



**New York State DEPARTMENT OF HEALTH
New York State Public Health Corps**

FELLOW ORIENTATION HANDBOOK

Table of Contents

Introduction	3
Program Overview	3
<i>Goals of the NYS Public Health Corps.....</i>	<i>3</i>
<i>Mission of the NYS Public Health Corps</i>	<i>3</i>
<i>Project Roles and Responsibilities.....</i>	<i>4</i>
<i>Stakeholders.....</i>	<i>5</i>
NYS Public Health Corps Fellowship Program	6
<i>Types of Fellows</i>	<i>7</i>
<i>NYS Public Health Corps Fellow Expectations.....</i>	<i>7</i>
<i>NYS Public Health Corps Mentor</i>	<i>7</i>
<i>Proposed Distribution of Fellows by Type and Setting.....</i>	<i>8</i>
<i>Regional Map for Fellowship Placement</i>	<i>9</i>
<i>NYSPHC DOH Partnership</i>	<i>9</i>
<i>NYSPHC Department of Health Consortium.....</i>	<i>10</i>
<i>Cornell University’s Public Health Essentials Certificate Program.....</i>	<i>10</i>
Contacts.....	11

Introduction

Welcome to the New York State Public Health Corps (NYSPHC)! We are pleased that you have decided to join this program as a Fellow. This orientation manual serves as a general guide for understanding the NYSPHC project, staff, and stakeholder responsibilities. We ask that you review our orientation manual upon joining the project and refer to it whenever needed.

As announced in the [2021 State of the State Address](#), the establishment of the NYSPHC will build public health capacity to support COVID-19 vaccination operations and increase preparedness to respond to future public health emergencies in localities across the state. The State directed the New York State Department of Health (NYSDOH) to work with community partners to recruit and deploy up to 1,000 Fellows to be assigned in communities across New York State (NYS).

Program Overview

DOH NYS Public Health Corps Overview PowerPoint Presentation	DOH NYS Public Health Corps PowerPoint Presentation with Audio
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Goals of the NYS Public Health Corps

1. Bolster the state's public health infrastructure by mobilizing up to 1,000 Public Health Fellows across the State to provide critical support and services to local health departments (LHDs)
2. Effectively communicate with and educate New Yorkers about key strategies that address public health efforts
3. Facilitate connections among the community level public health stakeholders required to strengthen and sustain public health learning and action partnerships

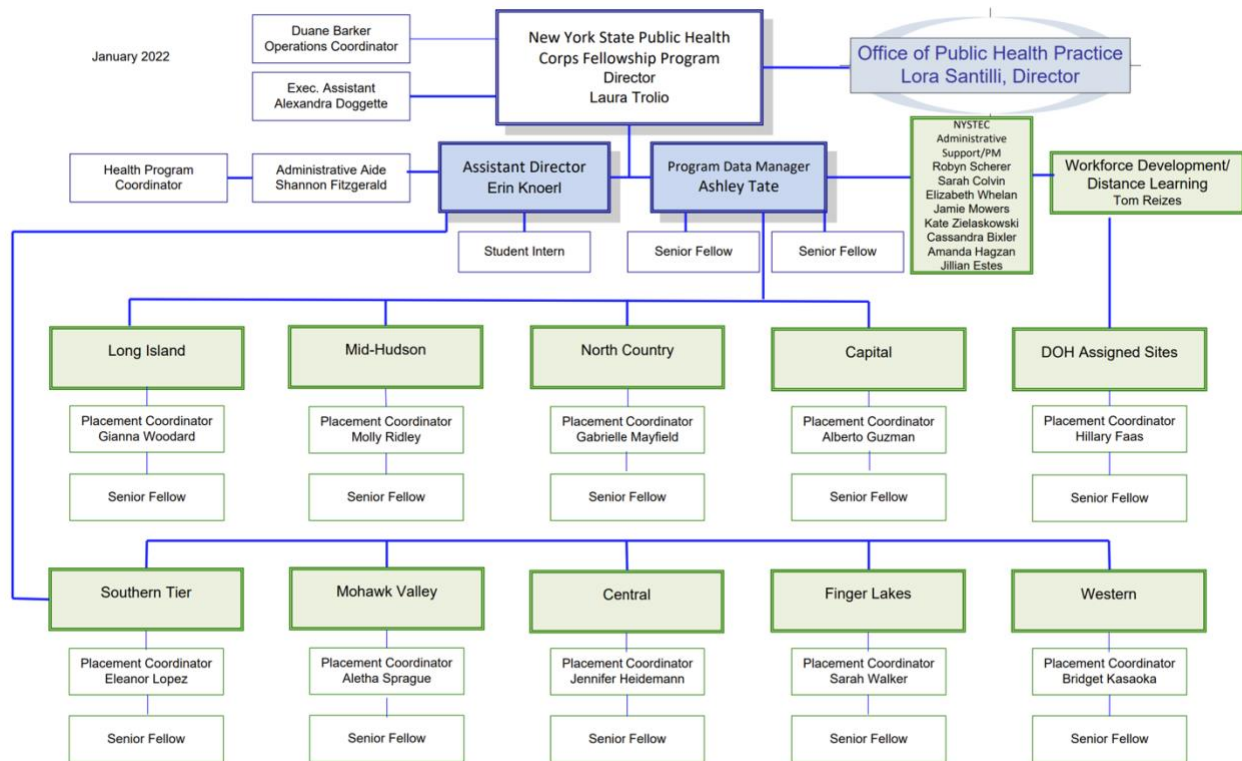
Mission of the NYS Public Health Corps

To support the urgent operations of the COVID-19 pandemic in the first year, the state will ensure funds are available for LHDs and NYSDOH to employ qualified Fellows to help address issues around laboratory safety, quality management, inventory management, specimen management, diagnostic and surveillance testing and reporting results as well as to improve the capacities of the epidemiology and informatics workforce to effectively conduct surveillance and response of COVID-19 (including case investigation and contact tracing) and other emerging infections and conditions of public health significance.

The NYSPHC Fellowship Program is designed to build expertise for healthcare including community outbreak response and infection prevention and control among LHDs. This would include employing Fellows who can address unique cultural needs of those put at higher risk for COVID-19. Lastly, an emphasis will be put on increasing capacity for timely data management, analysis, and reporting for COVID-19 and other emerging coronavirus and other infections and conditions of public health significance.

Project Roles and Responsibilities

The NYSPHC Fellowship Program will be managed by NYSDOH. The NYSDOH Office of Public Health will house the NYSPHC Fellowship Program leadership.



New York State Public Health Corps Core Program Staff

Name	Project Role	Email
Laura Trolio	Program Director	Laura.Trolio@health.ny.gov
Erin Knoerl	Program Assistant Director	Erin.Knoerl@health.ny.gov
Ashley Tate	Program Manager I (Technical/Monitoring & Evaluation Coordinator)	Ashley.Tate@health.ny.gov
Tom Reizes	Workforce Development/ Distance Learning	Thomas.Reizes@health.ny.gov
Alexandra Doggette	Executive Assistance to Leadership Team	Alexandra.Doggette@health.ny.gov
Shannon Fitzgerald	Administrative Aide to Assist Fellowship Placement Coordinators	Shannon.Fitzgerald@health.ny.gov

Fellowship Placement Coordinators (FPCs) for DOH and Regional Fellows

Fellowship Placement Coordinators will communicate with the Placement Host Organizations at a NYSDOH state-run facility/site and to place NYSPHC applicants in an appropriate Fellowship position based on the Host Organization needs and the applicant's qualifications and interests. Once placed, the FPC will work closely with the Fellows and Host Organizations to provide ongoing support throughout the Fellowship placement. The FPC will create a NYSPHC Regional Public Health Consortium to provide Fellows within their regions an opportunity to attend networking and professional development events throughout their Fellowship.

Name	Placement Location	Email
Hillary Faas	DOH	Hillary.Faas@health.ny.gov
Gianna Woodard	Long Island	Gianna.Woodard@health.ny.gov
Molly Ridley	Mid-Hudson	Molly.Ridley@health.ny.gov
Eleanor Lopez	Southern Tier	Eleanor.Lopez@health.ny.gov
Alberto Guzman	Capital	Alberto.Guzman@health.ny.gov
Gabrielle Mayfield	North County	Gabrielle.Mayfield@health.ny.gov
Aletha Sprague	Mohawk Valley	Aletha.Sprague@health.ny.gov
Jennifer Heidemann	Central	Jennifer.Heidemann@health.ny.gov
Sarah Walker	Finger Lakes	Sarah.Walker@health.ny.gov
Bridget Kasaoka	Western	Bridget.Kasaoka@health.ny.gov

Lora Santilli	Director, Office of Public Health Practice
	Loretta.Santilli@health.ny.gov
Duane Barker	Operations Coordinator
	Duane.Barker@health.ny.gov

Stakeholders

To support the NYSPHC mission and to enhance the NYSPHC Fellows' experience, community stakeholders, including higher education institutions and faith communities will be organized in working groups for the purpose of:

- Identifying and recruiting mentors
- Offering professional learning opportunities

- Providing advice and expertise on program implementation
- Sharing best practices from the field of public health

List of Stakeholders in Alphabetical Order

- **AmeriCorps** mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.
- **Commission on Independent Colleges and Universities (CICU)** represents 100+ independent campuses across New York State. Although not a government agency, CICU is an educational corporation formed under the New York State Regents. Its mission is to develop consensus among a diverse membership and to advance higher education public policy.
- **Community Health Care Association of New York State (CHCANYS)** represents federally qualified health centers throughout New York State.
- **Cornell University** mission is to discover, preserve and disseminate knowledge, to educate the next generation of global citizens, and to promote a culture of broad inquiry throughout and beyond the Cornell community. Cornell also aims, through public service, to enhance the lives and livelihoods of students, the people of New York and others around the world.
- **Health Research, Inc. (HRI)** contributes to the health and well-being of the people of New York State by complementing and enabling the strategic public health goals of the New York State Department of Health (DOH), Roswell Park Cancer Institute (RPCI), and other health-related entities.
- **Institutions of Higher Education (IHEs)** IHEs can help increase vaccine uptake among students, faculty, and staff by providing information about COVID-19 vaccination, promoting vaccine trust and confidence, and establishing supportive policies and practices that make getting vaccinated as easy and convenient as possible.
- **Local Health Departments (LHDs)** Public health employees in LHDs protect the health of entire communities. LHDs must always be prepared to deal with the unknown, they protect people from disease and harm before, during and after emergencies.
- **New York State Association of County Health Officials (NYSACHO)** represent LHDs in New York State by supporting, advocating for, and empowering LHDs in their work to promote health and wellness to prevent disease, disability, and injury throughout New York State.

NYS Public Health Corps Fellowship Program

The NYSDOH is seeking recent graduates and students who are advanced in their studies in public health, medical, dental, nursing, pharmaceutical, allied health, social services, communications, logistics planning, education, public policy/administration, and emergency health programs; retired medical professionals; and community collaborators to serve in the NYSPHC Fellowship Program.

The NYSPHC Fellows are being mobilized across NYS and placed with NYSDOH or counties' public health systems for up to two years. Talented individuals who may have expertise in public health, medicine and/or emergency management will be recruited, screened, and trained to serve as NYSPHC Fellows. NYSPHC Fellows will be concurrently enrolled in Cornell University's Public Health Essentials Certificate Program and will also complete several trainings offered by NYSDOH and other public health experts. Participants' qualifications and experience will determine their program placement as either a Fellow, Graduate Fellow, or Senior Fellow.

Types of Fellows

- **Fellows** may have a high school diploma; however, preferred applicants will have a relevant Associate or Bachelor's Degree **or** be within one semester of completing their undergraduate degree **or** document equivalent experience. Fellows' responsibilities may include an array of supervised task-specific activities.
- **Graduate Fellows** must have completed their Master's degree **or** have completed their basic coursework and be within one semester of completing their program **or** document equivalent experience. Graduate Fellows' responsibilities may include independent project-level activities and oversight functions.
- **Senior Fellows** must have completed their Doctoral degree and be within one semester of completing their program **or** document equivalent experience. Senior Fellows' responsibilities will include technical support activities in their area of specialty and significant program-level management functions.

NYS Public Health Corps Fellow Expectations

- Commit to a paid Fellowship for a one-year term; Fellows may be offered an opportunity to extend the initial one-year NYSPHC Fellowship commitment.
- Participate in the Public Health Essentials Certificate Program delivered by Cornell University Use your talents and expertise to help advance our state's public health agenda.
- Be assigned by NYSDOH to a state-run facility/site
- Serve within your community, where you have experience.
- Report to their FPC on a weekly basis or as matters arise regarding performance and their Placement Agreement.
- Meet on a regular basis with their assigned NYSDOH Mentor to continue their public health learning.
- Prepare Monthly Progress Reports to be shared with their Supervisor, FPC and Mentor.

NYS Public Health Corps Mentor

Mentors are community-based volunteers who serve as professional role models for NYSPHC Fellows and technical advisors beyond the classroom, facilitating their peer-learning and providing relevant

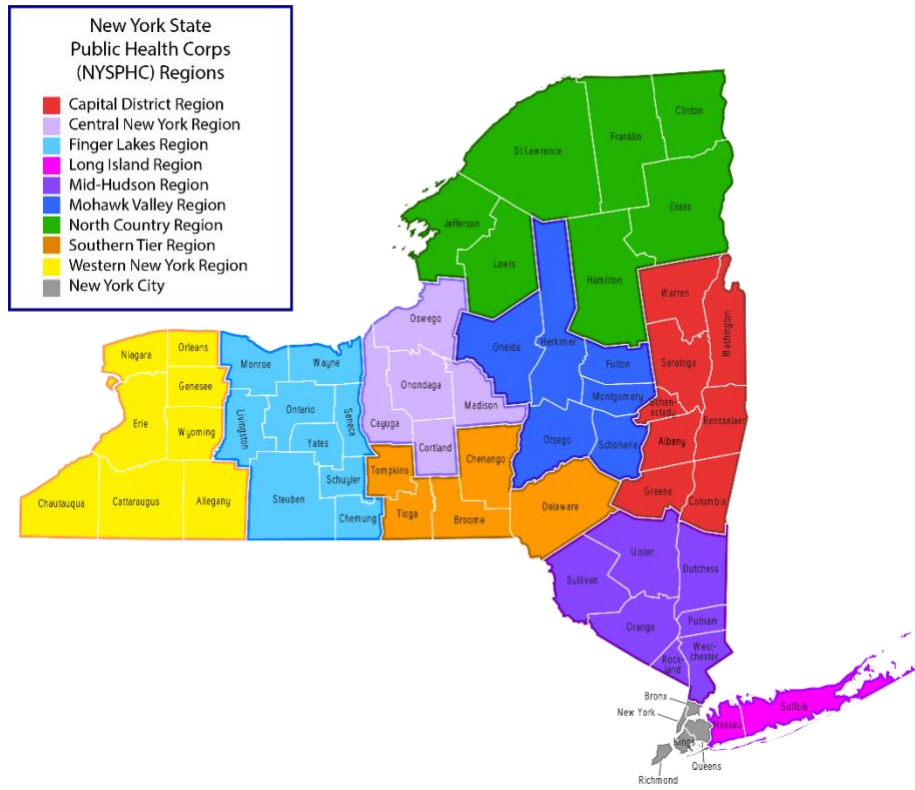
mentoring, career planning and navigational support within the local public health landscape as they address challenges in their specific assignment. Mentors will be professionals serving the community, recruited by NYSDOH and their public health network partners, and may be supported from local institutions of higher education that offer Public Health Programs. This includes supporting requirements to:

- Meet on a regular basis with the NYSPHC Fellow(s) assigned to them through online or in-person peer-learning sessions of the NYSPHC Local Public Health Partnership team.
- Led by the FPC, convene with other mentors within the NYSPHC Regional Public Health Consortium to stay abreast of current events and technical updates relevant to the designated public health urgency/emergency and engaging the NYSPHC Fellows in identifying and sharing 'best practices'.
- Recommend professional development topics to the FPC for delivery to NYSPHC Fellows through the NYSPHC Public Health Partnership or NYSPHC Regional Public Health Consortia.
- Familiarize themselves with the NYSPHC Fellow's progress in the Cornell University's Public Health Essentials Certificate Program.

Proposed Distribution of Fellows by Type and Setting

TYPE OF FELLOW	LHD	HRI: NYSDOH ASSIGNED	HRI: REGIONALLY BASED	AMERICORPS PARTNERSHIP	TOTAL
FELLOWS	720	0	0	50	770
GRADUATE FELLOWS	120	60	0	0	180
SENIOR FELLOWS	0	40	10	0	50
TOTAL	840	100	10	50	1000

Regional Map for Fellowship Placement



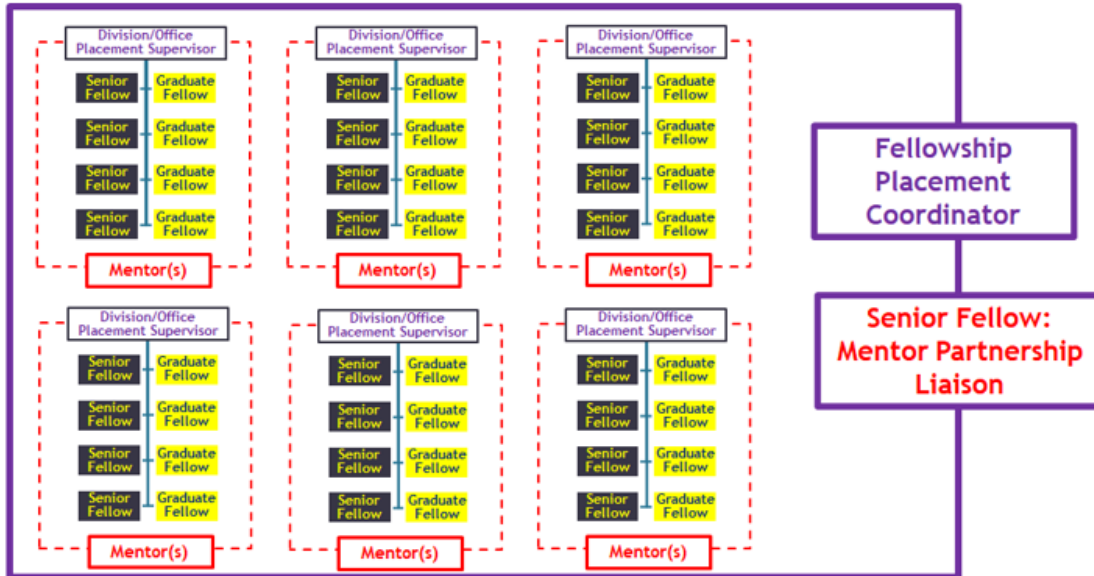
NYSPHC DOH Partnership

Concept Illustration



NYSPHC Department of Health Consortium

- Led by DOH Fellowship Placement Coordinator, Mentor, and NYSPHC Senior Fellow
- The purpose of the NYSPHC Department of Health Consortium is to deliver program directed professional development experiences and keep track of the program participants in NYSDOH divisions and offices including senior and graduate Fellows, supervisors, and mentors



Cornell University's Public Health Essentials Certificate Program

NYS COVID-19 Readiness Training + Public Health Essentials Certificate

- 80 hours of online learning to introduce, review, and reinforce key aspects and practices of public health (Approximately 5-hours of learning per week, over 4-months)
- The curriculum, developed and delivered by Cornell, prepares participants to:
 - Respond to COVID-19-related needs
 - Apply the foundational approaches of public health
 - Use existing data to understand community health priorities and resources
 - Support community-based health promotion and behavior change
 - Engage in planning for public health preparedness and response

This section is to be used as a working document for you to use to keep track of important information, resources, contacts that you will obtain throughout your on-boarding experience. Below are some suggestions on what to investigate, collect, and review. Please feel free to use this document for notes and add other information as needed.

Local/ Community/Other Fellowship Contacts (i.e. met through networking opportunities, university/college contacts, other Fellows you have met)			
Name	Role/Title	Email	Phone

Host Organization Resources / Needed or Often Used Information

- Host Organization Websites / Social Media Platforms
- Payroll / HR site
- Shared Drives / Databases (i.e., EHR link, network drives/folders used, spreadsheets used, etc.)

Networking Opportunities / New Organizations Identified to Look into Further

- Networking meetings to attend
 - What did you learn, who did you meet, any follow up activities?
- Local Organizations of Interest
- Local workgroups/committees of interest

Additional Training Resources Identified

- [NY Learns Public Health Learning Management System \(nylearnsph.com\)](http://nylearnsph.com)
 - [NYSDOH's only public-facing LMS](#)
 - [Create your own Username and Password](#)
- Local Training resources
- Institutions of Higher Education Training Resources

New Job Opportunities Identified / Job Searching Tools

- [HRI Website](#)
- [HRI Careers Website](#)
- [NYSDOH Employment Website](#)
- [NYSDOH Civil Service Website](#)
- State, local, or civil service job searching tools

Additional Notes / Comments

- Follow up questions/thoughts from Cornell modules
- Questions for your Mentor
- Questions for Fellowship Placement Coordinator