

CDC IMS Response Rotation Assignment Sheet CDC IMS Ebola Program Implementation

Reports to: Chief Health Officer

Date and Time Details: 90 Days (TBD)

Mission: To coordinate planning for medical/health care, public health, and scientific response issues related to an emergency response.

Types of Reports: Develop daily activity summaries in writing and provide daily verbal updates to the other Coordinating Center Chiefs and the Director of CDC.

Report Format: To Be Determined

Report Frequency: To Be Determined

Roles/Responsibilities:

Immediate:

- Determine staffing needs and work patterns
- Develop and ensure appropriate review/approval of documents
- Identifying SMEs available for deployment and ensuring appropriate briefings, immunizations, training and preparation prior to departure
- Assists in establishing goals/objectives for Incident Action Plan (IAP)
- Obtains briefing from Operations Section Chief (OSC)
- Assists in recommending suitable operational period and staff rhythm to Incident Commander
- Assists in recommending unit leaders to OSC
- Briefs unit leaders on current situation and develops/modifies Job Action Sheets (JAS) as necessary

Intermediate:

- Establishes and monitors coordination and communication among unit leaders
- Gather information, maintain situational awareness and disseminate information to CDC/ATSDR leadership
- Serve as liaison with deployed CDC/ATSDR resources assigned to the impacted countries
- Maintain contact and ensuring appropriate rotation of personnel in the field
- Serve as liaison with deployed CDC/ATSDR resources deployed to the field
- Ensures that IAP objectives are met
- Develop and ensure appropriate review/approval of documents
- Work with appropriate agencies associated with the team missions through liaisons located in the CDC EOC and SMO branch

Extended:

- Report to Chief Health Officer
- Supervises unit activities including but not limited to surveillance, environmental, radiation/nuclear, chemical, laboratory, community health, epidemiology, and Epi-AID units.
- Maintains documentation of all actions and decisions at the branch level.

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>

Knowledge, Skills, Abilities, and Experience:

- Familiar with e-clearance review of scientific packages in Documentum
- Ability to coordinate across scientific disciplines at CDC (epi/surveillance, injury prevention and control, infectious diseases, environmental health, mental health, laboratory sciences)
- Prior work staffing a Scientific Response Section desk during CDC emergency operations, preferably with a natural disaster event
- Prior experience with outbreak response, surveillance, and epidemiology at CDC (preferred)
- Familiarity with emergency management at international level Prior experience in an international emergency response

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.