

RVPHLI Application Rubric 2023-2024

The following process will be used to review applications for the Region V Public Health Leadership Institute and make participant selections.

Timeline at a Glance

- First Round Review: week of Nov. 6
- Second Round Review: Nov. 13-17
- Selections: week of Nov. 27
- Notifications: early Dec.

First Round Review (Week of Nov. 6)

The following questions will be reviewed by the RVPHTC team as Y/N to verify basic eligibility:

- Region V State - IL, IN, MI, MN, OH, WI
- Org Type - State/local/Tribal health department, FQHC or look-alike
- Medically Underserved Community, Rural area, or other high need area - at least one of these
- In field of public health or primary care for 5+ years
- Can attend at least 11 sessions

Second Round Review (Nov. 13-17)

Applicants who pass the first round of review will be reviewed by two people from the planning committee. Applications will be blinded by name/email and personal demographics before this round of review (organization names will remain unblinded). Questions regarding occupation/discipline, years in a managerial/leadership role, and familiarity with concepts (6) will not be scored. During the selection process, we will aim to include a range of participants related to these questions.

Reviewers will score responses to each application question, and make a recommendation to accept, waitlist, or decline the applicant. **Scores should be whole numbers based on the rubric below.**

- Reviewers are asked to **only accept 6-7 participants from each state** (ideally 3 public health/3 primary care; alternatively, 4 public health/2 primary care). An additional 6 can be waitlisted. The remaining applicants should be declined.

Scoring Rubric

Across the application, we are looking for responses that indicate readiness and ability to apply what they learn in the program.

Item	1 Points	3 Points	5 Points
Current responsibilities and leadership role in your organization (1-2 sentences)	Response does not indicate scope of work that allows for influence on decision making with others	Response indicates individual has influence on decision making with others internal to the organization (e.g., supervises staff, manages a program)	Response indicates individual has influence on decision making with others internal and external to the organization (e.g., supervises staff, facilitates partnerships, manages a program)
Top issues for you as an individual leader and/or within your organization, community, or system (1-2 sentences)	Issues are listed, with no or minimal description	Issues are explained in some depth	Issues are explained in some depth, and response includes mention of issues related to justice, equity, diversity, and inclusion
Anticipate applying what you learn to your practice (3-5 sentences)	What they anticipate applying to their practice given with no or minimal description; what they hope to learn will not be covered well in the curriculum	What they anticipate applying to their practice aligns with the curriculum; response is about general leadership skills	What they anticipate applying to their practice aligns with the curriculum; response shows reflection and is somewhat specific
Completeness of application	Skipped questions, missing responses	All questions answered; open-ended questions answered in a few words or with minimal depth	All questions answered; open-ended questions answered thoroughly, in a couple sentences

Total points possible = 20

Selections (Week of Nov. 27)

1. Scoring & initial recommendation: Total points from reviewer 1 and reviewer 2 will be averaged. If reviewers do not make the same recommendation to accept, waitlist, or decline, then a 3rd reviewer from the RVPHTC staff team will look at the application as a tiebreaker.
2. Selection: RVPHTC staff will review the list of accepted applicants for diversity in discipline/occupation, years of experience in managerial/leadership role, and geography. If it seems like any adjustments need to be made, this will be done in consultation with the review committee for the given state.
3. Notification: **RVPHTC will notify accepted applicants in early December**, and will integrate waitlisted applicants as needed and based on maintaining diversity in the group (e.g. if a primary care participant declines, we would offer a spot to a waitlisted primary care applicant from the same state if possible).

Region V Public Health Leadership Institute Application

The **Region V Public Health Leadership Institute (RVPHLI)** is an opportunity for professionals in public health and primary care to cultivate their capacity to influence change in their organizations and communities. This six-month virtual program is grounded in theory, coupled with practical application and peer-to-peer learning. RVPHLI will set a foundation for emerging leaders and strengthen skills for current leaders to recruit and retain a diverse workforce and engage cross-sector partners in addressing the social determinants of health.

To review program details, visit www.rvphtc.org/leadership-institute/

Audience: *It is our priority to engage a cohort of participants who are diverse, both personally and professionally. Participants will come from a range of disciplines within public health and primary care, and there is no requirement for a particular educational background.*

RVPHLI is intended for those who are:

- Mid-career (5+ years in public health or primary care) or executive professionals
- Involved in some way in workforce development, community health strategy, and/or performance management
- In managerial, administrative, or clinical roles
- Working within state/local/tribal health departments or Federally Qualified Health Centers & look-alikes
- Serving Medically Underserved Communities, rural areas, Health Professions Shortage Areas, or other high-need areas (e.g., identified by the Social Vulnerability Index)

NOTE: This program is only available to individuals within the Region V states of Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin.

Participants apply as individuals. We also encourage representatives from both public health and primary care in the same community to apply to the same cohort.

* Indicates required question

Format & Time Commitment

RVPHLI will take place over six months, from January - June 2024. Participants will engage in a variety of learning activities, both live and self-paced, for a total of 40 contact hours. The estimated time commitment is 1-2 hours/week on average over 23 weeks.

DATES: all 13 live sessions will occur from 9-11am CT / 10am-12pm ET

Part 1 - Introduction & Change Leadership: Jan 11, Jan 18, Jan 25, Feb 8, Feb 22

Part 2 - Systems Change: Mar 7, Mar 21, Apr 4, Apr 18, May 2

Part 3 - Organizational Change: May 16, May 30, Jun 13

There will also be two 1-hour live sessions for small group coaching by state.

To earn a Certificate of Completion, participants must complete at least 80% of the required activities.

Application Criteria

We plan to limit the size of the group in order to foster active participation in this discussion-based program.

The 2023-2024 RVPHLI cohort will include 40 participants, six to seven from each state in our region (IL, IN, MI, MN, OH, WI). The cohort is intended to be an even mix of public health and primary care professionals.

To apply, please complete the following brief survey to describe your interest in participating. Applications should be completed by October 29, 2023 at 11:59 PM ET. Participants will be notified of acceptance in late November.

If you have any questions, please contact rvphliadmin@umich.edu.

Applicant Information

1. What is your first and last name? *

2. What is your organization? *

3. What is your title? *

4. What is your email address? *

5. What state are you located in? *

NOTE: This program is only available to individuals within the Region V states of Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin. If you are located in another state, we will put you in touch with that region's PHTC.

Mark only one oval.

- Illinois
- Indiana
- Michigan
- Minnesota
- Ohio
- Wisconsin
- Other

6. If you selected Other, please indicate your state.

7. What county are you located in?

8. What type of organization do you work for? *

Check all that apply.

- Local health department (county, district, or city)
- State health department
- Tribal health department or other Tribal health organization
- Community health center (FQHC or look-alike)
- Other

9. If you selected Other, please indicate your organization type.

10. Do you work in a medically underserved community? ([Address lookup](#)) *

Mark only one oval.

Yes

No

11. Do you work in a rural area? ([Address lookup](#)) *

Mark only one oval.

Yes

No

12. Check all that describe your occupation / discipline. *

Check all that apply.

- Behavioral Health
- Community Health Worker
- Dentistry
- Health Administration
- Medicine
- Nursing
- Public Health
- Other

13. If you selected Other, please indicate your occupation / discipline.

14. For how many years have you worked in the field of public health or primary care? *

Mark only one oval.

- 0-1 years
- 2-4 years
- 5-7 years
- 8+ years

15. For how many years have you been in a managerial/leadership role? *

Mark only one oval.

- I am not currently in a managerial/leadership role but I am interested in pursuing one
- 0-1 years
- 2-4 years
- 5-7 years
- 8+ years

Program Interest Questions

16. Will you be able to attend at least 11 of the 13 bi-weekly live sessions? *

(All 2024 sessions from 9-11am CT / 10am-12pm ET on: Jan 11, Jan 18, Jan 25, Feb 8, Feb 22, Mar 7, Mar 21, Apr 4, Apr 18, May 2, May 16, May 30, Jun 13)

Mark only one oval.

- Yes
- No
- Maybe

Familiarity with Concepts

For the six (6) questions that follow, please indicate your level of familiarity with the following concepts. Here we define **familiarity** as awareness and knowledge of a concept, but not necessarily application of said concept.

NOTE: these 6 questions will not be used as selection criteria. Reviewers will note responses for general reference purposes only and to inform the curriculum.

17. How familiar are you with the following concept? *

Adaptive leadership principles

As defined by NACCHO, adaptive leadership is "a practical framework that helps individuals and organizations adapt and succeed in challenging environments"

(<https://www.naccho.org/programs/public-health-infrastructure/workforce-development/adaptive-leadership>).

Mark only one oval.

- Not at all familiar
- Somewhat familiar
- Familiar
- Very Familiar

18. How familiar are you with the following concept? *

Connections between public health and primary care

Mark only one oval.

- Not at all familiar
- Somewhat familiar
- Familiar
- Very Familiar

19. How familiar are you with the following concept? *

Recruitment and retention of a diverse workforce

Mark only one oval.

- Not at all familiar
- Somewhat familiar
- Familiar
- Very Familiar

20. How familiar are you with the following concept? *
- Contextual realities (e.g., local, regional, national public health and healthcare systems, public perceptions, influence of politics on organizational practices)**

Mark only one oval.

- Not at all familiar
- Somewhat familiar
- Familiar
- Very Familiar

21. How familiar are you with the following concepts? *
- Social determinants of health and health equity**

As defined by the CDC, SDoH are "the nonmedical factors that influence health outcomes. They are the conditions in which people are born, grow, work, live, and age, and the wider set of forces and systems shaping the conditions of daily life. These forces and systems include economic policies and systems, development agendas, social norms, social policies, racism, climate change, and political systems" (<https://www.cdc.gov/about/sdoh/index.html>).

As defined by the CDC, health equity is "the state in which everyone has a fair and just opportunity to attain their highest level of health" (<https://www.cdc.gov/about/sdoh/index.html>).

Mark only one oval.

- Not at all familiar
- Somewhat familiar
- Familiar
- Very Familiar

22. How familiar are you with the following concept? *

Systems change

As defined by The Academy for Systems Change, systems change is "is inherently an "inner" and "outer" process or journey. This work involves deep shifts in mental models, relationships, and taken-for-granted ways of operating as much as it involves shifts in organizational roles and formal structures, metrics and performance management, and goals and policies" (<https://www.academyforchange.org/about-the-academy/>).

Mark only one oval.

- Not at all familiar
- Somewhat familiar
- Familiar
- Very Familiar

23. In 1-2 sentences, please describe your current responsibilities and leadership role * in your organization (for example, program-level, mid-level, or senior-level management; non-manager; new or experienced).

24. In 1-2 sentences, briefly describe the top issues for you as an individual leader * and/or within your organization, community, or system.

25. How do you anticipate applying what you learn in the program to your work in practice? Please share in 3-5 sentences. *

Personal Demographics (Optional)

The following questions are optional and will not be used for applicant review and selection. The information will be used in the aggregate for statistical and reporting purposes and to help us understand our applicant pool as a whole.

26. Do you describe yourself as a man, a woman, or in some other way?

Mark only one oval.

- Man
- Woman
- Some Other Way (if you wish, you may elaborate)

27. If you selected Some Other Way, please specify.

28. Are you Hispanic, Latino/a/x, or of Spanish origin?

Mark only one oval.

- No
- Yes

29. Please select the racial category or categories with which you most identify.

Check all that apply.

- American Indian or Alaska Native
- Asian
- Black or African American
- Middle Eastern or North African
- Native Hawaiian or Other Pacific Islander
- White
- Other (please specify)

30. If you selected Other, please specify.

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