



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

FELLOW ORIENTATION HANDBOOK

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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

[About the NYSPHC | Training Resource Center Website](#)

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

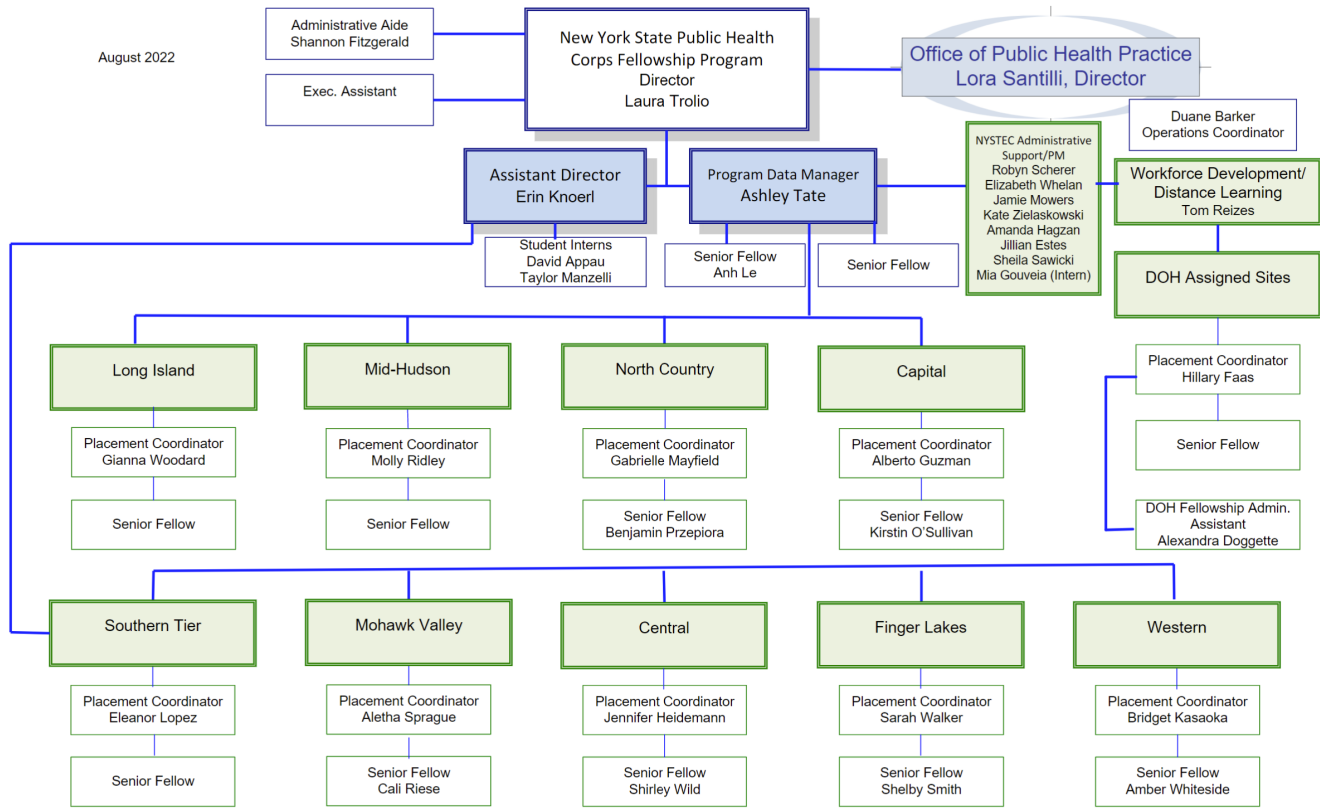
Mission of the NYS Public Health Corps

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		
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Laura Trolio	Program Director	Laura.Trolio@health.ny.gov
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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.

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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.
- 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.

Core Competencies

The core competencies defined below will be used as a framework for selecting topics and speakers for all NYSPHC events and Fellowship opportunities. We want to ensure that each of these competencies are touched upon across the Fellowship itself, the Mentor component, the Educational Series, networking opportunities, the Summit, and the Regional Consortia.

Effective Communication: Communicate in a way that persuades different audiences to act.

Data-Based Decision Making: Identify appropriate sources and evidence-based approaches to address public health issues.

Justice, Equity, Diversity, and Inclusion (JEDI): Support development of diverse public health workforce demonstrated through incorporating health equity and social justice principles to deliver socially, culturally, and linguistically appropriate programs and services to individuals and the populations in a community.

Budget and Financial Management: Financial analysis methods used to identify and leverage funding mechanisms to develop sustainable funding models to support programs and services.

Change Management: Assessing the drivers in one's community to modify programmatic practices that may influence public health programs and services.

Systems & Strategic Thinking: Create and apply quality improvement processes to address the impacts of social determinants of health in individuals, families, and the overall community.

Community Engagement: Engage community members in the design and implementation of programs to improve health in a community.

Cross Sectoral Partnerships: Build and engage collaborations within the public health system among traditional and nontraditional partners to improve the health of a community.

Policy Engagement: Collect information and identify options for the feasibility of implementing policies external to the organization that affect the health of the community.

Specialized Skills: Technical skills and content knowledge specific to a programmatic area.

Reporting Requirements

Throughout the NYSPHC Fellowship Program, we will be conducting surveys to monitor participant progress, solicit questions, ask for feedback, and assess the program's implementation. We will use this data to improve the program to benefit current and future Fellows. Your responses will be used for NYSPHC Program purposes only.

NYSPHC Fellow Assessment Survey

- In this survey, Fellows will be asked about their knowledge of and experience in the public health field. This survey should take no more than 30 minutes to complete.
- Responses to this survey will be reported in aggregate; that is, individual responses are combined together and presented as a group. No names or identifying information will ever be reported.
- The Assessment is embedded within Cornell's Public Health Essentials and is a required assignment.
- Questions about this survey should be directed to NYSPHCFellows@health.ny.gov

NYSPHC Fellow Survey

- The purpose of this survey is to gather Fellows' ideas, thoughts about their experience within the program, and suggestions to improve the Fellowship experience as well as a way reduce barriers to a successful Fellowship.
- This survey is distributed following completion of Public Health Essentials (PHE), 3 months after completion of PHE, and 6 months after completion of PHE.

- A survey will be distributed through Survey Monkey at 11 months to gather feedback on the overall Fellowship experience.
- A survey will be distributed through Survey Monkey 6 months after the completion of the Fellowship to gather information on where they are in their career or schooling and how the Program contributed to this.
- This survey is not anonymous and could result in follow-up and/or a meeting with the Fellow's FPC, LC and/or supervisor to discuss ways to improve the Fellowship Program and the Fellow's experience.

NYSPHC Supervisor Survey

- The purpose of this survey is to gather supervisors' ideas and suggestions to improve the experience for Fellows, and how to reduce barriers to a successful fellowship.
- This survey is distributed following the Fellow's completion of Public Health Essentials (PHE), 3 months after the Fellow's completion of PHE, and 6 months after the Fellow's completion of PHE.
- This survey is not anonymous and could result in follow-up and/or a meeting with the Fellow, LC and/or supervisor to discuss ways to improve the Fellowship Program.

LC Quarterly Report

- The purpose of this survey is to gather information from LCs about Local Partnership Meetings.
- The survey also allows LCs to share other information with their FPC as needed.
- LCs may request to have an FPC contact them to discuss further.

Thank you in advance for your honest, thorough and valuable feedback. The NYSPHC Fellowship Program team wants to make this a valuable experience for all involved!

NYS Public Health Corps Mentor

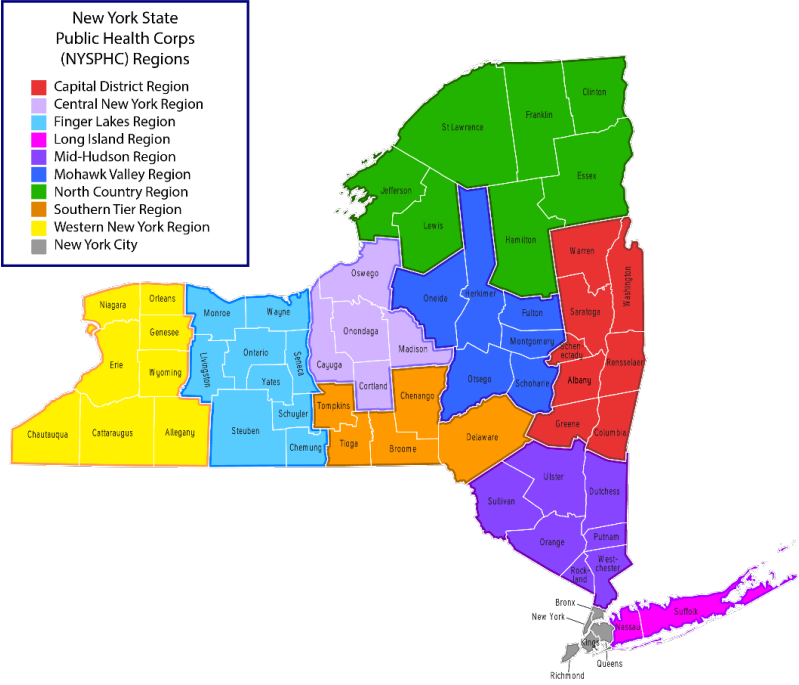
Mentors are community-based volunteers who serve as professional role models for NYSPHC Fellows and technical advisors beyond the classroom, facilitating their peer-learning and providing relevant mentoring, career planning and navigational support within the local public health landscape as they address 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.

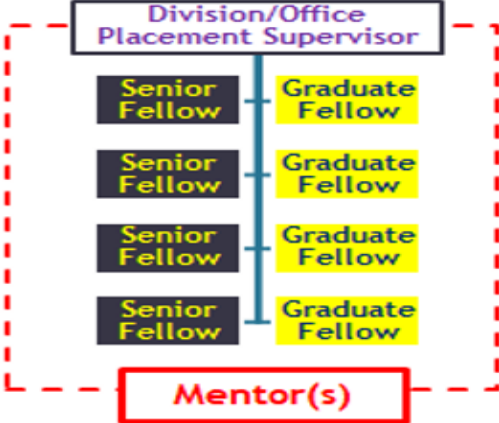
Distribution of Fellows by Type and Setting

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

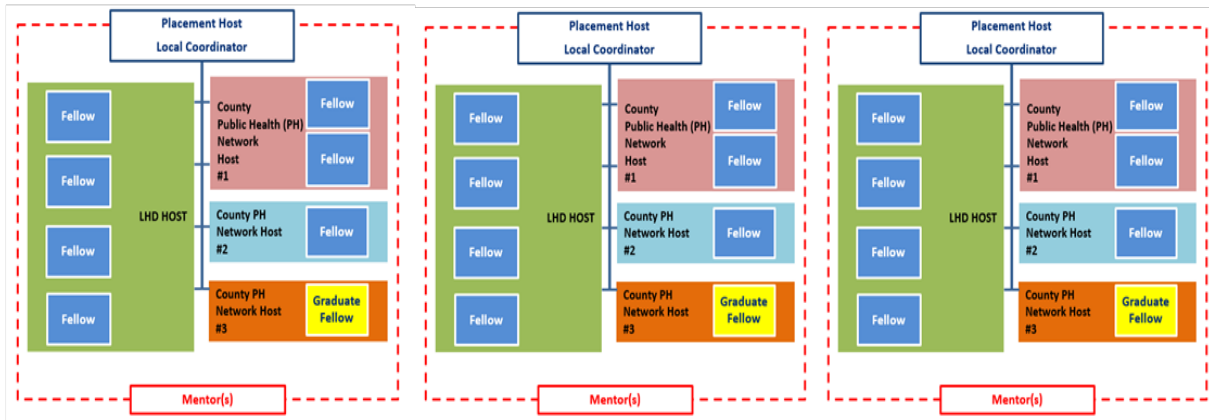
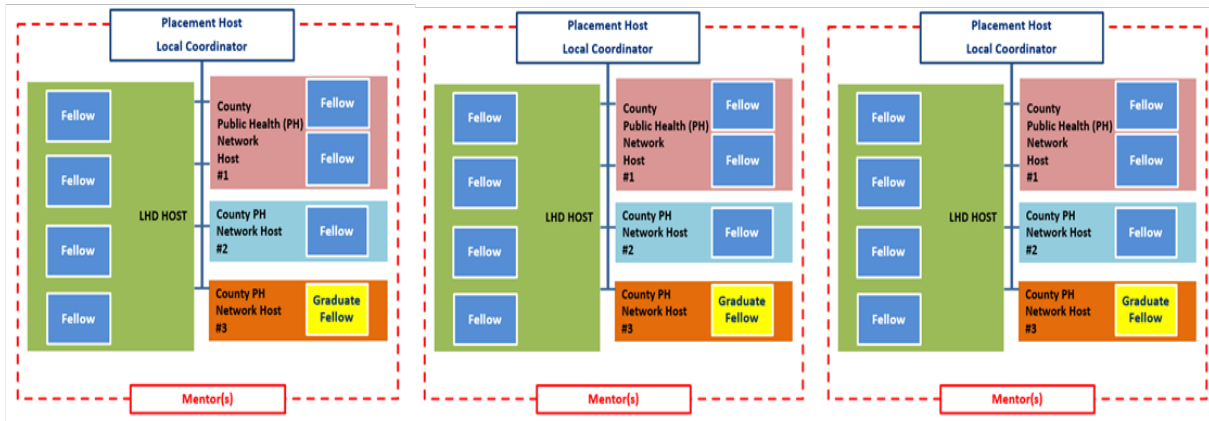


*NYS PHC SOH Partnership
Concept Illustration*



NYSPHC Regional Health Consortium

- Led by Regional Fellowship Placement Coordinator, Mentor(s), NYSPHC Senior Fellow
- The purpose of the NYSPHC Regional Health Consortium is to deliver program directed professional development experiences and keep track of the program participants including senior and graduate Fellows, supervisors, and mentors



Senior Fellow: Mentor Partnership Liaison

Cornell University's Public Health Essentials Certificate Program

- 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.

Contacts

Essential Program / Fellowship Contacts			
Name	Project Role	Email	Phone
	Host Supervisor		
	Senior Fellow: Mentor Partnership Liaison		
	Fellowship Placement Coordinator		
	Cornell Contact		

Host Organization Additional Contacts (i.e. IT, Human Resources, Payroll, Essential Staff/Project Contacts, etc.)	
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Name	Role/Title	Email	Phone

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

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

Training Tracker

Please use this table to track trainings that you complete as part of your Fellowship that are not part of eCornell Public Health Essentials. In your quarterly surveys, you will be asked whether you completed any trainings and whether they covered any of the following topics:

1. Cultural competency

