



**California Consortium for Public Health
Informatics and Technology**

Public Health Informatics and Technology

Student Handbook

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Welcome

Welcome to the Public Health Informatics and Technology Program at California State University, Long Beach (CSULB) or California State University, East Bay (CSUEB)!

As you begin your Public Health Informatics Technology (PHIT) internship, we hope that you will each experience the challenges and rewards you have anticipated. Each faculty and staff member are here to assist you in meeting your goal of becoming a Public Health Informatics and Technology professional!

This Student Handbook has been primarily designed for PHIT Program students who would be completing their internship at CSULB or enrolled at CSUEB. Any student, including CSUEB students who are completing the internship at CSULB must refer to the instructions provided here. Information from California State University, Long Beach (CSULB) catalog or the CSULB website www.csulb.edu has been linked to this document. In the event of catalog changes, the information contained in the CSULB catalog will supersede this document. For specific reference to the PHIT Program, students are requested to follow the main PHIT webpage: <https://www.csulb.edu/public-health-informatics-and-technology-phit/ccphit-consortium>

All PHIT Program Internship Students are required to sign an acknowledgment that they have received, read and sought clarification of this Student Handbook and its contents.

Program Overview

Public Health Information Informatics and Technology Program Missions Statement

The Public Health Informatics and Technology program is committed to providing students with the education, competencies, and skills necessary to assume a variety of roles in the technically advancing field of health information. We provide accessible quality instruction, mentoring, and counseling to a diverse student population that supports learning and personal growth, preparing our graduates to serve as health information professionals of the future and to pursue advanced learning opportunities.

As an awardee of the Office of the National Coordinator for Health Information Technology's (ONC) PHIT Initiative, the purpose of the California Consortium for Public Health Informatics & Technology (CCPHIT) is to increase the number of skilled workers in public health informatics in order to improve the ability of our nation to respond effectively to public health issues. As such, CCPHIT is committed to developing coherent, intersegmental educational program pathways—undergraduate, graduate, and industry professional—with multiple entry and exit points, recognizing various skill levels of both learners and jobs (from novice to mastery), and dedicated with intention on serving underrepresented populations and diverse learners.

General Program Information

The Public Health Informatics and Technology program is an online Certificate of Achievement that consists of educational courses to prepare graduates to work in technical positions in the public health informatics and technology industry.

Program Objectives

The Public Health Informatics and Technology Certificate of Achievement provides the introductory skills and knowledge to work in the multidisciplinary field of public health informatics. Students will be introduced to the public health service organization and how it uses data, network technologies, health information exchanges, interoperability, data interchange standards, consumer informatics, and data integrity and security delivery methods to support public health and improve health outcomes. Graduates will gain a data driven perspective of public health that can be applied in various fields in addition to public health informatics, including health information technologies, health information management, and data analytics.

Overview of PHIT Internship

The overall goal of the internship experience is to provide PHIT student interns with hands-on, reality-based experiences with PHIT competencies and domains that focus on skill-building and practical application of theory at designated healthcare organizations.

- Although it includes the actual operation of the facilities of the employer, the internship is similar to training that would be given in an educational environment.
- Internship is conducted as a paid experience. Payments for all CSULB students will be made through CSULB Financial Aid Office. Payments for CSUEB students will be processed through the CSULB Research Foundation.
- The internship experience is for the benefit of the intern.
- The intern does not displace regular employees but works under close supervision of existing staff.
- The affiliated organization that provides the training derives no immediate advantage from the activities of the intern, and on occasion, its operations may be impeded.
- The intern is not entitled to a job after the internship
- The affiliated organization and the intern understand that the intern is not entitled to wages from the employer for the time spent in the internship.

Types of Internships and eligibility

For credit: Students from participating colleges and universities are eligible to take the PHIT Internship for course credit at CSULB if they have completed the required two or four course pathways.

- **Two courses:** 1) Introduction to Public Health Informatics and Technology, and 2) Public Health Informatics: The Role of Data.
- **Four courses:** 1) Introduction to Public Health Informatics and Technology, 2) Public Health Informatics: The Role of Data, 3) Emerging Technologies for Public Health, and 4) Public Health Maps and Spatial Analysis for Health Equity

Non-credit: Students can also complete the PHIT Internship without course credit upon completion of the required two or four course pathways.

- **Two courses:** 1) Introduction to Public Health Informatics and Technology, and 2) Public Health Informatics: The Role of Data.
- **Four courses:** 1) Introduction to Public Health Informatics and Technology, 2) Public Health Informatics: The Role of Data, 3) Emerging Technologies for Public Health, and 4) Public Health Maps and Spatial Analysis for Health Equity

Internship Application

- To begin the internship after prerequisite courses have been completed, students must fill-out the Internship application form at https://csulb.qualtrics.com/jfe/form/SV_5zKmC3aweNMxWkK.

Internship Requirements

For Credit:

- Undergraduate Students: Must complete an internship of 120 hours.
- Graduate Students: Must complete an internship of 130 or 240 hours.

Not for Credit: *Those who don't want course credit; OR students who have completed A,B and have graduated or don't want to complete C, D but would like to have an internship.*

- Must complete an internship of 80 hours.

Internship Matching

Student interns will be matched to an affiliated organization based on PHIT competencies, geographic location, and type of work available (in-person, virtual, hybrid) to fit the interest of the student.

If a student has plans to complete the internship for course credit at CSULB, and is interested in completing the internship with an organization not affiliated to the CCPHIT program, a legal affiliation agreement between CSULB and the internship site must be established. In this case contact Dr. Melawhy Garcia at melawhy.garcia@csulb.edu to begin the process. Please note that establishing a new affiliation may delay the start of your internship.

Payment for Internship

For Credit: Those who enroll at CSULB for internship course credit will be paid through the CSULB Financial Aid Office. Students will be required to provide their Student Identification Number to begin payment requests.

Not for Credit: Once a student has been matched to an organization and a start date has been established, the student will receive two forms via DocuSign for completion. The two forms include: 1) Supplier Data Form (to collect personal information for payment), and 2) Direct Deposit Form (to request direct deposit to bank). After the forms have been received, they will be submitted for processing through CSULB. See Appendix A for example forms.

It is expected that students will complete their required hours and will receive payment at the completion of the internship. No payments will be made to students who do not complete the required hours based on the internship type.

Registering for the Internship Course At CSULB (HSC 485: Internship in Community Health Education)

All CSULB and CSUEB students who wish to receive course credit need to enroll for the CSULB internship course depending on class standing. CSULB internship courses will be available for enrollment by all CSU students. CSUEB students can enroll in the CSULB internship course using CSU online concurrent enrollment (<https://www.calstate.edu/attend/student-services/Pages/CSU-Fully-Online-FAQs.aspx>)

reach out to Prof. Mukherjea (arnab.mukherjea@csueastbay.edu) or to Prof. Ayona Chatterjee (ayona.chatterjee@csueastbay.edu) for more information on completing the internship at CSULB.

Cost of for-credit internships

The estimated cost of participating in the CCPHIT internship will vary depending on enrollment type (credit vs. non-credit). Cost of tuition for courses may be found on the CSULB website <https://www.csulb.edu/student-records/tuition-and-fees>. In addition to tuition and course fees, program costs may include background/drug screening fees, physical exam, and immunizations. There may also be parking and transportation expenditures to and from an internship site.

Financial Aid

Students seeking Financial Aid should contact the CSULB Financial Aid Office at <https://www.csulb.edu/financial-aid-and-scholarships> or the CSUEB Financial Aid Office at <https://www.csueastbay.edu/financialaid/>

Student Responsibilities once Placed for Internship

All students in the internship must comply with the placement organization's Health and Safety Requirements. Note that there may also be additional items required by the individual organizations. If there are additional requirements, students should submit directly to the organization supervisor. A list of potential requirements is below:

- Physical examination
- Vaccinations
- Drug screening
- Criminal background check

Expectations of Students

Students are to:

- Demonstrate professional conduct throughout the internship
- Be on time and dressed appropriately
- Demonstrate initiative by completing research activities and assignments, asking appropriate questions for clarification as needed
- Make personal calls and texts only at breaks and lunchtimes
- Limit web access to the scope required by the organization and the research project
- Demonstrate a professional attitude during any unexpected situations that might occur
- Utilize professional communication.

Student Code of Conduct

Students are expected to:

- Abide by the CSUEB and CSULB Code of Student Conduct
- Abide by applicable organization's policies and procedures
- Abide by Health Information Portability and Accountability Act (HIPAA) privacy rules
- Abide by other regulations, as appropriate.

Student Handbook Acknowledgement

Students entering the PHIT program must sign and submit the following form via Qualtrics.

- [Student Handbook Acknowledgement](#)

APPENDIX A

1. Supplier Data Form (<https://tinyurl.com/yc38es6b>)
2. Direct Payment (to Bank) Request (<https://tinyurl.com/2btkxr67>)