**National Health Center Training and Technical Assistance Partners (NTTAP) 2023-2026**

Health Professions Student Training Learning Collaborative

Syllabus 2024

Overview

The *Health Profession Student Training Learning Collaborative* is a 6-month participatory learning experience offered by the National Health Center Training and Technical Assistance Partners (NTTAP), 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) evaluate, replicate, and sustain a health profession student (HPS) training program.

The Collaborative will provide a series of videoconference learning sessions with 10-12 FQHCs from across the country, as well as quality improvement training, ongoing mentoring for the coach in the organizations, 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 *Health Profession Student Training Learning Collaborative* will provide opportunities for acquisition of knowledge, skills, tools and guidance to support health centers in developing a plan to take health centers from planning to implementation of a health profession student training program at their health center. Each participating health center will identify organization leadership representation and a designated coach to lead the team through the work of the Collaborative. The Collaborative will help teams to plan, develop and implement the infrastructure needed at their health center to support training health profession students. The Collaborative provides knowledge, teaching, skills and fundamental tools that teams need to plan and implement a health professions student training program.

Objectives of Health Profession Student Training Learning Collaborative

Teams will:

1. Use assessment of their current readiness to train health profession students to identify areas for process improvement
2. Use quality improvement concepts and skills with coaching support to systematically establish a sustainable HPS training program
3. Contribute to the learning among participating health centers by engaging in Learning Collaborative activities

Deliverables

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

* Goals, Values and Aim Statement
* Process Maps
* Health Profession Student Training Playbook
* Communication Plan (Internal & External)

Learning Collaborative Structure

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

**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** | **Topics** |
| January | Pre-work: Hold your first workgroup meeting at your organization | Meeting Agenda   * Identify your team members and team coach, and send contact information to [angersm@mwhs1.com](mailto:angersm@mwhs1.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)   Assignment due Friday January 19th:   * 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@mwhs1.com](mailto:angersm@mwhs1.com) * As a team, review and complete *Readiness to Train Assessment Tool (RTAT)*: **[link TBA]** * Ask each team member to complete the *Organizational Readiness to Implement Change (ORIC):* **[link TBA]** |
| **Friday**  **January 19th, 2024**  **2:00-3:30pm EST**  *90 minutes* | Quality Improvement Training  Zoom Link | 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**  **February 6th, 2024**  **3:00-4:30pm EST**  *90 minutes* | Learning Session 1  Zoom Link | Introductions   * Community Health Center, Inc./Weitzman Institute; Center for Primary Care Excellence; the NTTAP team and faculty; the participating teams * Team Introductions * Overview of effective HPS training program * Review HPS Training Playbook Guide * Review deliverables for Learning Collaborative   Play 1 and 2: Partnerships   * Mission and Vision * Partnership review/approval * Communication with schools and partners * Affiliation agreement management * Addendums * Partnership with hospitals and sponsoring entities |
| Between Learning Session 1 and 2 | Team Meetings | Agenda items for your meetings during this action period   * Meet with key stakeholders to discuss play 1 and 2 in the HPS Training Playbook Guide * Review the results of your *Readiness to Train Assessment* * Draft a Goal, Value and Aim Statement   Assignment due Friday February 23rd:   * Review and adapt the affiliation agreement template * Draft and submit play 1 and 2   Coach Call Dates:   * Tuesday February 13th * Tuesday February 27th |

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| **Tuesday**  **March 5th, 2024**  **3:00-4:30pm EST**  *90 minutes* | Learning Session 2  Zoom Link | Team Reports   * Selected team will discuss their *Goal, Vision and Aim Statement* * Selected teams will discuss their work on *Play 1 and 2*   Play 3: Capacity   * Determining organizational capacity   + Team and Individual Standpoint   + Viability * Identifying preceptors * Student acceptance * Secondary review |
| Between Learning Session 2 and 3 | Team Meetings | Agenda items for your meetings during this action period   * Meet with key stakeholders and present play 1 and 2 * Review play 3 in the HPS Training Playbook Guide * Draft process map for play 3   Assignment due Friday March 15th:   * Submit rough draft of play 3   Coach Call Dates:   * Tuesday March 12th |
| **Tuesday**  **March 26th, 2024**  **3:00-4:30pm EST**  *90 minutes* | Learning Session 3  Zoom Link | Team Reports   * Selected teams will discuss their work on *Play 3*   Models to Train the Next Generation   * Nurse Practitioner Residency and Fellowship Training Programs   Play 4-7: Onboarding   * Communication * Human Resources * Training * Facilities & Operations * Information Technology |
| Between Learning Session 3 and 4 | Team Meetings | Agenda items for your meetings during this action period   * Meet with key stakeholders and present play 3 * Review play 4-7 in the HPS Training Playbook Guide * Draft process map for play 4-7   Assignment due Friday April 12th:   * Submit rough draft of play 4-7   Coach Call Dates:   * Tuesday April 2nd |
| **Tuesday**  **April 16th, 2024**  **3:00-4:30pm EST**  *90 minutes* | Learning Session 4  Zoom Link | Team Reports   * Selected teams will share their work on *Plays 4-7*   Quality Improvement Refresh   * Introduce showcase * HPS Training Playbook Guide * Standardization and spread * Playbooks   Models to Train the Next Generation   * Behavioral Health: Students, Externs, and Residents * Administrative Fellowship |
| Between Learning Session 4 and 5 | Team Meetings | Agenda items for your meetings during this action period   * Meet with key stakeholders and discuss RN and MA student training programs * Present plays 4-7 and finalize processes * Use QI skills and tools to refine playbook steps   Assignment due Friday May 10th:   * Submit draft of playbook   Coach Call Dates:   * Tuesday April 23rd * Tuesday May 7th |
| **Tuesday**  **May 14th, 2024**  **3:00-4:30pm EST**  *90 minutes* | Learning Session 5  Zoom Link | Team Reports   * Selected teams will share their work   AHEC Spotlight   * Opportunity to partner with federal AHEC to link local community groups with resources and health profession training programs   Models to Train the Next Generation   * Medical Assistants: Serving as Externship Organization   Play 8-9: Off-boarding   * Collecting Data * Post Surveys * Reporting |
| Between Learning Session 5 and 6 |  | Agenda items for your meetings during this action period   * Meet with key stakeholders * Review plays 8-9 in the HPS Training Playbook Guide * Meet with key stakeholders to discuss and draft process map for plays 8-9 * Continue to use QI skills and tools to refine playbook steps * Work on drafting Health Professions Student Training playbook * Slides for final Learning Session presentation on HPS Training Playbook   Assignments**:**   * Friday May 31st: Prepare presentation/showcase for Session 6; Send to: [angersm@mwhs1.com](mailto:angersm@mwhs1.com) * Friday June 7th: Submit drafts of plays 8-9   Coach Call Dates:   * Tuesday May 21st * Tuesday June 4th |
| **Tuesday**  **June 11th, 2024**  **3:00-4:30pm EST**  *90 minutes* | Learning Session 6  Zoom Link | Showcase   * Leaders from participating organizations will offer their perspectives on their teams’ work in the Learning Collaborative |
| After the Learning Collaborative | Team Meetings | Coach Call Dates:   * Tuesday June 18th   Assignments due Friday June 21st:   * Submit completed playbook * Each team member, please complete the Post-Collaborative Evaluation Survey: **[link TBA]** * As a team, review and complete *Readiness to Train Assessment Tool (RTAT)* : **[link TBA]** * Ask each team member to complete the *Organizational Readiness to Implement Change (ORIC):* **[link TBA]** |
| 6-Month  Check In Meeting |  | Date – To Be Determined |