

## Health Professions Student Training: Materials Guidance & Context

### Background:

This selection of resources was developed by Community Health Center, Inc., and shared in a four-month practical learning collaborative format with FQHC (Federally Qualified Health Centers) and PCA (Primary Care Association) staff in 2021. NCCHCA staff participated in this learning collaborative and are available to support you in using these materials on an individual basis. Please contact Josie: [lane-kuzniarj@ncchca.org](mailto:lane-kuzniarj@ncchca.org) if you would like to schedule a meeting to consider these tools in detail, or you just have questions.

### Use:

These resources may be useful to you if you are exploring or implementing a Health Professions Student Training Program in your community health center. The issue with beginning a new program is often the limits of staff time and the seeming enormity of the enterprise. These tools and templates provide you with a map to follow, and a way to break down a complex new initiative into activities that get you where you need to be.

### Included Resources and Explanations:

- *Action Items and Notes Template:*

This is an action-oriented template for your internal and partnership meetings related to developing and managing health professions student training. This approach to meeting and interacting will help you stay on track, keep clear records of responsibilities, due dates, and priorities, and will support clean, clear progress as you move towards implementation.

- *Effort, Impact, Analysis Template:*

This template can be used in conjunction with the Action Items and Notes Template (described above) to establish priorities based on the potential impact and effort of each potential action item. Using this visual template can support the best use of your team's available resources to maximize your impact, and reduce time spent on less meaningful activities.

- *Agenda Template*

This is a helpful, straightforward agenda/meeting format template for internal training administration team or partner meetings. It includes guidance on objectives, roles, and effective action planning and follow up.

- *Fishbone (Ishikawa) Diagram Template*

This is a fillable cause-and-effect diagram that provides the means of analysis for these areas: measurement, materials, methods, environment, people, and technology, to brainstorm causes, reverse-engineered back to a problem statement. You can use this diagram as a foundation to build a plan that addresses the problem, factoring in all contributing sources to the issue at hand

and ensuring your solution is comprehensive. This would be helpful in approaching readiness for implementation of a training program or addressing encountered challenges.

- *Global Specific Aim Template*

Template for creating an efficient and clear approach to an improvement effort. Facilitates the development of an aim statement informed by desired improvement theme, and then leads the user through process steps, justification, and expected outcomes and benefits.

- *PDSA (Plan, Do, Study, Act) Form*

Planning document/template for outlining your approach to a program. This is an excellent tool for getting the myriad parts of program development into a manageable state, with built in checkpoints, measures of progress, and cycles of evaluation and accountability.

- *PDSA Theory Burst*

This is an excellent guide and explanation for use of the PDSA model and/or the PDSA Form above.

- *Playbook Sample*

This is a sample use case of the template below, that illustrates how the playbook could be used to develop a process/plan.

- *Playbook Template*

This is your overarching guide and plan for developing and implementing all parts of your health training plan. Using the tools above, and others of your choosing, this will be your collective work document to get you and your colleagues, step by incremental step, to a successful program launch, as well as through cycles of evaluation and course adjustments.

### **Learning Collaborative Details/Funding:**

The Health Profession Student Training Learning Collaborative is a 4-month participatory learning experience offered by the National Cooperative Agreement (NCA) for 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) 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 NCA created and validated survey instrument to identify opportunities for improvement and will work between learning sessions to meet their aims.