



CHANGE IDEA: Recruit and hire an early childhood developmental (ECD) expert aligned with clinic and community needs.

STEP 1: GET READY (TASKS)

- A. Hold team meetings to define the ECD expert's role, expectations, and impact.
- B. Clarify the purpose of the role (e.g., responsive developmental care, improved family engagement, reduced differences in developmental outcomes).
- C. Identify gaps in developmental support and needs within the patient population.
- D. Review funding streams and budget capacity (e.g., grants, partnerships, existing program dollars).
- E. Identify potential recruitment pipelines or networks (e.g., local universities, early childhood coalitions, fellowship programs).
- F. Define the reporting structure and integration plan with the care team.
- G. Assemble a hiring panel including clinical staff and family and community representative(s).

STEP 2: PLAN AND PRACTICE

In this example, the team aims to improve developmental care and family engagement through the ECD expert hiring and recruitment.

SAMPLE PROCESS:

- A. Draft and post a [job description](#) emphasizing key qualifications (e.g., language skills, experience with population served, community knowledge).
- B. Develop [interview questions](#) that assess alignment with population needs and collaborative practices.
- C. Schedule interviews with qualified candidates.
- D. Define success metrics:
 - a. Number and quality of applicants
 - b. Panel feedback on candidate fit, especially family and community alignment
 - c. Alignment of the hiring process with practice principles.
- E. Test the recruitment and interviewing process using developed questions and a [scoring rubric](#).
- F. Complete first-round interviews with at least three qualified candidates.
- G. Hold team huddles to review feedback and identify challenges.

STEP 3: REVIEW AND REFINE

Hold a hiring team huddle to review:

- Number and quality of applicants
- Panel feedback on candidate fit
- Alignment with original role objectives

Once the team reviews first-round interview outcomes, proceed with next steps or adjust the process (e.g., modify the job description, repost the position, expand recruitment).

STEP 4: EXPAND

After a successful hire, document lessons learned to inform future hires.

STEP 5: SUSTAIN

Develop an onboarding and integration plan for the ECD expert. Pilot integration with one care team to clarify role expectations and collaboration. Align [onboarding practices](#) with the existing health center processes.