

## FFH Community Scholars Process for Application and Eligibility

*Associated Policy: Tuition Reimbursement (Employee Handbook Section 3-17)*

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### What is FFH Community Scholars?

FFH recognizes the impact felt by our workforce specific to support staff shortages within our healthcare system, specifically with our patient facing teams. To support the needs of our patients and build our internal team expertise, FFH is offering this unique opportunity to existing staff who wish to grow within FFH to transition into a clinical role as a Medical Assistant (MA). This opportunity is also available to incoming MA externs who wish to gain employment through FFH.

### What Are Eligibility Requirements?

#### **Internal Applicants:**

- Must be employed by FFH for a minimum of 6 months and be in good standing regarding performance and attendance. Good standing in performance and attendance will be evaluated at the time of the application.
- Must be willing to enroll in and fully complete a 9-month MA certification programming and provide FFH with a minimum of 24-months of service following completion of certification.
  - In the event of leaving FFH prior to completion, a pay-back clause will be implemented.
  - FFH will strive to provide externship and employment location of preference, but the location will be determined based on clinic site need.

#### **External Applicants:**

- Must be registered to attend with partnering educational institution, complete externship at FFH, and be in good standing regarding coursework and attendance. Good standing in coursework and attendance will be evaluated at the time of the application.
- Must be willing to complete FFH orientation and provide FFH with a minimum of 24-months of service following official hire date.
  - In the event of leaving FFH prior to completion, a pay-back clause will be implemented.
  - FFH will strive to provide externship and employment location of preference, but the location will be determined based on clinic site need.

### Applying for FFH Scholars Program

Complete the FFH Community Scholars Application (including signatures and educational institution seeking enrollment in/enrolled in) and forward to Human Resources.

## Amounts and Eligibility for FFH Scholars

### Internal Applicant:

Internal applicants who meet the eligibility indicated above will be eligible for up to \$10,000 of tuition cost coverage.

### External Applicant:

External applicants who meet the eligibility indicated above will be eligible for up to \$7,500, with option to cover tuition or to provide paid externship prior to completion of certification.

Opportunity to initiate hire date prior to completion of certification.

Currently, FFH has the capacity to provide this level of funding to a minimum of 2 internal and 5 external applicants between the dates of May 1, 2023 through June 30, 2024. Numbers can be modified based on interest, with priority going to our internal applicants. Post-June 2024, additional eligibility will be determined based on interest and need.

## Completion of Agreement/Payment

To support our staff and students in their career goals and in ultimately supporting our community through patient-centered health care, payment would be provided at the onset of signed agreement to support in the enrollment process.

If the employee or student fails to reach their 24-months of service with FFH following certification, the employee or student is obligated to repay any and all monies in full. If the employee voluntarily resigns or is terminated for cause within one year after payment has been made the employee is obligated to repay 50% of all monies. Any amounts owed will be deducted from final paycheck(s), if additional monies are due, full payment will be made within 90 days (about 3 months) of the last day of employment.

The employee will be responsible for all administrative tasks relating to the course (i.e., registering, purchasing books, etc.). Coaching will be available via FFH, should additional support navigating the enrollment process be needed.

Family First Health reserves the right to cancel the FFH Community Scholars program at any time with no further obligation on the part of Family First Health.