



UNIVERSITY of NORTH TEXAS
HEALTH SCIENCE CENTER *at Fort Worth*
★
School of Public Health

SPH 6860

Public Health Practice Residency

STUDENT MANUAL

Doctor in Public Health Program

SCHOOL OF PUBLIC HEALTH
UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER AT
FORT WORTH

The DrPH Residency Manual is currently under revision. Students registering for this course prior to Fall 2008, should refer to this manual for guidance. Students should register through their Academic Advisor and consult frequently with this individual regarding any additional department requirements for the DrPH Residency.

(Rev 03/13/08)

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INTRODUCTION

PURPOSE OF THE PUBLIC HEALTH PRACTICE RESIDENCY

The Public Health Residency is designed to provide the student with opportunities to gain practical experience in public health or community settings. It provides for diversity of experience and emphasizes public health practices. The Public Health Practice Residency offers the student an opportunity to gain further insight into public health content, problems, issues and opportunities. Students are required to commit a substantial number of hours to the practice experience, produce a written report of project(s) undertaken in the placement, and, in some cases, give a poster or oral presentation of their residency experience at a professional meeting. The written report should be presented in the form of a publishable manuscript to be submitted to a public health related peer-review journal. Requirements may be completed over the period of more than one semester with approval of the Academic Advisor. The student must maintain continuous enrollment in SPH 6860 until the requirements are complete. The course requirement may not be waived and this course is graded on a Pass/Fail basis only.

GOAL

The Public Health Practice Residency will allow the student to increase knowledge and skills in applying the principals learned in the academic setting to practice projects in public health. The student will also become aware of the necessity to increase skills used in the practice of public health that the doctoral training may provide.

OBJECTIVES

By the end of the course the student will be able to:

- apply the basic public health sciences, including behavioral and social sciences, biostatistics, epidemiology, environmental public health, and prevention of chronic infectious diseases and injuries. *
- develop measurable realistic goals and objectives for Public Health Practice Residency project and identify criteria for evaluation,
- develop research questions related to a research topic in the field of public health,
- identify the public health knowledge and skills needed to be able to practice public health in the selected setting(s),
- identify population based health delivery systems, i.e. managed care organizations, public health departments and clinics, community based organizations or volunteer organizations,
- define, assess, and describe the health status of populations, determinants of health and illness, factors contributing to health promotion and disease prevention, or factors influencing the use of health services,
- recognize relationships and contributions of community activities (social, cultural, environmental) that impact the practice of public health, and
- effectively present accurate demographic, statistical, programmatic, and scientific information to professional and lay audiences.

* Source: Health Resources and Services Administration and Centers for Disease Control and Prevention

PUBLIC HEALTH PRACTICE RESIDENCY POLICIES

Requirements

- **Students must have prior approval from their Academic Advisor to enroll in Public Health Residency SPH 6850 and receive semester credit hours.** Students must complete Intent to Register for Public Health Residency Site form and obtain approval prior to registration (see Appendix A).
- **The Public Health Practice Residency must include at least 240 contact hours.** Public Health Residency hours are to include time spent in the actual work setting or performing duties assigned by the site supervisor. The hours do NOT include time spent in travel to and from the location of the experience.
- **Institutional Review Board (IRB) Guidelines and HIPPA guidelines** must be followed. Review the guidelines with the Academic Advisor during the initial meeting
- During the semester(s) of the Public Health Practice Residency, **the student will send by email a progress report once a month to the Academic Advisor.**
- **The Public Health Practice Residency Site Supervisor will be asked to complete an Evaluation of Student Performance Form (see Appendix F).** This form is to be completed and returned the Academic Advisor by the supervisor before the end of the semester.
- The student should maintain continuous enrollment until the Public Health Practice Residency is completed.
- To complete the course, the **student will produce a publishable manuscript as well as a Public Health Practice Residency report and notebook.** The results of the manuscript may also be presented as a poster for a poster session at the request of the Academic Advisor.
- **In addition to the manuscript**, each student is required to submit a Public Health Practice Residency notebook for review to major Academic Advisor. Use the style form from the American Psychological Association Manual, Fifth Edition (APA). Review chapter two for general principles of writing.
- The Public Health Practice Residency notebook should contain the following items:
 - a. In the analysis of the site the student's report should contain the stated goals and objectives of the experience, a description of how those goals and objectives were met, major responsibilities, major activities, description of special projects and site analysis. Follow the outline given in Appendix J. The page length will vary.
 - b. Work journal or log of work hours signed by the Public Health Residency site supervisor (Appendix D).
 - c. Agency materials and/or pamphlets if needed.

- d. Copy of publishable manuscript
- e. Completed Student Evaluation of Public Health Practice Residency Site.

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PUBLIC HEALTH PRACTICE RESIDENCY POLICIES (cont.)

- **For any Public Health Practice Residency sites outside the United States, each student must obtain his/her own international health and medical evacuation insurance.**

Course Evaluation

The student will receive 4 semester hours of credit and a grade of Pass or Fail.

Public Health Practice Residency Site Supervisor evaluation	30%
Academic Advisor evaluation of manuscript	60%

See the PROCEDURES section of this manual for specific requirements that must be met in order to receive credit for this course.

PUBLIC HEALTH PRACTICE RESIDENCY PROCEDURES

- **Before registering for the SPH 6850, the student is required to meet with the Academic Advisor to review the Public Health Practice Residency Manual and discuss the residency site and project.** Through discussion, the Academic Advisor will identify the area of interest of the student and attempt to match experience and interest to a specific site. **The Intent to Register for Public Health Practice Residency Site form (Appendix A) must be completed and returned to the Academic Advisor prior to the end of the semester prior to starting the Public Health Practice Residency.**
- The student will be given the name of the contact person at the Public Health Practice Residency site by the Academic Advisor.
- **The student is responsible for initiating the contact and making an appointment with the site supervisor for the purpose of developing goals and objectives of the experience. The student is responsible for assuring the Site Supervisor Approval Form (Appendix G) and Agreement of Supervised Public Health Practice Residency (Appendix F) is completed by the Site Supervisor. The Approval Form (Appendix H) is completed by the student. Copies of these three (3) forms should be sent to the Academic Advisor and originals must be included in the Public Health Practice Residency Notebook.**
- The student will be responsible for discussing the Public Health Practice Residency with his or her major Academic Advisor.
- The Site Supervisor is to complete an evaluation of the student using the Evaluation of Student Performance Form (Appendix F). The form is to be mailed directly to the Academic Advisor before the end of the semester. The Academic Advisor will add the evaluation to the student's notebook. The evaluation will be available for review by the student.
- To receive credit for the Public Health Practice Residency, the student must:
 - complete the 240 contact hours in one or two semesters,
 - complete the site evaluation,
 - complete a publishable manuscript
 - complete and turn in the required Public Health Practice Residency Report notebook to the Academic Advisor.
- **All forms in the Appendixes and a copy of the publishable paper are to be included in the Public Health Practice Residency Report Notebook which is turned in to the Academic Advisor at the completion of the 240 hours. A grade of "in progress" (PR) will be reported to the Registrar until the publishable manuscript is completed and received by the Academic Advisor. The student must re-register for SPH 6850 if the residency is not completed in two semesters or if the student does not maintain continuous progress on the residency project.**

APPENDIXES

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Appendix A

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Dr. P.H. Public Health Practice Residency

STUDENT CHECKLIST

Semester before Public Health Practice Residency

- Meet with major Academic Advisor to discuss registration for SPH 6850
- Complete Intent to Register for SPH 6850 and return to Academic Advisor.
- Student will register under the unique number of the Academic Advisor.
- Complete Public Health Residency Application
- Meet with the Academic Advisor

During the Public Health Practice Residency

- Meet with Site Supervisor
- Complete Agreement of Supervised Public Health Residency and Site Supervisor Approval Form
- Submit e-mail progress report each month to the Academic Advisor
- Keep time log current
- Begin preparation of the publishable manuscript

At the Conclusion of Public Health Practice Residency

- Complete and turn in notebook according to guidelines
- Complete and turn in publishable manuscript
- Submit manuscript to journal

Appendix B

Flow Chart –SPH 6850 **Public Health Practice Residency**

1. The student must contact the Academic Advisor for permission to register for SPH 6850. At that time, the student and the Academic Advisor must decide on a placement site and project for residency. The student may then retrieve the permission code from the Academic Advisor to register.



2. The student must complete all appropriate forms with the residency site supervisor. Together, the supervisor and the student must establish goals and objectives for the experience. Send a copy of all forms to Academic Advisor. The student must keep the forms to include in the notebook to be submitted to the Academic Advisor.



3. Residency program reports must be sent at least three times during the semester by the student to the Academic Advisor.



4. Once the appropriate number of hours is completed, the student must prepare a publishable paper with the Academic Advisor.



5. Upon approval of the publishable paper by the Academic Advisor, the paper and the completed notebook must be turned in to the Academic Advisor.

Appendix C

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Dr. P.H. Public Health Residency

INTENT TO REGISTER FOR SPH 6850 PUBLIC HEALTH PRACTICE RESIDENCY

Note: This form must be completed the semester before the student begins the Public Health Residency.

Name: _____ EMPL ID _____

Address _____

Phone: Day _____

Night _____

e-mail address _____

Area of Interest for experience _____

For students who already have a contact for a Public Health Practice Residency site, please list the name, address and phone number.

****I understand that I am to discuss the Public Health Practice Residency with my Academic Advisor.***

*****I understand I must complete a publishable paper and turn in my Public Health Practice Residency Notebook at the end of the semester I expect a grade.***

Student Signature

Date

Academic Advisor

Date

Appendix D

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Adapted from University of South Florida/College of Public Health

SITE SELECTION CRITERIA

- All Public Health Practice Residency Sites must meet the following selection criteria:
- The site is an organization, agency, or community that provides planning or services relevant to public health.
- The site enables the student to further develop and apply specific skills or competencies learned in the School of Public Health academic program.
- The site provides a supervisor who is willing and able to spend regularly scheduled time with the student and provide guidance.
- The site should afford the student regular/daily contact with public health practitioners.
- The site supervisor exhibits a willingness to gradually increase student responsibility and independence over the duration of the Public Health Residency.
- The site exhibits a willingness to provide support, ranging from a desk and phone, to stipends or salary, transportation and lodging.
- The site is a good match with the needs and interests of the student.
- The site offers a uniquely valuable experience.

DESIRABLE SITE SUPERVISOR TRAITS

- Approachable
- Interested in the student's academic career goals
- Gives assignments that balance grunt work with more substantive tasks
- Monitors the student's activities through regular meetings
- Provides feedback
- Helps the student meet student's goals and objectives for the practice experience.
- Provides adequate resources, materials and money to allow the student to complete assigned tasks.
- Shows appreciation for student's efforts.
- Give professional career path advice.
- Tries to integrate student with the regular staff.
- Views mistakes as learning opportunities.
- Introduces student to others who can assist with career opportunities.
- Gives student a chance to learn new skills.
- Allows the student to take part in projects from beginning to end.

Appendix E

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ROLES AND RESPONSIBILITIES

SUPERVISING AGENCIES:

- ❖ Aid students in outlining Public Health Residency goals and objectives during first week.
- ❖ Explain the structure and function of the agency.
- ❖ Health student(s) plan and execute specific programs/activities.
- ❖ Introduce student (s) to other community agencies.
- ❖ Supervise student (s) during planning.
- ❖ Sign work log for time spent with the agency.
- ❖ Invite student (s) to professional meetings and encourage presentations at those meetings when appropriate.
- ❖ Model professional work habits and attitudes.
- ❖ Evaluate performance on forms provided.

ACADEMIC ADVISOR

- ❖ May contact agencies for placement of student .
- ❖ Supervise the completing of Institutional Review Board (IRB) process including HIPPA training according to institutional guidelines.
- ❖ Visit student (s) on site as needed.
- ❖ Keep individual student files for residency
- ❖ Maintain contact with agencies and site supervisors.
- ❖ Evaluate student and assign course grade.
- ❖ Work with student to submit publishable paper to a journal.
- ❖ Public Health Residency Notebook to Academic Advisor

STUDENTS IN PUBLIC HEALTH RESIDENCY RESIDENCY

- ❖ Contact agreed upon agency, if appropriate, after discussion with Major Academic Academic Advisor
- ❖ Determine (in writing) goals and objectives. Discuss with agency supervisor during the first meeting.
- ❖ Adhere to agency regulations
- ❖ Dress appropriately for role and responsibilities during the experience.
- ❖ Maintain professionalism, confidentiality, and ethical standards.
- ❖ Keep a record of time spent at the agency or agency related activities.
- ❖ Participate in professional and in-service activities as appropriate.
- ❖ Attend seminars related to public health practices experience.
- ❖ Perform additional duties as assigned by site supervisor & Academic Advisor

Adapted from University of South Florida/College of Public Health

Appendix F

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**Agency Agreement of Supervised
Public Health Practice Residency**

Agency Name: _____

Agency Address: _____

Agrees to Accept: _____ as an intern during
the

_____ semester for a total of 240 contact hours beginning on _____ and
ending on

_____.

The student will be under the direct agency supervision of _____
who agrees to items on the attached Site Supervisor Form.

Student Signature

Date _____

Agency Site Supervisor

Date _____

Academic Advisor

Date _____

Original document must be completed in full, signed by all parties before the residency may begin

Appendix G

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PUBLIC HEALTH PRACTICE RESIDENCY SITE SUPERVISOR

APPROVAL FORM

Student Name _____

Site Supervisor _____

Agency/Organization _____

Address _____

Phone _____ FAX _____

I agree to:

1. Supervise the student in his/her Public Health Residency for one semester.
2. Meet with the student to develop goals and objectives for the Public Health Residency and project.
3. Complete an Evaluation of Student's Performance Form on the student's performance.
4. Provide the student with feedback on his/her Public Health Residency work performance.
5. Mail a copy of the completed Evaluation of Student's Performance Form to the Public Health Academic Advisor within a week of the student completing the residency.

Comments:

Site Supervisor
(please attach a business card)

Date

Appendix H

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**DESCRIPTION OF
PUBLIC HEALTH PRACTICE RESIDENCY**

Date _____

Semester _____

Name _____

Goals and objectives of Public Health Residency as well as a brief description of proposed Public Health Residency and project:

Public Health Residency Site Supervisor

Name _____

Agency/Organization _____

Address _____

Phone _____ FAX _____

e-mail _____

Student Signature/Date

Academic Advisor/Date

Appendix J

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Dr. P. H. Public Health Practice Residency

STUDENT ANALYSIS OF PUBLIC HEALTH PRACTICE RESIDENCY EXPERIENCE REPORT AND PUBLISHABLE PAPER

When preparing the required written reports, review the experience goal and objectives of the course as stated on page 3 of this manual. Follow the report outline below. Questions are listed regarding your Public Health Residency **may be helpful** when preparing your report. The report should not be more than five (5) pages long.

Report Outline

Questions that may be helpful in preparation of the report

Experience Description:

1. Fully describe your Public Health Practice Residency. Include the goals, objectives and project. Include your major responsibilities? How were the goals and objectives for your experience met?
2. What new skills, knowledge or training have you gained?
3. What have you learned in your classes that you were able to apply or observe in the Public Health Residency?
4. What, if any, problems or concerns have you encountered? Have you discussed them with your supervisor? How have you handled them?
5. What specific suggestions can you make to improve this Public Health Residency a better learning experience?
6. Include analysis of competencies developed or enhanced through this experience.

Site Analysis (if applicable)

1. What are the mission, goals, and objectives of the organization?
2. To what specific target population(s) does it direct its activities?
3. What specific activities do staff of the organization perform?
4. What is the organizational structure of the staff?
5. What are the major funding sources for the organization?
6. List the job titles and responsibilities of all full time staff?
7. How does the organization use volunteers?
8. How does the community perceive the organization?
9. What are some of the problems or obstacles facing the organization in terms of implementing its programs?
10. How are these problems being addressed?
11. What were your sources of information for completing this analysis?

Publishable Manuscript Guidelines

NOTE: Review author guidelines of journal to which the article will be submitted.

It is expected that students will meet with the Academic Advisor regularly for mentoring and guidance for the publishable paper. The authorship and protocol of the publishable paper will be discussed with the Academic Advisor.

Appendix K

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Dr P. H. Public Health Practice Residency

EVALUATION OF STUDENT'S PERFORMANCE

This evaluation is to be used by the supervisor of the Public Health Practice Residency. The supervisor's assessment, the Academic Advisor's assessment will be used to determine the final evaluation of the student. Return form to:

_____ (Name of student's major advisor)

**School of Public Health
University of North Texas Health Science Center
3500 Camp Bowie Blvd.
Ft. Worth, TX 76107**

Student Name _____ Date _____

Agency/Organization _____

Inclusive Dates of Public Health Residency _____

Supervisor name _____

Supervisor Signature: _____

(please attach a business card)

Description of specific activities performed by student:

Indicate your judgment of the student's work on a scale of 1 (**LOW**) to 5 (**HIGH**) by circling the appropriate number next to each item. Circle NA for those items you do not feel qualified to evaluate or for those items that did not apply to this experience.

PERSONAL QUALITIES	LOW		AVERAGE		HIGH	
Ambitious	1	2	3	4	5	NA
Takes the Initiative	1	2	3	4	5	NA
Enthusiastic	1	2	3	4	5	NA
Dependable/Reliable	1	2	3	4	5	NA
Personable	1	2	3	4	5	NA
Flexible	1	2	3	4	5	NA
RELATIONSHIPS WITH OTHERS						
Diplomatic and Tactful	1	2	3	4	5	NA
Able to meet and mix with others	1	2	3	4	5	NA
Cooperates with others	1	2	3	4	5	NA
Functions as a team leader	1	2	3	4	5	NA
Able to accept suggestions	1	2	3	4	5	NA
Able to accept criticism	1	2	3	4	5	NA
Sensitive to cultural diversity	1	2	3	4	5	NA
Able to work as part of a team	1	2	3	4	5	NA
PROFESSIONAL QUALIFICATIONS AND JOB PERFORMANCE						
Command of technical subject matter	1	2	3	4	5	NA
Able to organize work /time	1	2	3	4	5	NA
Responds to supervision	1	2	3	4	5	NA
Able to express ideas in writing	1	2	3	4	5	NA
Able to communicate ideas orally	1	2	3	4	5	NA
Knowledge of public health issues/principles	1	2	3	4	5	NA
Able to research problems	1	2	3	4	5	NA
Accepts responsibility	1	2	3	4	5	NA
Use of logical, organized steps for program planning and implementation	1	2	3	4	5	NA
Able to design & conduct program evaluation	1	2	3	4	5	NA
Able to analyze national, state, local policies implications for public health	1	2	3	4	5	NA
Potential for professional growth	1	2	3	4	5	NA
Overall quality of work	1	2	3	4	5	NA

Page 2 - Evaluation of Student Performance

What do you consider to be the student's strongest assets?

What do you consider to be the student's limitations?

If you were assigning a numerical grade between 60 and 100 to the student, what would that grade be? _____

Please provide any additional information that would assist the student to continue professional growth. Use the space below or attach a separate sheet.

Appendix L

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Dr. P.H. Public Health Practice Residency

STUDENT EVALUATION OF PUBLIC HEALTH PRACTICE RESIDENCY SITE

This evaluation form will be used for the purpose of evaluating and improving the Public Health Residency site with regard to future student placements. Please answer honestly. This form will not be shared with the site supervisor after you have completed the Public Health Residency.

Name _____ Semester/Year _____

Inclusive dates of your Public Health Practice Residency _____

Site Name and Address _____

Site Supervisor _____

Average number of hours you worked weekly _____

	LOW		AVERAGE			HIGH	
Orientated student to total site environment	1	2	3	4	5	NA	
Created an atmosphere of acceptance, friendliness and belonging.	1	2	3	4	5	NA	
Clarified student responsibilities	1	2	3	4	5	NA	
Assisted in establishing goals and objectives.	1	2	3	4	5	NA	
Used cooperative planning in the teaching-learning situation.	1	2	3	4	5	NA	
Assisted in selecting and using basic equipment, materials and resources.	1	2	3	4	5	NA	
Demonstrated effective administrative methods and techniques.	1	2	3	4	5	NA	
Encouraged participation in departmental and/or program meetings.	1	2	3	4	5	NA	
Allowed initiative and creativity on the	1	2	3	4	5	NA	

part of the student.

Met at least weekly with student to discuss progress and/or problems.	1	2	3	4	5	NA
---	---	---	---	---	---	----

Provided constructive criticism and guidance.	1	2	3	4	5	NA
---	---	---	---	---	---	----

Served as an effective professional role model for student.	1	2	3	4	5	NA
---	---	---	---	---	---	----

Overall, how would you rate the learning experience you received?	1	2	3	4	5	NA
---	---	---	---	---	---	----

Overall, how would you rate your site supervisor?	1	2	3	4	5	NA
---	---	---	---	---	---	----

What are the strengths of this site and its programs?

What are the weaknesses of this site and its programs?

What are the strengths of your site supervisor with regard to working with Public Health Residency students?

What are the weaknesses of your site supervisor with regard to working with Public Health Residency students?

Appendix M

School of Public Health

University of North Texas Health Science Center at Fort Worth

Dr. P.H. Public Health Practice Residency

SPH 6850 Public Health Practice Residency Evaluation

To be completed by the academic advisor for each student

POINTS RECEIVED

NOTEBOOK (15 points) -----

Tabbed sections
All sections are included
Required number of hours at site

SITE SUPERVISOR EVALUATION (15 points) -----

MANUSCRIPT (70 points) ----- _____

COMMENTS

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