

Pennsylvania Primary Care Career Center and Pennsylvania Association of Community Health Centers

Website JOB POSTING POLICY

SUBJECT: Job Posting for 3RNet

APPROVED BY BOARD OF DIRECTORS: May 11, 2023

PURPOSE

In order to increase access to primary care – medical, dental and behavioral health - in the Commonwealth of Pennsylvania, the Pennsylvania Primary Care Career Center (the Career Center) and the Pennsylvania Association of Community Health Centers (PACHC) will allow job postings by non-organizational, non-profit members in Pennsylvania meeting one or more of the following criteria:

- Designated or certified Rural Health Clinic or Critical Access Hospital
- Located in a Health Professional Shortage Area or Medically Underserved Area or Serving a Medically Underserved Population
- Participating in the Pennsylvania Rural Health Model or in a designated rural area as defined by the Center for Rural Pennsylvania
- “Other Facilities” such as correctional institutions that have facility HPSA scores

Jobs will be posted to the Career Center website (www.paprimarycarecareers.org) and the National Rural Recruitment and Retention Network (3RNet) website (www.3rnet.org). There will be a charge for non-organizational members as specified by the charge tables at the end of this document.

DEFINITIONS

Pennsylvania Primary Care Career Center

The Career Center is a joint venture of PACHC and the Pennsylvania Department of Health. Its goal is to recruit and retain primary care providers for Pennsylvania’s safety-net facilities and other primary care practices. Jobs are posted on the Career Center’s website, www.paprimarycarecareers.org.

3RNet – The National Rural Recruitment and Retention Network

3RNet is a national non-profit organization dedicated to increasing access to health care in rural and underserved areas. The 3RNet website brings together healthcare professionals with job opportunities in rural and underserved communities throughout the country. Each state has one member responsible for the job postings on the website. You may visit this website at: www.3rnet.org.

Rural Health Clinics

Rural Health Clinics (RHCs) can be public, nonprofit, or for-profit healthcare facilities. To receive certification, they must be located in rural, underserved areas and must use a team approach of physicians working with non-physician providers such as nurse practitioners (NP), physician assistants (PA), and certified nurse midwives (CNM) to provide services.

Critical Access Hospitals

Critical Access Hospital (CAH) is a designation given to eligible rural hospitals by the Centers for Medicare & Medicaid Services (CMS). Eligible hospitals must have 25 or fewer acute care inpatient beds, be located more than 35 miles from another hospital (some exceptions may apply), maintain an annual average length of stay of 96 hours or less for acute care patients, and provide 24/7 emergency care services.

Pennsylvania Rural Health Model

The Pennsylvania Rural Health Model (<https://innovation.cms.gov/innovation-models/pa-rural-health-model>) seeks to test whether care delivery transformation in conjunction with hospital global budgets increase rural Pennsylvanians' access to high-quality care and improve their health, while also reducing the growth of hospital expenditures across payers, including Medicare, and improving the financial viability of rural Pennsylvania hospitals to improve health outcomes of and maintain continued access to care for Pennsylvania's rural residents.

Health Professional Shortage Area

Health Professional Shortage Areas (HPSAs) can be geographic areas, populations, or facilities. These areas have a shortage of primary, dental, or mental health care providers. A geographic HPSA applies to a shortage of providers for an entire group of people within a defined geographic area. A population HPSA score is awarded when there is a shortage of providers for a specific group of people within a defined geographic area (e.g., low-income, migrant farm workers). Facility HPSAs apply to all FQHCs, Look-Alikes, and other facilities such as correctional institutions and Indian Health Service locations.

Medically Underserved Areas and Medically Underserved Populations

MUA is the acronym for a Medically Underserved Area. MUP stands for Medically Underserved Population. They are types of physician shortage designations that are sister programs to the Health Professional Shortage Area (HPSA), and they provide similar benefits to communities throughout the nation. MUAs have a shortage of primary care health services for residents within a geographic area such as a whole county, a group of neighboring counties, a group of urban census tracts or a group of county or civil divisions. MUPs have a shortage of primary care health services for a specific population subset within an established geographic area. These groups may face economic, cultural, or linguistic barriers to health care. Some examples include people experiencing homelessness, Native Americans, migrant farmworkers, and Medicaid-eligible individuals.

Organizational Member

An organizational member is a Federally Qualified Health Center, Federally Qualified Health Center Look-Alike, or non-profit rural health clinic that pays the organizational-level membership fee to PACHC. They receive free job listings, which are posted and maintained by either the member organization or the Career Center staff on both the Career Center and 3RNet websites. Organizational members receive referrals of potential candidates, timely updates regarding workforce initiatives, technical assistance, and other resources.

Non-Organizational Members

Non-organizational members are defined as organizations that do not qualify for or do not pay Organizational Member dues to PACHC. This includes PACHC Partners. Non-organizational members interested in posting job openings to the Career Center website and 3RNet are welcome to do so under

the fee structure (below). Organizations taking advantage of this opportunity will receive postings, referrals, and technical assistance for postings and searches but will not be entitled to recruitment and retention services provided to PACHC members.

FEE STRUCTURE

The following fees pay for a **60-day** posting.

Rural Health Clinics (Non-Organizational Members)

Critical Access Hospitals

\$300 per posting

Other Qualifying Safety-Net Employers

\$500 per posting

Other qualifying safety-net employers must meet at least one of the following criteria:

1. Recruiting for a facility participating in the Pennsylvania Rural Health Model or in a designated rural municipal [as defined by the Center for Rural Pennsylvania](#).
2. Recruiting for a facility located in a geographic HPSA or serving a population HPSA*
3. Recruiting for a facility in a MUA*
4. Recruiting for a facility serving a MUP*
5. Other facilities (OFACs) including correctional facilities, state/county mental hospitals, and automatic facility HPSAs. See <https://bhw.hrsa.gov/workforce-shortage-areas/shortage-designation>.

* The site where the employee will work a majority of their time (20 or more hours per week) must meet this requirement. It is not enough for the main office or location of the organization to meet the requirement.

Job Posting Process

Please see Appendix A for job posting workflows.

Duration of Posting

All job openings will be posted for 60 days. At the end of the 60 days, Career Center staff will contact you to either remove the job posting or continue to post the job for another 60-day period at the same fee.

Rights of the Organizations Posting Jobs

Organizations posting jobs on the Pennsylvania Primary Care Career Center job board will receive referrals from 3RNET. You have the right to pursue those referrals and use any tools and resources made available to you through the 3RNET platform. No additional services will be offered.

Disclaimer

The Pennsylvania Association of Community Health Centers (PACHC) reserves the right to reject any job posting it deems inappropriate for the Career Center job board. Job postings are at the sole discretion of the PACHC and can be rejected without explanation.

**Caitlin Wilkinson, Director of the Pennsylvania Primary Care Career Center, can be contacted at caitlin@pachc.com or 717-761-6443.*

APPENDIX A

How to Post a Job

The following instructions assume that your facility and sites have met the requirements set forth above in the “Fee Structure” section.

1. If you do not have a 3RNET account, register at www.3rnet.org. This will allow you to post jobs after you have purchased postings. All jobs posted on 3RNET are automatically fed to the Career Center job board.
1. To begin the purchase process, establish an account on the PACHC portal at <https://my.pachc.org/Registration>.
2. Purchase job postings at <https://my.pachc.org/Job-Posting-Form>. We encourage you to purchase one or two job postings to start, and then decide on future job postings after you see the results.
3. Career Center staff will contact you if there are questions about your eligibility to post jobs on 3RNET.
4. You will receive notice when your job posting has expired.