

# Association Support Form

*This form must accompany the Participant Application Form and the optional Employer Support Form.*

Applicant's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Association Name \_\_\_\_\_

Association Contact Person \_\_\_\_\_ Department \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

As a member of the association named above, if I am chosen to participate in the Coalition for Allied Health Leadership conferences I agree to share my enhanced leadership abilities with the association.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Statement of Support from Association

As an authorized agent or representative of the association supporting the applicant named above, I understand that this association will be responsible for funding two week-long conferences as required for his or her participation in the Coalition for Allied Health Leadership conferences, April 14-17 and Sept. 14-17, 2004.

I further understand that the applicant, if chosen as a participant, may require a reasonable amount of funding from his or her employer or association to reimburse costs for communicating with Coalition for Allied Health Leadership mentors, advisors and other participants. Each participant will be expected to complete a group project within the required time limit.

I attest that \_\_\_\_\_ (applicant's name) will be fully funded for travel, housing, meal and registration fees for two one-week periods for the Coalition for Allied Health Leadership conferences; and I attest that my signature is authorized as an agent or representative of the association and represents full agreement by all parties involved in releasing the funds.

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## To Be Completed by the Association

This candidate should be selected because \_\_\_\_\_

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The association should fax this form with the Participant Application Form and the optional Employer Support Form to  
Kathleen Hansen, fax 612-273-5410 before **Jan. 30, 2004**,  
and also mail a hard copy of all forms no later than **Jan. 30, 2004**, to:  
Kathleen Hansen, CAHL Submissions Chairman  
2309 Beverly Road, St. Paul, MN 55104

*The Coalition for Allied Health Leadership is supported by a grant from the Bureau of Health Professions, U.S. Department of Health and Human Services, and is sponsored by the Association of Schools of Allied Health Professions, the Health Professions Network, the National Network of Health Career Programs in Two-Year Colleges and the National Society of Allied Health.*

# The Coalition *for* Allied Health Leadership

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## *An Invitation To Develop Future Leaders...*

Announcing an opportunity for your association  
to develop future leaders for the allied health community  
in practice, education and research.

**T**o succeed in today's health care environment, the allied health professions need to identify, develop and mentor new leaders. The Coalition for Allied Health Leadership is pleased to announce two leadership conferences in 2004 designed to train leaders in the areas of practice, education and research. The conferences are supported by a cooperative grant issued by the Bureau of Health Professions, U.S. Department of Health and Human Services.

Applications to participate in the leadership conferences will be accepted from individuals who are members of the associations that support the Association of Schools of Allied Health

Professions, the Health Professions Network, the National Network of Health Career Programs in Two-Year Colleges and the National Society of Allied Health.

Those selected to participate in the program will be required to attend two week-long conferences in Washington, D.C., with the first taking place from **April 14-17** and the second scheduled for **Sept. 14-17**. Participants also will be expected to complete a workgroup project between the conferences.

During the conferences, participants will define the qualities of leadership, learn problem-solving and decision-making skills and discuss the attributes necessary to lead in a time of

transition. Participants also will discuss regulatory and legislative issues facing the allied health professions and learn how to work with governmental agencies and elected representatives to advance allied health practice, education and research.

Inside, you'll find application forms and details describing how members of your association may apply for the program. Also enclosed is a sample press release your organization can use to announce the leadership program to your members.

For this program to succeed, your association's participation is vital. Don't miss this opportunity to develop leadership skills within the allied health community!

# Meeting Agendas

## WEEK ONE

### **Understanding Washington And How It Works**

April 14-17, 2004, Washington, D.C.

The goals of the first conference are to enable participants to:

- Understand the workings of Congress, federal agencies and lobbyists.
- Explore national issues affecting allied health practice and education.
- Collaborate with other allied health disciplines.
- Engage in interdisciplinary projects that will advance allied health.

#### Meeting Agenda

Basic Knowledge of the Federal Government  
The Executive Branch of Government  
The Legislative Branch of Government  
Communicating with Congress  
    How to Get the Message Across  
    Examples of Grassroots Networks  
    Use of Technology  
    Media Relations  
Discussion of Allied Health Issues  
    Regulatory and Legislative Issues  
    Licensure, Certification and Educational Issues  
    State Issues  
    National Commission on Allied Health Initiatives  
    Professional Issues  
Key Agency Views on Future Directions  
Presentations from Congressional Staffers  
    Health Issues Before Congress  
    What They Need To Know  
Role-playing for Capitol Hill Visits  
Meetings with Congressional Representatives/Staff  
Participants' Project Selection  
Meetings with Project Groups

## WEEK TWO

### **Leadership**

Sept. 14-17, 2004, Washington, D.C.

The goals of the second conference are to enable participants to:

- Define aspects of leadership.
- Identify personal leadership strengths and weaknesses.
- Develop mentoring skills.
- Explore how to lead in a time of change.
- Use leadership skills to promote a greater sense of community in practice, education and research.
- Forge new links in the allied health community.

#### Meeting Agenda

Team Problem Solving  
Teambuilding Activities on Leadership Issues  
Defining Attributes of Good Leaders  
Leadership in a Time of Change  
    Managed Care  
    Institutional Change  
    Political Change  
Leadership and Stress Management  
    Decision Making and Prioritizing  
    Resource Management  
    Personnel Conflicts  
    Dealing with Burnout and Stress  
Leading for Research Outcomes  
Project Presentations  
Where Do You Go from Here?

*During both conferences, mentors from associations and federal agencies will be assigned to facilitate the participants' successful completion of all aspects of the program.*

## Application Deadlines

The Participant Application Form and the Association Support Form must be received by **Jan. 30, 2004**. The Employer Support Form is optional. (In the sample press release, a Jan. 9 deadline is given for the participant application form. This allows time for your association to submit all the required forms by Jan. 30.)

## Association Costs

The supporting association will pay a \$140 registration fee per session for each participant who is accepted from that association. The supporting association also is responsible for each participant's transportation, food and housing costs. Food and housing will cost approximately \$1,300 per conference for each attendee. In addition, the supporting association or the participant's employer is responsible for other costs associated with the conference such as telephone calls, faxes and postage.

## Participant Selection

Fifteen individuals from the Health Professions Network's federation of allied health professional associations will be selected to team with ASAHP and NN2 participants. Selection criteria include:

- Professional practice (minimum of four years' experience required).
- Interdisciplinary experience.
- Professional association participation.
- Education.
- Community involvement.
- Communication skills.

Individuals selected for participation will be notified by March 5, 2004. Each participating association may submit multiple applications. However, to enhance the interdisciplinary nature of the conference, every effort will be made to ensure that the individuals selected to participate represent a diverse group of allied health professions.

### *Sample Press Release*

November 22, 2003

Washington, D.C.

For Immediate Release

The     (name of your association)     is accepting applications until Jan. 9, 2004, from members interested in participating in the Coalition for Allied Health Leadership, a program designed to develop leaders in the allied health professions.

The program is an opportunity for association members to acquire the skills and knowledge needed to lead the     (name of your association)     into the 21st century. Participants will learn decision-making and problem-solving skills, discuss leadership roles and responsibilities, and learn how to work with governmental agencies and elected representatives to advance allied health practice, education and research.

The Coalition for Allied Health Leadership is supported by a grant from the Bureau of Health Professions, U.S. Department of Health and Human Services, and sponsored by the Association of Schools of Allied Health Professions, the Health Professions Network, the National Network of Health Career Programs in Two-Year Colleges and the National Society of Allied Health.

Fifteen allied health professionals will team with educators from two- and four-year schools for the leadership program. Participants will be required to participate in two conferences in Washington, D.C., scheduled for April 14-17 and Sept. 14-17. They also will be required to complete workgroup projects, make group presentations and report back to their sponsoring associations.

All costs associated with the program will be paid by     (name of your association)    . Applicants must have a minimum of four years' experience in     (name of your profession)    .

For more information and an application form, contact     (name and address of your association)    .