## **Academic Health Department Action Plan (MEZCOPH & PCHD)**

## **Goals and Objectives**

## July 1, 2019 – June 30, 2020

### **Goal #1:**

## Develop the Academic Health Department (AHD) Model by establishing the AHD structure, AHD goals, and year one activities and promote the AHD Model to Pima County Health Department employees, Mel and Enid Zuckerman College of Public Health students, staff, and faculty, and community partners.

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| **OBJECTIVES** | **ACTION ITEMS** | **DUE DATE** | **STATUS** | **RESPONSIBLE PROGRAM OR DEPARTMENT** |
| **Goal 1****Objective 1**By July 31, 2019 MEZCOPH Department Chairs and PCHD leadership will meet at PCHD to review annual work plan.  | * By June 15, send Doodle Poll to PCHD leadership and MEZCOPH Department Chairs, Deans, and Center Directors to schedule a 90-minute working meeting to finalize AHD annual work plan. (July 1, 2019- June 30, 2020).
 | July 31, 2019 | Completed | Julia Flannery Emily Waldron  |
|  | * By July 1, develop format/agenda for working meeting.
 | July 22, 2019 | Completed | Julia Flannery Emily Waldron  |
|  | * By July 31, hold AHD work plan meeting.
 | July 24, 2019 | Completed | Julia Flannery Emily Waldron  |
|  | * By July 31, the finalized work plan will be shared with PCHD/ MEZCOPH staff.
 | August 16, 2019 | Completed | Julia Flannery Emily Waldron  |
| **Goal 1** **Objective 2**Plan AHD Launch event for August 16,2019.  | * By June 14, identify the key message(s) to be communicated at the AHD Launch, identify and confirm speakers, identify and confirm AHD Launch location, and identify invitees (PCHD & MEZCOPH staff, community partners, media, public officials -mayor, superintendent, ect.).
 | August 16, 2019 | In Progress | Julia Flannery Emily Waldron  |
|  | * By June 14, develop agenda and invitations for the AHD Launch.
 | July 17, 2019 | Completed | Julia Flannery Emily Waldron  |
|  | * By June 21, send via e-mail invitations to the AHD Launch.
 | June 28, 2019 | Completed | Julia Flannery Emily Waldron |
|  | * Send joint press release.
 | August 7, 2019 | Completed | Julia Flannery Emily Waldron  |
|  | * Finalize food, room set up, and technology.
 | August 9, 2019 | Completed | Julia Flannery Emily Waldron  |
| **Goal 1****Objective 3**Establish long-standing AHD Workgroup | * By October 1, invite interested PCHD and MEZCOPH employees to join workgroup (open invitation to all staff and faculty).
* By November 15, identify mutually- beneficial purpose and goals of the work group, including methods to monitor and evaluate AHD activities, workgroup structure, and AHD Workgroup meeting frequency.
 | November 15, 2019 | In Progress |  |
| **Goal 1****Objective 4**Develop and launch AHD Web Presence | * Begin discussion among AHD Workgroup on plan for developing content and design for AHD external website and intranet.
* Decide if the website will live on MEZCOPH’s Community Outreach Page.
* Discuss if the audience will be health departments and/or public health schools throughout the US.
* Determine website content: Case studies, infographics (mini-public health school), internship projects and results, link to Student Affairs and PCHD Internship Pages, AHD presentations, faculty, staff and DCC bios with photos, quarterly updates, media reports, and recent presentations.
* Determine Intranet Content: Directory, intern support, shared partnership folders, shared research projects.
* Determine IT professional support needed and how site should be maintained.
 | TBD | Not Started |  |
| **Goal 1****Objective 5** | * Plan and attend AHD Western Regional Summit.
 | December 2-3, 2019Las Vegas | In Progress | Julia Flannery Emily Waldron  |

**Goal #2**

## Enhance skills, expertise, and performance of current and future public health workers through the development of training opportunities for Pima County Health Department employees and Mel and Enid Zuckerman College of Public Health students, staff, and faculty.

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| **OBJECTIVES** | **ACTION ITEMS** | **DUE DATE** | **STATUS** | **RESPONSIBLE PROGRAM OR DEPARTMENT** |
| **Goal 2****Objective 1**By June 15, 2019 develop topics, speakers, and dates for mini-public health school held at PCHD through June 2020. | * Develop proposed speaker list.
 | August 31, 2019 | In Progress | Julia Flannery Emily Waldron  |
|  | * Recruit interns to develop infographics and learning objectives for all speakers.
 | TBD | In Progress | Emily Waldron |
|  | * Confirm mini-public health school dates.
 | August 31, 2019 | In Progress | Julia Flannery Emily Waldron  |
|  | * Develop advertising materials for each speaker.
 | August 15, 2019 | Not Started |  |
|  | * Develop a post evaluation tool to measure success of the event.
 | August 15, 2019  | Completed  |  |
| **Goal 2****Objective 2**By August 15, 2019 develop monthly “Orientations to MEZCOPH” for PCHD staff corresponding with college-wide seminars | * Confirm dates and topics for college-wide seminars (4 in the Fall, 4 in the Spring).
 | As dates become available  | First seminar date confirmed (September 11, 2019) and agenda for first orientation developed.  |  |
|  | * Develop agenda for the day, including a tour of MEZCOPH (identify a faculty member to lead the tour).
 | Ongoing | In Progress |  |
|  | * Develop a “speed dating” activity as a component of the “Orientation to MEZCOPH.”
 | August 20, 2019 | In Progress |  |
|  | * Invite PCHD and MEZCOPH staff with interest in seminar topic to the “Orientation to MEZCOPH.”
 | Ongoing | In Progress |  |
|  | * Develop a post evaluation tool to measure success of the event.
 | August 20, 2019 | Not Started |  |
| **Goal 2****Objective 3**Hold Fall 2020 Internship Poster Forum at PCHD with preceptors, faculty, and coordinators. | * Develop requirements for posters and share with Summer 2020 PCHD Interns
 | April 1, 2020 | Not Started |  |
|  | * Determine if judging will occur and if so, who will judge and the judging process.
 | June 15, 2020 |  |  |
|  | * Develop invitation (electronic RSVP) to be shared with MEZCOPH and PCHD over listservs. Send current PCHD Preceptors, Faculty Advisors, and Student Services team personalized e-mailed invitations.
 | June 30th, 2020 |  |  |
|  | * Hold Poster Forum
 | Fall 2020 |  |  |
| **Goal 2****Objective 4**Develop a training video for PCHD on the MEZCOPH internship overview & process.  | * By October 1st, 2019 develop a survey for PCHD preceptors to determine which information to include in the training video.
* By October 15th, 2019 develop plan to complete video content by December 2019. (Western Regional Training Center?)
 | December 2019  | Not Started |  |
| **Goal 2****Objective 5** Continue to offer students space to attend PCHD orientation.  | * PCHD will communicate upcoming orientation dates and faculty, MEZCOPH’s Office of Community Engagement and Office of Student Services and Alumni Affairs will advertise the opportunity and select students to attend the orientation.
 | Ongoing | In Progress |  |
| **Goal 2 Objective 6**Develop a PCHD orientation for MEZCOPH faculty and staff | * In Spring 2020, hold event at PCHD where MEZCOPH faculty and staff will have the opportunity to tour PCHD and meet department managers.
 | Spring 2020 | Not started |  |

**Goal #3**

Engage in practice-based research though sharing resources and expertise between Pima County Health Department and Mel and Enid Zuckerman College of Public Health.

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| **OBJECTIVES** | **ACTION ITEMS** | **DUE DATE** | **STATUS** | **RESPONSIBLE PROGRAM OR DEPARTMENT** |
| **Goal 3****Objective 1**By May 15, 2020, begin plans to launch a semester-long Fall 2020 Fellowship Program between 2 PCHD staff and 2 MEZCOPH faculty.  | * Look to AHDs throughout the US to determine best practices for the Fellowship Program to best meet the needs of staff/faculty.
 | May 2020 | Not Started |  |
| **Goal 3** **Objective 2**Secure designated campus colleague status for requested PCHD staff (library access). | * PCHD staff send Resume/ CV to Cecilia Rosales crosales@email.arizona.edu for DCC status
 | August 31, 2019 | In Progress | Julia Flannery Emily Waldron  |
|  | * Develop a survey to send to PCHD staff 6 months after established DCC status to determine if:

**1.** DCC status is meeting PCHD needs **2.** To determine if adjustments needed for types of access. | February 28th, 2020 | In Progress | Julia Flannery Emily Waldron  |
|  | * Determine how to use data sets collaboratively for research and practice
 | Ongoing | In Progress |  |
| **Goal 3** **Objective 3** By June 30, 2020 develop plan that will allow scholarship opportunities for PCHD employees interested in advancing education at MEZCOPH. | * Determine if this initiative will require a separate workgroup. If so, identify leadership to oversee this initiative.
 | TBD | Not Started  |  |
| **Goal 3 Objective 4**By September 1, 2019 plan and advertise informal opportunities open to all PCHD and MEZCOPH representatives interested in research and practice collaboration. | * Establish dates and meeting rooms for first “Continuing the Conversation” informal gathering.
* Meeting locations will switch off between PCHD and MEZCOPH.
* Develop advertising materials.
 | Ongoing | In Progress |  |

**Year Two Projects**

* Host the Academic Health Department Summit in Tucson
* Develop a fellowship program between both agencies as noted in action plan
* Poster forum to be planned for Spring 2020 as noted in the action plan
* Joint presentations at a national conference
* MEZCOPH and PCHD co-teach and undergraduate and/or graduate public health class
* Speakers Bureau in the Community
	+ PCHD and MEZCOH deliver joint presentations in the community more frequently
	+ Potential topics : Opioid Addiction, Public Health, Rural Health, climate change