



Health Agency Request Guide Public Health Prevention Service



Background

The Centers for Disease Control and Prevention's (CDC) Public Health Prevention Service (PHPS) invites you to assist in providing an opportunity for the professional development of early-career program managers. The PHPS program is requesting applications from public health agencies for 2-year field assignments in program management for up to 25 prevention specialists. Field assignments last from October 2009 to October 2011.

Eligible agencies include

- State and local health departments.
- Departments of environment.
- U.S. territorial health departments.
- Indian Health Service area offices.
- Tribal organizations.
- Other public health agencies (e.g., community-based organizations, foundations, and universities) that have an active collaboration with a state or local health department.

The PHPS program is a 3-year training and service program for postgraduate masters-level professionals interested in a career in public health management. Prevention specialists in the PHPS program have advanced degrees in public health or related fields, including

- Public policy.
- Health sciences.
- Health education.
- Public administration.
- Business administration.
- Social work.

During this 3-year training and service fellowship, prevention specialists develop and enhance skills in program management while working with experienced CDC staff and with our partners in public health agencies nationwide. This unique program is designed to develop public health professionals who successfully apply science and theory to today's public health realities, and who are prepared for entry into management careers.

During the first year of the program, prevention specialists work in public health prevention and control programs throughout CDC and participate in training activities, including seminars, evaluation projects, temporary duty assignments, and conferences designed to provide them with essential public health

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management skills. During the second part of the program, prevention specialists are placed in 2-year field assignments with public health agencies to apply skills to develop, deliver, and evaluate public health programs or intervention strategies.

The purpose of the 2-year field assignments is to provide prevention specialists with high-quality work assignments in the area of program management, including (but not limited to)

- Grant and project management.
- Budget preparation and monitoring.
- Staff planning,
- Program implementation and evaluation.
- Policy development.

All salaries, benefits, and PHPS-related travel expenses will be the responsibility of the PHPS Program. In addition, PHPS will provide Prevention Specialists with limited assistance for relocation to the field assignment.

The following guidance is provided to assist eligible public health agencies request a prevention specialist.

Prevention Specialists

PHPS provides health agencies with qualified prevention specialists. Our prevention specialists have

- Masters' degree in public health or a management-related field from an accredited college or university.
- Strong interest in a leadership and management career in public health.
- One year of public health-related work experience that includes program planning, implementation, and evaluation.
- One year on-the-job training at CDC.

In addition, prevention specialists have the following qualities:

- Ability to function as part of a multidisciplinary team.
- Proven leadership and management abilities.
- Experience in assimilating and analyzing complex information.
- Critical thinking and analytic problem-solving skills.
- Ability to adapt quickly to changing environments.
- Links to CDC program activities and key personnel.

Professional Mentoring and Supervision

Mentoring is an important component of the PHPS program. We expect health agencies to devote time and resources to the mentoring of our prevention specialists.

Field Supervisors

PHPS requires that all health agencies assign a primary and secondary field supervisor to the prevention specialist. Field supervisors must be full-time staff actively involved in programmatic activities of the

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agency. In addition to assignment guidance and supervision, field supervisors are required to

- Commit to a minimum of 10% work time (at least 4 hours weekly) for mentoring activities and performance feedback.
- Orient the prevention specialist to program-specific areas, policies, and protocols.
- Provide technical guidance for all work assignments.
- Monitor the assignment to ensure meaningful work experiences and activities are provided.
- Facilitate and assess successful completion of assignment-specific skill sets (based on the PHPS performance requirements).
- Assist the prevention specialist in identifying additional professional development opportunities.
- Facilitate mentoring linkages with appropriate staff.
- Submit annual PHPS assessment and feedback reports to the PHPS office.
- Participate in ongoing communication with PHPS supervisors.

PHPS Supervisor (at CDC)

PHPS supervisors provide overall supervision, guidance, and direction to prevention specialists and ensure completion of PHPS performance requirements throughout the 3-year fellowship by

- Serving as a resource for the field assignment supervisors.
- Matching prevention specialists with specific quality assignments.
- Working closely with field supervisors and prevention specialists on professional development experiences, activities, and evaluation during the assignment.
- Providing direction through consistent feedback to the prevention specialist on overall performance in the program.
- Providing mentoring and guidance to prevention specialists in achieving the PHPS performance requirements during the 3-year fellowship.

Ongoing Professional Development

PHPS strongly encourages health agencies to support the ongoing professional development of prevention specialists while in their field assignments. Professional development related to PHPS performance requirements and assignment-specific skills are preferred. Ongoing professional development includes (but is not limited to)

- Seminars, conferences, and workshops.
- Site visits to local communities.
- Teleconference training.
- Web-based training.
- Field and case studies.

Except for PHPS-related training, expenses associated with the professional development of prevention specialists are the responsibility of the public health agency.

PHPS Performance Requirements

Public health agencies should be committed to providing a stimulating learning environment that leads to the attainment of PHPS performance requirements.

PHPS performance requirements serve as the framework for structured training, experiential learning, and work experiences for prevention specialists. Health agency applications must demonstrate the field

assignment will help prevention specialists meet their performance requirements. For a list of the PHPS performance requirements, see www.cdc.gov/EPO/DAPHT/PHPS/Performance_Requirements.HTML.

Work Place Support

Prevention specialists must be provided with the office, clerical, and administrative support needed to complete their assignment. Public health agencies should provide the following:

- Personal desk with adequate work surface.
- Private filing space.
- Telephone.
- Computer with CD-ROM drive, speakers, Internet access and necessary software (e.g., word processing, statistical, and graphics software).
- LAN connections (if appropriate).

Requesting a Prevention Specialist

To request a prevention specialist, a health agency must determine a suitable assignment that meets a public health need, provides challenging tasks, and meets the requirements of PHPS. The health agency first outlines the assignment in a 2-page letter of intent (LOI). The PHPS office reviews and selects the most appropriate proposed assignments. If the LOI is accepted, the health agency will be invited to submit a full application that details the assignment. This application will be reviewed by the PHPS office and potential prevention specialists to determine suitability and interest. Those health agencies with an accepted application will be invited to participate in a matching process by reviewing professional bio-sketches of the potential prevention specialists, and participating in formal and informal interviews. Final matches will consider both the health agency and prevention specialist preferences. The selection and matching process is outlined below.

Step 1: Letter of Intent (LOI)

The purpose of the LOI is to provide a brief description of the proposed assignment and the activities the prevention specialist will undertake.

The proposed assignment outlined in the LOI will be evaluated by the PHPS office to determine if it provides a challenging and meaningful experience, allows the prevention specialist to develop and apply their skills, and meets the overall objectives of PHPS. Public health agencies successful in the LOI phase will be invited to submit a full application.

See www.cdc.gov/EPO/DAPHT/PHPS/downloads/SampleLOI.PDF for a sample LOI. **The LOI must not exceed two pages.**

Requirements

The LOI must include the following:

Part I: Agency Information

1. Primary and secondary supervisor.

2. Type of public health agency or institution. Please select from one of the following:
 - Community-based organization.
 - Local health department.
 - State health department.
 - Departments of environment.
 - U.S. territorial health department.
 - Indian Health Service area offices.
 - Tribal organizations.
 - University/academia.
 - Private public health organization.
 - Other (please list).
3. Agency and program office.
4. Mailing address, overnight mailing address (if different).
5. Phone, fax number, and e-mail address.

Part II: Statement of Need

1. Summarize program management (such as infrastructure or evaluation) or public health problems to be addressed by the prevention specialist.
2. Depict the priority populations.
3. Summarize key collaborations with other agencies.

Part III: Assignment Description

1. Summarize the scope of the assignment.
2. A description of major activities the prevention specialist will undertake and the performance requirements each activity addresses **must be included**.
3. Describe the prevention specialist's level of responsibility (i.e., coordinator, manager, analyst, team member, or facilitator). Note: Prevention specialists cannot provide direct supervision during this 2-year field assignment.
4. If applicant is not a state or local health department, explain the relationship and active collaboration on the 2-year field assignment between the applicant and the state or local health department.
5. Depict the expected outcome or end product for each activity.

Part IV: Organizational Structure and Supervision

1. Describe the organizational location of the assignment within the health agency.
2. Explain the professional development opportunities available to the prevention specialist.
3. Describe the organizational commitment to workplace support (e.g., office setting, computer equipment, clerical and administrative support, and dedicated resources).
4. Summarize the supervisory and mentoring experience of the primary and secondary supervisors (do not include resumes with the LOI).

Submission

- Create the LOI with MS Word®. Use a 12-point font, single spaced. Do not exceed 2 pages. Do not include attachments.
- Submit to OWCDPHPS@cdc.gov as an e-mail attachment.
- Use the subject line ***PHPS LOI Application*** followed by your agency name. For example: PHPS LOI Application: Anywhere County Health Department.
- Applications submitted by mail or fax will not be considered.

Deadline

The LOI must be received by midnight, Eastern Standard Time (EST), January 16, 2009.

Step 2: Full Application

Public health agencies that are successful in the LOI phase will be asked to submit a full application. The purpose is to provide the details of the assignment in 10 pages or less.

See www.cdc.gov/EPO/DAPHT/PHPS/downloads/SampleFullApplication.PDF for a sample. **The full application must not exceed ten pages, including optional attachments.**

Requirements

The full application must include the following:

Part I: Agency and Supervisor Information

1. Time period: October 2009–October 2011.
2. Organization, program office, mailing address, overnight mailing address (if different).
3. Primary supervisor: name, degrees, title, mailing address, telephone, fax, and e-mail address.
4. Secondary supervisor: name, degrees, title, mailing address, telephone, fax, and e-mail address.
5. Agency type as specified in the LOI.

Part II: Statement of Need

Include the following:

1. Describe public health problem or program management problem (such as infrastructure and evaluation) to be addressed by the prevention specialist.
2. Describe the scope of the assignment.
3. Describe the priority populations.
4. Describe key partners and their roles in collaborating with your agency on this health problem or concern.

Part III: Assignment Description

Describe the proposed assignment activities. The following must be addressed

1. Identify and describe major activities prevention specialist will undertake, including direct, hands-on work experience with communities and other public health agencies.
2. Identify the specific performance requirements each activity will address, including end products, as they relate to performance requirements.
3. Describe how these major activities contribute to achieving the overall mission of your agency.
4. Identify the level of responsibility of the prevention specialist for each major activity (i.e., coordinator, manager, team member, or facilitator).
5. Include a general timeline for each major activity over the course of the 2-year field assignment.
6. Identify dedicated resources to these activities (e.g., staff, community partners, funding, and equipment).
7. If applicant is not a state or local health department, describe the active collaboration between the applicant and the state or local health department on the proposed assignment.

Part IV: Organizational Structure

Describe the organizational structure of your health agency. Include the following:

1. Describe the program area, department, or organization within the health agency where the assignment will be based.
2. Describe the workplace support (i.e., office setting, equipment, computer, and clerical, administrative, and peer support).
3. Describe the professional development opportunities available.
4. Describe the capacity, internal resources, and collaborative partnerships that will support the prevention specialist.

Part V: Supervision and Mentorship

1. Identify primary and secondary supervisors and describe their supervisory and mentoring experience.
2. Describe the supervisors' plans to provide direct supervision and on-the-job training.
3. List other competing duties and responsibilities of the primary and secondary supervisors.

Part VI: Supporting Documentation (Optional)

1. An organizational chart of existing and proposed staff.
2. A current curriculum vitae or résumé for each supervisor (not to exceed 2 pages each).
3. Letters of support from collaborating organizations (these documents are included as part of the 10 page limit).

Full Application Review

Applications must be complete and demonstrate

- Consistency with overall objectives of PHPS.
- Ability to provide hands-on work experience.
- Ability to offer professional development opportunities for the prevention specialist in program management.
- Provision of supervision, mentoring, and other support services for the prevention specialist.

Incomplete applications will not be considered.

Submission

- Create the full application with MS® Word®. Use a 12-point font, single spaced. Do not exceed 10 pages, including attachments.
- Submit to OWCDPHPS@cdc.gov.
- Use the subject line ***PHPS Full Application followed by your agency name***. For example: ***PHPS Full Application: Anywhere County Health Department***.
- Applications submitted by mail or fax will not be considered.

Deadline

The full application must be received by midnight, Eastern Standard Time (EST) April 6, 2009.

Step 3: Open Recruitment

All health agencies submitting a full application may participate in telephone recruitment of prevention specialists. Open recruitment is a 2-week period that allows for open discussion between prevention specialists and public health agencies about

- Expectations.
- Interests.
- Questions and concerns regarding the proposed assignment.

Health agencies are provided with a professional bio-sketch for each prevention specialist. Prevention specialists are provided with the full applications. Discussions about the interests and qualifications of the prevention specialist and the needs of the health agencies are encouraged. After open recruitment, the prevention specialist will select agencies they wish to invite to Atlanta to participate in the Interview Day.

Step 4: Interview Day

Once identified, PHPS invites selected public health agencies to Interview Day in Atlanta for formal interviews with interested prevention specialists. Primary supervisors are expected to participate, and all travel-related expenses are the responsibility of the public health agency.

Health agencies are notified of matches with prevention specialists by August 3, 2009.

Timeline

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| January 16, 2009 | Deadline for receipt of LOI in PHPS office (midnight EST). |
| March 11, 2009 | Public health agencies notified of accepted LOI. Full application requested. |
| April 6, 2009 | Deadline for receipt of full application (midnight, EST). |
| April 10, 2009 | Bio-sketches of prevention specialists sent to public health agencies for review prior to open recruitment. |
| April 27–May 8, 2009 | Open recruitment. Public health agencies encouraged to recruit prevention specialists to their proposed assignments. |
| May 27, 2009 | Selected public health agencies invited to interview prevention specialists. |
| July 11, 2009 | Interview day in Atlanta, Georgia. |
| August 3, 2009 | Public health agencies notified of matches with prevention specialists. |
| Early October, 2009 | Field assignment begins. |
| October 2011 | Field assignment ends. |

More Information

For more information, please contact

CDC PHPS Office

404-498-6120

Email: OWCDPHPS@cdc.gov.