

**AACHHR**  
**GUIDELINES FOR THE PREPARATION OF PROPOSALS FOR NEW UNDERGRADUATE AND GRADUATE  
HEALTH PROGRAMS**

**1.0 PROGRAM IDENTIFICATION**

- 1.1 Submitting institution(s)
- 1.2 Faculty
- 1.3 School
- 1.4 Department
- 1.5 Program name
- 1.6 Program type (eg. Bachelor's degree, post baccalaureate certificate)
- 1.7 Credential(s) granted
- 1.8 Proposed starting date

**2.0 PROGRAM DESCRIPTION**

- 2.1 Description of program objectives
- 2.2 Description of the target clientele of the program.
- 2.3 Evidence of student demand and/or interest.
- 2.4 Description of the Overall Program Details (such as program structure, courses required, program duration, expected enrollments, enrollment limits, etc.)
- 2.5 Admission requirements and standards specific to program.
- 2.6 Confirmation of delivery mode(s) to be used (e.g. traditional classroom, distance education, experiential learning and labs.)
- 2.7 In the case of a graduate program, an indication of whether a program is research or course based.

**3.0 PROGRAM NEED**

- 3.1 Comparison of the proposed program with other similar programs offered elsewhere in the Atlantic Region. If offered elsewhere, provide rationale for replicating the program.
- 3.2 Provide information on the current and anticipated job market to which the program is directed. Please give evidence of consultation with employers and/or professional organizations as to the current and anticipated job market.
- 3.3 Provide evidence of consultation with the Ministry of Health in your jurisdiction that the new program reflects system priorities/requirements.

#### **4.0 PROGRAM DELIVERY**

- 4.1 Identification of the program curriculum components
- 4.2 Identification of the program curriculum components that initiate students to engage in interprofessional collaboration.
- 4.3 Identification of program curriculum components that address the concepts of cultural competence, health equity and diversity management.
- 4.4 Is there capacity in the provincial health systems to support the additional clinical placements currently and in the future? Please provide affiliated agreements in support of these placements.

#### **5.0 PROGRAM IMPLEMENTATION**

- 5.1 Impact analysis of the program on delivery of quality health care services to consumers, on patient outcomes, on the employers, and the purchasers of service.
- 5.2 Impact of the program on the professional scope of practice and core competencies in the profession.
- 5.3 Impact of the proposed program on professional mobility, as outlined within the Labour Mobility Chapter of the Agreement on Internal Trade.
- 5.4 Identification of the provisions for re-training existing professionals and for the continual learning of graduates from the program.

#### **6.0 RESOURCE IMPLICATIONS**

In summary form indicate:

- 6.1 Description of the extent to which current resources in terms of academic and support staff, library space, equipment, etc. would be used.
- 6.2 Description of additional resources needed in the same areas outlined under bullet 6.1 above.
- 6.3 Identify the anticipated costs/revenues in each of the first years of implementation where the final year demonstrates a steady state for the program.

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