

Emergency Care Coordination Center

Fall 2015 Policy Internship for Graduate Students



The federal government's emergency care policy home that seeks to strengthen the day-to-day emergency care system so the U.S. is better prepared in times of crisis.

The [Emergency Care Coordination Center \(ECCC\)](#) in the Division of Health System Policy (DHSP), Office of the Assistant Secretary for Preparedness and Response (ASPR), U.S. Department of Health and Human Services (HHS) is seeking a graduate student for an unpaid policy internship position. The ECCC internship program operates under the authority of 5 U.S.C. 3111(b), Acceptance of Volunteer Service.

EMERGENCY CARE COORDINATION CENTER (ECCC) BACKGROUND

- The mission of the ECCC is “to lead the US Government’s efforts to create an emergency care system that is 1) [patient- and community-centered](#), 2) [integrated into the broader healthcare system](#), 3) [high-quality](#), and 4) prepared to respond in times of public health emergencies.”
- The ECCC focuses on a series of activities in the four primary mission areas, as described in the [ASPR Strategic Plan](#).
- The 2006 Institute of Medicine Report on “The Future of Emergency Care” recommended the development of “regionalized, coordinated, and accountable emergency care systems throughout the country.” The report recommended Congress “establish a lead agency for emergency and trauma care...housed in HHS.”
- In response, Homeland Security Presidential Directive-21 (HSPD-21) created an office at HHS to “address the full spectrum of issues that have an impact on care in hospital emergency departments, including the entire continuum of patient care from pre-hospital to disposition from emergency or trauma care,” and the ECCC was chartered in 2009.

INTERN POSITION DUTIES AND RESPONSIBILITIES

- The ECCC intern will assist a multi-disciplinary team of professionals who manage a large portfolio focused in the acute, unscheduled care realm and in the broader healthcare system.
- The intern’s project(s) will be developed collaboratively based on the intern’s areas of interest in the emergency care policy area, and the ECCC’s activities.
- The ECCC intern can expect to acquire general knowledge and understanding of HHS, ASPR, DHSP, and the ECCC activities; conduct policy projects under the guidance of senior HHS staff, and assist the ECCC Director with meaningful projects relevant to their area of interest and level of experience. Interns will be asked to periodically brief the ECCC and DHSP Directors on relevant policy exercises pertaining to the acute, unscheduled care realm and the broader healthcare system.
- Potential duties and responsibilities of the ECCC intern include, but are not limited to:
 - Contributing to emergency care projects of significance to the ECCC (these projects will be assigned based on the student’s area of interest and level of experience, and may include policy papers, research briefs, literature reviews, info-graphics, and policy briefings);
 - Assisting the ECCC team develop reports, briefings, and memorandums on emergency care in the U.S.;

- Developing maintenance and information content for the center's website and other communications outreach documents; and
- Preparing briefing documents for senior HHS officials.

QUALIFICATIONS The ECCC intern must:

- Be enrolled in an accredited graduate school;
- Be able to excel while multi-tasking with an array of deadlines;
- Take initiative, be resourceful, and be able to work on projects in a team environment as well as independently;
- Have exceptional analytical, written, and verbal communication skills;
- Possess exceptional communication skills to assist with communication outreach exercises;
- Be able to develop and implement projects effectively; and
- Have a concrete understanding of acute, unscheduled care in the U.S.
- Be at least 16 years old
- Be a U.S. citizen, or national, or lawfully admitted to the U.S. as a permanent resident or otherwise authorized to be employed (as evidenced by documents proving citizenship). Non-citizens may participate in the SVSP provided that:
 - The student is lawfully admitted to the U.S. as a permanent resident or otherwise authorized to be employed,
 - Be in good academic standing as determined by the academic institution,
 - Meet personnel suitability, background/investigative, and physical requirements,
 - Meet VISA requirements, if a non-citizen, and
 - Meet qualifications specified by the ECCC

GENERAL INFORMATION ABOUT THE ECCC POLICY INTERNSHIP

- The ECCC is in the Thomas P. O'Neill Building (200 C Street, SW, Washington, DC 20024).
- Graduate students are able to apply for the ECCC's policy internship applications on a rolling basis, and the timeline for each student's internship will be developed in concert with the student, the ECCC, and the student's respective graduate program.
- Graduate student interns are expected to work full-time (40 hours/week), part-time, or remotely for the tenure of their ECCC internship. This will be determined based on the student's availability and needs of the ECCC during the internship tenure.

HOW TO APPLY FOR THE INTERNSHIP

- Email the following items to ECCC@hhs.gov by **August 5, 2015** for the ECCC's Fall 2015 policy internship (missing portions of the application will result in elimination):
 - Resume/CV;
 - Cover letter;
 - Unofficial transcript from current school of education (scan and email);
 - Writing sample under 2 pages (this can be taken in part from a school paper, or be a proposal for a potential project the student could work on during the internship); and
 - Contact information for two references (name, position, company/organization, phone number, and email address).
- Applicants are expected to participate in an interview prior to selection.
- Questions/concerns for the ECCC internship program can be directed to ECCC@hhs.gov.
- The intern's academic institution must complete a Student Volunteer Service Program Agreement before the student begins volunteer assignment.

NOTE: These internship opportunities will be extended to selected students on a rolling basis.