

**Sample Scope of Work**  
**Department of Homeland Security/ Office of Health Affairs/ Office of Medical Readiness**  
**Volunteer Scholars Program – Proposed Scope of Work**  
**“Name of Student”**  
**January 5 – January 30, 2009**  
**Advised by Dr. John Smith**

**Personal and Professional Goals:**

The Office of Health Affairs (OHA) serves as the Department of Homeland Security's principal agent for all medical and health matters. The Office of Medical Readiness leads the Department's engagement with the Federal inter-agency on health and medical issues, ensuring that preparedness and response activities are coordinated in accordance with the National Response Framework. Given the relatively new nature of OHA, my goals are to:

- Gain an understanding of the current functions of OHA in the context of larger homeland security perspective and operations
- Gain an understanding of the current functions throughout all Divisions of the Medical Readiness Office and how this Office communicates and collaborates across the Federal inter-agency
- Understand what cooperation exists between OHA and the larger community to include state and Federal entities, tribes, the private sector, nongovernmental partners, and international agencies during an emergency situation or catastrophic event
- Gain networking skills and develop strong relationships throughout the homeland security and medical readiness community
- Become familiar with the National Response Framework (NRF) and understand how it is used in the context of preparing for and providing a unified national response to disasters and emergencies
- Learn about and participate in a meaningful way to the development of long-term medical readiness plans, policies, and procedures
- Gain research experience regarding technical advances in medical readiness and medical preparedness in an effort to contribute to improving first responder action in the case of catastrophic incidents
- Develop basic institutional knowledge of Federal processes, procedures, regulations, and operations
- Attend the \_\_\_\_\_ Meeting/Conference/Lecture specific to \_\_\_\_\_

**Proposed Final Deliverable:**

Final deliverable will include a 10-15 page research paper (published or unpublished) containing a minimum of 15 scholarly references specific to the recent development of new technologies used to facilitate medical first responder preparedness and readiness. The research paper will be accompanied by a 15-20 minute presentation of new research findings to all OHA staff.

**Deliverable Timeline:**

Week 1 – Determine resources available to conduct research on technological developments in the areas of medical readiness and first responder preparedness. Begin preliminary research.

Week 2 – Conduct and complete research tapping into most recent developments, trends, and findings regarding new technology as it relates to medical readiness.

Week 3 – Complete outline of research paper and obtain feedback and final approval of outline by Advisor. Begin development of 10-15 page research paper.

Week 4 – Complete development of 10-15 page research paper and obtain final approval of the document by Advisor. Develop 15-20 minute presentation of research findings and schedule presentation for last day of Volunteer period.

**Benefits to the Office of Health Affairs:**

I have three years of academic experience in the field of medical technologies. Throughout my volunteer period with the Office of Health Affairs, I will leverage this academic and research experience as well as resources available to me, to contribute to knowledge of new trends in technology in the areas of medical first responder readiness and preparedness. I will also leverage my experience to develop a research paper further contributing to this area. I will contribute to enhancing the relationship between my university program and the Office of Health Affairs by acting as a liaison between my OHA Advisor and university professors, thereby enhancing the organizational image of OHA. Upon graduating from my program next year, I will leverage the knowledge gained in a new position I hope to attain within DHS.

**Benefits to the Scholar (me):**

I will have the opportunity to apply my academic research and experiences to contribute to real-world trends in medical readiness strategy, technology, and operational plans, policies, and procedures. I will have an opportunity to explore the Federal work environment and gain an understanding of related institutional knowledge. I will gain excellent networking skills and develop relationships at the Office of Health Affairs and throughout the public and private sector medical readiness community. I will understand what type of nation-wide and international communication and collaboration efforts exist during an emergency situation or catastrophic event, and gain an understanding of the NRF. I will have the opportunity to leverage this professional opportunity when I search for a Federal position upon graduating from my program next year.