New York State Public Health Corps (NYSPHC) Fellowship Program

Fellow Town Hall

August 21, 2024

Roles at a Glance

- **Leadership**
  - Oversees planning, implementation, and evaluation of the program

- **Monitoring & Evaluation Team**
  - Conducts the evaluation of the program including administering the surveys

- **Administrative Team**
  - Assists with administrative functions of the program including purchasing, travel, and shared mailboxes

- **Fellowship Placement Coordinator (1 per Region)**
  - Provides support for Fellows, Supervisors, and Mentors

- **Fellowship Program Specialist (1 per Region)**
  - Provides support to the Fellowship Placement Coordinator

- **Public Consulting Group (PCG)**
  - Handles payroll, benefits and routine travel for Fellows. Works with host organization supervisors if there are performance management concerns.

NYSPHC 2.0 Regions
- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8
*DOH Fellows
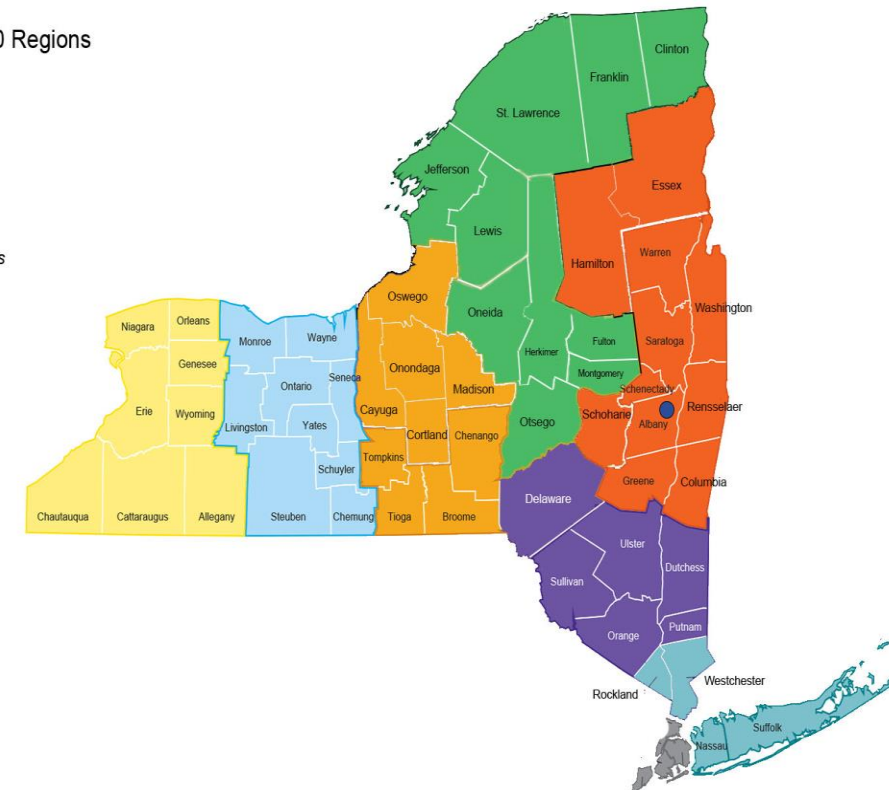
Where Fellows Should Direct Questions

Host Organization Supervisor	Fellowship Placement Coordinator/ Fellowship Program Specialist	Public Consulting Group

Direct questions related to:
 	
 • 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
	Direct questions related to:
	
	 • General program inquiries
	 • NYSPHC Professional Development Components
	    ✓ Cornell's PHE/Leadership Certificate Program
	    ✓ BEAM Certificate Program
	    ✓ Educational Series
	    ✓ Annual Summit
	    ✓ Consortia
	    ✓ Mentoring
	 • Reporting requirements
		Direct questions related to:
		
		 • Payroll
		 • Benefits
		 • Routine travel
		 • Time certification
		 • Performance management

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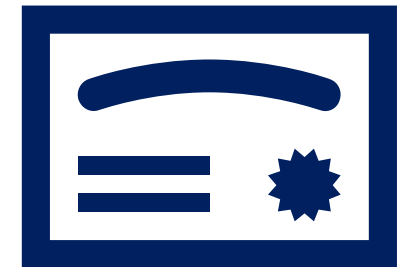
NYSPHC 2.0 Required Components

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
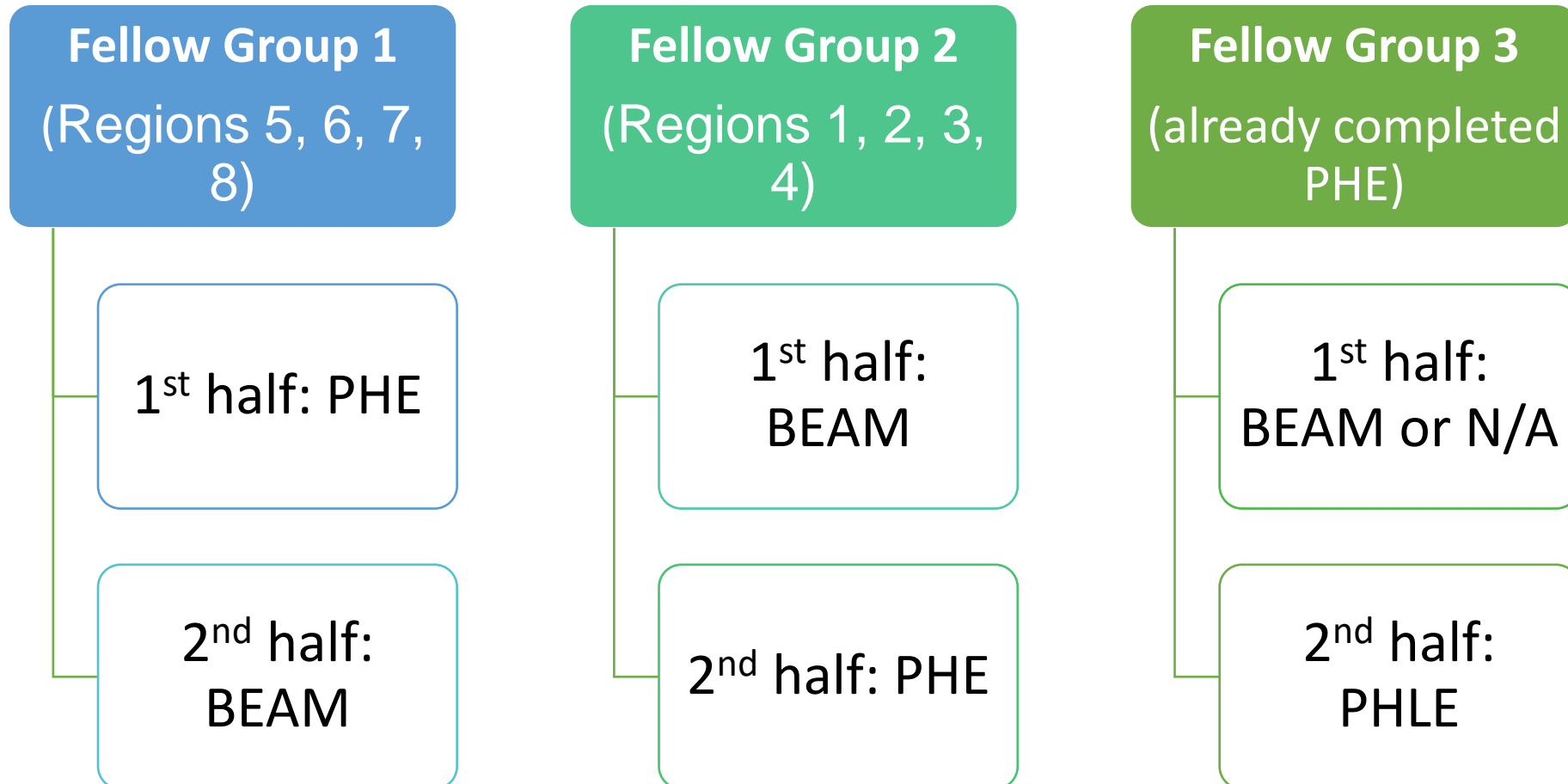- Complete Educational Series
- Reporting Requirements

Year 2

- Complete Educational Series
- Complete Training Programs
- Reporting Requirements

Earn NYSPHC Certificate of Completion

Certificate Training Programs – Year 1

Fellow Group 1 (Regions 5, 6, 7, 8)	Fellow Group 2 (Regions 1, 2, 3, 4)	Fellow Group 3 (already completed PHE)
1st half: PHE	1st half: BEAM	1st half: BEAM or N/A
2nd half: BEAM	2nd half: PHE	2nd half: PHLE

PHE= eCornell's Public Health Essentials Certificate Program
PHLE= eCornell's Public Health Leadership Essentials Certificate Program
BEAM= University of Miami's Building Expertise in Administration and Management Certificate Program

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Year 1
Fellow Training Schedule

Year	Month	Training	Date	Time
2024	**September**	Consortium	9/11	12-2pm
		PHE Certificate Program*	9/25 (through 1/22/25)	
		BEAM Certificate Program*	9/25 (through 12/23)	
	October	Educational Series	10/9	12-1pm
	November	Educational Series	11/13	12-1pm
	December	Consortium	12/11	
2025	**January**	Educational Series	1/8	12-1pm
		PHE Leadership Certificate Program*	1/29 (through 5/14)	
	February	Educational Series	2/12	12-1pm
		PHE Certificate Program*	2/26 (through 6/11)	
		BEAM Certificate Program*	2/26 (through 5/26)	
	March	Consortium	3/12	
	April	Educational Series	4/9	12-1pm
	May	Educational Series	5/14	12-1pm
	June	Summit	6/10 – 6/11	
	July	Educational Series	7/9	12-1pm

*Each Fellow will only be enrolled in one certificate program at a time

Fellow Reporting Requirements

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

PCG Weekly Summary Report Survey

Quarterly Survey

Post-Fellowship Survey

Travel Policy (Routine)

- Routine travel is defined as travel which is required for Fellows to perform the essential duties of their job and covers:
  - Mileage
  - Tolls
  - Parking
- Travel and registration for conferences or trainings are **non-routine**
- Mileage, tolls, parking should be recorded in PCG's Certify system and reimbursement will be issued to Fellow in payroll.
  - This process will be reviewed by PCG at Fellows' orientation.
  - Host supervisor must approve routine travel reimbursement requests monthly with timesheet approvals.

Travel Policy (Non-Routine)

- Examples of non-routine travel include:
  - Conferences (both in-state and out-of-state)
  - In-person trainings with a registration or held out-of-state
  - NYSPHC Summit
- Examples of non-routine travel costs include:
  - Transportation (mileage, train, airfare, car rental etc.)
  - Hotel
  - Meals
  - Conference registration
- **Non-routine travel requests must be submitted to NYSPHC for prior approval; approval is not guaranteed.**
- Once travel is complete, Fellows will submit a reimbursement request to NYSPHC and reimbursement will be paid by Health Research, Inc.

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Overtime

- All Fellowship positions are 35, 37.5, or 40 hours as outlined in the Fellowship Plan.

- If a Fellow needs to work more than their regularly scheduled work hours in order to fulfill their Fellowship job duties, the Fellow should first work with their supervisor to flex their schedule within the work week so that they do not exceed their regular weekly hours.

- ***All requests for a Fellow to work above their regular weekly hours must be approved in advance by NYSPHC Leadership and PCG.*** Requests must be sent from the Fellow's supervisor to their Fellowship Placement Coordinator and PCG regional contact.

- Requests for a Fellow to work above their regular weekly hours will only be approved in exceptional circumstances with sufficient justification for why the additional hours are needed and why the Fellow is unable to flex their schedule to accommodate.

NYSPHC Training and Resources Website

Fellowship Program

Upcoming Events   **Resources**

Training Resource Center Home

Dear NYSPHC Participants,

We are excited to introduce you to the NYSPHC Training and Resources Website. This website is intended to provide resources and information for all NYSPHC Fellows, Supervisors, Mentors and Local Health Department staff!

This website will be used to provide all our program participants with a variety of resources including: Fellow Training Resources and Educational Opportunities, Mentor & Supervisor Resources, Regional Resources, NYSPHC Workgroup Resources, NYSPHC Events Calendar, and Shout Outs.

This website is for YOU and is constantly evolving. Therefore, we encourage everyone to please provide us with feedback, suggestions, and any ideas you have about improvements as you explore the website. In fact, you can do this right on the website here: Feedback and Shout Out Form

Once again, thank you everyone for being a valued participant! Keep up the great work to let us know if you have any questions, concerns, or issues with the website.

Sincerely,

The NYSPHC Training and Resources Workgroup

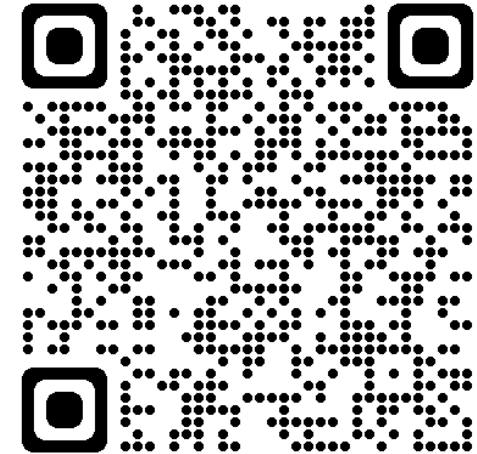| Public Health Careers | Fellow Training Resources | NYSPHC Events Calendar | Resources by Region | Summit 2023 Media Gallery | New York Public Health Now |

NYSPHC Mentor Next Steps

- Mentors will contact Fellows in their cohort by September 6th, 2024

- Mentors will schedule the first cohort meeting by September 30th, 2024

- If you have not heard from your Mentor by September 6th, please contact your Regional Fellowship Placement Coordinator.
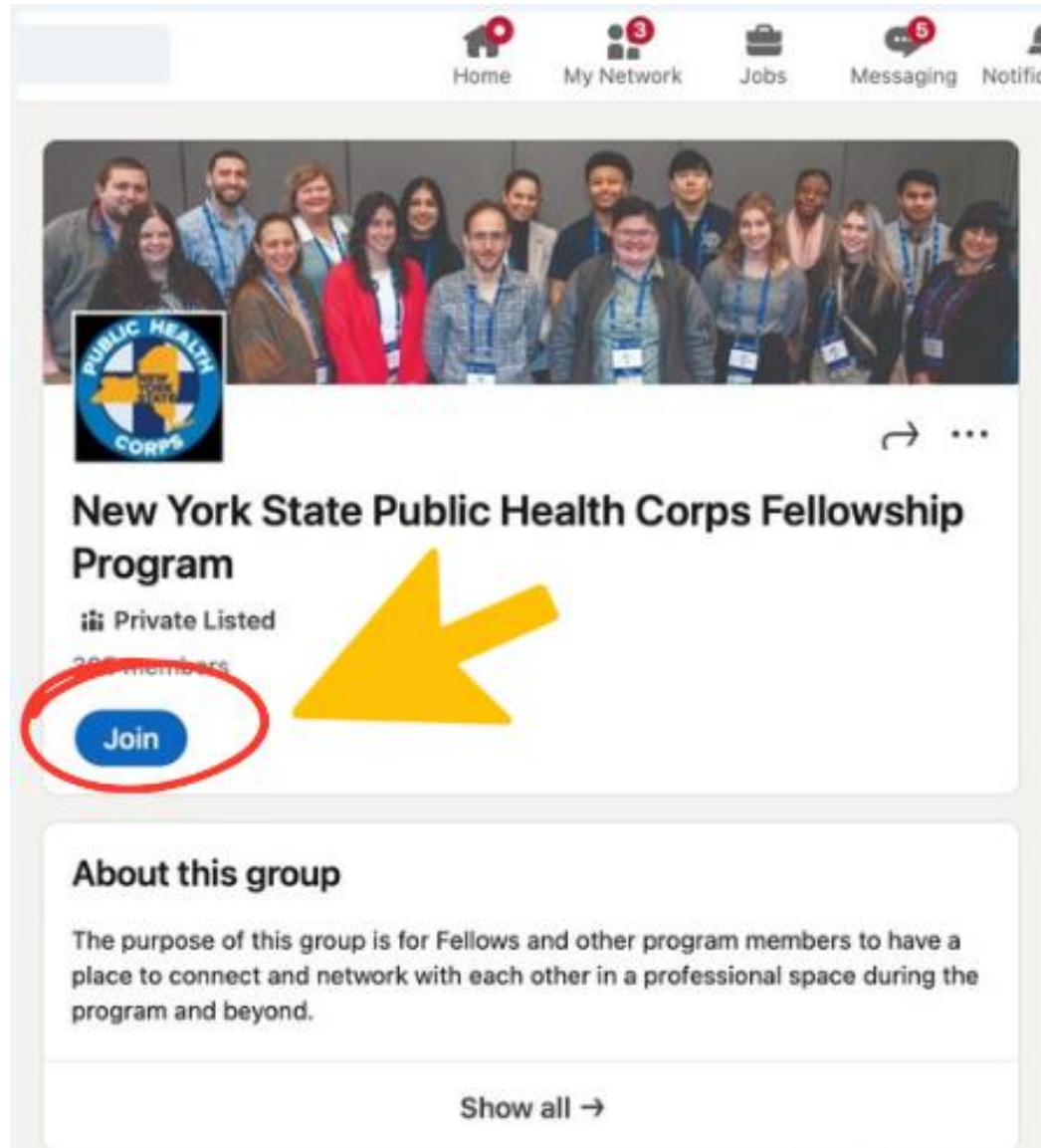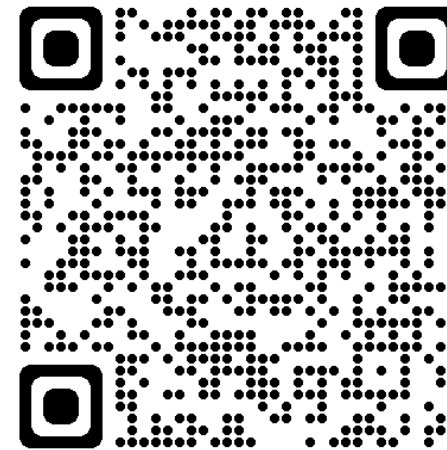
Orientation Survey Reminder

- Please complete the Orientation Survey by August 28, 2024: https://www.surveymonkey.com/r/NKJFJHD

- Fellows will receive a reminder email with the survey link this afternoon.

Open Forum for Questions

Contact Us

Program Email: **nysphcfellows@health.ny.gov**

PCG Email: **SSOHR@pcgus.com**

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