

Scientific Education and Professional Development Program Office (CPL)

- (1) Plans, directs and manages programs that develop the future public health workforce;
- (2) provides leadership in scientific approaches to education of the workforce, including quality assurance, technical consultation and evaluation of scientific workforce development and education. (Approved 7/20/2010)

Office of the Director (CPL1)

- (1) Provides leadership and overall direction for Scientific Education and Professional Development Program Office (SEPDPO); (2) develops goals and objectives, and provides leadership, policy formation, scientific oversight, and guidance in scientific education and professional development program planning and development; (3) plans, coordinates, and develops research plans for SEPDPO; (4) ensures adherence and provides training to SEPDPO on CDC and HHS science-related policies; (5) oversees and manages SEPDPO clearance process for scientific, technical, and programmatic documents; (6) coordinates all SEPDPO program reviews; (7) reviews, prepares, coordinates, and develops proposed legislation, Congressional testimony, and briefing materials; (8) assists SEPDPO programs in establishing performance metrics and coordinates quarterly reviews with programs to ascertain status on meeting of the metrics; (9) coordinates SEPDPO budget formulation/negotiation related to program initiatives and goals management; (10) identifies relevant scanning/benchmarking on scientific education and professional development processes, services, and products; (11) provides leadership and guidance on new developments and national trends for public health workforce education and training; (12) establishes policies and standards for public health education and training activities/initiatives, including but not limited to, competency development, quality assurance, and evaluation, and works collaboratively within SEPDPO and other components of CDC to ensure their implementation and adoption; (13) manages pilot fellowship programs in early stages of development, as needed; (14) develops and manages unified SEPDPO-wide administrative systems and advocates and supports the commitment of resources to application development; (15) coordinates management information systems, including the Fellowship Management System, and analyses of data for improved utilization of SEPDPO resources; and (16) directs systems analysis and design, programming, and systems training as it relates to implementation of new and existing administrative, management, and executive information systems. (Approved 7/20/2010)

Business Management Activity (CPL12)

- (1) Provides leadership, oversight, and guidance in the management and operations of SEPDPO programs; (2) plans, coordinates, and provides administrative management support, advice, and guidance to SEPDPO involving the areas of fiscal management, procurement, property management, personnel, travel, and other administrative services; (3) coordinates the development of the SEPDPO annual budget request; (4) conducts management analyses of SEPDPO programs and staff to ensure optimal utilization of resources and accomplishment of program objectives; (5) plans, allocates, and monitors SEPDPO resources; (6) maintains liaison and collaborates with other CDC components and external organizations in support of SEPDPO management and operations; (7) works closely with other federal agencies involved with

SEPDPO interagency agreements; (8) coordinates SEPDPO requirements relating to procurement, grants, cooperative agreements, materiel management, and interagency agreements; (9) provides fiscal management and stewardship of grants, contracts, and cooperative agreements; and (10) develops and implements administrative policies, procedures, and operations, as appropriate for SEPDPO, and prepares special reports and studies, as required, in the administrative management areas. (Approved 7/20/2010)

Educational Standards and Evaluation Activity (CPL13)

(1) Develops educational research agenda and conducts educational research to identify best practices and methods for developing the public health workforce; (2) develops evidence-based policies and standards for public health education and training activities/initiatives, including but not limited to, competency development, quality assurance, and evaluation, and provides technical assistance within SEPDPO and other components of CDC to ensure their implementation and adoption; (3) develops and implements a crosscutting framework for planning and evaluating fellowship training programs that is responsive to the needs of CDC's internal workforce and to the needs of SEPDPO's external partners; (4) develops and maintains appropriate liaisons with all fellowship programs in SEPDPO, and provides technical assistance to other programs across the agency to ensure the development of rigorous educational programs based on the science of adult learning and educational psychology; (5) facilitates a cross-cutting approach and sharing of educational/evaluation lessons learned and tools across SEPDPO programs, as well as other programs across the agency; and (6) provides leadership in planning and implementation of the educational component of the complex, integrated Fellowship Management System to ensure data requirements are consistent with the evaluation framework, to capture educational outcomes of fellowships. (Approved 7/20/2010)

Academic Linkages Activity (CPL14)

(1) Fosters closer linkages between academia and public health practice; (2) provides technical consultation to academic institutions regarding improvement of their experiential learning opportunities; (3) supports and provides oversight for cooperative agreements with academic partner organizations (e.g., Association of Schools of Public Health, Association of American Medical Colleges, Association for Prevention Teaching and Research) to enhance development of public health and health professionals skilled in improving the health of populations; (4) works with partners in academia, state and local health agencies, public health and health professional organizations to address public health educational needs, including developing population health competencies for academia, participating on accreditation boards and providing case study content to improve the inclusion of population health competencies in health professional education (e.g., medical schools, schools of nursing, schools of public health); and (5) supports translation of lessons learned among academic institutions, e.g., through toolkits or workshops. (Approved 7/20/2010)

Division of Applied Sciences (CPLB)

(1) Plans, directs, and manages CDC-wide training and service programs for teaching and training public health professionals in applied epidemiology and other public health sciences

including preventive medicine, public health informatics, and prevention effectiveness; (2) responds to domestic and international requests for assistance and consultation (e.g., EPI-AIDS, InfoAids); (3) works with partner agencies to articulate and build curricula for public health workforce competencies in applied sciences; (4) maintains liaison with other governmental agencies, academic institutions and organizations, state and local health agencies, private health organizations, professional organizations, and other outside groups; (5) assumes an active national and international leadership role in applied epidemiology and other public health sciences training; and (6) collaborates, as appropriate, with the CDC OD, other CIOs, and domestic and international agencies to carry out the functions of the division. (Approved 7/20/2010)

Office of the Director (CPLB1)

(1) Provides leadership, direction, coordination, and management oversight to the activities of the division; (2) develops long-range plans, sets annual objectives, monitors progress, and evaluates results; (3) sets policies and procedures; (4) plans, allocates, and monitors resources; (5) coordinates with SEPDPO/OD, the Atlanta Human Resources Center (AHRC), the Procurement and Grants Office (PGO), and the Financial Management Office (FMO) on administrative guidance and oversight in the areas of personnel, procurement, budget, travel, and other administrative services; and (6) coordinates collaborative activities of the division and maintains liaison with other CIOs, other federal agencies, and other outside groups. (Approved 7/20/2010)

Epidemic Intelligence Service Branch (CPLBB)

(1) Establishes overall policies, plans, and procedures, and evaluates the effectiveness of program activities; (2) develops and maintains a strategic plan for officer recruitment, analyzes data to more effectively target recruitment efforts, and conducts recruitment in accordance with the CDC workforce diversity goals; (3) plans, directs, and coordinates the application, interview, selection, and assignment processes for new Epidemic Intelligence Service (EIS) officers; (4) plans, directs, coordinates, and conducts training and training activities for EIS officers in applied epidemiology and public health practice; (5) monitors the completion of program requirements by EIS officers; (6) maintains liaison with supervisors of EIS officers, and evaluates EIS assignments within CDC; (7) coordinates the assignment and deployment of EIS officers in response to natural disasters, terrorist events, and other large scale public health emergencies; (8) reviews and approves requests for epidemiologic assistance (Epi-Aids) from domestic and international sources and authorizes the expenditures of funds to support such requests; (9) works with EIS Field Assignments Branch to provide technical assistance, consultation, resources, and training for SEPDPO, other components of CDC, and the broader health workforce (e.g., state/local workers), including, but not limited to the development and dissemination of standard curricula, training, and related materials, in epidemiology; and (10) maintains liaison with alumni within and outside CDC to assist with training, recruitment, and promotional activities. (Approved 7/28/2010)

EIS Field Assignments Branch (CPLBC)

(1) Establishes overall policies, plans, and procedures, and evaluates the effectiveness of program activities; (2) provides individual training and consultations in applied epidemiology and biostatistics, technical and scientific oversight of projects, presentations and manuscripts and administrative support for EIS officers assigned to state and local health departments, and other sponsoring organizations in the field; (3) monitors field EIS officer projects for adherence to CDC human subjects guidelines; (4) coordinates field training activities for field EIS officers; (5) monitors the completion of EIS program requirements and evaluates the performance of field EIS officers; (6) monitors and evaluates the quality of field assignments through site visits and regular communications with field supervisors in state and local health departments and other sponsoring organizations; (7) participates in recruitment, interviewing, placement, teaching and training activities for all EIS officers; (8) provides coordination between state and local health departments and other components of CDC during multi-state EPI-AIDs; helps state and local health department officials get timely and appropriate CDC assistance; (9) works with the EIS Branch to provide technical assistance, consultation, resources, and training for SEPDPO, other components of CDC, and the broader health workforce (e.g., state/local workers), including, but not limited to, the development and dissemination of standard curricula, training, and related materials in epidemiology; (10) provides consultations with state and local health departments, and other CDC programs, on the establishment and maintenance of epidemiology programs; and (11) serves as a liaison between EIS and health departments and public health organizations. (Approved 7/28/2010)

Prevention Effectiveness Fellowship Branch (CPLBD)

(1) Establishes overall policies, plans, and procedures, and evaluates the effectiveness of program activities; (2) develops and maintains a strategic plan for prevention effectiveness (PE) fellow recruitment, analyzes data to more effectively target recruitment efforts, and conducts recruitment in accordance with the CDC workforce diversity goals; (3) plans, directs, and coordinates the application, interview, selection, and assignment processes for new PE fellows; (4) plans, directs, coordinates, and conducts training and training activities for PE fellows; (5) monitors the completion of program activities by PE fellows; (6) monitors and evaluates the quality of assignments through site visits and by maintaining liaison with supervisors of PE fellows within CDC; (7) provides technical assistance, consultation, resources, and training for SEPDPO, other components of CDC, and the broader health workforce (e.g., state/local workers), including, but not limited to the development and dissemination of standard curricula, training, and related materials, in economics and decision science; and (8) maintains liaison with alumni within and outside CDC to assist with training, recruitment, and promotional activities. (Approved 7/28/2010)

Preventive Medicine Residency and Fellowship Branch (CPLBE)

(1) Operates and maintains an accredited preventive medicine residency program for physicians in CDC through the Accreditation Council for Graduate Medical Education and a complementary fellowship program for public health veterinarians; (2) establishes overall policies, plans, and procedures, and evaluates the effectiveness of program activities;

(3) develops and maintains a strategic plan for officer recruitment, analyzes data to more effectively target recruitment efforts, and conducts recruitment in accordance with the CDC workforce diversity goals; (4) maintains liaison with alumni within and outside CDC to assist with recruitment and promotional activities; (5) recruits and places residents and fellows in quality assignments throughout CDC and the nation for completion of on-the-job training requirements and to gain experience and acquire skills in the core public health functions and clinical preventive medicine principles critical to the development of future public health practitioners; (6) supplements on-the-job learning with selected competency-based curricula in leadership, management, policy development, and program evaluation; (7) works with partners throughout CDC and the nation to provide quality assignments for residents and fellows; monitors and evaluates the quality of assignments through site visits and by maintaining liaison with supervisors and other individuals; (8) monitors and evaluates the performance of the residents and fellows; (9) serves as the focal point for requests from state and local health departments, CDC programs, and other partners about the Preventive Medicine Residency and Fellowship (PMR/F) programs; (10) completes all requirements to maintain accreditation of the PMR program; and (11) provides technical assistance, consultation, resources, and training for SEPDPO, other components of CDC, and the broader health workforce (e.g., other preventive medicine programs), including, but not limited to, the development and dissemination of standard curricula, training, and related materials, in preventive medicine and population health. (Approved 7/28/2010)

Public Health Informatics Fellowship Branch (CPLBG)

(1) Establishes overall policies, plans, and procedures, and evaluates the effectiveness of program activities; (2) develops and maintains a strategic plan for public health informatics (PHI) fellow recruitment, analyzes data to more effectively target recruitment efforts, and conducts recruitment in accordance with the CDC workforce diversity goals; (3) plans, directs, and coordinates the application, interview, selection, and assignment processes for new PHI fellows; (4) plans, directs, coordinates, and conducts training and training activities for PHI fellows in applied public health informatics and public health practice; (5) monitors and evaluates the quality of assignments through site visits and by maintaining liaison with supervisors of PHI fellows within CDC; (6) monitors the completion of program requirements by PHI fellows; (7) maintains liaison with supervisors of PHI fellows, and evaluates PHI assignments within CDC; (8) coordinates the assignment and deployment of PHI fellows in response to natural disasters, terrorist events, and other large scale public health emergencies; (9) reviews and approves requests for public health informatics assistance (Info-Aids) from domestic and international sources and authorizes the expenditures of funds to support such requests; (10) provides technical assistance, consultation, resources, and training for SEPDPO, other components of CDC, and the broader health workforce (e.g., state/local workers), including, but not limited to the development and dissemination of standard curricula, training, and related materials, in informatics; and (11) maintains liaison with alumni within and outside CDC to assist with training, recruitment, and promotional activities. (Approved 7/28/2010)

Division of Leadership and Practice (CPLC)

(1) Plans, directs, and manages CDC-wide training and service programs for the teaching and

training of public health professionals in public health practice, including public health leadership and management, public policy, program planning, implementation, and evaluation; (2) plans, directs, and manages CDC-wide training and service programs for fellowships and internships sponsored by other partner organizations and implemented within CDC (e.g., Emerging Leaders Program, Presidential Management Fellowship, and Association of Schools of Public Health Fellowship); (3) incorporates principles of adult learning theory and current learning standards into the design, delivery, and evaluation of education and training products; (4) leads content development and implementation of workforce development programs intended to increase the number of individuals choosing public health careers; (5) responds to domestic and international requests for assistance and consultation (Emergency Operations Center deployment); (6) maintains knowledge of continuing education standards to uphold national accreditations and provides guidance and consultation, incorporating principles of adult learning theory with course developers to ensure educational activities are accredited for continuing education; (7) works with partner agencies to articulate and build curricula for public health workforce competencies in leadership and management; (8) maintains liaison with other governmental agencies, academic institutions and organizations, state and local health agencies, private health organizations, professional organizations, and other outside groups; (9) provides technical assistance, consultation, resources and training for SEPDPPO, other CDC fellowships, and the broader health workforce, including, but not limited to the development and dissemination of standard curricula, training, and related materials, in leadership and management; (10) develops and maintains appropriate internal and external partnerships to foster best practices in the design and delivery of educational activities and training; and (11) collaborates, as appropriate, with the CDC OD, other CIOs, and domestic and international agencies to carry out the functions of the division. (Approved)

Office of the Director (CPLC1)

(1) Provides leadership, direction, coordination, and management oversight to the activities of the division; (2) develops long-range plans, sets annual objectives, monitors progress, and evaluates results; (3) sets policies and procedures; (4) plans, allocates, and monitors resources; (5) coordinates with SEPDPPO/OD, AHRC, PGO, and FMO on administrative guidance and oversight in the areas of personnel, budget, procurement, travel, and other administrative services; and (6) coordinates collaborative activities of the division and maintains liaison with other CIOs, other federal agencies, and other outside groups. (Approved 7/20/2010)

Management and Policy Fellowships Branch (CPLCB)

(1) Establishes overall policies, plans, and procedures, and evaluates the effectiveness of management and policy fellowship program activities, including, but not limited to, Presidential Management Fellows and Emerging Leaders Program; (2) develops and maintains a strategic plan for recruitment, analyzes data to more effectively target recruitment efforts, and conducts recruitment in accordance with the CDC workforce diversity goals; (3) plans, directs, and coordinates the CDC application, interview, selection, and assignment processes for fellows in accordance with OPM/HHS policies; (4) plans, directs, coordinates, and/or conducts training and training activities for fellows in the respective leadership and management competency domains outlined by OPM/HHS as well as in core public health competencies; (5) monitors the

completion of program requirements by fellows; (6) provides guidance and supervision to fellows assigned to CIOs, other Operating Divisions (OPDIVs), and state and local health agencies; (7) monitors and evaluates the quality of assignments through site visits and by maintaining liaison with supervisors of fellows within CDC, other OPDIVs, state and local health agencies, and other sponsoring organizations; (8) acts as a liaison to OPM/HHS steering committees/advisory groups charged with advising on policy matters concerning the program; and (9) maintains liaison with alumni within and outside CDC to assist with recruitment and promotional activities. (Approved 7/28/2010)

Public Health Prevention Service Branch (CPLCC)

(1) Establishes overall policies, plans, and procedures, and evaluates the effectiveness of program activities; (2) develops and maintains a strategic plan for Public Health Prevention Service (PHPS) fellow recruitment, analyzes data to more effectively target recruitment efforts, and conducts recruitment in accordance with the CDC workforce diversity goals; (3) plans, directs, and coordinates the application, interview, selection, and assignment processes for new PHPS fellows; (4) plans, directs, coordinates, and conducts training and training activities for PHPS fellows in public health program management and leadership, including the development, implementation, and evaluation of public health programs and interventions; (5) monitors the completion of program requirements by PHPS fellows; (6) provides guidance and supervision to PHPS fellows assigned to CIOs, state and local health agencies and other sponsoring organizations; (7) monitors and evaluates the quality of assignments through site visits and by maintaining liaison with supervisors of PHPS fellows within CDC, state and local health agencies, and other sponsoring organizations; (8) coordinates and provides staff support to a steering committee/advisory group charged with advising on policy matters concerning the program; and (9) maintains liaison with alumni within and outside CDC to assist with recruitment and promotional activities. (Approved 7/28/2010)

Educational Design and Accreditation Branch (CPLCD)

(1) Provides consultation, guidance, and technical assistance to course developers, incorporating principles of learning theory to ensure consistent design and delivery of accredited educational activities; (2) maintains knowledge of continuing education standards and applies quality assurance practices required to uphold national accreditations; (3) assesses need and demand for additional accreditations to support professional license and certification needs of technical and professional staff within the health workforce; (4) develops and maintains internal and external partnerships to foster best practices in the design and delivery of educational activities and training; (5) maintains knowledge of information technology and learning standards as they apply to education and training to demonstrate and promote compliance and best practices by CDC programs; (6) applies the principles of instructional systems design and learning theory to design, develop, deliver, and evaluate informational and instructional products; (7) implements and maintains the CDC Training and Continuing Education Online web-based accreditation and registration system; (8) adapts information systems and processes to reflect current best practices and adherence to accreditation requirements; and (9) provides technical assistance and guidance to learners to ensure accreditation and learner support. (Approved 03/10/2011)