**National Health Center Training and Technical Assistance Partners (NTTAP) 2020-2023**

Postgraduate Nurse Practitioner Residency and Fellowship Program Learning Collaborative

 Syllabus 2022-2023

Overview

The *Postgraduate Nurse Practitioner and Fellowship Residency Programs**Learning Collaborative* is a 6-month participatory learning experience offered by the National Health Center Training and Technical Assistance Partners (NTTAP) Cooperative Agreement for the Development Area of Clinical Workforce Development, funded by the Health Resources and Services Administration, and hosted by Community Health Center, Inc. (CHCI) in Middletown, CT. The Collaborative is designed to provide transformational strategies and coaching support to help Federally Qualified Health Centers (FQHCs) implement postgraduate residency programs in nursing.

The Collaborative will provide a series of videoconference learning sessions with 10-12 FQHCs from across the country, ongoing mentoring, technical assistance, and access to web-based tools. Teams will complete an assessment of their current practice using the NTTAP created and validated survey instrument to identify opportunities for improvement, and will work between learning sessions to meet their aims.

Background

The *Postgraduate Nurse Practitioner and Fellowship Residency Programs Learning Collaborative* will provide opportunities for acquisition of knowledge, skills, tools and guidance to support health centers in developing a strategic plan for developing and implementing postgraduate residency programs for new nurse practitioners. Each participating FQHC will identify a team, organization leadership representation and a designated coach to lead the team through the work of the Collaborative. The Collaborative provides knowledge, teaching, skills and fundamental tools that teams need to plan and implement a postgraduate NP residency program.

Objectives of Postgraduate Nurse Practitioner and Fellowship Residency Programs Learning Collaborative

Teams will:

1. Build the case for starting a postgraduate residency program in their organizations.
2. Identify the clinical and financial resources required to support a postgraduate residency program.
3. Identify the operational and administrative activities that support a postgraduate residency program.
4. Develop the structure and curriculum for a postgraduate residency program.
5. Evaluate postgraduate resident learner outcomes and the impact of the postgraduate residency program.
6. Prepare for program accreditation
7. Contribute to the learning among participating FQHCs by engaging in Learning Collaborative activities.

Deliverables

As evidence of learning and participation in the Learning Collaborative, teams will submit to Moodle:

* List out key program drivers
* Write your mission and vision statement
* Complete the Resource assessment
* Develop presentation, and if possible, present to leadership/board
* List core program elements
* Develop recruitment/marketing tool (press release, website update, etc.)
* Develop application
* Develop interview questions
* Develop didactic curriculum
* Complete Progress Checklist

Learning Collaborative Structure

* Six 90-minute Learning Collaborative video conference sessions
* Bi-weekly calls between NTTAP Mentor-coaches and Practice coaches
* Weekly team workgroup meetings
* Moodle

**Syllabus**

The following syllabus provides an overview of the topics that will be covered during the six learning sessions. **The syllabus is subject to change in order to best meet your learning needs.** The assignments listed below are meant to help you structure your initial team meetings in order to keep you on track and to complete assessment tools that will help you to identify areas of improvement and better understand your practice. Assignments can be completed during or outside of team meetings.

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| **Date** | **Activity** | **Topic and Assignments** |
| October | Pre-work: Hold your first team meeting in your home organization  | Meeting Agenda* Identify your team members and team coach, and send contact information to angersm@chc1.com
* Log onto the Learning Platform with the directions provided to become familiar with its use <https://learn.chc1.com/my/>
* Review purpose of the Learning Collaborative, syllabus, schedule, and deliverables (materials available on Moodle)

Assignments due Friday October 21st:* Prepare a brief introduction (2 slides/2 min) about your team and your goals for participation in the Collaborative to present in Session 1; Send slides to angersm@chc1.com
* As a team, review and complete *Readiness to Train Assessment Tool (RTAT)*

<https://Qualtrics.ca1.qualtrics.com/jfe/form/SV_bjCCRNiRDXSCRtY> * Ask each team member to complete the *Organizational Readiness to Implement Change (ORIC):* <https://Qualtrics.ca1.qualtrics.com/jfe/form/SV_2lco1NOqFi48Ev4>
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| **Wednesday** **October 19th, 2022****1:00-2:30pm Eastern | 10:00-11:30am Pacific***90 minutes* | Quality Improvement Training[Zoom Link](https://chc1.zoom.us/j/95415081371) | Introduction to Quality Improvement* Foundation for Effective Meetings
* Defining the Team and How to Make Your Team Work
* Communication Plan and Stakeholder Analysis
* Process Mapping
* Introduction to Playbooks
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| **Tuesday** **October 25th, 2022****1:00-2:30 pm Eastern |****10:00-11:30am Pacific***90 minutes* | Learning Session 1[Zoom Link](https://chc1.zoom.us/j/99201005782) | Introductions * Community Health Center, Inc./Weitzman Institute; the NTTAP team and faculty
* Team Introductions
* Role of the coach in a Learning Collaborative

Topics* Program Drivers: building the case for a postgraduate residency program
* Developing a Mission/Vision Statement for the program
* Developing program goals and objectives
* Resource Assessment: Clinical and financial resources to support the program
* Support from Leadership/Board of Directors: How to present the case for a postgraduate residency program
* Overview of program structure
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| Between Session 1 and Session 2 | Team meetings | Agenda items for your meetings during this action period* Discuss the results of your team’s *Readiness to Train Assessment Tool* and *Organizational Readiness to Implement Change* in light of the presentation in Session1.
	+ What are your strengths and weaknesses? What surprised you?

Assignments due Friday November 18th: * List out key program drivers
* Draft your mission and vision statement
* Complete the Resource assessment
* Develop a draft presentation for leadership/board

Coach Call Dates:* Tuesday November 1st
* Tuesday November 15th
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| **Tuesday** **November 22nd, 2022****1:00-2:30 pm Eastern |****10:00-11:30am Pacific***90 minutes* | Learning Session 2[Zoom Link](https://chc1.zoom.us/j/99201005782) | Topics* Organization Presentation
* Value of Academic Clinical Partnerships
* Overview of Program Structure
* Key Program Staff and Responsibilities
* Marketing and Recruitment
* Contracts/Agreements
* Using Progress Checklist
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| Between Session 2 and Session 3 | Team meetings | Assignments due Friday December 9th: * Continue to develop a draft presentation for leadership/board and present if possible
* List core program elements
* Draft recruitment/marketing tool (press release, website update, etc.)
* Begin working on Progress Checklist

Coach Call Dates:* Tuesday November 29th
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| **Tuesday** **December 13th, 2022****1:00-2:30 pm Eastern |****10:00-11:30am Pacific***90 minutes* | Learning Session 3[Zoom Link](https://chc1.zoom.us/j/99201005782) | Topics* Organization Presentation
* Preceptors, Mentors, and Faculty: Roles and Responsibilities
* Reviewing Candidate Applications
* Interviewing and Selecting Candidates
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| Between Session 3 and Session 4 | Team meetings | Assignments due Friday January 13th: * Continue to develop a draft presentation for leadership/board and present if possible
* Draft application
* Draft interview questions
* Continue to work on Progress Checklist

Coach Call Dates:* Tuesday December 20th
* Tuesday January 3rd
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| **Tuesday** **January 17th, 2023****1:00-2:30 pm Eastern |****10:00-11:30am Pacific***90 minutes* | Learning Session 4[Zoom Link](https://chc1.zoom.us/j/99201005782) | Topics* Organization Presentation: Finances, Sustainability, and Return of Investment
* Introduction to Accreditation by the Consortium
* Program Policies and Procedures
* Curriculum Development Part 1: Core components of curriculum and program structure
	+ Creating a schedule for the clinical rotations
	+ Developing Didactic Program
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| Between Session 4 and Session 5 | Team meetings | Assignments due Friday February 17th: * Draft didactic curriculum
* Continue to work on Progress Checklist

Coach Call Dates:* Tuesday January 24th
* Tuesday February 7th
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| **Tuesday** **February 14th, 2023****1:00-2:30 pm Eastern |****10:00-11:30am Pacific***90 minutes* | Learning Session 5[Zoom Link](https://chc1.zoom.us/j/99201005782) | Topics* Organization Presentation
* Curriculum Development Part 2: Learning Objectives and Learner Outcomes
* Evaluation of the postgraduate residency program
* Evaluation of the resident learner
* Orientation
* Graduation
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| Between Session 5 and Session 6 | Team meetings | Assignments due Friday March 10th: * Prepare presentation/showcase for Session 6; Send to: angersm@chc1.com

Coach Call Dates:* Tuesday February 28th
* Tuesday March 14th
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| **Tuesday** **March 21th, 2023****1:00-2:30 pm Eastern |****10:00-11:30am Pacific***90 minutes* | Learning Session 6[Zoom Link](https://chc1.zoom.us/j/99201005782) | Showcase* Leaders from participating organizations will offer their perspectives on their teams’ work in the Learning Collaborative
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| After the Learning Collaborative |  | Coach Call Dates:* Tuesday March 28th

**Assignments due Friday March 31st:** * Submit Progress Checklist
* Each team member, please complete the Post-Collaborative Evaluation Survey: **[link TBA]**
* As a team, please complete the Post-Collaborative Readiness to Train Assessment Tool (RTAT): <https://Qualtrics.ca1.qualtrics.com/jfe/form/SV_87K5m1n2iV6b1Ea>
* Ask each team member to complete the Post-Collaborative Organizational Readiness to Implement Change (ORIC)

<https://Qualtrics.ca1.qualtrics.com/jfe/form/SV_etZNqa0GE4LSv7U>* If you are launching in Fall 2023, please reach out to schedule 1-on-1 calls as needed.
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| Check In Meeting |  | Date – To Be Determined (6 months post-learning collaborative)  |

**ABOUT MOODLE**

1. **Moodle Overview**
	1. Moodle is the Learning Management System (LMS) that we have chosen to support your work in the Collaborative (other common LMS products are Blackboard and Canvas)
2. **Login** for Moodle: <https://learn.chc1.com/login/index.php>
	1. Username: Firstname\_lastname
	2. Temporary Password: NTTAP2022!
3. **Select Course Name**
	1. Click on the course title “NTTAP Postgraduate NP Residency Learning Collaborative 2023” to enter the Moodle space for the Collaborative.



1. **Discussion Board**
	1. The Discussion Board is open to everyone.
	2. The NTTAP team will occasionally post messages to all of the teams on the Discussion Board.
	3. For a tutorial on how to post to the Discussion Forum, learn more here: <https://learn.chc1.com/pluginfile.php/43998/mod_resource/content/1/Tutorial%20-%20Post%20on%20Discussion%20Boards%20%20on%20Moodle_20190904.pdf>
2. **Collaborative Sessions**
	1. Folders include tools discussed during that session. Most of the tools are also under the “Tools and Resources” section as well.
	2. After the session has concluded, the folder will be updated to include the slides and video from the session.
	3. Before Session folder contains the assessment tools about your practice that we have asked you to complete prior to the learning collaborative.
3. **Post and Access Assignments**
	1. Each health center has its own team folder, where you can access and submit documents and data.
	2. All team folders are visible to all participants to encourage collaboration.
	3. To upload the completed assignment on Moodle course:
		1. Post and Access Assignments Here
		2. Select your team folder
		3. Edit (bottom of screen)
		4. Drag and Drop the file (you can also browse and upload)
		5. \*Save Changes (bottom of screen). \*It will not upload the file until you hit Save Changes**.**
	4. Learn more here: <https://learn.chc1.com/pluginfile.php/43049/mod_resource/content/1/How%20to%20Upload%20Files%20on%20the%20Moodle%20Course%20Website_PGR.pdf>



1. **Tools and Resources**
	1. COVID-19 Resources
		1. Folder contains resources and webinars related to how postgraduate nurse practitioner residency and fellowship programs are responding to COVID-19.
	2. Quality Improvement
		1. Folder contains templates of QI tools (i.e. aim statements, fishbone diagrams, meeting roles, and an image of the improvement ramp).
	3. Program Resources
		1. Folder contains resources and tools discussed in each session to assist with the launch of your residency program.
	4. Evaluation Resources
		1. Folder contains evaluation and assessment tools.
2. **Contact Information**
	1. Section contains the contact information for both Faculty and Participants at each FQHC.
3. **Kickoff Resources**
	1. Section contains tutorials to get you familiarized with the Moodle platform and resources related to the NTTAP.
4. **Webinars**
	1. Section contains useful webinars to support your development in implementing a post-graduate residency program.

*For questions getting set up and/or using Moodle, please reach out to Meaghan Angers at* *angersm@chc1.com*