

**DRAFT 11/27/13**

**Vermont Health Care Innovation Project**

**HEALTH CARE WORKFORCE WORK GROUP CHARTER**

**EXECUTIVE SUMMARY**

The Health Care Workforce Work Group, created in Governor's Executive Order #07-13, was charged to:

1. Provide statewide direction and planning for health workforce initiatives and activities;
2. Monitor health workforce trends and needs;
3. Develop strategic health workforce objectives and activities that could be pursued by state government and stakeholders;
4. Advise the Secretary of Administration and relevant state agencies on the development of short and long term workforce supply, demand, and performance measures in order to provide the information needed for strategic workforce development and investment;
5. Research and recommend to the Governor and the Secretary public and private opportunities for funding health workforce initiatives;
6. Serve as the workforce advisory group for the Vermont Health Care Innovation Project (a.k.a. State Innovation Model grant); and
7. Report at least annually to the Governor and the Secretary on progress in developing a health workforce and provide workforce recommendations to ensure health care reform success.

**PURPOSE/PROJECT DESCRIPTION**

**Scope of Work:** Specific to the Vermont Health Care Improvement Project, the Work Group will seek to gather the data necessary to assess supply and demand in order to ensure the appropriate number and type of health care professionals to achieve the Project's goals. Once the data is obtained and analyzed, the Work Group will utilize it to develop, recruit, and retain the workforce needed. This will require intense and well-coordinated work that engages the entire health care and educational community, including state entities and external stakeholders.

**Work Group Objectives/Success Criteria:**

- In order to assess the adequacy of the workforce supply, the Office of Professional Regulation shall implement the requirement in Act 171 to survey all licensed health professions, adapting as needed national minimum data sets where they exist and

developing ones where they don't. Surveys will be conducted at the time of re-licensure of each profession with all professions initially being surveyed by the end of 2015.

- In order to project and plan for the demand for health professionals in concert with payment and delivery system reform, the Department of Labor shall lead the effort to develop and assess demand models related to health care workforce, taking into account regional variations and differences in service utilization caused by improved or worsened health status. An RFP for this work will be issued in 2014 and extend throughout the VHCIP term.
- Analysis of the supply surveys and demand metrics will occur throughout the term of the VHCIP grant period in order to inform and guide the implementation of the recommendations contained in the Health Care Work Force Strategic Plan during and subsequent to the term of the VHCIP.
- Based on this, the Work Group will annually set priorities for which Plan recommendations should be addressed and implemented and so advise the VHCIP Core Team, the Green Mountain Care Board, and the Secretary of Administration for their consideration in allocating resources to achieve them.

## **PROJECT JUSTIFICATION**

Without an adequate and appropriate health care workforce, all other health reform efforts involving universal coverage and access, delivery system reform, and payment reform will be unsuccessful. Since workforce relates to and overlaps with all of the other elements of the VHCIP, this Work Group is essential since it includes representation from the broad spectrum of those affected by, and able to implement, reform - not only state government interagency members, but also members from health care employers, clinicians, membership organizations, and secondary and higher education.

## **RISKS**

With such a diverse group and with a charter that includes open-ended tasks, retaining the interest and commitment of members could become a factor long term, particularly if certain professions or entities do not feel their issues are being addressed in a timely or favorable way. In addition, the achievement of certain Plan recommendations and goals will require new resources or the reassignment of existing resources. Addressing how to obtain them and who will be affected in any redistribution will not be without controversy.

## **DELIVERABLES**

- Development and analysis of surveys for all licensed professions to assess supply
- Development and analysis of metrics that define demand and help determine the workforce needs across the state
- Coordination between and among external Stakeholders and all state agencies that influence workforce in education & training, recruitment, and promotion of health professions through the

Work Group members and in conjunction with the implementation of the Health Care Workforce Strategic Plan

- Annual recommendations to Vermont's policy and budget leaders on Work Group priorities for funding workforce development, recruitment, and retention.

## SUMMARY MILESTONES

- ✓ The licensure schedule appended to this charter includes the re-licensure schedule for the health professions. The mandatory surveys for each specific profession will be developed prior to each re-licensure date for completion in conjunction with the licensure application.
- ✓ Analysis of each profession's surveys will occur within ~~six~~ ~~three~~ months of its licensure deadline.
- ✓ Development, refinement, use, and modification of demand metrics will occur through the Project period with the first metrics completed by the end of 2014.
- ✓ Implementation of the Work Group's first recommended priorities from the Plan will occur by the end of 2014.

## MEMBERSHIP REQUIREMENTS

As called for in Executive Order #07-13, membership on the Health Care Workforce Work Group will be appointed by the Secretary of Administration to assure representation from across state government departments and to be as inclusive as possible of health care employers, clinicians, membership organizations, and secondary & higher education along with other relevant interest groups. To be a truly "working group," the Work Group must be somewhat limited in size and not all professions will be members. Therefore, the expectation is that members will not just represent their own vested interests, but they must be able to think broadly about Vermont's health workforce needs and how to alleviate them. It is further expected that members will make every effort to attend the six bi-monthly meetings of the Work Group each year.

## PARTICIPANT LIST (as of November 30, 2013)

The list of members of the Health Care Workforce Work Group at the time this charter was written is appended to this document.

## RESOURCES AVAILABLE FOR STAFFING & CONSULTATION

Work Group Co-chairs: **Robin Lunge, Director of Health Care Reform**  
[robin.lunge@state.vt.us](mailto:robin.lunge@state.vt.us)  
802-828-2318

**Mary Val Palumbo, DNP, APRN, GNP-BC**  
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802-656-0023

Work Group Staff:

**Christine Geiler, VHCIP Stakeholder Coordinator**  
[christine.geiler@state.vt.us](mailto:christine.geiler@state.vt.us)  
802-828-2177

**Marisa Melamed, Executive Assistant**  
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802-828-2318

**Nelson LaMothe, VHCIP Project Manager**  
[Nelson.LaMothe@umassmed.edu](mailto:Nelson.LaMothe@umassmed.edu)  
774-364-2732

**WORK GROUP PROCESSES:**

1. The Work Group will meet bi-monthly on the second Wednesday of the month.
2. The Work Group Co-chairs will plan and distribute the meeting agenda through Christine Geiler.
3. Related materials are to be sent to Work Group members, staff, and interested parties prior to the meeting date/time by Christine Geiler.
4. Work Group members, staff, and interested parties are encouraged to call the Work Group staff or Co-chairs in advance of the meeting if they have any questions related to the meeting materials that were received.
5. Minutes will be recorded at each meeting by Nelson LaMothe.
6. The Work Group Co-chairs will preside at the meetings.
7. Progress on the Work Group's work will be reported as the Monthly Status Report by the Co-chairs
8. The Work Group's Status Report and Recommendations are directed to the Steering Committee.

**AUTHORIZATION**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Project Sponsor/Title**

OFFICE OF PROFESSIONAL REGULATION  
 BIENNIAL RENEWAL SCHEDULE  
 2014 ONLINE LICENSE RENEWAL

2014 ONLINE LICENSE RENEWAL

Profession	Expiration Dates	Mailing/Emailing of Renewal Notices with User ID and Password
Clinical Social Work	January 31, 2014	December 16, 2013
Acupuncture	January 31, 2014	December 16, 2013
Psychology	January 31, 2014	December 16, 2013
Licensed Practical Nurse	January 31, 2014	December 16, 2013
Real Estate Broker	March 31, 2014	February 21, 2014
Real Estate Offices	March 31, 2014	February 21, 2014
Motor Vehicle Racing	March 31, 2014	February 21, 2014
Nursing Home Administration	March 31, 2014	February 21, 2014
Real Estate Salesperson	May 31, 2014	April 18, 2014
Occupational Therapy	May 31, 2014	April 18, 2014
Dietetics	May 31, 2014	April 18, 2014
Osteopathy (Limited Temporary Only)	June 30, 2014	May 16, 2014
Engineering	July 31, 2014	June 20, 2014
Optometry	July 31, 2014	June 20, 2014
Opticianry	July 31, 2014	June 20, 2014
Boxing	July 31, 2014	June 20, 2014
Land Surveying	September 30, 2014	August 22, 2014
Tattooing and Body Piercing	September 30, 2014	August 22, 2014
Physical Therapy	September 30, 2014	August 22, 2014
Athletic Training	September 30, 2014	August 22, 2014
Chiropractic	September 30, 2014	August 22, 2014
Naturopathy	September 30, 2014	August 22, 2014
Osteopathy	September 30, 2014	August 22, 2014
Auctioneering	September 30, 2014	August 22, 2014
Barbering	September 30, 2014	August 22, 2014
Barber Shops	September 30, 2014	August 22, 2014
Real Estate Appraisal (Trainees Only)	October 31, 2014	September 19, 2014
Licensed Nursing Assistant	November 30, 2014	October 17, 2014
Respiratory Care	November 30, 2014	October 17, 2014
Psychotherapy	November 30, 2014	October 17, 2014
Marriage and Family Therapy	November 30, 2014	October 17, 2014

OFFICE OF PROFESSIONAL REGULATION  
 BIENNIAL RENEWAL SCHEDULE  
 2015 ONLINE LICENSE RENEWAL

2015 ONLINE LICENSE RENEWAL

Profession	Expiration Dates	Mailing/Emailing of Renewal Notices with User ID and Password
Electrology	January 31, 2015	December 19, 2014
Midwifery	January 31, 2015	December 19, 2014
Architecture	January 31, 2015	December 19, 2014
Mental Health Counseling	January 31, 2015	December 19, 2014
Landscape Architecture	January 31, 2015	December 19, 2014
Registered Nurse	March 31, 2015	January 30, 2015
Advanced Practice Registered Nurse	March 31, 2015	January 30, 2015
Private Investigators and Security	May 31, 2015	April 17, 2015
Radiologic Technology	May 31, 2015	April 17, 2015
Ionizing Radiation Endorsement	May 31, 2015	April 17, 2015
Veterinary	May 31, 2015	April 17, 2015
Real Estate Appraisal	May 31, 2015	April 17, 2015
Osteopathy (Limited Temporary Only)	June 30, 2015	May 15, 2015
Funeral Service	July 31, 2015	June 19, 2015
Hearing Aid Dispensing	July 31, 2015	June 19, 2015
Accountancy	July 31, 2015	June 19, 2015
Pharmacy	July 31, 2015	June 19, 2015
Dental	September 30, 2015	August 14, 2015
Real Estate Appraisal (Trainees Only)	October 31, 2015	September 18, 2015
Cosmetology	November 30, 2015	October 16, 2015
Cosmetology Shops	November 30, 2015	October 16, 2015

**HEALTH CARE WORKFORCE WORK GROUP MEMBERS: 2013**

**Revised: 11/30/13**

<b>Name</b>	<b>Title/Affiliation</b>	<b>Representing</b>
David Adams, MD	Associate Dean of Graduate Medical Education, Fletcher Allen HealthCare <a href="mailto:david.adams@vtmednet.org">david.adams@vtmednet.org</a>	Fletcher Allen Health Care
Tom Alderman	Deputy Commissioner of Secondary & Adult Division, Dept. of Education <a href="mailto:tom.alderman@state.vt.us">tom.alderman@state.vt.us</a>	Department of Education
Molly Backup	Physician Assistant in private practice <a href="mailto:mollybackup@aol.com">mollybackup@aol.com</a>	Physician Assistants
Mat Barewicz	Economic & Labor Market Information Chief, Dept. of Labor <a href="mailto:mathew.barewicz@state.vt.us">mathew.barewicz@state.vt.us</a>	Department of Labor
Rick Barnett	Doctor of Psychology in private practice; President of Vermont Psychological Association <a href="mailto:dr.rickbarnett@gmail.com">dr.rickbarnett@gmail.com</a>	Private-practicing mental health & substance abuse providers
Ethan Berke, MD	Associate Professor, Dartmouth Institute for Health Policy & Clinical Practice <a href="mailto:Ethan.M.Berke@dartmouth.edu">Ethan.M.Berke@dartmouth.edu</a>	Dartmouth Hitchcock Medical Center
David Blanck, DDS	Dentist in private practice <a href="mailto:drblanck@gmavt.net">drblanck@gmavt.net</a>	Dentists
Denise Clark	Pharmacist & lawyer <a href="mailto:deniseaclark@aol.com">deniseaclark@aol.com</a>	Pharmacists
Peter Cobb	Executive Director, Vermont Assembly of Home Health Agencies <a href="mailto:vahha@comcast.net">vahha@comcast.net</a>	Visiting nurse & hospice agencies
Tracy Dolan	Deputy Commissioner of Health, Dept. of Health <a href="mailto:tracy.dolan@state.vt.us">tracy.dolan@state.vt.us</a>	Department of Health
Tim Donovan	Chancellor, Vermont State Colleges <a href="mailto:tim.donovan@vsc.edu">tim.donovan@vsc.edu</a>	Vermont State Colleges
Ellen Grimes	Dental Hygiene Program Director, Vermont Technical College <a href="mailto:EGrimes@vtc.vsc.edu">EGrimes@vtc.vsc.edu</a>	Dental hygienists
Lory Grimes	Director of Physician Practices Northeastern Vermont Regional Hospital <a href="mailto:l.grimes@nvrh.org">l.grimes@nvrh.org</a>	Hospitals

<b>Name</b>	<b>Title/Affiliation</b>	<b>Representing</b>
Lorraine Jenne	Director of Human Resources, Howard Center <a href="mailto:LorraineJ@howardcenter.org">LorraineJ@howardcenter.org</a>	Designated community mental health agencies
Nicole LaPointe	Executive Director, Northeastern Vermont Area Health Education Center <a href="mailto:nlapointe@nevahec.org">nlapointe@nevahec.org</a>	Area Health Education Centers
Robin Lunge <b>Work Group Co-chair</b>	Director of Health Care Reform, Agency of Administration <a href="mailto:robin.lunge@state.vt.us">robin.lunge@state.vt.us</a>	Agency of Administration
Charlie MacLean	Associate Dean for Primary Care, University of Vermont Medical School <a href="mailto:charles.maclean@uvm.edu">charles.maclean@uvm.edu</a>	University of Vermont Medical School
Madeleine Mongan	Deputy Executive Vice President, Vermont Medical Society <a href="mailto:mmongan@vtmd.org">mmongan@vtmd.org</a>	Primary and specialty physicians
Stephanie Pagliuca	Director, VT/NH Recruitment Center, Bi-State Primary Care Association <a href="mailto:SPagliuca@bistatepca.org">SPagliuca@bistatepca.org</a>	Federally-qualified health centers
Mary Val Palumbo <b>Work Group Co-chair</b>	Associate Professor, UVM College of Nursing & Health Sciences <a href="mailto:mpalumbo@uvm.edu">mpalumbo@uvm.edu</a>	Nurses
Lori Lee Schoenbeck, ND	Naturopath in private practice <a href="mailto:llschoenbeck@comcast.net">llschoenbeck@comcast.net</a>	Complementary & alternative medicine providers
Stuart Schurr	Deputy Commissioner of Dept. of Disabilities, Aging & Independent Living <a href="mailto:stuart.schurr@state.vt.us">stuart.schurr@state.vt.us</a>	Department of Disabilities, Aging, & Independent Living
Beth Tanzman	Assistant Director, Blueprint for Health, Dept. of Vermont Health Access <a href="mailto:beth.tanzman@state.vt.us">beth.tanzman@state.vt.us</a>	Blueprint for Health
Deborah Wachtel	Practicing Nurse Practitioner <a href="mailto:otter@smalldog.com">otter@smalldog.com</a>	Nurse Practitioners
Burton Wilcke, Jr.	Associate Professor, UVM Dept. of Medical Laboratory & Radiation Sciences <a href="mailto:bwilcke@uvm.edu">bwilcke@uvm.edu</a>	Allied Health
Chris Winters	Director, Office of Professional Regulation, Secretary of State <a href="mailto:chris.winters@sec.state.vt.us">chris.winters@sec.state.vt.us</a>	Office of Professional Regulation

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