

## C-Suite Toolkit: Health Professions Education and Training (HP-ET) for Recruitment and Retention

### What is HP-ET and how can it work to support workforce development at health centers?

- Health Professions Education and Training (HP-ET) programs provide the opportunity for health centers to recruit, develop, and retain their workforce by exposing health and allied health professions students, trainees, and residents to education and training programs at health centers.
- HP-ET is simply any training or education of health-related learners.
- HP-ET can be accomplished at health centers through partnerships with educational institutions, other healthcare organizations, or can be self-sustained within the health center.



## Benefits of HP-ET for Staff Recruitment and Retention (R&R)

### *HP-ET supports Recruitment by...*

- Providing a pathway for training staff to fill vital and under-staffed roles at health centers.
- Allowing health centers to recruit new workforce entrants and start onboarding early by exposing them to the health center, its care teams, and the community during their education.
- Advertising for the health center mission.
- Taking advantage of the fact that residents and other graduate medical practitioners tend to stay in the areas where they train.

### *HP-ET supports Retention by...*

- Improving staff satisfaction through training, teaching, and mentoring.
- Improving staff skills as they work to keep up-to-date with new learners and the latest advancements in their fields.
- Providing the potential for additional benefits, including benefits gained through partnerships with educational or community institutions.



## Overview of the Process of Building an HPET Program

### Assessment

- Determine your ***greatest recruitment and retention needs***
- Consider the ***HP-ET program of best fit...***
  - What should it provide?
  - What are the potential benefits?
  - What would be the maximum impact for the most manageable input?
- ***Assess your internal resources***—what do you already have and what do you need to build an appropriate HP-ET program?
- ***Assess external resources/potential partnerships***—what key resources and potential partners are out there in your community, region, or national network?
- ***Build your timeframes***—when do you want your first cohort of learners to start?
- ***Seek out funding opportunities***—these can be private, local, state, fee-for-service, or federal. You may have the budget and revenue to make it happen on your own.

### Planning & Development

- ***Select your staff and planning team***—this will include your educators, administration, and leadership; perhaps even a role like a Chief Workforce Officer (CWO).
- ***Design your curriculum*** (or you may be partnering with an educational institution that already has one).
- ***Perform cost assessments and financial planning.***
- ***Reach out to partners*** and build the relationships necessary to fully capitalize on the resources in your community and beyond!
- ***Training staff instructors*** (train-the-trainers) is critical to ensuring learners have a good and productive experience in your program.
- ***Accreditation is important*** for many programs and when and how it is done will depend on the program and where your health center fits into it.
- ***Recruiting learners*** may be your responsibility, or this may be taken care of by an educational institution partner.
- ***Fund development*** involves any money not coming from your health center's budget, including grant applications, budgeting, cost sharing with partners, etc.

### Implementation

- ***Working with partner organizations*** requires frequent, clear communication. Make sure to dedicate proper time and appropriate personnel to the task.
- Program management, administration, and the actual ***teaching of learners should be properly compensated*** and not just tacked on to an employee's full-time schedule.

- **Feedback, learning, accountability, and improvement** are the final pieces that never stop. Make sure to routinely evaluate where improvements can be made to meet learners' needs and to ensure the program is meeting the needs of your health center and its staff.



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