

Appendix A-Proposed PS18-1801 Staff

Title	Roles & Responsibilities	Staff Time
PCSI Lead	<ul style="list-style-type: none"> • Convene regular meetings (no less than quarterly) with the PCSI Steering Committee, which includes the PCSI Surveillance Coordinator, PCSI Laboratory Coordinator, financial official, and key staff from the laboratory, HIV, VH, STD, and TB programs. • Coordinate the PCSI activities required in this FOA and participate on routine calls with CDC staff. • Identify and resolve barriers to implementing the PCSI strategies and activities required in this FOA. • Conduct a needs assessment for viral hepatitis including <ul style="list-style-type: none"> ○ An inventory of hospitals, clinics or other settings where HBV testing can be conducted ○ An inventory of type of tests for HBV HAV (if available)---POC tests, type of POC test (WHO PQ or any vendor) ○ An estimate the number of tests needed/year ○ An assessment of the availability of facilities for VH testing—ELISA machines, qualified staff (need for training) ○ An inventory of laboratories where Hepatitis B serum tested • Identify at least two high-volume clinics to expand hepatitis B testing • Provide HBV test kits to priority test venues to test unvaccinated adults 	Minimum of 40% of time
PCSI Laboratory Coordinator	<ul style="list-style-type: none"> • Ensure the availability of high-quality public health laboratory services and supplies for testing. • Attend PCSI Steering Committee meetings. • Provide updates that includes an inventory report and status of laboratory instruments. 	Minimum of 25% of time
PCSI Surveillance Coordinator	<ul style="list-style-type: none"> • Implement the 2011 NCHHSTP Data Security and Confidentiality Guidelines. • Coordinate the surveillance, data management, and reporting activities required in this FOA. • Ensure HIV testing, VH, STD, and TB surveillance data are entered on a weekly basis into local surveillance systems** • Ensure HIV, VH, STD, and TB surveillance data are submitted to CDC prior to reporting deadlines. • Identify and resolve barriers to sharing and using data across programs. • Review surveillance data monthly to identify any potential outbreaks in any disease area, and ensure potential outbreaks are investigated immediately after identification. 	Full-time

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TB Education and Training Focal Point	<ul style="list-style-type: none"> • Serve as primary contact in their respective TB program for DTBE and RTMCC education and training activities, including needs assessments, capacity building, and resource development/sharing. • Development and implement an annual Human Resource Development (HRD) plan to: <ul style="list-style-type: none"> ○ Establish and improve existing in-service TB training and human resource development. ○ Establish evaluation strategies to improve existing systems and to identify ongoing training and HRD needs. ○ Establish and improve patient education and communications capacity within the program. ○ Coordinate training related to TB control with training for other disease control interventions, such as HIV, VH, and STD. ○ Target other health care providers or organizations serving high-risk populations. ○ Provide annual updates of progress-to-date on HRD plan activities. ○ Coordinate development and implementation of subsequent annual HRD plans. ○ Represent jurisdiction at TB ETN Conference. 	TBD by grantee