

Template: Field Placement Memorandum of Understanding

This is to confirm that arrangements previously agreed upon to provide a field assignment at [INSERT LOCATION] beginning the [INSERT NUMBER] week of [INSERT MONTH] for [INSERT TRAINEE'S NAME]. This assignment is intended to have a duration of [INSERT DURATION OF PROGRAM] with an end date of [INSERT MONTH & YEAR].

Background description of program

The Field Epidemiology Training Program is a competency-based training and service program in applied epidemiology and public health. It is co-sponsored by [INSERT NAMES OF SPONSORING INSTITUTION/S]

The program is dedicated, through a combination of classroom and on-the-job training and service, to applied field-oriented public health practice. The goal of this program is to improve the health of [INSERT COUNTRY/REGION'S NAME] population through a cadre of public health workers who will work on priority issues in the country, strengthening public health capacity and infrastructure and providing essential public health services to [INSERT COUNTRY/REGION NAME].

Terms of Placement

It is expected that [INSERT TRAINEE'S NAME] will be assigned to the field site for the entire duration of the program.

If the FETP program directors determine that the trainee is needed and will be beneficial for him/her to be assigned to a short term experience outside of his/her designated site, the program directors may pull the trainee for short-term duty when seen fit. In all such instances the program director will consult the field supervisor before taking such actions.

Resident Advisor/Program Manager

The Resident Advisor, also referred to as the FETP Program Manager, is usually a health professional staff person recruited or assigned by the [INSERT MOH OR APPROPRIATE PARTNER ORGANIZATION] to work full time, without competing responsibilities. If the RA is not a country national, a national counterpart will be designated by the MOH. The national counterpart is desirably an FETP graduate. The Resident Advisor /FETP Program Manager is the primary supervisor for all of the trainees in the first few years.

Field Supervision

Primary on-site supervision will be provided by the field supervisor, [INSERT NAME OF FIELD SUPERVISOR]. When this individual is unavailable, supervision will be provided by the Field Supervisor Alternate, [INSERT NAME], who will also sign this agreement. It is necessary that the supervisor monitor and evaluate the trainee's activities, help develop trainee's project ideas, troubleshoot barriers to completion of projects, and facilitate the implementation of recommendations. Should a change of

supervision be necessary, the FETP trainee advisor will be notified immediately. Upon this notification, a new supervisor will be assigned and approved.

Work responsibilities and scope

The trainee will be assigned to the field site with an emphasis on the application of epidemiology, program evaluation, communication skills, and other public health competencies to develop appropriate recommendations and interventions for improving the health of the population. [INSERT ADDITIONAL COMPETENCIES OR DELETE UNRELATED COMPETENCIES]

The field experience should provide a balance between required on-the-job training and service to the health department. The public health concerns addressed by the trainee's required activities should be consistent with the needs of the health department. Activities beyond those required by the FETP program should be in support of the health department's mission. The trainees should attend regular office meetings and be involved in policy-setting and decisions that merit epidemiologic input. In addition to being part of the [INSERT JOB LOCATION & TITLE] the trainee may be assigned duties within the health department that are compatible with the goals of the program. In conjunction to the assignment duties, the trainee must also be available for coursework and other required elements of the FETP program.

Required activities

Each trainee is required to complete each of the field activities listed below. Trainees are encouraged to finalize these activities by providing recommendations and facilitating the implementation of appropriate interventions.

[INSERT LIST OF REQUIRED ACTIVITIES]

Reports

The trainee is required to document each of the required activities with written reports. The field supervisor may request or require additional written reports on other field activities. All reports must meet the approval of the field supervisor before being passed on to the FETP Resident Advisor/FETP Program Manager.

Evaluation

As noted in the supervision responsibilities, the field supervisor must complete an FETP evaluation at the end of each field study or investigation. The evaluation must be discussed with the trainee. Both the supervisor and the trainee must sign the evaluation to indicate that discussion has occurred. It will then be submitted to the FETP Resident Advisor/FETP Program Manager.

Logistics

Office and services

An appropriate office setting will be provided by the field site, which includes the following: office space sufficient for bookcases, filing cabinets and desk for the trainee.

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Access to telephone and internet services (capable of international dialing), secretarial services, and office supplies should also be provided. The setting should be within ready access to the supervisor.

The program will provide the trainee with a portable computer for his/her use in the field.

Travel/Transportation

With the approval of the supervisor provision for transportation should be made when the activities of the trainee require trips.

An advance standing authorization and funds for in-country travel should be budgeted and available for rapid response to epidemic problems.

Salary

Salary will be paid by [INSERT INSTITUTION].

Leave/Vacation

Each trainee will take [INSERT ALLOWED LENGTH OF TIME] of leave for each year. Amount of time and scheduling of additional time off should be discussed and approved by the field supervisor.

Clinical Work

The FETP program does not require the trainee to have regular clinical responsibilities. However, if both the field supervisor and the trainee are in agreement that clinical activities are desirable, then the trainee may be assigned to a limited amount of clinical duties.

Private Work

Private work must not be carried out during usual working hours and must not interfere with the requirements of the program or the field assignment.

Resolutions

If during the course of the field assignment the trainee is unsatisfied with the assignment or the supervision of the field supervisor or alternate and all attempts to resolve the situations internally are exhausted, then he/she may report the situation to the Resident Advisor/FETP Program Manager. The opposite is also true. If during the course of the field assignment the field supervisor is unsatisfied with the outputs of the trainee and all attempts to resolve the situation internally have been exhausted, then he/she may report the situation to the Resident Advisor/FETP Program Manager to be resolved.

[INSERT TRAINEE'S NAME] is expected to be assigned to this field assignment for the entire duration of the program, [INSERT DURATION]. However, if the FETP directors determine that the field assignment is unsatisfactory (failure to uphold the agreements of this memorandum of understanding) the trainee will be moved to a more satisfactory assignment.

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In trusting that these terms are agreeable to all parties, please indicate your agreement by signing this statement.

Trainee

Date

Field Supervisor

Date

Field Supervisor Alternate

Date

Resident Advisor/Program Manager

Date

Country/Regional Director

Date