

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

### **Postgraduate Nurse Practitioner (NP) Residency and NP/Physician Assistant (PA) Training Programs Learning Collaborative Syllabus 2024-2025**

#### Overview

The *Postgraduate Nurse Practitioner (NP) and/or Physician Assistant (PA) Training 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 health centers and look-alikes implement postgraduate residency programs in nursing.

The Collaborative will provide a series of videoconference learning sessions with 10-12 health centers and look-alikes 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 (NP) and/or Physician Assistant (PA) Training 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 (NP) and/or Physician Assistant (PA) Training 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 organizations by engaging in Learning Collaborative activities.

### Deliverables

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

- 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
- [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.

Date	Activity	Topic and Assignments
September and October	Pre-work: Hold your first team meeting in your home organization	<p><u>Meeting Agenda</u></p> <ul style="list-style-type: none"> <li>Identify your team members and team coach, and send contact information to <a href="mailto:angersm@mwhs1.com">angersm@mwhs1.com</a></li> <li>Log onto the Learning Platform (<a href="#">Weitzman Education Platform</a>) with the directions provided to become familiar with its use</li> <li>Review purpose of the Learning Collaborative, syllabus, schedule, and deliverables</li> </ul> <p><u>Pre-Learning Collaborative Assignments</u></p> <ul style="list-style-type: none"> <li>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 <a href="mailto:angersm@mwhs1.com">angersm@mwhs1.com</a></li> <li>As a team, review and complete <i>Readiness to Train Assessment Tool (RTAT)</i>: <a href="https://Qualtrics.ca1.qualtrics.com/jfe/form/SV_dcBcYq89sq4KMHI">https://Qualtrics.ca1.qualtrics.com/jfe/form/SV_dcBcYq89sq4KMHI</a></li> <li>Ask each team member to complete the <i>Organizational Readiness to Implement Change (ORIC)</i>: <a href="https://Qualtrics.ca1.qualtrics.com/jfe/form/SV_3khoMe0P0qpWiO2">https://Qualtrics.ca1.qualtrics.com/jfe/form/SV_3khoMe0P0qpWiO2</a></li> </ul>
<b>Friday October 4<sup>th</sup>, 2024</b> <b>2:00-3:15pm Eastern  </b> <b>11:00-12:15pm Pacific</b> <i>75 minutes</i>	Quality Improvement Training	<p><u>Introduction to Quality Improvement</u></p> <ul style="list-style-type: none"> <li>Foundation for Effective Meetings</li> <li>Defining the Team and How to Make Your Team Work</li> <li>Communication Plan and Stakeholder Analysis</li> </ul>

<p><b>Tuesday</b> <b>October 8<sup>th</sup>, 2024</b> <b>1:00-2:30 pm Eastern  </b> <b>10:00-11:30am Pacific</b> <i>90 minutes</i></p>	<p>Learning Session 1</p>	<p><u>Introductions</u></p> <ul style="list-style-type: none"> <li>• Community Health Center, Inc./Weitzman Institute; the NTTAP team and faculty</li> <li>• Team Introductions</li> <li>• Review structure and expectations of the Learning Collaborative</li> </ul> <p><u>Topics</u></p> <ul style="list-style-type: none"> <li>• Program Drivers: building the case for a postgraduate residency program</li> <li>• Developing a Mission/Vision Statement for the program</li> <li>• Developing program goals and objectives</li> <li>• Resource Assessment: Clinical and financial resources to support the program</li> <li>• Support from Leadership/Board of Directors: How to present the case for a postgraduate residency program</li> </ul>
<p>Between Session 1 and Session 2</p>	<p>Team meetings</p>	<p><u>Agenda items for your meetings during this action period</u></p> <ul style="list-style-type: none"> <li>• Discuss the results of your team’s <i>Readiness to Train Assessment Tool</i> and <i>Organizational Readiness to Implement Change</i> in light of the presentation in Session 1. <ul style="list-style-type: none"> <li>○ What are your strengths and weaknesses? What surprised you?</li> </ul> </li> </ul> <p><u>Action Period Deliverables:</u></p> <ul style="list-style-type: none"> <li>• List out key program drivers</li> <li>• Draft your mission and vision statement</li> <li>• Complete the Resource assessment</li> <li>• Develop a draft presentation for leadership/board</li> </ul> <p><u>Coach Call Dates:</u></p> <ul style="list-style-type: none"> <li>• Tuesday October 15<sup>th</sup></li> <li>• Tuesday October 29<sup>th</sup></li> </ul>
<p><b>Tuesday</b> <b>November 12<sup>th</sup>, 2024</b> <b>1:00-2:30 pm Eastern  </b> <b>10:00-11:30am Pacific</b> <i>90 minutes</i></p>	<p>Learning Session 2</p>	<p><u>Topics</u></p> <ul style="list-style-type: none"> <li>• Overview of Program Structure</li> <li>• Key Program Staff and Responsibilities</li> <li>• Value of Academic Clinical Partnerships</li> <li>• Using Progress Checklist</li> </ul>

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Syllabus 2024-2025



Between Session 2 and Session 3	Team meetings	<p><u>Action Period Deliverables:</u></p> <ul style="list-style-type: none"> <li>• Continue to develop a draft presentation for leadership/board and present if possible</li> <li>• List core program elements</li> <li>• Begin working on Progress Checklist</li> </ul> <p><u>Coach Call Dates:</u></p> <ul style="list-style-type: none"> <li>• Tuesday November 19<sup>th</sup></li> <li>• Tuesday December 3<sup>rd</sup></li> </ul>
<p><b>Tuesday</b> <b>December 10<sup>th</sup>, 2024</b> <b>1:00-2:30 pm Eastern  </b> <b>10:00-11:30am Pacific</b> <i>90 minutes</i></p>	Learning Session 3	<p><u>Topics</u></p> <ul style="list-style-type: none"> <li>• Finances, Sustainability, and Return on Investment</li> <li>• Recruitment <ul style="list-style-type: none"> <li>○ Marketing and Recruitment</li> <li>○ Reviewing Candidate Applications</li> <li>○ Interviewing and Selecting Candidates</li> </ul> </li> <li>• Contracts/Agreements</li> <li>• Program Policies and Procedures</li> </ul>
Between Session 3 and Session 4	Team meetings	<p><u>Action Period Deliverables:</u></p> <ul style="list-style-type: none"> <li>• Continue to develop a draft presentation for leadership/board and present if possible</li> <li>• Draft recruitment/marketing tool (press release, website update, etc.)</li> <li>• Draft application</li> <li>• Draft interview questions</li> <li>• Continue to work on Progress Checklist</li> </ul> <p><u>Coach Call Dates:</u></p> <ul style="list-style-type: none"> <li>• Tuesday December 17<sup>th</sup></li> <li>• Tuesday January 7<sup>th</sup></li> </ul>
<p><b>Tuesday</b> <b>January 14<sup>th</sup>, 2024</b> <b>1:00-2:30 pm Eastern  </b> <b>10:00-11:30am Pacific</b> <i>90 minutes</i></p>	<p>Learning Session 4</p> <p><a href="#">Zoom Link</a></p>	<p><u>Topics</u></p> <ul style="list-style-type: none"> <li>• Preceptors, Mentors, and Faculty: Roles and Responsibilities</li> <li>• Preceptor Panel</li> <li>• Curriculum Development</li> </ul>

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Between Session 4 and Session 5	Team meetings	<p><u>Action Period Deliverables:</u></p> <ul style="list-style-type: none"> <li>• Draft didactic curriculum</li> <li>• Continue to work on Progress Checklist</li> </ul> <p><u>Coach Call Dates:</u></p> <ul style="list-style-type: none"> <li>• Tuesday January 21<sup>st</sup></li> <li>• Tuesday February 4<sup>th</sup></li> </ul>
<p><b>Tuesday</b> <b>February 11<sup>th</sup>, 2024</b> <b>1:00-2:30 pm Eastern  </b> <b>10:00-11:30am Pacific</b> <i>90 minutes</i></p>	Learning Session 5	<p><u>Topics</u></p> <ul style="list-style-type: none"> <li>• Evaluation of the postgraduate residency program and Evaluation of the resident learner</li> <li>• Orientation</li> <li>• Graduation</li> <li>• Introduction to Accreditation by the <a href="#">Consortium for Advanced Practice Providers</a></li> </ul>
Between Session 5 and Session 6	Team meetings	<p><u>Action Period Deliverables:</u></p> <ul style="list-style-type: none"> <li>• Prepare presentation/showcase for Session 6; Send to: <a href="mailto:angersm@mwhs11.com">angersm@mwhs11.com</a></li> </ul> <p><u>Coach Call Dates:</u></p> <ul style="list-style-type: none"> <li>• Tuesday February 18<sup>th</sup></li> <li>• Tuesday March 4<sup>th</sup></li> </ul>
<p><b>Tuesday</b> <b>March 11<sup>th</sup>, 2024</b> <b>1:00-2:30 pm Eastern  </b> <b>10:00-11:30am Pacific</b> <i>90 minutes</i></p>	Learning Session 6	<p><u>Showcase</u></p> <ul style="list-style-type: none"> <li>• Leaders from participating organizations will offer their perspectives on their teams' work in the Learning Collaborative</li> </ul>
After the Learning Collaborative		<p><u>Coach Call Dates:</u></p> <ul style="list-style-type: none"> <li>• Tuesday March 18<sup>th</sup></li> </ul> <p><u>Action Period Deliverables:</u></p> <ul style="list-style-type: none"> <li>• Submit Progress Checklist and completed/drafted deliverables</li> <li>• Each team member, please complete the Post-Collaborative Evaluation Survey: <a href="#">link TBD</a></li> <li>• As a team, please complete the Post-Collaborative Readiness to Train Assessment Tool (RTAT): <a href="#">link</a></li> <li>• Ask each team member to complete the Post-Collaborative Organizational Readiness to Implement Change (ORIC): <a href="#">link TBD</a></li> <li>• If you are launching in Fall 2025, please reach out to schedule 1-on-1 calls as needed.</li> </ul>
Check In Meeting		Date – To Be Determined; October (6 months post-learning collaborative)