

IDPH Internship Project Description

Organization Information

Name of Organization: Iowa Dept. of Public Health
Type of Organization: State Public Health Dept.
Street Address: 321 E. 12th Street
City, State, Zip Code: Des Moines, IA 50319
County: Polk

Preceptor Contact Information

Name: Jerry Harms
Title: HIV/AIDS Surveillance Coordinator
Bureau: HIV, STD, and Hepatitis
Phone: (515) 242-5141
Fax: (515) 281-4570
Email: jharms@idph.state.ia.us

Position Title: (job title) HIV/AIDS Surveillance Intern

Brief Description of Project:

IDPH will choose from the following three projects:

- Assisting in the collection of medication and diagnostic status information on infants born to HIV-infected mothers; or
- Following up on the HIV status of persons identified through a linkage of Medicaid and HIV surveillance datasets; or
- Following up on the HIV status of persons identified through a linkage of hospital discharge and HIV surveillance datasets.

Responsibilities (project objectives):

Include several sentences to describe responsibilities/duties of this position. List the objectives to be accomplished during this internship. Identify desired outcome(s), i.e.: product development. This list may be negotiated, depending on the requirements of the students' academic institution.

- To become familiar with the CDC surveillance case definitions for HIV and AIDS
- To become familiar with the requirements for reporting HIV and AIDS in Iowa
- To become familiar with HIV and AIDS surveillance as conducted by IDPH
- To assist in the conduct of selected HIV/AIDS surveillance activities
- To become familiar with some of the ways in which HIV/AIDS surveillance data are analyzed, interpreted and utilized

Specify any skills needed/required for this project:

- Interest in and understanding of HIV disease and/or public health surveillance
- Able to communicate diplomatically yet assertively with health care professionals
- Able to work independently with minimal supervision
- Clear understanding of confidentiality
- Detail oriented and curious
- Working knowledge of Microsoft Word and Excel software
- Knowledge of SAS and Link Plus are plusses
- Experience reading medical records is a plus

Internship Start Date: April (month) 2010 (year) there may be subsequent projects with similar objectives and later start dates

Internship End Date: ?? (month) 2010 (year) negotiable, but internship must be at least one month in duration

Application Deadline: ongoing

Project identified for an:

Undergraduate student

Graduate student

Materials Student Must Submit to Preceptor at IDPH

Cover Letter	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Resume	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Writing Sample	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
IDOP Application Required, if paid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (submit with required letter to DAS/HRE)
IDPH Application completed and on file:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (submit to Internship Coordinator at IDPH)

Interview Information (IDPH preceptor decision)

Advance Interview Questions	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Essay to Submit Prior to Interview	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Phone Interview	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Interview at IDPH	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Term(s) of experience

Average hours/week desired: 40

Compensation: Yes No Salary: \$

Benefits: Yes No

Mileage Reimbursement: Yes No For purposes of:

On-site: Yes No

Off-site: Yes No Any off-site activity would be limited to Des Moines

Computer provided: Yes No
