



## Region IV Public Health Training Center

A MEMBER OF THE PUBLIC HEALTH LEARNING NETWORK

Funded by the Health Resources & Services Administration

### **Region IV Public Health Training Center Pathways to Practice Scholar Field Placement Program Kentucky – Summer Scholar Position**

**AGENCY:** Kentucky Department for Public Health – Food Safety Branch

**POSITION TITLE:** Kentucky Department for Public Health – Food Safety Branch Intern

**LOCATION:** 275 E Main Street, Frankfort, KY 40621

**AGENCY WEBSITES:** <https://chfs.ky.gov/agencies/dph/dphps/fsb/Pages/default.aspx>

**NUMBER OF POSITIONS AVAILABLE:** 1 (Summer 2022)

**DESIRED START DATES:** June 2022

This position will be hybrid (in-person and remote).

\* Interested students should apply as soon as possible. Applications are reviewed and considered in the order they are received. Submit to [emoryphtc@emory.edu](mailto:emoryphtc@emory.edu)

Note: To apply to more than one posting, submit separate applications specifying the position title in the subject line. Please be specific in your email *and* cover letter.

**DESCRIPTION:** The following position is offered as a field placement through the Region IV Public Health Training Center (<http://www.sph.emory.edu/r4phtc>).

The Food Safety Branch of the Department for Public Health protects consumers from the sale of adulterated, misbranded and falsely labeled foods and food products. We help make sure food products are safe in restaurants, grocery stores, hospitals, nursing homes, schools, food processing plants, food/beverage vending machines, hotels, fairs, festivals and other locations where food is offered to the public. The Food Safety Branch provides technical assistance and guidance to health departments carrying out state laws and regulations at the local level. The branch also provides training and information to the industry and consumers and issues permits to qualified providers.

**POSITION DESCRIPTION:** The student intern will assist with a variety of projects during their time with the Food Safety Branch. Projects will include: 1) Food complaint system surveillance, maintenance and improvements; 2) Rapid Response Team (RRT) participation and outbreak management; 3) Environmental assessment data management and other environmental health capacity work; and 4) regulatory program administration and support.

1. The Food Safety Branch will be implementing a statewide Food Complaint System for the public to report foodborne illnesses they experience after eating at restaurants. This system will collect data through REDCap and the student will have the opportunity to train and learn about the REDCap software as well as help monitor complaints for indicators of possible outbreaks.
2. Kentucky's RRT is a multi-agency group that focuses on quickly responding to foodborne outbreaks and assisting local health departments in their investigations. The team includes public health professionals from the Food Safety Branch, the Divisions of Epidemiology and Health Planning, the Preparedness Branch, the Division of Laboratory Services, and university partners. The student intern will participate in RRT meetings and will assist with these responses if/when they arise.

3. The Food Safety Branch is currently working on activities under an environmental health capacity (EHC) grant funded by the Centers for Disease Control and Prevention (CDC). A major component of this grant is the use of Environmental Assessments to aid in outbreak investigations. Students will assist the Retail Food Section in data entry and management for environmental assessments and will have the opportunity to utilize the National Environmental Assessment Reporting System (NEARS) which was developed by CDC. This will provide insight and education into the important role environmental health has in the overall public health system.
4. The Food Safety Branch is the primary regulatory authority for manufactured food in the state of Kentucky. The branch standardizes and trains local health departments for retail food production as well. As part of these efforts, the student will learn about the regulatory side of public health through documentation review/editing, procedure/policy development, and training. The student will help convert paper forms into online or digital copies that can be used by regulatory staff working in the field.

**REQUIRED QUALIFICATIONS:**

- The student must be a good communicator, self-starter, motivated, independent, and a team player.

**PREFERRED QUALIFICATIONS:**

- Data entry skills, data management, data analysis, presentation skills, and Microsoft Office skills.

**THE STUDENT WILL HAVE THE OPPORTUNITY TO ASSIST WITH THE FOLLOWING ACTIVITIES:**

1. Monitor food complaint system. Note patterns or commonalities that may indicate potential outbreak situations. Ensure the system workflow is properly functioning (complaints are being sent to local health departments automatically). Develop automated reports that can be used to assist with surveillance including possible indicators for outbreaks. Train in REDCap and learn to fix potential issues with the survey. Analyze existing data in the food complaint system. Monitor shared food complaint system inbox for questions or issues sent from local health departments. Other food complaint system activities as assigned.
2. Participate in RRT calls, trainings and meetings. Assist with meeting minutes during calls and meetings. Collaborate and network with each agency involved in the RRT. Learn the roles for each agency with the RRT. Assist in developing and editing Standard Operating Procedures (SOPs) for the RRT.
3. Work within the EHC grant to enter data collected during environmental assessments. Analyze data from environmental assessments. Learn about NEARS and submit reports to NEARS. Understand how environmental assessments fit into the overall picture for outbreak responses. Monitor environmental assessment inbox for questions or issues sent from local health departments. Other EHC activities as assigned.
4. Assist the manufactured food section supervisor with documentation review/editing, procedure/policy development, or other activities as assigned as part of the Manufactured Food Regulatory Program Standards. Assist the retail food section supervisor with training plans, documentation review/editing, and file system development as part of the Retail Food Regulatory Program Standards. Other administrative activities as assigned.

**PUBLIC HEALTH COMPETENCIES/SKILLS STUDENT MAY STRENGTHEN DURING PLACEMENT:**

1. Analytic/Assessment
2. Change Management
3. Communication
4. Cultural Competency
5. Leadership and Systems Thinking
6. Policy Development/Engagement
7. Problem Solving
8. Program Planning
9. Public Health Science

**TRAVEL:** No

**POSITION TYPE:** Region IV Public Health Training Center Field Placements (for MPH/MSPH students)

**QUALIFICATIONS AND REQUIREMENTS TO APPLY:**

Preference will be given to masters or doctoral level public health graduate students. Will consider Part-time students (graduate); Undergraduate public health (juniors/seniors). Students must complete the program prior to graduation. [Past recipients of the Pathways to Practice Award are not eligible to apply again.](#)

Your cover letter should include the semesters you are applying for (Summer 2022), the title of the position you are applying to, and citizenship or permanent resident visa status. In your resume, include the name of your degree program, department, year of study (e.g. 1<sup>st</sup> year MPH student), and expected graduation date. Please also send an unofficial transcript.

**WORK AUTHORIZATION:** U.S. Citizen, Permanent U.S. Resident

Citizenship statement: The Region IV Public Health Training Center is a federally-funded program which has a citizenship requirement. To be eligible to apply for this position, you must be either a U.S. citizen, a non-citizen U.S. national, or a foreign national having in your possession a visa permitting permanent residence in the U.S.

**AWARD LEVEL:** \$3,500 award

\* Note: Travel costs will not be covered by the program beyond the total \$3,500 award.

**APPROXIMATE HOURS PER WEEK & DURATION:** Approximately 20 hours a week for 10 weeks.

*\*Students may be limited in the minimum or maximum number of hours they can work per semester based on their university, school or degree's policies. If this work will be also be used as a graduation requirement, the student should verify those requirements and abide by their university policies.*

**IMPORTANT INFORMATION:** Please read the "Student Scholar Field Placement Guidebook" for more details about the Pathways to Practice Scholars Program and requirements. It is located on the Field Placements page of the Region IV PHTC website: <http://www.sph.emory.edu/r4phtc>.

**TO APPLY:** Please submit the required documents following specifications above (Unofficial transcript, resume, and cover letter indicating the agency name and citizenship/visa status) to [emoryphtc@emory.edu](mailto:emoryphtc@emory.edu) with the subject line "**Summer 2022 Applicant: KY – Kentucky Department for Public Health – Food Safety Branch**"

\*PLEASE DO NOT CONTACT THE AGENCY DIRECTLY