

Disparities Leadership Program

Empowering Leaders. Getting to Solutions.

Thank you for your interest in applying to participate in the 2019-2020 Class of the Disparities Leadership Program (DLP). To learn more about the Disparities Solutions Center and the DLP, please visit our website at www.mghdisparitiessolutions.org.

APPLICATION INSTRUCTIONS :

- The preferred deadline for the **Intent to Apply Form** is **November 9th, 2018**. Submission of this form is optional, but strongly encouraged. Please submit your Intent to Apply Form as a Word (.doc) file.
- Please be sure to complete all 5 sections of the **Full Application Form** as listed below. Please submit your completed full application as a Word (.doc) file.
- The only pages of the application that may be sent in as a fax or PDF file are the Senior Leadership and Team Members Signature Pages (Parts C & D).
- Please send your completed application to:

Aswita Tan-McGrory, MBA, MSPH
Deputy Director, The Disparities Solutions Center
Massachusetts General Hospital
100 Cambridge Street, Suite 1600
Boston, MA 02114
Email: atanmcgrory@partners.org
Phone: (617) 643-2916
Fax: (617) 726-4120

APPLICATION CHECKLIST

COMPLETE:

- | | |
|---|-------|
| <input type="checkbox"/> Intent to Apply Form (Due November 9th, 2018) | _____ |
| <input type="checkbox"/> Full Application Form (Due February 8th, 2019): | |
| - Cover Sheet | _____ |
| - Part A: Summary Information | _____ |
| - Part B: Essay questions | _____ |
| - Part C: Senior Leadership Signature Page | _____ |
| - Part D: Team Members Signature Page | _____ |

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Intent to Apply Form

Please submit only one form per organization as a Word file (.doc).

Name(s):

Title(s):

Organization:

Address:

Email:

Phone:

1. What type of organization are you currently employed in?

- Hospital
- Health Plan
- Physician Organization
- Community Health Center
- Other: _____

2. Please provide your preliminary thoughts on the strategic plan/project you would plan to advance as part of the Disparities Leadership Program (please limit to a few sentences):

3. How did you hear about the Disparities Leadership Program?

- DSC Monthly E-Newsletter
- Social Media
- Presentation by DSC faculty member
- Referral from DLP alumni
- Word of mouth
- Other: _____

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Full Application Form

Cover Sheet

Please submit only one application per organization as a Word file (.doc).

Name of organization

Name of project

What type of organization are you currently employed in?

- Hospital
- Health Plan
- Physician Organization
- Community Health Center
- Other: _____

How did you hear about the Disparities Leadership Program?

- DSC Monthly E-Newsletter
- Social Media
- Presentation by DSC faculty member
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- Other: _____

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Full Application Form

PART A – Summary Information

Please submit only one application per organization as a Word file (.doc).

1. *Name of first team member (primary contact):*

<i>Name:</i>	
<i>Title:</i>	
<i>Organization:</i>	
<i>Address:</i>	
<i>Billing Address (if different from address above):</i>	
<i>Phone:</i>	
<i>Email:</i>	
<i>Fax:</i>	

2. *Name of second team member:*

<i>Name:</i>	
<i>Title:</i>	
<i>Organization:</i>	
<i>Address:</i>	

<i>Billing Address (if different from address above):</i>	
<i>Phone:</i>	
<i>Email:</i>	
<i>Fax:</i>	

3. *Name of 3rd team member (if applicable):*

<i>Name:</i>	
<i>Title:</i>	
<i>Organization:</i>	
<i>Address:</i>	
<i>Billing Address (if different from address above):</i>	
<i>Phone:</i>	
<i>Email:</i>	
<i>Fax:</i>	

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PART B – Essay Questions

Please submit only one application per organization as a Word file (.doc).

The answers to the following questions will be reviewed to help select candidates for the DLP. These questions apply to those organizations/institutions interested in developing a strategic plan over the course of the year, or a specific disparities project.

1. Please include a brief description of your organization (limit 500 words). Please be sure to include the following:
 - A. Type of organization (e.g. Medicaid health plan, public or private hospital, FQHC community health center, federal or local government agency)
 - B. Demographics of the population that your organization serves
 - C. Type of services your organization provides
 - D. Geographic location of services provided
 - E. Mission of the organization as relevant to the DLP

2. Please describe the focus (limit 500 words) of the strategic plan or project you will take on through the DLP. You may choose to address broad systemic issues (e.g. developing a strategic plan to improve quality and address disparities, collecting race/ethnicity data, or stratifying measures by race/ethnicity/language) or a particular disparity you have identified (e.g. population management in diabetes, preventable readmissions, ACS, colorectal cancer screening).

3. Please describe (limit 500 words) how you plan to develop or implement your plan/project, including specific goals and activities you hope to achieve. We encourage you to focus your goals and activities on what can realistically be achieved in one year – we recommend no more than 2-3 milestones.

4. What resources (institutional infrastructure, human resources, time and/or financial) are available for this effort (limit 250 words)?

5. Please describe (limit 250 words) your organization's commitment to this effort. What level of leadership is involved? How will the effort be promoted within the organization? What will be done to help the project succeed?

6. Who would attend the DLP? Please provide an electronic photo and brief biography for each team member which includes a description of their current position within the organization and role in disparities efforts.

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Full Application Form

PART C – Senior Leadership Signature Page

Please submit this form as either a Word (.doc) or PDF file.

Only one completed senior leadership signature page per organization is required.

Important – the following must be signed by senior leadership or a board member of your organization.

I have reviewed this application for the **Disparities Leadership Program** and authorize release time for the applicant(s) and financial support for tuition of \$9,500 per person and travel expenses.

Signature of Sr. Leader/Board Member

Title

Print Name

Date

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Full Application Form

PART D – Team Members Signature Page

Please submit this form as either a Word (.doc) or PDF file.

Only one completed team members signature page per organization is required.

Important – the following must be signed by each member of the team.

- 1. I have reviewed this application for the DSC Disparities Leadership Program and am committed to attending all activities and dates of the DLP. In addition, I have reviewed and understand the tuition fee of \$9,500 per person and cancellation policy of the DLP.*

Signature of team member #1

Title

Print name

Date

Signature of team member #2

Title

Print Name

Date

Signature of team member #3

Title

Print Name

Date