

Attachment B

Template Disease Intervention Specialist (DIS) Functional Job Description Instructions for Use in a Health Department Setting

General Instructions for Use

Health departments may use this template functional job description for DIS who work in their agency. This job description was developed based on the results of a national Job Task Analysis survey that was conducted by PSI, LLC in 2016 as part of the DIS Certification Project.

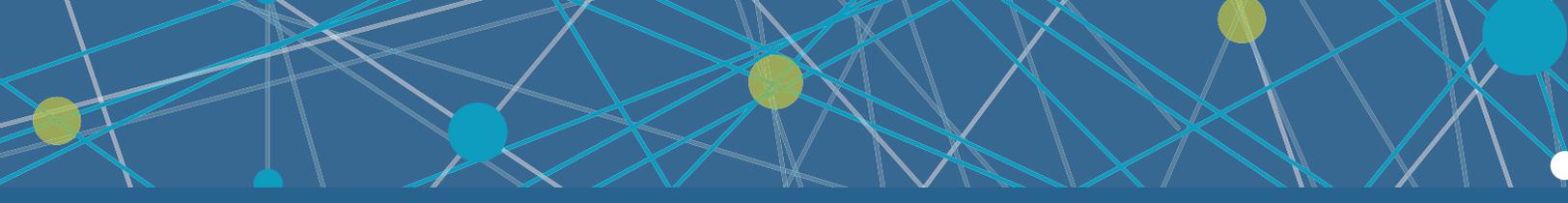
DIS have various titles depending on the human resources policies in place in any given health department. This job description was designed for the following definition of a DIS.

DIS are non-licensed public health professionals with applied expertise in client centered interviews; collection of enhanced surveillance and community assessment data; partner services, including contact tracing; field investigation and other field-based activities, including specimen collection, directly observed therapy, community outreach; collaboration with medical providers, and navigation of health care systems to ensure patient evaluation and treatment; and mobilization for outbreak investigation and emergency response.

First Section

Complete each section according to the human resources policies in place at the health department.

Job Title:	Disease Intervention Specialist or Similar Title
Department:	Specify Programs, Departments, or Division
Supervisor:	Specify name and Title of Supervisor Regular
Employment Status:	Full-Time (Change as Needed)
FLSA Status:	Exempt (Change as Needed)
Supervision:	None
Location:	Specify
Travel:	Specify Percentage



Introduction

Provide a paragraph about the health department as the work setting for the DIS position to which this job description applies.

Position Summary

The standard position summary is intended to be used as written. However, a health department should specify the amount of travel and how the travel is to be accomplished (personal vehicle, public transportation, government provided vehicle, etc.).

Since this job description was developed based on the JTA for the DIS, it is not intended for use with other public health personnel who might also provide some of these services (such as RNs, CHWs, etc.).

Position Responsibilities

These position responsibilities and examples were based on the results of the JTA. This section may be used in its entirety or it may be edited to accommodate a DIS specific job description. Health departments may cut and paste any component of this section as appropriate.

Knowledge, Skills and Abilities (KSAs)

Health departments are strongly encouraged to use the KSA section as written, unless there is a KSA that isn't relevant to a specific DIS job function.

Important Additional Considerations and Preferred Educational and Experiential Background

These are optional sections that may or may not be used by a health department depending on the job requirements for the DIS in their locale.

Template Disease Intervention Specialist (DIS) Job Description Effective Date: June 1, 2017

Job Title: Disease Intervention Specialist

Department: Specify Programs, Departments, or Division

Supervisor: Specify name and Title of Supervisor Regular

Employment Status: Full-Time (Change as Needed)

FLSA Status: Exempt (Change as Needed)

Supervision: None

Location: Specify

Travel: Specify Percentage

Introduction

This is a placeholder for the health department to put a paragraph about the health department as the work setting for the DIS.

Legal Basis for the Job Description Template

This functional job description was developed based on a formally conducted Job Task Analysis (JTA) under the national DIS Certification Project in 2016. The JTA was conducted to obtain information about the tasks performed in the DIS job role and the knowledge needed to support the performance of these tasks. The JTA process for DIS was conducted in accordance with industry requirements to ensure the development of content-valid and legally-defensible examinations. A three-phase approach identified the tasks and knowledge necessary for competent performance of DIS across various settings and professional disciplines.

- Research of the role of the DIS using existing literature and draft task and knowledge areas based on that literature review;
- Review, revision, and finalize task and knowledge statements through multiple, iterative reviews by subject matter experts; and,
- Obtain importance and performance ratings for tasks and knowledge through a public survey of DIS.

Position Summary

A Disease Intervention Specialist (DIS) is a non-licensed public health professional with applied expertise in client centered interviews; collection of enhanced surveillance and community assessment data; partner services to include contact tracing; field investigation and other field-based activities, including specimen collection, directly observed therapy, community outreach; collaboration with medical providers, and navigation of health care systems to ensure patient evaluation and treatment. Relevant program areas can include TB, HIV, STD/STI, and other communicable disease, outbreak investigation and emergency preparedness and response.

The position requires some travel (specify percentage) and the use of a personal vehicle (or the use of a government supplied vehicle if applicable).

Position Responsibilities

Position responsibilities may include, but are not limited to the following examples of work related tasks. The examples are expected to be conducted in accordance with state or local protocols, policies, and procedures and as outlined by the Centers for Disease Control and Prevention (CDC) in guideline documents specific to the disease.

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

- Collect and review client and community information using various investigation procedures including interviewing of clients and contacts; review of data sources; and review of other relevant morbidity reports.
- Assess and prioritize intervention activities based on client needs and program priorities.
- Maintain field supplies needed to accomplish field work.
- Utilize situational awareness to ensure safety in the field.
- Comply with other field safety procedures.

2. *Investigation Activities*

- Conduct investigations using various investigation methodologies (e.g. field investigations, available record search and electronic tools, electronic health and medical records, site assessments).
- Document intervention activities in a timely and accurate manner.
- Maintain confidentiality of client and protected health information. Maintains compliance with HIPAA requirements.

3. *Client Encounters and Interviewing*

- Verify the client's identity during client encounters or prior to disclosing confidential information to other providers.

- Notify and educate clients concerning test results, disease exposure, environmental risk, and other relevant health information (e.g., treatment, isolation, etc.).
- Conduct comprehensive interviews and re-interviews employing effective communication skills to elicit contacts that may have been exposed to an infectious disease.
- 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, medical, or other resources.
- 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 when conducting partner/contact notification, and/or coordinate solutions to those barriers.

4. *Surveillance Support Activities*

- Support surveillance activities by reviewing information from surveillance systems, management systems, and/or community surveillance information.
- 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 based on individual client needs.
- Provide health education presentation on information pertinent to the programs and services in which DIS work.
- 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 for their specific diagnosis.
- Provide clinic testing and treatment follow-up services based on recommendations for their specific diagnosis, based on state/local protocols and CDC recommendations or guidelines.
- Support public health efforts to assure patients maintain isolation and/or quarantine, including legal orders if required.

7. *Testing and Field Services*

- Identify and respond appropriately to unsafe situations in the field.
- 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 patient specimens as appropriate.
- Serve public health legal orders when issued by a state or local health officer as appropriate for the jurisdiction.
- Provide or facilitate transportation to the clients' clinic appointments, as appropriate.

8. *Case Analysis*

- Review available case information and conduct case analysis to determine case priority level, disease staging classification, additional steps for intervention, and/or to determine if expansion of the investigation is warranted.
- Determine disease intervention time frames, procedures, and objectives based on specific diagnosis.
- Recognize or address gaps in information elicited and conduct client interviews to collect necessary information.
- Utilize data as a resource when conducting investigations.

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, community organizations, and health officials.

Required Knowledge Of

- Ethical and professional conduct
- Privacy practices and reporting procedures
- Counseling techniques
- Universal safety precautions and protocols
- Modes of transmission, diagnosis, disease characteristics, treatments and prevention and control strategies
- Community resources and stakeholders
- Health care program policies and procedures
- Clinic or laboratory policies and procedures
- Applicable laboratory tests
- Disease testing locations and protocol
- Cultural competency
- Applicable public health laws
- Organization and functions of government and public health

Required Skill In

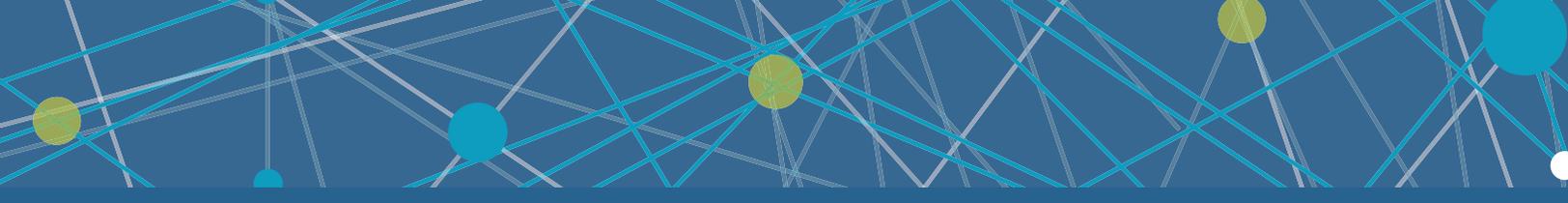
- Active listening
- Critical thinking
- Work efficiencies (e.g., multitasking, time management, prioritization, organization)
- Problem solving
- De-escalation of selected situations
- Interviewing techniques
- Using investigation/notification protocols
- Motivating clients
- Establishing and maintaining collaborative professional relationships
- Case management
- Data collection and data entry
- Using navigational tools
- Conflict management and resolution
- Using applicable disease intervention assessments
- Using effective communication techniques and procedures
- Interpretation of specific test technologies
- Patient specimen collection, handling, and processing
- Application of situational awareness
- Using computers (desktop, laptop, iPad)
- Using of mobile devices (cell phones, apps)
- Using computer software (spreadsheet software, word processing software, internet browsing software, and data base user interface/query software)
- Use of social media (subject to local protocol) and available record searching modalities for investigative purposes

Ability To

- Adapt to unfamiliar and changing environments
- Assess non-verbal communication
- Prepare and maintain confidential records and reports
- Conduct interviews of a highly personal nature
- Problem solve in the field and in-house settings
- Work with diverse populations

Important Additional Considerations

- Valid driver's license if required to drive vehicle
- Access to personal car or applicable transportation
- Car insurance if required to drive vehicle
- Emergency response availability based on jurisdictional expectations
 - May require occasional evening hours



Preferred Minimum Educational and Experiential Background

- High school diploma or General Education Development (GED) equivalent, at least two years of applicable community experiences in counseling or health outreach.
- Associate degree or equivalent with up to one year of applicable community experience in counseling or health outreach.
- Bachelor's degree or higher from an accredited college or university. No experience required.