

HEALTH EDUCATION PROGRAM PLANNER

STUDY GUIDE

If after reading this study guide you have questions about the Health Education Program Planner exam, please call Matt Wonderly at (614) 645-7523.

Health Education Program Planners are employed in various sections within the Columbus Health Department, such as Environmental Health, Cardiovascular Health, Immunizations, and Sexually Transmitted Diseases. Employees in this classification are responsible for planning, organizing, and implementing public health programs and promotions. Health Education Program Planners are responsible for presenting health programs and promotions to specific groups of people.

Test Structure

For the Health Education Program Planner examination, there will be a Written Work Sample only, worth 100% of the total score.

Written Work Sample

The Written Work Sample will evaluate you on three main skill sets: *Planning and Organizing*, *Information Analysis*, and *Written Communication*.

Planning and Organizing is the ability to establish an appropriate course of action to accomplish a specific goal; to organize and utilize the available staff and material resources to maximum benefit; to set priorities and coordinate or schedule tasks or events in a logical manner; to anticipate problems, take steps to alleviate problems, and be proactive.

Information Analysis is the ability to separate relevant from irrelevant information; to determine the suitability of information; to conduct investigations, surveys, opinion polls, or other research to gather necessary information; to review and evaluate information based on program goals and objectives; to make logical conclusions from information obtained from programs; to identify problems and develop alternative solutions to those problems.

Written Communication is the ability to express thoughts in writing in an organized, clear, and logical manner; to use appropriate vocabulary, grammar, and sentence structure.

For this examination you will be given a list of health-related topics upon which the written work sample will be based, and asked to complete the work sample as if you were in the classification, performing the actual work of a Health Education Program Planner.

The following are examples of typical programs or promotions for which Health Education Program Planners may be responsible. This is the list of topics that will be included on the list supplied to you on the day of the written examination. You will only be allowed to choose one topic from that list for the subject of your written work sample.

1. HEALTHY HOME ENVIRONMENTS
2. SEXUAL HEALTH PROMOTION
3. HEALTHY EATING
4. TOBACCO PREVENTION
5. CARDIOVASCULAR HEALTH
6. INCREASING PHYSICAL ACTIVITY IN CHILDREN
7. FOOD SAFETY
8. CHILDHOOD IMMUNIZATIONS
9. COLLABORATIVE NEIGHBORHOOD CLEANUP
10. INJURY PREVENTION
11. SUBSTANCE ABUSE PREVENTION
12. EMERGENCY PREPAREDNESS
13. DIVERSITY AND INCLUSION
14. COMMUNITY HEALTH
15. INFANT MORTALITY

In preparation for this test, you are encouraged to think through one of these topics.

During the exam, you will not be given access to the internet or reference materials, nor are you permitted to bring in any notes or materials. You are not expected to provide highly detailed information about reference materials, statistics, etc., that require detailed research. However, broad, generalized statements will not receive full credit. For example, stating “My program will be directed at school age children” is a broad statement given the fact that the range of school age children is from kindergarten through twelfth grade.