



# Connecticut Public Health Fellowship Program

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## Preceptor Guidebook

v.1 2022



This guidebook is intended to provide supplementary information to PHFP preceptors. Preceptors and alternate preceptors are encouraged to carefully review both these resources and the PHFP Program Guidebook.

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To our Public Health Partner Agencies and Preceptors:

Whether you work at the state health department, a local health jurisdiction, or a community public health organization, the goal of all public health practitioners is to serve our communities, break down barriers to health, and reduce health disparities that disproportionately affect individuals and communities across our state. On behalf of the Commissioner and our entire organization, we are grateful that you have answered the call to work with an aspiring public health professional and encourage future generations of our public health workforce in addressing the needs of our diverse communities.

We are committed to supporting a mutually beneficial experience for you as a preceptor, the students you will mentor, our academic partners, and the public health agencies involved in this program. To this end, we have outlined some expectations for our host agencies, our students, and ourselves, and we commit to supporting you and the students throughout this process to form collaborative and equitable partnerships. Your guidance and expertise will help the students make connections in the small world of public health practice in our state, and to grow in knowledge, confidence, and leadership, which will shape the future of public health in Connecticut.

This guidebook will assist you in this journey. We hope it provides you with the supplementary information you need to succeed in your role as a preceptor in the Connecticut Public Health Fellowship Program. If at any point throughout the process you have a need for guidance or information, please do not hesitate to reach out to me directly and I will be sure that you have everything you need for you and our student fellows to be successful.

Thank you and be well,

A handwritten signature in black ink, appearing to read 'Thomas St. Louis', with a stylized, cursive flourish at the end.

Thomas St. Louis, MSPH  
Director, Public Health Workforce Development  
Connecticut Department of Public Health

## Preceptor Checklist

As you prepare to take on the role of preceptor, please review the following statements to consider your own readiness and preparation.

*In serving as a preceptor for this fellowship placement, I attest that:*

- The expected work is feasible for the fellow to complete within 200 hours.
- The fellowship role is appropriate for the fellow's training and skill level, and support will be provided to ensure they have the guidance for their work as needed.
- If I am not available for any reason, an alternate preceptor will be available to the fellow throughout the duration of the fellowship.
- I am prepared to have consistent meetings and communication with the fellow.
- I will review the scope of the fellowship role with and provide clarifications and support to the fellow.
- The fellow has been/will be briefed on what to expect from the preceptor/organization.
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- I have been made aware of accommodation needs by the fellow.
- I will consider additional learning opportunities for the fellow particularly related to the ten essential public health services, social determinants of health, and public health equity.
- I will complete a final evaluation.

## Fellow On-boarding and Orientation

The CT Public Health Fellowship Program aims to increase interest in public health careers among rising talent at academic institutions. One responsibility of the public health agency hosting the fellow and the supervising preceptor is on-boarding and orientation. Below is a general checklist to use as a reference and be adapted as appropriate.

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- Preparing**
- Consider an email announcement or other notification to the agency staff about the fellow, the fellowship role, and start date
  - Ensure the fellow will have access to the following resources if required
    - clean workspace
    - printer
    - computer
    - internet
    - email account(s)
    - telephone/ voicemail
  - Does the fellow need any work-related accommodation(s)? Is it ready?
  - Be prepared for general questions about the work location (parking, commuting, safety considerations, food recommendations etc.)
  - Provide arrival instructions for their first day if they have not been to the office previously
  - Consider the fellow's schedule for the first day and week including setting up introductions with key personnel, meetings they should attend, key documents to review, required trainings, etc.

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- First week**
- Orientation**
- Introduce and discuss the agency's mission and priorities as well as how the agency fits into the larger public health ecosystem in Connecticut
  - Provide a tour of the office including workspace, shared spaces such as mailroom, printers, supply storage, kitchen, bathrooms, etc.
  - Facilitate introductions to agency leadership and team members
  - Review staff meetings and other standing activities
  - Review required training and policies relevant to the worksite and activities such as data privacy, data security, email and internet use, emergency procedures, etc.
- Paperwork and required tasks**
- Confirm if the student will be receiving academic credit for the fellowship and what may be required for the agency/preceptor
  - Discuss the PHFP Work Plan with the fellow, provide role clarity and finalized learning competencies planned for the fellowship and sign
- IT and Logistics**
- Access badge and/or login information for any devices and shared drives they will be required to access
  - Assure if the fellow has the software needed to complete tasks
  - Contact information for IT related issues if they arise
  - VPN or remote desktop for offsite computer access, if required
- Communication**
- Introduce the fellow to key personnel they may be interacting with on a regular basis
  - Access to departmental directories
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Discuss best methods of regular communication including hours of accessibility

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**On-going**

- Share observations on performance and provide an opportunity for bi-directional feedback
  - Continue to clarify roles, responsibilities, and expectations
  - Confirm all mandatory training is completed
  - Check in on work plan progress, competency goals, and continue to discuss experiences, challenges and identify any new needs
  - Revisit training needs and interests, assess additional tasks or responsibilities
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**End of  
fellowship**

- Share observations on performance and provide an opportunity for bi-directional feedback
- Invite feedback based on the fellow's experience especially if the agency and preceptor intend to work with students in the future

## Overview of preceptor role and responsibilities

The CT PHFP aims to strengthen the future pathway of talented public health professionals into careers in public health across Connecticut. Our hope is that preceptors are excited about the opportunity to mentor and to develop their ability to supervise and coach a fellow. Moreover, preceptors should be prepared for the additional work and time that may be required to ensure the roles of the preceptor are met.

For more information on the expectation of fellows, public health agencies and the PHFP team, please refer to the PHFP Guidebook.

## Preceptor and Alternate Preceptor

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<b>Overview</b>	A preceptor serves as a day-to-day supervisor, mentor, and role model for a PHFP fellow. The preceptor must be willing and able to commit time to guide the learning experience of the fellow, provide ongoing feedback on their work, and participate in the PHFP evaluation. An alternate preceptor should be identified in the event the preceptor is not available due to work or personal obligations.
<b>Eligibility</b>	<ul style="list-style-type: none"><li>• Works with the host agency, and</li><li>• public health related advanced degree and at least 2 years of experience in public health,</li><li>• or at least 5 years of public health practice experience (in Connecticut preferred).</li></ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Provide the fellow with an orientation to the host agency, including the safety considerations, policies, and procedures within which the student is to operate.</li><li>• Model professional practice and conduct.</li><li>• Identify a range of learning opportunities for the fellow and provide the fellow with exposure to a variety of practice experiences within the agency or community.</li><li>• Arrange regular meetings with the fellow, provide constructive professional feedback, and be available as needed including providing coordination of any additional persons who will work with the student.</li><li>• Clarify the explicit and implicit working norms of the field placement role and host agency norms.</li><li>• Maintain open communication with PHFP staff and notify the PHFP of any issues with the fellowship placement and engage in solution seeking efforts</li></ul>
<b>Required Documentation</b>	<ol style="list-style-type: none"><li>1. Complete a Field Placement Proposal Application</li><li>2. Sign a Fellow Work Plan Agreement</li><li>3. Complete a PHFP final evaluation when requested</li></ol>

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## Contact Information

Do you have more questions? For additional information, including state practice and academic partner organizations, please visit the [PHFP webpage here](#).

PHFP Associate Director contact [Nikole Allen](#).