

REVIEWER REPORT*
ORC DOCUMENT # 2

**INSTRUCTIONS, FORMS AND
CRITERIA FOR REVIEW**

**TITLE X FAMILY PLANNING
CLINICAL SPECIALTY TRAINING PROJECTS**

OBJECTIVE REVIEW COMMITTEE

* Primary, Secondary, and Third reviewers use this form.

REVIEWER REPORT

Grantee/Applicant:	Project Area:
Funds Requested: \$	Grant Number:
Project Period Requested: _____ Years	Reviewer:

Instructions

The attached pages include criteria to be used by the Objective Review Committee (ORC) members to determine the adequacy and merit of applications responding to the **“Announcement of Anticipated Availability of Funds for Family Planning Clinical Specialty Training Projects.”** Please use the format provided for assembling the report. Add pages as needed.

1. Complete the written Review Report for each application prior to the Objective Review Committee Meeting.
2. Written comments should include
 - Brief Overview/Description of the proposed project (**Primary Reviewer Only**)
 - Strengths and Weaknesses of the proposal for each criterion - Reviewers may assign a preliminary score to each criterion which may or may not change after discussion.
 - Summary Comments/Recommendations
 - Qualitative Assessment of the proposal
3. Be prepared to discuss the proposal in detail with fellow group members

Do not complete the Reviewer Rating Sheet prior to the review meeting. Only those applications which are recommended for approval by the committee will be given an official numerical score.

After the completion of deliberations concerning each proposal, the committee will vote to recommend approval or disapproval. Reviewers will score those applications which are recommended for approval at that time.

The Recorder will collect Reviewer Reports and complete the Review Summary Report documents. The Chairperson will ensure that the report reflects the committee's actions.

The Recorder will compile the complete Review Packet and return it to an OFP/OPA Objective Review Coordinator.

Under no circumstances should committee members discuss the review outside of the review room.

**Brief Overview/Description of the Project
(PRIMARY REVIEWER ONLY)**

Applicant Name _____

Criterion # 1 (25 points available)

Preliminary Score _____
(Optional)

The degree to which the project plan adequately provides for the requirements set forth in 42 CFR 59.205 (see regulations in Subpart C - Grants for Family Planning Services Training). Examples of elements for consideration of this criterion:

1. Evidence of assurances outlined in CFR 42 59.205 .
2. Description of a methodology for determining, on an annual basis, the clinical training needs of persons working in the Title X services projects in the area to be served by the training program.
3. Application includes specific, measurable and time limited objectives that respond to the clinical training needs identified.
4. Description of a method for development of training curricula, materials and resources.
5. Design of the specialty training program is consistent with Title X statute and regulations.
6. Application includes a proposed curriculum outline for specialty training course, including admissions criteria, training plan, and course schedule for year one of the grant.
7. Projected number of continuing education courses and subject areas for year one of the grant are included.
8. Evidence of a plan to make available training offerings which target clinicians with various levels of professional preparation.
9. Description of the methodology to be used to evaluate individual training activities and the effectiveness of the training program as a whole which is based on program goals and objectives. This should include a description of how the training program will be evaluated in terms of improving the quality of care provided.
10. Staffing pattern is realistic, appropriate, and adequate to carry out the goals and objectives of the project.

Criterion #2 (20 points total)

Preliminary Score _____
(Optional)

The extent to which the proposed training program promises to fulfill the family planning training needs of the area to be served, which may include, among other things:

- (i) Development of the capability within family planning service projects to provide pre- and in-service training to their own staffs.**
- (ii) Improvement of the family planning services delivery skills of family planning and health services personnel;**
- (iii) Improvement in the utilization and career development of paraprofessional and paramedical manpower in family planning services;**
- (iv) Expansion of family planning services, particularly in rural areas, through new or improved approaches to program planning and deployment of resources.**

Examples of elements for consideration of this criterion:

1. Evidence that training offerings include information on
 - S abstinence education and counseling;
 - S HIV/AIDS education and counseling, including the "A-B-C" message;
 - S identifying and providing appropriate counseling and referral in cases of intimate partner violence;
 - S identifying cases of child abuse, child molestation, sexual abuse, rape, or incest, and in complying with applicable state reporting laws.
2. Plan for on-site offerings that provide both didactic and supervised clinical components, as appropriate to the content presented.
3. Plan for specialty course offerings that provide adequate time for instruction and interaction with faculty, but do not exceed a total of three weeks on-site per course.
4. Evidence of ability to make available continuing education credits which are recognized by applicable professional disciplines, e.g. nursing, medicine, etc.
5. Evidence of a plan for a clinical mentorship/preceptorship component for specialty course students returning to their practice settings.
6. Evidence of a method for evaluating level of knowledge, competence and skills of trainees following training compared with level prior to training.
7. Evidence that distance learning specialty course components and other training offerings provide adequate opportunity for interaction with faculty and reasonable time for completion.
8. Evidence of the applicant's ability to monitor and evaluate clinical training activities, and to modify the training plan and offerings as indicated.

Criterion # 3 (15 points)

Preliminary Score _____
(Optional)

The extent to which the proposed training and program will increase the delivery of services to people, particularly low-income groups, with a high percentage of unmet need for family planning services.

Examples of elements for consideration of this criterion:

1. Evidence of the ability to provide specialized training/education programs that will enhance the ability of family planning clinical service providers to deliver high-quality family planning services to the populations served.
2. Description of how training offerings will improve care provided to the increasingly diverse populations served in Title X projects.
3. Description of a training plan which assures reasonable availability of training to persons in all areas of the regions to be served and gives priority for admission of trainees from Title X-funded projects before accepting privately funded students.
4. A description of the methodology to be used to develop the training plan based on identified priorities, including flexibility in training plan design.
5. Demonstration of the ability to maximize resources to achieve objectives of the program (e.g., utilizing local clinical facilities and expert consultants.)
6. Description of an internal system to assure that clinical information and training is science-based and current.

Criterion #4 (15 points)

Preliminary Score _____
(Optional)

The administrative and managerial capability and competence of the applicant.

Examples of elements for consideration of this criterion:

1. Demonstration of a broad range of expertise and skill in administering clinical training programs that involve the target groups (health care practitioners and registered professional nurses), including managing training resources and working with consultants and service providers.
2. Ability to meet national or State recognition requirements as a provider of continuing education through a national nursing organization or one of its constituents.
3. Budget that is reasonable and adequate to meet the goals and objectives of the project, including a budget narrative that is clear and thoroughly addresses all requested items.
4. Total budget reflects costs that do not exceed \$4000/Title X-supported student for the clinical specialty course. The maximum cost to the grant for continuing education units must not exceed \$20 per contact hour.
5. Evidence of familiarity with issues related to provision of Title X family planning services.
6. Evidence of the intent to involve the PHS Project Officer in planning and approval of training plans and utilization of resources.
7. Evidence of the capacity to develop clinical training appropriate to the Title X priorities and key issues.
8. Evidence of the capacity to collect, maintain and report data as required in the RFA.
9. Evidence of diversity and success of prior training experience (contracts, grants, etc.).

Criterion # 5 (15 points)

Preliminary Score _____

(Optional)

The competence of the project staff in relation to the services to be provided.

Examples of elements for consideration of this criterion:

1. Job descriptions, including qualification standards for key staff and biographical sketches for key personnel.
2. A description of the procedure for evaluation and review of the job performance of all project personnel and consultants.
3. Demonstration of knowledge of evidence-based learning theory and adult learning behavior.
4. Evidence of a broad range of expertise and ability to provide clinical training in areas related to family planning and reproductive health.
5. Evidence the capacity to utilize electronic technologies and evidence-based training delivery techniques.
6. Evidence of a mechanism for identifying consultants with additional expertise when needed.
7. Evidence of the applicant's ability to establish and manage an effective, logical system for total program evaluation. This may be accomplished internally, or with an outside evaluator.

Criterion #6 (10 points)

Preliminary Score _____
(Optional)

The capacity of the applicant to make rapid and effective use of the grant assistance, including evidence of flexibility in the utilization of resources and training plan design.

Examples of elements for consideration of this criterion:

1. Evidence of established financial management policies and procedures, which guide the use of grant funds, including audit procedures contracting arrangements.
2. Description of the methodology for establishing the budget and tracking expenditures related to the clinical training program.
3. Evidence of ability to be flexible in use of resources in response to evolving training needs.
4. Description of a plan for developing linkages with other service and training providers.
5. Evidence of established infrastructure for providing training activities as described in the RFA, including availability of staff and access to other training resources.

REVIEWER RATING SHEET

Applicant's Name _____

Regardless of overall recommendation given an application, it is important that each criterion be rated separately.

Criterion	TOTAL POINTS POSSIBLE	RATING SCORE
1. The degree to which the project plan adequately provides for the requirements set forth in 42 CFR 59.205	25	
2. The extent to which the training program promises to fulfil the family planning services delivery needs of the area to be served (including elements i-iv as listed in FR Notice).	20	
3. The extent to which the proposed training and technical assistance program will increase the delivery of services to people, particularly low-income groups, with a high percentage of unmet need for family planning services.	15	
4. The administrative and management capability and competence of the applicant.	15	
5. The competence of the project staff in relation to the services to be provided.	15	
6. The capacity of the applicant to make rapid and effective use of the grant assistance, including evidence of flexibility in the utilization of resources and training plan design.	10	

<u>Unacceptable</u>	Poor	Good	Excellent
Under 50	50-69	70-89	90-100

**TITLE X FAMILY PLANNING TRAINING GRANT APPLICATION
PRIMARY REVIEWER SUMMARY REPORT AND RECOMMENDATIONS**

Grantee/Applicant:	<input type="checkbox"/> Competing continuation <input type="checkbox"/> New
Funds Requested: \$	Grant Number:
Project Period Requested: __ Years	Reviewer:

(Attach additional pages as needed.)

BRIEF OVERVIEW/DESCRIPTION OF THE APPLICATION: Primary Reviewer Only. (Attach copy of one page abstract provided in the application)

SUMMARY OF STRENGTHS AND WEAKNESSES:

RECOMMENDATION: () Approval () Disapproval () Deferral

RECOMMENDED CONDITIONS OF AWARD:

ADVISORY COMMENTS:

Primary Reviewer: _____

Secondary Reviewer: _____

Chairperson (signature)

Date