


**Healthcare Workforce Development Division**

400 R Street, Suite 330  
 Sacramento, California 95811-6213  
 (916) 326-3700 Main Line  
 (916) 322-2588 Fax  
[www.oshpd.ca.gov](http://www.oshpd.ca.gov)

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## SONG-BROWN PROGRAM

### Subject Matter Expert (SME) Review Panel Roles and Responsibilities

The Song-Brown program is soliciting Subject Matter Expert (SME) Review Panel applications. The SME Review Panel will review and provide scoring recommendations to the California Healthcare Workforce Policy Commission (CHWPC).

#### Background

Song-Brown provides grants to family medicine (FM) residency, primary care residency (PCR) (internal medicine, obstetrics/gynecology and pediatric), as well as family nurse practitioner (FNP), physician assistant (PA), and registered nurse (RN) training programs to increase access to primary care in underserved areas.

#### Membership Representation

Each SME Review Panel is comprised of up to five individuals who represent FM and PCR physicians, FNP/PAs, RNs as well as CHWPC members, consumer advocates, practice site representatives and those with backgrounds in workforce development, or healthcare education programs.

#### Roles and Responsibilities

1. Review and score a maximum of 15 applications using set evaluation criteria and provide comments
2. Advise the CHWPC on application revisions
3. Advise the CHWPC on evaluation criteria revisions

#### \*Exact dates and times to be determined

Discipline	Orientation*	Review and Score RFAs Independently	Reviewers Call*
Family Medicine (FM)	6/6/16 – 6/10/16	6/10/16 – 7/1/16	Week of July 18
Primary Care Residencies (PCR)	8/8/16 – 8/12/16	8/12/16 – 8/31/16	Week of Sept. 12
Family Nurse Practitioners (FNP) and Physician Assistants (PA)	10/31/16 – 11/4/16	10/31/16 – 12/3/16	Week of Dec. 5
Registered Nursing (RN)	1/9/17 – 1/13/17	1/13/17 – 1/31/17	Week of Feb. 6

# OSHPD Office of Statewide Health Planning and Development



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### Song-Brown Program Subject Matter Expert (SME) Review Panel Application

Review Panel members may be asked to serve on multiple panels and all applications will be kept on file for future panel participation.

If you are interested, please submit the information below, along with a copy of your current résumé to Tyfany Frazier at [SongBrown@oshpd.ca.gov](mailto:SongBrown@oshpd.ca.gov).

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

I am interested in reviewing and scoring the following applications:

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- Family Medicine
- Primary Care (Internal Medicine, OB/GYN, and/or Pediatrics)
- Family Nurse Practitioner
- Physician Assistant
- Registered Nurse Capitation
- Registered Nurse Special Programs

I represent the following constituencies:

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#### Healthcare Education Programs

- Community colleges
- Universities
- Medical schools

#### Residency Programs

- Allopathic  Osteopathic
- Practice Sites (ambulatory settings, hospitals)
- Other: (please specify)

