

Dear ERC Director:

The Occupational Safety and Health Administration (OSHA) is soliciting applications from eligible graduate nurse students for the *2005 OSHA Occupational Health Nurse Internship*. The internship is designed for registered professional nurses pursuing a graduate degree in occupational health or related fields. The internship blends current OSHA projects and issues with the theoretical bases of the intern's academic study into a practical occupational safety and health experience at the national level. Selected interns will be assigned to the Office of Occupational Health Nursing (OOHN) in the National Office, Washington, D.C. and precepted by OOHN staff. It is expected that a faculty member will sponsor the internship applicant(s) by assisting them in the application process, and providing a post-internship evaluation.

Applicants will compete against other candidates to fill multiple full-time (40 hours/week), eight-week rotations (320 total hours). Applicants are rated on academic status, professional presentation, qualifications and experience, and demonstrated technical writing skills. The *Instructions to the Applicant* outlines the application process. The *Application Form OF-612*, the *Program Outline*, and the *Letter of Intent* provide other important information for the applicant. Minor changes to the *Letter of Intent*, designed to meet specific university needs, are acceptable. The *Letter* must be properly endorsed prior to submission, and must accompany the candidate's application package. Failure to include a student-university signed *Letter of Intent* may eliminate the candidate from the competition. Each applicant must complete and forward all necessary application documents to the attention of Elise Handelman, Director, Office of Occupational Health Nursing. **All applications for all rotations must be postmarked no later than December 3, 2004.**

Applicants must indicate their choice of rotation period in their application letter by **choosing** from the three predetermined internship periods, or **proposing** any consecutive eight-week period which does not overlap the three predetermined internship periods. These predetermined 2005 internship periods are:

- Rotation Period 1: March 14 – May 6
- Rotation Period 2: May 6 – July 8
- Rotation Period 3: July 18 – September 9

OSHA does not directly compensate the intern. Compensation is through the intern's academic institution, who must bill OSHA according to their established process. Payment should occur approximately six weeks after billing receipt by OSHA. A stipend of approximately \$7,700 will be disbursed to the academic institution to defray the student-intern's expenses while working the internship. These monies are the only source of compensation the intern should expect to receive for and during the internship.

We are delighted to be able to offer this educational partnership to your graduate nurse students and encourage them to apply for this rewarding internship program. Questions should be directed to the OOHN at (202) 693-2120.

Sincerely,

Ruth McCully, Director  
Directorate of Science, Technology, and Medicine

Enclosure:

1. Instructions to the Applicants
2. Application Form OF-612
3. Program Outline
4. Letter of Intent

## **Instructions to Applicant OSHA Nurse Internship**

**Submit a complete application package** consisting of the following documents. Include a unique identifier as a header on every page of each document submitted. Failure to include any of these elements from the application package may eliminate the candidate from successfully competing for an intern position. **The complete application package must be postmarked no later than December 3, 2004.** Question concerning this application process should be addressed to the Office of Occupational Health Nursing (OOHN) at (202) 693-2120.

1. An application for federal employment. This can be in the form of an OF-612, *Optional Application for Federal Employment*, **OR** a *resume* that includes at a minimum the information contained in the OF-612 (Including #18, applicant certification.) Unless indicated, all items on the OF-612 must be completed.

Print "Nurse Intern Program" in item #1

Omit items #2 and #3

Expand item #8 to include at a minimum the past 5 years work experiences

Omit items #15 - #17

2. A letter of support from the director of your academic program, or the person responsible for your academic specialty. The letter should include:
  - a) Name and address of faculty advisor if different from the program director.
  - b) Full title of your program of study.
  - c) Confirmation of your good academic standing.
  - d) Documentation of the percentage of required academic credits you will have completed before starting the internship. (You must have completed at least 50% of the course requirements to be considered for the internship).
  - e) A statement of faculty support for your application. This statement should include an assessment of your skills and abilities, e.g., technical writing abilities, oral and written communications skills; ability to conceptualize and to work dependently/ independently; team work skills, etc.
3. Copies of the following items:
  - a) List of graduate courses that will be completed by the start of the first predetermined internship rotation period.
  - b) Current nursing license. If your state prohibits the photocopying of the license, indicate this in your narrative and provide the licensure verification procedure.
  - c) If a board certified occupational health nurse, a copy of your certification. Indicate and submit copies of any other national certifications you hold.
4. A personal narrative addressing the following items.
  - ? Full title of your program of study.
  - ? Describe how you meet the eligibility criteria. Specify Option I or Option II.

- ? Indicate first and second choice of rotation periods for which you are applying. If you are proposing an alternative internship period, be sure that the time period is a consecutive eight week period which does not overlap any of the predetermined rotation periods.
  - ? Considering the objectives of the internship program, explain why you have selected the OSHA nurse internship rather than other educational options.
  - ? Describe the expertise and experience in occupational health and safety you bring to the internship relative to OSHA activities, e.g. work experience, formal education, research.
  - ? Describe relevant OSHA experiences you have had, either in the past or at present.
  - ? Interns are assigned to projects based on the combination of the intern's skills and abilities, and Agency needs. The OOHN makes every effort to assign each intern a project of current value to the Agency and of educational-professional growth value to the student. Indicate potential areas of project interest.
  - ? Describe your professional and personal objectives for the internship. These objectives should be specific and measurable. Include a description of how you will use the information gained from the overall internship experience.
  - ? Applicants may be requested to participate in a telephone interview with the Director and other OOHN staff members. Indicate your contact information and availability for such an interview.
5. A technical writing sample written during your graduate study. The sample does not need to be written specifically for this application, but can be a document written for graduate school purposes. However, the sample document should be no older than three years, a maximum of 10-double-spaced pages with one-inch margins all-round; font should be Times New Roman, 12 pitch.
  6. The completed *Letter of Intent* signed by you and the appropriate university representative.

Mail all elements of the application to: Elise Handelman, Director  
 Office of Occupational Health Nursing  
 U.S. Department of Labor - OSHA  
 Directorate of Science, Technology, and Medicine  
 Room N-4618  
 200 Constitution Avenue, N.W.  
 Washington, D.C. 20210

## **Occupational Health Nurse Internship at OSHA Program Outline**

**Mission:** The OSHA Occupational Health Nurse Internship facilitates a professional relationship between the graduate Occupational Health Nurse (OHN) student and the Occupational Safety and Health Administration (OSHA) representatives through research opportunities and educational experiences in the field of worker safety and health. These activities will promote integration of occupational health theory with professional practice.

### **Program Objectives:**

1. To synthesize the student's learning needs with specific, contemporary activities at OSHA.
2. To analyze an occupational health and/or safety concern in collaboration with OSHA's allied professionals.
3. To construct an innovative nursing approach to an occupational health and/or safety concern.
4. To explore the role of the OHN in OSHA's complex regulatory activities at the federal level.

### **Activities:**

During the Internship, the nurse student may be involved in any or all of the following activities:

- \* Receive a general orientation to OSHA, including introduction to various Directorates and their staff.
- \* Observe compliance activities through worksite visits with experienced OSHA inspectors.
- \* Participate in current regulatory process activities relating to occupational safety and health.
- \* Attend congressional and/or public hearings related to current agency activities.

## **Eligibility Requirements**

### **Applicants must:**

1. Be a registered professional nurse with current licensure
2. **Option I:**
  - a) Be a student in good standing in a graduate occupational health nursing program or public health program with an occupational health focus. The courses of study should include relevant topics (e.g., epidemiology, toxicology, industrial hygiene principles, occupational and environmental health, biostatistics, occupational health nursing).
  - b) Have at least 6 months experience in occupational health nursing or related field.

### **Option II:**

- a) Be a student in good standing in a graduate nursing program.
  - b) Have at least 5 years experience in occupational health nursing, safety or industrial hygiene.
  - c) Hold board certification in occupational health nursing.
3. Have completed 50 percent of the required credit hours toward completion of the program of study by the start of the internship.
  4. Provide clearly defined educational and personal objectives compatible with contemporary OSHA activities.

### **Application Procedures:**

1. The student must complete all items listed in *Instructions to Applicants*.
2. All application package items must be received in the Office of Occupational Health Nursing by the stated deadline.
3. If determined necessary, the student must participate in a telephone interview with the Office of Occupational Health Nursing Director, the preceptor and other OSHA staff.
4. The properly endorsed *Letter of Intent*, signed by the appropriate university representative and the student, must accompany the application.

### **Selection Process:**

1. The Agency will select students without regard to race, color, gender, religion, national origin, lawful political affiliation, physical handicap, marital status, or age.
2. Staff from the Office of Occupational Health Nursing will review all applications. A numerical system will be used to rank candidates against documented selection criteria. In the event that two or more applicants have closely matching scores, a panel of occupational health nursing experts in the community will evaluate their applications and rank them.
3. Candidates recommended for selection will be referred to OSHA's Director, Directorate of Science, Technology and Medicine, for appointment.
4. Final selection will be made based upon Agency need and funding.
5. Candidates will be notified in writing of the outcome.
6. The Director of Science, Technology, and Medicine, or their designee will sign the original *Letter of Intent*. A copy of the signed original *Letter of Intent* will be forwarded, one each, to the university and the student.

### **Performance Criteria:**

During the internship, the intern will:

1. Complete a statement of personal and professional objectives for the internship.
2. Complete a jointly selected project(s) of significance to OSHA and the student=s needs.
3. Participate in the evaluation of the internship. At a minimum, this will include a written mid-point, and final evaluation.
4. Demonstrate ethical and professional behavior.
5. Abide by the regulations established for employees and documented in *How to Keep Out of Trouble: A Summary of Ethics Rules for DOL Employees*.

At the completion of the internship, the participant is expected to be able to:

1. Articulate OSHA's mission and the role of the Office of Occupational Health Nursing in that mission.
2. Describe the primary activities of OSHA.
3. Describe the functions of the OSHA Directorates (Evaluation and Analysis; Standards and Guidance; Administrative Programs; Cooperative and State Programs; Science, Technology, and Medicine; Enforcement Programs; Construction; and Information Technology).



Washington, D.C. metropolitan area for purposes of performing OSHA-related assignments, OSHA will pay normal government travel and per-diem rates. Such travel will be authorized in advance by OSHA.

OSHA will pay the university six weeks after being billed for services. Bills may be submitted on a monthly basis or after the internship is completed. Submit bills to:

U.S. Department of Labor - OSHA  
Office of Financial Management  
200 Constitution Avenue, NW  
Room N-3419  
Washington, DC 20210  
Attention: Karen Bachman

6. Performance Criteria

Ethical and professional behavior is expected throughout the internship. The intern must abide by the regulations that have been established for employees and documented in the publication *How to Keep Out of Trouble: A Summary of Ethics Rules for DOL Employees* which refers to *Standards of Ethical Conduct for Employees of the Executive Branch* (Part I of executive Order 12674 and 5 CFR part 2635 regulation) [http://www.dol.gov/dol/\\_sec/public/regs/fedreg/final/main.htm](http://www.dol.gov/dol/_sec/public/regs/fedreg/final/main.htm)

Students will be expected to complete specific objectives, produce a product by the end of the internship, and assist in evaluation of the program.

7. Clinical Practice

Because of licensing requirements and lack of professional liability for malpractice coverage, the interns are not permitted to practice clinical nursing or provide direct patient care during the internship rotation.

8. Insurance

Interns are expected to maintain their own health and accident insurance.

9. Benefits

A Nurse Intern is not a Federal employee. Service is not credible for leave accrual or any other Federal employee benefit.

10. Modification Amendment or Termination of Agreement

This agreement may be altered, revised or amended from time to time by written agreement of the parties. This agreement will remain in effect until terminated at the request of either party with prior written notice of at least 14 calendar days.

Approved by:

\_\_\_\_\_ For University of \_\_\_\_\_,  
(Signature)

\_\_\_\_\_ (Date)  
(Name - Please Print)

\_\_\_\_\_ Student  
(Signature)

\_\_\_\_\_ (Date)  
(Name - Please Print)

\_\_\_\_\_ Director of Science, Technology, and Medicine  
(Signature) Occupational Safety and Health Administration

\_\_\_\_\_ (Date)  
(Name - Please Print)

# OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

<b>1</b> Job title in announcement	<b>2</b> Grade(s) applying for	<b>3</b> Announcement number
<b>4</b> Last name	First and middle names	<b>5</b> Social Security Number
<b>6</b> Mailing address		<b>7</b> Phone numbers (include area code) Daytime ( ) Evening ( )
City	State ZIP Code	

## WORK EXPERIENCE

**8** Describe your paid and nonpaid work experience related to the job for which you are applying. Do not attach job descriptions.

**1)** Job title (if Federal, include series and grade)

From (MM/YY)	To (MM/YY)	Salary	per	Hours per week
		\$		
Employer's name and address				Supervisor's name and phone number
Describe your duties and accomplishments				

**2)** Job title (if Federal, include series and grade)

From (MM/YY)	To (MM/YY)	Salary	per	Hours per week
		\$		
Employer's name and address				Supervisor's name and phone number
Describe your duties and accomplishments				

9 May we contact your current supervisor?

YES  NO  ► If we need to contact your current supervisor before making an offer, we will contact you first.

**EDUCATION**

10 Mark highest level completed. Some HS  HS/GED  Associate  Bachelor  Master  Doctoral

11 Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

12 College and universities attended. Do not attach a copy of your transcript unless requested.

1)	Name	Total Credits Earned		Major(s)	Degree - Year (if any) Received
		Semester	Quarter		
	City State ZIP Code				
2)					
3)					

**OTHER QUALIFICATIONS**

13 Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.) Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking and performance awards). Give dates but do not send documents unless requested.

**GENERAL**

14 Are you a U.S. citizen? YES  NO  ► Give the country of your citizenship. \_\_\_\_\_

15 Do you claim veterans' preference? NO  YES  ► Mark your claim of 5 or 10 points below.

5 points  ► Attach your DD 214 or other proof. 10 points  ► Attach an Application for 10-point Veterans' Preference (SF 15) and proof required.

16 Were you ever a Federal civilian employee? NO  YES  ► For highest civilian grade give: Series Grade From (MM/YY) To (MM/YY)

17 Are you eligible for reinstatement based on career or career-conditional Federal status? NO  YES  ► If requested, attach SF 50 proof.

**APPLICANT CERTIFICATION**

18 I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE

DATE SIGNED