

## Attachment A

### DIS Job Task Analysis Summary

#### Tasks

##### 1. Planning and Preparation for Case and Field Work

- » Gather, assess, and review client and community information using various investigation procedures including interviewing or data mining
- » Assess and prioritize intervention activities
- » Maintain field supplies and comply with field safety plans

##### 2. Investigation Activities

- » Conduct investigations using various investigation methodologies (e.g. including field investigations, investigations using electronic tools, and site assessments)
- » Document intervention activities in a timely manner per local protocol
- » Maintain confidentiality of sensitive client and protected health information

##### 3. Client Encounters and Interviewing

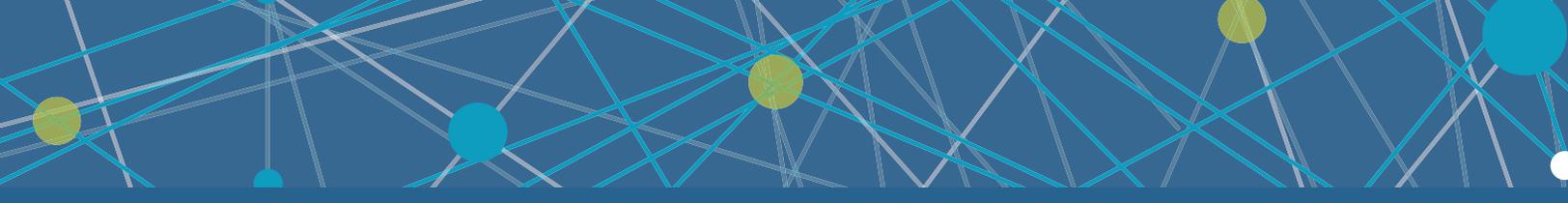
- » Verify the client's identity during client encounters or prior to disclosing confidential information
- » Notify and educate clients concerning test results, disease exposure, environmental risk, and other relevant health information
- » Conduct comprehensive interviews employing effective communication skills
- » Ensure and promote a confidential and comfortable environment for client communications
- » Inform clients of the importance of seeking care and refer them to the appropriate community or medical resources
- » Collaborate with clients to gather information on an environmental risk history, risk reduction plan, third parties at risk, or venues where the client or others may have been exposed to diseases
- » Identify client barriers to needed interventions to conduct partner/contact notification, and/or coordinate solutions to those barriers

##### 4. Surveillance Support Activities

- » Collect surveillance information from surveillance systems, management systems, and/or community surveillance information, and conduct data entry of client interviews and investigation activities to identify emerging issues with client population

##### 5. Health System Collaboration and Quality Improvement

- » Collaborate with service providers to ensure entry into care and continuity of care
- » Serve as a local resource for public health information or recommendations to the community and providers
- » Conduct and contribute to provider and laboratory education, health department improvement activities, and other means to improve the quality of care



## 6. Clinical Support Services

- » Verify that clients received testing, adequate treatment, and follow-up services as appropriate
- » Provide clinic testing and treatment follow-up services in accordance with local protocol and CDC recommendations

## 7. Testing and Field Services

- » Identify and respond appropriately to unsafe situations
- » Participate in event-based and targeted testing, screening, or outreach
- » Administer, and/or deliver testing, test results, and/or treatment to clients
- » Collect or transport specimens and serve public health orders per jurisdiction protocol

## 8. Case Analysis

- » Determine disease intervention time frames, procedures, and objectives
- » Recognize or address gaps in information elicited and conduct client interviews to collect necessary information
- » Review available case information and conduct case analysis to determine case priority level, disease staging classification, and/or additional steps for intervention

## 9. Outbreak Response and Emergency Preparedness

- » Participate in preparedness training
- » Support health emergencies and outbreak response initiatives by participating in interventions and active data collection
- » Coordinate with government agencies and health officials

## JTA Knowledge, Skills and Abilities

Knowledge	Skills
<ul style="list-style-type: none"> <li>Ethical and professional conduct</li> <li>Privacy practices and reporting procedures</li> <li>Counseling techniques</li> <li>Universal safety precautions and protocols</li> <li>Disease characteristics, treatments, and prevention strategies</li> <li>Community resources and stakeholders</li> <li>Health care program policies and procedures</li> <li>Clinic or laboratory policies and procedures</li> <li>Disease testing locations and protocol</li> <li>Cultural competency</li> </ul>	<ul style="list-style-type: none"> <li>Active listening</li> <li>Critical thinking</li> <li>Work efficiencies (e.g., multitasking, time management, prioritization, organization)</li> <li>Problem solving</li> <li>Interview techniques</li> <li>Investigation/ notification protocols</li> <li>Motivating clients</li> <li>Establish and maintain collaborative relationships</li> <li>Case management</li> <li>Data collection and entry</li> <li>Use of navigational tools</li> <li>Conflict management and resolution</li> <li>Applicable disease intervention assessments</li> <li>Communication techniques and procedures</li> <li>Test technologies and interpretation</li> <li>Specimen collection, handling, and processing</li> <li>Situational awareness</li> </ul>
Abilities	
<ul style="list-style-type: none"> <li>Adaptability to changing environment</li> <li>Non-verbal communication</li> </ul>	

## Work Activities- Work activities that are used to perform the tasks of a DIS

- Analyze data or information
- Obtain information
- Interpret the meaning of information for others
- Use technology and related tools
- Make decisions and solve problems
- Think creatively
- Document/record information
- Communicate with persons outside organization
- Organize, plan, and prioritize work
- Establish and maintain interpersonal relationships
- Estimate the quantifiable characteristics of products, events, or information
- Schedule work and activities
- Evaluate information to determine compliance with standards
- Perform administrative activities

## Tools & Technology- Technological tools and software that are used to perform the tasks of a Disease Intervention Specialist

Tools used by DIS	Technology used in DIS work	Important additional considerations
<ul style="list-style-type: none"> <li>Desktop computers</li> <li>Personal computers</li> <li>Mobile devices</li> </ul>	<ul style="list-style-type: none"> <li>Spreadsheet software</li> <li>Word processing software</li> <li>Internet browser software</li> <li>Data base user interface and query software</li> </ul>	<ul style="list-style-type: none"> <li>Valid driver's license if required to drive vehicle</li> <li>Access to personal car or applicable transportation</li> <li>Car insurance if required to drive vehicle</li> <li>Emergency response availability based on jurisdictional expectations</li> </ul>