

## **Request for Coalitions to Participate in the Health Care Coalition Response Leadership Course**

### **FY 2018 Course Offerings**

ASPR's National Healthcare Preparedness Program and FEMA's Center for Domestic Preparedness (CDP) are seeking health care coalitions to participate in their jointly developed Health Care Coalition Response Leadership Course at the CDP's campus in Anniston, Alabama.

#### **NEW FOR 2018**

- **For nurses and physicians: We anticipate Continuing Nursing Education and Continuing Medical Education Credits will be available for each course.**
- **While we still require 9 participants (see details below) for each course, the 9<sup>th</sup> participant can represent any coalition member organization.**

**Course purpose.** The purpose of the course is to provide instruction and practical experience in the best practice procedures for preparing and responding as a health care coalition leadership team to community and regional public health and medical emergencies.

**Time commitment:** Five days: one day travel to FEMA CDP Anniston, three days of instruction, one day travel from CDP Anniston.

**Course instruction length:** 3 days, 8 hours per day.

**Location:** The course will be delivered in residence at FEMA's Center for Domestic Preparedness in Anniston, Alabama.

**Class size:** Three coalitions with 9 participants per coalition, total of 27 participants.

**Target audience.** The target audiences for this course are hospital leaders, emergency medical service leaders, public health, and emergency management leaders.

**To ensure an optimal student experience for the course, the 9 participants from each coalition should include representatives from the following disciplines:**

- Hospital Leaders (2 participants)
- Emergency Medical Services Leaders (2 participants)
- Emergency Management Leaders (2 participants)
- Public Health Agency Leaders (2 participants)
- A leader representing any of the coalition's member organizations. (1 participant)
- ***At least one of the above 9 participants must be a nurse or physician***

**Cost:** *Course participation is free for non-federal attendees. Travel, lodging, and meals will be provided for non-federal participants who are registered through CDP for the course. (Note there are rare exceptions to this.)*

**FY 2018 HEALTH CARE COALITION RESPONSE LEADERSHIP COURSE**

**COURSE DATES AND APPLICATION SUBMISSION DEADLINES**

NOTE: TRAINING WEEK NUMBERS CORRESPOND TO FEMA CDP ANNISTON TRAINING WEEKS

- Training Week 3: Travel Mon, Oct 16, 2017; Class October 17-19; Travel, Fri, Oct 20.

**Deadline for application submissions: COB Friday, September 15, 2017.**

- Training Week 10: Travel Mon, Dec 4, 2017; Class December 5-7; Travel Fri, Dec 8.

**Deadline for application submissions: COB Monday Oct 16, 2017.**

- Training Week 18: Travel Mon, Jan 29, 2018; Class January 30-February 1; Travel Fri, Feb 2.

**Deadline for application submissions: COB Monday Dec 11, 2017.**

- Training Week 21: Travel Tues, Feb 20, 2018; Class February 21-23; Travel Sat, Feb 24.

*[NOTE: Mon, Feb 19, Washington's Birthday]*

**Deadline for application submissions: COB Thursday January 4, 2018.**

- Training Week 35: Travel Tues, May 29, 2018; Class May 30-June 1; Travel Sat, June 2.

*[NOTE: Mon, May 28, Memorial Day]*

**Deadline for application submissions: COB Monday, April 9, 2018.**

- Training Week 41: Travel Mon, July 9, 2018; Class July 10-12; Travel Friday, July 13.

**Deadline for application submissions: COB Monday, May 21, 2018.**

- Training Week 51: Travel Mon, Sept 17, 2018; Sept 18-20; Travel Friday, Sept 21.

**Deadline for application submissions: COB Monday, July 30, 2018.**

## **2018 HEALTH CARE COALITION RESPONSE LEADERSHIP COURSE**

### **APPLICATION PROCESS**

#### **READ CAREFULLY**

- A coalition may submit application(s) for one or more course dates.
- Coalitions should complete and *submit a separate application for each date* they are applying for.
- One application cannot be used for multiple dates.
- Applications submitted for one course date will not be considered for other course dates.
- To be considered, applications must be complete and submitted by the application deadline for each course.
- Applications are considered for a course offering only after the submission deadline has passed.
- Applications will be considered complete only if all 9 of the coalition's confirmed participants, including their names and titles, are identified and submitted at the time of the original application.
- NHPP will review all applications received for a course shortly after the each course's application submission deadline.
- All applicants for a course offering will be notified whether or not they have been selected to participate in that course shortly after all applications have been reviewed.
- After acceptance to a course, NHPP will connect the coalition's POC to CDP Anniston regarding registration and logistics.
- If not accepted for one course date, we encourage coalitions to apply for future course dates if they have not done so already.

APPLICATION FOR COALITIONS TO PARTICIPATE IN THE  
FY 2018 HEALTH CARE COALITION RESPONSE LEADERSHIP COURSE

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*To apply for any of the Health Care Coalition Response Leadership Courses offered in FY 2018 please provide the following information by COB of the deadline date for the course you are applying for.*

*Send completed applications to: [Richard.Hunt@hhs.gov](mailto:Richard.Hunt@hhs.gov)*

**Coalition Name / State:** \_\_\_\_\_

**Date application submitted:** \_\_\_\_\_

**Which one of the course Training Weeks are you applying for?**

**SELECT ONLY ONE WEEK PER APPLICATION.** You may use copies of this form to apply for additional date(s) at any time prior to the submission deadline(s) for each course. Note: Training week numbers correspond to FEMA CDP Anniston Training Weeks.

\_\_\_\_\_ Training Week 10: Travel Mon, Dec 4, 2017; Class December 5-7; Travel Fri, Dec 8.

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**Coalition Name / State:** \_\_\_\_\_

**Restate the Training Week are you applying for (e.g., Week 41):** \_\_\_\_\_

**A single POC for communications re: application and registration.** The POC identified should be a coalition leader.

Name/Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

**Confirmation of your coalition's 9 participants and identification of nurse or physician participant(s):**

The names and titles of all 9 participants must be submitted with the original application.

- Hospital Leaders (2 participants)

Name/Title: \_\_\_\_\_

Name/Title: \_\_\_\_\_

- Emergency Medical Services Leaders (2 participants)

Name/Title: \_\_\_\_\_

Name/Title: \_\_\_\_\_

- Emergency Management Leaders (2 participants)

Name/Title: \_\_\_\_\_

Name/Title: \_\_\_\_\_

- Public Health Agency Leaders (2 participants)

Name/Title: \_\_\_\_\_

Name/Title: \_\_\_\_\_

- A leader representing any of the coalition's member organizations. (1 participant)

Name/Title: \_\_\_\_\_

- Which of the above 9 participants is a nurse or physician? (At least one)

Name/Title: \_\_\_\_\_