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Healthcare Career Fair

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PSU Integrated Cluster (IC) Project Funding Process & Proposal Form

Project Proposal Submittal Process: All IC projects requesting funding will require the completion and submittal of three (3) forms:

- ☒ **Project Proposal Form – project scope & outcomes** (*included in this document*)
- ☒ **Project Guidelines Form – reflective document outlining desirable IC project attributes**
- ☒ **Project Budget Form – Excel spreadsheet to facilitate budget planning**

Instructions for Submitting Project Proposals:

- ✓ Download the 3 forms to your computer
- ✓ Complete the forms and save them; including the title of your project in the file name
- ✓ Forward the 3 files via email to the IC Project Manager, Ross Humer rhumer@plymouth.edu
- ✓ Project Proposal will be logged & forwarded to the appropriate IC Guide Team

If not reviewed in advance of the submission, it is important to discuss the Project with the IC Guides to review, refine, and rework (if necessary) to obtain funding approval.

Project Funding Review Process: All proposed projects will be reviewed by the Cluster Guide team. Depending on the level of funding amounts being requested, the proposal request will follow the process outlined as follows:

- **Level 1:** Any project with a proposed budget of less than or equal to \$1,000 can be approved by the Cluster without additional review
- **Level 2:** Any project with a proposed budget of \$1,000 but less than \$5,000 can be approved by the IC Project Review Team, which is made up of representatives from each of the 7 Clusters (*see release time exception directly below*)
- **Level 3:** Any project with a proposed budget of \$5,000 or greater **or** requires faculty release time, must be first endorsed by the IC Project Review Team and submitted to the Academic Deans for review and approval

The project funding approvals are limited to one academic year; projects which require additional funding in subsequent years will need to be resubmitted annually for review and approval.

Deliverables: At the conclusion of the academic year, a deliverable to the Integrated Cluster Proposal Review Team and Academic Deans is required in order for the project director/coordinator, artist, or author and collaborator(s) to be eligible for future funding. This reporting requirement may be met by numerous means which will be identified as this process matures. It is anticipated that awardees will present their works before a wide public gathering to be scheduled during the upcoming Academic Year.

Instructions for the PSU Integrated Cluster Project Proposal Form: Please complete all of the elements of the following form in the spaces provided before saving and then submitting the document.

PSU Integrated Cluster Project Proposal Form

Title: Healthcare Career Fair

Project Leadership: (Identify Project Director/Manager or Co-Manager/s)

Kathleen Patenaude (Co-Manager), Fawn Ouellette (Co-Manager)

Project Description: The Healthcare Career Fair at Plymouth State University provides an opportunity to connect students, alumni, and graduates with community healthcare partners of New Hampshire, with a special commitment to the North Country and Lakes Region of New Hampshire.

Project Goals and Outcomes:

1. Project Goals – Briefly identify and describe the objectives of this project

The objectives of the Healthcare Job Fair are to:

- a. Showcase careers and types of positions at participating agencies
- b. Connect employers with qualified students, alumni, and graduates from Plymouth State University and other healthcare programs in New Hampshire
- c. Provide a venue for students to explore the various opportunities available in healthcare.

2. Student Learning Outcomes – Outline the expected student learning outcomes

Student learning outcomes include:

- a. Compare and contrast various healthcare opportunities
- b. Prepare and present an effective resume or portfolio
- c. Enhance communication skills

Project Synopsis (objectives & outcomes): 30 word maximum; capture the project objectives and most significant outcomes for the project. This synopsis should be written for potential use in our internal communications and external Marketing/PR activities.

Project Synopsis (objectives & outcomes): The Healthcare Career Fair is an opportunity to connect students and healthcare agencies across New Hampshire, with a special commitment to the North Country and Lakes Region.

Project Documents/Pictures/Videos On-line Archive: post the link to on-line project resources captured in this project, especially, pictures, videos, “Quotable Quotes” and other project documents.

Project Documents/Pictures/Videos On-line Archive: N/A

Rationale and Impact:

Considering the questions below, please write your project rationale and impact statement.

Include how this project will further the Mission and Vision of PSU with respect to 1) fostering collaboration across disciplines; 2) addressing a relevant societal issue, and 3) establishing relationships with community partners, external institutions, companies, non-profits, schools, government agencies, etc. and 4). Making an impact

How does this proposed project advance the Integrated Cluster mission and vision? How does this project facilitate high impact teaching and learning, cross disciplinary collaboration, student engagement and partnership involvement, and real world problem exploration? What are the anticipated impacts of this project?

Is this project an extension of work already in progress, or an entirely new endeavor? Does it integrate with areas that team leaders are already teaching or is it an opportunity to delve into unfamiliar content or a bit of both?

Project Rationale and Impact Statement:

The Healthcare Career Fair is a new endeavor to connect students with healthcare opportunities in New Hampshire. This is a cooperative effort between Plymouth State University and area healthcare agencies to showcase career opportunities in the Granite State. This effort is in response to the Governor's Commission on Health Care Workforce which released a report on New Hampshire's healthcare workforce needs. In short, New Hampshire is experiencing an increasing shortage of qualified health care professionals. The recommendations include efforts to recruit more health care professionals to New Hampshire.

Providing a venue for connecting New Hampshire employers with students, alumni, and graduates moves to accomplish the University's Mission to serve New Hampshire and to connect with our community partners to meet the health care needs of our citizens.

Project Team

PSU Project Participants (essential core team participants including faculty and staff)

Name	Position/ Title	Project Role	Discipline/ Specialty	Email
Kathleen Patenaude	Chair, Department of Nursing	Co- Manager	Nursing	Kpatenaude1@plymouth.edu
Fawn Ouellette	Administrative Assistant, Departments of Nursing, CESP & Physical Therapy	Co- Manager	Higher Education	feouellette@plymouth.edu

Non-PSU Project Participants (stakeholders; partners; academic institution; etc.)

The following Healthcare agencies will be invited to attend as exhibitors. This list is not all inclusive, and other agencies may be added.

Name	Organization	Project Role	Discipline/ Specialty	Email
Speare Hospital	n/a	Exhibitor	Healthcare	
Littleton Regional Hospital	n/a	Exhibitor	Healthcare	
Cottage Hospital	n/a	Exhibitor	Healthcare	
Weeks Medical Center	n/a	Exhibitor	Healthcare	

Lakes Regional Hospital	n/a	Exhibitor	Healthcare	
Dartmouth-Hitchcock Medical Center	n/a	Exhibitor	Healthcare	
Pemi Baker Community Health	n/a	Exhibitor	Healthcare	
Glenclyff Home for the Elderly	n/a	Exhibitor	Healthcare	
Central NH VNA & Hospice	n/a	Exhibitor	Healthcare	
Wentworth-Douglass	n/a	Exhibitor	Healthcare	
North Country Home, Health and Hospice	n/a	Exhibitor	Healthcare	

Student Participant Profile (Identify the student population/s to be engaged in the project. Identify if this has been or is planned to be incorporated into curricula)

Class/ Student Organization/ Individuals	Role in Project	Academic Level (Undergraduate or Graduate)	Academic Discipline	Total Student Population

IRB (Institutional Review Board) Compliance

IRB Compliance: <http://www.plymouth.edu/office/institutional-review-board/>

- This project DOES NOT require IRB compliance
- This project DOES require IRB compliance (*complete below*)

IRB Approval Status:

IRB Approval Date:

Any funding approvals of IRB-required projects are contingent on obtaining IRB approval.

Project Management: Timeline and Milestones

Identify the timeline for the project including start, completion, and major project milestones. A closing report will be required as a part of the project funding process.

Project Start Date: 2/15/2017

Project Complete Date: 4/29/2017

Project Milestone	Milestone Description	Target Completion Date
April 29, 2017	Well attended fair by all participants	4/29/2017

Please identify any pre-project education or training for students, faculty, and staff that would be helpful for your project team to have in advance to begin work on a strong footing (e.g., skill training, concepts), and identify any training and education that you are willing to help provide during the preparatory period for the project team before team work formally begins.

Student Education/ Training Requirements: N/A. Participants will be encouraged to bring their resume. Students will have an opportunity to work one-on-one with a nurse recruiter from a local hospital.