



Environmental Health Traineeship and Fellowship Program

PROGRAM PURPOSE AND DESCRIPTION

The Environmental Health (EH) Traineeship and Fellowship Program is designed to meet CDC's defined prevention strategy goal of "strengthening local, state, and federal public health infrastructures to support surveillance and implement prevention and control programs" specific to environmental health initiatives. The program provides APHL-member state public health laboratories the opportunity to initiate and/or enhance environmental health testing capabilities. This may occur through either or both of the following tracks:

- **EH Traineeship:** Short-term (2-6 week) specialized training in environmental health technology and testing methods for current laboratory staff (a "trainee")
- **EH Fellowship:** Recruiting and hosting a one or two-year full-time "fellow" (not on current staff) who would be based in your laboratory and receive short-term (2-6 week) training opportunities from other state or federal laboratories, and/or other appropriate facilities.

Both tracks offer the laboratory a high degree of flexibility. Laboratory directors may identify their specific needs and the corresponding technologies and practices that would benefit the laboratory. For example, training may focus on:

- Development and application of analytical methods for measuring organic and inorganic toxicants, and their metabolites in physiologic samples collected from humans.
- Development and application of methods in biomarker analysis and molecular biology and studies of special populations and subgroups susceptible to injury from environmental toxicants.
- Development and application of methods for screening groups of individuals to determine exposure status, nutritional status, or smoking status.
- Development of computer systems for tracking specimens, preparation of reports, data transmission, and laboratory-based disease surveillance.
- Development of innovative, appropriate and sustainable environmental health analytical methods suitable for use by local and state environmental health programs, in field settings, and monitoring applications.

ELIGIBILITY AND APPLICATION INFORMATION

Any APHL-member state public health laboratory or environmental health laboratory affiliated with the state public health laboratory may apply to either the traineeship or fellowship. Interested laboratories must submit an application form to APHL for consideration. Applications are accepted on a rolling basis and reviewed by a selection committee. Interested laboratories must fulfill the following requirements:

- Demonstrate need: Specific area of training/technical assistance required, and how the training of a current staff member, or the technical expertise of a trained fellow, fits laboratory strategic objectives and will benefit laboratory practice.
- Verify that appropriate instrumentation, facilities, and/or dedicated staff are available for the trainee or fellow in order to implement new testing capabilities in the laboratory.
- Propose timeframe for training and implementation of technology transfer.
- Identify training provider(s) and their commitment to provide the requested training within the proposed timeframe (refer to Host Laboratory – Training Facility Collaboration below)

TRAINEESHIP-SPECIFIC APPLICATION REQUIREMENTS:

- Identify current staff available and appropriate to receive training
- Determine length of training

FELLOWSHIP-SPECIFIC APPLICATION REQUIREMENTS:

- Provide scope of work for fellow, including specific needs of host laboratory related to environmental health testing and research
- Stipulate education, skills, and experience required of fellow
- Determine length of fellowship (1 year, 2 years, or 1 year with an optional extension)
- Consider prospect for employment upon completion of fellowship (it is anticipated that following the fellowship, the laboratory may have permanent employment opportunities for the fellow to continue to work in support of priority environmental health activities)
- Implement recruitment process within the state and/or local jurisdiction

HOST LABORATORY – TRAINING FACILITY COLLABORATION:

Agencies that may be qualified to provide short-term training to EH trainees and fellows include APHL-member laboratories, NCEH/CDC laboratories, other state or federal agencies (such as ATSDR, EPA, NIEHS, or NIOSH), and/or private vendors.

APHL and NCEH/CDC will assist the host laboratory in identifying appropriate facilities to provide short-term training to EH trainees and/or fellows. However, once identified it is incumbent upon the host laboratory to establish a specific agenda with such training facilities to be considered for the program. A memorandum of agreement (MOA) must be finalized between the host laboratory and all proposed training agencies before program approval can be granted. This MOA will outline the objectives of the training, timeframe, personnel responsible for the training, use of equipment and materials, and any measurable outcomes.

ENVIRONMENTAL HEALTH TRAINEESHIP

HOST LABORATORY REQUIREMENTS

- Demonstrate a need to establish and expand environmental health laboratory research and testing capabilities
- Have an approved plan of action for the fellow and memorandum(s) of agreement (MOAs) with appropriate training facilities to meet specific training or technology transfer needs/objectives of the host laboratory
- Provide a written report of the traineeship and outcomes

RECRUITMENT AND CONFIRMATION

APHL-member state public health laboratories will complete a program application and nominate an appropriate staff member to receive the training.

TRAINEE REQUIREMENTS AND BENEFITS

Applicants to the EH traineeship program must meet the following eligibility requirements:

- Be a current full-time permanent employee of an APHL-member state public health laboratory
- Be nominated by the director of their laboratory

The EH trainee will be reimbursed for all allowable expenses related to the training. This includes travel and living expenses associated with the time spent at the training facility, such as airfare, lodging, per diem, local transportation, etc. As the trainee will continue to be a full-time staff member at their current laboratory, he/she will not receive a stipend or salary from APHL during the training assignment.

ENVIRONMENTAL HEALTH FELLOWSHIP

HOST LABORATORY REQUIREMENTS

Prospective host laboratories must meet the following requirements:

- Demonstrate a need to establish and expand environmental health laboratory research and testing capabilities
- Have an approved plan of action for the fellow and memorandum(s) of agreement (MOAs) with appropriate training facilities to meet specific training or technology transfer needs/objectives of the host laboratory
- Provide computer and phone access, an email address, office and desk space, and laboratory supplies and equipment as needed by the fellow to implement program requirements
- Actively recruit applicants and participate in the interview and selection process
- Provide a written report of the fellowship experience on a quarterly basis
- Designate a mentor to provide administrative and programmatic oversight. The mentor must be an experienced public health laboratorian and full-time employ of the host laboratory. He or she must be in a supervisory level position, have research or training experience complimentary to the fellow's program, be available and accessible for the duration of the program, provide constructive criticism and support to the fellow, and provide periodic written reports on the fellow's progress.

RECRUITMENT AND CONFIRMATION

APHL-member state public health laboratories will complete a program application. Once an application is approved, recruitment will begin. While APHL and NCEH/CDC will assist with recruitment (list announcement on websites and in newsletters), the host laboratory is expected to take on the role of the primary recruiter. Interested individuals will submit an application to the host laboratory for review. Appropriate candidates will be interviewed by the host laboratory and APHL and NCEH/CDC program staff.

Training will be customized based upon the host laboratory needs and capabilities, and the fellow's experience and areas of interest. The fellow and host laboratory must complete a plan of action based on the original application and outlining specific training goals. As appropriate, fellows will receive training in epidemiology, public health policy, management, and other relevant areas. These may include: (1) participation in a field investigation or laboratory assignment to assist in the investigation of a suspected toxicant exposure or disease outbreak; (2) participation in "research in progress" or other seminar series; (3) presentation of research results at local or national meetings; (4) publication of research results in peer-reviewed journal; and/or (5) participation in appropriate management or leadership training courses. Fellows may conduct brief rotations with other state or federal agencies relating to environmental health (e.g., ATSDR, EPA, NIEHS, NIOSH, FDA, etc.).

FELLOW REQUIREMENTS AND BENEFITS

Applicants to the EH fellowship program must meet the following eligibility requirements:

- Have a minimum of a bachelor's degree by the beginning of the program. The host laboratory may require an advanced degree (or other specific education, skills, or experience) as part of their specific application.
- Be a U.S. citizen
- Must work the regular workweek of the host laboratory, and conform to all the rules and regulations of the host laboratory, including safety, security, and personnel policies.

The following benefits are provided to EH fellows:

- A stipend, to be disbursed on a biweekly basis. Current (2003) stipend levels are \$24,952 (bachelor's degree), \$27,813 (master's degree), and \$34,229 (post-doctorate degree). These rates are based on the federal GS scale and are adjusted for specific locality increases.
- Individual (single) major medical insurance
- Funds to travel to the host laboratory. Funds for relocation are not provided.
- An allowance for travel and living expenses associated with time spent at training facility (airfare, lodging, per diem, local transportation, etc.)
- A professional development allowance to include attendance at appropriate professional meetings, training courses, purchase of relevant books and/or software
- The customary leave and holidays of the host laboratory

FELLOW APPLICATION EVALUATION/SELECTION

The host laboratory will evaluate each fellow application and recommend to APHL candidate interviews based on:

- Education, skills, and experience of the candidate
- Reasons for participation in the program/career goals
- References/letters of recommendation
- Degree to which candidate can meet the needs of the host laboratory

The most qualified applicants will be invited to interview at the host laboratory. Interviews will include at least one member of the host laboratory (the proposed mentor) and one member of the APHL/NCEH program committee. APHL will reimburse travel expenses to the interview if needed. Fellow selection will be non-discriminatory with respect to race, color, creed, age, gender, national origin; appropriate consideration will be given to the physically handicapped.

How to Apply

Application materials may be requested from:

**EH Traineeship and Fellowship Program
Association of Public Health Laboratories**

2025 M Street, NW, Suite 550

Washington, DC 20036

Telephone: 202-822-5227

Fax: 202-887-5098

Email: fellowships@aphl.org



FELLOWSHIP APPLICATION

ENVIRONMENTAL HEALTH LABORATORY FELLOWSHIP PROGRAM

Laboratory Name: _____

Address: _____

Name of Laboratory Director: _____

Phone: _____ Fax: _____ E-mail: _____

Name of Mentor: _____

Phone: _____ Fax: _____ E-mail: _____

1. Attach a one-page scope of work (SOW) describing the proposed training and technology transfer your laboratory would expect from an EH fellow. List the requirements you have for a prospective fellow (education, skills, and experience), and the length of the proposed fellowship (1 year, 2 years, 1 year with an optional extension). List the training facilities you have identified, including the specific objectives for each training period (timeline, length of training, personnel who will provide training) and how that training will be incorporated into the work of your laboratory. Attach the memorandum(s) of agreement between your laboratory and the training facilities detailing the training to be provided.

Note: If you do not know of appropriate training facilities, contact APHL for assistance.

2. Attach a description of the mentor's experience and qualifications. This should include his or her primary area of laboratory expertise, current responsibilities, and any previous mentoring and/or supervisory experience. Include a curriculum vitae (two pages maximum).

It is understood that this laboratory will receive no direct financial compensation for participation in this program:

Signature of Mentor: _____ Date: _____

Signature of Laboratory Director: _____

Date: _____



TRAINEESHIP APPLICATION

ENVIRONMENTAL HEALTH LABORATORY TRAINEESHIP PROGRAM

Laboratory Name: _____

Address: _____

Name of Laboratory Director: _____

Phone: _____ Fax: _____ E-mail: _____

Name and Title of Proposed Trainee: _____

Phone: _____ Fax: _____ E-mail: _____

1. Attach a one-page scope of work (SOW) describing the specific training proposed under this program and how this training will meet your laboratory needs. Does your laboratory have the technology/equipment/personnel to successfully transfer the technology gained from the traineeship? List the training facility you have identified to provide the training and attach the memorandum of agreement between your laboratory and the training facility.

Note: If you do not know of appropriate training facilities, contact APHL for assistance.

2. Attach a description of the staff member you are nominating for this training, including a curriculum vitae. What is his/her current roll in your environmental health program?

It is understood that this laboratory will receive no direct financial compensation for participation in this program:

Signature of Trainee: _____ Date: _____

Signature of Laboratory Director: _____ Date: _____



TRAINING ASSISTANCE



Please complete this form to indicate your laboratory's availability to provide short-term training to a fellow or trainee in defined areas. This will be useful information for other laboratories that are seeking such assistance.

Laboratory Name: _____

Address: _____

Name of Laboratory Director: _____

Phone: _____ Fax: _____ E-mail: _____

Please check the following categories for which your laboratory may be able to provide training assistance for a 2-6 week period.

- Biomonitoring testing
- Testing of air of particulates, radon or toxic compounds
- Environmental lead testing
- Testing of environmental samples such as dust, soil for hazardous substances other than lead
- Haz-Mat clean-up analysis
- Radiation monitoring (e.g., air, soil, water)
- Food safety/outbreak analysis
- Recreational water testing
- Safe Drinking Water compliance testing
- Newborn Screening: use of MS/MS
- Chemical terrorism preparedness
- Laboratory management and/or leadership
- Project and/or budget management
- Communications for environmental health laboratory personnel
- Laboratory quality control & quality assurance
- Regulatory compliance (CLIA, HIPPA, etc.)
- Other (Describe)

For the category(ies) checked please indicate the focus and duration of training that you would be able to provide on a separate page.

It is understood that this laboratory will receive no direct financial compensation for participation in this program:

Signature of Laboratory Director: _____ Date: _____