



Primary Care Association &
Health Center Controlled Network
New Leader Institute



NEW EXPANDED AUDIENCE

Virtual Kick-off: Wednesday February 28, 2024
12:00pm - 4:00pm ET

In-Person Closing: June 2024

Apply No Later Than February 23, 2024



The Primary Care Association (PCA) and Health Center Controlled Network (HCCN) New Leaders Institute (NLI) is designed to provide interactive and action-oriented learning and engagement opportunities for new and emerging PCA and HCCN leaders.

This five-month module-based program incorporates core competency development with peer networking and mentoring to create a multi-faceted approach to learning and growing as a leader in your respective network or association.

Expanding on the all-virtual pilot program, this NLI will incorporate both in-person and live virtual components across a five-month program.

OPTIONAL: Participants will also have the opportunity to participate in an optional Emotional Intelligence (EQ-i) Assessment which is a detailed report outlining the synergy of your EQ competencies for optimal effectiveness, along with recommended strategies to balance them for enhanced overall effectiveness. This analysis aids in the comprehension of these competencies to significantly improve your well-being, workplace and leadership performance, interpersonal relationships, and communication. This assessment will be distributed on a first come first basis by the program facilitator, Crystal Morris, One Caring Adult, Inc. **There will be 20 assessments available for this opportunity.**

Learning Objectives:

1. Develop crucial working relationships with key partners such as NACHC staff, HRSA staff, and PCA/HCCN peers.
2. Apply advanced techniques to enhance staff, board, and member communication and engagement.
3. Validate and utilize core leadership competencies required to be successful strategic leaders.

Target Audience: New and aspiring PCA or HCCN leaders. Participants do not need to be a member of the c-suite but should have general knowledge of a PCA and HCCN as we will not focus on the foundational differences. Applicants who are not the CEO/Executive Director will need a statement of support from their supervisor to participate.

Mentors: a minimum of 5 years in a c-suite/leadership role at a PCA or HCCN (does not need to be a CEO). Seasoned and legacy leaders who would like an opportunity to share their experiences in the movement to shape and guide the future leaders who will eventually fill their shoes.

NLI Participant: 0-5 Years of Experience in a PCA/HCCN

- First experience in a PCA/HCCN, new to the health center environment (outside industry leadership experience).
- First experience in or striving towards a PCA/HCCN leadership role, but familiar to the health center environment.
- May have attended a previous NACHC orientation, can provide relevant insight based on their tenure-limited experiences, but still “new” enough to relate to the ‘new’ participants needs/feelings – bridging the gap
- Not required to have all the answers and eager to learn from the content being delivered and the shared expertise in the room

NLI Mentor: 5+ Years of Experience as a c-suite leader in a PCA/HCCN

- Practiced/Seasoned PCA/HCCN professional, has a level of experience to be considered an “expert in the room”
 - Can “level set” the conversation based on real-world experience – debrief content presentations, lead small group discussions, etc.
 - Serves as a mentor/small group lead facilitating small group discussions to supplement core content delivery
 - Not required to have all the answers and eager to learn from the content being delivered and the shared expertise in the room
- *Mentors will be offered a small honorarium*

What to Expect

Core Competency Development: Advance knowledge and skill through monthly virtual core content modules, inclusive of pre-work, live engagement with module faculty, and implementation activities.

Online Community: The hub of the program, this online community houses all learning materials and provides a safe space for peer discussion and resource sharing.

Mentor Groups: While the Institute model allows for intensive peer networking and sharing, the embedded cohort specific small group mentoring provides participants a direct connection to senior leaders in the field for small group discussion and engagement. Learn from their career experiences and their legacy of excellence in leadership of the health center movement.

Virtual Engagement: The online community, ½ day virtual Kick-off on **February 28, 2024**, monthly live virtual sessions, and group mentor meetings will take place via Zoom, February 2024 – May 2024.

In-Person Closing: June 2024 (TBD), Washington, DC. Join together in-person to celebrate our 5-month journey together, action plan for the future, and participate in both NACHC and HRSA orientation and alignment sessions.

Certificate of Completion: Demonstrate your commitment to personal growth and your commitment to excellence for your organization by completing all requirements to earn a certificate of completion. The following requirements must be met to earn a Certificate of Completion:

- Comment in each module’s application exercise to demonstrate attendance and/or review of recording if you were unable to attend the live session.
- Engage on a weekly basis in the online community by posting a new comment or responding to a peer request (verified by # of posts)
- Attend both the in-person Kick-off and Closing sessions

Requirements of Participation

- This program is designed to be a comprehensive experience, with attendance at the Kick-off and Closing sessions required.
- All virtual sessions will be recorded (breakout discussion may not be recorded) so that if you have a conflict with a scheduled content module, you can review the recording as needed.
- This is **NOT** a drop-in program where you can selectively choose which components you intend to participate in.
- By applying for participation, you are agreeing to be an active participant in all components of the Institute. See the tentative “**At A Glance**” for course schedule and anticipated monthly time commitment required for the program below.

Cost

- **Early Bird Registration Rate:** \$300 (closes Monday, February 19, 2024)
- **Regular Registration Rate:** \$500 (closes Friday, February 23, 2024)
 - Participants are responsible for their own travel costs to attend the in-person session
 - PCA/HCCN leaders who serve as a mentor and/or faculty will be offered a small honorarium for offering their time and expertise to the program’s success.

Registration Process

An application is required to participate in the PCA/HCCN New Leaders Institute. A link for formal registration and payment will be sent to applicants upon acceptance into the program.

APPLY: [Click here](#) and complete the online form. Applications will be reviewed by program staff, and you will be notified of the status of your application within one week of submission.

- Upon notification of acceptance, participants will be required to submit payment through NACHC's formal registration system.

Applications will be accepted on a rolling basis until the course is full (approximately 40 participants) or until February 23, 2024. A waiting list will be developed once the course has reached capacity. Wait listed applicants will be given priority to fill a cancellation spot.

See below for a full course Agenda and the Application template. Please review all program and registration details before applying.

For more information, contact pcahccnrelations@nachc.com.

NLI Schedule as of 01/26/2024

	January '24	February '24	February '24	March '24	April '24	May '24	June '24
Estimated Time Commitment	Apply to Participate (~1 hour)	Join, Complete Welcome Activity, attend Kick-Off, and online community engagement. (~6 hours)	Complete/attend 1 faculty-led module, 1 mentor group meeting, and online community engagement. (~6 hours)	Complete/attend 1 faculty-led module, 1 mentor group meeting, and online community engagement. (~6 hours)	Complete/attend 1 faculty-led module, 1 mentor group meeting, and online community engagement. (~6 hours)	Complete/attend 1 faculty-led module, 1 mentor group meeting, and online community engagement (~6 hours)	Attend Closing Event, and online community engagement (~18 hours)
Opening/Closing Sessions (~20 hours)		NLI Virtual Kick-Off Wednesday February 28, 2024 12:00pm-4:00pm Eastern					June 2024 (Date TBD) 2 Day In-Person Closing DC Region
Live Faculty Led Modules begin at 2pm EST (~1 ½ hours)	Live faculty led session: each requires completion of pre-work before the session and an application activity after.						
		Wednesday February 28, 2024	Wednesday March 27, 2024	Wednesday April 24, 2024	Wednesday May 22, 2024		
		Setting the Scene – Vision for our Future	Provider of Choice: Technology & Innovation	Employer of Choice: Overcoming Employee Burnout	Partner of Choice: Promising Practices & Peer learning		
			<u>MID-POINT CHECK IN</u>				
Peer Mentoring (~1-hour)	Small peer group meeting scheduled by mentor w/mentor group						
		One 60-minute session	One 60-minute session	One 60-minute session	One 60-minute session		
			MENTOR/NACHC CHECK-IN SESSION				
Online Community (~1 hour/week)	Asynchronous learning and community engagement						
	<u>NODDLEPOD PLATFORM</u> Share resources, ask questions, and respond to peers. Complete module pre-work and implementation assignments. See Requirements to earn a Certificate of Completion for more details.						

***Please Note:** Cost to attend in-person sessions are the responsibility of the participant.

NACHC's 2023 PCA/HCCN New Leaders Institute Application

Applications must be completed in NACHC's [online application portal](#), however, to prepare, the questions are listed below for your reference. Paper applications will not be accepted - do not submit a paper/email copy of this form.

Applicant Information

Applicant (Full Name):

Applicant Title:

Telephone:

Email:

Organization Name:

Organization Type: PCA HCCN Both

Organization City:

Organization State:

Tell us more about yourself

Tenure in your current leadership role: _____yrs _____mos

I am applying as a new/aspiring PCA leader (<5 years; participant)

I am applying as a senior PCA leader (>5 years; mentor)

I am applying as a new/aspiring HCCN leader (<5 years; participant)

I am applying as a senior HCCN leader (>5 years; mentor)

List 1 - 2 challenges you are facing or anticipate facing in your role.

List 1 -2 areas you identify as a strength, personally or organizationally.

Please share 1 - 2 goals for participating in this program.

Please share 1-2 reasons you want to be a mentor in this program (senior leaders only; new leaders can enter "NA")

Please upload a statement from your direct supervisor supporting your application for this Institute, including approval for the necessary time and resources to attend all required sessions. If you are the CEO of the organization, this step is not necessary.

[continue]

Please initial each item indicating your commitment to participate in all aspects of the PCA/HCCN New Leader Institute.

___ I will attend and actively participate in the required virtual Kick-off event on **February 28, 2024, from 12:00 – 4:30pm Eastern** via Zoom, and the 2-day Closing to be held in-person in the **Washington DC Region in June 2024** (exact date being coordinated with HRSA).

___ I will prepare for and actively participate in each of the scheduled virtual events throughout the Institute. Should a conflict arise, I will review and comment on posted materials, peer conversations, and recordings as appropriate.

___ I will actively engage at least one time per week in the online community.

___ I will actively engage with my peer mentor group.

___ As a mentor, I will schedule and actively facilitate at least one mentor group discussion per month (4 total) with my assigned group (an orientation will be provided by NACHC). Non-mentors can enter “NA” instead of your initials.

___ I understand that all sessions except for the in-person Closing will be held via Zoom, and I will ensure that I am equipped with the technological resources (e.g., tablet or computer, internet connection, etc.) needed to successfully attend each session.

If you cannot agree to ALL conditions above, please explain:

Should you apply and be accepted to serve as a mentor, a NACHC staff member will reach out to you to discuss an honorarium and commitment requirements.

Are you interested in completing an Emotional Intelligence (EQ-i) Assessment?

Please Note: Details of this assessment can be found in the program brochure. 20 of the assessments are available and will be distributed on a first come first serve basis.

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