<u>Community Track Essential Program Elements</u> Based upon the Community Health Scholar Program, Essential Program Elements, Adopted June, 2001

The following is based on the Training Site Review Report prepared by a subcommittee of the CHSP National Advisory Committee (NAC) and adopted by consensus by the NAC at its meeting on June 8, 2001. The conclusions of this report apply to the KHSP-CT Training Sites. Please note: This document does not address the necessary program elements to assure the achievement of policy goals and competencies of KHSP-CT. The development of these essential elements will be developed at future networking meetings of the program track.

The report defines three types of resources and program elements which should be present at each Training Site to assure the achievement of Program goals and competencies by its Scholars: (1) Institutional Resources; (2) Program Elements; and (3) Scholar-Specific Resources. These are listed below. Two terms used in the description of these elements are defined at the outset:

A. Definitions

1. Community-Based Participatory Research(CBPR)

The NAC has adopted the following definition of "Community-Based Participatory Research" based upon the definition in the article, "Review of Community-Based Research: Assessing Partnership Approaches to Improve Public Health", by B. Israel, A. Schulz, E. Parker and A. Becker (*Annual Rev. Public Health 1998*. 173-202):

"*Community-Based Participatory Research (CBPR) in health is a collaborative approach to research that equitably involves all partners in the research process and recognizes the unique strengths that each brings. CBPR begins with a research topic of importance to the community and has the aim of combining knowledge with action and achieving social change to improve health outcomes and eliminate health disparities.*"

The cited article identifies and elaborates on the following principles of Community-Based Participatory Research:

a. Recognizes Community as a unit of identity
b. Builds on strengths and resources within the community
c. Facilitates collaborative partnerships in all phases of the research
d. Integrates knowledge and action for mutual benefit of all partners
e. Promotes a co-learning and empowering process that attends to social inequalities
f. Involves a cyclical and iterative process
g. Addresses health from both positive and ecological perspectives
h. Disseminates findings and knowledge gained to all partners

2. Mentor/Advisor

Program mentor/advisors should share a set of general competencies and functions as well as competencies and functions related to their specific roles either as academic or community mentors. Where no single mentor/advisor possesses all the competencies or can carry out all of the functions listed below, a team of mentors/advisors should be designated.

a) General Competencies and functions

1. Taking a personal interest in the Scholar's achievement of Program goals and competencies, career and professional development.
2. An understanding of the goals and competencies which are to be achieved by all Program Scholars.
3. An understanding of community-based participatory research, and experience in carrying it out.
4. Serving as a role model of academic or community success.
5. Advocacy on behalf of the Scholar's pursuit of Program goals and competencies.

b. Competencies and functions related to *the Academic Mentor/Advisor:*
1. Expertise in the subject matter of the Scholar's research
2. Advising on academic professional and career development
3. Serving as a role model of success at combining community competency, community-based participatory research and successful academic career development
4. Advising the Scholar about the culture of the academic institution
5. Advising the Scholar on writing for publication and presentation
6. Advising the Scholar on techniques of service learning

c. Competencies and functions related to *the Community Mentor/Advisor*:
1. Expertise in community leadership.
2. Expertise in the community's perspective on and prioritization of health issues and other challenges to community well-being
3. Advising the Scholar on the community assets related to addressing health issues of interest to the Scholar
4. Advising the Scholar on the community's insights into the health issues of interest to the Scholar
5. Advising the Scholar on the culture of the community organization and the population it serves

B. **Institutional Resources**
1. Program leadership with an understanding of the Program, expertise in the Program goals and competencies, and a commitment to the successful accomplishment of each Scholar's fellowship.
2. Faculty satisfying the above description of mentor/advisor

3. Community-based organizations that partner with the institution, engage in community-based participatory research, and are available as sites where Scholars can carry out CBPR.
4. Community-based organization leadership satisfying the above description of mentor/advisor
5. Community-based participatory research projects available for participation by Scholars

C. **Program Elements**
1. An application and interview process enabling applicants to identify potential matches with faculty, community-based organizations, mentors/advisors and projects
2. An orientation process enabling Scholars to become familiar with program expectations and available resources
3. Timely matching of Scholars with mentor/advisors and community-based organizations
4. Educational opportunities relevant to the KHSP-CT goals and competencies, available throughout the fellowship period
5. Program Leadership engaged at the start of the fellowship year to assure that each Scholar's program is defined and successfully begun, with periodic base-touching throughout the year(s) to assure that each Scholar is progressing satisfactorily
6. A debriefing process at the end of the fellowship term

D. Scholar-Specific Resources

At the beginning of her/his fellowship term, each Scholar should have access to the following resources, at no cost to the Scholar or to her/his research fund:

1. An office suitable for studying, writing and communications, with convenient access to academic resources including library resources, electronic databases, and faculty.
2. A computer suitable for communications and web access
3. A telephone, with basic charges paid by the institution
4. Prompt access to the Scholar's research fund