

## Yale University President's Public Service Fellowship

### Proposal for Fellowship Placement • Summer 2017

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- Organization:  
**Fair Haven Community Health Center**
  - Full street address of organization:  
**374 Grand Avenue, New Haven, CT**
  - Website:  
**<http://fhchc.org/>**
  - Name and title of the Direct Supervisor (*please note: the Direct Supervisor must be available to supervise Fellow on a daily basis*):  
**Camila Rubino, Director of Nursing**
  - Phone number and e-mail address of Direct Supervisor:  
**203-777-7411 ext 5846 c.rubino@fhchc.org**
  - Placement dates (*8-11 weeks between Tuesday, May 30 and Friday, August 11, 2017*):  
**May 30<sup>th</sup>- August 11<sup>th</sup>, 2017**
  - Are placement dates flexible? If so, please describe:  
**Scope of project will require at least 11 weeks**
  - Hours of the program (*placements should be equivalent to full-time*):  
**32hrs/week**
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## Placement Description

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- Organization description (*Mission statement, population served. 150 words or less.*):  
**The mission of FHCHC is to provide comprehensive primary health care, delivered through innovative and alternative systems of health delivery. We serve patients within the New Haven community and nearby areas; Our services include Adult medicine, Pediatrics, Women’s Health, Behavioral Health Services, Dentistry and various specialties, our patient population include family generations and our focus is to provide affordable care at a reduced cost for those most vulnerable in our community**
  - Please write a 1-2 sentence summary of the work that the Fellow would be conducting  
**As we continue to update our systems and access to information, we will like to update our policy manual with evidence based resources and make policies available to all staff via share-point**
  - Please write a complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (*Suggested length: one to two pages.*)  
**Help review clinical work flows, policies and procedures, update content with evidence based resources, reconcile stored documents and special projects such as assisting in the design and implementation of medical, vaccine, pharmaceutical supply inventory tracking systems, and other administrative tasks related to clinical operations.”**
  - Specific skills/experience required for the project (*Please list*):
    1. **Preferred experience in medical field/Biology- Medicine Degree**
    2. **Understanding of how to research evidence based practice resources**
    3. **Preferred experience with Share-point; Power point; Microsoft word, EPIC**
    4. **Preferred bilingual skills**
    5. **Preferred ability to write policies, protocols, clinical workflows according to facility standards**
    6. **Collaborate with various teams, i.e: I.T, Compliance, Clinical Staff to update policies and ensure staff training**
  - Additional requirements (e.g. a car or weekend working hours). If a car is required, please include information regarding parking arrangements and mileage reimbursement):
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**N/A**

- Briefly describe the work that Yale PPSF Fellows have done with your agency in the past and present. If you have not worked with Yale Fellows, please describe any work that Yale students have done with your agency.

**In 2015, Esther Park a YSN student served a 10-week placement at FHCHC. During that time, she very successfully participated in the following:**

- **Workflow assessments**
- **EPIC training of clinical and non-clinical staff**
- **Planning and implementation of the call center program**

**After her internship, she was hired to continue her work in providing training in EPIC and in general nursing**