



Clinician Scholars Guidance

Guidance for MATEC Local Partners

Reviewed and Revised
MATEC FY 31/HRSA FY 19
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Preface

The Midwest AIDS Training + Education Center (MATEC) developed the MATEC Clinician Scholars Program as part of an effort to reinvent the regions Individualized Clinician Training Program (ICTP). The process of reinvention began at the April 2009 Site Directors Meeting where the need to “tighten up” or “formalize” the ICTP was discussed and the decision was made to “standardize the ICTP and to incorporate discipline-specific curriculum.”

Under the leadership of Malinda Boehler, MSW, LCSW, (Director, MATEC-Indiana and Regional Coordinator of the MATEC Clinician Scholars Program) the ICTP Standardization Workgroup was established and three teams respectively focused their work in the following areas: (1) Intake, (2) Content/Curriculum, and (3) Follow-up/Monitoring/Closure/Completion. All three teams were committed to develop a new longitudinal program that was structured, scholarly and highly professional.

On May 10th and 11th of 2010, the teams reconvened at a face-to-face meeting in Chicago to present and discuss their work. At this meeting, it was decided to name the program as the “MATEC Clinician Scholars Program” and that no acronyms will be used to refer to it. However, in the years that have followed the program is most commonly referred to as “Scholars” or “CSP.”

Additionally, at the May meeting, the workgroup came to a consensus on the guidance set forth to transition ICTP participants out of the program and into the new program, and that as of July 1, 2010, MATEC Clinician Scholars Program will officially replace the ICTP. Guidance on transitioning from ICTP to Clinician Scholars was provided to Local Partners (LP).

This document compiles the work done by all three teams. It also reflects additional decisions and agreements that have been made over the years to accommodate needs of the region, the LPs and our Clinician Scholars cohorts. It provides a standardized guidance for LPs to implement the MATEC Clinician Scholars Program.

The first cohort of the MATEC Clinician Scholars Program was recruited in MATEC fiscal year 23 (July 1, 2010-June 30, 2011).

As part of this preface, it is important to acknowledge the team members who have focused so much time and effort on this regional program. Their names are listed on the following page but special thanks are due to Malinda Boehler, who spearheaded the project and pushed it through to its current point.

This kind of regional teamwork can only succeed with active partners from within LPs and strong leadership. The activities of the group have set a new standard for regional synergy that we look forward to replicating for other important programs.

ICTP Standardization Workgroup

Malinda Boehler – Workgroup Leader

Intake Team

Ricardo Rivero – Team Leader

Michelle Agnoli

Malinda Boehler

Beth-Anne Jacob

Content/Curriculum Development Team

Mary Rose Forsyth – Team Leader

Michelle Agnoli – Co-Team Leader

Catherine Creticos

Sally Neville

Renslow Sherer

Marge Sutinen

Follow-up/Monitoring/Closure/Completion Team

Carolyn Prim - Team Leader

Cheryl Carter

Alicia Downes

Beth-Anne Jacob

Amanda Wilkins

Although the Clinician Scholar Program guidance and associated documents are reviewed and revised annually by the Regional Coordinator, in the Fall of 2016 MATEC conducted a regional review employing feedback from LPs. This review was facilitated by the Regional Coordinator by changing the format of the monthly MATEC Clinician Scholars Program calls to include a review of program elements. This review was deemed necessary in light of the following:

- The addition of three States to the MATEC region in September of 2015 (Kansas, Ohio, and Nebraska)
- Recommendations from the Health Resources and Services Administration’s 2016 Site Visit
- The anticipated release of the National HIV Curriculum

Introduction

The Midwest AIDS Training + Education Center (MATEC) has a long history of providing educational opportunities to clinicians of color and clinicians who serve people of color with HIV-infection as a majority of their practice. MATEC serves as a “safety net” training program for these clinicians, just as the other components of the Ryan White HIV/AIDS Program serve as a safety net for people living with HIV/AIDS. In a continued effort to prioritize the needs of these clinicians, MATEC transformed our MATEC Clinician Scholars Program into our regional Minority AIDS Initiative (MAI) effort.

With a focus on minority and minority-serving clinicians, the goal of the MATEC Clinician Scholars Program is to strengthen the HIV workforce in the Midwestern United States via an intensive, year-long training program focused on HIV treatment, care and prevention.

About the MATEC Clinician Scholars Program

The MATEC Clinician Scholars Program is a 12-month training program specifically designed for minority or predominately minority serving, front line clinical care providers (Physicians, Physician Assistants, Nurse Practitioners, Advanced Practice Nurses and Pharmacists), who are interested in the diagnosis, treatment, medical management, and prevention of HIV/AIDS. For the purposes of this program, minorities are described as African Americans, Alaska Natives, Latinos, American Indians, Asian Americans, Native Hawaiians and Pacific Islanders in highly impacted communities.

The MATEC Clinician Scholars Program is a standardized, yet participant-centered program. The purpose of the program is to support participants to acquire or strengthen the following core capabilities:

1. Utilize local, national and international epidemiology data to identify emerging trends in the epidemic and potential impact on practice and HIV testing.
2. Utilize current Department of Health and Human Services treatment guidelines, including those related to special populations, to manage HIV infection.
3. Incorporate current standards of care, including those related to special populations, into management of HIV infection.
4. Use results of CD4, HIV viral load and HIV resistance testing in combination with antiretroviral medication history to choose optimum treatment regimens.
5. Manage treatment failure.

6. Address factors that may inhibit a patient’s adherence to a prescribed treatment regimen.
7. Institute appropriate opportunistic infections prophylaxis, and diagnose and manage or refer common opportunistic infections.
8. Diagnose and manage common clinical syndromes related to HIV disease. Manage common co-morbid conditions related and unrelated to HIV disease.
9. Recognize and manage common antiretroviral medication side effects and drug interactions with those medications.
10. Provide appropriate and professional screening and referral or risk/harm reduction counseling related to sexual behaviors, drug use, and mental health.
11. Provide care that incorporates patient’s race, ethnicity, gender, age, sexual orientation, and the myriad of psychosocial issues impacting patient’s lives.

Although it is not the purpose of the Scholars Program to develop clinicians as faculty, LPs are encouraged to look for participants who may have great potential as faculty and are interested in developing themselves as such. For those participants, additional training and technical assistance should be made available so they can: review adult learning principles, develop teaching skills, develop effective presentations, learn how to use distance learning technology, etc.

Who is eligible to apply for the MATEC Clinician Scholars Program?

The information below outlines the primary and secondary eligibility criteria for the MATEC Clinician Scholars Program as our Regional MAI project.

Primary Eligibility

1. Clinicians who are actively licensed as Physicians, Physician Assistants, Nurse Practitioners, Advance Practice Nurses, or Pharmacists, currently providing direct clinical care services, and anticipate continuing to do so within the Midwest region served by MATEC: Illinois, Indiana, Iowa, Kansas, Ohio, Michigan, Missouri, Minnesota, Nebraska and Wisconsin.
2. Clinicians who meet at least one of the following MAI eligibility criteria:
 - a. Self-identify in application and/or Participant Information Form (PIF) as a racial or ethnic minority.
 - b. Self-identify in application as currently providing direct clinical care to a patient population of racial and/or ethnic minorities that is greater than or equal to 50% of their total patient population.

Clinicians applying to the MATEC Clinician Scholars Program must have working knowledge of the following areas (to be self-assessed by applicants beginning FY29/2016-2017):

1. Local HIV epidemiology, transmission modes, current testing methodologies, and current CDC testing recommendations to diagnose HIV infection
2. Natural history of HIV disease and mileposts related to treatment and outcomes
3. HIV pathogenesis
4. Antiretroviral medications and how they relate to HIV viral life cycle
5. Interpretation of CD4 counts and HIV viral load results to identify an AIDS diagnosis, risk of opportunistic infection, and need to begin antiretroviral treatment
6. HIV resistance testing and concepts of interpretation
7. Four common co-morbid conditions in HIV infection
8. HIV Prevention
9. Local, regional, and national resources regarding standards of care and HIV treatment guidelines

As noted above, beginning FY29, applicants are responsible for providing a self-assessment of their baseline HIV knowledge. Applicants provide this assessment as part of their MATEC Clinician Scholars Program application. LP should work with applicants who self-identify as not having a working knowledge of concepts described above through traditional MATEC program offerings prior to the MATEC Clinician Scholars Program orientation programming. These activities include but are not limited to readings, online trainings, webinars, local programming, and local clinical experiences offered by MATEC.

Secondary Eligibility

In situations where an LP has more applicants than resources, or when after an exhaustive search an LP cannot identify an applicant who meets primary eligibility, preference should be given to clinicians who:

- Currently provide direct clinical care in one of the following settings:
 - Clinics funded under the Ryan White Program
 - Correctional settings (County, State, or Federal)
 - Rural and Community Health Centers
 - Other federally-supported health care facilities, such as the Indian Health Service and the Veterans Administration
 - Other medically-underserved communities

- Currently prescribe antiretroviral medications under the AIDS Drug Assistance Program (ADAP)
- Currently provide clinical care in an area that has been impacted by a public health emergency related to the spread of Hepatitis C and/or HIV infection

LP in the position of not being able to recruit an applicant, who meets primary eligibility, should be prepared to:

- Describe their efforts to recruit an applicant who meets primary eligibility
- Make a strong case for the proposed applicant who must meet at least one of the secondary criteria described above
- Experience reduced MAI funding if proposed applicant is rejected during Regional Review process

Who is NOT eligible to apply to the MATEC Clinician Scholars Program?

- Clinicians not actively licensed
- Clinicians not currently providing direct clinical care services (e.g. clinicians whose sole role is administrative)
- Clinicians who do not have a working knowledge of the basic HIV/AIDS concepts described above
- Graduate or Undergraduate students (Residents may be considered)
- Clinicians currently in an Infectious Diseases Fellowship Program
- Clinicians seeking training with the sole purpose of providing HIV care outside of the United States
- Other allied healthcare providers and paraprofessionals, including but not limited to: nurses, oral health providers (dentist, hygienist, and dental assistants), medical case managers, social workers, mental health professionals, health educators, public health providers, dieticians, and substance use counselors.

What is required to successfully complete the MATEC Clinician Scholars Program?

To successfully complete the MATEC Clinician Scholars Program, participants must:

- Participate in all regional MATEC Clinician Scholars Program orientation activities. Activities include:
 - Day One - Orientation Part I
 - Day Two – Breakfast with Faculty and Orientation Part II
- Complete 12 hours of clinical preceptorship in HIV care during which participants will learn from a variety of cases to be consistent with learning capabilities. At least half of these clinical preceptorship hours should be completed within the first six months of the program.
- Complete a minimum of 40 hours of training, including but not limited to: workshops; on-line training; webinar; teleconference; face-to-face meetings/training; self-study; clinical preceptorship; and/or; clinical consultation.
- Attend and participate in at least one MATEC Clinician Scholars Program webinar. In order to meet this requirement, Scholar must submit a case to the Regional Clinician Scholars Coordinator prior to the webinar, to be discussed during a webinar.
- Participate in all evaluation activities, including but not limited to: entrance/exit surveys, baseline/end-point self-assessment and a mid-point satisfaction survey administered by regional evaluation team, ACRE Immediate-Post Evaluations (ACRE IP) administered by LP following programs as applicable, and/or ACRE Follow-Up Evaluation (ACRE FUP) administered by Regional Office, as applicable.

Participants who are unable to complete the program within 12 months may request a two-month extension to complete the program. The LP leadership, in collaboration with Regional Clinician Scholars Program Coordinator, will determine whether to grant the extension.

MATEC Clinician Scholars Program Roles and Responsibilities

MATEC Central Office

The MATEC Central Office is responsible for:

- Selecting and supporting a Regional Clinician Scholars Program Coordinator for the Region.
- Providing LPs program details and attendance records for Regional MATEC Clinician Scholars Programming throughout the year.
- Conducting entrance/exit surveys, baseline/end-point self-assessment surveys and mid-point satisfaction surveys as part of evaluation plan.
- Analyzing data from evaluation and assessment tools and providing timely feedback to LPs.

Regional MATEC Clinician Scholars Program Coordinator

The Regional MATEC Clinician Scholars Program Coordinator will be work closely with the Executive Director, the Regional Assistant Director, the Evaluation team and all of the LPs in the region to ensure that the MATEC Clinician Scholars Program gets the attention it deserves. This position will dedicate at least one-quarter of their time to the MATEC Clinician Scholars Program. Roles and responsibilities of the Regional MATEC Clinician Scholars Program Coordinator include but are not limited to the following:

- Maintaining and making revisions to program guidance and associated forms using data from program evaluation and continuous quality improvement activities.
- Posting program materials for use by LPs.
- Providing a transcript template that allows LPs to document Scholar participation and progress.
- Collecting transcripts from LPs at six months and year-end.
- Collecting Clinician Scholars application documents and preparing materials for regional review.
- Facilitating web-based training series based on needs of LPs and Scholars cohort.
- Facilitating the on-boarding of new Scholars with an annual orientation program.
- Facilitating the graduation of Scholars by supporting a regional recognition program or LPs to have a local recognition program.
- Planning and coordinating bi-monthly conference calls to facilitate communication between regional office and local partners.

- Coordinating an annual regional meeting to refine regional MAI efforts, including the MATEC Clinician Scholars Program.

Local Partners (LPs):

MATEC LPs are responsible for:

- Determining the number of Scholars that a site can support given the needs of their community and the resources (staff and money) the site has to allocate to the MATEC Clinician Scholars Program.
- Designating an LP staff person(s) to act as Monitor for the MATEC Clinician Scholars Program.
- Identifying a member of LP Clinical Leadership or LP Clinical Faculty to act as a Mentor for the Clinician Scholar(s).
- Facilitating the on-boarding of new staff and faculty to the MATEC Clinician Scholars Program.
- Promotion of and recruiting for the MATEC Clinician Scholars Program.
- Providing application package to eligible candidates.
- Gathering, reviewing, and forwarding applications to Regional MATEC Clinician Scholars Program Coordinator.
- Screening candidates to ensure that they come to the MATEC Clinician Scholars Program with a baseline understanding of HIV/AIDS.
- Supporting candidates not accepted by engaging them in MAI Training Series (MTS) and/or offering MATEC program offerings at local or regional level.
- Completing the LP Review Form and submitting it to the Regional Review Committee.
- Notifying applicants of whether they have been accepted in the MATEC Clinician Scholars Program, after they receive notice of acceptance from the Regional Review Committee.
- Assisting Scholars and Mentors to develop a plan of study and timeline for completion.
- Monitoring the Clinician Scholar throughout their 12-month course of study and completing the Scholar Transcript.
- Notifying the Regional Clinician Scholars Coordinator when challenges arise that could result in a Clinician Scholar not completing the program as planned.
- Mentoring Clinician Scholar(s) throughout their 12-month course of study.
- Encouraging Scholar attendance and participation in the annual American Conference for the Treatment of HIV, also known as, the ACTHIV Conference, as a means to develop expertise around the 11 capabilities and network with other Scholars.

- Identifying and financially supporting faculty for Regional MATEC Clinician Scholars Programming (orientation or webinar series) as requested by the Regional Clinician Scholars Coordinator.
- Supporting Central Office in arranging travel that will allow for Scholars to participate in all Regional Orientation programming and associated evaluation activities.

MATEC Clinician Scholars Program Monitor

The MATEC Clinician Scholars Program Monitor is a LP staff person who recruits, supports, and monitors the Clinician Scholar throughout their 12-month course of study. Roles and responsibilities of the Monitor include but are not limited to the following:

- Recruiting clinicians who are eligible for the MATEC Clinician Scholars Program.
- Providing and collecting application materials from interested clinicians.
- Screening all applicants via a brief meeting (in person or over the phone). Screening process includes providing an overview of the MATEC Clinician Scholars Program, and eligibility for the program.
- Encouraging participation in all evaluation activities.
- Matching participant with MATEC Clinician Scholars Program Clinical Mentor in collaboration with local clinical leadership.
- Supporting Clinician Scholar(s) and Mentor in developing training plans and selecting training opportunities appropriate to program objectives.
- Assuming primary responsibility for maintaining records documenting the Scholar's participation in the program. Records include training transcript.
- Actively assessing the engagement of Clinician Scholars throughout their course of study.
- Maintaining regular contact with Clinician Scholars, at minimum, every other month.
- Ensuring that the Mentor is scheduled to meet with the Clinician Scholar 6 times during the 12-month course of study.
- Arranging Clinical Preceptorship opportunities in accordance with program requirements.
- Using the transcript for monitoring Scholar's progress in the program.
- Facilitating all aspects of the MATEC Clinician Scholars Program including the submission of case for one of the MATEC Clinician Scholars Program webinars.

MATEC Clinician Scholars Program Mentor

The MATEC Clinician Scholars Program Mentor, an expert in HIV care, is responsible for developing a relationship with the Scholar. Scholars will be matched with a member of the LP Clinical Leadership and/or other expert faculty as a primary component of their learning experience. Mentors provide opportunities for Scholars to observe, apply, and improve the clinical skills they will need as they enter the arena of HIV/AIDS care.

Working closely with the MATEC Clinician Scholars Program Monitor, the Mentor will:

- Meet with Scholars at least 6 times during their 12-month course of study to discuss progress towards goals, provide feedback on their progress and development, and/or establish new goals that will increase clinical competency.
- Document progress and attainment of capabilities on the Scholar's transcript document at 6-Month and Year-End reporting periods.
- Provide the setting and opportunity for Scholars to observe patient care, simulated patient situations and/or respond to case scenarios.
- Reinforce the connection between on-going education and HIV/AIDS care.
- Facilitate the acquisition of clinical skills and the understanding of patient-centered care needed to provide quality HIV/AIDS care.
- Develop learning goals that are clearly aligned with the activities and capabilities described in Scholars program.
- Participate in evaluation activities designed to assess and evaluate whether established capabilities have been met.
- Respond to questions from Scholar(s) aimed at improving clinical problem solving; changing the behavior of the provider in order for him/her to make better or more appropriate clinical care decisions; and imparting the most up-to-date knowledge regarding specific HIV patient care. These interactions should be reported as Clinical Consultations.

Evaluation of the MATEC Clinician Scholars Program

Program evaluation is an important component of the MATEC Clinician Scholars Program. The evaluation plan is comprehensive and requires the input from the Scholar, the Mentor, the Monitor, the Regional MATEC Clinician Scholars Program Coordinator, and the Regional Evaluation Team.

The primary sources of data for evaluation purposes are transcript data, self-assessment, and satisfaction surveys. All of the components of the evaluation plan are described in detail below.

Baseline Self-Assessment and Endpoint Self-Assessment Survey

The Survey Monkey tool offers Scholars an opportunity to provide a self-assessment of their knowledge, skills, and abilities related to HIV/AIDS care prior to the MATEC Clinician Scholars Program and at the completion of the MATEC Clinician Scholars Program.

This tool is designed to be administered by the Regional Evaluation Team via online survey prior to the Scholars participation in orientation activities and again just before graduation. LPs will be asked to ensure that their Scholars understand the importance of this evaluation tool and complete it as requested. Results will be compiled and shared with LPs: who will be asked to develop training plans aimed at addressing areas of weakness identified by Scholars.

Midpoint Satisfaction Survey

The Midpoint Satisfaction Survey is a tool that offers Scholars an opportunity to provide MATEC with feedback on their learning and experiences at the 6-month mark of the MATEC Clinician Scholars Program. This tool was introduced to the MATEC Clinician Scholars Program in FY28/2015-2016. It was designed and administered through Survey Monkey by the Regional Evaluation Team. Results will be analyzed and shared with LPs, who will be asked to develop action plans to address any concerns identified by Scholars.

Entrance and Exit Surveys

The first five MATEC Clinician Scholars Program cohorts participated in face-to-face interviews prior to beginning the MATEC Clinician Scholars Program and at the conclusion of the MATEC Clinician Scholars Program. The entrance interview focused on what the Scholar hoped to gain from participating in the MATEC Clinician Scholars Program. The exit interview focused on what the Scholar believed they accomplished as a result of participating in the MATEC Clinician Scholars Program.

These interviews were administered by the Regional Evaluation Team prior to the Scholars participation in orientation activities and again prior to graduation. In FY29/2016-2017, the entrance interviews were replaced by a short online survey as part of our continuous quality improvement plan. Exit interviews will no longer be done with every cohort, but conducted every other or third year for quality assurance purposes.

The goal is to gather the same or similar information utilizing a methodology that is less resource intensive and more quickly shared with LPs. The surveys are completed online prior to participation in orientation and again at program completion.

Phone Interview: Two Years Out from Completion

The Phone Interview is a tool designed to measure the effectiveness of the MATEC Clinician Scholars Program. This tool was introduced to the MATEC Clinician Scholars Program in FY28/2015-2016.

It is designed and administered by the Regional Evaluation Coordinator at least 12 months past program completion. Results of these phone interviews are analyzed and shared with LPs at the annual meeting.

Transcript (Planning and/or Assessment Tool)

The MATEC Clinician Scholars Program Transcript is a multifunction tool. It allows LP Monitors and Mentors to build a course of study, track programmatic activities, and report on activities, but is also provides an opportunity for Mentors to assess the Scholar's progress towards the 11 core competencies and the 33 learning objectives set forth by the MATEC Clinician Scholars Program. The transcript should be updated regularly by the LP Monitor with programmatic activities. The LP Mentor should document their assessment of the Scholar at the 6-Month mark and at Year-End. The document will be submitted to the Regional MATEC Clinician Scholars Program Coordinator at six months and year-end.

This tool is updated annually and distributed to LPs for administration by Mentors and Monitors. The Regional Clinician Scholars Coordinator and the Regional Evaluation Team will support the LPs as requested.

Note: Transcript document may be shared with Scholar(s) and utilized as a program planning tool. This is not required and is left to the discretion of LP.

AETC Cross-Region Evaluation (ACRE)

In addition to the MATEC specific evaluation tools described in this section, all Scholars are strongly encouraged to participate in the AETC Cross-Region Evaluation (ACRE) activities. This includes ACRE Immediate-Post Evaluations (ACRE IP) administered by LP following programs, as applicable, and/or ACRE Follow-Up Evaluation (ACRE FUP) administered by Regional Office.

It is the expectation of Regional Office that all Scholars will complete immediate post program evaluations at all MATEC offerings, as applicable, and provide an e-mail address allowing for Regional Office to send the Follow-up Evaluation tools, as applicable. The ACRE evaluation tools will provide a secondary source of data for evaluation purposes.

Prior to FY28/2015-2016, participants of the MATEC Clinician Scholars Program were excluded from participation in the Clinical Preceptorship (Level III) 6-week follow-up surveys as there was concern that participants could get survey fatigue.

However, in response to concerns about preceptorship experiences of past program participants, Scholars now have the opportunity to provide feedback about their experiences via the 6-week follow-up survey. The results of these surveys are shared with LPs when concerns are identified by Scholars.

Continuous Quality Improvement

Continuous Quality Improvement (CQI) is the cornerstone of all MATEC programming. The MATEC Clinician Scholars Program is no exception. The CQI process for the MATEC Clinician Scholars Program includes, but is not limited to, the following activities:

- **Bi-monthly Conference Calls.** These calls are dedicated to program planning and evaluation of the Clinicians Scholars Program. They are managed by the Regional Clinician Scholars Coordinator and include representation from the regional leadership team, the regional evaluation team, and all of the LPs. All LPs are encouraged to participate, but attendance is not mandatory. However, information shared and decisions made on these calls can significantly impact the functioning of the MATEC Clinician Scholars Program. LPs who are not able to participate in calls are responsible for reading brief meeting minutes and complying with changes made.
- **An Annual Meeting.** This meeting is dedicated to program planning and evaluation of Regional MAI programming, including the MATEC Clinician Scholars Program. The meeting will be managed by the Regional Clinician Scholars Coordinator with support of the Regional Office team. MATEC's Regional Medical Director is required to be in attendance. All LPs are encouraged to attend, but attendance is not mandatory. However, the information shared and decisions made at this meeting can significantly impact the functioning of the MATEC Clinician Scholars Program.

LPs who are not able to participate in this meeting are responsible for reading brief meeting minutes and complying with changes made.

- Feedback from Regional Evaluation Team. The Regional Evaluation Coordinator will analyze data obtained via interview and survey tools. This data will be shared with LPs as it becomes available. LPs will be asked to develop and report back on actions or action plans designed to address any concerns identified by Scholars.
- Feedback from Regional Clinician Scholars Coordinator. The Regional Clinician Scholars Coordinator will analyze transcript data reported at the 6-month mark. This analysis will be shared with LPs as soon as it is available. LPs will be asked to develop and report back on actions or action plans designed to address any concerns identified by Regional Coordinator as a result of analysis.

Completion

Participants who successfully complete the MATEC Clinician Scholars Program will receive a certificate of completion and be invited to attend an annual recognition program either regionally or locally.

Participants who are unable to complete the program within 12 months may request a two-month extension to complete the program. The LP leadership, in collaboration with the Regional Clinician Scholar Coordinator, will determine whether to grant the extension.

Enrollment Protocol and Timeline for Incoming (New) Scholars

Program Promotion	To begin by March 1st Annually
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Designated staff from each LP will need to promote the MATEC Clinician Scholars Program. Marketing activities may include, but are not limited to:

- Brochures distributed at MATEC offerings
- Article in newsletter or other regular communication
- E-mail blast to targeted clinicians
- Post information on online registration site about MATEC Clinician Scholars Program

Screening Meetings

May 1st – June 30th Annually

Monitors will need to have a brief meeting (in person or over the phone) with clinicians who are interested in applying for or have applied to the MATEC Clinician Scholars Program. At this meeting, LP staff will need to:

- Describe the MATEC Clinician Scholars Program.
- Explain the eligibility criteria to apply for this program.
- Review the requirements for participants to successfully complete the program.
- Review sample syllabus.
- Explain the role of the Scholars Program Monitor and Clinical Mentor.
- Explain that applicants accepted into the MATEC Clinician Scholars Program are required to attend all orientation activities. Location and dates will be announced as soon as they are available. Please note that this may require Scholars to be out of the office for three days [2 Training Days and 1 Travel Day]. Travel to be paid for or reimbursed by MATEC LP.

If a candidate does not meet the eligibility criteria and/or the timeline does not work for him/her, explain how other MATEC programs and resources could support him/her. For example, engaging them in MAI Training Series (MTS) and/or offering MATEC program offerings at local or regional level.

Applications

Deadline is July 15th Annually

If a candidate meets eligibility criteria and is committed to the program timeline (or wants to think about it), provide him/her with a link to the MATEC Clinician Scholars Program application page on the MATEC Indiana website [matecindiana.com]. This page will be active by March 1st annually.

The application package includes:

- A cover letter signed by the leadership of the LP (optional)
- Application
- Participant Information Form (PIF)
- A Letter of Reference Template (strongly recommended)
- Sample Syllabus (optional)
- A Statement of Workplace Endorsement Form Template*

*Only required if applicant is planning to use staff time to complete the program.

A printable version of application materials can be found on the password-protected page for the Regional MATEC Clinician Scholars Program on the MATEC-Indiana website [www.matecindiana.com]. However, please note that ***all applications to the MATEC Clinician Scholars Program must be submitted electronically using links provided.*** Applicants and LPs can access the link to the Application on MATEC Clinician Scholars Program application page on the MATEC Indiana website [www.matecindiana.com].

LPs opting to accept paper submissions assume responsibility for accurately entering the data using the online submission process. Incomplete applications will not be considered.

LP Review Process	Deadline is July 25th Annually
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All applications must be reviewed by the LP leadership (Programmatic and Clinical). The LP will need to complete the LP Applicant Review Form for each of the applications received.

A printable version of the LP Applicant Review Form can be found on the password-protected page for the Regional MATEC Clinician Scholars Program on the MATEC-Indiana website [www.matecindiana.com]. However, please note that the ***LP Applicant Review Form must be submitted electronically using links provided.*** LPs can access the link to the LP Applicant Review Form the password-protected page for the Regional MATEC Clinician Scholars Program on the MATEC-Indiana website [www.matecindiana.com].

All application materials including LP Reviewers Form must be submitted by July 25th for Regional Review.

Regional Review	Deadline is July 31st Annually
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All applications submitted to and reviewed by LPs must be submitted to Regional Clinician Scholars Coordinator by July 31st for Regional Review.

A regional committee including clinical and administrative leadership will review all applications and LP Applicant Review Form. The committee will report back to LP on issues, questions, or concerns. The ultimate decision of acceptance is made at the Regional level.

LPs will receive e-mail notification of Regional Review findings no later than July 31st.

Notification/Acceptance**By August 10th Annually**

Applicants should be notified in writing of whether or not they were accepted into the MATEC Clinician Scholars Program. This letter will be prepared by LPs using templates provided. This letter should outline the enrollment process for those accepted into the program.

Templates for letters of notification can be found on the password-protected page for the Regional MATEC Clinician Scholars Program on the MATEC-Indiana website [www.matecindiana.com].

Enrollment**By August 25th Annually**

Applicants accepted into the MATEC Clinician Scholars Program must be enrolled by their local MATEC office. The enrollment process should be conducted in person when possible. The enrollment process includes:

At the LP level:

- Signing the Statement of Commitment
- Introducing Scholar to monitor and mentor (when possible)

A printable version of the Statement of Commitment can be found on the password-protected page for the Regional MATEC Clinician Scholars Program on the MATEC-Indiana website [www.matecindiana.com]. However, please note that the ***Statement of Commitment must be submitted electronically using links provided.*** LPs can access the link to the Statement of Commitment document on the password-protected page for the Regional MATEC Clinician Scholars Program on the MATEC-Indiana website [www.matecindiana.com].

At the Regional Level:

- Baseline MATEC Clinician Scholars Program Self-Assessment survey will be requested from all new Scholars prior to orientation as part of enrollment. Survey will be administered via Survey Monkey.
- Entrance Interview or Survey will be requested from all new Scholars prior to orientation as part of enrollment. This interview may be conducted by an interviewer or via Survey Monkey at orientation.

The Regional Evaluation Team will be responsible for administering the surveys and/or interviews. LP's will know when this survey is being sent and will be asked to encourage prompt completion by their respective Scholars.

Orientation	September Annually
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All Clinician Scholars are required* to attend and participate in all elements of the Clinician Scholars Orientation Program. Orientation activities include:

- A 1.5 day, intensive, didactic, case-based seminar on HIV/AIDS topics aimed at starting their journey of reaching intermediate knowledge of the 11 capabilities addressed in the MATEC Clinician Scholars Program.
- A Regional Program where the new cohort of Clinician Scholars are introduced.
- A breakfast program where new Scholars can interact with faculty from a Regional Program, seek clarification on topics presented at the program and interact with graduating Scholars and MATEC staff. This is an excellent opportunity for all Scholars to ask questions and present questions or cases to expert faculty.

*This requirement may only be waived when an emergency or other unforeseeable event prevents Scholar from participating. In these situations, the Regional Clinician Scholars Coordinator should be contacted immediately.

Completion Protocol and Timeline for Outgoing (Completing) Scholars

6-Month Check-In	March 15th Annually
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The Regional Evaluation Team will send all Scholars a Midpoint Satisfaction Survey via Survey Monkey. LPs may be asked to support this effort by reaching out to Scholars who do not respond in a timely manner.

LPs will submit an up-to-date Transcript for each Scholar to the Regional Clinical Scholars Program Coordinator. Transcript(s) will be reviewed and feedback will be submitted to LPs by April 1st.

9-Month Check-In	By April 15th Annually
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Utilizing data gathered from 6-Month Transcripts and narrative responses from monthly reports to Regional Office, Regional Clinician Scholars Program Coordinator will respond to questions on 9-Month Regional Report as requested by Regional Office.

Completion**By August 15th Annually**

The completion process includes Scholars completing an end-point Clinician Scholars Cohort Self-Assessment (administered via Survey Monkey). The link for these surveys will be sent to Scholars who have completed their course of study starting August 15th.

The Regional Evaluation Team will begin conducting exit interviews/surveys starting on August 15th for Scholars who are completed. Interviews/surveys will continue until all Scholars have been offered ample opportunity to participate.

Please be sure to remind Scholars during completion activities that a member of our evaluation team will be contacting them to participate in a Phone Interview in about a year. This phone interview will allow Scholars to reflect on their MATEC Clinician Scholars Program journey one year out. Please encourage them to participate.

Monitors and mentors will also be asked to construct a single slide for each of their completing Scholars. The Regional MATEC Clinician Scholars Program Coordinator will compile and edit these to develop a slide set that will be projected as Scholars are called to the stage to receive their framed certificate during the Acknowledgement Activity. This was introduced in FY28 (2015-2016).

Acknowledgement Activities**September Annually**

All Scholars who have completed their 12-month training program will be invited to a Regional Program to receive a framed certificate of completion. There will be a slide set developed by the Regional Clinician Scholars Coordinator that will be running in the background highlighting the accomplishments of the completing Scholars.

All completing Scholars will also be invited to the breakfast program where Scholars can interact with faculty from the Regional Program. Program provides an opportunity to seek clarification on topics presented at the program and interact with new Scholars and MATEC staff. This is an excellent chance for Scholars to ask questions and present questions or cases to expert faculty.

Accessing Program Documents

LPs can access the following program documents for the MATEC Clinician Scholars Program on the password-protected page for the Regional MATEC Clinician Scholars Program on the MATEC-Indiana website [www.matecindiana.com]:

- MATEC Clinician Scholars Program Brochure
- Application
- LP Applicant Review Form
- Regional Review Form
- Acceptance/Rejection Letter Templates
- Statement of Commitment
- MATEC Clinician Scholars Program Transcript