

CENTRAL CONNECTICUT HEALTH DISTRICT POLICIES AND PROCEDURES

CCHD Student Placement policy

PURPOSE

The purpose of this policy is to provide a framework for the agency and its staff in the placement and supervision of students within the agency; and to outline agency and student responsibilities in such placements.

POLICY

It is the policy of this agency to provide opportunities for prospective public health and health care professionals to experience what it is like to work in public health at the local level.

Students may be provided with opportunities to:

- Shadow a public health professional for a limited time to learn about everyday duties and the work of public health professionals.
- Carry out an independent project demonstrating the application of knowledge and skills to current public health practice.
- Apply classroom learning and gain hands-on experience inside a public health work environment.
- Develop contacts within the field of public health and access future employment opportunities.
- Develop goals for personal and professional growth with the understanding that professional development is a continuous process; and/or.
- Work with a preceptor who can serve as a role model and mentor.

Job shadowing, internships and other educational experiences may be available to high school, undergraduate, graduate, and post-graduate students at colleges and universities. First consideration will be given to those in programs in public health, nursing, environmental health, and related fields in Connecticut schools. Interns must be enrolled in a degree program.

This experience should be mutually beneficial for both the student and the agency. A workable and mutually beneficial relationship between the students, their institutions, and the agency is a major goal. Every effort will be made for a match that is satisfactory to both parties. Placements will be made available based on agency need and preceptor availability and cannot be guaranteed each semester.

Students are not compensated for such placements unless otherwise noted in placement agreement.

PROCEDURE

In support of this policy, certain processes should be reasonably standard to assure the experience is satisfactory throughout the period of the placement.

Project Selection Process

Prior to the students contacting the agency for placements, the CCHD Leadership Team will discuss the potential projects that interns could provide assistance to the agency through their efforts. Projects will be outlined based upon the needs of its program areas, such as Community Health, Environmental Health, or public health policy. Additionally, projects that further the agency's strategic plan will also be considered depending upon the need for additional support.

A list of these projects will be developed by the Leadership Team in the second quarter of the fiscal year and will be used by program lead staff to engage potential interns who contact the agency. This list is a starting point for conversation and will be used to assist in narrowing down to a specific project.

Student Selection process

CCHD may be contacted by students in undergraduate and graduate level programs seeking internships as part of their academic requirements. Students and student practicum coordinators should contact the Director of Health the semester prior to their internship period in which they are seeking placement. Students should outline their desire for a placement and what they would like to experience, and what area of public health they are interested in. Students who have structured processes defined by academic program requirements will be given preference in intern assignments.

The Director of Health will direct students to the appropriate agency program lead for further discussion about their interests and the agency project needs. Projects will be filled on a first-come, first-served basis and upon the evaluation of the student by the program lead. Students who do not meet the agency needs may be referred to other agencies to assist them.

Project Oversight

Selected interns will receive an orientation to the agency and will collaborate with the program lead on a project description that will serve as an outline for the student experience.

Prior to the beginning of project, it should be delineated in writing and approved by both the student practicum manager and the agency program lead who has oversight for the project. Students carrying out projects involving human subjects, including use of data on human subjects, must provide a copy of the school's institution review board (IRB) policy and evidence of review and approval of the proposed project by the IRB.

All interns must sign a confidentiality statement prior to project start.

The CCHD Program Lead will establish a schedule with the student to assure that an agency orientation is provided, appropriate guidance is available, the student is exposed to any agency activities as appropriate, and an adequate evaluation is done. All students should work out specific hours directly with the Agency Program Lead. Opportunities may exist to work onsite, offsite or a combination of both

depending upon the nature of the internship.

Project Evaluation

At the completion of the project, the CCHD Program Lead will conduct an evaluation of the student experience to determine if there is anything that can be improved to make the experience better. The project outline will be reviewed to ensure the project goals and student objectives have been met.

On completion of their project, the students will be given an opportunity to present their project to the CCHD staff and/or Board of Health.

Students will also be given the opportunity to provide feedback to the agency on how it might improve the intern experience. This could be accomplished either through an online survey form or a formal exit interview.

Student Intern Responsibilities:

1. Provide verification that you have project and placement approval from your Advisor and, if applicable, written approval for project from your institutional review board(IRB).
2. Complete and return the Emergency Contact Form, Data Confidentiality form and any other forms requested to your Agency Program Lead.
3. Attend agency orientation; review applicable agency requirements and policies; ask Agency Program Lead for clarification; and adhere to CCHD policies throughout the entirety of the internship.
4. Exhibit exemplary behavior with regard to attendance, punctuality, attire, preparedness, receptiveness, enthusiasm, and discretion.
5. Notify the Agency Program Lead by phone regarding tardiness, absence, or change of schedule.
6. Complete assignments and project as directed. Address any conflicts, problems, or questions with the Agency Program Lead in a respectable and timely manner.

OTHER STUDENT PLACEMENT OPPORTUNITIES

Students who wish to experience what the work of a public health professional entails outside a formal internship program may take advantage of job shadowing opportunities at the agency. This typically is a 1-2 day process that allows students to accompany or “shadow” agency staff in their daily work to get a sense of what the job is like so that they can determine if they are interested in the field. Job shadowing opportunities may be initiated by either a school program or by an individual student with the school’s approval.

Students in such a placement must sign a confidentiality statement prior to their experience at the agency.

Reviewed and approved by Board of Health: October 19, 2017

