

FETP Position Descriptions

Director of the FETP

The MOH will assign one person to as Director of the FETP. This person will be the national 'champion' for the program, and will play a critical role in the establishment and smooth running of the program. More importantly, the person will play a central role in ensuring the sustainability of the FETP.

Qualifications

- A medical or PhD graduate with a degree in public health
- At least 10 years experience in epidemiology/public health.
- Training experience in epidemiology/public health.
- Evidence of excellent oral and written communication skills, including presentation of scientific papers at conferences and publications in peer-reviewed journals.
- Literate in computer software including word processing, database, spreadsheets, statistical packages, and the Internet.
- Evidence of good interpersonal and management skills.

Attributes

- Passionate advocate for the developing the training program.
- Highly developed leadership skills and a passion for public health.
- Has regular as well as rapid (ad hoc) access to senior decision-makers in the MOH.
- Has creative problem-solving skills, and is decisive in actions to keep moving the program ahead.
- A clear vision on how the training program will be developed to meet ongoing needs and emerging challenges.
- Excellent inter-personal relationships, and skills in team-building, negotiation and conflict management.
- Effectively balances the demands of training with public health service.
- Ensures a supportive physical environment for consultants, staff and trainees, eg office space, office equipment and resources needed for coursework and field activities.
- Maintains an open door policy for staff, trainees and program partners.

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Director of the FETP, continued

Roles and Responsibilities

- Plan and develop, in collaboration with stakeholders:
 - the detailed goals and objectives of the FETP;
 - the long term plan (say 5 to 10 years) for its ongoing development include number of people to be trained;
 - competencies to be developed in the context of national needs and priorities;
 - a description on how the number of graduates will contribute to addressing national needs and priorities; and
 - a description on how the program will complement other public health initiatives to meet local, provincial and national needs.
- Develop the curriculum and training, based on the desired competencies;
- Develop mechanism for assessing ongoing student progress including formal assessment at 6 monthly intervals, and at completion of the training.
- Develop selection criteria for potential field placement sites, and plan and convene a training workshop for the field supervisors before the first residential.
- Develop an effective ‘marketing’ strategy to attract applicants who are talented and motivated professionals with leadership potential.

Position description for Deputy Director of the FETP

Deputy Director of the FETP

Qualifications

- A medical or PhD graduate with a degree in public health.
- At least 5 years experience in epidemiology/public health.
- Training experience in epidemiology/public health.
- Evidence of oral and written communication skills, including presentation of scientific papers at conferences and publications in peer-reviewed journals.
- Literate in computer software including word processing, database, spreadsheets, statistical packages, and the Internet.
- Evidence of good interpersonal skills.

Roles and Responsibilities

- One Deputy Director will take overall responsibility for curriculum development and the coursework, while the other for fieldwork activities.
- Assist the Director and External Consultant with their respective tasks and activities

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Position description for External Consultant (Resident Advisor)

External Consultant

Qualifications

Essential

- A medical graduate or a PhD in public health
- A graduate or staff member of an FETP or EIS
- At least 5 years experience in epidemiology/public health.
- Training experience in epidemiology/public health.
- Evidence of excellent oral and written communication skills, including presentation of scientific papers at conferences, and publications in peer-reviewed journals.
- Literate in computer software including word processing, database, spreadsheets, statistical packages, and the Internet.
- Evidence of good interpersonal and cross-cultural skills.
- Acceptable to MOH

Desirable

- A postgraduate qualification in Public Health if a medical graduate
- International work experience
- Experience in working with International Agencies such as WHO, UNICEF, CDC
- Communication skills in the country's primary language
- Experience in train-the-trainer programs

Attributes

- Passionate advocate for developing the training program.
- Evidence of a passion for public health.
- Creative problem-solving skills.
- Excellent inter-personal relationships, and skills in team-building, negotiation and conflict management.
- Maintains an open door policy for MOH staff trainers, trainees, and other program partners.

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Position description for External Consultant (Resident Advisor)

Roles and Responsibilities

The roles and responsibilities of the external consultant will be to collaborate with the Director and Deputy Director in conducting their day-to-day and strategic activities, and will include:

- Curriculum development and evaluation
- Assist with coursework
- Provide direct supervision of trainees in the field
- Participate in the planning, conduct and evaluation of the Train-the-Trainers Workshop
- Participate in the development of supervisory skills of the Field Supervisors
- Work with trainees and supervisory staff to design, implement, write-up and present research projects
- Facilitate interactions between trainees and field supervisors
- Work with trainees, field supervisors, MOH and local health staff to strengthen disease surveillance, response and control programs at all levels
- Participate in trainee selection
- Monitor and evaluate activities at each field site

Position Description for Resident Advisor

Position Description
Consultant to the Field Epidemiology Training Program
Madrid, Spain

I. INTRODUCTION

The Consultant to the Field Epidemiology Training Program supports the Ministerio de Sanidad y Consumo (MSC) of Spain by providing expert technical/medical assistance to the MSC of Spain in the planning and implementation of a Field Epidemiology Training Program (FETP) to meet national epidemiologic needs. In addition to training epidemiologists, the program will provide technical support for other agencies in the MSC. The major goals of the FETP are to 1) strengthen the MSC's ability to provide essential epidemiologic services, 2) create a capacity to train medical epidemiologists with the MSC and 3) to ensure the long-term sustainability of this capacity.

II. DUTIES AND RESPONSIBILITIES

The consultant provides expertise in advising the MSC on disease surveillance, investigations of disease epidemiology (including acute disease outbreaks, chronic disease, and environmental and occupational health problems), prevention, and control, and the planning and implementation of public health policy.

A. Technical/Research

1. Utilizing medical background, develop a curriculum for training medical epidemiologists using locally available teaching resources, and focusing on problems of public health importance in the Philippines. This includes modification of existing teaching materials to make them relevant for Spain, and the development of new materials based on local data. The consultant teaches courses in epidemiology, biostatistics, and data processing, and periodically evaluates and updates the curriculum.
2. Provide direct supervision of trainees in the field during outbreak investigations to ensure they learn techniques for data collection, analysis, and interpretation which lead to practical recommendations for outbreak control and future prevention. Teaches supervisory skills to the FETP Staff in the process to ensure the long-term sustainability of the critically important component.
3. Work with trainees and FETP staff to design and implement research projects in applied epidemiology.

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Position Description for Resident Advisor

4. Provide guidance to the MSC for developing and institutionalizing a national epidemiology bulletin which functions to provide timely feedback of relevant public health information from the central to the local level. The incumbent acts as a medical consulting editor for this bulletin to ensure it is of the highest literary and scientific quality possible. The incumbent works closely with counterparts on this initiative to ensure the transfer of skills in scientific writing to MSC staff.

B. Management/Administration

1. Appraises the MSC and CDC of the FETP's progress through the timely preparation and distribution of quarterly reports.
2. The incumbent participates with the MSC counterparts in developing guidelines for the recruitment and selection of FETP trainees; evaluating their performances; arranging trainees' participation in national and international conferences to present their work and exchange ideas with professional colleagues.
3. Functions as evaluation coordinator for short-term consultants between the MSC and CDC.
4. Provides training to the FETP staff to assume all management for FETP at or before the time of his departure.

C. Coordination

- a. Serves as principal coordinator between the MSC and CDC for all activities of the FETP.
- b. Coordinates between the MSC and other Centers/Institutes/Offices (CIO's) at CDC to develop areas of mutual interest in public health and promote scientific exchanges mutually benefiting the MSC and CDC.
- c. The incumbent coordinates teaching activities between the MSC and the faculty of local schools of public health in Spain. This includes making arrangements for university faculty to give lectures to the FETP trainees, and also for the faculty to assist trainees in designing and carrying out long-term research projects.

D. Other duties as assigned.

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Annex 4: Position Description for Resident Advisor

III. SUPERVISION AND GUIDANCE

The incumbent receives technical support and supervision from CDC which provides general technical and administrative support for this position, while-in-country administrative support and security will be provided by the Escuela Nacional de Sanidad. Incumbent's work is monitored in terms of achievement of objectives as set forth in incumbent's work plan.

A. The consultant shall adhere to the highest standards of professionalism at all times.

B. He shall not undertake any employment or professional responsibilities outside of his duties as consultant without the written consent of the MSC and CDC.

C. Any serious professional or personal conflicts with the staff of the MSC or trainees shall be reported to and discussed with the Director of the Field Epidemiology Training Program, the Staff of the International Branch, DFE, EPO, CDC.