



Department
of Health



New York State Public Health Corps (NYSPHC) Fellowship Program

Program Orientation Day 2
Roles and Expectations

August 7, 2024

NYSPHC Orientation Week Schedule

- Day 2: Roles and Expectations
- Day 3: Professional Development
- Day 4: Mentorship and Networking



Today's Agenda

- Roles and Expectations
 - Role of NYSPHC Program Staff
 - Role of Host Organizations Supervisors
 - Role of Public Consulting Group (PCG)
 - Role of Mentors
- Fellow Requirements & Expectations
 - PHC 2.0 Fellow Requirements
 - PHC 2.0 Fellow Expectations
- Q & A
- Tomorrow's Agenda



Ice Breaker Time!



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Name & Region

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Using one or more emojis, show us what the weather is like where you are today!

ⓘ Start presenting to display the poll results on this slide.

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In one word, how would you describe an ideal teammate?

ⓘ Start presenting to display the poll results on this slide.

Roles & Expectations



Roles at a Glance

- **Fellowship Placement Coordinator**
 - Provides support for Fellows, Supervisors, and Mentors
- **Fellowship Program Specialist**
 - Provides support to the Fellowship Placement Coordinator
- **Host Organization Supervisor**
 - Provides day-to-day field supervision of NYSPHC Fellows in well-defined assignments
- **Public Consulting Group (PCG)**
 - Handles payroll, benefits and routine travel for Fellows. Works with host organization supervisors if there are performance management concerns.
- **Mentors**
 - Professional role models and technical advisors, facilitating peer learning and providing relevant mentoring, career planning, and navigational support to Fellows.



Role of NYSPHC Program Staff



Role of Fellowship Placement Coordinator

- Oversees the Fellowship Program for the region
- Meets with the Host Organization's designated contact and Fellows' supervisors
- Meets with Fellows in person and virtually in coordination with Fellowship Program Specialist
- Works with PCG and host organization supervisors to support Fellows in successfully completing professional development components
- Monitors Fellow completion of NYSPHC program requirements
- Monitors completion of reporting requirements

Role of Fellowship Program Specialist

- Supports Fellowship Placement Coordinator (FPC) in coordinating regional activities and resources
- Meets with Fellows in person and virtually in coordination with the FPC, including regular monthly calls to:
 - Check in on Fellowship experience and assigned Fellowship work
 - Discuss Mentorship experience
 - Review professional development progress

Role of Host Organization Supervisor



Role of Host Organization Supervisor

- Acts as initial point of contact for the Fellow at their host organization
- Supports Fellow at host organization
 - Oversees and supports the Fellow's day-to-day activities
 - Ensures compliance with host organization policies
- Supports the integration of NYSPHC program requirements into the Fellow's work schedule
- Completes Fellows' performance appraisals and quarterly surveys
- Meets monthly with FPC to review Fellow's placement and progress towards meeting professional development requirements of program.
- Meets with PCG as needed for concerns with a Fellow's placement and certifies time and effort.

Role of the Public Consulting Group (PCG)



Role of Public Consulting Group (PCG)

- Hiring entity for all Fellows
- Leads the recruitment, hiring, and ongoing staff management in partnership with the host organizations for all Fellows participating in NYSPHC.
- Retains Fellows under their payroll and provides all applicable benefits to staff under the NYSPHC Program.
- Handles routine travel for Fellows.
- Works with host organization supervisors if there are performance management concerns and implements performance improvement plans.

Where Fellows Should Direct Questions

Host Organization Supervisor	Fellowship Placement Coordinator/ Fellowship Program Specialist	Public Consulting Group
<p><i>Direct questions related to:</i></p> <ul style="list-style-type: none"> • Task instructions and operational guidance about the responsibilities in job description. • Workplace and supply questions and needs • Policies, standards, rules and other requirements at host organization • Integration of program requirements in work schedule • Time off requests/approvals • Performance appraisals 	<p><i>Direct questions related to:</i></p> <ul style="list-style-type: none"> • General program inquiries • NYSPHC Professional Development Components <ul style="list-style-type: none"> ✓ Cornell's PHE/Leadership Certificate Program ✓ BEAM Certificate Program ✓ Educational Series ✓ Annual Summit ✓ Consortia ✓ Mentoring • Reporting requirements 	<p><i>Direct questions related to:</i></p> <ul style="list-style-type: none"> • Payroll • Benefits • Routine travel • Time certification • Performance management

Role of the Mentor



Role of the Mentor

NYSPHC Mentors are volunteers who serve as professional role models and technical advisors, facilitating peer learning and providing relevant mentoring, career planning, and navigational support to Fellows, enhancing their experience within the local and statewide public health landscape and the NYSPHC Fellowship Program.

Mentor Role:

- Lead or co-lead a cohort of 4-8 Fellows for up to two years
- Lead one meeting with assigned cohort on a quarterly basis, at minimum
- Meet with Fellows in assigned cohort individually, if requested
- Collaborate with other Mentor cohorts, as requested

Fellow Expectations and Requirements



NYSPHC Fellow Expectations

- Commit to a two-year Fellowship term
- Complete day-to-day activities outlined in Fellowship Plan created by host organization
- Adhere to policies and procedures of NYSPHC, PCG, and host organization.
- Adhere to professional conduct expectations of host organization
 - Examples:
 - Professional attire
 - Email etiquette
 - Treating others with respect
- Participate in NYSPHC professional development activities

NYSPHC 2.0 Required Components

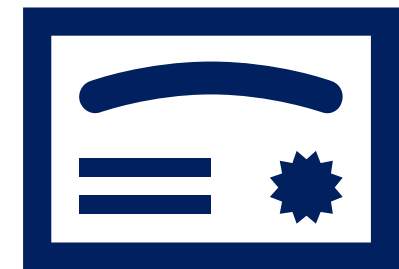


Year
1

- Satisfactorily complete eCornell's Public Health Essentials Certificate Program or Public Health Leadership Essentials Certificate Program
- Satisfactorily complete University of Miami's BEAM Certificate Program
- Complete Educational Series
- Reporting Requirements

Year
2

- Complete Educational Series
- Complete Training Programs
- Reporting Requirements



**Earn NYSPHC Certificate
of Completion**

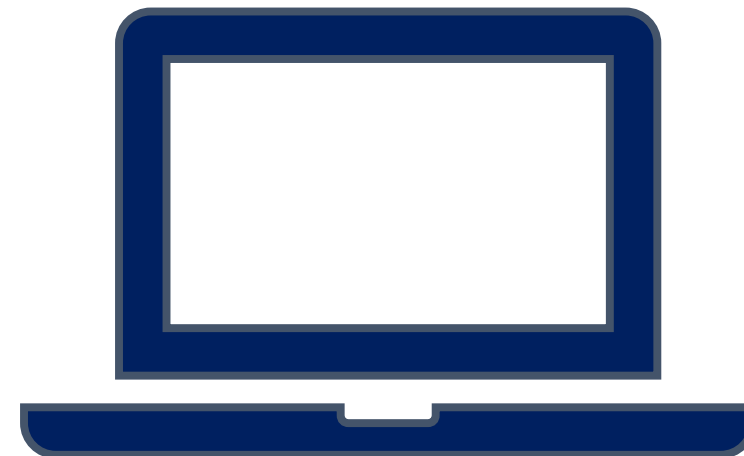
Fellow Reporting Requirements

The following reporting requirements are a mandatory expectation for each Fellow:

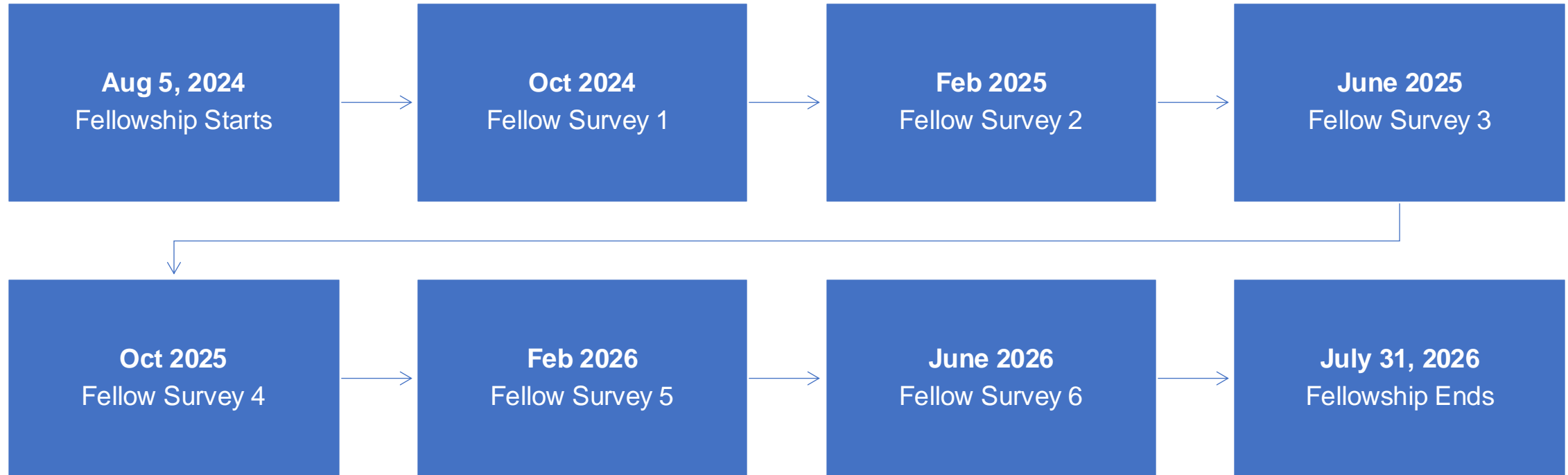
PCG Weekly Summary Report
Survey

Quarterly Survey

Post-Fellowship Survey



Fellowship Reporting Requirement Timeline



Fellow Requirements in Summary

- Fellows will be required to complete mandatory activities during each year of their Fellowship to earn their NYSPHC Certificate of Completion.
 - Fellow Year 1 Requirements:
 - PHE, BEAM, Educational Series and reporting requirements
 - Fellows who have already completed PHE will be required to complete e-Cornell's Public Health Leadership Essentials Certificate Program.
- Fellows are required to complete regular reporting including the weekly PCG successes and challenges survey, quarterly surveys, and the post-Fellowship survey.
- **If Fellows do not meet the requirements of Year 1 of the program, they will be unable to progress to Year 2.**

Mechanisms to Support Fellow Success

NYSPHC has established the following mechanisms to support Fellows' success in meeting program requirements:

1. Initial review of job duties with their supervisor
2. Monthly review of activities with the Fellowship Program Specialist
3. Regular surveys to collect feedback on the program and Fellowship experience
4. Regular Fellow-supervisor meetings and established performance evaluation timeframes
5. Regular check-ins between NYSPHC Staff and host organization supervisors to discuss Fellow progress.

Breakout Session



Breakout Session

Assign a reporter for after the breakout session

Part One: Discussion (10 minutes):

- Brief introductions
- Discussion Questions:
 - The Fellowship comes with many educational and professional development opportunities. Which public health topic are you most interested to learn more about and why?
 - Everyone will soon begin a relationship with a NYSPHC mentor. Have you ever had a mentor before in either your professional or personal life? What is the best advice you have gotten from them?

Breakout Session

Part Two: Olympics (10 minutes):

- Your Breakout Room Host will take notes for this activity
- In keeping with the Olympic season, let's discuss what Olympic sport each participant would like to do if they could



Breakout Session Report Out

- Each Breakout's Reporter shares a summary of responses from the discussion questions
- Breakout Hosts share each Breakout's Olympic sport



Final Questions for Today



Tomorrow's Agenda

- Welcome and Icebreaker
- Professional Development and Core Competencies Overview
- Consortia
- Annual Summit
- Educational Series and Introduction to the Learning Management System (LMS)
- Training and Resources Website overview
- Breakout Activity
- University of Miami's Building Expertise in Administration and Management (BEAM)
- Cornell University Certificate Programs

Contact Us



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