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County of Orange

Volunteer/Intern Position Description

Date: May 20, 2008

Position Title: Intern, Special Populations Program

Name of Agency/Department Requesting Volunteer/Intern:

Orange County Health Care Agency
Health Disaster Management Division
Preparedness and Grants Unit
Special Populations Program

Briefly Describe Functions of Agency/Department:

Health Disaster Management Division prepares Orange County, the Health Care Agency, and supports other public and private organizations in their preparedness and planning efforts. This division works in coordination with the Operational Area, to mitigate, respond to, and recover from natural and man-made disasters. EMS provides certification and oversight to all emergency medical services providers. The Bioterrorism Preparedness and Planning Unit within the Health Disaster Management Division is responsible for building emergency response capacities, developing and updating agency emergency response plans, training and exercising emergency response plans as it pertains to Cities Readiness Initiative (CRI), Strategic National Stockpile (SNS), Special Populations, Smallpox Response, and Bio Detection System (BDS).

Major Responsibilities of Volunteer/Intern:

1. *Identify organizations serving individuals and groups with special needs in Orange County to develop best methods for population-based emergency communication planning.*
 - 1.1 Assist in Updating and Expanding Special Populations Database as a template, establish feasible communication flow with back up plans for communication, alerts and notifications from HCA through key positions in stakeholder groups listed on the database to special populations being served.
 - A. Assist in Development of a Communication Flow Scheme for Special Populations that:

- i. Using the database categories, work with EMS staff to provide database information that will facilitate network building (Reddinet) for Skilled Nursing Facilities (SNFs).
 - ii. Work with the Public Information Officer to identify various types of messages to be transmitted using the communication schemes and communication flow plans.
 - iii. Assist in developing training and table top exercise for special population stakeholders.
 - 1.2 Identify groups or organizations by special populations they serve, name, of organization, point of contact, title, telephone/fax/cell number, mailing address, e-mail address, number of employees/patients/etc.
 - 1.3 Continuation of database development in Microsoft Excel. The database is organized for specific special population subgroups and is configured to allow for ease of expansion, enabled for mass mailing (mail merge), and entries will be tagged with keywords(to be defined) to enable searching and reporting for common groupings.
 - 1.4 Data will be backed-up at regular intervals to a shared drive and compact disk delivered to the Database will be updated as new special population groups are identified or as updated information becomes available.
 - 1.5 Work with Quality Management to GIS map data.
2. *Assist in planning the 2008 Special Populations Forum that will provide emergency planning information and tools for population-based services agencies and providers attending.*
 - 2.1 Attend planning meetings and assist with recording minutes, action item tracking table, meeting agendas, and distribution of materials to members.
 - 2.2 Develop registration website.
 - 2.3 Develop announcements, rosters, certificates of attendance, and handouts to support the September 2008 forum.
 - 2.4 Work with Quality Management (Marianne Goodrich) to create announcements for mass e-mail and distribution at the following meetings: HEPPC, OCEMO, TEWG, and other stakeholder groups.
 - 2.5 Collect and update participant registration information and send out confirmation letters.
 - 2.6 Prepare and assemble participant packets.
 - 2.7 Develop sign-in roster and name labels.

- 2.8 Assist during workshop with set-up, registration, distributing materials, collecting evaluation, & clean up.
3. *Document updates to current functional guidelines and procedures to update the Orange County's Strategic National Stockpile Plan.*
 - 3.1 Research changes in dispensing guidelines, standards and procedures and update plan as needed for BDS, Smallpox and other SNS plans.
 - 3.2 Prepare outline for training to guidelines, standards and procedure updates applied to the SNS, BDS, and Smallpox plans.

Educational Requirements:

Graduate student of Nursing, or Public Health enrolled in an accredited university.

Skills, Training or Qualifications Desired:

Good oral and written communication skills, good organizational skills, computer skills including Microsoft Outlook, Word, and Excel; and an ability to develop relations within the agency, as well as with community stakeholders.

Time Commitment Required and Timeframe in which Hours can be Scheduled:

A total of 300 hours to be schedule beginning 6/2/2008 through 9/26/2008.

Location(s) where Volunteer/Intern can Schedule Internship Hours:

Orange County Health Care Agency
Health Disaster Management Division
Special Populations Program
405 W. 5th Street, Suite 301A
Santa Ana, CA 92701

Benefits Available to Volunteer/Intern:

This internship provides an excellent learning opportunity for graduate students of public health and/or nursing to develop population based emergency preparedness and communication plans. The intern will explore communication technologies, develop relationships with public and private sector agencies providing services to individuals and groups with special needs, and define community preparedness needs for special populations.

Application Process:

