



*Guidelines and Procedures
for Applying for the*

Health Educator and Academic Leaders (HEAL) track

GUIDELINES AND PROCEDURES

Purpose of the *HEAL* track

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

Administration

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.

Eligibility

Trainees must be actively enrolled in a UNMC Graduate Medical Education program and be in good academic standing within their respective program. Residents are eligible to apply if starting their HO2-HO4 year of residency at the time the *HEAL* track commences. Fellows in a three year fellowship program (e.g. Pulm/Crit Care) are eligible to apply if starting their HO5 or HO6 year at the time the *HEAL* track commences. Exceptions may be made at the discretion of individual Program Directors. Fellows in a two year fellowship program (e.g. Nephrology, DEM, etc.) are eligible to apply if starting their HO4 or HO5 year at the time the *HEAL* track commences. Future chief residents are welcome to apply even if starting their HO4 year at the time the *HEAL* track commences. Trainees must maintain good academic standing within their respective program throughout the duration of the *HEAL* track.

Application Deadlines

HEAL track applications for the 2022-2024 cohort will close after March 20th, 2022.

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 2
 - Please reach out to two mentors / 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 to your application by your references.
 - References (LOR writers) should be someone *other* than the Program Director.
- Program Director letter of approval (see Appendix A)
 - This should be scanned and directly uploaded to the on-line application.

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, 12 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.