



HPET Planning Guide

Health Professions Education & Training

1 Mission, Vision and Values

- Have these already been developed for your Health Center? If so, simply add them.
- If they do not yet exist, work with your leadership team to develop them and add later.

2 Strategic Goals

- Use any that have already been set for your Health Center and are applicable.
- If there are none, or only a few have been established, create new ones based on current or anticipated future needs.
- Try to make your goals SMART (specific, measurable, achievable, realistic and time based) so you will know what you need to do, and by when, to meet them.
- What things are most urgently needed at your health center? Use these needs to develop your short-term goals.

3 Key Staff and Final Approval

- These will be internal staff members.
- Your Chief Executive Officer may be one person in the approval category. Should other members of leadership such as a Chief Medical Officer or a Human Resources official also be included?
- List first and last names, and include complete titles, so there is no confusion if the plan is reviewed by anyone external to your Health Center, such as HRSA at your operational site visit.

4 Stakeholders and Partnerships

- Internal stakeholders will likely be some of the same people listed above.
- External stakeholders could be academic institutions and/or other current community partners. Are there potential partners that could be added for the future?
- Again, list first and last names and include complete titles and organization names for each entity.

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Workforce Pulse Check

- Identify your current workforce challenges and the ones you anticipate in the future based on changing community needs.
 - Brainstorm ways to involve the stakeholders and partners you already identified in this HPET plan.
 - Create strategies that can be built into your plan to foster greater justice, diversity, equity and inclusion for staff and patients.
 - What are some ways you are already making your community, including local high schools, aware of your health care professions opportunities?
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Current & Future Pathways

- Current initiatives are those that are happening right now or happened in the past five years.
 - Is there a past program is no longer happening? Why was it discontinued? Decide if it could, or should, be reinstated.
 - Future initiatives are those that you would like to implement and can begin working towards in the next year.
 - These two tables are customizable. If there are areas that you have never focused on, and do not plan to in the future, they be greyed out or removed.
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Programming Considerations

- This is an opportunity to develop strategies to create the most beneficial experience for students while they are working in your Health Center. What is already in place? What needs to be added?
 - How do you communicate about students with all staff?
 - Often HR procedures for new employees can also be used for onboarding students. Modify as appropriate and include.
 - Goals for future enhanced protocols for students can also be stated here.
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Precepting Considerations

- This area is all about creating a positive experience for the staff that mentor students in your Health Center.
- How can you best prepare staff to work with students?
- Preceptor benefits do not have to be monetary. They can be things like flexible schedules, reduced patient load, and meaningful impact for the next generation of providers.