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## **Tri-County Health Department (TCHD) MPH Practicum Announcement**

**Name of Project/Practicum Experience:** Emergency Preparedness (EP) Volunteer Training Development Practicum

**General Focus:** This practicum will allow a student the opportunity to develop a training series for TCHD Volunteers specific to Emergency Preparedness including topics such as TCHD Volunteer Orientation, Point of Dispensing (POD) Staffing, and Alternate Care Facility (ACF) Staffing.

**TCHD Division:** Office of Emergency Preparedness (OEP)

**TCHD Office Location of project/practicum experience:** Administration

*Note: All practicums are unpaid, unless otherwise noted.*

**Type of Project/Practicum** (check all that apply):

- Epidemiology/ Biostatistics (projects involving study design, survey development and implementation, data analysis, surveillance of diseases, etc)
- Community/Behavioral Health (projects assessing community health needs and health disparities, health education, health communication and promotion, community health policy issues, planning and evaluation of public health programs/policies/interventions, etc)
- Environmental/Occupation Health (projects involving environmental risk assessments, control of environmental and occupational hazards, understanding regulatory issues and policies related to environmental/occupational health, etc)
- Health Care Systems, Management, Finance and Policy (projects assessing access to health care or utilization of health care, assessment of policy/legal issues related to public health practice or healthcare, etc)
- Emergency Preparedness (writing/updating plans and protocols related to emergency preparedness, building databases/systems/presentations and/or assisting with exercises that further TCHD preparedness, etc)
- Public Health Informatics (application of information and technology to public health practice, research, and learning)
- General Public Health/Other (please specify: Trainings to include a general introduction to public health, including general public health functions, and a review of TCHD's programs and activities)

### **Project/Practicum timeline and student hours**

Approximate timeframe for project/practicum completion: Flexible



Number of hours per week that student will be expected to work on project/practicum: 10 - 20

Estimate total number of student hours this project/practicum will require: 120 hours for 1 student

**Project/Practicum Description:**

TCHD has a critical role in responding to incidents in Adams, Arapahoe, and Douglas Counties. In complex or large events TCHD will be relying on volunteers to fill positions during the response. The development of this training series is needed to supplement public health work being done currently and to ensure that TCHD has sufficient and appropriately trained volunteer staff to respond to emergencies with a public health response. The goal of this practicum is to enhance TCHD's volunteer program by developing a series of trainings on specific topics to be delivered to existing and new TCHD volunteers throughout the year. This will be accomplished through completion of the following objectives:

1. In coordination with appropriate Office of Emergency Preparedness (OEP) and Office of Human Resources (OHR) staff, the student will create training sessions targeting volunteers, including PowerPoint presentations, instructor guides, trainee materials, etc.
2. Work with OHR staff, OEP staff, and volunteer recruitment practicum participant to deliver at least one volunteer orientation training to volunteers in each county.

At the conclusion of this practicum, TCHD will have formalized its volunteer training program by identifying and developing volunteer training opportunities at the agency and finalizing all needed presentations and materials.

**Student job duties:**

In coordination with OEP and the OHR:

1. Develop a minimum of four hour-long EP related volunteer trainings, including PowerPoint presentations, trainer guides, trainee materials, etc.
2. Develop materials to be distributed to volunteers during each of the trainings,
3. Ensure that all trainings meet specific criteria as identified by OEP/OHR.

**Skills required for student to work on this project/practicum** (check all that apply):

- Basic computer skills (email/internet, typing, etc)
- Researching information (searching for and summarizing research articles, evidence-based model practices, etc)
- Writing Skills (creating reports, summaries, presentations, etc)
- Presentation Skills



- Interviewing/ Client-Relations Skills (talking to clients regularly, administering questionnaires, etc)
- Foreign Language Skills. If checked, specify language(s)
- Clinical skills (i.e. giving vaccinations, drawing blood, anthropometrics (height, weight), etc). If checked, specify
- Data or geographic analysis/statistical skills. If checked, specify what types of software packages the student should have experience with (i.e. SAS, GIS, SPSS, etc)
- Other software competence. If checked, specify type of software: Microsoft Excel (required), PowerPoint (required), and Access (preferred)
- Other skills (Please specify)