



# **2011-12 Hospital Employee Education & Training Program (HEET4)**

## **APPLICATION GUIDELINES**

June 2011

*Workforce Education Department  
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**APPLICATION GUIDELINES  
2011-12 HOSPITAL EMPLOYEE EDUCATION & TRAINING PROGRAM**

**Please carefully read and respond to ALL minimum criteria. Failure to respond to ALL criteria will result in an automatic disqualification of your proposal.**

**What is the HEET program?**

The State Board for Community and Technical Colleges (SBCTC) invites Washington’s community and technical colleges to apply for Hospital Employee Education and Training (HEET) grant funding. These grants are to build innovative programs that:

1. Enhance the accessibility of college education for hospital workers
2. Lead to increased capacity of the college system in nursing and other high demand health care fields
3. Bring greater diversity to the health care workforce
4. Build a stronger industry-college partnership in order to leverage public and private investment

Together, projects funded in this cycle must lead to the creation of 50 FTES.

**Who may apply?**

The SBCTC will accept program proposals from any of Washington’s community or technical colleges. Proposals must include hospital labor and management partners. We will accept application in three categories:

HEET2	HEET3	HEET4
Projects originally funded in 2009-10 may apply only for one-year funding to allow an existing cohort to complete.	Projects originally funded in 2010-11 may apply for a second phase of an existing project.	New projects for 2011-12

Each college may submit only one application.

**How much funding is available and what are the allowable costs?**

Funding available for 2011-12 totals \$2,010,897. The SBCTC will fund projects at a maximum of \$250,000 per proposal. A project that includes more than one community or technical college and more than one employer partner (in addition to one labor-management partnership) may apply for projects in excess of

\$250,000. In all cases, a single community or technical college must be designated as the fiscal agent for the grant. New projects will be approved for up to two years, assuming funding remains available. Since the goal of the HEET program is to be self-sustaining, **projects will not automatically be funded in subsequent years.**

Funding becomes available July 1, 2011, and expires June 30, 2012.

Allowable expenses include:

- Curriculum development/modification (e.g., a statewide core curriculum for health care education, work-based learning, modular programs, online programs)
- Equipment needed to train incumbent workers
- Creation of a system to grant credit for prior learning
- Sustaining the labor, management, college partnership to help aid these efforts, including in-services for effective partner communication, role definitions and functions, effective collaboration and joint decision making
- Support for students (e.g., tutoring, childcare, transportation, stipends for time out of work). A maximum of 20 percent of the grant may be used for this purpose.
- Program recruitment and retention (e.g., orientation, enrollment, case management)
- Symposium for all current HEET programs to share/learn best practices in teaching methodologies and curricula
- Evaluation

## How do I apply?

Competitive grant funding will follow the process established by the Competitive Grants Task Force and supported by the Washington Association for Community and Technical Colleges (WACTC). Colleges and labor-management partners applying for HEET program grant funds must **submit electronic proposals to the State Board for Community and Technical Colleges (SBCTC) at [pward@sbctc.edu](mailto:pward@sbctc.edu) no later than 3:00 p.m. on Thursday, July 28, 2011. A hard copy of the proposal to must be received no later than 3:00 p.m. on Monday, August 1, 2011. Address applications to Pat Ward, SBCTC, P.O. Box 42495, Olympia, WA 98504-2495. Applications that arrive after the respective deadlines will not be accepted.**

- a. Proposals will be assessed against published criteria. Colleges and labor-management partners must satisfy all criteria under “meets criteria” on the assessment form.
- b. Colleges may submit only one application.
- c. Proposals are **limited to 10 pages**, which includes a brief summary (500 words or less) of the proposed program and response to all criteria. The ten-page limit **does not** include the cover page, budget page, or letters of support. Font size must be 12 point. Scan supplemental

materials, such as letters of support, into the electronic proposal sent to the SBCTC or they will not be accepted.

- d. A panel of experts from labor, management, and the community and technical college system personnel will review applications meeting deadlines and minimum criteria. If needed, an in-person or telephone conversation between the panel, college, and labor-management partner personnel will occur to more fully explore the strengths of the application or assist in the overall prioritization of projects.
- e. SBCTC staff members not involved in the selection process are available to assist colleges and labor-management partners in their strategic development of a grant proposal, review of a grant proposal, or other assistance prior to the submission deadline.

## **What do I include in my application?**

- Cover page (Attachment A)
- Budget, including narrative page (Attachment B)
- General description of the proposed program(s) (maximum 500 words)
- Specific criteria to address (see Attachment C)
  1. Program approval
  2. Skill gap shortage in the hospital industry
  3. How the project meets the needs of working adults
  4. How the project advances student achievement and success
  5. How the project prepares program completers to be competent in their new jobs
  6. How training is part of a career ladder
  7. Collaboration between at least one community or technical college, and labor-management partnership
  8. Leveraging of funds
  9. Project coordination committee
  10. How the project could be replicated regionally or statewide
  11. Evaluation system with clear outcome metrics

## **What are the reporting requirements?**

Grantees are responsible for issuing quarterly progress reports to the SBCTC. The SBCTC will provide a template for these reports. Due dates for the quarterly progress reports are:

October 3, 2011

January 3, 2012

April 2, 2012

In addition, a final evaluation of the project is due to the SBCTC by July 20, 2012.

## **What is the Open Licensing policy requirement?**

The SBCTC requires that all digital software, educational resources, and knowledge produced as part of this competitive grant be placed under the Attribution license from Creative Commons. This license allows others to use, distribute, and create derivative works based upon the digital works, while still allowing authors to receive credit for their efforts.

Please take the time to read the license at <http://creativecommons.org/licenses/by/3.0>. If awarded HEET funds, you must agree to allow the SBCTC to distribute the digital software, educational resources, and knowledge created through this grant under the terms of the Creative Commons Attribution License available at the website above. Creative Commons (CC) is a nonprofit corporation dedicated to making it easier for people to share and build upon the educational and scientific work of others, consistent with the rules of copyright.

## **Whom may I contact for more information?**

If you have questions on the application process or want more information about the HEET grant, please contact Pat Ward, Workforce Program Administrator, at 360-704-4342 or [pward@sbctc.edu](mailto:pward@sbctc.edu).



**Attachment A – COVER PAGE  
2011-12 HOSPITAL EMPLOYEE EDUCATION & TRAINING PROGRAM**

College:	Click here to enter text.		
Contact Person:	Click here to enter text.		
Phone:	Click here to enter text.	Email:	Click here to enter text.
Project Title(s):	Click here to enter text.		
Associated CIP(s):	Click here to enter text.		

**Category of funding:**

- HEET2 (project originally funded in 2009-10)
- HEET3 (project originally funded in 2010-11)
- HEET4 (new project for 2011-12)

Amount Requested

Click here to enter text.

Number of FTE Anticipated to be Served

Click here to enter text.

Signature of College President

Date

Signature of Hospital Administrator

Date

Signature of Union President

Date



**Attachment B – BUDGET PAGE  
2011-12 HOSPITAL EMPLOYEE EDUCATION & TRAINING PROGRAM**

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College: [Click here to enter text.](#)

Project: [Click here to enter text.](#)

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	Grant Fund	Industry Match	Other Match	Total
Salaries and Benefits				
Travel				
Goods and Services				
Personal Services Contracts				
Equipment <sup>1</sup>				
<i>Administration (10% maximum—direct costs only—indirect costs are <b>not</b> allowed)</i> <ul style="list-style-type: none"> <li>• Salaries and benefits</li> <li>• Travel</li> <li>• Goods and services</li> <li>• Equipment<sup>1</sup></li> </ul>				
<b>TOTAL</b>				

<sup>1</sup> Please note that for this program equipment is defined as a durable asset with a useful life of more than one year.

\*List source of other funds and match

Comments or explanation of extraordinary costs:

[Click here to enter text.](#)

## **Budget Narrative**

### ***Salaries and Benefits***

Provide a description of how funds will be used for program management salaries, wages, and benefits. Include the position title, salary and wages, and benefits for each.

[Click here to enter text.](#)

### ***Travel***

Provide a description of how funds will be used for travel.

[Click here to enter text.](#)

### ***Goods and Services***

Provide a description of how funds will be used for goods and services.

[Click here to enter text.](#)

### ***Personal Services Contracts***

Provide a description of how funds will be used for personal services contracts. Include contractor name and a brief description of how funds will be used.

[Click here to enter text.](#)

### ***Equipment***

Provide a description of how funds will be used for equipment. Please note that, for this program, equipment is defined as a durable asset with a useful life of more than one year.

[Click here to enter text.](#)

### ***Administration***

Please provide a description of how funds will be used for administration. Please note there is a 10% maximum and direct costs only are allowed (**no** direct costs).

[Click here to enter text.](#)



## **Attachment C – REVIEW CRITERIA 2011-12 HOSPITAL EMPLOYEE EDUCATION & TRAINING PROGRAM**

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**Please provide a brief overview of your project (limited to 500 words).** Description should demonstrate understanding of (1) barriers to career advancement for incumbent hospital workers, (2) the value of labor-management partnerships in designing/implementing and evaluating programs for incumbent hospital workers, (3) the nature and scope of barriers to workforce recruitment and retention in the hospital workforce, and (4) how to build a stronger labor-management and college partnership in order to leverage public and private investment.

[Click here to enter text.](#)

Please respond to ALL criteria listed below.

Criteria	Meets Criteria	Exceeds Criteria
<p><b>1. College’s program(s) meets SBCTC approval processes prior to submission of the grant.</b></p>	<p>College program that is the focus of this proposal is on the college’s inventory or the college has submitted <u>and received endorsement from the SBCTC to progress with development of a new primary program</u> for the program prior to submission of this proposal.</p>	
<p><b>2. Proposal addresses skill gap shortage in the hospital industry.</b></p>	<p>Proposal provides evidence of <b>local and regional labor</b> market demand in the hospital industry through a variety of resources including traditional labor market data, industry data, trade association data, and other data including projections based on retirement trends and healthcare reform. Proposal provides evidence of the gap between the number of program graduates/completers versus the number of job openings locally and regionally. Proposal addresses the demand through pipeline preparation and job training that meets the needs of the working adult and the hospital industry.</p>	
<p><b>3. Proposal addresses the needs of working adults.</b></p>	<p>Proposal engages the participating labor-management partnership in identifying barriers and developing remedies. The proposal describes the specific barriers to educational and career advancement facing working adults that prevents them from attending traditional training programs. The proposal describes specific remedies that address at least two significant barriers. Remedies may include flexible scheduling, adult-learner methodologies, credit for prior learning, work-based learning opportunities, work-site program delivery, and online education.</p>	<p>Proposal meets criteria, AND provides a model that can be offered to incumbent workers across the industry.</p>

Criteria	Meets Criteria	Exceeds Criteria
<p><b>4. Proposal addresses efforts to advance student achievement and success throughout the duration of the program.</b></p>	<p>Proposal describes engagement of the participating labor-management partnership in developing innovative and unique (a) recruitment strategies, (b) retention strategies, (c) assessment strategies, and (d) selection strategies used to ensure successful graduation or completion of working adults. The proposal must specifically address strategies to assist students of color, students with disabilities, and non-traditional students.</p>	
<p><b>5. Proposal addresses instructional efforts to prepare program completers to be competent in their new jobs including skills agreed upon as necessary by the program partnership.</b></p>	<p>Proposal shows evidence of curriculum/ program components that meet industry needs for quality patient outcomes, as well as the specific needs of the students coming from the employer partner and the requirements of the job site and may include such skills as:</p> <ol style="list-style-type: none"> <li>1. Patient safety (such as prevention of hospital acquired infection)</li> <li>2. Multicultural competency</li> <li>3. Critical thinking/problem posing and solving</li> <li>4. Health care ethics</li> <li>5. Computer and technological literacy</li> </ol> <p>Program demonstrates that job related competency is addressed throughout the program.</p>	
<p><b>6. Proposal demonstrates that training is part of a career ladder leading to careers in nursing and/or other health care occupations.</b></p>	<p>Proposal describes one or more career pathways for the employee that lead to nursing and/or other high demand health care fields and that program completers will earn higher wages. Proposal provides evidence that partners are planning new or enhanced training programs that target the needs of the incumbent workforce.</p> <p>Proposal describes how the college works with the labor-management partnership to develop curriculum, programs, and assessments that recognize the nature of hospitals as learning institutions and integrates workers' knowledge with career ladder education.</p>	<p>Proposal meets criteria, AND includes a graphic representation of the ladder or pathway.</p>

Criteria	Meets Criteria	Exceeds Criteria
<p><b>7. Proposal demonstrates collaboration between at least one community or technical college and one labor-management partnership.</b></p>	<p>Proposal provides evidence that the program is collaboration between at least one community or technical college and one labor-management partnership. A labor-management partnership is a labor-management committee or a Taft-Hartley trust whose governing structure is comprised of 50 percent labor and 50 percent management representatives. Partners in the labor-management partnership should have experience working together on issues related to training and/or workforce development for hospital workers.</p>	<p>Program meets criteria, AND demonstrates a collaboration including multiple employers and community and technical colleges.</p>
<p><b>8. Proposal leverages funding and/or other support or resources.</b></p>	<p>Proposal demonstrates resource commitments from at least one labor-management partnership. This commitment may be in-kind or cash match.</p>	<p>Proposal meets criteria, AND includes commitment from other funding sources.</p>
<p><b>9. Proposal addresses sustainability.</b></p>	<p>Proposal demonstrates sustainability of at least one or more of the following outcomes:</p> <ul style="list-style-type: none"> <li>• Continued partnerships leveraging public and private resources</li> <li>• Continued educational collaboration between industry and college partnerships to ensure close connection between the needs of the industry and educational programs</li> <li>• Continuation of innovative programs, methodologies, course delivery, and/or curriculum development</li> </ul>	<p>Proposal meets criteria, AND describes why the project is important for hospital workforce development statewide and how it could be a replicated regionally or statewide.</p>
<p><b>10. Proposal identifies a project coordination committee.</b></p>	<p>Proposal describes a project coordination committee and plan for decision making related to project administration. The project coordination committee should include, but not be limited to, a representative from each participating college and at least two representatives from each participating labor-management partnership. The two representatives from the labor-management partnership should include one representative from labor and one representative from management.</p>	

Criteria	Meets Criteria	Exceeds Criteria
<p><b>11. Proposal demonstrates how the project will be evaluated.</b></p>	<p>Proposal describes a data-driven evaluation system with clear outcome metrics. Evaluation should include how many of the target population participate in the program (for example, how many ABE, ESL, disabled). It also should include a description of the target population (for example housekeeping, dietary, CNA). Proposal should include information on assessment and student performance. It also should collect data on the value of the program to industry partners, including employers and unions as, well as to the worker-students.</p>	<p>Proposal meets criteria, AND describes an evaluation process that contributes to continuous improvement by including a mechanism for timely feedback to program partners.</p>