

Prospective Internship Site Profile
Department of Health Education & Behavior

Location: Orlando FL Date: 7/23/2015
City State

Agency: Florida Department of Health, HIV/STD Program, Orange County

Contact: Preston Boyce

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Email: preston.boyce@flhealth.gov 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):

Monday-Friday from 8am-5pm

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): \$0.00

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

N/A

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

N/A

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

Computer skills, Drivers License, HIV/STD prevention knowledge.

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.

Go through FDOH orientation and background check.

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

Review of the CDC employee development guide, review of modules in Partner to Services, HIV/STD pre and post test counseling, Gonorrhea and Chlamydia interviewing, Surveillance activities, confirming treatment from the PMD's office, reviewing medical records, community outreach, HIV/STD screenings, HIV/STD educational presentations, research projects on STD prevention, STD Awareness Month campaign, World AIDS Day campaign, National HIV Testing Day, Organize testing at food pantry, homeless shelters, high risk areas, observing lab tech in the lab setting, shadowing Disease Intervention Specialist in the office and field, attend meetings and trainings if applicable, solicit new partnerships for the STD program, develop promotional items, social media promotions, create monthly surveillance reports, etc.

List any important information about your agency.

Please visit the FDOH website.

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: _____