



Guide to Intern Applications Florida Department of Health in Lee County

Thank you for your interest in Interning with the Florida Department of Health in Lee County!

ABOUT US

The Florida Department of Health in Lee County is a subsidiary of the State of Florida Department of Health with a local, county and state commitment. The diverse environment promotes public health through quality healthcare, education and community observation. DOH-Lee is committed to providing the highest quality of healthcare to the public including the uninsured and underinsured through various programs and services, and superior environmental and disease surveillance.

MISSION

Our mission is to protect, promote and improve the health of all people in Florida through integrated state, county and community efforts.

VISION

Our vision is to be the Healthiest State in the Nation.

VALUES (ICARE)

Innovation: We search for creative solutions and manage resources wisely.

Collaboration: We use teamwork to achieve common goals and solve problems.

Accountability: We perform with integrity and respect.

Responsiveness: We achieve our mission by serving our customers and engaging our partners.

Excellence: We promote quality outcomes through learning and continuous performance improvement.

YOUR EXPERIENCE

Applicant's experience at FDOH-Lee will offer you a working knowledge and experience in a state government organization addressing public health needs in coordination with Federal, State and County programs. DOH-Lee is committed to assisting in the instruction of effective professionals, developing, and promulgating public health knowledge, and providing leadership to students and volunteers as a means of achieving its mission in the community.



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APPLICATION PROCESS

Completed applications are reviewed by the Intern Coordinator and interested Department managers. To ensure timely completion, **applications must be received at least 30 days prior to intended start date**. Early applications are strongly encouraged. Because of limited work resources and availability, program placement is not guaranteed.

The following materials must be submitted:

- Completed Program Application typed or neatly printed
- If you are seeking an internship, we require an [Attestation of Background Screening](#) from your school. The attestation must include the following information:
 1. Student underwent a Level 2 background screening less than five years ago.
 2. The Level 2 background screening did not reveal any disqualifying offense identified by section 435.04, Florida Statutes.

Please submit the completed application to the coordinator via email or by mail.

Address: Florida Department of Health in Lee County
Attn: Internship Coordinator – Planning and Performance Management Dept.
2295 Victoria Ave. Suite 206
Fort Myers, FL 33901

Email: DOH-LeeIntern@flhealth.gov

Once all materials have been submitted and the background screening is completed, the Internship Coordinator will review your application and extend an invitation to work with DOH-Lee if all qualifications are successfully met. Completion of introductory public health courses in TRAIN, our online learning management system, are required prior to starting your internship. You will be notified by HR of your start date, orientation, and any other needs.

As a steward of the community and State of Florida, our goal is to provide a rewarding experience for all interns and volunteers.



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FREQUENTLY ASKED QUESTIONS

What are the requirements for background screening?

The Florida Department of Health requires everyone to complete a Level 2 background screening and receive a satisfactory result from the screening before the first day of their program. If you are currently enrolled in a study program that requires a Level 2 background screening, you may be able to submit an Attestation of Background Screening Memorandum signed by your school.

Do I have to complete any other training to participate in any program?

Yes. The Florida Department of Health requires everyone to complete two training courses in TRAIN: FDOH Information Security and Privacy Awareness and FDOH Exposure Control. The classes are part of our online learning management system and can be completed in just a few hours. Depending on the position held, additional training may be required.

Do I get paid for my time?

No. Interns receive course credit for hours worked according to your internship program. Volunteers receive the benefits listed in Section 110.504, Florida Statutes, including state liability protection in accordance with the definition of a volunteer and the provisions of s. [768.28](#).

What hours will I be required to work?

Hours are scheduled based on the department's needs and the applicant's availability. Workdays are typically Monday through Friday from 8 a.m. to 5 p.m. The department does sponsor and attend some community-based activities on weekends.

I'm not in school, can I participate in a program?

Yes, however it would be as a volunteer. Individuals applying for a non-credit position are required to complete an application and submit two references for acceptance into the Volunteer Program.



Application

PERSONNEL INFORMATION

Name _____ Date of Birth _____
(Last) (First) (M.I.)

Sex _____ Race/Ethnicity _____ Are you a U.S. Citizen? (Circle one) Yes/ No

Address _____ City _____ ST _____ Zip _____

Primary Phone Number (____) _____ Alternate Phone Number (____) _____

Email _____@_____ How did you hear about us? _____

AVAILABILITY

What type of internship experience are you interested in? (Circle one) Undergraduate/Graduate/Medical/Other

Desired Start Date _____

Anticipated Separation Date _____

Number of Hours Needed _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Availability					

Additional Comments

Are you available nights/weekends? (Circle one) Yes/No



Application

VOLUNTEER

Complete this section only if applying to be a Volunteer

List two personal references not related to you whom you have known for more than one year:

Name	Name
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone

INTERNSHIP

Complete this section only if applying for Internship

Institution Name _____

Institution Contact Name and Phone # _____

Is this school located in Florida? (Circle one) Yes/ No If no, indicate the State _____

What program you are currently enrolled in? APRN ___ MD ___ MPH ___ PA ___ LPN ___ RN ___
Other (please specify) _____

Is this internship to be part of your school required hours? (Circle one) Yes/No

What is your deadline to submit paperwork to the school? _____

What program are you interested in? (Circle One)

- [Environmental Health and Engineering](#)
- [Community Health](#)
- [WIC](#)
- [Epidemiology and Communicable Diseases](#)
- Other (please specify) _____
- [Health Promotions](#)
- [Public Health Preparedness](#)
- [Planning and Performance Management \(Quality Improvement\)](#)

* DOH-Lee Services Brochure with more information can be found on page 9

If interested in a clinical rotation, what type of rotation are you seeking? (Select One)

Shadowing Only ___ In-Direct Patient Care ___ Direct Patient Care ___ Other (Please Specify) _____



Application

EDUCATION & WORK HISTORY

List your most recent volunteer, internship, or employment experience:

Employer	Address, City, State, Zip	Contact Phone No.
Job Title	Dates of volunteer, internship, employment	

List any special skills, interests or hobbies: _____

List any special considerations/needs: _____

List any professional license, registration, or certificate you currently possess (including certificate/license no.):



Application

EMERGENCY CONTACT

In case of an emergency contact:

Name	Relationship	Phone Number
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It shall be a misdemeanor of the first degree to fail to disclose, by false statement, misrepresentation, impersonations or other fraudulent means, any material fact used in making a determination as to a person's qualifications to work as a volunteer or intern.

I understand that to protect persons served by the department, a routine check through law enforcement, license bureaus, agency files and references may be made. I understand that a criminal offense will not automatically exclude me from volunteering or interning in some positions. I understand that if I answered no to the criminal offense question on the front of this application and a record should be obtained, it will prevent me from volunteering or interning for the department regardless of the offense. I understand upon submission of this application it becomes public record.

I understand and agree that all information as it relates to persons served by the department is to be held confidential in compliance with Florida Statutes. All information that should come to my attention and knowledge as privileged and confidential will not be disclosed to anyone other than authorized personnel and that I shall conduct myself in accordance with the departmental security policies. I understand that failure to comply may result in criminal prosecution.

I affirm that all information on this application is true and correct.

_____ / ____ / ____
 Signature Date

FOR OFFICE USE ONLY	
Name of School/Program/College/University Contact Name and Telephone No.	
PCHD Preceptor	Department, Contact Phone No.



Application

Level 2 background screening is required only if an applicant has not received the screening within the year of the application date. If a level 2 background screening has been completed, verification must be submitted by the School/Program/College/University. See Attestation of Background Screening Memorandum.

BACKGROUND SCREENING

1. Have you ever been convicted of or plead no contest to a driving or criminal offense? (circle one) Yes/No

If yes, please explain (include types of offense(s) and date(s):

2. Have you received level 2 background screening within the last year of application date? (circle one) Yes/No

If no, please complete below. If yes, attach an Attestation of Background Screening Memorandum to your application.

3. I, _____, hereby grant permission to the Department of Health to obtain information from local and state law enforcement agencies to help determine my suitability to serve as a student preceptor for the Department of Health. I understand that if the record check shows any violations committed or other information about my background that would indicate unsuitability or a risk; I may not be accepted into the preceptor program at the Department of Health.

Current Mailing Address _____ City _____ State _____ Zip _____

Signature _____ Date ____/____/____



Application

DOH-LEE SERVICES BROCHURE

ENVIRONMENTAL HEALTH (239) 690-2100

- Provides community-wide services designed to protect the health of the community.
- Establishes and monitors preventative measures through education and regulation.
- Environmental health affects the places in which we live, learn, work, and play. Best practices facilitate public places which are safe and free from hazards. This is accomplished by:
 - Monitoring facilities identified by state legislature: public swimming pools; mobile home and recreational vehicle parks; tattoo facilities; indoor tanning facilities; and institutional food preparation in detention centers, jails, adult congregate living facilities, bars, and group homes.
 - Regulating, inspecting and permitting septic systems, septic contracting, septic disposal, temporary toilets, migrant labor housing, and biomedical waste handling and disposal
 - Investigating, foodborne illness complaints, and unsanitary public health conditions.

ENVIRONMENTAL ENGINEERING (239) 274-2200

- Collects samples and analyzes lab results of public drinking water systems to ensure water quality standards are met.
- Conducts sanitary surveys, plan reviews, inspections, sampling, and analysis of lab results of smaller public water systems which include limited use public water systems, and multi-family water systems.
- Ensures health standards are incorporated into the design, and operation of public swimming pools.
- Participates in the Florida Healthy Beaches Program by sampling our beach waters for bacteria and notifying the public of results.
- Participates in State multi-agency coordination efforts with DEP and Fish & Wildlife to notify the public of harmful algal blooms which include red tide and blue-green algae.
- Conducts waterborne disease outbreak investigations.

HEALTH PROMOTION, WELLNESS, AND TOBACCO (239) 461-6100

- Participates in strategic interventions designed to increase healthy habits and decrease unhealthy practices through education, collaboration, and policy initiatives.
- Advances health equity by reducing health disparities of minority populations.
- Screening, counseling and referral services to prevent overdose and substance abuse-related harm.
- Promotes Healthiest Weight Florida programs to improve access to healthy foods and increase opportunities for physical activity aimed at early childcare and education centers, schools, communities and various organizations.
- Through the Bureau of Tobacco Free Florida grant funding, Tobacco-Free Lee Coalition partners with Students Working Against Tobacco to pursue policy initiatives for smoke-free multi-unit housing, tobacco free schools, regulations on point of sale marketing in the retail environment, youth advocacy, and educating on the dangers of electronic vapor products.

PUBLIC HEALTH PREPAREDNESS (239) 332-9501

- Coordinates all-hazards planning and preparedness activities to mitigate, prepare, respond, and recover from public health emergencies that threaten the health and safety of our citizens and visitors.
- Preparedness planner serves as the planning and training liaison between the health department and other emergency response agencies. The planner and staff continually work with health, medical, and disaster response organizations and agencies in preparation for a public health emergency.

EPIDEMIOLOGY / COMMUNICABLE DISEASE CONTROL SERVICES (239) 332-9580

- Conducts case investigations of more than 100 reportable diseases and conditions.
- Collaborates with internal and external partners to identify, investigate and contain disease clusters and outbreaks to prevent further spread of the disease.
- Provides guidance and technical assistance to healthcare professionals, facilities, and other organizations regarding communicable disease prevention, control, and management.

SERVICE LOCATIONS

CLINIC APPOINTMENTS (239) 461-6100

WIC APPOINTMENTS (239) 344-2000

GENERAL INFORMATION (239) 332-9501

Facility	Main Number
Michigan Clinic Michigan WIC 3920 Michigan Avenue Fort Myers, FL 33916	(239) 461-6100 (239) 344-2000
Pondella Clinic Pondella WIC 83 Pondella Road North Fort Myers, FL 33903	(239) 461-6100 (239) 344-2000
Lehigh WIC 5220 Lee Boulevard, Unit 8 Lehigh Acres, FL 33971	(239) 344-2000
Environmental Engineering 60 S. Danley Drive, Unit 1 Fort Myers, FL 33907	(239) 274-2200
Environmental Health 2295 Victoria Avenue Room 206 East Wing Fort Myers, FL 33901	(239) 690-2100



**TO PROTECT, PROMOTE AND IMPROVE
THE HEALTH OF ALL PEOPLE IN
FLORIDA THROUGH INTEGRATED STATE,
COUNTY AND COMMUNITY EFFORTS**



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FAMILY PLANNING (239) 461-6100

- Provides pregnancy testing, sexually transmitted infection testing, gynecological services referral, family planning support, contraception counseling, options counseling, and emergency contraception. Birth control methods provided are intrauterine devices (IUD), implantable rods, vaginal rings, birth control pills, Depo-Provera shot, and condoms. Provisions can be made for those persons desiring permanent contraception such as female sterilization (bilateral tubal ligation) and male sterilization (vasectomy).
- Medicaid Family Planning Waiver Program eligibility is provided for woman who may qualify for free family planning services.
- Presumptive Eligibility for Pregnant Women offers temporary coverage of prenatal care services for pregnant women.

Rx ASSIST PROGRAMS (239) 461-6100

- Prescription assistance programs are available for Lee County residents with diabetes or epilepsy who do not have a medical plan that covers the cost of their prescriptions. These programs are based on income guidelines to determine the individual's eligibility.

WOMEN, INFANTS, CHILDREN (WIC) NUTRITION PROGRAM (239) 344-2000

- Nutrition program for pregnant and breastfeeding women or women who have recently been pregnant, infants & children until age 5.
- Provides the following at no cost:
 - Healthy foods
 - Nutrition education and counseling
 - Breastfeeding support
 - Referrals to health care, immunizations and community services
- To qualify for WIC, you must be income-eligible (total household income ≤ 185% of federal poverty level; or currently receiving Medicaid benefits, Temporary Cash Assistance (TCA), or Food Assistance (SNAP).
- This institution is an equal opportunity provider.

Florida Department of Health in Lee County

WIC BREASTFEEDING WELCOME CENTER (239) 332-9615

- Provides breastfeeding classes as well as individual breastfeeding support free of charge to WIC clients.
- Staffed by International Board Certified Lactation Consultants, Certified Lactation Counselors, and Breastfeeding Peer Counselors.
- Open 5 days a week from 8 am to 5 pm.
- Peer counselor support available by phone nights and weekends until 9pm.
- This institution is an equal opportunity provider.

VITAL STATISTICS (239) 332-9572

- Processes all Lee County birth and death certificates.
- Computerized birth certificates for Florida births are available from the year 1930 through the present.
- Computerized death certificates are available for Florida deaths from the year 2009 through the present. Certificates for Lee County deaths occurring before 2009 can be ordered from the Bureau of Vital Statistics in Jacksonville.
- Certificates for any birth or death occurring in the state of Florida can also be ordered from Jacksonville.

SCHOOL HEALTH Public Schools (239) 332-9653 Private Schools (239) 332-9581

- The School Health program, in collaboration with the local school district, provides basic health services to all public school students Pre-K through 12th grade. The Department of Health in Lee County monitors the program for compliance and delivery of services through monthly reporting, and offers support in the provision of school health services.
- Private school site visits are routinely provided for health screenings, record review, and immunization compliance.

BREAST AND CERVICAL CANCER EARLY DETECTION PROGRAM (239) 332-9535

- No-cost breast and cervical cancer screenings, including mammograms, pap smears, pelvic exams and clinical breast exams, are provided to women who are 50 to 64 years of age, low-income, and uninsured or underinsured.

TUBERCULOSIS (TB) CONTROL REFUGEE HEALTH (239) 461-6100

- Provides testing and treatment for TB.
- Medications and medical follow-up are provided at low or no cost.
- Services are provided to persons with active and inactive (latent) TB.
- Refugees who recently entered the country receive a general health screening provided by a registered nurse.

HEPATITIS PREVENTION AND EDUCATION (239) 461-6100

- Provides testing and vaccinations for hepatitis to those individuals 18 years of age and older who are at increased risk.
- Provides education to the general public and health care providers.

IMMUNIZATIONS (239) 461-6100

- Provides primary prevention of vaccine preventable diseases.
- Regular childhood vaccinations are free for children through 18 years of age.
- Adult and travel vaccines, including flu, pneumonia, and more are provided for a fee.

SEXUALLY TRANSMITTED DISEASES (239) 461-6100

- Offers testing, diagnosis, and treatment to individuals and their sex partners to protect them, as well as their unborn children, from the serious results of undetected or untreated sexually transmitted diseases, including HIV/AIDS.

TEST AND TREAT PROGRAM (239) 461-6100

- Provides immediate linkage to HIV care and initiation of treatment at the time of HIV diagnoses and/or at the time of returning to care after a gap in services.

HIV / AIDS PREVENTION AND EDUCATION (239) 461-6100 / (239) 656-2540

- Free testing at locations in the community - anonymous or confidential - for the HIV virus that causes AIDS.
- Information provided on disease transmission and safer lifestyle behaviors.
- Community programs, including HIV/AIDS prevention and education classes.
- Condoms
- **Pre-Exposure Prophylaxis (PrEP)** - HIV prevention method that HIV-Negative people can take daily to help prevent HIV infection.
- **Non-Occupational Post-Exposure Prophylaxis (nPEP)** - medical intervention designed to prevent HIV infection after exposure to the HIV virus. nPEP must be started within 72 hours after possible exposure.

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