

Field Epidemiology and Laboratory Training Program Fellowship

Program Description and Application Process

Fellowship Description

Field Epidemiology and Laboratory Training Programs (FELTPs) are competency-based training and service programs in applied epidemiology and public health that build public health systems capacity in the countries where they are implemented. This is achieved by recruiting promising young health professionals and building their competencies through field training, on-the-job mentorship and supervision. Throughout the two-year program, trainees work in active teams that respond to acute public health events and tackle the most serious public health problems that occur within their countries' population. FELTP training and service results in improved country health programs even while trainees are still acquiring their field epidemiology skills.

To build upon and further develop the skills of FELTP graduates, the Division of Global Public Health Capacity Development (DGPHCD) is pleased to offer a fellowship opportunity for persons who have recently completed 2-year programs. The fellowship is designed to continue the participant's professional development by reinforcing technical and management competencies and enhancing leadership capacity. Its goal is to develop FELTP graduates who are capable of assuming leadership positions in public health and applied epidemiology any time they are needed.

This fellowship opportunity will consist of a one-year program that will focus on development of the following four key competencies:

- Management
- Leadership
- Mentoring
- Selected Epidemiologic Methods

A more detailed description of these competencies is provided in the **Appendix**.

Competencies will be achieved through a combination of formal instruction and performance within assigned field placements. For this fellowship, formal instruction will be conducted at the Centers for Disease Control and Prevention (CDC) in Atlanta, GA, USA. Field placement will consist of two 4-5 month assignments assisting the FELTP of countries different from the fellow's home country. At the completion of the fellowship, the fellow is expected to return to the practice of public health in their home country.

I. Eligibility for the Fellowship

Professionals with a strong interest in applied epidemiology who meet the requirements listed below are eligible to apply to the FELTP Fellowship:

- Successfully completed or graduated from a 2-year program.
- No more than 3 years since graduation from the program.
- Ministry of Health (MOH) employee in their home country, **AND one or more of the following:**

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- Physician (MD or equivalent) with at least 1 year of clinical training.
- Recipient of a doctoral degree (PhD or DrPH or equivalent) in a health-related field (e.g., epidemiology; biostatistics; the biological, environmental, social, behavioral, nutritional, or other relevant sciences).
- Veterinarian, nurse, physician assistant, dentist, or pharmacist, with a master of public health (MPH) or equivalent degree.

Public Health Experience

Applicants will be asked to demonstrate their experience in public health practice including, but not limited to:

- Serving the epidemiologic needs of a public health oriented agency (governmental or nongovernmental).
- Conducting epidemiologic investigations, analysis, research, and surveillance.
- Preparing and delivering written and oral reports and presentations, including epidemiologic data, to agency staff, professional and lay audiences, media, and key stakeholders.
- Responding to inquiries from the public, media, and politicians.

In order to demonstrate public health experience, as an FELTP alumnus, a written summary of your FELTP work will be required from the program that you attended in support of your application. Programmatic recommendation will be considered in the selection process. In addition, you should provide a written summary of any public health experience you had prior to or following your FELTP experience.

II. Requirements for Completing the Fellowship

- **Duration**
 - The fellowship is approximately 1 year in duration and will be spent outside of the applicant's home country.
- **CDC Atlanta Experience**
 - The FELTP fellow will travel to CDC Atlanta at the beginning and end of the fellowship for approximately 1 month duration each. During these times, the fellow will be mentored by the FELTP Fellowship Coordinator and DGPHCD staff. Proficiency in English language is a requirement.
- **Field and Practicum Assignment**
 - Each FELTP fellow must be willing to relocate for placement in two field assignments of 4-5 month duration each. Because the fellowship emphasizes experience at CDC and at established FELTPs other than the one in which the applicant was trained, you will have two practicum assignments, requiring you to relocate to two different geographical locations. During field assignments, the fellow will be mentored by FELTP Resident/Technical Advisors, local FELTP program staff, and the FELTP Fellowship Coordinator.

- **Continuity**
 - The CDC Atlanta experience and field practicums must be served consecutively without interruption.

- **Project Assignment Products/Outputs* (see Learning Objectives under Key Competencies in Appendix) (some products indicate multiple competencies)**
 - Examples of assignments/outputs that demonstrate key competencies include, but are not limited to the following:
 - Evaluate an FELTP and prepare a report
 - Diagram an FELTP using a logic model
 - Review/critique FELTP products
 - Analyze the impact of trainees' PH recommendations
 - Conduct Level 3 or 4 training evaluation of host country graduates
 - Meet with donors and prepare a report of recommendations
 - Prepare a yearly or long term host country FELTP workplan
 - Create a lesson plan for a new FELTP course or module
 - Create a case study for the host country, using host country data
 - Create workplans for trainees
 - Complete performance reviews for trainees
 - Review/critique host country FELTP scientific abstracts and manuscripts for submission
 - Evaluate abstracts submitted to EIS International Night or global public health conferences of significance

*Project assignment products/outputs will vary based upon the needs of the Fellowship host countries, and will be determined in collaboration between the host country FELTP staff, DGPHCD staff, and the FELTP fellow. Successful completion of products/outputs will be determined collaboratively between the host country FELTP staff and DGPHCD staff.

Application Process

Please submit the following to:

FELTP Fellowship Coordinator
CDC/Division of Global Public Health Capacity Development
(DGPHCD)/COGH
1600 Clifton Road, Mail-Stop E93
Atlanta, Georgia, 30333
United States

1. Curriculum Vitae that includes the following information:

- Full name
- Business and home addresses
- Home telephone number
- Work telephone number
- Mobile telephone number
- Fax number (if available)
- E-mail address
- Country of citizenship
- Address and telephone number of someone who can always contact you (other than spouse)
- All prior education since the beginning of college, academic degrees provided in chronological order with name of institution, location, and major areas of study listed
- Prior training in applied or field epidemiology
- FELTP training including country and date of graduation
- FELTP program director and/or contact person within your home country FELTP
- Employment history
- Evidence of proficiency in English and any other languages
- Date and type of honors/awards/activities
- A complete list of publications provided on a separate sheet of paper

2. Transcripts

Official transcripts from each school where the applicant has obtained undergraduate, undergraduate medical or veterinary, and MPH or other postgraduate degrees must be provided to the DGPHCD Office. Photocopies or student copies will be accepted, but an official transcript issued by the institution and mailed directly to the DGPHCD Office may be required, at the discretion of the FELTP Fellowship Coordinator. If transcripts are not issued by an institution, another proof of degree completion must be submitted, and either the transcript or proof of degree must be translated into English.

3. Public Health Experience and FELTP Programmatic Recommendation

A written summary from the FELTP program you attended that details activities you completed during your FELTP tenure and their programmatic recommendation is required. Other written evidence of public health experience and completed work that may be provided includes copies of the actual work you completed, abstracts submitted and/or accepted at scientific conferences, and publications from refereed journals. A copy of your FELTP completion certificate is also required.

4. Personal Statement

A personal statement by the FELTP Fellowship applicant is required. This statement must be a narrative, no longer than two pages and address the following questions:

- Describe your professional goals and how the fellowship will help you achieve them.
- Indicate what aspect of public health is of interest to you and areas you would like to focus on during the fellowship.
- Explain how the fellowship will complement your previous training and experience.
- Describe your anticipated career plans after completing the fellowship

5. Reference Letters

Three letters of recommendation from persons who can evaluate your work (one must be from your immediate supervisor) are required. The two remaining letters of recommendation must be from persons familiar with your achievements, future aspirations, personal qualities, and professional attributes.

6. Peer References

List the name and phone number of three peer references who have worked with you professionally in a public health setting, but not in a supervisory capacity.

7. Ministry of Health Letter of Concurrence

Because the FELTP fellow must be a MOH employee in their home country and will be relocated for 1 year, their MOH must provide a letter of concurrence to the DGPHCD Office approving a 1-year leave of absence for the applicant, should they be selected, and that they will be accepted back to the MOH at the completion of their fellowship. DGPHCD will provide each FELTP fellow with a stipend to cover living expenses over the duration of their FELTP fellowship. This will not be a responsibility of their home country MOH, and the MOH letter of concurrence should acknowledge this understanding.

8. Passport and Visa Information

Complete the following form:

Passport and Visa Information

Please provide the following required information:

Passport number: _____

Country in which Passport issued: _____

Passport expiration date: _____

Do you currently have a visa to enter the US: ___ yes ___ no

If yes, please indicate the type of visa (F1, J1, B2, B1, H1 etc) and expiration date:

If you do not currently have a US visa, please indicate if you applied for, but were not granted a US visa: ___ yes ___ no

If yes, please give the reasons why you were not granted a US visa:

Your application will not be considered if this information is missing.

Application Schedule for 2008

Oct 1	Application due
Oct 6 - Oct 17	Interviews conducted
Oct 31	Fellows selected
Nov 3 - Nov 28	Relocation
Dec 1	Fellowship begins

Applicant Evaluation and Selection Process

1. Applications will be reviewed by a Fellowship Selection Committee at DGPCHD, CDC, to determine whether eligibility requirements have been met and to consider all materials that have been submitted in support of each application.
2. Top applicants will be selected for a personal interview with the Selection Committee. Interviews will be conducted by telephone. Interviewees will be informed of the date and time of their interview by e-mail (if possible) or by letter.
3. Following completion of the personal interviews, applicants will be judged on: (1) interpersonal and communication skills, (2) a commitment to applied epidemiology and public health practice, and (3) their stated possible assignments of interest.
4. Other factors the Selection Committee will consider in the selection of fellows include professional experience plus career interests, and potential, as determined through written application, personal interviews, academic performance, publications, and references from supervisors and peers.
5. Applicants selected for the fellowship will be informed of their selection in writing by letter (and e-mail, if possible). Final selection decisions are at the sole discretion of the Fellowship Selection Committee and appeals will not be considered.
6. Applicants who are not selected are encouraged to apply in subsequent years (as long as eligibility requirements are met). However, applications in any subsequent year must follow the complete application process.

Note: All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, political affiliation, age, sexual orientation, or any other non-merit factors.

Appendix - Detailed Outline of Key Competencies and Supporting Learning Objectives

Management Competency
Develop lesson plans to support the didactic component of an FELTP
Organize an FELTP course
Monitor and evaluate trainees and mentors
Operate an existing FELTP
Prepare proposals for funding from external sources
Prepare proposal for new organizational structure in support of an FELTP
Prepare a yearly workplan for an FELTP
Apply the principles of program planning, development, budgeting and evaluation for a program
Ensure compliance with principles of scientific ethics
Learning Objectives
List the major phases of a training program (analyze, design, develop, implement, evaluate)
Create learning objectives that are both measurable and attainable
Develop an instructional plan that addresses each of the 4 elements of an effective training session (content, examples, practice, assessment)
Select or develop course content targeted to characteristics of the intended target audience
Create evaluation instruments to measure learner satisfaction and knowledge transfer
Use fundamental concepts of adult learning theory to enhance knowledge retention after delivery or facilitation of instructional content
Create a program budget
Communicate with stakeholders
Manage an FELTP project
Identify organizational decision-making structures, stakeholders, style and processes
Develop a program staffing plan
Develop a program workplan (Note: this is a workplan for the program, not for an individual trainee)
Create a logic model to diagram a country's FELTP
Develop mechanisms to monitor and evaluate a program for its effectiveness and quality
Facilitate the implementation of an IRB
Leadership Competency
Communicate clearly to multiple professional and lay target groups, in both written and oral presentations
Advocate for FELTP program and resources to partners and political leadership
Communicate vision and mission with teams and work units
Demonstrate leadership, team building, negotiation, and conflict resolution skills to build partnerships and networks
Demonstrate transparency, integrity and honesty in all actions
Use the media, advanced technologies, and national/international networks to communicate information
Describe the process of strategic planning
Develop strategies to motivate others for collaborative problem solving and decision-making
Learning Objectives
Develop and evaluate a strategic communication plan
Use negotiation skills to reach consensus
Effectively deal with the emotions of others when there is tension and conflict

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Develop a positive work environment that encourages high performance
Lead and/or facilitate formal meetings
Use change leadership skills
Assemble teams that function effectively and with mutual respect
Resolve conflict within teams
Consider culture-specific needs when working with partners or communities
Mentorship Competency
Assess learning needs and review learning goals for feasibility
Ensure trainee's steady progress toward achievement of competencies and completion of program requirements
Facilitate and provide effective regular feedback to trainees
Learning Objectives
Establish a mentoring plan that provides a trainee with an opportunity for interaction on a regular basis
Set and communicate clear expectations and objectives
Adapt management style based on individual needs
Provide effective and timely feedback to reinforce and improve performance
Address behavioral and performance problems with trainees
Use active listening skills to guide a trainee
Help a trainee prioritize tasks based on urgency and importance
Provide technical guidance to the trainee for the completion of program requirements
Evaluate the accuracy of trainee's products
Epidemiologic Methods Competency (Selected Topics)
This category will be tailored to the Fellow to accomplish one or more of the following goals:
<ul style="list-style-type: none"> • Enhance weak areas in Epidemiologic Methods • Enhance weak areas in Biostatistics • Strengthen teaching skills in selected areas • Present FELTP course content with which fellow has no previous presentation experience • Participate in advanced training in Epidemiologic Methods topics of interest • Strengthen knowledge and skills in areas of public health priority

Project Assignment Products/Outputs* that can demonstrate the above competencies (some products will indicate multiple competencies)

- Evaluate an FELTP and prepare a report
- Diagram an FELTP using a logic model
- Review/critique FELTP products
- Analyze the impact of trainees' PH recommendations
- Conduct Level 3 or 4 training evaluation of host country graduates
- Meet with donors and prepare a report of recommendations
- Prepare a yearly or long term host country FELTP workplan

*Project assignment products/outputs will vary based upon the needs of the host country.

FELTP Fellowship Application Checklist

- ✓ Curriculum Vitae
- ✓ Evidence of English language proficiency
- ✓ Copies of official school transcripts
- ✓ Written summary of work completed during FELTP
- ✓ FELTP programmatic recommendation
- ✓ Copy of FELTP completion certificate
- ✓ Personal statement
- ✓ Letters of reference
- ✓ Peer references
- ✓ MOH letter of concurrence
- ✓ Passport and visa information