



Public Health Fellowship Program Agency Field Placement Proposal

The Public Health Fellowship Program (PHFP) aims to build interest in Connecticut public health careers and enhance practice-based learning experiences by financially supporting 3rd or 4th year undergraduates or graduate level students in high quality public health field placements. The program is funded by the CT Department of Public Health (CT DPH) Office of Public Health Workforce Development and administered by the Office of Public Health Practice (OPHP) at the Yale School of Public Health. Stipends of \$3,500 are paid directly to the fellows by Yale University. Fellows must work a minimum of 200 hours on their field placement.

The program aims to provide fellows a meaningful public health practice experience that:

- inspires them to work in a public health profession**
- increases their knowledge of health equity**
- improves their proficiency of selected public health practice competencies**

Field placements should expose fellows to a variety of practice experiences and a range of learning opportunities. A qualified preceptor (supervisor) and alternate preceptor are required. The Public Health Fellowship Program is committed to increasing the diversity and inclusion of the public health profession, so the workforce is more representative of the

Agency Responsibilities

Agencies participating in the Public Health Fellowship Program have the following responsibilities.

- **Assure a qualified preceptor or alternate preceptor will supervise the fellow during their field placement.**
- **Assure ongoing and consistent communication between fellow and preceptor.**
- **Collaborate with preceptor to identify a range of learning opportunities for fellow.**
- **Collaborate with preceptor regarding the amount and type of supervision to be provided.**
- **Assure students have been informed about agency policies and programs, including HIPAA confidentiality requirements.**
- **Support the preceptor and provide needed resources to accommodate the fellow.**

Q1

Agency Information

Agency name

Contact name

Contact title

Contact email

Street address

City, state, zip code

Primary contact phone

Agency website

Brief description of the agency, including service area, services and population(s) served.

Preceptor Information

A Preceptor serves as a day-to-day supervisor, mentor and role model for a PHFP fellow. The Preceptor must be willing to commit time to guide the learning experience of the fellow, provide ongoing feedback to the fellow on their work and participate in the Public Health Fellowship Program evaluation. An alternate preceptor should be identified

in the event the preceptor is not available due to work or personal obligations.

A preceptor must:

- **Be employed by the agency and have a public health related advanced degree and > 2 more years of experience in public health, or >5 years of public health experience (in Connecticut preferred)**
- **Provide the Fellow with an orientation to the host agency, including the safety considerations, policies, and procedures within which the student is to operate.**
- **Model professional practice and conduct.**
- **Identify a range of learning opportunities for the fellow and provide the fellow with exposure to a variety of practice experiences within the agency or community.**
- **Arrange regular meetings with the fellow, provide constructive professional feedback, and be available as needed including providing coordination of any additional persons who will work with the student.**
- **Clarifying the explicit and implicit working norms of the field placement role and host agency norms.**
- **Maintain open communication with PHFP staff and notify the PHFP of any issues with the fellowship placement and engage in solution seeking efforts.**

Field Placement Preceptor

Name

Title

Email

Phone

Academic credentials

Description of preceptor's public health experience

Field Placement Preceptor Alternate

Please list an alternate preceptor that the fellow may work with routinely or if the primary preceptor become unavailable.

Name

Title

Email

Phone

Academic credentials

Description of preceptor's public health experience

How will the fellow work with the alternate preceptor?

Field Placement Overview

Field Placement Description

Brief description that includes 1-2 expected outcomes/deliverables and the primary responsibilities/activities for the fellow.

Field Placement Name

Please suggest a short name or title for the field placement

Examples of work the fellow can accomplish during the placement

Please give a clear description of the type of work that a fellow will execute. Note: The fellow and preceptor may re-negotiate specific details as the fellowship experience unfolds.

Practice Activities

Please select which of the public health practice activities below you can anticipate being accomplished through the field placement. Select all that apply.

Please note: Federal regulations prohibit students from engaging in lobbying, which include activities designed to influence legislation.

- Administer survey
- Analyze data (primary or secondary)
- Assist with planning
- Attend and participate in inter and/or intra agency meetings
- Conduct cost effectiveness analysis
- Conduct education and outreach
- Conduct health assessment
- Conduct health education classes
- Design programs
- Design budget
- Design curriculum
- Develop database or information system
- Develop policy recommendations
- Develop strategic plan
- Develop survey
- Evaluate programs
- Implement outreach campaign/marketing
- Implement program
- Organize community effort

Outreach campaign/marketing

Review literature

Write grant

Write report

Other (please specify)

What degree program or level of training do you believe will be advantageous for this placement?

Include desired academic level (bachelors, graduate or post-graduate) and degree programs. Do you have a student identified? (if no, describe the types of background, skills and aptitudes most desired)

Time Frame and Hours

Anticipated hours per week needed for fellow

Expected start date

Expected end date

Anticipated total project hours (Note: Minimum number of hours is 200)

Will this field placement be reoccurring? (yes/no)

If yes, please describe:

Please indicate the physical address in Connecticut where fellow will primarily be working, if different from the agency address provided in question 1.

Street

City

State

Zip code

If you have additional information on the fellows work location, please provide that here.

How does this field placement help to advance the work of the unit or agency?

How will this field placement strengthen the fellow's understanding of health equity and the ten essential public health services?

<https://www.cdc.gov/publichealthgateway/publichealthservices/essentialhealthservices.html>

Additional Information

Please feel free to share any additional information that might be helpful to us.

Authorization

An authorized official can be a local health department director, senior staff member, CT DPH program manager, or section of branch chief. By entering the name of the authorized official below, you are assuring that this field placement proposal has been approved by your agency.

Title

Name of authorized official

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Thank you for submitting an application for a CT DPH Public Health Fellowship placement with your agency.

You will be contacted within 10 business days. If you have any questions or changes to your application please contact Nikole.Allen@yale.edu or schedule a meeting via [Calendly](#).

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