

**CDC IMS Response Rotation Assignment Sheet
CDC IMS Ebola Laboratorian**

Filled by: TBD

Reports to: TBD

Time Frame: 90 Days (TBD)

Mission: The mission of the Laboratory Team is to ensure comprehensive laboratory support during CDC's response to the 2014 Ebola public health emergency.

Roles/Responsibilities:

Immediate

- Ensure comprehensive laboratory support
- Develop, and distribute testing algorithms and guidelines for biologic disease agents and chemical/environmental health hazards
- Coordinate specimen receipt, accessioning, testing and reporting
- Be responsible for providing laboratory-related Request for Assistance (RFA) / Request for Information (RFI)
- Coordinate all transportation of specimens with State EMA/DOH/ and international Labs
- Be responsible for tracking the status of specimens and obtaining result reports
- Log in to Time Tracker daily as Scientific Response Section team.

As time permits, extended activities may include:

- Coordinate assessment of laboratory capacity in affected areas
- Provide guidance for proper packaging and shipping of infectious samples and diagnostic specimens
- Prepare daily reports of all team activities
- Provide subject matter laboratory expertise for the identification of diseases
- Provide laboratory subject matter expertise for the identification of various biological chemical and environmental hazards
- Provide specialized reagents, test kits and general laboratory supplies
- Ensure objectives of the Incident Action Plan (IAP) are met
- Coordinate with Liaison Office (LNO) for all State LRN Labs
- Provide technical assistance to local and/or state public health labs for event-specific operations
- Coordinate activities of multi-disciplinary laboratory field teams
- Serve as consolidated data-collection point for laboratory information received in DEOC

Travel: Not required.

Training, Education, and Certification Requirements:

- EOC Orientation
- EOC 101
- Responder Readiness Program Tier Level II completion
<http://intranet.cdc.gov/od/hcrmo/CDCU/schools/soper/soper.shtml>
- Medical or nursing training (preferred) or PhD, DVM with an appropriate clinical background

Knowledge, Skills, Abilities, and Experience:

- Field diagnostic experience and EIS training, or equivalent experience
- Intimate knowledge of CDC laboratory infrastructure and that of state public health laboratories
- Intimate knowledge of and working relationships with CDC subject matter experts

Special Notes:

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. Teleworking is discouraged during an assignment.

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 responders 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.