

Summary of CFETP Mentor/Supervisor Responsibilities for Officer Activities

The following summary lists each activity the officer is to complete in the field during the 2-year training program and the responsibilities the mentor/supervisor has in assisting the officer through each phase of the activity.

Officer Activity	Mentor/Supervisor Responsibility
<p>Emergency Epidemiologic Investigations</p> <ul style="list-style-type: none"> • ≥ 4 investigations • Examples <ul style="list-style-type: none"> ○ Epidemic or outbreak investigation ○ Unusual cluster or single case ○ Response to a: <ul style="list-style-type: none"> ▪ Toxic chemical release ▪ Contaminated product ○ Disaster response ○ Special surveillance of refugees, crowds ... 	<p><i>Before officer goes to the field:</i></p> <ol style="list-style-type: none"> 1. Confirm the activity meets the requirements of an emergency epidemiologic investigation. 2. Confirm the officer's role and responsibilities in the investigation and determine who is the local administrative contact. 3. Review officer's preparations for initiating the investigation. <p><i>During the field investigation:</i></p> <ol style="list-style-type: none"> 4. Review officer's plan for collecting and analyzing data during the emergency investigation and protecting confidential information. 5. Review any questionnaires or other documents the officer prepares for the investigation. 6. Review a sample of questionnaires or other data collection instruments after data is collected. 7. Review officer's analysis of data collected. 8. Review officer's conclusions drawn based on the analysis of data. <p><i>If it is determined at this point that an analytic study is needed, complete steps 4-8 again for the analytic study.</i></p> <ol style="list-style-type: none"> 9. Assist officer with identifying appropriate public health literature to support recommendations. 10. Review officer's recommendations for public health action. 11. Ensure officer completes appropriate reports. 12. Assist officer in identifying the need to conduct further studies or other additional activities based on the investigation.
<p>Surveillance Analyses</p> <ul style="list-style-type: none"> • ≥ 2 analyses 	<ol style="list-style-type: none"> 1. Review officer's description of the surveillance system in the area. 2. Ensure officer is regularly reviewing surveillance data and attending weekly surveillance reviews. 3. Assist officer in identifying patterns in disease occurrence by time-place-person or trends in disease activity from analysis of surveillance data.

Officer Activity	Mentor/Supervisor Responsibility
<p>Surveillance Project</p> <ul style="list-style-type: none"> • ≥ 1 project • Examples <ul style="list-style-type: none"> ○ Design a new surveillance system ○ Implement a new surveillance system ○ Develop and evaluate response thresholds ○ Develop surveillance for major public event ○ Improve routine analysis of surveillance ○ Evaluate an attribute of a surveillance system 	<ol style="list-style-type: none"> 1. Assist officer in identifying an appropriate surveillance project. 2. Review officer's written proposal. 3. Review feasibility of development and implementation of proposed surveillance project. 4. Review officer's plan of action and timeline for conducting the project. 5. Assist officer in securing support and funding (if needed) for the project. 6. Assist officer with approach to documenting the project activities. 7. Review officer's analysis of data collected. 8. Assist officer with identifying appropriate public health literature to support recommendations. 9. Review officer's recommendations for public health action, including implementation or continuation of surveillance activities.
<p>Epidemiologic Project</p> <ul style="list-style-type: none"> • ≥ 1 project 	<ol style="list-style-type: none"> 1. Assist officer in selecting an appropriate topic. 2. Review officer's written proposal. 3. Assist officer with identifying appropriate public health literature to support epidemiologic study. 4. Review officer's plan of action and timeline for conducting the project. 5. Assist officer in securing support and funding (if needed) for the project. 6. Review officer's plan for collecting and analyzing data. 7. Review any questionnaires or other documents the officer prepares for the project. 8. Review a sample of questionnaires or other data collection instruments after data is collected. 9. Review officer's analysis of data collected. 10. Review officer's conclusions drawn based on analysis of data. 11. Assist officer with identifying appropriate public health literature to support recommendations. 12. Review officer's recommendations for public health action.
<p>Reports and Protocols</p>	<ol style="list-style-type: none"> 1. Assist officer with developing appropriate format for reports and research protocols. 2. Review content of reports and research protocols. 3. Ensure officer completes any required public health reports for all activities.

Officer Activity	Mentor/Supervisor Responsibility
Seminar and Conference Presentations <ul style="list-style-type: none"> • ≥ 1 seminar • ≥ 1 conference presentation 	<ol style="list-style-type: none"> 1. Assist officer in selecting an appropriate topic for presentation. 2. Review officer's content and format before the presentation. 3. Provide officer with an opportunity to practice and receive feedback prior to formal presentation.
Manuscript <ul style="list-style-type: none"> • ≥ 1 manuscript 	<ol style="list-style-type: none"> 1. Assist officer in selecting an appropriate topic for manuscript development. 2. Assist officer in identifying appropriate journals for submission. 3. Review officer's planned outline. 4. Review officer's selection of public health literature to support background, discussion, recommendations and conclusions. 5. Review officer's draft manuscript. 6. Review officer's final manuscript.
Activity Log for Surveillance and Response	<ol style="list-style-type: none"> 1. Examine activity log to ensure the document is complete and activities are logged appropriately. 2. Discuss activities with officer on a regular basis.

Additional mentor/supervisor activities:

1. Orient officer to the role of the public health teams and departments, protocols and procedures, and topics of primary public health concern in the district/province.
2. Provide adequate supplies and support.
3. Provide the officer with additional opportunities for learning.
4. Assist officer with prioritizing tasks.
5. Assist officer with seeking additional expertise when needed.
6. Provide weekly feedback to officer.
7. Verify officer has properly documented completion of activities and competencies.
8. Contact consultant with any concerns or to seek additional input on officer activities, as needed.