

**Indian Health Service  
Injury Prevention Program**

**Program Development Fellowship**

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**Typical  
Application Packet**

*(Each time this program is offered this packet is updated. Refer to the packet of the year you are applying for the most current information and dates)*

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**U.S. Department of Health and Human Services  
Public Health Service  
Indian Health Service**

## **IHS Injury Prevention Program Development Fellowship Application Packet**

### **A. What is the Program Development Fellowship (PDF)?**

The PDF is a 12-month advanced learning experience for individuals promoting injury prevention in American Indian/Alaska Native communities. It combines course work, hands-on experiences, assistance from injury prevention experts, and completion of a community injury prevention project. A college degree is not required.

### **B. What will participants gain from the PDF?**

- Completion of a project that will help reduce injuries in your community
- Enhanced skills in program planning and implementation:
  - building and maintaining successful coalitions
  - promoting community involvement
  - organizing local injury data
  - marketing and advocacy
  - finding new sources of funding, grant writing
  - program evaluation
- The latest information on “best practices” for prevention of intentional and unintentional injuries
- Success stories in the prevention of injuries from motor vehicle crashes, violence, falls, and fires
- Improved effectiveness and satisfaction in your injury prevention work
- Individualized learning experiences that you choose (e.g., using GPS devices, creating a newsletter)
- A certificate of Fellowship completion

### **C. What is the PDF curriculum?**

- Four courses, each 4-1/2 days long:
  - Course 1: Injury prevention program planning.
  - Course 2: Program implementation and evaluation.
  - Course 3: Injury prevention field work.
  - Course 4: Social marketing, advocacy, and presentation skills.
- Completion of a project that will have an impact on injuries in your community
- At-home learning activities (such as attending a coalition meeting)
- A presentation session at the end of the Fellowship (May or June of the following year)
- Computer training for beginners to advanced users
- Faculty and local mentors to assist you throughout the year

### **D. Who should apply?**

Persons who have:

- Worked at least 12 months in the area of injury prevention;
- Attended at least one IHS core course (or equivalent);
- Demonstrated a commitment to community injury prevention.
- Knowledge of, or willingness to learn, use of the Internet.

**Ideal applicants include directors of tribal injury prevention programs, tribal health authority and health care staff, CHRs, firefighters, police, health educators, community coalition members, environmental health specialists, IHS IP Fellowship graduates, and others working for tribes in injury prevention.**

### **E. What is the timeline for application?**

Applications must be received by 5 pm MST on **usually by mid-December (6 months prior to the class starting)**

**A. Overview**

The Program Development Fellowship is designed to provide practical knowledge and skills for injury prevention practitioners who are conducting community-based injury prevention program activities in American Indian and Alaska Native communities. Building on the IHS Injury Prevention Program Short Courses, and the prior field experiences of the Fellows, the Program Development Fellowship will provide advanced training in program planning, implementation, evaluation, marketing and advocacy, and resource development. Fellows will apply this training during the Fellowship by working on outcome-focused individual projects.

The Program Development Fellowship differs from the existing Epidemiology Fellowship option by focusing primarily on injury prevention interventions, rather than emphasizing data gathering and epidemiology. While the two Fellowships are designed using a similar structure, the content of the courses, projects, and participant pre-requisites differ (Table 1).

**Table 1  
Comparison of Injury Prevention Fellowship Options**

	<b>Program Development Option</b>	<b>Epidemiology Option</b>
<b>Focus</b>	Community Project	Research / Data Collection
<b>Education Prerequisites</b>	No bachelor’s degree required	Bachelor’s Degree
<b>Training Prerequisites</b>	Introduction to IP (Level 1) or equivalent.	Introduction (Level 1), Intermediate (Level 2) and Advanced (Level 3) IHS Injury Prevention Courses
<b>Field Experience Prerequisites</b>	1 year in injury prevention	3 years in public health 2 years in injury prevention
<b>Long Distance Travel / Time Away from Home</b>	4 weeks + presentation (2 days)	6 weeks + presentation (2 days)
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• 4.5 days: Injury Prevention Program Planning (Navajo Nation in May)</li> <li>• 4.5 days: Program Implementation and Evaluation (U Utah, Summer)</li> <li>• 4.5 days: Field Course (Phoenix Area, Fall)</li> <li>• 4.5 days: Marketing &amp; Advocacy (Albuquerque, following February)</li> <li>• 2 days: Presentation (following May or June) Washington DC</li> </ul>	<ul style="list-style-type: none"> <li>• 4.5 days: Issues in Injury Control (Navajo Nation in May)</li> <li>• 3 weeks: IP Epidemiology (University of Michigan in July)</li> <li>• 4.5 days: Field Course (Location varies; in September)</li> <li>• 4 days: Presentation and Publication (Albuquerque in January)</li> <li>• 2 days: Symposium (following May or June) Washington, DC</li> </ul>

**B. Target Audiences**

The Program Development Fellowship is open to all individuals working to prevent injuries among American Indians and Alaska Natives who meet the criteria described below. The Program Development Fellowship can provide training to Tribal members and other community-based staff who have not taken

the Epidemiology Fellowship, as well as graduates of the Epidemiology Fellowship. **Ideal applicants include directors of tribal injury prevention programs, tribal health authority and health care staff, CHRs, firefighters, police, health educators, community coalition members, environmental health specialists, IHS IP Fellowship graduates, and others working for tribes in injury prevention.**

### **C. Goals of the Program Development Fellowship**

**All fellowship participants will be able to:**

- Describe effective strategies for injury control in the areas of motor vehicle crashes, falls, intimate partner violence, fires, child abuse, firearms, and suicide
- Learn about successful injury prevention initiatives
- Conduct a focus group to develop or pilot test materials
- Design an evaluation of an IP intervention or existing program
- Develop skills in organizing and maintaining a coalition.
- Develop strategies and skills for working with a tribal council to get an injury prevention resolution passed
- Use the Internet for communication, on-line learning, locating funds, and finding effective strategies for injury prevention
- Complete a project that will have an impact on injuries in their community

**Participants can also choose to learn specific skills:**

- Use a GPS device to create a map of injury sites.
- Organize a news conference
- Participate in an interview with a reporter
- Create a newsletter
- Write a grant proposal
- Design and conduct observational surveys (e.g., seat belt and child safety seat use, home surveys)
- Create an injury surveillance system

### **D. Pre-requisites**

All of the following must be completed or obtained at the time of application:

**1. Completion of the IHS Introduction to Injury Prevention (Level I) Course.** An equivalent course (such as the one-week injury prevention overview course at Johns Hopkins) is acceptable.

NOTE: IHS course information is available at: [www.opheng.ihs.gov](http://www.opheng.ihs.gov) and injury prevention courses are described on the IHS Injury Prevention Website:

<http://www.ihs.gov/MedicalPrograms/InjuryPrevention/index.asp>

**2. At least 12 months of experience conducting community-based injury prevention activities** (e.g., doing specific IP projects, working on a coalition for an IP activity).

**3. Access** (at least weekly) **to a computer with Internet access and a personal e-mail account.** If an applicant doesn't have these, the IHS Area Injury Specialist can help to obtain these if the applicant is selected for the Fellowship. However, all applicants must state a willingness to use computers for communications and obtaining information from the Internet.

### **E. Fellowship Projects**

Throughout the year, Fellows will work on a community-based injury prevention project of their own choosing. The projects will be designed to have a specific impact on injuries in their community. The following examples of potential projects relate to newly-developed or existing injury prevention programs in Tribal communities:

- Develop and implement an injury prevention intervention such as creating a coalition to address an injury problem, conducting a home safety program involving CHRs, or establishing a school curriculum to reduce interpersonal violence;
- Develop an application or grant proposal for a new or existing program;
- Develop an evaluation plan for an existing program, conduct all or parts of the evaluation, and develop a revised program plan as a result of the evaluation;
- Develop a marketing plan for an existing program.

Some funding may be available for projects from IHS Area Injury Specialists. Please discuss funding opportunities with them directly. A list of Area Specialists is at: [www.dehs.ihs.gov/noinjuries](http://www.dehs.ihs.gov/noinjuries).

### **F. Presentations**

Results of the Fellows' projects will be presented at a national forum, such as the annual IHS Tribal IP Cooperative Agreements Program Training Workshop. The presentations may be given as part of a panel discussion, individual presentations to the group, or a poster session. Course 4 of the Fellowship (to be held in Albuquerque) includes sessions on preparing presentations.

### **G. Mentors**

Each Fellow will have both a faculty and local "mentor." Both mentors will be available throughout the year to assist the Fellow in fulfilling their learning objectives and completing their injury prevention project. The local mentor can be an IHS Injury Prevention Specialist or a community member with experience or special expertise in the Fellow's project topic approved by the Academic Director.

### **H. Time commitment**

On average during the year, the project and home study requires 5-10 hours per week. Fellows will be attending courses away from their job sites for a total of about 22 days during the year (four 4.5 days courses plus 2 days for presentation).

### **I. Financial support**

IHS Area Offices will provide the funding for Fellowship participants' travel, per diem, and tuition for required course work, with the exception of participants from self-governance compact tribes who have taken their training shares. These tribes are responsible for paying all travel, per diem, and tuition expenses for their Fellowship participants.

### **J. Selection process**

Applicants to the Fellowship may be tribal or IHS employees, or employees of other local, state, or Federal agencies. The selection committee will include members of the IHS National Tribal Injury Prevention Steering Committee and the IHS Injury Prevention Program. Participants will be chosen based on their:

- Strength of commitment to injury prevention and to continuing to work in their community
- Prior experience and training in injury prevention
- Letters of support
- Project – importance to the community and feasibility
- Meeting the pre-requisites (Item D, page 3). Preference will be given to applicants who have completed 2 or more of the IHS Injury Prevention core courses.
- Knowledge of, or willingness to learn, use of the Internet.

### **K. Application materials: In addition to the cover form (page 8), please submit the following:**

#### **1. Letter of interest:**

a. Why you want to take the fellowship: why you believe this advanced training is important to you, your job, and your community; what you want to accomplish; how you might use this training in the future.

b. Your willingness and ability to participate in all components of the program (completing your project, attending all 4 courses, completing at-home activities). The fellowship requires 5-10 hours per week of work related to your project and at-home activities, in addition to the 20-24 days away from work to attend courses and give your presentation.

c. Your previous courses and training in injury prevention: names of courses and years of completion. Examples are the IHS core Injury Prevention courses (Levels 1,2,3), IHS Injury Epidemiology Fellowship, and workshops for grant-writing, NHTSA child passenger safety, and IHS Tribal IP Cooperative Agreements Program training.

d. Your experience in injury prevention, including community or clinic-based injury prevention: description of activities, amount of time, when (years). Examples: served on an injury prevention coalition or committee, worked to pass a Tribal seat-belt law, completed specific injury prevention projects, etc.

e. Your access to, and experience with (if any), computers, e-mail, and the Internet.

**2. Letter of support from the IHS Area IP Specialist.** The letter should discuss the applicant's qualifications and ability to complete the Fellowship work, including completion of an individual project. The letter should state that the Specialist supports your applying to the Fellowship; supports your project idea; and will be available to assist you in working on your project.

**3. Letter of Support from the applicant's supervisor.** The letter should state why the applicant is a good candidate for the fellowship and why the training will be of value. The letter must contain the following paragraph: "I will allow the applicant to fully participate in all components of the fellowship. I know the time commitment for the fellowship includes 4 weeks + 3 days time away for courses and an average of 5-10 hours per week for project completion." Also, letters for applicants from compacted tribes should agree to bear the expenses associated with the Fellowship program.

**4. Letter of Support from a tribal representative:** This letter is optional if the applicant works directly for a tribe. The tribal representative should be a person with a Tribal appointment (such as a tribal health board member or program director) and some background in health or injury prevention. The letter should state:

- why she or he supports your participation in the fellowship
- why she or he supports your project idea
- that she or he will be available to assist you in working with Tribal leaders and community members.

**5. Resume:** Please provide a current c.v. or resume, listing your educational and work background.

**6. Project form:** Please use the form on page 7 to outline your project ideas.

- Usually mid-December : Deadline for receipt of applications by 5 PM MST
- To be announced : Program participants notified
- May (the year you applied for): First course in Window Rock, Arizona.

**Please send your questions and your application to:**

Larry Berger

1335 Bryn Mawr Drive NE

Albuquerque, NM 87106

Phone and fax: (505) 275-3153 e-mail: bergerlaw@msn.com

**Table 2**  
**Program Development Fellowship: Summary of Courses**

Each course lasts 4-1/2 days, from Monday morning until Friday at noon. Dates/sites may change.

**Pre-course 1: January**

1. Identify personal learning objectives
2. Explore project options with IHS Area Specialist and local mentor
3. Collect local data

**Course 1: Injury prevention program planning.**

1. Review Fellows' learning objectives
2. Review individual projects: define objectives, methods; identify resource persons; assign mentors
3. Overview of key concepts: evaluation/social marketing/advocacy, etc.
4. Site visit to tribe
5. Discuss local data
6. Effective injury prevention strategies
7. Components of a comprehensive injury program

**Assignment: Better coalition meetings.**

**Course 2: Program implementation and evaluation.**

1. Program evaluation
2. Advocacy
3. Success stories
4. Social marketing
5. Review individual projects
6. Computer lab

**Assignment: How tribal councils work.**

**Course 3: Injury prevention field work.**

1. Site visits to programs
2. Presentations on program successes
3. Menu of field experiences
4. Computer lab
5. Survey and interview guide development
6. Focus groups
7. Advocacy at the local level
8. Review individual projects

**Assignment: Focus groups.**

**Course 4: Social marketing, advocacy, and presentation skills.**

1. Presentation skills
2. Computer lab
3. Field visit
4. Resources for funding, grant writing
5. Budgets
6. Review individual projects

**Assignment: Reporting on your project.**

**Presentation: 2 days. Washington, DC: May or June**

## Typical Fellowship Project Form

Name of Fellow: \_\_\_\_\_ Area: \_\_\_\_\_

A. What might you like to do for your year-long project during the Fellowship? Please list one or two project ideas:

1.

2.

B. For each project idea, please state why you would choose this project:

1.

2.

C. If you done any previous work on a topic, please describe what you've done:

1.

2.

D. With whom have you discussed your project ideas?

a. No one yet \_\_\_\_\_

b. IHS Area Injury Prevention Specialist: Name: \_\_\_\_\_

c. Tribal person(s): state names and titles:

d. Other key informants: state names and titles:

5. Who might serve as the local project mentor? IHS Area IP Specialist (name) \_\_\_\_\_

Other person (name, title): \_\_\_\_\_



**IHS Injury Prevention  
Program Development Fellowship  
Typical Application Cover Form**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Tribe/Organization/Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you an enrolled member of a tribe?

No  Yes: Name of tribe(s): \_\_\_\_\_

**I have completed the IHS "Introduction to Injury Prevention" course (Level 1):** Yes \_\_\_ No \_\_\_

**I have at least 12 months experience in community injury prevention activities:** Yes \_\_\_ No \_\_\_

<b><u>Computers:</u></b>	<u>Yes</u>	<u>No</u>
I am willing to learn new computer skills:	___	___
I have regular access to a computer at home or work:	___	___

**Application Checklist: Enclosed are the following:**

1. \_\_\_\_\_ Letter of interest from applicant
2. \_\_\_\_\_ Applicant's education and job summary (resume)
3. \_\_\_\_\_ 200? Fellowship project form
4. Letters of support from:
  - a. \_\_\_\_\_ IHS Area Injury Prevention Specialist
  - b. \_\_\_\_\_ Supervisor
  - c. \_\_\_\_\_ Tribal health representative (not needed if you are working for a tribe)

**Please mail your application for receipt by (usually mid-December) to:**

Larry Berger  
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Phone and fax: 505-275-3153 E-mail: bergerlaw@msn.com