

# Prospective Internship Site Profile

## Department of Health Education & Behavior

Location: \_\_\_\_\_ Date: \_\_\_\_\_  
City State

Agency: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_  
Street / PO Box City State / Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

What semesters is your agency available to accept interns?

Fall (August – December)

Spring (January – April)

Summer (May – August)

Normal work hours (Please indicate any evening or weekend time commitments):

Is office space available to interns? Yes No \_\_\_\_\_  
Comments

Is a computer available to interns? Yes No \_\_\_\_\_  
Comments

Does your agency offer paid or non-paid internships? Non-paid Paid (amount): \_\_\_\_\_

List other benefits your agency offers interns (i.e. housing, health insurance, travel reimbursement, etc.)

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List required purchases for interning with your agency (i.e. parking pass, uniform, etc.)

List the required skills or previous experience necessary for interning with your agency.

Special Requirements (i.e. special application, proof of health insurance, immunization, etc.)

*Please note: All interns are required to purchase professional liability coverage for \$1,000,000.*

List a description of duties your agency expects to be fulfilled by interns. Please include additional literature if desired.

List any important information about your agency.

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Would you like to be added to the Department's list of approved sites for future interns?                      Yes                      No

**FOR OFFICE USE ONLY:**                      CONTRACT ON FILE: \_\_\_\_\_

Approval of Intern Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Expiration Date: \_\_\_\_\_

## **Responsibilities and Competencies for Health Education Specialists (NCHEC, 2015)**

*The Seven Areas of Responsibility contain a comprehensive set of Competencies defining the role of the health education specialist. These Responsibilities serve as the basis of the CHES and MCHES exam.*

### **Area I: Assess Needs, Resources, and Capacity for Health Education/Promotion**

- 1.1 Plan assessment process for health education/promotion
- 1.2 Access existing information and data related to health
- 1.3 Collect primary data to determine needs
- 1.4 Analyze relationships among behavioral, environmental, and other factors that influence health
- 1.5 Examine factors that influence the process by which people learn
- 1.6 Examine factors that enhance or impede the process of health education/promotion
- 1.7 Determine needs for health education/promotion based on assessment findings

### **Area II: Plan Health Education/Promotion**

- 2.1 Involve priority populations, partners, and other stakeholders in the planning process
- 2.2 Develop goals and objectives
- 2.3 Select or design strategies/interventions
- 2.4 Develop a plan for the delivery of health education/promotion
- 2.5 Address factors that influence implementation of health education/promotion

### **Area III: Implement Health Education/Promotion**

- 3.1 Coordinate logistics necessary to implement plan
- 3.2 Train staff members and volunteers involved in implementation of health education/promotion
- 3.3 Implement health education/promotion plan
- 3.4 Monitor implementation of health education/promotion

### **Area IV: Conduct Evaluation and Research Related to Health Education/Promotion**

- 4.1 Develop evaluation plan for health education/promotion
- 4.2 Develop a research plan for health education/promotion
- 4.3 Select, adapt and/or create instruments to collect data
- 4.4 Collect and manage data
- 4.5 Analyze data
- 4.6 Interpret results
- 4.7 Apply findings

### **Area V: Administer and Manage Health Education/Promotion**

- 5.1 Manage financial resources for health education/promotion programs
- 5.2 Manage technology resources
- 5.3 Manage relationships with partners and other stakeholders
- 5.4 Gain acceptance and support for health education/promotion programs
- 5.5 Demonstrate leadership
- 5.6 Manage human resources for health education/promotion programs

### **Area VI: Serve as a Health Education/Promotion Resource Person**

- 6.1 Obtain and disseminate health-related information
- 6.2 Train others to use health education/promotion skills
- 6.3 Provide advice and consultation on health education/promotion issues

### **Area VII: Communicate, Promote, and Advocate for Health, Health Education/Promotion, and the Profession**

- 7.1 Identify, develop, and deliver messages using a variety of communication strategies, methods, & techniques
- 7.2 Engage in advocacy for health and health education/promotion
- 7.3 Influence policy and/or systems change to promote health and health education
- 7.4 Promote the health education profession