

## **NACDD 2010 CHRONIC DISEASE ACADEMY CALL FOR PROPOSALS**

The National Association of Chronic Disease Directors (NACDD) invites your submission of a proposal for educational programming for the NACDD 2010 Chronic Disease Academy. The Academy will be presented February 17 – 19, 2010 in Orlando, Florida. With no more than 400 total participants, the Academy will be focused on skill-building training activities, and is intended to:

- Provide a training experience that is valuable to chronic disease program directors, managers and staff.
- Provide a forum for networking among attendees that will provide partnerships opportunities to increase sustainability of programs
- Provide a conduit for bringing information on best practices and proven interventions to practitioners who can utilize them in their work.

The audience for the Academy will be composed of chronic disease practitioners at the local, regional and state levels. Each planned content area will have activities which are pertinent to practitioners at differing levels of skill and experience.

*The educational program of the Academy will be determined based on the following parameters:*

- Participants should leave having gained new tools, knowledge, and skills that will be valuable to them in their work.
- Information provided should be in more depth than overview presentations of research findings.
- Content and skills presented should be appropriate for follow-up and structured evaluation of impact of attendance as evidenced in the work that ensues.

In describing your training, please explain what activities and content will be presented to assure these parameters will be met for participants.

*The content and skills presented will be based on the NACDD Competencies for Chronic Disease Practice, and will be delivered in five identified areas/ tracks:*

- Track #1 – Build Support: Chronic disease practitioners establish strong working relationships with stakeholders, including other programs, governmental agencies and nongovernmental lay and professional groups to build support for chronic disease prevention and control.
- Track #2 - Design and Evaluate Programs: Chronic disease practitioners develop and implement evidence-based interventions and conduct evaluation to ensure on-going feedback and program effectiveness.
- Track #3 – Influence Policies and Systems Change: Chronic disease practitioners implement strategies to change the health-related policies of private organizations or governmental entities capable of affecting the health of targeted populations.
- Track # 4 – Lead Strategically: Chronic disease practitioners articulate health needs and strategic vision, serve as a catalyst for change and demonstrate program accomplishments to ensure continued funding and support within their scope of practice.

- Track #5: Manage Programs and Resources: Chronic disease practitioners ensure the consistent administrative, financial, and staff support necessary to sustain successful implementation of planned activities and build opportunities.

In planning your training, please refer to the NACDD Competencies for Chronic Disease Practice, available at [www.chronicdisease.org](http://www.chronicdisease.org) for a full list of competency statements in the above tracks/domains of the competencies.

*Each track will contain content and skills appropriate for chronic disease practitioners with diverse levels of experience and responsibility, i.e. basic versus intermediate/advanced. The application form will allow you to specify the level of audience for whom your training is intended. When developing your content, please keep the following definitions in mind:*

- Basic: geared to professionals who have been in their current field less than two years, with no recent formal training in the workshop content area. Beginner type course.
- Intermediate: geared to professionals who have been in their current field 2 to 5 years, with a higher level of knowledge than the basic attendee. Presumes some ability, but not yet expertise.
- Advanced: geared to professionals that have been in their current field for more than five years, and have received formal or information training in the workshop content area. Seasoned professional course.

*The target audience for the Academy will be composed of chronic disease practitioners at the local, regional and state level. Within your application, describe the target audience appropriate for your training.*

#### **Honorarium and Reimbursement:**

- Total honorarium will be \$1000.00 per day, or \$500.00 per half day. If you choose to have a team of trainers, honorarium will be paid to main trainer identified in application. Distribution of the honorarium among the team will be the responsibility of the main trainer.
- Airline travel arranged through NACDD travel services will be covered for up to two (2) trainers maximum for a one-day training or three (3) trainers maximum for a longer training.
- Airline travel arranged outside NACDD travel services will be reimbursed to a maximum of \$700.00 per round-trip ticket for up to two (2) trainers maximum for a one day training or three (3) trainers maximum for a longer training.
- Hotel room nights will be covered for one night per trainer per day of training, limited to two (2) trainers for a one day training or three (3) trainers maximum for a longer training.

#### **Application Deadline:**

All applications must be received by August 1, 2009. Applications may be downloaded for completion and then submitted online to [mnoble@chronicdisease.org](mailto:mnoble@chronicdisease.org), or you may submit them by mail to:

Marcia A. Noble, MN  
Director of Professional Development  
National Association of Chronic Disease Directors  
2872 Woodcock Blvd, Suite 220  
Atlanta, Georgia, 30341

## Abstract Submission Form

**Primary Trainer:** \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Co-Trainer(s): \_\_\_\_\_

**Title of Training:** \_\_\_\_\_

Has this training been presented at previous meetings/conferences?

Yes       No

If yes, when and where? \_\_\_\_\_

Which content area/track of the Academy will your training support? Within that content area, is the training level basic or advanced?

- Build Support
  - Basic
  - Intermediate
  - Advanced
- Design and Evaluate Programs
  - Basic
  - Intermediate
  - Advanced
- Influence Policies and Systems Change
  - Basic
  - Intermediate
  - Advanced
- Lead Strategically
  - Basic
  - Intermediate
  - Advanced
- Manage Programs and Resources
  - Basic
  - Intermediate
  - Advanced

What time frame do you envision for your training?

- 2 ½ days
- 2 days
- 1 ½ days
- 1 day

What is the optimum number of participants for your training? i.e., does the class size need to be limited?

*For the segments below, please answer as fully as possible. Information provided will be used by reviewers to determine final selections of proposals for the Academy.*

Describe the appropriate audience for your training, including level of experience required and any other pre-requisites needed.

What quantifiable outcomes do you envision for participants in your training?

**Abstract:**

In 100 words or less, describe your training; include the need, content, what will be learned and benefits from attending the training. *This abstract will be used in published materials to market the activity.*

**Training Overview:**

Please use the attached Educational Documentation Form to provide the learner objectives for your training, along with an outline of the content you will present to meet these objectives, the names and credentials of faculty responsible for that portion of the training, and an overview of the teaching methods you will use, including any planned use of activities and small group sessions. Please place only one objective in each row of the table; table may be extended as needed to provide all information needed

**Trainer Bios:**

Please use the attached Biographical Data Form to provide biographies of all proposed trainers. Please be sure to include information which outlines their education and expertise in the content area, as well as information related to previous experience in preparing and presenting activities of this style.

For more information, contact:

Marcia A. Noble, MN  
Director of Professional Development  
NACDD  
770-458-7400  
[mnoble@chronicdisease.org](mailto:mnoble@chronicdisease.org)

## Educational Documentation Form

**Title:**

| <b>Objectives</b>  | <b>Content</b>  | <b>Time Frame</b>                       | <b>Presenter</b>              | <b>Instructional Strategies</b>   |
|--|---|---|-------------------------------|---|
| List measurable objectives. After this activity, the participants will be able to... | Describe the content that will be presented to enable the participant to achieve that objective. Content can be provided as an outline or description, <i>but must be more than a restatement of the objective.</i> | State time allotted for each topic area | List presenter for each topic | Describe instructional strategy used for each objective and its content |
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## Biographical Form

You may use this form or attach another current biographical form or curriculum vitae. This information is required by accreditation organizations. It will be treated as a confidential document.

**Name/Degrees:**

**Date Submitted:**

**Business Address:**

**Telephone:**

**Fax:**

**E-Mail:**

**Position/Title:**

**Education** (*include basic preparation through highest degree held*)

Degree/Year

Institution, City, State

Major Area of Study

**Professional experience** (areas of expertise and publications pertinent to this educational activity)