



## Public Health Associate Program: Host Site Application Instructions

### Eligibility

Host sites for the Public Health Associate Program<sup>1</sup> (PHAP) must be public health agencies or organizations engaged in the delivery of public health services at the community level, including state, territorial, city, county and tribal entities as well as CDC Quarantine Stations. Applications will be accepted only from eligible host sites that submit this application to PHAP by March 14, 2012, 11:59 ET.

Associates will be assigned to work within the host sites' organizational environments under the terms of PHAP's [Agreement to Detail Civil Service Employees](#). Consequently, host sites must have a signed copy of this document on file at CDC prior to the start date of the assigned Associate. Questions concerning the *Agreement to Detail* should be directed to PHAP at [phap@cdc.gov](mailto:phap@cdc.gov)

### Host Site Requirements

The following program requirements apply to all Associateships:

1. Associateships should consist of two, one-year job assignments suitable for candidates with a bachelor's degree and little to no public health experience. The assignments should address health department needs and ensure associates will achieve program competencies. Associates may work in any of the Program Areas listed below:

#### Program Areas

- STD
- TB
- HIV
- Maternal/Child Health
- Chronic Disease
- Environmental Health
- Public Health Preparedness
- Global Migration and Quarantine
- Injury Prevention
- Immunization
- Other Communicable Diseases

\*Other program areas may be suggested to fit the needs of the health department.

Different program areas for Year 1 and Year 2 assignments are strongly encouraged. Sites with a high burden in a particular area may request to host an associate in that area for two

<sup>1</sup> The Public Health Apprenticeship Program was renamed the Public Health Associate Program in January 2011.

years provided a strong justification is submitted.

2. All tabs on the Excel document should be completed. Applications should be complete; no area on any tab should be “To Be Determined (TBD)” as this will impact the score of the application. Please follow the tabs at the bottom of the Excel spreadsheet to complete all required information for the application. The Public Health Associate Program (PHAP) strives for diverse placement of associates and may consider geographic distribution, populations served, and programmatic areas supported in the application scoring and final selection.
3. The proposed associate activities should address the host sites needs and ensure the development of specified competencies. The competencies reflect the program’s mission to prepare highly qualified, entry-level professionals who are capable of meeting public health workforce needs through frontline experience in state, tribal, local and territorial public health agencies. Therefore, a detailed plan to develop Associate competencies should be documented and noted in the application. A listing of competencies is provided at the end of this document and is listed in the Host Site Application. An exemplary application links the competencies to specific work products and activities as well as host-site supported training.
4. Host sites must assure the availability of an on-site Local Supervisor to provide day-to-day direction for the Associate, interact with CDC program managers, participate in the CDC Orientation Seminar<sup>2</sup>, conduct Associate performance reviews and develop a detailed Associate Development Plan. The Local Supervisor should have direct responsibility over the functions to be performed by the Associate to ensure that the Associate is provided the level of guidance, direction, performance assessment and training needed to perform the required job functions. If a host site plans to utilize a non-FTE in the supervisory role, a host site FTE must be listed as a secondary supervisor.
5. Tab sections must be completed. However, applicants are not required to complete every row for activities and training. Please use only those rows needed to adequately describe the activities to be performed and training that will be provided. PHAP anticipates that proposals will include 5-15 activities per year.
6. Financial support for work-related, in-state travel and training will be provided by the host site (or an appropriate state program) to enable the Associate to carry out assigned work and operate effectively in the local environment. Training provided by host sites will include both employment training (safety, security, information technology, standards of conduct, etc., in accordance with state/local requirements) and also program-specific training to enable and enhance work performance.
7. Host sites may apply for more than one Associate. A separate application must be completed for each Associate being requested. Each application will be reviewed and scored individually.

### Personal Information

The person completing this section will be the primary contact for the application. This individual will be the person contacted by PHAP staff if there are questions about the application and/or for updates to the status of this application. Additional contact information will be collected later in the application process, including the Health Director and Year 1 and Year 2 supervisor(s).

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<sup>2</sup> CDC will cover the cost of travel if it is required for local supervisors to participate in the Orientation Seminar.

Once the application has been submitted, if the primary contact needs to be changed, the agency Health Director will need to send the request to PHAP at [phap@cdc.gov](mailto:phap@cdc.gov). Updates will be completed by PHAP staff and will be confirmed via e-mail.

### **Organizational Structure**

PHAP works to ensure that associates are placed throughout state, tribal, local, and territorial (STLT) public health agencies. This section should contain a description of the:

- Agency's organizational structure, service delivery models, and staffing
- Geographic area served
- Programs and activities managed by the agency

### **Population Description**

PHAP is committed to ensuring that associates serve diverse populations and areas. This section should include a brief description of the population served. The description should include key demographic information and other relevant population data that show how a PHAP associate will support the agency and community.

### **Agency Statement**

Each host site provides unique learning opportunities. Describe how hosting a PHAP associate will support the agency and how the associate will benefit from the placement.

### **Assignment Detail Tabs (Year 1 and Year 2)**

Assignments are individually designed to meet local staffing needs in the delivery of critical program services while also providing work experience and competency development for the associate. PHAP encourages agencies to assign associates to two different program areas. This allows the associates to gain general public health program knowledge. If the agency and associate would benefit from a placement in the same program area for Year 1 and Year 2, a justification statement is required.

PHAP will not accept proposals for assignments more than 49 miles apart due to the time and costs for commuting and/or relocating to the different locations.

PHAP is a competency-based training program and the agency will be scored on the type of activities, deliverables, and competencies met. The activity section should include a detailed description of the day-to-day work the associate will perform, including key deliverables and/or milestones, and a direct link to the competency or competencies the activity will support. Each activity should be directly linked to a deliverable and competencies. Work plan specificity ensures the associate will have clearly defined work that leads to completion of program requirements and counts heavily towards the final score of the application. A detailed proposal should include 8-10 activities per year but must contain at least 5 and no more than 15.

Many associates come to the PHAP program with little or no public health experience. They start in an entry-level public health trainee position. Year 1 activities should be focused on duties that can be accomplished by a new trainee. Year 2 should include duties at a higher level of difficulty, building upon the skills and knowledge gained during Year 1 while still being appropriate for an individual in training.

The following examples of activity descriptions may be used to guide the development of the application:

Activity	Analyze data from STD surveillance, the Behavioral Risk Factor Surveillance System, and the Pregnancy Risk Assessment Monitoring System to identify key risk factors associated with unintended pregnancies and STIs in the district
Deliverable	Written surveillance report
Competencies	1, 3, 4, 5, 6, 13, 16
Activity	Work with the health department and the local school wellness programs to improve nutrition and physical activity in neighborhood elementary schools by developing a new farm-to-table program
Deliverable	Program improvement
Competencies	7, 8, 9, 10 11
Activity	Develop Lyme Disease and West Nile Virus educational materials and distribute to community clinicians
Deliverable	Health education materials (brochures, website, presentations)
Competencies	5, 13, 16, 23
Activity	Interview patients in HIV clinic, conduct appropriate follow-up, including partner notification
Deliverable	Client interviews
Competencies	12, 14, 19, 28

### Training Tabs (Year 1 and Year 2):

CDC provides all associates with introductory training in core areas such as epidemiology, surveillance, communication, cultural competency, and program planning. However, PHAP anticipates that associates will be provided additional training opportunities by the host site to help acclimate them to the agency and program and enrich their overall learning experience. For each training, include the name, type, and estimated date of completion (month, year). These can include programmatic trainings, agency-required employee trainings, shadowing an agency leader, etc. Each tab must be completed; however, completion of all rows is not required. The information provided should fully address with detail the trainings required to complete the activities for each year.

### Host Site Supervisors Tab (Year 1 and Year 2):

The host site supervisor plays an important role in the associate's professional development. Supervisor information must be completed along with the narrative on the number of employees the host site supervisor has supervised and/or the years of experience the host site supervisor has in public health supervision. PHAP wants supervisors who have experience coaching, mentoring, and teaching trainees and new, entry-level staff. The host site supervisor is expected to spend approximately 10% of their time each week supporting and supervising the associate. The host site supervisor should be directly involved in the work assigned to the associate, have the technical expertise required to oversee the associate's daily work, and provide critical feedback to aid in the associate's growth and development. The supervisor should note in the application any previous experience supervising PHAP associates, interns, or other non-health department staff.

Current CDC field staff assigned in the agency may be used as the associate's primary supervisor; however, an agency employee must be listed as the secondary supervisor to

approve any funding/training required for the associate. For all applications, PHAP encourages the selection of a secondary supervisor; a tertiary supervisor is optional.

### **Application Finalization and Submission**

Please ensure that all seven tabs of the documents are completed prior to final submission. The application is to be sent as a Word document to the PHAP e-mail at [phap@cdc.gov](mailto:phap@cdc.gov) using the required naming convention as follows:

*Your Agency Name\_PHAP 2012 Host Site Application*

By submitting an application to be a host site for the PHAP class of 2012, the host site and staff are agreeing to the terms listed in the [PHAP Host Site Agreement to Detail](#). Applications will be reviewed in April and selected host sites will be contacted in May. If the host site is selected to host an associate, this form must be signed by the appropriate staff in the agency and must be submitted to [phap@cdc.gov](mailto:phap@cdc.gov) no later than July 5, 2012.

Applications will be reviewed in April and selected Host Sites will be contacted in May.

### **Application Deadline**

Applications must be submitted no later than 12:00 am ET on March 14, 2012.

It is understood that changes may need to occur to submitted applications prior to the March 14, 2012 deadline; reasons for application changes could include, but are not limited to, reductions in funding, changes in staffing, changes in health department priorities and other administrative or programmatic challenges. If an application is amended, the revised application should be sent to the PHAP e-mail [phap@cdc.gov](mailto:phap@cdc.gov) with a subject of "PHAP Host Site Application for (Agency Name) – amended" using the naming convention *Your Agency Name\_Amended Application\_PHAP 2012 Host Site Application*. Noting that the revised application is an amendment is critically important in ensuring that the final version of the application is reviewed.

### **Evaluation Criteria**

Applications must demonstrate the ability to provide a comprehensive two-year work experience that: (1) is suitable for candidates possessing a recent bachelor's degree but lacking significant work experience; (2) has well-defined activities in the designated activity areas and references the competencies and training required/met by those activities; and (3) occurs as a sequence of two assignments that support the PHAP mission and vision. Proposals that address these critical factors will be evaluated and application forms will be scored based on the following criteria:

#### **Scope of Associate Assignments (40 points)**

- Demonstrates ability to provide a comprehensive two-year work experience integrating the Associate(s) into the day-to-day work and mission of the host agency.
- Addresses the PHAP Competencies and provides qualifying experience for Public Health Advisor positions at the GS-9 level and their functionally equivalent positions at state, tribal, local or territorial health agencies.

### Supervision (25 points)

- Demonstrates that the host site direct supervisor has expertise in the work to be performed by the Associate.
- Ability to provide daily work assignments, communicate performance expectations and monitor work output of the Associate.
- Commitment to provide appropriate review, evaluation, guidance and direction.

### Training (25 points)

- Develops and presents a training plan that will support the Associate gaining knowledge of relevant policies and procedures for the assignment, including policy, procedures and security and safety within the local host organization
- Shows skills and expertise that will enable the Associate to quickly become proficient in the assignment.
- Demonstrates that all training directly related to the host site application will be provided by and paid for by the host site.

### Host Site Information (10 points)

- Demonstrates that the host site will support the Associate in building the requisite skills for the program.
- Shows that the Host Site demographics and statement will meet program needs.

### Other

- CDC may take into consideration other programmatic requirements and equitable distribution across geographic areas and demographic populations served.



## PHAP COMPETENCIES

Competencies	
<b>Analytic &amp; Assessment Skills Domain</b>	
1	Monitors community health risks
2	Investigates community health problems
3	Performs surveillance activities including data collection and analysis (e.g., collecting morbidity reports, NEDSS, NEPS, cancer registries)
4	Uses technological information systems for public health application
5	Disseminates information that is evidence-based and from professional sources
6	Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information
<b>Program Planning Skills Domain</b>	
7	Identifies information required in the program planning process (e.g., expresses the problem statement)
8	Gathers information for use by program officials to inform program planning decisions
9	Participates in program planning processes (e.g., stakeholder identification and management)
10	Applies planning and program-specific implementation strategies to address public health needs
11	Describes the public health laws and regulations governing public health programs
<b>Communication Skills Domain</b>	
12	Demonstrates active listening skills
13	Communicates in writing and orally to target audiences with linguistic and cultural proficiency
14	Addresses sensitive issues with decorum, tact and diplomacy
15	Responds to electronic, written, verbal and non-verbal communications with courtesy and respect
16	Communicates information that is clear, current and factual
17	Communicates strategies in forums or community meetings
18	Applies communication and group dynamic techniques (e.g., principled negotiation, conflict resolution, and risk communication) in interactions with individuals and groups
<b>Cultural Competency Skills Domain</b>	
19	Recognizes the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability, and delivery of public health services
20	Uses colleagues' diverse experiences as a resource to serve targeted populations
21	Uses cultural and social aspects to increase an intervention's effectiveness
<b>Partnership and Collaboration Skills Domain</b>	
22	Identifies stakeholders (e.g. partners), community assets, and resources
23	Educates community groups on health issues and solutions for public health initiatives (e.g., TB prevention practices, STD/HIV testing information)
24	Develops working relationships with team members and colleagues within the public and private sectors for the purpose of improving public health
25	Collaborates with community partners to promote the health of the population
26	Describes the partnership between governmental, inter-governmental and non-governmental organizations in the delivery of community health services
<b>Public Health Practice Skills Domain</b>	
27	Defines the roles, responsibilities and contributions of various organizations and agencies to specific federal, state, tribal, local and territorial public health programs
28	Adheres to laws, regulations, policies and procedures for ethical public health practice
29	Identifies how work activities and skills relate to the Core Public Health Functions and Ten Essential Services of Public Health
30	Describes the basic public health sciences (e.g., laboratory, biostatistics, epidemiology,

<b>Competencies</b>	
	environmental health sciences, health services administration, social and behavioral health sciences, injury, and informatics)
<b>Financial Planning</b>	
<b>31</b>	<b>Describes components of a budget</b>
<b>32</b>	<b>Describes federal public health funding mechanisms</b>
<b>Leadership and Systems Thinking Skills Domain</b>	
<b>33</b>	<b>Uses individual, team, and organizational learning opportunities for personal and professional development.</b>
<b>34</b>	<b>Uses feedback received during peer review, mentoring, and coaching opportunities for skill development.</b>
<b>35</b>	<b>Examines professional development plans on an ongoing basis with assigned supervisors to track knowledge increase and skill development</b>
<b>36</b>	<b>Uses the chain of command at CDC and in the field to address issues or concerns</b>
<b>37</b>	<b>Describes how public health operates within a larger system (e.g., political, health care, transportation, faith based organizations)</b>
<b>38</b>	<b>Describes how changes in the public health system in the larger social, political, and economic environment impact organizational practices</b>