

Tri-County Healthcare Alliance

Scope of Work: Consultant for Healthcare Workforce Development Initiative

1. Background and Introduction:

The purpose of this scope of work is to outline the responsibilities and deliverables for a consultant engaged to facilitate a workforce development initiative for the TriCounty Healthcare Alliance. The initiative aims to determine the needs of the healthcare industry in terms of workforce development, identifying gaps, and providing recommendations for improvement. The consultant will work closely with key stakeholders to gather data, conduct analysis, and develop actionable strategies.

2. Objectives:

The consultant will be responsible for achieving the following objectives:

- a. Assess the current workforce needs of the healthcare industry in the tri-county area
- b. Identify key challenges, gaps, and opportunities for workforce development within the healthcare industry.
- c. Engage with relevant stakeholders, including healthcare professionals, educators, regulatory bodies, and industry associations, to gather insights and perspectives.
- d. Confirm that talent development, patient marketing/education, and care coordination are still priorities through surveys, focus groups, and local/regional meetings.
- e. Develop recommendations for enhancing workforce development efforts, including strategies to address identified gaps.
- f. Engage industry partners by understanding needs, demonstrating value, and regular communication, regional and county meetings, and quarterly reports on progress toward the priorities and objectives identified by the Healthcare Sector.
- g. Present findings and recommendations to stakeholders in a clear and concise manner.

3. Tasks and Deliverables:

a. Task 1: Project Initiation

- Conduct an initial kick-off meeting with the project sponsor and key stakeholders to understand project objectives, expectations, and timelines.
- Develop a detailed project plan, including a work breakdown structure and a timeline for project activities.

b. Task 2: Stakeholder Engagement and Data Collection

- Identify and engage relevant stakeholders, including healthcare professionals, educators, regulatory bodies, and industry associations.
- Conduct interviews, focus groups, surveys, or other data collection methods to gather insights on workforce development needs.
- Conduct two regional meetings (Guernsey) with representatives of all three counties, and three county meetings (Torrington, Wheatland, Lusk).

c. Task 3: Needs Assessment and Gap Analysis

- Analyze the collected data to identify the current state of workforce development in the healthcare industry.

- Identify key challenges, gaps, and opportunities for improvement.

d. Task 4: Strategy Development

- Develop a set of recommendations and strategies for enhancing workforce development efforts in the healthcare industry.

- Consider factors such as emerging technologies, changing demographics, and evolving healthcare practices.

- Prioritize recommendations based on feasibility, impact, and stakeholder input.

e. Task 5: Presentation and Report

- Prepare a comprehensive report summarizing the findings, analysis, and recommendations.

- Develop a visually appealing and concise presentation to communicate the results to stakeholders.

- Present the findings and recommendations to key stakeholders in a collaborative workshop or meeting.

4. Timeline:

The estimated timeline for completing the above tasks and deliverables is as follows:

- Project Initiation: Week 1

- Stakeholder Engagement and Data Collection: Weeks 2-4

- Needs Assessment and Gap Analysis: Weeks 5-6

- Strategy Development: Weeks 7-8

- Presentation and Report: Weeks 9-10

5. Reporting and Communication:

The consultant will provide regular progress updates to the project sponsor and key stakeholders. Communication channels may include email, phone calls, virtual meetings, or in-person meetings, depending on the project's nature and requirements.

6. Budget:

The budget should include \$15,000 for consultant fees, \$750 for travel expenses (mileage reimbursement for consultant), and \$500 for supplies associated with the project. The consultant fee will be funded through the Next Gen Support Grant. As the fiscal sponsor, Goshen Economic Development will provide travel and supplies as an in-kind match.

7. Evaluation and Acceptance:

The consultant's deliverables will be evaluated based on the quality, comprehensiveness, and alignment with the project objectives. Upon satisfactory completion and acceptance of the deliverables, the consultant engagement will conclude.