



<b>Internship Title:</b> Healthcare Safety Education Intern		<b>Preceptor Name, Title:</b> Lauren Wheat, Program Specialist III; Connie Valenzuela, Training Team Lead	
<b>Location (City/Region):</b> Virtual	<b>Division, Program:</b> Office of the Chief State Epidemiologist, Healthcare Safety Unit		<b>In Person:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Fully
<b>Brief Description</b>			
Under the supervision of the Healthcare Safety Unit Training Team, the intern will assist in the development of two infection control educational resources (formats may include: videos, infographics, interactive tools to test infection control knowledge). The intern may also contribute to the Healthcare Safety Unit’s annual conference planning and execution. This includes but is not limited to coordinating conference volunteers and moderators, as well as various other responsibilities. Position will work remotely with the option to be in-person, in Austin, Texas, May 5-8, 2026, for the conference.			
<b>Hours/Week:</b> <input type="checkbox"/> 5 – 10 <input checked="" type="checkbox"/> 10 – 15 <input type="checkbox"/> 15 - 20 <input type="checkbox"/> Variable		<b>Preferred Academic Level:</b> <input type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input checked="" type="checkbox"/> No Preference	

**Disciplines**

<input type="checkbox"/> Research/Data Analytics	<input type="checkbox"/> Epidemiology	<input checked="" type="checkbox"/> Health Promotion
<input checked="" type="checkbox"/> Communication/Marketing	<input type="checkbox"/> Program Evaluation	<input type="checkbox"/> Health Administration
<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Biostatistics	
<input type="checkbox"/> Policy Analysis and Development	<input checked="" type="checkbox"/> Other: Program/Event Planning	

**Internship Details**

<b>Intern Activities</b>
<ul style="list-style-type: none"> <li>• Create educational resources for healthcare/public health workers- this includes but is not limited to reviewing learning needs assessment results to identify infection control topics of greatest interest, deciding on resource format (e.g., pre-recorded training videos, PowerPoint presentations, infographics), ensuring products created follow Healthcare Safety Unit guidelines, and incorporating CDC Project Firstline materials.</li> <li>• Coordinate volunteer assignments and duties- this includes but is not limited to identifying volunteer roles needed for a successful conference, separating in-</li> </ul>

person and virtual responsibilities, ensuring responsibilities are evenly distributed, emailing volunteers, creating backup plans as needed, etc.

- Create moderator scripts and coordinate assignments- this includes but is not limited to collecting/editing biographical speaker information, ensuring compliance with DSHS Continuing Education Office, detailing time-relevant instructions (lunch, breaks, end of day) in scripts, ensuring responsibilities are evenly distributed, emailing moderators, creating backup plans as needed, etc.
- Assist with other Healthcare Safety Conference planning and tasks, as needed.

### Intern Deliverables

- Two (2) infection control educational resources for healthcare workers.
- A system (Excel workbook or alternate application) to track volunteers, moderators, and associated responsibilities.

As part of an end-of-semester celebration of the interns, the intern will give a brief PowerPoint or poster presentation of their project and experience to an audience of DSHS staff and university partners.

### Applicant Qualifications

<b>Required</b>	<b>Skill</b>
	<input checked="" type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Word</li> <li><input checked="" type="checkbox"/> Excel</li> <li><input checked="" type="checkbox"/> PowerPoint</li> </ul>
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input type="checkbox"/> Other software applications
	Academic Level Undergraduate or graduate.
Any other skills required (soft or technical) Detail-oriented and self-motivated, excellent organizational skills, excellent email etiquette.	
<b>Preferred</b>	<b>Skill</b>
	<input type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <li><input type="checkbox"/> Word</li> <li><input type="checkbox"/> Excel</li> <li><input type="checkbox"/> PowerPoint</li> </ul>
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input type="checkbox"/> Other software applications Click or tap here to enter text.
	Academic Level Click or tap here to enter text.
Any other skills required (soft or technical) Previous event planning experience.	

### Application Instructions

Qualified and interested applicants must complete and submit the following items on the Survey Monkey [application](#):

<input checked="" type="checkbox"/> Survey Monkey Application	<input checked="" type="checkbox"/> Letter of Interest	<input type="checkbox"/> Other documents: Click or tap here to enter text.
<input checked="" type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	

### Contact Information for Inquiries

<b>Contact Name and Information</b>	Name: Lauren Wheat Credentials: BS, a-IPC Title: Program Specialist III Email: HSUTraining@dshs.texas.gov
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