

Exhibit B

Florida Keys Area Health Education Center Model State AHEC Scope of Services Fiscal Year 2007-2008

A. OVERVIEW OF THE SCOPE OF SERVICES TO BE PROVIDED

The University of Miami AHEC Program (UM AHEC) will contract with the Florida Keys Area Health Education Center (FK AHEC) to provide AHEC services in Monroe County. FK AHEC will maintain its status as a separate, non-profit corporation governed by a Board of Directors representative of the service area for purposes of linking health professional training programs with medically underserved populations and communities in the Florida Keys for their mutual benefit. FK AHEC will employ strategies to encourage medical students, residents and other health professions students to pursue training in primary health care in medically underserved areas and to practice in those areas following the completion of their formal training program. FK AHEC activities will concentrate on the following:

- Community Health Service Delivery that includes training/service experiences for health professions students in community settings that link education to the delivery of health care to the medically needy and other special populations.
- Community Health Promotion that provides health education, information and programming that is culturally and linguistically appropriate to improve personal health and the health of the community at large. Includes promoting careers in health (particularly minority and disadvantaged students), the selection of primary care as a specialty, and practice in medically underserved areas and/or with medically needy populations.
- Professional Continuing Education programs for health care practitioners in the service area that meet licensure requirements, enhance clinical skills, increase knowledge of emerging chronic and infectious diseases and/or wellness services delivered to patients.
- Information and Support Services that center on community training site development, recruitment assistance, research, information technologies and information dissemination to health care providers, health care organizations and other partner agencies in medically underserved areas.
- Florida AHEC Network Activities that address state public health priorities and that are approved through the existing committee structure of the Florida AHEC Network (Community Health Services, Community Health Promotion, Professional Education, Data and Information and Support Services Committees).

Model State AHEC funding will enhance and augment the following core FKAHEC activities.

B. Community Health Services

Clinical training experiences in the community will focus predominantly on the primary health care needs of the medically underserved and allow student health professionals to gain experience in delivering patient care services to medically needy populations. Contractual arrangements with health professions training programs and/or community training sites provide the foundation for the clinical training experiences. Health professions students will also deliver

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services in the community through special projects such as health screening events, educational programs, career presentations and/or health fairs.

Service/learning projects will involve the delivery of direct patient care services and education provided by AHEC-sponsored faculty in conjunction with health professions student training. These AHEC service/learning programs accomplish educational objectives for health profession students while delivering health care services to underserved populations and communities.

1. **Clinical training experiences in the Community** a. **General clinical training of future health professionals**

FK AHEC will facilitate the following clinical training for health professions students in Monroe County during the contract period. Training will emphasize, but not be exclusive to, the primary care needs of the homeless, migrant farm workers, immigrants/refugees and other medically needy populations. Training will take place in county health departments, community health centers, rural hospitals, mental health facilities, private physician offices, and school health centers, among others.

(1) Medical Students & Residents:

University of Miami:

- Family Medicine Clerkship: Approximately 25 third year medical students will spend 40 hours each week for 4 weeks throughout the academic year training at AHEC-affiliated sites in Monroe County. Students will be assigned by the UM Department of Family Medicine.
- Family Medicine 4th Year Elective: When requested, facilitate clinical training experiences for these students at AHEC affiliated sites in the Florida Keys.

Other Medical Schools:

- Assist students committed to serving the medically needy, who attend medical schools other than UM, with logistics and scheduling at AHEC-affiliated sites in Monroe County based upon site and housing availability.

Medical Resident Programs: The FK AHEC will work with interested Medical Universities to further develop and establish rural residency rotations.

(2) Nursing

Florida Keys Community College - First and second year nursing students will spend time training at AHEC/FKCC affiliated training sites throughout Monroe County based on curriculum mandates and hours required. FK AHEC will continue to provide technical support the FKCC Nursing program.

Other Nursing programs will be assigned training opportunities as requested based on site and housing availability and with submission of proper supporting documentation required by the FK AHEC.

(3) Allied Health Programs

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Interested programs, such as Physician Assistant training programs, will be assisted with professional training opportunities as requested based on site and housing availability and with submission of proper supporting documentation required by the FK AHEC.

(4) Interdisciplinary

FKAHEC will work with health professions students during the school year and summer break to provide community health services and programs.

b. Community health screening services provided by health professions students and faculty.

FK AHEC will coordinate, co-sponsor or facilitate the participation of health professions students and faculty in the following health fairs and screenings in Monroe County.

- The annual UM Medical Student Florida Keys Health Fairs in January, 2008 – Projected 100 students, 25 faculty, 500 participants. FK AHEC will work with UM AHEC program office and its affiliated DOCS office to expand the health fair into the Upper Keys in November 2007.
- A Women's Health Fair for the community during the year in conjunction with the Lower Keys Medical Center in Key West.
- Other community medical services and wellness screenings.

2. Extension of academic resources through service/learning projects

FK AHEC will provide administrative/program support and technical assistance to facilitate the provision of direct patient services by AHEC-sponsored faculty in conjunction with health professions student service learning experiences in the following AHEC affiliated community training sites:

- Community Health of South Florida, Inc (CHI). Health professions students will rotate in the county's first federally qualified health center. The Center will offer a full complement of services to the medically underserved that include primary care, oral health care, pre natal care and pharmacy assistance.
- Rural Health Network- Will re-establish Health professions student rotations at the RHN Clinic and Medi-Van.
- Monroe County HIV/AIDS Early Intervention Clinic, Medical Clinics and Health Care Center. -- Health professions students will receive training at MCHD Clinics that will include chronic disease management, HIV/AIDS treatments, STD's and women's health. The number of students and training hours will be based on availability of clinical supervision.
- Hospice/VNA, and Hospice of SE Florida (Florida Keys) -- Third and fourth year medical and PA students will be assigned to this site to receive training in home health care and end of life care.
- Womankind, Inc., (Women's Health Clinic in Key West) -Third and fourth year medical students and/or Physician Assistant students will be rotating at this site for one-day training experiences. (Note: WomanKind only provides training to female students due to the nature of the practice).
- Good Health Clinic (Upper Keys): Health Professions students will be scheduled with supervising physicians based on the Clinic's schedule and availability of preceptors. All Upper Keys medical student and FKCC nursing students will receive scheduling notices at the time of orientation.

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- Monroe County School District: With supplemental support, an oral health care and dental sealants program will be developed, planned and piloted throughout Monroe County delivering oral health care services to a target population of 1,100 students in the 2nd and 6th grades. Residents from the NSU or the UF Miami Children's Hospital dental program, under supervision, will provide exams, cleanings, referral and as appropriate x-rays and sealants to qualified students. The FKAHEC will provide all health education and health promotions components. Funding identified in this contract will be utilized to develop, plan, pilot and cover initial start up costs for the program as identified in the dental sealants proposal. Additional support will be sought to fully implement the program for the sealant program, follow up services, program administration and interventional care. It is anticipated funding will be available by March 2008 with approval of a Health Foundation of South Florida Grant.
- Other Sites in the Florida Keys: Other community sites where students will participate in service learning include the three local hospitals, the Primary Care Clinic at the Lower Keys Medical Center, the three convalescent centers in the Florida Keys, school health clinics, the 4 local mental health facilities, the VA Clinic, Key West Diagnostics, local specialists and the Keys Cancer Center.

C. Community Health Promotion

Community Health Promotion programs and activities involve AHEC staff and AHEC-sponsored health professionals, students, or lay health workers in providing information and education to improve personal health or the health of the community. Programs also include didactic education provided to health professions students, as well as, student enrichment and recruitment programs designed to influence pre-college age minority and/or disadvantaged students to pursue a health career.

1. **Community health education programming delivered to targeted populations by AHEC staff.**
 - With supplemental support, provide health education programs on personal hygiene, obesity, physical fitness, first aid, nutrition, oral health, bone and heart health to elementary, middle and high school students in Monroe County
 - With supplemental support, conduct patient/community education programs through the "Know Your Numbers" Community Wellness Campaign as requested by agencies, individuals and clinics serving the medically needy.
 - Conduct and/or facilitate countywide educational seminars and health screenings for the community in conjunction with community partners.
 - With supplemental support, conduct hospital, school and community health education and screening events that will include osteoporosis and CVD screenings.
2. **Community health programming delivered by AHEC-sponsored health professionals, students and lay health workers.**
 - Work with the Florida AHEC Network to maintain lay community health workers to provide health promotion activities in the Florida Keys.
 - Participate in and facilitate community education on emergency preparedness and/or other disaster related topics with the support of the Monroe County Health Department.
 - Participate on a Monroe County School Board School Health/Wellness Committee to provide for School Health wellness and screening programs for staff, students and parents using Medical, PA and Nursing students. Programs

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may include topics on Osteoporosis, Nutrition/Obesity, Cardiovascular Disease, First Aid, Cancer Prevention, Cultural Diversity and other programs specific to the school health nursing program.

- CHAMP program (Children's Health Assessment and Medical Program) - With supplemental support from local sources, conduct medical exams for at risk children, provide specialty care and offer follow-up services.

3. Didactic education provided to health profession students.

Provide didactic and experiential education for student health professionals as needed and/or requested by educational institutions or student health professional associations on topics related to primary care in medically underserved areas.

4. Programming to influence pre-college age minority and/or disadvantaged youth to embrace the concepts of community health, diversity, individual health promotion and the potential for pursuing a health career.

- Provide technical assistance to the Challenge Day program at the three high schools in Monroe County.
- Promote the Florida AHEC Network *Health Careers Guide* that details health career and training opportunities throughout the State of Florida and promote the web based version to middle and high school programs in the service area.
- Work with the UM AHEC program office to continue the comprehensive recruitment "pipeline" project that may include activities, such as the following, within the service area:
 - At the elementary and middle school levels, build on the school health curricula currently offered (Bone Zone, Fit for Life, etc.) to routinely include information on becoming a doctor or nurse. Continue to promote the importance of science into the health promotion presentations.
 - At the high schools (A particular focus will be the existing Health Occupations classes within the school district), assist with coordinating health related field trips throughout the school year; arranging for guest scientists/physicians to conduct highly interactive classroom sessions; arranging volunteer opportunities for interested students (such as community volunteers or service hours at health fairs sponsored by FK AHEC) as feasible and appropriate.
 - Work through the UM AHEC Program Office and the Florida AHEC Network on a formal tracking mechanism for students pursuing a medical career.
 - As part of this long-term recruitment project, work cooperatively with the UM AHEC Program Office to provide specific activities for "pipeline" students, as feasible and available, after college matriculation. Also work with other under-represented minority and/or disadvantaged undergraduate pre-professional students in local educational institutions. These activities may include, as offered by the UM AHEC Program Office:
 - Providing information from UMMSM on: preparing for the MCAT & professional school admissions process; the National Health Service Corps; financial aid resources available for professional schools, etc.

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- Publicizing academic enrichment workshops sponsored by UMMSM AHEC, such as the MCAT Training workshop for disadvantaged students.

As part of this recruitment pipeline project, FK AHEC will participate in activities at the **professional school** and at the medical **residency** level that may include:

- Informing the UM AHEC program office about pipeline students from Monroe County who are applying to UMMSM;
 - Providing guidance and recommendations for AHEC rotations at community sites in the Florida Keys;
 - Promoting the National Health Service Corps;
 - Promoting summer programs, as available, for students sponsored by UMMSM AHEC and the Florida AHEC Network;
 - Encouraging participation in DOCS by Monroe County pipeline students who are admitted to UMMSM;
 - Soliciting primary care practitioners, particularly UM medical school alumni, in the service area to serve as mentors (high school through medical school);
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- Support the existing Health Occupations program within Monroe County.
 - Partner with the FKCC Nursing Program and other agencies to conduct a Nursing/Health Careers Camp to expose and interest high school students in a potential career in health care.
 - Participate in local career fairs both in the community and at local middle and high schools.

D. Professional Continuing Education

Professional Continuing Education programs and activities will provide educational opportunities in a variety of formats and sites for practicing health professionals, especially those in underserved communities. Programming will include distance learning programs and computer-based or home study programs that are completed by individuals as a self-study. The topics of the programs will be based on locally identified needs as well as on state health priorities.

1. AHEC-sponsored local programs for health professionals.

FK AHEC will conduct and/or co-sponsor educational programs for community agencies and health professionals serving the medically needy (e.g. county health department) Projected: 30 in-services and/or CE programs for over 1000 participants on topics that may include:

- Licensure Series-HIV/AIDS, Medical Errors and Domestic Violence
- Nutrition/Obesity/Physical Activity
- Mental Health/Substance Abuse
- Diabetes Treatment and Self Management
- Cancer Prevention
- Emergency Preparedness
- Cardiovascular Disease
- School Health Topics
- Emerging Chronic and Infectious Diseases

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- Cultural Competent Health Care-Medical Spanish
- Others as requested

2. AHEC-sponsored regional or statewide programs for health professionals.

FK AHEC will collaborate with the Florida AHEC Network to develop, conduct and/or co-sponsor educational programs, regional conferences and selected pilot projects as requested by the Florida Department of Health. Additional topics will be provided for by needs assessment and/or community request.

3. AHEC-sponsored distance learning programs for health professionals.

FK AHEC will collaborate with the Florida AHEC Network to develop, conduct and/or co-sponsor statewide Web enhanced audio teleconferences, online CE/CM programs and live satellite teleconferences addressing Department of Health priorities and emerging chronic and infectious diseases.

FK AHEC will distribute and reproduce distance learning materials for the Monroe County Department of Health and other health professionals who cannot attend the regularly scheduled events.

4. AHEC-sponsored computer-based or home study for the individual programs for health professionals.

FK AHEC will promote the resources developed and produced on the Florida AHEC web-site for use by health professionals in the service area.

FK AHEC will collaborate with the Florida AHEC Network to develop and promote special computer-based or home study education for health professionals as requested.

E. Information and Support Services

Information and Support Services will include the provision of informational resources and a variety of technical assistance services that directly benefit partner organizations.

1. Technical assistance provided to recruit health professionals to underserved communities.

- Collect and distribute resumes of health professionals and para health professionals to interested employers, and provide partner agencies with resumes of interested health professionals as available.
- Promote the use of the Florida Keys AHEC web site. Introduce students and practicing providers to the web site, and assist them with utilizing the site and accessing information.
- Participate in career fairs, career related organizations and meetings addressing workforce development issues in the Florida Keys.
- Promote job opportunities that are available at the Monroe County Health Department as well as other health care and social service agencies.
- Promote nursing positions that are available for new graduates with the Florida Keys Community College Nursing Program.
- Assist the National Health Service Corps with local recruitment efforts when feasible.

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2. Technical assistance provided for building community linkages and community-based education opportunities.

FK AHEC will participate in and assist community organizations/agencies, such as the following, as needed to address local health care concerns and/or develop community training opportunities:

- AIDS Consortium & AIDS Help Monroe County
- Business and Professional Women's Club
- Cancer Foundation
- CHI Advisory Board
- Community Foundation (Monroe County)
- Disaster Recovery and Preparedness (Monroe County)
- Good Health Clinic
- Health Council of South Florida Advisory Board
- Healthy Start Coalition
- Interagency
- Rotary
- School Health Committee and School Readiness (Monroe County)
- Southernmost Homeless Assistance League (Monroe)
- Zonta

3. Other types of technical assistance provided to health care organizations.

- Provide technical assistance to health care organizations, such as, Womankind Clinic, Mariners Hospital, Fishermen's Hospital, Lower Keys Medical Center, Guidance Clinic of Middle and Upper Keys, Care Center for Mental Health , Hospice/VNA, Good Health Clinic, Monroe County Health Department and other partners as needed and/or requested.
- Through a contractual agreement, work with the MCHD in the development of PHP training initiatives, coordinate with the Medical Reserve Corp, and HIV/AIDS programs that support potential natural and man-made disasters and other wellness and educational activities.

4. Information services delivered to health professionals in underserved communities.

- Distribute and promote multi-lingual health promotion materials as well as patient health education programs that are aimed at the needs of minority and immigrant populations, as appropriate to the AHEC mission and as requested and/or identified by community partners or the Statewide Florida AHEC Network.
- Assist community providers and students who participate in AHEC programs in Monroe County with links to research databases (Calder Library) for professional development and patient education.
- Provide culturally appropriate enduring materials and other information on risk-reduction for minority populations as needed, requested and/or available.
- Distribute and provide training to community primary care practitioners using enduring materials produced by the Statewide Florida AHEC Network or in conjunction with other outside partners.

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F. Reporting Requirements

As part of the work to be performed, FK AHEC shall submit reports and adhere to the dates specified below. The UM AHEC Program Office will furnish the appropriate data and report formats (attached) and provide technical assistance in the completion of these reports. The reports and deadline dates are as follows:

a. Quarterly Narrative and Data Reports

A. REPORT	NARRATIVE DUE DATE	DATA DUE DATE
First Quarterly Report and Data	October 15, 2007	October 15, 2007
Second Quarterly Report and Data	January 15, 2008	January 15, 2008
Third Quarterly Report and Data	April 15, 2008	April 15, 2008
Scope of Work, Budget and Budget Justification	April 30, 2008	
Fourth Quarterly Report and Data	June 10, 2008	July 10, 2008

b. Minority Vendors Report: FK AHEC will list any minority vendors it does business with on behalf of this contract and submit to MIAMI at the same time the Quarterly Report and Data Reports are submitted.

G. Submission of Invoices

FK AHEC will submit invoices to Miami, one month at a time, by the **10th** day of the following month. Said invoices representing actual expenses paid, and certified by an appropriate institutional official, must be submitted in triplicate to:

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