

| C/E FAQs

Can I count the clinical rotations that I complete for my academic program?

Yes! As long as the clinical rotations are completed in an interprofessional setting that qualifies as rural and/or urban underserved.

What if my program doesn't have clinical rotations that will count for C/E hours?

If you are unable to complete clinical hours through your academic program, you may volunteer at a variety of community organizations or healthcare facilities. These sites must offer interprofessional options and be in a rural or underserved community. Great places to volunteer include free clinics, Federally Qualified Healthcare Centers, student health clinics, or other locations listed in the setting examples. You may team up with other students outside of your program to qualify for interprofessional work. Please contact your center point of contact for assistance in approving locations. If you are uncertain about where to volunteer, we can help you find a suitable location.

What if I want to complete my hours in an urban area?

You can, as long as your experience involves working with underserved populations in an interprofessional environment.

I work in a healthcare facility. Can I count my work hours as C/E?

Yes! You can count your work hours as long as they occur during the same timeframe that you are enrolled in AHEC Scholars. You must be working in an interprofessional setting that is either in a rural or underserved community. Speak to your center point of contact if you are unsure if your setting will qualify.

What if the facility where I am volunteering offers to hire me?

Congratulations! Idaho AHEC has no rules about employment with one of our partners. Be advised, though, that you must be enrolled in an academic program in order to be an AHEC Scholar. If you drop out of school, you will have to drop out of the AHEC Scholars Program.

How do I track my hours?

Your C/E hours will be logged using an online tracking program known as RedCap. It will be very important for you to keep your hours updated as you complete them. Please do not wait until the last minute to add your hours. RedCap instructions will be provided by your center point of contact.



| C/E FAQs CONTINUED

What is a learning plan?

The learning plan is a form to help you plan how you will complete your C/E hours. This gives your center the chance to make sure your hours will fulfill the requirements. Placement locations must be approved by your center prior to completion. The plan is a great tool for making sure you have access to locations, populations, and topics that are of interest to you. We want this to be an interesting and meaningful experience.

What is the reflections portion of the C/E tracker?

You will be asked to write reflections about your C/E experiences each year. The first reflection will be completed after you serve 40 hours and the second after your full 80 hours are complete.

These reflections should include a robust evaluation of your experiences, and not simply a summary of your activities. What do you know now that you did not know before the experience? How did this experience shape your understanding of team-based health care? The unique needs of rural and/or underserved patients?

This exercise is designed to help you think critically about your involvement and apply your learning about the eight core topics. Please be prepared to put some effort into the writing. You will get out of it what you put into it. Journaling is a very effective way to integrate your practice exposure into your academic studies.



FREQUENTLY ASKED QUESTIONS



What are the rules for volunteering at the C/E site?

You are expected to abide by the rules of your C/E site. Please ask your supervisor at the location about any expectations, such as attendance and dress-code. Additionally, you must follow any guidelines set by your academic program when working in a clinical site sponsored by your program. All students are expected to behave professionally.

What happens if I start AHEC Scholars but can't finish?

We hope that everyone who begins the program will be able to complete it successfully, but we recognize that life doesn't always work out that way. If you know that you won't be able to complete a particular set of requirements, please reach out to your center point of contact immediately. Stipends are paid upon successful completion of annual program requirements. If you drop out of the program, you will forfeit your stipend and will no longer be eligible for the AHEC Scholars Certificate of Graduation.

How do the stipends work?

All participants in the Idaho AHEC Scholars program receive \$500 after successful completion of each year's requirements, including class attendance, all related coursework, and annual C/E hours for a total of \$1,000 in stipends for the two years. Your center point of contact will communicate with you about the specific payment procedures and timeline for your Center.

What if I can't make it to an Interprofessional Development Series session?

Due to the abbreviated and interactive nature of the series, attendance is critical. However, if you can't attend a session due to illness or an emergency, please let the session facilitator know ahead of time so arrangements for an alternative assignment can be made. If you miss more than 2 sessions, you'll be asked to withdraw from AHEC Scholars.

What technology do I need to use?

We will be using Canvas and RedCap. As all learning sessions will be online, you will need to have access to Zoom. If you need assistance setting up your accounts, please feel free to contact your Center point of contact for assistance.

What is the cost?

There is no tuition for the AHEC Scholars program, although there may be some costs not covered associated with participating in C/E activities such as activities, materials, and transportation.