

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

Health Professions Student Training Learning Collaborative

Syllabus 2025

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

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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.

Date	Activity	Topics
January	Pre-work: Hold your first workgroup meeting at your organization	<p><u>Meeting Agenda</u></p> <ul style="list-style-type: none"> Identify your team members and team coach, and send contact information to 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) <p><u>Assignment due Friday January 19th:</u></p> <ul style="list-style-type: none"> 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 As a team, review and complete <i>Readiness to Train Assessment Tool (RTAT)</i>: [link TBA] Ask each team member to complete the <i>Organizational Readiness to Implement Change (ORIC)</i>: [link TBA]
TBD	Quality Improvement Training Zoom Link	<p><u>Introduction to Quality Improvement</u></p> <ul style="list-style-type: none"> Foundation for Effective Meetings Defining the Team and How to Make Your Team Work Communication Plan and Stakeholder Analysis Process Mapping Introduction to Playbooks

<p>January 31st, 2025 2:00-3:30pm EST <i>90 minutes</i></p>	<p>Learning Session 1 Zoom Link</p>	<p><u>Introductions</u></p> <ul style="list-style-type: none"> • 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 <p><u>Play 1 and 2: Partnerships</u></p> <ul style="list-style-type: none"> • Mission and Vision • Partnership review/approval • Communication with schools and partners • Affiliation agreement management • Addendums • Partnership with hospitals and sponsoring entities
<p>Between Learning Session 1 and 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"> • Meet with key stakeholders to discuss play 1 and 2 in the HPS Training Playbook Guide • Review the results of your <i>Readiness to Train Assessment</i> • Draft a Goal, Value and Aim Statement <p><u>Deliverables:</u></p> <ul style="list-style-type: none"> • Review and adapt the affiliation agreement template • Draft and submit play 1 and 2 <p><u>Coach Call Dates:</u></p> <ul style="list-style-type: none"> • Friday February 7th • Friday February 21st

<p>February 28th, 2025 2:00-3:30pm EST <i>90 minutes</i></p>	<p>Learning Session 2 Zoom Link</p>	<p><u>Team Reports</u></p> <ul style="list-style-type: none"> Selected team will discuss their <i>Goal, Vision and Aim Statement</i> Selected teams will discuss their work on <i>Play 1 and 2</i> <p><u>Play 3: Capacity</u></p> <ul style="list-style-type: none"> Determining organizational capacity <ul style="list-style-type: none"> Team and Individual Standpoint Viability Identifying preceptors Student acceptance Secondary review
<p>Between Learning Session 2 and 3</p>	<p>Team Meetings</p>	<p><u>Agenda items for your meetings during this action period</u></p> <ul style="list-style-type: none"> 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 <p><u>Deliverables</u></p> <ul style="list-style-type: none"> Submit rough draft of play 3 <p><u>Coach Call Dates:</u></p> <ul style="list-style-type: none"> Friday March 7th Friday March 21st
<p>March 28th, 2025 2:00-3:30pm EST <i>90 minutes</i></p>	<p>Learning Session 3 Zoom Link</p>	<p><u>Team Reports</u></p> <ul style="list-style-type: none"> Selected teams will discuss their work on <i>Play 3</i> <p><u>Models to Train the Next Generation</u></p> <ul style="list-style-type: none"> Nurse Practitioner Residency and Fellowship Training Programs <p><u>Play 4-7: Onboarding</u></p> <ul style="list-style-type: none"> Communication Human Resources Training Facilities & Operations Information Technology

<p>Between Learning Session 3 and 4</p>	<p>Team Meetings</p>	<p><u>Agenda items for your meetings during this action period</u></p> <ul style="list-style-type: none"> • 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 <p><u>Deliverables</u></p> <ul style="list-style-type: none"> • Submit rough draft of play 4-7 <p><u>Coach Call Dates:</u></p> <ul style="list-style-type: none"> • Friday April 4th • Friday April 18th
<p>April 25th, 2025 2:00-3:30pm EST <i>90 minutes</i></p>	<p>Learning Session 4 Zoom Link</p>	<p><u>Team Reports</u></p> <ul style="list-style-type: none"> • Selected teams will share their work on <i>Plays 4-7</i> <p><u>Quality Improvement Refresh</u></p> <ul style="list-style-type: none"> • Introduce showcase • HPS Training Playbook Guide • Standardization and spread • Playbooks <p><u>Models to Train the Next Generation</u></p> <ul style="list-style-type: none"> • Behavioral Health: Students, Externs, and Residents • Administrative Fellowship
<p>Between Learning Session 4 and 5</p>	<p>Team Meetings</p>	<p><u>Agenda items for your meetings during this action period</u></p> <ul style="list-style-type: none"> • 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 <p><u>Deliverables</u></p> <ul style="list-style-type: none"> • Submit draft of playbook <p><u>Coach Call Dates:</u></p> <ul style="list-style-type: none"> • Friday May 2nd • Friday May 16th

<p>May 23rd, 2025 2:00-3:30pm EST <i>90 minutes</i></p>	<p>Learning Session 5 Zoom Link</p>	<p><u>Team Reports</u></p> <ul style="list-style-type: none"> Selected teams will share their work <p><u>AHEC Spotlight</u></p> <ul style="list-style-type: none"> Opportunity to partner with federal AHEC to link local community groups with resources and health profession training programs <p><u>Models to Train the Next Generation</u></p> <ul style="list-style-type: none"> Medical Assistants: Serving as Externship Organization <p><u>Play 8-9: Off-boarding</u></p> <ul style="list-style-type: none"> Collecting Data Post Surveys Reporting <p><u>Play 10 [if needed]: Payments</u></p>
<p>Between Learning Session 5 and 6</p>		<p><u>Agenda items for your meetings during this action period</u></p> <ul style="list-style-type: none"> 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 <p><u>Deliverables:</u></p> <ul style="list-style-type: none"> Prepare presentation/showcase for Session 6; Send to: angersm@mwhs1.com Submit drafts of plays 8-9 <p><u>Coach Call Dates:</u></p> <ul style="list-style-type: none"> Friday May 30th Friday June 13th
<p>June 20th, 2025 2:00-3:30pm EST <i>90 minutes</i></p>	<p>Learning Session 6 Zoom Link</p>	<p><u>Showcase</u></p> <ul style="list-style-type: none"> Leaders from participating organizations will offer their perspectives on their teams' work in the Learning Collaborative

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After the Learning Collaborative	Team Meetings	<p><u>Coach Call Dates:</u></p> <ul style="list-style-type: none"> Friday June 27th <p><u>Assignments due Friday June 27th:</u></p> <ul style="list-style-type: none"> Submit completed playbook Each team member, please complete the Post-Collaborative Evaluation Survey: [link TBA] As a team, review and complete <i>Readiness to Train Assessment Tool (RTAT)</i> : [link TBA] Ask each team member to complete the <i>Organizational Readiness to Implement Change (ORIC)</i>: [link TBA]
6-Month Check In Meeting		Date – To Be Determined