



*Guidelines and Procedures
for Applying for the*

Health Educator and Academic Leaders (HEAL) track

The HEAL track is a two year commitment involving attendance to (at minimum) 12 of 20 nightly seminars. The trainee's Program Director is responsible for approving this extracurricular track in the form of a signature on the attached document (Appendix A). The trainee is expected to follow all policies and procedures of his/her program in requesting admittance into this extracurricular track.

The next HEAL cohort will be finalized by a multi-disciplinary admittance committee after a holistic review of applications. Applications can be submitted on-line between **January 4th and March 20th of 2023.**

Specific procedures and guidelines for applying for the HEAL track can be found below.

Purpose of the HEAL track

Formalized professional development of participants into future change agents in academic medicine through preparation in teaching, leadership, and scholarship.

Eligibility

Trainees must be actively enrolled in a UNMC Graduate Medical Education program at the time the HEAL track commences (August 2023). This includes research fellowship and chief residency year(s). Program Directors must provide a written signature that attests to good academic standing as part of the HEAL application (see Appendix A). Fellows in a two year fellowship program (e.g. Nephrology, DEM, ID, etc.) may be eligible to apply if starting their HO4 year at the time the HEAL track commences but this requires pre-approval from their future Program Director. General surgery residents are eligible to apply the year prior to their research year(s) such that the HEAL curriculum overlaps with their two years of research. Future chief residents are welcome to apply even if starting their HO4 year at the time the HEAL track commences.

Application Deadlines

HEAL track applications for the 2023-2025 cohort will close after March 20th, 2023.

Application Checklist

- Completed on-line application (all 4 quadrants)
 - Please reference “Non-degree seeking application instructions” for additional details as most prompts in the first 3 quadrants are *not* required.
- Personal Statement (to be uploaded as part of the on-line application)
 - “How do you see a health educator curriculum benefiting you in your future career aspirations?” (700 words or less)
- Letters of recommendation (LOR) x 3
 - At least **one letter must come from a medical student or peer.**
 - Please reach out to all letter writers / references *before* completing the on-line application materials as directions will be sent directly to the LOR writer’s e-mail inbox once that section of the application has been completed. You will receive confirmation once the LORs have been successfully uploaded.
 - References should NOT come from your Program Director.
- Program Director letter of approval (see Appendix A)
 - This should be scanned and uploaded to the on-line application.
- Transcript from medical school
 - This should be uploaded to the on-line application.
 - Unofficial transcripts are acceptable.
- CV
 - Please highlight prior teaching experiences, awards, and scholarship including presentations, abstracts, publications, innovations, and / or conferences attended

Further Information: Any questions regarding the HEAL track should be directed to Jill McIntosh-Carnes at jill.mcintoshcarnes@unmc.edu, MSB 55116, 402-559-6422, zip 2055

APPENDIX A

Program Director Letter of Approval for HEAL track

(Please Print Legibly)

1. Name of applicant: _____
2. Date: _____
3. Status (*check one*): ____ Resident ____ Fellow
4. House Officer (HO) year (*circle one*): I II III IV V VI VII
5. Program: _____
6. Division: _____
7. Which HEAL track do you *intend* to differentiate into after completion of the first semester (*check one*)?

____ *Foundations* track (“Tier 2”): ~1 hour per week

- 10 nightly seminars per year plus development of a Teaching Portfolio
- No additional Master’s level on-line coursework required
 - No professional certificate, 4 MS credits
- Tuition for seminars is paid in full, fees still apply

____ *Advanced* track (“Tier 1”): ~5 hours per week

- 10 nightly seminars per year plus development of a Teaching Portfolio
- Includes 3 Master’s level courses from UNMC HPTT on-line curriculum
 - Earns a professional certificate, 13 MS credits
- Tuition for seminars / certificate is paid in full, fees still apply

8. “I attest that the above applicant is in good academic standing and offer full support for their application to the *Health Educator and Academic Leaders* (HEAL) track”

Signature of Program Director: _____

Signature of Applicant: _____

A copy of this completed form should go to the trainee’s Education Administrator / Coordinator for documentation within the program.