:** The Fellow must remain in good standing in accordance with the [Honorific Policy](#) throughout the fellowship period.
5. **Notification of Changes:** The Nurse Manager agrees to promptly notify the Lerner Holistic Integrative Health Nursing Fellowship Team of any changes in the Fellow's employment status, including resignation, termination, promotion, or any other status change that may affect their salary and/or participation in the fellowship.

The Lerner Holistic Integrative Health Nursing Fellowship Team agrees to:

1. **Provide Fellowship Schedule:** Provide both the Fellow and Nurse Manager with the exact fellowship schedule at least 6 weeks prior to the start of the program.
2. **Reimbursement:** Reimburse the Fellow's unit/department via interdepartmental expense transfer on a monthly basis for hours allocated during the fellowship period.
3. **Payroll and Location Details:** Supply the Nurse Manager with the MyTime payroll and location code details necessary for processing fellowship-related activities at least 4 weeks prior to the start of the program.
4. **Log for Tracking Hours:** Provide the Fellow with a log to track their protected hours to ensure transparency and accountability among all parties involved.

III. ADDITIONAL PARTICIPATION GUIDELINES

The fellowship does not currently provide funding for Nurse Leaders and Advanced Practice Providers (APPs). However, participation in the fellowship is possible under the following conditions:

1. **Managerial Support and/or Personal Time:** Participation is contingent upon the manager or director agreeing to support protected time during normal work hours. The option to complete the fellowship on personal time is also available.
2. **Project Implementation:** Managerial support is required for the implementation of the project.

The fellowship does not currently provide funding for Per Diem Nurses. However, you have the option to participate under the following conditions:

1. **Personal Time:** The option to complete the fellowship on personal time is available.
2. **Project Implementation:** Managerial support is required for the implementation of the project.

IV. SIGNATURES

By signing below, both parties agree to the terms and conditions outlined in this Memorandum of Understanding.

Signature: _____

Date: _____

Nurse Manager



Signature: _____

Date: _____

Kathleen DeMarco, PhD, NE-BC, CPHQ, RN

System Senior Director for Nursing Wellness & Resilience

** Signing on behalf of the Lerner Holistic Integrative Health Nursing Fellowship Team*