

CDC IMS Response Rotation Assignment Sheet CDC IMS Ebola Epidemiology Team - EOC

Filled by: TBD

Reports to: CDC IMS Ebola Epidemiology Team Lead

Time Frame: up to 60 days (To be determined)

Mission: To support the Incident Manager, Deputy Incident Manager and Team Lead in country with IMS leadership and management actions as assigned. *The CDC IMS EBOLA Epidemiology Team Member* will report to the EOC to support both Domestic and International activities, in support of CDC's and others' efforts to reduce Ebola morbidity and mortality. These activities are the critical element in preventing onward transmission of Ebola, and also improving responders' understanding of the outbreak.

Epi Team Structure:

- International Surveillance
- Epidemiology Studies/Protocol Development
- Domestic Clinical Inquiries
- Technical Assistance for CDC Employee Active Monitoring
- International Activities/Contact Tracing
- Informatics
- Domestic Outbreak Investigations (Epi-Aid; as needed)
- At-Risk Populations
- Human-Animal Interface
- Operations

Roles/Responsibilities:

Lead for Domestic Activities:

Provide supervision for Domestic Clinical Inquiries Unit, including:

- Overseeing development and revision of Domestic Clinical Inquiries protocols and orientation/training materials
- Coordinating Domestic Clinical Inquiries activities with other EOC groups
- Leading communication regarding Domestic Clinical Inquiries with Task Force and IM leadership
- Coordinate with ASPR on after action activities related to PUIs and preparedness
- Collaborating with Domestic Clinical Inquiries Unit Lead on strategies for staffing
- Available for home call (including nights/ weekends) to support clinician staff

Coordinate and collaborate on activities related to assessment, monitoring, and evaluation of CDC employees returning from Ebola assignments, including:

- Develop and revise protocols for management of CDC employees returning from Ebola assignments

- Provide supervision to CDC employee active monitoring unit, including development of protocols and plans for data management
- Collaborate closely with Occupational Health Clinic on issues related to risk assessment of returning staff and evaluation of returned staff who develop fever or symptoms
- Coordinate reporting of risk assessment and active monitoring to IM leadership
- Recruit staff to work with Occupational Health Clinic on these issues

Collaborate with Deployment Risk Mitigation Unit, International Task Force, and OSSAM on activities related to mental health of staff returning from Ebola assignments:

- Work with stakeholders to identify problems, develop potential solutions, and put those solutions into practice

Lead, Domestic Clinical Inquiries:

- Develop and revise Domestic Clinical Inquiries protocols and orientation/training materials
- Train and supervise Domestic Clinical Inquiries Clinicians and Data Manager
- Coordinate with other EOC response teams and leaders to anticipate and respond to domestic issues in order to ensure prompt notification and reporting of all domestic Persons Under Investigation (PUIs) for Ebola
- Available for home call (including nights/ weekends) to support clinician staff

Clinician, Domestic Clinical Inquiries:

- Respond to calls from health departments and clinicians about persons under investigation for Ebola in the United States
- Assess clinical status and epidemiological risk factors and coordinate any CDC response that may be warranted (e.g., Ebola testing, infection control precautions, clinical workup, movement and monitoring guidance, etc.)
- Document clinical summaries and notify CDC and HHS leadership when needed
- Work a mixture of day/evening/night shifts (4-6 shifts per week)

Data Manager/Admin, Domestic Clinical Inquiries

- Provide support for PUI (Person Under Investigation) database (EpiInfo and/or MRInterview platform)
 - Ongoing review of clinical inquiry data for data quality/data cleaning issues
 - Work with staff members and technical support (EpiInfo) to troubleshoot data entry
- Prepare slides daily (Sunday through Thursday) for IM update to be provided to Task Force Lead
- Respond to data requests in conjunction with Lead
- Schedule weekly shifts for clinical inquiries team by Friday before work week

CDC Employee Active Monitoring:

- Contact and interview CDC employees returning from Ebola assignments in Ebola-affected countries to initiate and enroll in 21-day active monitoring system

- Daily monitoring of IMS Employee Active Monitoring email inbox to record temperatures (am/pm) and reported symptoms
- Actively follow-up with employees who do not report daily to the email inbox
- If employee reports increase in temperature or listed symptom, report to CDC Employee Active Monitoring team lead for immediate follow-up
- Daily monitoring and interview activities also occur on weekends and holidays, but only for a few hours (can be done from home with approval from CDC Employee Active Monitoring team lead)

As time permits, extended activities may include:

- Other duties as assigned
- Work on additional priority desks in the EOC, as needed

Travel Requirements:

- As needed

Duty Location: Roybal Campus - EOC (Bldg 21) or other Roybal buildings where teams are located

Language requirements:

- None

Training, Education, and Certification Requirements:

- EOC Orientation
- EOC 101
- Responder Readiness Program Tier Level III completion
 - <http://intranet.cdc.gov/od/hcrmo/CDCU/schools/soper/soper.shtml>
- Attend Train-the-Trainer one-day training on Epi-Info VHF module, field operations, Ebola virology and epidemiology, outbreak updates, roles and responsibilities.
- Attend the mandatory Pre-Deployment Briefing

Knowledge, Skills, Abilities, and Experience:

- Knowledge of CDC mission and organizational structure
- Ability to read, analyze, and interpret data
- Microsoft Office: Outlook, Word, Excel, Power point
- Interpersonal communication: telephone, email and business etiquette
- Excellent organizational, management, oral, and written skills
- Fluency in English is required Ability to work as a team member or independently
- Ability to liaise and coordinate with international partner organizations
- Ability to analyze epidemiological data and make recommendations based upon results.
- Skilled in Microsoft Access for data management
- Able to program in Stata, SAS.

- Ability to multitask in emergency situations.
- Customer service skills and experience
- International experience in public health
- Experience in the following may be helpful:
 - International public health
 - Communicable disease surveillance (active and passive)
 - Outbreak and case investigations

Special Notes: None

Employment. Participation in an IMS rotation assignment is not an offer of future employment. IMS rotation assignments are temporary in nature, i.e., they have an agreed upon start and end date. Temporary extensions may be granted by responder supervisors. However, upon completion of a rotation assignment, responding staff are expected to return to their official organization of record.

Training. Responding staff are expected to be ready to perform agreed upon rotation assignment duties when they arrive. All rotation assignment-related training should be completed prior to reporting for an IMS assignment and should not interfere with performance of agreed upon IMS duties. Unless specifically identified as a training requirement in this agreement, additional specialized training will not be provided.

Teleworking. All rotation assignments require physical presence of staff in response facilities.

Office Space: Workspace, computer, and telephone will be assigned by the assigned CDC IMS functional team.

Official Supervisor: Official supervisor remains unchanged throughout the rotation assignment. All Time and Attendance and other administrative actions are processed through the official supervisor of record.

Salary and Benefits: Salary and benefits for the first 30 days of each responder's rotation is paid for by the official office of record. Anything beyond 30 days must be negotiated by all parties and kept within federal regulations. Note: All response participants must log participation time in Time Tracker for accurate accounting records.