



Workforce Development Toolkit

WORKFORCE DEVELOPMENT - HUMAN RESOURCES BUREAU

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Workforce Development Toolkit



RECRUITMENT RESOURCES

Job Postings

There are various methods to enhance the visibility of a job posting by leveraging existing NM Health tools and networks to attract candidates. Available resources include:

LinkedIn

LinkedIn is a business and employment-focused social media platform that allows users to display their resumes, search for jobs, and connect with other professionals. It's the world's largest professional network on the internet.

NMHealth has a contract with LinkedIn to use recruitment and hiring tools, granting access to a range of enhanced features on the platform.

Handshake

Handshake is a student networking application designed to facilitate student engagement with university or college events and job opportunities. Employers have the ability to post job listings tailored to students at different academic levels or leverage alumni networks for recruitment purposes.

NMHealth effectively utilizes this platform to promote job opportunities that align with students' qualifications.

Additional job posting websites available for NM Health:

- **NMHealth Careers**
- **Public Health Careers**



For position promotion please email
Rosanna.suarezmunoz@doh.nm.gov

STATE OF NEW MEXICO

Access Perks

All State of New Mexico employees have access to **Employee Access Perks**, a website that consolidates discounted deals on travel, shopping, parks, tickets, and various other items at preferential rates exclusive to State of New Mexico employees.



Contact Us... Anytime, Anywhere

No-cost, confidential solutions to life's challenges.

Confidential Emotional Support



You may receive up to 5 free EAP sessions. Our highly trained clinicians will listen to your concerns and help you or your family members with any issues, including:

- Anxiety, depression, stress
- Grief, loss and life adjustments
- Relationship/marital conflicts

Work-Life Solutions



Our specialists provide qualified referrals and resources for just about anything on your to-do list, such as:

- Finding child and elder care
- Hiring movers or home repair contractors
- Planning events, locating pet care

Legal Guidance



Talk to our attorneys for practical assistance with your most pressing legal issues, including:

- Divorce, adoption, family law, wills, trusts and more
- Need representation? Get a free 30-minute consultation and a 25% reduction in fees.

Financial Resources



Our financial experts can assist with a wide range of issues. Talk to us about:

- Retirement planning, taxes
- Relocation, mortgages, insurance
- Budgeting, debt, bankruptcy and more

Online Support



GuidanceResources`Online is your 24/7 link to vital information, tools and support. Log on for:

- Articles, podcasts, videos, slideshows
- On-demand trainings
- "Ask the Expert" personal responses to your questions

Your Well-Being Solutions Employee Assistance Program offers someone to talk to and resources to consult whenever and wherever you need them.

Call: 833.515.0771

TTY:*800.697.0353

**Telecommunication Device for the Deaf*

Your toll-free number gives you direct, 24/7 access to a GuidanceConsultantSM, who will answer your questions and, if needed, refer you to a counselor or other resources.

Online: guidanceresources.com

App: GuidanceNowSM

Web ID: SONMEAP

Log on today to connect directly with a GuidanceConsultant about your issue or to consult articles, podcasts, videos and other helpful tools.

24/7 Support, Resources & Information



Contact Your Well-Being Solutions Employee Assistance Program

SoNM Benefits: Providing you tools to live a healthier life.

Call: 833.515.0771 TTY*: 800.697.0353

Online: guidanceresources.com

App: GuidanceNowSM

Web ID: SONMEAP

**Telecommunication Device for the Deaf*



Presents

11 UNM Engineering & Science
SEPT Job & Internship Fair

26 UNM Business & Accounting
SEPT Job & Internship Fair

03 UNM Graduate &
OCT Professional School Fair

JOB FAIR
FALL 2024

SEPT 11
SEPT 26
OCT 03 10 AM - 2 PM

NEW ENTRY
FIND NEW JOB

UNM STUDENT
UNION BUILDING BALLROOMS

Office of Career Services
UAEC Building 85, Room 220
Albuquerque, NM 87106

Phone: 505.277.2531
Email: career4u@unm.edu



Career Fairs – Future Dates Fall Semester

Student Employment Fair

- 2024: August 27 - Aggie Lounge, 1st Floor, Corbett Center Student Union
- 2025: August 26 - Aggie Lounge, 1st Floor, Corbett Center Student Union
- 2026: August 25 - Aggie Lounge, 1st Floor, Corbett Center Student Union
- 2027: August 24 - Aggie Lounge, 1st Floor, Corbett Center Student Union

Career Expo

- 2024: September 17-18 - 3rd Floor Ballrooms, Corbett Center Student Union
- 2025: September 16-17 - 3rd Floor Ballrooms, Corbett Center Student Union
- 2026: September 15-16 - 3rd Floor Ballrooms, Corbett Center Student Union
- 2027: September 14-15 - 3rd Floor Ballrooms, Corbett Center Student Union

Engineering

- 2024: September 18 - 3rd Floor Ballrooms, Corbett Center Student Union
- 2025: September 17 - 3rd Floor Ballrooms, Corbett Center Student Union
- 2026: September 16 - 3rd Floor Ballrooms, Corbett Center Student Union
- 2027: September 15 - 3rd Floor Ballrooms, Corbett Center Student Union

Graduate and Professional School Fair

- 2024: October 2 - Aggie Lounge & 1st Floor, Corbett Center Student Union
- 2025: October 1 - Aggie Lounge & 1st Floor, Corbett Center Student Union
- 2026: October 7 - Aggie Lounge & 1st Floor, Corbett Center Student Union
- 2027: October 6 - Aggie Lounge & 1st Floor, Corbett Center Student Union

Health Professions Career Fair

- 2024: November 12 - Aggie Lounge, 1st Floor, Corbett Center Student Union
- 2025: November 4 - Aggie Lounge, 1st Floor, Corbett Center Student Union
- 2026: November 4 - Aggie Lounge, 1st Floor, Corbett Center Student Union
- 2027: November 3 - Aggie Lounge, 1st Floor, Corbett Center Student Union

LOAN REPAYMENT PROGRAMS

The Health Professional Loan Repayment Program

Overview:

The New Mexico Health Professional Loan Repayment Program (HPLRP) provides repayment for outstanding student loans of practicing health professionals.

Eligibility:

DOH employees working in a New Mexico Health Facility providing direct care, are eligible to apply.

Application opens every year on
March 15th and closes May 1st

[APPLY NOW](#)

Public Service Loan Forgiveness

Overview:

The Public Service Loan Forgiveness (PSLF) Program encourages individuals to enter and continue to work in public service jobs.

Eligibility:

All full-time DOH professionals who have made the equivalent of 120 qualifying monthly payments under an accepted repayment plan qualify for this program.

[APPLY NOW](#)

WICHE Loan For Service

Overview:

The New Mexico Higher Education Department administers the Western Interstate Commission on Higher Education (WICHE) Loan-For-Service Program to allow New Mexico students to enroll at selected out-of- state graduate or professional programs which are not offered at New Mexico public universities. Eligible schools include Dentistry and Veterinary Medicine.

Eligibility:

You may qualify for this loan if you have completed or are completing a degree not offered in New Mexico such as Dentistry, Veterinary Medicine, or Optometry.

Applications will open on August 15, 2024, and close on October 15, 2024

[APPLY NOW](#)

Nurse Educator Loan-For-Service Program

Overview:

The Nurse Educator Loan-For-Service enhances the ability of college and university employed nursing educators to obtain Bachelor of Science, Master of Science and Doctor of Philosophy degrees.

Eligibility:

Professionals currently practicing or declaring intent to practice as a nurse educator at a New Mexico public college or university.

The application opens every year on May 15th and closes on July 1st.

[APPLY NOW](#)

Nursing Student Loan-For-Service

Overview:

The goal of the Nursing Loan-For-Service is to increase the number of nurses in areas of the state that have experienced shortages by making educational loans to students entering nursing programs

The application opens every year on May 15th and closes on July 1st.

[APPLY NOW](#)

Medical Student Loan For Service

Overview:

The Medical Loan-For-Service aims to increase the number of physicians in the state that have experienced shortages of health professionals by making educational loans to students entering medical school.

The application opens every year on May 15th and closes on July 1st.

[APPLY NOW](#)

Allied Loan-For-Service Program

Overview:

The purpose of the Allied Health Loan-For-Service is to increase the number of physician assistants in areas of the state which have experienced shortages of health practitioners, by making educational loans to students seeking certification/licensure in an eligible health field.

The application opens every year on May 15th and closes on July 1st.

[APPLY NOW](#)

Active-Duty-Health Professions Loan Repayment Program

Overview:

The U.S. military offers various programs and incentives for eligible healthcare professionals such as physicians, dentists, physician assistants, nurse practitioners, nurses, physical therapists, occupational therapists, registered dietitians, and veterinarians. These include health professional scholarships, loan repayment programs, financial assistance, bonus programs, special pay, training assistance, and accession bonuses. It's important to note that not all services support every discipline.

[U.S. AIR FORCE](#)

[U.S. ARMY](#)

[U.S. NAVY](#)

Conrad State 30 J-1 Visa Waiver Program for Physicians

Overview:

The New Mexico Department of Health, Public Health Division, Office of Primary Care and Rural Health administers the New Mexico J-1 Visa (Conrad) State 30 Waiver Program. It has contracted with New Mexico Health Resources to assist only in the recruitment phase of the program, with emphasis upon Family Practice opportunities.

[APPLY NOW](#)

Nurse Corps Loan Repayment Program

Overview:

This program offers to alleviate up to 85% of outstanding nursing education debt. In exchange, participants are required to commit a minimum of two years of service at a Critical Shortage Facility.

Eligibility Criteria:

- Applicants must hold a valid license as a registered nurse (RN), advanced practice registered nurse (APRN) like a nurse practitioner, or a nursing faculty member with eligible nursing debt.
- Nursing education must have been obtained from an accredited school of nursing situated in a U.S. state or territory.

The application opens every year on May 15th and closes on July 1st.

[APPLY NOW](#)

National Health Service Corps, Loan Repayment Program

Overview:

Loan repayment program offers primary health care providers loan repayment for working in rural, urban, and frontier communities. Eligible professionals include primary care, dental and mental health care providers.

[APPLY NOW](#)

NHSC Scholarship

Overview:

The National Health Service Corps (NHSC) Scholarship Program awards scholarships to students pursuing an eligible training or degree program for a primary care health profession.

[APPLY NOW](#)

Indian Health Service (IHS)

Overview:

The LRP funds Indian Health Service (IHS) clinicians to repay eligible health profession education loans — up to \$50,000 — for an initial two-year service commitment. This program is designed to support health facilities serving American Indian and Alaska Native communities.

Eligibility:

Open to all positions within the Department of Health (DOH) serving American Indian and Alaska Native communities. Opportunities are available based on the greatest staffing needs in specific health profession disciplines.

Key Details:

Repayment Amount: Up to \$50,000

Service Commitment: 2 years

Deadline: 15th of every month for
monthly award cycles

[APPLY NOW](#)

RETENTION RESOURCES

Best Practices Onboarding New Employee



Onboarding Guide

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Onboarding Start

Duties to perform before new employee starts work

New employee first 10 days at work.

Subsequent days/weeks, employee division/facility specific orientation.

Stay interview scheduling

Interim & Closing EE/ME Dates.

Stay interview scheduling

New employee onboarding completed

New Employee Checklist

Employee Information

Employee Name: SHARE ID #:

Division/Facility: Start Date:

Supervisor's Name:

B. Duties to Perform Prior to New Employee Arrival

<p>1. Receive confirmation by the new employee of the offer and acceptance letter.</p>	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>
<p>2.</p> <p>2a. Order cell phone & request set-up via help desk ticket.</p> <p>2b. Order a computer with camera & request computer imaging via help desk ticket.</p>	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>
<p>3. Ensure a request have been completed ahead of the employee's arrival so that there is an operable workstation (including computer, microphone, and camera) for the employee on day 1. Ensure there is an operative dedicated cell phone available to the employee should this be required., Use the HALO self-service portal (See Glossary).</p> <p>Initiate a request via the HALO system a minimum of 10 days before the employee's start date. Note: the new employee's initial logon and password are forwarded by IT to the person who initiated the MAC form on the new employee's behalf.</p>	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>

C. Employee's First 10 Days at Work

<p>Welcome the new employee.</p> <p>1. Introduce office staff preferably by the employee's immediate supervisor (including an introduction to designated mentor resource/s, if applicable). Orientate the employee around the office and their workstation, ensuring the employee can log into the network.</p>	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>
<p>2. Inform the new employee about the HR appointment to discuss new employee packet & benefits with the HR representative. Subsequently, after completing the appointment with the HR representative, the employee will be allocated an employee identification number.</p> <p>When this is done, the hiring manager submits the SHARE form to HR for processing via help desk ticket.</p>	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>
<p>3. Inform employee of the building fire warden, the building evacuation procedure, evacuation assembly point and who the Union Representative (if applicable) and HR representative is for the new employee.</p>	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>
<p>4. Discuss work breaks, choice of start and finish times, (if applicable). Communication required with the employee's supervisor when running late, sick, weather etc and "preferred communication styles" of the new employee and the supervisor (e.g., text versus phone, or email versus Teams). Discuss work delay notifications re inclement weather.</p> <p>Resource: Policy #: HR.08.13. (call in)</p>	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>

<p>5. Create TRAIN account with new employee & introduce employee to the online DOH required training to be completed within 10 working days of starting work.</p>	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>
<p>6. Define timeframes/deadlines for completion of trainings (part of 1st week employee orientation plan). Notification of HIPPA and PHI training to Privacy Officer within 10 days of commencing work. Successfully completes training every two (2) years and provides evidence of training to the LPO.</p>	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>
<p>7: Explain to the employee their job duties and what is expected of them in their role. Discuss probation period, if applicable. Review the relevant agency organizational charts, agency vision and mission statements, how the employee contributes to these & the department's Strategic Plan.</p>	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>
<p>8. Discuss and assign the new employee current projects & contact information provided by the previous incumbent for the job re their transition plan prepared as part of their offboarding process.</p>	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>

<p>9. Ensure the employee is shown how to use SHARE & Kronos time keeping system (if applicable).</p> <p>Policy # HR 08:14.</p>	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>
<p>D: Interim and Closing EE/ME dates</p>	
<p>1. After the first quarter, write employee's 1st interim Employee Evaluation (EE/ME). For a career employee this can be at the sixth month stage of the employee's anniversary date). Conduct Stay Interviews (if applicable).</p> <p>Identify, discuss & address professional development or training needs with employee for their growth and development.</p>	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>
<p>2. At the 8 months of employment write the 2nd employee evaluation (EE/ME) if the employee is a probationary employee. Conduct Stay Interviews (if applicable).</p> <p>Review professional development or training needs with employee for their growth and development.</p>	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>
<p>3. Prior to the end of the employee's first year of employment (within the pay period of their anniversary date) write the employee's final/closing EE/ME.</p> <ul style="list-style-type: none"> • Submit the final evaluation to HR within the pay period of their anniversary. • Initiate a new EE/ME for the upcoming employee anniversary calendar year period. 	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>
<p>4. Schedule stay interviews at 2- and 6-month intervals.</p>	<p>Complete:</p> <p>N/A:</p> <p>Date:</p>

Glossary

<u>Welcome Letter Template</u>	Employee welcome letter template
<u>SHARE Access Form</u>	SHARE time management and payroll access form.
<u>Onboarding Self-Service Portal</u>	Move, add, or change form used for access request.
<u>Cell phone request</u>	Cell phone order form.
<u>Trainings</u>	NMHealth annual and biannual trainings.
<u>2024 Training Checklist</u>	2024 NMHealth Employee Training Checklist

Employee Welcome Letter

A new employee welcome letter can significantly enhance the onboarding process. **Access the employee welcome letter** template by clicking the link below:



A Comprehensive Hiring Guide for Managers!

A MESSAGE FROM YOUR HUMAN RESOURCES TEAM!

Our improved hiring process was built with your feedback and those of your human resources partners. We understand the challenges you've faced around increased workload, unclear timelines, and lack of contacts to address questions.

The improved hiring process addresses these concerns by offering:

Clear Timelines:

Stay informed with well-designed steps and timelines for each stage.

Fewer steps:

We've streamlined the process to clarify each step and save you valuable time.

Designated Points of Contact:

Know exactly who to reach out to for help at each stage.

HIRING MANAGER GUIDE

- [For a detailed breakdown of our improved hiring process, check out our comprehensive Hiring Manager Guide and Job Order Form. The guide includes a step-by-step walkthrough to help you easily navigate the hiring process.](#)
- [For an overview of who to contact with questions, check out the list of HR Staff Profiles in the Hiring Manager Guide and Job Order Form.](#)
- [The Service-level Agreements \(SLAs\)—found on page 4 of the Hiring Manager Guide and Job Order Form—outline a promised standard of service between hiring managers and Human Resources.](#)

Stay Interviews



Purpose

Stay interviews serve as a valuable retention tool, enabling managers to engage with their employees, assess their professional status, and gauge their perspectives on their roles and the organization. These interviews also uncover areas for potential improvement, providing supervisors with fresh insights to address previously undisclosed issues effectively and help build a professional relationship with open communication.

Stay interview

questions: [CLICK HERE](#)

PROFESSIONAL DEVELOPMENT



Educational Leave Policy

The Educational Leave Policy supports employees pursuing educational opportunities related to their work at the **New Mexico Department of Health** that contribute to professional growth and enhance contributions to the organization.



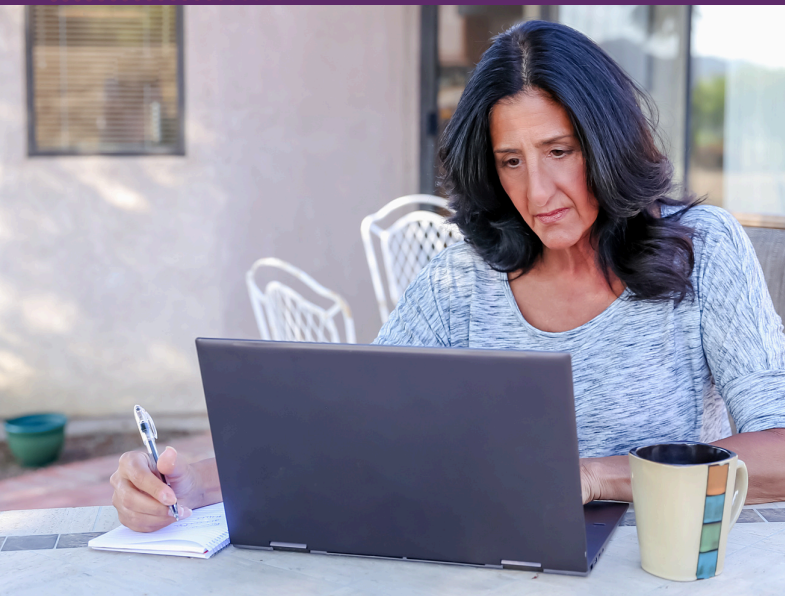
Staff pursuing a degree program that is related to the work at DOH are encouraged to apply!



Staff may be approved for a maximum of 5 hours per week throughout a 12-month period.



Applicants must submit their program application by following the educational leave policy procedures and requirements.



How to Apply

Applicants are required to review the educational leave policy and submit their application **one month before** the commencement of the relevant semester. The application packet must include:

- ✓ Application
- ✓ Acknowledgement Form
- ✓ Course Registration
- ✓ Class Schedule



EDUCATIONAL LEAVE	POLICY NUMBER HR.08.09
Human Resources Bureau, Workforce Development Office	EFFECTIVE DATE 8/15/2024

Table of Contents

1. Policy Statement
2. Scope and Application
3. Statutory Authority and/or Related NMAC Rule
4. Purpose
5. Procedure
6. Definitions
7. Consequences of Noncompliance
8. Rescinded and Replaced
9. Forms and Additional Documents
10. Authorizing Signature`

1. Policy Statement

The Educational Leave Policy is designed to support employees in pursuing educational opportunities related to their work at The New Mexico Department of Health that contribute to their professional growth and enhance their contributions to the organization.

2. Scope and Application

This policy applies to employees who meet the requirements of the program as outlined in Section 5.1 of this policy and have been accepted into the educational leave program.

3. Statutory Authority and/or Related NMAC Rule

This policy is established in accordance with the Educational Leave Policy, as outlined in 1.7.7.15 NMAC - Rp, 1 NMAC 7.7.15, 7/7/2001; A, 1/1/2020.

4. Purpose

This policy and procedure establish guidelines for employees to apply for and receive educational leave benefits.

5. Procedure

5.1 Requirements

5.1.1. NM Health employees are eligible to participate in the educational leave program unless the following criteria apply to them:

5.1.1.a. They are in a temporary or probationary status (See NMAC 1.7.2)



5.1.1.b. They have been disciplined in the form of a written reprimand, suspension or demotion within the previous twelve (12) months. 5.1.1.c. they are on a performance development plan; or 5.1.1.d. they have been counseled for excessive absenteeism or tardiness.

5.1.2. The school or program must be accredited and able to confer accredited degrees or certifications.

5.1.3. Courses must relate to the mission and work of the Department of Health, contribute to the expansion of the employee's skill set for later promotional or leadership opportunities or be included in general education courses required to complete a degree program.

5.1.4 Educational leave will be utilized to attend in-person or online enrolled courses or clinicals.

5.1.5 Educational leave will be utilized during normal scheduled work hours only.

5.2 Application and Approval

5.2.1. Employees interested in educational leave must submit a completed application to their supervisor at least one month before the start of the semester (or quarter, if applicable), in which they are enrolled. The application requires a copy of the course registration with course(s) name(s), beginning and end dates, total number of credits and schedule.

5.2.2. Eligible employees may be approved for up to 5 hours of educational leave per week. Eligible employees must reapply each semester.

5.2.3. The decision regarding whether paid educational leave is granted is at the discretion of the Division Director and requires their approval and signature on the educational leave determination.

5.2.4. Following the Supervisor's determination, the form will then be sent to the Division Director for final approval. The employee will then receive the signed determination form.

5.3

Responsibilities

5.3.1. Employees are responsible for managing their work while on educational leave. Employees accepted in the educational leave program must maintain documentation of their educational leave application, approval notifications, schedule before each semester (or quarter, if applicable), grades or proof of completion, transcript and any other communication related to the educational leave program.

5.4 Disqualification

5.4.1. Employees who do not meet the academic institution's GPA requirements are not eligible for educational leave for the following semester however can re-apply for consideration on an annual basis.



5.4.2. Employees who are granted paid educational leave and withdraw from courses, or who fail to complete any coursework, testing, or requirements of the educational program must immediately notify their supervisor and will no longer be eligible for the remainder of the semester. A pattern of ongoing unsuccessful completion of enrolled courses will be taken into consideration when applying for additional educational leave requests. 5.4.3 Educational leave may be reduced or revoked at any time due to business need.

6. Consequences of Noncompliance

Employees who fail to comply with the educational leave policy will not qualify for the leave.

7. Rescinded and Replaces

All previous processes and memos related to educational leave are superseded by this policy and procedure and are no longer valid.

8. Attachments to the Policy

Educational Leave Application and Acknowledgement Form

Educational Leave FAQs

What is Educational Leave?

Answer: The educational leave program supports employees in pursuing educational opportunities relevant to their roles at The New Mexico Department of Health. This initiative aims to foster their professional development.

Who is eligible for Educational Leave?

Answer: NMHealth professionals who have completed their probationary period and meet the requirements specified in Section 5.1 of the educational leave policy.

How much time am I allowed to take for Educational Leave?

Answer: Supervisors and division directors will evaluate the hours granted based on course details, eligibility criteria, and departmental needs. Applicants may receive up to 5 hours of educational leave per week per semester, or a lesser amount, depending on these factors.

Can I take Educational Leave more than once?

Answer: Yes, you can apply for educational leave more than once if eligible.

Is it permissible to use fitness leave concurrently with Educational Leave?

Answer: You may not concurrently take educational leave and fitness leave within the same week. Fitness leave can be resumed in weeks where educational leave is not being utilized or after the conclusion of the educational leave award semester/timeframe.

Is it necessary to report Educational Leave in the time management and payroll system SHARE?

Answer: Yes, all recipients of educational leave must report the educational leave taken in SHARE. Reporting codes differ for paid and unpaid educational leave. Please refer to the educational leave application and policy for detailed guidance.

Can I utilize Educational Leave during semester breaks or once the academic semester is over?

Answer: No, individuals on educational leave are required to return to their standard work schedules upon the conclusion of the semester or when they no longer require the educational leave award.

What happens if I don't complete the Educational Leave program?

Answer: Recipients who do not complete the educational leave program requirements may be ineligible for educational leave for the remainder of the semester. Please see Section 5.4 in the educational leave policy for disqualification information.

What if I am completing a certification program rather than a degree program?

Answer: You can still apply! The school or program must be accredited and able to confer accredited degrees or certifications.

May I utilize educational leave for personal learning or to engage in school-related activities even if I do not have scheduled classes?

Answer: No, Students must utilize educational leave to support them with their class schedule and can utilize the leave for classes scheduled during work hours.

Educational Leave Application

(Fall 2024 Semester)



Application Process

Prospective applicants must adhere to the following procedures:

- Familiarize themselves with the Educational Leave program policy.
- Submit the necessary documents to your supervisor at least one month before the start of the semester (or quarter, if applicable):
 - Educational Leave Application
 - Copy of the semester schedule and course registration
- Grades must be submitted at the conclusion of each semester.

Applicant Information

Name (first, last):

Employee ID number:

Division/Department:

Job Title:

DOH Email address:

Supervisor Name:

Supervisor Email:

Has the applicant successfully completed their probationary period?

Educational Information

Educational Institution Name:

Please select the applicable option: Degree Certificate

Please provide a description of the educational opportunity you are pursuing and explain its connection to your work at DOH. Additionally, elaborate on how this opportunity enhances your professional development and benefits the organization.

Acknowledgement Form

This section must be completed by the applicant.

1. If I am given educational leave, I understand that I must submit copies of course registration and grades to my supervisor. This should include details like course name(s), start and end dates, total credits, and class schedule, at least 1 month before the beginning of each semester. Failure to provide this information within the specified timeframe could lead to ineligibility or cancellation of the leave.

Initials

2. I understand that the agency may reduce or revoke my educational leave award at any time due to business need

Initials

3. I am aware that the approval of my educational leave program application will depend on the operational needs of the department.

Initials

4. I understand that if I do not meet the academic institution's GPA requirements I will not be eligible for educational leave for the following semester.

Initials

5. If granted educational leave, I acknowledge my obligation to record any utilized educational leave within SHARE using the appropriate educational leave code.

Initials

Employee Signature

Determination

Please ensure that the applicant meets the requirements specified in section 5.1.1. of the **Educational Leave Policy**

1. Employee is **approved** to use educational leave

Total number of weekly hours awarded:

Dates of award:

Supervisor Signature:

Division Director Signature:

Additional Comments:

2. Employee request is **denied** educational leave:

Additional Comments:

Supervisor Signature:

Division Director Signature:

Training Resources

Professional Development



To access the course, kindly click on the training title.



Leading with Emotional Intelligence

Unpack what emotional intelligence is. Then you'll learn to boost your emotional intelligence skills by strengthening your personal and social competence.



Communicating Change

Find out what change communication entails—discovering its basic principles and learning how to put together a communication strategy. Then, you'll get tips for cultivating better employee buy-in so that all employees are on board as your business takes the next step in its evolution.



Performance Management

Learn to give feedback effectively and continually. You'll cover how to improve poor performance, challenge top performers, and meaningfully engage managers. You'll also take away tips to continually improve performance and results for management, team, and company.



Becoming the Boss: A Guide for New Managers

This guide will help you transition seamlessly from employee to manager. First, you'll learn about your new responsibilities and key differences between employee and manager roles. You'll then explore the first steps every new manager should take, followed by some top tips to help you thrive. Finally, you'll examine a few common challenges new managers face and how to overcome them.



Cultivating Diversity, Inclusion, and Belonging at Work

Define what's meant by diversity, inclusion, and belonging. You'll then learn how to attract and retain diverse talent through belonging moments, allyship, and ongoing quantification.



How to Recognize and Overcome Bias

Look at the brain functions that cause bias, and the real and harmful consequences of even unintentional bias—including messages from bestselling author and psychologist Dr. Jennifer Eberhardt. You'll also learn about common bias types. Finally, you'll get strategies to break out of these mental habits and enjoy a more productive, engaging workplace and community. By bringing awareness to our unintentional assumptions, we can address and overcome the effects of implicit bias.



Diversity Basics: Taking Action

Learn how the stories we tell ourselves impact our well-being. You'll discover the power of the narratives we tell as individuals, within social groups, and through institutions, and you'll explore ways to counter these narratives through specific examples and exercises.



Diversity Basics: Foundations

This course will introduce you to diversity, equity, and inclusion (DEI). By the time you've finished this course, you'll be better equipped to understand the importance of DEI and take action to support diversity initiatives in the workplace.

Grants

Opportunity Number	Title	Application Dates
HRSA-25-064	Ending the HIV Epidemic in the U.S. – Technical Assistance Provider	Opens: 08/22/2024, Closes: 09/21/2024
HRSA-25-065	Ending the HIV Epidemic in the U.S. – Systems Coordination Provider	Opens: 08/22/2024, Closes: 10/22/2024
RFA-HD-25-003	Pediatric HIV/AIDS Cohort Study (PHACS) (U19 Clinical Trial Not Allowed)	Opens: 08/16/2024, Closes: 12/11/2024
RFA-DA-26-002	Single Cell Opioid Responses in the Context of HIV (SCORCH) Program: Data Mining and Functional Validation (R21 Clinical Trial Not Allowed)	Opens: 08/14/2024, Closes: 3/19/2026
HRSA-25-042	Telehealth Resource Centers Program	Opens: 08/02/2024
FR-6800-N-25	FY 2024 and FY 2025 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program Grants	Opens: 07/31/2024, Closes: 8/29/2025
PAR-24-225	Maximizing Opportunities for Scientific and Academic Independent Careers (MOSAIC) Postdoctoral Career Transition Award to Promote Diversity (K99/R00 Independent Clinical Trial Not Allowed)	Opens: 07/23/2024, Closes: 09/07/2027
PAR-24-227	Maximizing Opportunities for Scientific and Academic Independent Careers (MOSAIC) Postdoctoral Career Transition Award to Promote Diversity (K99/R00 - Independent Basic Experimental Studies with Humans Required (BESH))	Opens: 07/23/2024, Closes: 09/07/2027
HHS-2025-ACF-ACYF-YY-0081	The Primary Prevention Youth Homelessness Demonstration Program	Opens: 08/14/2024

Opportunity Number	Title	Application Dates
HRSA-25-064	Ending the HIV Epidemic in the U.S. – Technical Assistance Provider	Opens: 08/22/2024, Closes: 09/21/2024
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INTERNSHIP PROGRAM



NMHealth Internship Program

Become a preceptor

→ Inspire

Inspire new generations to embark on a career in public health or to follow in your professional footsteps.

→ Professional Development

Serving as a preceptor presents a valuable professional development opportunity.

→ New Perspective

Students provide a fresh academic perspective on intricate issues and contribute to problem-solving and bolstering the workforce.



By assuming the role of a preceptor, you play a pivotal role in impacting both the community and future generations. This opportunity serves as the initial step in cultivating a workforce dedicated to advancing public health initiatives.

Internship Program Insights

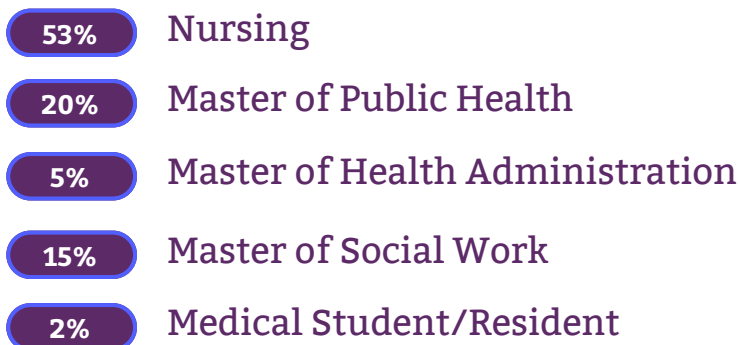
The internship program presents a chance to engage students and advertise positions within the realm of public health. Frequently, students are already eligible for a position within the agency upon commencing their internship application.

New resources and initiatives, such as position recommendations, recommendation letters, and mock interviews, have been incorporated into the program to bolster student support. For further insights into the program, kindly review the information provided below:

Fall 2024

In the Fall of 2024, 39 students are participating in internships at the New Mexico Department of Health.

Students completing an internship by degree:

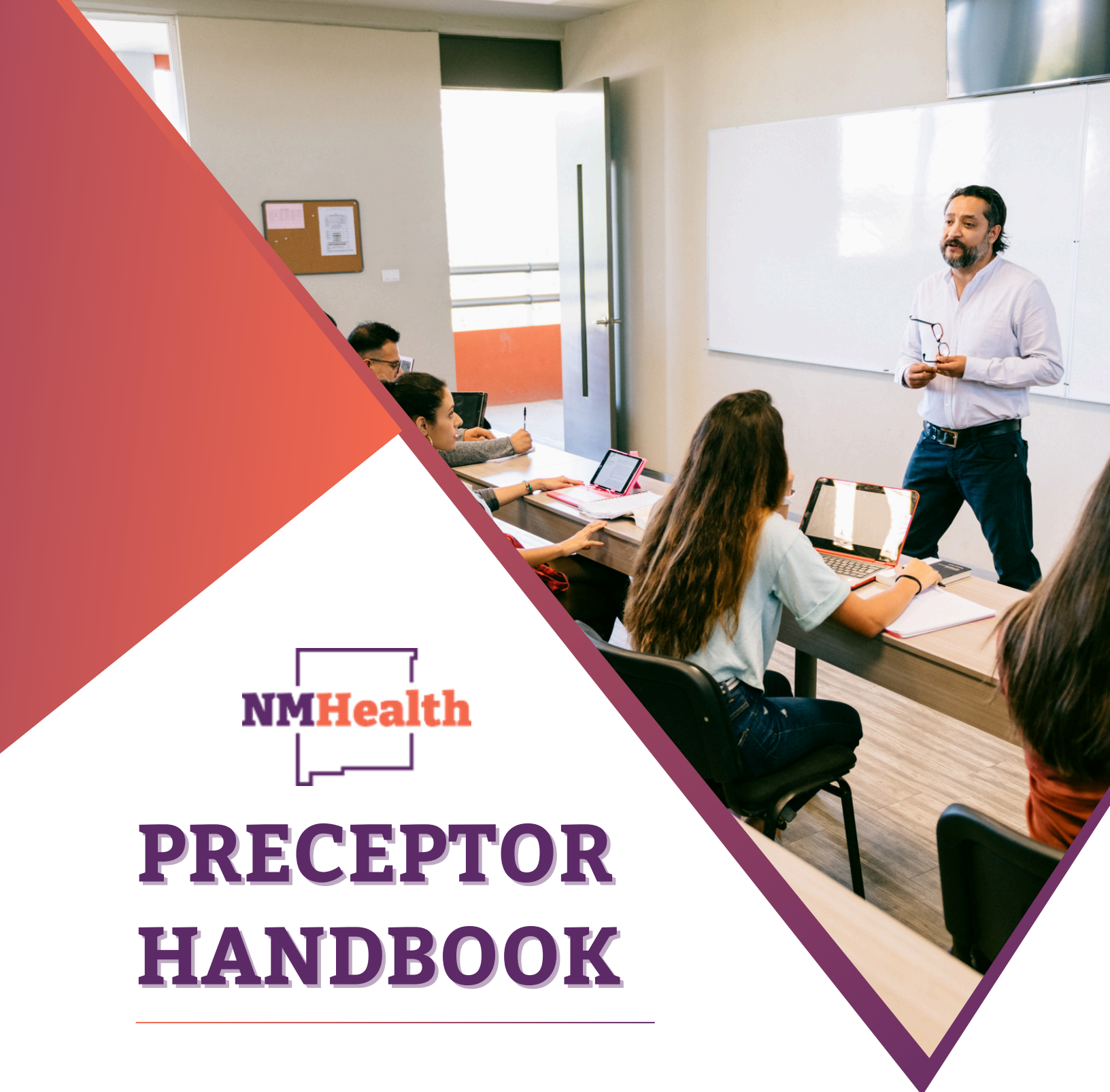


- **Out-of-state Schools**

Five out of the 39 students are enrolled in an out-of-state college.

- **In-State Schools**

There are 34 students enrolled in schools within the state.



PRECEPTOR HANDBOOK



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MISSION

To create opportunities for students to experience and contribute to the Mission of NMHealth.

VISION

Collaborate with university partners to inspire, train, and mentor students in hopes of creating a recruitment pipeline for NM Health-related careers.

KEY GOALS

1. **Creating Opportunities**: Offering students chances to apply their academic knowledge in practical settings by streamlining program process and supporting students in their experience.
2. **Inspiring Careers**: Motivating all generations to pursue careers in public health and understand its vital role in everyday life.
3. **Knowledge Sharing**: Enabling students to gain practical skills from NMHealth professionals, enhancing their learning and development.
4. **Promoting Diversity**: Promoting opportunities to incorporate diverse perspectives and help improve agency practices and procedures.
5. **Cultural Integration**: Promoting a sense of belonging and teamwork by embracing organizational culture and recognizing the valuable role of students in the overall NMHealth mission.

NMHealth Internship Program Procedures

Non-Clinical

Practicums

A practicum serves as a practical training opportunity for students or professionals to put into practice the knowledge and skills acquired through academic study. This experiential learning experience offers a hands-on environment that supplements theoretical learning and offers practical immersion in the respective field or profession.

Typically, practicum placements involve students shadowing experienced professionals who provide guidance for the supervised application of theoretical knowledge within a genuine work setting.

For Credit Practicums

NMHealth attracts a wide range of student interest, offering a platform for students to apply for practicum placements via an online application. Nevertheless, it is customary for academic practicum coordinators to seek placements on behalf of students. Academic practicum programs entail the establishment of learning contracts and formal academic agreements with the institution. Coordinators mandate that students monitor their practicum hours to fulfill stipulated requirements and occasionally request preceptors to conduct evaluations of students throughout the practicum period.

Internships

An internship serves as a short-term work opportunity that furnishes practical training and fosters professional growth for individuals, commonly students or recent graduates, seeking practical exposure within a particular field or sector.

Typically offered by companies, organizations, or institutions, internships aim to assist participants in transitioning from theoretical academic learning to the practical application of their competencies in real-world scenarios. By providing an entry point into a specific career field, internships afford participants a degree of autonomy in executing tasks within their work environment.

Non-Credit Internships

NMHealth provides non-credit internship opportunities that do not necessitate an academic agreement or supplementary documentation from academic institutions. To commence an internship, preceptors and students must agree upon a commencement and conclusion date, with students mandated to sign the student agreement before placement. Furthermore, professional development opportunities are accessible throughout each semester.

NMHealth Internship Program Procedures

Clinical

Clinical Practicum

A clinical practicum is a hands-on learning experience where clinical students in nursing, medicine, pharmacy, and clinical related fields can apply theoretical knowledge gained in the classroom to real-world patient care settings.

Students looking for a clinical practicum may require a specific type of supervision, where the preceptor must have a specific degree and licensure for the student to obtain credit for their practicum. The NMHealth coordinator will obtain all of this information prior to student practicum placement.

Clinical Internship

Clinical internships directly apply theories and concepts learned in school to real-life job experiences. Clinical Internships are more extended than practicums, interns work independently gaining practical skills and professional development.

Additional Information:

Clinical practicums and internships vary significantly depending on the program, often students are pursuing a BSN program, Pre-Med, or Medical Residency programs that have different requirements. But Clinical internships also cover other areas such as clinical social work, counseling, pharmacy, and much more.

Pre-Internship Placement Process

Students interested in the NMHealth internship program can apply through the online internship website, directly contact the internship coordinator, or be referred by their university practicum program coordinator.

Non-Clinical

Student Interviews

The NMHealth internship program attracts students from both New Mexico and other parts of the United States. What sets NMHealth apart is its diverse range of fields and experts from varied backgrounds, offering students a valuable and enriching experience.

Part of the practicum/internship placement process involves conducting interviews with students. This practice not only offers valuable interview experience to students but also aids the preceptor in assessing the suitability of the opportunity for the student.

Interview questions are readily accessible within the internship program, Preceptors have the flexibility to utilize the existing questions, incorporate supplementary inquiries, or formulate new questions as needed. The internship coordinator will assist in arranging the interview and furnish all essential documentation.

Clinical

Clinical placements are contingent upon availability, with interviews recommended for certain types of clinical internships. Typically, students are directly referred from clinical programs and may not necessitate an interview, depending on the preceptor and placement availability.

NMHealth Internship Program Procedures

Project Based Learning

The NMDOH Internship Program is structured on the project-based learning methodology, as illustrated in Figure 1. Interns are tasked with working on a project for an extended duration that involves tackling real-world issues or addressing intricate inquiries. Their expertise and achievements are exhibited through the development of a final product, such as a presentation, report, or poster, to highlight their contributions and acquired knowledge.

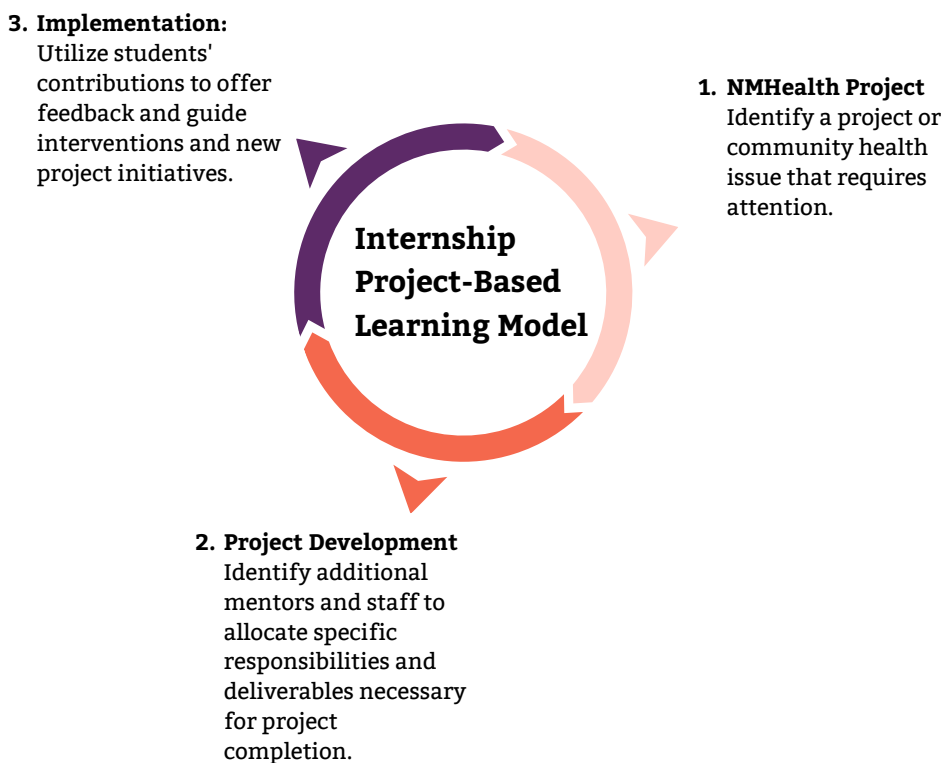


Figure 1

Interns are best suited for project-based assignments as they aid in defining their distinct roles and objectives, thereby enriching their experience. Additionally, student projects provide NMHealth the chance to acquire fresh perspectives and expertise pertaining to specific issues or areas. This model can be utilized in both clinical and non-clinical settings.

NMHealth Internship Program Procedures

Designing a Project-Based Internship

Project Scope

1. Please define the project scope and outline how the student can engage with the project. Certain projects may be intricate and time-consuming, allowing students to contribute to specific components.

Timeline

2. Consider the complexity of the project, time demands for the preceptor and the intern, timeliness of project deliverables, and feasibility for the intern to complete the work, e.g.

Resources

3. Identify resources and additional mentors/team members that will be a part of this project.

Check-in

4. Schedule regular meetings with the student to provide feedback and mentorship regarding their experience and project deliverables.

Preceptor Support:

Preceptors can schedule a meeting with the internship coordinator to plan or refine a project. They can provide resources to help the preceptor develop a project-based placement, and offer support in organizing objectives, planning intern activities and tasks, and relaying best practices to maximize the internship experience for student and the preceptor. [Project-Based Learning Template](#)

For additional information/support, Please Email:
NMDOH.Internship@doh.nm.gov

NMHealth Internship Program Procedures

Experiential Learning Opportunities

These types of internships enable students to acquire practical experience that contributes to the organization's mission without being confined to particular projects. (Please see the Internship Description Template)

There are three distinct phases involved in preparing for an experiential learning opportunity:

1.



Planning Assessment

- Identify the student's learning goals, interests, and skills.
- Assess the organization's needs and available resources.
- Plan the scope and duration of the experience.

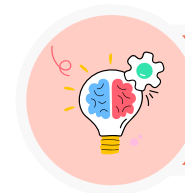
2.



Mentoring and Guidance

- Regularly meet with the student to discuss progress, challenges, and goals.
- Offer guidance, feedback, and support.
- Encourage reflection and self-assessment.

3.



Skill Development and Training

- Provide opportunities for the student to acquire new skills.
- Offer training sessions or workshops related to the project or field.
- Encourage hands-on learning and practical application.

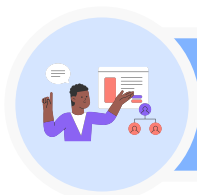
NMHealth Internship Program Procedures

Residential/Clinical Experience

Clinical experience requires for student to gain hands on experience in a clinical setting. Some clinical programs require extensive experience while others require less practical experience.

There are three distinct phases involved in preparing for a clinical internship:

1.



Orientation & Supervision

Familiarize interns with the organization’s culture, policies, and procedures. Identify the students supervisor and mentor.

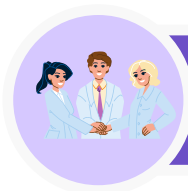
2.



Safety and Crisis Management

Train students to handle emergencies, safety procedures, and to attend any applicable safety related trainings.

3.



Collaboration & Skill Development

Encourage collaboration and mentorship from various staff members, with shadowing opportunities.

NMHealth Internship Program Timeline

Intern Interview: Before the student's practicum placement, students will conduct an interview (if applicable).

Confirm Intern Placement: Once the intern and preceptor have met, discussed projects and schedules, and agreed to work together, the internship coordinator will work with the supervisor and intern to sign and review the [Student Agreement](#)

Onboarding: Depending on the nature of your project (virtual or in-person), students may require items such as badge access to buildings, cubicle space, a DOH email account, etc. on the Onboarding Checklist

Connect With Your Intern

If you have not done so already, please set up a time to meet with your intern in person or virtually. In this meeting you should make introductions and review internship basics, projects, work plans, and trainings.

Establish A Work Schedule

If you have not done so already, establish a schedule with your intern and determine their workdays and hours (e.g., Tu/Th 9am to 5pm, M/W/F noon to 3pm). Be sure to account for any recurring meetings you would like the intern to attend, and the intern's class schedules.

Establish a Communication Plan

Preceptors are highly encouraged to schedule a brief one-on-one with interns, recurring at least once per week. This is a space to check in, report tasks completed and tasks in progress, deliverable deadlines, anticipated obstacles, and any questions or concerns.

Continuing Education Credits

Supervising an intern not only benefits the student but can also offer professional rewards for you, the preceptor. Many professions allow for the earning of continuing Education Units (CEUs) or other related credits for this important work.

Steps to inquire about CEUs or related credits:

1. Identify Your Licensing Requirements

- Before reaching out, review the continuing education requirements for your professional license. This information can typically be found on your profession's licensing board website.

2. Contact the Internship Coordinator

- Please contact the NMHealth coordinator to confirm that the student's institution offers the required CEUs. If this option is feasible, the coordinator will furnish you with the relevant tracking form to facilitate the acquisition of credits.

NMHealth Internship Program

ACADEMIC CONNECT HUB



The NMHealth internship program attracts practicum applicants from across the nation. This program not only presents a valuable opportunity for agency leaders to foster growth and mentorship but also serves as a means to inspire upcoming generations in the field of public health and facilitates recruitment efforts.

The **NMHealth Internship Program - Academic Connect Hub** serves as a SharePoint website containing a comprehensive array of resources tailored for students and preceptors. We strongly recommend that preceptors and leaders guide students towards this valuable resource to access professional development opportunities and recruitment avenues.

Preceptors can also find offboarding resources, templates, and information.



Internship Program

Creating Opportunities



Offering students chances to apply their academic knowledge in practical settings.

Inspiring Careers



Motivating all generations to pursue careers in public health and understand its vital role in everyday life.

Cultural Integration



Promoting a sense of belonging and teamwork by embracing organizational culture and recognizing the valuable role of students in the overall NMHealth mission.



Why NMHealth?

NMHealth's internship program offers opportunities in various disciplines, both clinical and non-clinical. Our centralized public health system provides students with a state-level perspective on public health. Attracting students nationwide!

Due to the diverse fields within the agency, we try to identify a project/department that fits the student's interests.



Reach out to us!

-  Rosanna.suarezmunoz@doh.nm.gov
-  [Program Information & Application](#)



Internship Toolkit Templates

Internship Description

Name:

Department:

Student Level:

Internship Dates:

Supervisor:

Mentor(s):

Hours/Schedule:

Setting (Virtual/Hybrid):

Student Background/Degree:

Student Interests:

Job Description:

Responsibilities:

Onboarding Checklist

Intern (Name):	Start Date:
Field Instructor:	DOH Supervisor:

BEFORE THE STUDENT STARTS THE INTERNSHIP:

- Review and collect the student agreement with all signatures (coordinator)
- Contact the preceptor for any additional support needed. (coordinator)

Before their first day:

- Collaborate with the Department of Health (DOH) coordinator to determine whether the internship will be conducted in person or remotely.
- Ensure that the student has access to a computer, the internet, and necessary supplies.
- Collaborate with the student to establish the commencement and conclusion dates for the practicum or internship.
- Send students an onboarding email that includes information on their work location, parking details, and instructions to request building access if necessary.

During their first week:

- Determine the students duties/project (for project development or duties development reach out to the internship coordinator)
- Introduce student to other team members or mentors if applicable.
- Establish a follow-up schedule for the student, including meeting times. If needed, you can seek the coordinator's assistance for additional resources or student support.