

## Psychiatric Mental Health Nurse Practitioner (PMHNP) Fellowship Program

The PMHNP Fellowship is supported by the Commonwealth of Massachusetts with funds received from the U.S. Department of the Treasury from the Fiscal Recovery Fund, established under Section 602 of the SSA, as added by Section 9901 ARPA

### Frequently Asked Questions:

If you have questions related to applying as a student or graduate-level Fellow, please visit the [UMass Chan GSN Website](#)

### Request for Proposals and Proposal Material Questions

last updated: 9/5/23

All questions that are submitted by Community Health Centers (CHCs) related to the Request for Proposals (RFP) will be found in this section.

Any questions related to the RFP must be submitted by August 28, 2023, by 11:59 PM EST and answers to these questions will be posted by September 11, 2023.

### General PMHNP Fellowship Program Questions

last updated: 9/5/23

Questions related to the PMHNP program can be found in this section.

If you have questions that are not answered here, please email [pmhnpfellows@massleague.org](mailto:pmhnpfellows@massleague.org)

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## Request for Proposals and Application Material Questions

- 1) What is the application period?  
The Request for Proposals (RFP) will open 08/14/2023 and will close at 11:59 PM EST on 09/25/2023.
- 2) Can Community Health Centers receive help or feedback from the MLCHC regarding their proposals prior to submitting them?  
No. All questions related to the RFP may be submitted to [pmhnpfellows@massleague.org](mailto:pmhnpfellows@massleague.org), Questions can be submitted until 08/28/2023 at 11:59 PM EST and answers to questions related to the RFP and application will be answered by 09/11/2023.
- 3) What materials are required for submission?  
Health Centers are required to apply by completing the RFP which is a [fillable PDF](#) located on the MLCHC website. The application includes CHC applicant information, Fellowship slots requested, a narrative response detailing an overview of the CHC and rationale for request, model of care, CHCs experience with residency programs, how the Fellow's performance will be evaluated, specialty rotations, and sustainability plans. A work plan, staffing plan, budget template, budget narrative, and job description are also required for a submission to be complete. Please review the scoring rubric and criteria on pages 11-13 of the [RFP](#).
- 4) How will CHC proposals be scored?  
The scoring rubric and criteria can be found on pages 11-13 of the [RFP](#).
- 5) Will CHCs need to reapply after the first 12-month Fellowship placement?  
CHCs who enter into a contract in year one will have to renew their contract with MLCHC to continue in the program.
- 6) Can the CHC request additional Fellows after the program's first year?  
Yes. The CHC can request additional Fellows. Placements will depend on the number of applicants who are determined to be a good match for the CHC.

## PMHNP Program Questions

### Eligibility

- 7) Which CHCs are eligible to apply?  
All MA CHCs that meet the criteria as a [Federally Qualified Health Center \(FQHC\)](#) are eligible to apply for funding through this RFP. CHCs that serve diverse communities, rural communities, or are in a federally designated Health Professional Shortage Area (HPSA)<sup>1</sup> or a Mental Health Professional Shortage Area<sup>2</sup> are strongly encouraged to apply. At least one rural CHC will be funded during each program year.
- 8) Who is eligible to apply to be a fellow?  
**Student-level fellows** are registered nurses, who are licensed in Massachusetts and in good standing, and currently enrolled in a full-time or part-time PMHNP academic program. To participate, students must provide written approval from their school's program director or coordinator. Qualifying PMHNP programs may provide a master's in science (MS) with PMHNP specialization; a Doctor of Nursing (DNP) with PMHNP

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<sup>1</sup> [What Is Shortage Designation? | Bureau of Health Workforce \(hrsa.gov\)](#)

<sup>2</sup> Ibid., 1

specialization; or a post-graduate certificate (PGC) with PMHNP specialization for board-certified NPs in a specialty other than psychiatry and mental health (e.g., family nurse practitioners).

**Graduate-level fellows** are individuals who completed a PMHNP program within 18 months as of July 1, 2023, are registered nurses licensed in Massachusetts in good standing, currently board certified as a PMHNP, and hold an APRN license in Massachusetts OR who are eligible and will soon sit for board certification as a PMHNP and receive an APRN license in Massachusetts once they have passed the PMHNP national certification exam.

*\*While anyone who has completed a PMHNP program is eligible to apply, priority is given to those who have graduated from a PMHNP program within 18 months of 7/1/23 or are bilingual and/or reflect the population served.*

### Fellowship Structure

- 9) Are CHCs required to host both graduate and student Fellows? Is there a maximum number of Fellows each CHC can host?

No. There is no requirement that health centers host both student and graduate Fellows and there is no maximum placed on how many Fellows a health center may request. CHCs should clearly demonstrate their capacity to provide a **preceptor for all Fellows, clinical supervision of prescriptive practice to graduate level Fellows**, and infrastructure to support the number of Fellows requested. Requesting more than one Fellow placement does not guarantee that the health center will receive more than one Fellow. Fellowship placements are based on the CHCs ability to host multiple Fellows and the number of Fellows admitted to the program. The number of Fellows matched to a CHC may vary across health centers.

- 10) What are the preceptor and clinical supervision requirements for the CHCs?

In order to participate in this program, **CHCs must have the capacity to provide an on-site preceptor for all Fellows**. Preceptors must be licensed mental health providers (e.g., PMHNP, psychiatrist, psychologist, LICSW, LMHC, etc.). Requirements for preceptors of PMHNP students will be based on the school's academic requirements however most PMHNP programs require a student's preceptor to be a PMHNP or psychiatrist. Please review page 4, CHC Preceptor Description in the RFP for more information.

CHCs should have the capacity to provide **clinical supervision of prescriptive practice to graduate level Fellows**. Clinical remote supervision may be utilized for monitoring graduate Fellow's prescriptive practice when an on-site independently prescribing clinician is not available to serve as the clinical supervisor. Please review page 4 to 5, Clinical Supervisor Description in the RFP for more information.

- 11) What support will the MLCHC provide CHCs during the Fellowship?

The MLCHC will oversee the program and ensure smooth implementation across organizational partners and throughout all stages of the Fellowship.

- 12) Will CHCs be able to interview the fellowship candidates? If so, what does the interview and matching process look like?

Yes, after the MLCHC and UMass Chan GSN recommend a match. The CHC will have

the opportunity to interview Fellow(s) to ensure they are an appropriate fit. If a match is appropriate, the CHC will conduct the hiring and onboarding processes.

**The application process for Fellows is:**

Fellows will access the application through the [UMass Chan GSN website](#). The Fellows are chosen with an eye for longevity by submitting a personal statement expressing how seeking a Fellowship at a community health center relates to their professional goals, their career aspirations, and the patient populations they are interested in working with. Applicants will have an opportunity to identify an interest in a specific health center, a specific region, or an urban versus rural placement. Please review the Fellow selection priorities on page 7 of the RFP for more information.

**The matching process:**

Fellow applicants will include their demographics, academic experience, and licensure status in their initial application. Matches are made based on the alignment between the CHC's needs and the Fellow's expressed interests.

13) What are the patient panel expectations for the PMHNP Fellows?

CHCs must demonstrate their ability to ensure adequate patient panels for Fellows in terms of size, diversity, and clinical complexity. CHCs should also plan to increase graduate Fellow's caseloads over the 12-month Fellowship. CHCs are expected to follow their own protocol for determining patient panels for Fellows.

14) Is preference given to FNP Residency-funded CHCs?

CHC applicants will be selected for funding based on their demonstrated capacity to provide the Fellowship. This may include experience with implementing other post-graduate training programs. Having previous experience with hosting FNP Residency programs does not guarantee funding. Please review the scoring rubric provided in the Request for Proposals document.

Service Commitment

15) What is the service commitment for Fellows?

Graduate Fellows are required to complete a 12-month service obligation. Student Fellows are expected to complete a semester-long placement.

The aim of the PMHNP Fellowship is to create an environment where Fellows feel they are working as an integral part of the CHC's integrated care team and to encourage Fellows to become permanent hires after their service obligation is complete. Graduate Fellows will be full-time employees of the CHC therefore, it is expected that they will participate in the health center's standard orientation, onboarding process, and all CHC staff meetings.

Graduate Fellows will be supported by weekly didactics, wellness sessions, and mentorship opportunities with Fellows across all participating CHCs under the supervision and support of UMass Chan GSN.

Student Fellows should be included in CHC staff meetings and any relevant activities to increase satisfaction and retention. CHCs should contact the MLCHC if they are concerned about any aspects of the Fellowship.

16) Can the CHCs hire a Fellow once their service commitment is complete?

Yes, CHCs are encouraged to hire Fellows and may be eligible for additional funding and incentives to encourage Fellows to become permanent hires upon completion of their 12-

month Fellowship. Please review Table 3, Graduate Retention Incentives in the RFP for more information.

17) Can students continue their placement after their first semester is complete?

Yes, students may continue their placement with the CHC for additional semesters providing the student meets continued approval as needed. Students will be eligible for an additional stipend if they continue their placement at the CHC past one semester. Please review Table 2, PMHNP Student Support in the RFP for more information.

Award notifications

18) When will CHCs be notified if they receive the award?

Fall 2023

19) When does the fellowship begin?

The Fellowship will begin after the CHC executes their contract with the League and the Fellow completes all required onboarding materials with the CHC.