**SAMPLE 1: Field Practice Opportunity Form (Detailed Project Description)**

*Host organizations can use this template to draft a posting for a field practice opportunity before submitting it via CareerConnect. Tips and comments are on right.*

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| Position Type | Field Practice Opportunity  (MPH Practicum, DrPH Field Immersion) | *You can indicate a preference for specific programs later in the form.* |
| Organization Name | [Your Organization Here] |  |
| Primary Contact | [Preceptor Name ] |  |
| Work Term | Academic Year (September - May) | *Choose the timeframe that most closely fits.* |
| Project Title | Quality Improvement in Pediatric Oncology | *Include enough detail in the title, because it will be in a list for students to click on.* |
| Project Description | The goal of the internship is to provide a group of 2-3 graduate students with the opportunity to study the new patient process at a pediatric oncology hospital in a non-U.S. setting and provide recommendations for improvement by using Lean Management – Six Sigma techniques. Potential global sites include Egypt, Philippines, Mexico or El Salvador.   The students will work closely with the supervisor to: • Apply Lean Management – Six Sigma tools to  - Define the new patient process - Collect data on the new patient process - Study the patient flow - Analyze the process and identify root causes • Use and incorporate our institution’s quality Improvement policies and toolkits • Spend 2-3 weeks at the global site to observe the new patient process and collect data • Design graphic illustrations such as process map, fishbone diagram, SIPOC diagram, dashboard, etc • Assess the impact of waste or inefficiencies on patient outcomes and organizational efficiency • Suggest concrete, measurable and actionable recommendations for improvement • Build a literature database on best practices, case studies and similar projects at hospitals in low- and middle-income countries  Deliverables: - Final report and presentation to the team   The foreign site preceptor will: - Participate in Skype calls with U.S.-based supervisor and students  - Facilitate access to files and data for students - Host student during 2-3 weeks in January; provide translator, work space and administrative support - Introduce students to hospital leadership | *This section is totally flexible. Besides the project description, you can include any information here that would help set expectations, indicate potential special “selling points”, other relevant context, etc. Besides the work itself, consider what else you think a potential applicant should know.*  *This description serves as a starting point for a conversation, so that the project can then be adapted to the student’s skills and interests.*  *This preceptor is open to working with multiple students. They have outlined specific tasks and expectations for the student as well as what the preceptor will provide.*  *The student is able to imagine what kind of work they will be doing.* |
| Number of Openings | 3 |  |
| Team-based Project | Yes | *Team-based refers to whether this project can be done by a team of students. If you do not have the capacity to supervise more than one student, choose “No”.* |
| Thematic Focus | Global Health, Health Management, Lean Management, Operations Management, Quality Improvement, Strategic Planning | *Check all that apply. Please contact us to add another Thematic Focus to the options if needed.* |
| Qualifications | The students are expected to: - Participate in weekly meetings with the Supervisor. Prepare a weekly agenda for the meetings to include progress, deliverables, questions, and ideas - Participate in meetings with other team members and foreign site collaborators  - Create and maintain a shared folder with documents related to the project (DropBox, Google Drive) - Maintain the security and confidentiality of all materials, data, and communication - Spend 2-3 weeks on site at the foreign hospital in January and arrange own travel and housing arrangements |  |
| Location |  | *The default is Nationwide = No, which allows you to show the city.* |
| Time Commitment | 8-10 hours per week prior to travel to global host site, 2-3 weeks full time in January, 8-10 hours per week following site visit | *This section is flexible. For a student taking classes full-time, no more than 8-10 hours per week is recommended.* |
| Stipend/Salary (if any) | Dormitory housing will be available for students in non-U.S. setting | *In this example, although funding is not offered, the host organization has offered a way to offset student expenses. Since the practicum is a degree requirement, compensation is not required. However, students greatly appreciate compensation if you are able to do so.*  [*More information is here*](https://www.hsph.harvard.edu/public-health-practice-resources/for-students/mph-practicum-information/compensation-for-practicum/)*.* |
| Attachment(s) |  | *Attach any relevant materials here, e.g. annual report, article, other background information.* |
| Posting Date | August 25 |  |
| Expiration Date | October 15 | *You will be notified when your posting expires, in case you would like to extend it.* |
| Documents Required | Cover Letter | *We strongly recommend requiring a cover letter.* |
| Display Contact Information to Students | Yes | *If you do not check this box, your contact details will remain private.* |