IHS

Injury Prevention Specialist Program Development Fellowship

Class of 2008

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

Application Packet

October 1, 2007

IHS Injury Prevention Program Development Fellowship
Class of 2008 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 (dates subject to change):
  Course 1: Injury prevention program planning. Navajo Nation, May 5-9, 2008
  Course 2: Program implementation and evaluation. University of Utah, August 18-22, 2008
  Course 3: Injury prevention field work. Tucson Area, October 21-24, 2008
  Course 4: Social marketing, advocacy, and presentation skills: Albuquerque, February 2-6, 2009
- 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 2009)
- 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 Nancy Bill by 5 PM Pacific Standard Time **December 14, 2007**.
Acceptances will be announced by January 15, 2008. Please mail your applications to:
Nancy Bill, MPH, IHS Injury Prevention Program Manager, OEHE-EHS-TMP 610, 801 Thompson Ave, Suite 120, Rockville, MD 20852. Phone: 301-443-0105; Fax: 301-443-7538; email: nancy.bill@ihs.gov
An on-line copy of the **2008 Application Packet** is available at
http://www.ihs.gov/MedicalPrograms/InjuryPrevention.

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). Details about the courses are shown in Table 2.

Table 1
Comparison of Injury Prevention Fellowship Options

	Program Development Option	**Epidemiology Option**
Focus	Community Project	Research / Data Collection
Education Prerequisites	No bachelor's degree required	Bachelor's Degree
Training Prerequisites	Introduction to IP (Level 1) or equivalent.	Introduction (Level 1), Intermediate (Level 2) and Advanced (Level 3) IHS Injury Prevention Courses
Field Experience Prerequisites	1 year in injury prevention	3 years in public health 2 years in injury prevention
Long Distance Travel / Time Away from Home	4 weeks + presentation (2 days)	6 weeks + presentation (2 days)
Curriculum	• 4.5 days: Injury Prevention Program Planning (Navajo Nation in May) • 4.5 days: Program Implementation and Evaluation (U Utah, Summer) • 4.5 days: Field Course (Tucson Area, Fall) • 4.5 days: Marketing & Advocacy (Albuquerque, following February) • 2 days: Presentation (following May or June) Washington DC	• 4.5 days: Issues in Injury Control (Navajo Nation in May) • 3 weeks: IP Epidemiology (University of Michigan in July) • 4.5 days: Field Course (Location varies; in September) • 4 days: Presentation and Publication (Albuquerque in January) • 2 days: Symposium (following May or June) Washington, DC

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** and injury prevention courses are described on the IHS Injury Prevention Website (click on "training": **http://www.ihs.gov/MedicalPrograms/InjuryPrevention**

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 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.

Table 3 gives some specific examples of possible projects. Some funding may be available for projects from IHS Area Injury Specialists. Please discuss funding opportunities with them directly. A list of Area Specialists ("Contacts") is the IHS web site.

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 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 preventions 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 you work directly for a tribe, or you are a member of a Tribe in your Service Area. 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.

- **December 14, 2007**: Deadline for receipt of applications by 5 PM PST
- January 15, 2008: Program participants notified
- May 2008: First course in Window Rock, Arizona.

Please send your questions and your application to:
Nancy Bill, MPH, IHS Injury Prevention Program Manager
OEHE-EHS-TMP 610
801 Thompson Ave, Suite 120, Rockville, MD 20852.
Phone: 301-443-0105; Fax: 301-443-7538
Email: nancy.bill@ihs.gov

Electronic PDF file application packet with signatures will be acceptable

Table 2
2008 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 – May 2008
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. Navajo Nation, May 2008
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. Discuss local data
5. Effective injury prevention strategies
6. Components of a comprehensive injury program

Assignment: Better coalition meetings.

Course 2: Program implementation and evaluation. University of Utah, August 2008
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. Tucson Area, October 2008
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. Albuquerque: February 2009
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 2009.

Table 3

Examples of Project Ideas: September 25, 2007

1. Falls from pickups: At some Tribes, more than half of family vehicles are pick-up trucks. What are the circumstances of injuries resulting from falls from these trucks? What are the ages (need observational data for denominators), position in the cargo area, times of year, purpose of trips, configuration of the cargo areas (carrying water tanks? empty?) when injuries occur? Conduct observation of pick up use: numbers, purposes of pickups – what and who are in cabins, rear beds? Extended cabs?

2. Cost of injuries, especially to smaller Tribes. Compacted vs. non-compacted Tribes.

3. DWI: Where did motor vehicle injury victims (or DWI offenders) get their alcohol? Beer purchases at a package store off-reservation? Bootlegged wine? Bars? What recommendations for control might result from this information?

4. DWI: What alternatives to jail might be feasible for DWI offenders? Would the ignition interlock approach be a feasible one? New Mexico just passed a law on ignition locks, including funding for low-income DWI offenders. What are the costs, political issues, and community acceptability issues? What might focus groups suggest?

5. Advocacy: What is the process for getting new regulations or programs approved by the Tribal Council in your community? What are the official procedures and the unofficial considerations? Can you apply what you learn by trying to pass an injury-prevention-related resolution or regulation?

6. Justice and law enforcement: Status of laws/police training and staffing/judges and courts in Indian country.

7. Child maltreatment: What would be a comprehensive model for prevention, identification, and treatment of child abuse and neglect? What components of this model are working in your community and which are not? What would be recommendations for improvement?

8. Child maltreatment: Johns Hopkins has a home visiting program for teen parents in Whiteriver and the Navajo Nation. How well has this program worked? How can it be generalized to other communities?

9. Violence: What are appropriate messages and approaches to raising community awareness about intimate partner violence? How is gang violence being addressed? What are sources of funding for violence prevention?

2008 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 2008
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___

Computers:	Yes	No
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. _____ 2008 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, or you are a member of a Tribe in your Service Area)

Please mail your application for receipt by December 14, 2007 to:
Nancy Bill, MPH, IHS Injury Prevention Program Manager
OEHE-EHS-TMP 610
801 Thompson Ave, Suite 120, Rockville, MD 20852.
Phone: 301-443-0105; Fax: 301-443-7538
Email: nancy.bill@ihs.gov *(Electronic PDF application packet with signatures will be acceptable)*