MENTOR HEALTH IT

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Timeline for MENTOR Health IT Training

MENTOR Health IT training was intended to last 6-months, plus a 2-month apprenticeship. The timeline published requires 10-20 hours per week of studying, or approximately 2.5 hours per day. Many people in your cohort have found this time requirement difficult to maintain and have fallen behind. We want you to know you are not alone and we are working on a plan to get you caught up. In the meantime, here are some tips:

- **Contact Patti Hanson, Instructor, or Tracy Mastel, Program Director, to let someone know you are still connected.** We can help you develop a plan to catch up, provide tips for approaching the coursework or offer encouragement through the rough spots. We are your coaches through this journey and want you to succeed! The Continuing Education department at Normandale is very familiar with working with adult students and the challenges that come with so many responsibilities outside of training. We will do whatever possible to help you succeed, but we can't help if you don't let us know what's going on.

- **Establish manageable milestones to work toward.** Don't focus too much on the big picture or how much work you have to catch up, it's too easy to get overwhelmed that way. Instead, work on getting through one lecture at a time; one unit at a time; one final at a time; etc.

- **Download the materials to review offline.** If you are finding the most challenging part to be sitting in front of the computer for whatever reason, download the handouts which have a transcript of each lecture in them or even download the mp3 to listen to in the car to and from work then skim through the materials later. You may be surprised how trying a different method can change things around for you.

- **Connect with your classmates.** Other trainees are likely experiencing some of the same challenges and may be able to offer some tips or just lend an ear. You can connect through the Discussion Board in D2L and exchange information on how to be reached offline.

We hope you find these tips useful. Please let us know if you have something else which works for you and you'd like others to know about it! We'll include it in a future newsletter.

Drop/Withdrawal Policy

It is important for trainees to understand the following drop/withdrawal policy for MENTOR Health IT training:

MENTOR grant funding is limited and awarded to a select number candidates in each course/cohort based on their application, narrative and the amount of grant funds available. Candidates acknowledge that they are being offered an opportunity to participate in this unique program to obtain knowledge and skills to advance Health IT initiatives throughout rural Minnesota, and that enrolled students who request to withdraw or transfer to another cohort after the start of the course may be required to:

1. *Pay a $100 administrative fee*
2. *Be added to the bottom of the waiting list for any upcoming cohorts paid through grant funding*
3. *Pay for future enrollments out of pocket.*

Please let us know if you have any questions.

Apprenticeship Preparation

Immediately following the training, MENTOR trainees will participate in an apprenticeship to apply their new skills to a real-life setting. This is an incredibly valuable and unique opportunity for the Health IT industry. The Apprenticeship Toolkit has been finalized and is available on the D2L site for download. Trainees should read this toolkit carefully and begin to think about what project they would like to do for this capstone to their training. We recommend keeping a list of topics that interest you as you work through the training material, then you can refer back to this list as you work with the Site Host to outline the details of your project.

The Apprenticeship Coordinator will be contacting each trainee to discuss their plans and begin the paperwork and apprenticeship process. For more information on apprenticeships, please refer to the contact information on last page of the Apprenticeship Toolkit.

Normandale MNHIT Website | Lac qui Parle Health Network Website