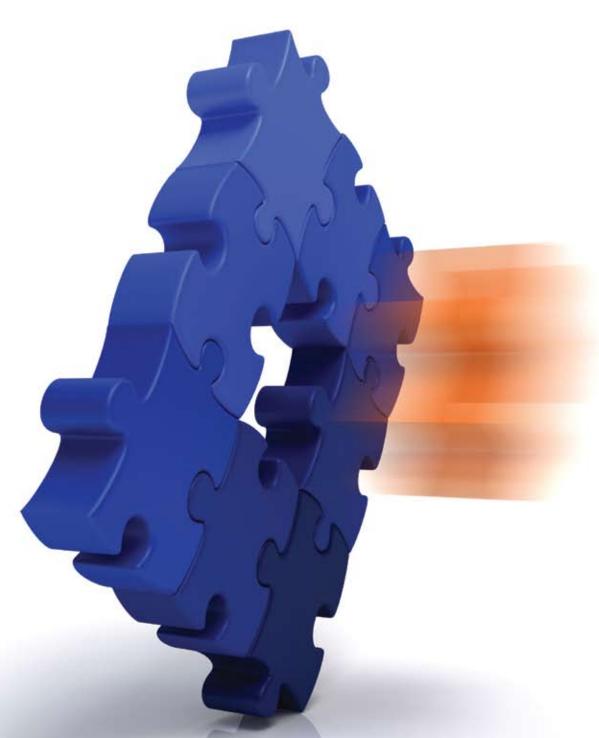
# Field Epidemiology Training Program Standard Core Curriculum



## U.S. Department of Health and Human Services

Centers for Disease Control and Prevention
Coordinating Office for Global Health
Division of Global Public Health Capacity Development

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Department of Health and Human Services Centers for Disease Control and Prevention Coordinating Office for Global Health Division of Epidemiology & Surveillance Capacity Development

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#### Who should read this material?

This packet is intended for epidemiologists or program staff members who are planning or currently serving as program managers for a field epidemiology training program.

#### What is the FETP Standard Core Curriculum Project?

One of the challenges to those starting and maintaining a field epidemiology training program is the development of a detailed program curriculum based on identified competencies. Using best practices of both science and adult education, the epidemiologists, instructional designers and public health advisors in Coordinating Office for Global Health have collaborated to create this suggested standard core curriculum for a two-year training program.

## Who is the target audience of a Field Epidemiology Training program?

This curriculum was created based on the following assumptions:

#### **FETP Target Audience Participants:**

- Have health background
- Are available full time for formal training, field work & related Ministry of Health activities
- Have access to instructors and materials as needed
- Have basic computer skills, such as familiarity with basic hardware and software navigation
- Have access to required resources, including PC, email and internet access
- Require additional and consistent training during the entire two year program
- Take an active role in their education and vigorously seek solutions as issues arise
- Have the initiative to complete assignments in a timely manner

#### How can this curriculum help me?

This curriculum provides guidelines to assist you in developing and managing your field epidemiology training program. You can compare the suggested competencies with the priorities of your organization to plan and implement your program. Customize the curriculum based on your program's priorities.

## **Curriculum Design Glossary**

The glossary provides a definition and example for each of the terms used in the design of the curriculum.

Term	Purpose	Definition	Example
Competency	Describes the expectations for job performance and for evaluation of the individual.	An integrated set of knowledge, skills, and attitudes that supports successful performance in public health service context	Use epidemiologic practices to conduct studies that improve public health program delivery
Instructional Goal	Guides the development of an instructional activity and provides the starting point for subsequent planning.	A broad statement of intent of a formal instructional plan that describes learning outcomes.	Design and conduct analytic studies
Learning Objectives	Frames specific lessons within an instructional goal and provides guidelines for content development, delivery method and evaluation.	A specific statement of what a learner will be able to accomplish on completion of a lesson or instruction activity.	Construct a 2x2 table, tabulating the occurrence of disease and exposure in study participants

## **FETP Competencies**

#### FETP Core Competency: Use science to improve public health

#### Supported by the following competencies:

Epidemiologic Methods	<ol> <li>Use epidemiologic practices to conduct studies that improve public health program delivery</li> <li>Respond to outbreaks</li> </ol>
Biostatistics	Analyze epidemiological data using appropriate statistical methods
Public Health Surveillance	4. Manage a public health surveillance system
Laboratory and Biosafety	5. Use laboratory resources to support epidemiologic activities
Communication	<ul><li>6. Develop written public health communications</li><li>7. Develop and deliver oral public health communications</li></ul>
Computer Technology	8. Use computers for specific applications relevant to public health practices
Management and Leadership	<ul> <li>9. Manage a field project</li> <li>10. Manage staff and resources</li> <li>11. Be an effective team leader and member</li> <li>12. Manage personal responsibilities</li> </ul>
Prevention Effectiveness	13. Apply simple tools for economic analysis
Teaching and Mentoring	<ul><li>14. Train public health professionals</li><li>15. Mentor public health professionals</li></ul>
Epidemiology of Priority Diseases and Injuries	16. Evaluate & prioritize the importance of diseases or conditions of national public health concern

#### **Curriculum at a Glance**

Epidemiolo	gic Methods	Biostatistics	Surveillance	Lab & Biosafety	Communication	Computer Technology	Management & Leadership	Prevention Effectiveness	Teaching & Mentoring	Epidemiology of Disease & Injury
Introduction to Public Health & Epidemiology	Advanced Tables, Graphs, Charts & Maps	Introduction to Biostatistics	Introduction to Surveillance	Introduction to the Laboratory Role in Public Health	Field Reports	Word Processing	Project Management for the Public Health	Public Health Economics	Training Development Techniques	Prioritization of Disease
History & Description of the FETP Training Model	Descriptive Data Analysis	Rates, Proportions & Ratios (Measures of Frequency)	Surveillance System Development	The Role of the Laboratory in the Field	Internal Written Communications	Spreadsheets	Professional Monitoring & Evaluation	Prevention Effectiveness	Training Delivery Techniques	Epidemiology & Control of Communicable Diseases
Framing the Problem	Data Management & Data Editing	Central Location & Dispersion	Surveillance Data Analysis & Interpretation	Reproducibility & Validity	External Written Communications	Graphics	Team Building	Burden of Disease Measurements	Mentoring Skills	Epidemiology of Injury & Non- Communicable Diseases
Public Health Literature Review	Stratified Analysis	Rate Adjustment	Surveillance Data Collection	Specimen Management in the Field	Scientific Manuscripts	Email & the Internet	Supervisory Skills			Vaccine Preventable Diseases
Descriptive Study Design	Matching Case Control Studies	Probability	Public Health Response		Writing an Abstract	Online Literature	Financial Management			Epidemiology of Public Health Disasters
Surveys	Effect Modification	Normal Distribution	Surveillance System Evaluation		Poster Presentations	Epi-Info	Time management			Bioterrorism
Introduction to Qualitative Methods	Analyzing Cross Sectional Studies	Confidence Intervals for Case Control & Cohort			Epidemiologic Bulletins		Interpersonal Skills			
Analytical Study Design	Ethics	Studies Statistical Inference			Briefing Statements					
Introduction to Sampling	Outbreak Investigations	Parametric Tests of Significance			Oral Presentations					
Measure of Association & Impact		Non Parametric Tests								
Causation  Questionnaire Design		Introduction to Correlation & Regression Analysis Sample Size								

## **Competencies by Domain**

## **Epidemiologic Methods**

	Epidemiologic Methods					
Competency Statement	Instructional Goal	Learning Objectives	Topic			
Use epidemiologic practices to conduct studies that improve public health program delivery	Describe principal epidemiologic concepts and their roles within the Ministry of Health	<ul> <li>Summarize the epidemiologic approach to addressing public health problems</li> <li>Explain the core epidemiologic functions</li> <li>List the uses of epidemiology in the management cycle</li> <li>Describe epidemiologic measurements of time, place and person</li> <li>Describe routine measures of morbidity and mortality</li> <li>Identify sources of routine morbidity and mortality</li> <li>Describe the interactions between host, agent, and environment</li> </ul>	Introduction to public health & epidemiology			
		<ul> <li>Describe the role of the FETP in the support of MOH mission and goals</li> <li>Identify the components of the FETP training model</li> <li>Explain the importance of regional/ global collaboration and TEPHINET</li> <li>Describe expectations of the FETP</li> </ul>	History and description of the FETP training model			
	Write a problem statement	<ul> <li>List the elements of a problem statement</li> <li>Work with a health team to write a complete health problem statement</li> <li>Explain the relationship between a research question and a health problem</li> </ul>	Framing the problem			
	Use public health literature to develop recommendations	<ul> <li>Critically review the scientific literature, including systematic literature reviews</li> <li>Synthesize findings in scientific literature across studies to make public health recommendations</li> </ul>	Public health literature review			
	Design and conduct descriptive studies	<ul> <li>Describe the different types of descriptive epidemiologic studies</li> <li>Describe the differences between descriptive and analytic studies</li> <li>List two uses of descriptive studies</li> <li>Develop a case definition</li> </ul>	Descriptive study design			
		<ul> <li>Describe the differences between a survey and surveillance</li> <li>List the tasks needed to carry out a survey</li> <li>Describe reasons for a weighted survey design and analysis</li> <li>Prepare a survey protocol</li> <li>Conduct a survey</li> <li>Prepare a survey report</li> </ul>	Surveys			
		<ul> <li>Describe when focus groups or key informant interviews should be conducted</li> <li>Plan &amp; conduct a focus group</li> <li>Present results of a focus group</li> </ul>	Introduction to qualitative methods			

Competency	Instructional Goal	Learning Objectives	Topic
Statement			
		Develop a list of key informants for selected health issues	
		Present results of a key informant interview	
		Use qualitative methods to inform the design of a study	
	Design and conduct	List uses of analytic studies	Analytic study
	analytic studies	Develop exposure and outcome definitions	design
		Describe the characteristics of a prospective study	
		Describe the characteristics of a retrospective study	
		List the advantages and disadvantages of cohort and case control studies	
		Design a cohort study	
		Design a case control study	
		Identify suitable control groups & unexposed groups	
		Define a experimental study	
		Illustrate the design of a experimental study	
		Identify biases in cohort and case control studies	
		Minimize bias when designing and conducting analytic studies	
		Conduct a case control study or a retrospective cohort study	T . 1 .: .
		Describe the difference between probability and non-probability sampling	Introduction to
		• List the advantages & disadvantages of various types of probability and non-probability samples	sampling
		Describe the reasons for doing a probability sample	
		Differentiate between sampling error and bias	
		Describe the difference between simple, random, systematic, cluster, and stratified sampling	
		Describe the reasons for selecting clusters probability proportional to size	
		Describe the sampling method, given a specific study design for a health problem	
		• Construct a 2-by-2 table, tabulating the occurrence of disease and exposure in study participants	Measures of
		Describe two ways to determine an excess risk of disease in persons exposed to certain agent	association &
		• Calculate absolute risk (risk and rate difference), relative risk, rate ratio, and odds ratio	impact
		Describe the impact of differential and non-differential misclassification of subjects for	
		exposure and disease	
		Determine the attributable risk	
		Determine the preventive fraction	
		• Determine which measures of association or impact are appropriate for a cohort or case control study design	
		Describe in non-technical terms the interpretation of measures of impact and association	
		Explain the difference between the various models of causation	Causation
		State the relationship between association and causation	

	Epidemiologic Methods					
Competency Statement	Instructional Goal	Learning Objectives	Topic			
		Explain the different types of causal inference				
		List the 7 Hill causal criteria				
	Use a questionnaire to	List the steps in designing a questionnaire	Questionnaire			
	address a research	Describe the types of questions and when to use them	design			
	question	Describe how a questionnaire can be made more user-friendly for respondents and data-entry personnel				
		Explain the process to pilot-test a questionnaire				
		Create a practical field questionnaire addressing a research question				
		Explain the process of translating a questionnaire				
		Train interviewers in standardized interview techniques				
	Create tables, graphs,	Prepare a table w/ 2 - 3 variables	Advanced tables,			
	charts and maps for data	Prepare line graphs & scatter diagrams	graphs, charts &			
	analysis	Prepare stacked & grouped bar charts	maps			
		Prepare dot density maps				
	Analyze and interpret data	Correctly display time data	Descriptive data			
	from descriptive and	Correctly display place data	analysis			
	analytic studies	Correctly display person data				
		Generate hypotheses from descriptive data				
		Make actionable recommendations based on analysis				
		Use a systematic approach to data management and editing	Data management			
		Describe how to conduct quality-control data checks, including duplication and missing data	& data editing			
		List 3 methods to control for confounding	Stratified analysis			
		Discuss when to perform a stratified analysis				
		Calculate a summary risk estimate using the Mantel and Haenszel test				
		Identify presence of confounding using stratified analysis				
		Describe how matching controls for confounding	Matching case			
		List the advantages & disadvantages of matching	control studies			
		Calculate matched & unmatched measures of association in a case control study				
		Differentiate between effect modification and confounding	Effect modification			
		Identify the presence of effect modification in a data set				
		Present findings to express effect modification				
		Analyze a survey dataset	Analyzing cross			
		Analyze data from a cluster survey	sectional studies			
		Calculate the prevalence odds ratio				
		Calculate the prevalence ratio				
		Explain design effect				

	Epidemiologic Methods					
Competency Statement	Instructional Goal	Learning Objectives	Topic			
		<ul> <li>Explain the differences between the two &amp; when to use them</li> <li>Identify limitations of cross sectional studies</li> </ul>				
	Follow ethics guidelines when planning and conducting research	<ul> <li>Describe the importance of safeguarding the population's interest</li> <li>Describe the role of an institutional review board</li> <li>Describe ethical considerations of authorship, citations and acknowledgements</li> </ul>	Ethics			
Respond to outbreaks	Investigate an outbreak  Develop an intervention strategy for an outbreak	<ul> <li>List the operational steps of an outbreak investigation</li> <li>Given a cluster of cases of illness in a community: <ul> <li>a. Determine whether an epidemic exists</li> <li>b. Verify the diagnosis</li> <li>c. Count cases and determine attack rate</li> <li>d. Develop biologically plausible hypotheses</li> </ul> </li> <li>Describe the use of and present data in a line listing</li> <li>Construct and interpret an epidemic curve</li> <li>List the types of evidence that need to be collected in the field</li> <li>Identify the essential roles in the logistics of outbreak investigation and response</li> <li>Recommend strategies for control and prevention in response to an outbreak</li> <li>Communicate investigation activities to 3 audiences: scientific, community, political</li> </ul>	Outbreak investigations			

#### **Biostatistics**

	Biostatistics					
Competency Statement	Instructional Goal	Learning Objectives	Topic			
Analyze epidemiologic	Calculate descriptive statistics	<ul> <li>Describe the scales of measurement (nominal, ordinal, interval, and ratio)</li> <li>Compare continuous and discrete data</li> </ul>	Introduction to biostatistics			
data using appropriate statistical methods		<ul> <li>Differentiate between ratios, proportions, incidence, prevalence, attack rates</li> <li>Calculate ratios, proportions, incidence, prevalence, attack rates</li> <li>Describe differences between these measures &amp; the proper interpretation of each</li> <li>Explain the advantage of using rates over absolute numbers when describing a population</li> </ul>	Rates, proportions, ratios (measures of frequency)			
		<ul> <li>Calculate measures of central tendency (mean, median, mode)</li> <li>Calculate measures of dispersion (range, variance, standard deviation, standard error of the mean)</li> <li>Discuss in what setting the various measures of central tendency and dispersion are used</li> <li>Describe the characteristics of a skewed distribution</li> <li>Explain a confidence interval in non-technical terms</li> <li>Calculate a 95% confidence interval around a mean</li> </ul>	Central location and dispersion			
		<ul> <li>Describe two reasons why rates should be adjusted</li> <li>Calculate direct adjusted rates using a standard population</li> <li>Calculate indirect adjusted rates using standard population rates</li> </ul>	Rate adjustment			
	Choose, calculate and interpret statistical tests	Describe the relative frequency concept of probability     Create a frequency distribution table & histogram	Probability			
	according to study design and type of data being analyzed	<ul> <li>Describe the importance of a normal distribution</li> <li>Explain in non-technical terms the meaning of the central limit theory</li> <li>Convert raw scores into standard scores</li> <li>Determine probabilities from standard normal distribution</li> <li>Calculate the area inside the normal curve between the mean and 1 standard deviation, mean and two standard deviations</li> </ul>	Normal distribution			
		<ul> <li>Interpret a 95% confidence interval for an odds ratio</li> <li>Explain a confidence interval for an odds ratio in non-technical terms</li> <li>Interpret a 95% confidence interval for a relative risk</li> <li>Explain an odds ratio of 1</li> </ul>	Confidence intervals for case control & cohort studies			
		<ul> <li>Discuss the difference between a standard deviation and standard error</li> <li>Calculate a z-test using the standard error of the mean</li> <li>Explain the meaning of type 1 &amp; type 2 errors</li> <li>Explain the relationship between the sample size, 1-α, β, and power</li> </ul>	Statistical inference			
		Select an appropriate test statistic for the comparison of two means	Parametric tests of			

	Biostatistics					
Competency Statement	Instructional Goal	Learning Objectives	Topic			
		<ul> <li>Determine when to use a z-test or t-test</li> <li>Determine when to use an unpaired or paired t-test</li> <li>Interpret an unpaired t-test on two samples</li> <li>Compare two proportions using z-test for proportion</li> <li>Use an unmatched Chi-square statistic</li> </ul>	significance			
		<ul> <li>Apply appropriate tests of statistical significance for the comparison of two means or two proportions</li> <li>List several tests of significance for categorical frequency data</li> <li>Interpret a Fisher exact test</li> <li>Describe when to use a chi-square test vs. a Fisher exact test</li> <li>Interpret a statistical method to compare paired nominal data</li> </ul>	Non parametric tests			
		<ul> <li>Apply an appropriate statistical method to compare ordinal data, paired and unpaired</li> <li>Interpret a Pearson product-moment correlation coefficient</li> <li>Describe the purpose of using linear regression</li> <li>Create a simple linear regression model given a two related variables</li> <li>Describe the purpose and use of multiple linear regression models</li> <li>Describe the purpose of using logistic regression</li> </ul>	Introduction to correlation and regression analysis			
		<ul> <li>Describe the process for and create a logistic regression model</li> <li>Calculate sample size for a chi square test</li> <li>Calculate sample size for subgroup or stratified analysis</li> <li>Describe the impact of sampling assumptions on sample size calculations</li> </ul>	Sample size			

#### **Public Health Surveillance**

	Public Health Surveillance				
Competency Statement	Instructional Goal	Learning Objectives	Topic		
Manage a public health surveillance system	Describe surveillance in public health practice	<ul> <li>Discuss the purpose and use of surveillance data</li> <li>Describe common sources of surveillance data</li> <li>Compare common surveillance strategies and systems</li> <li>Compare active and passive surveillance systems</li> <li>Describe the existing surveillance systems in your country</li> </ul>	Introduction to surveillance		
	Establish a surveillance system	<ul> <li>Describe the steps to establish a surveillance system</li> <li>Establish objectives for a surveillance system</li> <li>Develop surveillance case definitions</li> <li>Identify sources of data and data collection mechanisms</li> <li>Describe elements of the system that should be field -tested</li> <li>Develop and test an approach to surveillance data analysis</li> <li>Describe dissemination mechanisms and communication pathways</li> <li>Plan for the use of analysis and interpretation</li> </ul>	Surveillance system development		
	Analyze and interpret surveillance data	<ul> <li>Evaluate the reliability and validity of surveillance data</li> <li>Describe the types of bias that may occur in analyzing surveillance data</li> <li>Create time series graphs using raw data</li> <li>Describe limitations in surveillance data that impact interpretation</li> <li>Describe possible changes in reporting of surveillance data that may impact interpretation</li> </ul>	Surveillance data analysis and interpretation		
	Operate a surveillance system	<ul> <li>Describe the operation of a surveillance system</li> <li>Describe the attributes of a surveillance system, including sensitivity and predictive value positive</li> <li>Actively participate in methods for ensuring:         <ul> <li>Disease detection</li> <li>Confirmation of suspect cases</li> <li>Registration of cases</li> <li>Reporting between levels of the surveillance system</li> </ul> </li> </ul>	Surveillance data collection		
	Identify an appropriate public health response based on surveillance data	<ul> <li>Discuss the causal chain process for making recommendations</li> <li>Describe characteristics of appropriate public health responses</li> <li>Discuss the process for making recommendations</li> </ul>	Public health Response		
	Evaluate a surveillance system	<ul> <li>Describe the steps to evaluate a surveillance system</li> <li>Identify stakeholders in an evaluation of a surveillance system</li> <li>Describe the common purposes for evaluating surveillance systems</li> <li>Develop questions to be used in an evaluation</li> </ul>	Surveillance system evaluation		

Public Health Surveillance							
Competency Statement							
		<ul> <li>Determine standards for assessing the performance of a surveillance system</li> <li>Develop conclusions and make recommendations based on the evaluation</li> <li>Plan for the use of evaluation findings</li> </ul>					

## **Laboratory and Biosafety**

	Laboratory and Biosafety							
Competency Statement	Instructional Goal	Learning Objectives	Topic					
Use laboratory resources to support public health activities	Describe the function and structure of laboratory as it interacts with clinical medicine and public health	<ul> <li>Discuss the differences in organizational culture between clinical and public health laboratories</li> <li>Describe current interaction between clinical, laboratory, and public health</li> <li>Identify contact persons at central and local level laboratories for specimen testing</li> <li>Summarize the value of laboratory data and its impact on public health decisions</li> </ul>	Introduction to the laboratory role in public health					
	Coordinate laboratory and epidemiology activities including test selection, communication, and reporting results in the field	<ul> <li>Consult with laboratorians before a field investigation begins</li> <li>Describe the capacity to test for bacteriological or viral agents at the local and central level</li> <li>Review the diagnostic tests available at the local level and recognize design characteristics that may affect specimen collection, transportation, and storage</li> <li>Explain the advantages and disadvantages of different diagnostic tests for the most common etiologic agents</li> </ul>	The role of the laboratory in the field					
	Analyze and interpret laboratory data accounting for factors that influence the results of diagnostic tests	<ul> <li>Analyze laboratory data for public health importance</li> <li>Calculate and explain in non-technical terms specificity, sensitivity, PVP, PVN</li> <li>Interpret the results taking into account factors such as context, frequency of disease, sensitivity and specificity of the test, prevalence, and host relationship that can affect the results</li> <li>Discuss the benefits of using a multi-stage screening program</li> </ul>	Reproducibility and Validity					
	Identify and implement appropriate specimen collection, storage, and transportation measures	<ul> <li>Describe universal biosafety precautions in handling specimens</li> <li>Using a checklist for sampling by organism, select the appropriate sampling method and identify the equipment &amp; proper transport requirements to collect the sample</li> <li>Identify the minimum level of information needed for each test in regard to person, place, time, clinical signs, underlying diseases, and any treatment provided</li> <li>Transport specimens at room temperature, refrigerated, and frozen conditions</li> </ul>	Specimen management in the field					

#### Communication

Communication									
Competency Statement	Instructional Goal	Learning Objectives	Topic						
Develop written public health communications	Create field reports	<ul> <li>Describe the stage in a field investigation which requires a:         <ul> <li>Notification of investigation report (Epi 1)</li> <li>Preliminary report</li> <li>Final report</li> </ul> </li> <li>Identify the recipient for each report</li> <li>Create each report with the necessary information at the appropriate time</li> </ul>							
	Create reports for advocacy and management	<ul> <li>Write memoranda to program managers</li> <li>Create an executive summary</li> <li>Describe the purpose of a study proposal and protocol</li> <li>List the basic sections of a proposal or protocol</li> <li>Write clear study goals &amp; objectives</li> <li>Write a study protocol</li> <li>Propose practical public health recommendations based on scientific data</li> </ul>	Internal written communications						
		<ul> <li>Establish the message</li> <li>Define the audience</li> <li>Select the channel/media for dissemination</li> <li>Develop a plan to market the information</li> <li>Evaluate the impact of the message</li> </ul>	External written communications						
	Create scientific reports	<ul> <li>Describe the content &amp; organization of a manuscript</li> <li>Describe the natural history of an article for a peer-reviewed journal, from inception to reprint requests</li> <li>List the factors used by journal editors &amp; reviewers when considering articles for publication</li> <li>Describe differences among various peer-reviewed journals in terms of their purposes, roles, impact &amp; development</li> <li>Provide a critical appraisal of a scientific paper on public health</li> <li>Prepare and deliver a scientific article for a specified target audience</li> <li>Write an effective cover letter</li> <li>Describe the two categories of abstracts: indicative &amp; persuasive</li> </ul>	Scientific manuscripts  Writing an abstract						
	Develop a poster presentation	<ul> <li>Write an abstract containing the four required sections</li> <li>Evaluate the quality of abstracts</li> <li>Write an abstract based on a surveillance evaluation or outbreak investigation</li> <li>Design presentations appropriate for the target audience</li> <li>Apply appropriate persuasive techniques</li> </ul>	Poster presentations						

Communication										
Competency Statement	statement									
		<ul> <li>Design effective scientific posters</li> <li>Describe strengths &amp; weaknesses of communicating through posters</li> </ul>								
	Publish an article in an epidemiologic bulletin	<ul> <li>Describe the organization, structure and components of a bulletin article</li> <li>Prepare a bulletin article</li> </ul>	Epidemiologic bulletins							
Develop and deliver oral public health communications	Develop and deliver oral public health communications	<ul> <li>Create a plan for use of media in communicating warnings &amp; recommendations with the public</li> <li>Provide the media with oral and written information about acute health events</li> <li>Promote public health through the media</li> <li>Create a briefing document for a specific audience (politicians, community leaders)</li> </ul>	Briefing statements							
		<ul> <li>Use a Single Overriding Communication Objective (SOCO) to prepare &amp; deliver a presentation for a specific target audience</li> <li>Design presentations appropriate and effective for the target audience</li> <li>Make scientific &amp; persuasive presentations for managers</li> <li>Apply appropriate persuasive techniques</li> </ul>	Oral presentations							

## **Computer Technology**

Computer Technology							
Competency Statement	Instructional Goal	Learning Objectives	Topic				
Use computers for specific applications relevant to public health practices	Create and manipulate files in word processing, spread sheets, and graphics	<ul> <li>Navigate the workspace with menu bars and the mouse</li> <li>Modify text by changing the font, size and adding special effects</li> <li>Manipulate text using copy, cut and paste</li> <li>Format paragraphs with bullets, numbering and alignment</li> <li>Modify the page layout</li> <li>Use the styles and outline format (with formatted headings)</li> </ul>	Word processing				
		<ul> <li>Navigate the workspace with menu bars and the mouse</li> <li>Create a new worksheet</li> <li>Create and correct simple formulas</li> <li>Change the worksheet and cell layout</li> <li>Sort data</li> <li>Prepare the worksheet for printing</li> </ul>	Spreadsheets				
		<ul> <li>Navigate the workspace with menu bars and the mouse</li> <li>Format text for presentations</li> <li>Create and format tables</li> <li>Create and format charts and graphs</li> <li>Format a master slide</li> </ul>	Graphics				
	Use the internet for communication and literature research	<ul> <li>Use the internet, world wide web, and the web browser</li> <li>Discuss the advantages and disadvantages of various search engines and internet directories</li> <li>List 3 ways to narrow a search</li> </ul>	Email & the internet				
		<ul> <li>Discuss why a literature review is important</li> <li>Conduct systematic literature reviews</li> <li>Identify various ways to evaluate internet information</li> <li>Use Pubmed to gather information</li> <li>Demonstrate the use of limits, the clipboard, and My NCBI in PubMed</li> </ul>	Online literature				
	Use Epi-Info and other statistical tools to enter, edit, analyze, and report epidemiologic data	<ul> <li>Develop and modify questionnaires</li> <li>Enter and store data using the ENTER program menu</li> <li>Conduct Basic ANALYSIS to select records using specified criteria, do mathematical and logical operations, Statistics, Lists, Frequencies, Tables, and Graphs</li> <li>Import files from other applications</li> <li>Use Epi-Map</li> </ul>	Epi-Info				

## **Management and Leadership**

Management and Leadership						
Competency Statement	Instructional Goal	Learning Objectives	Topic			
Manage a field	Plan a field project	Describe the elements and phases of a project	Project			
project		Explain the steps of project planning	management for			
		Prepare a project statement	the public health			
		Develop a project work plan	professional			
		Define the project team and team members functions				
		Prepare a task schedule				
		Design a communication plan				
	Monitor or evaluate a	Differentiate between monitoring and evaluation	Monitoring &			
	program or project	Describe the logic model framework for monitoring or evaluation	evaluation			
		Develop a program or project logic model				
		Develop a monitoring or evaluation plan				
		Develop objectives with indicators that are Specific, Measurable, Achievable, Relevant and				
		Time based (SMART)				
		Conduct a project evaluation				
Manage staff and	Develop a budget for a	Estimate a project's cost	Financial			
resources	project or program	Write a project budget	management			
		Track project or program cost				
Be an effective	Lead and participate in	Describe components & aspects of a successful team	Team building			
team leader and	teams	Choose guidelines for resolving conflicts within team members				
member		Choose guidelines for providing feedback				
		Recognize diverse styles and temperaments of team members				
		Effectively perform a role on a team				
		Lead meetings effectively				
		Describe the characteristics of effective supervision	Supervisory skills			
		Use delegation effectively				
		Prepare a work plan				
		Provide constructive feedback				
	Use interpersonal	Describe the importance of negotiation for coaching and advocacy	Interpersonal skill			
	communication skills to	Describe the steps involved when planning a negotiation				
	enable efficient and sound	Identify strategies, tactics and countermeasures that can be used during a negotiation				
	leadership in the PH	Resolve conflict				
	community	Describe the importance of regular communication				

Management and Leadership								
Competency Instructional Goal Learning Objectives Topic Statement								
Manage personal responsibilities	Manage time effectively	<ul> <li>Identify reasons for interruptions</li> <li>Use the four quadrants of time management to focus time and energy</li> <li>Use behavioral techniques to control interruptions</li> <li>Use appropriate techniques to overcome procrastination</li> </ul>	Time management					

#### **Prevention Effectiveness**

Prevention Effectiveness												
Competency Statement	Statement											
Apply simple tools for economic analysis	Determine when to conduct an economic analysis	<ul> <li>Describe economic evaluation and its role in public health</li> <li>Determine when to conduct a decision, cost, cost-benefit, cost-utility or cost- effectiveness analysis</li> <li>Determine when to engage an economist</li> </ul>	Public health economics									
	Use health outcome measures to prioritize prevention strategies	<ul> <li>Describe health outcome measures (reduced morbidity, disability and avoidable mortality) as they relate to prevention effectiveness</li> <li>Choose an intervention strategy which balances public health impact, ease, and cost</li> </ul>	Prevention effectiveness									
	Describe burden of disease measures	<ul> <li>Describe the composite measures of health for burden of disease assessment in developing countries</li> <li>Discuss limitations of composite measures</li> <li>Define a QALY &amp; DALY</li> </ul>	Burden of disease measurements									

## **Teaching and Mentoring**

	Teaching and Mentoring								
Competency Statement	Instructional Goal	Learning Objectives	Торіс						
Train public health professionals	Develop training for epidemiology and other public health topics using instructional design principles  Use fundamental concepts of adult learning theory to enhance retention during delivery and facilitation of instructional content	<ul> <li>List the 5 major phases of a training program (analyze, design, develop, implement, evaluate)</li> <li>Create instructional goals and/or learning objectives that are both measurable and attainable</li> <li>Develop an instructional plan that addresses each of the 4 elements of an effective training session (content, examples, practice, assessment)</li> <li>Select or develop course content targeted to characteristics of the intended target audience</li> <li>Create appropriate evaluation instruments to measure effectiveness of instruction</li> <li>Identify the 3 major types of learners</li> <li>List the 4 components that contribute to effective instruction (motivation, retention, reinforcement, transfer)</li> <li>Deliver and/or facilitate a training activity using appropriate techniques to encourage interaction and improve effectiveness of instruction</li> <li>Facilitate at least one case study using the guidelines established in Facilitating Classroom Epidemiologic Case Studies</li> </ul>	Training development techniques  Training delivery techniques						
Mentor public health professionals	Guide and assist first year trainees in their development within the didactic and field components of the program	<ul> <li>Establish a mentoring plan that provides a trainee with an opportunity for interaction on a regular basis</li> <li>Facilitate and provide feedback to trainee on activities occurring during their first year in the program</li> </ul>	Mentoring skills						

## **Epidemiology of Priority Diseases and Injuries**

Epidemiology of Priority Diseases and Injuries								
Competency Statement	Instructional Goal	Learning Objectives	Topic					
Evaluate & prioritize the importance of diseases or conditions of national public health concern	Prioritize diseases of public health importance  Describe the major causes of morbidity and	<ul> <li>Explain the characteristics of a disease of public health importance</li> <li>Describe the different categories of public health diseases (infectious, chronic, epidemic prone, vaccine-preventable, etc)</li> <li>Identify 3 criteria for prioritizing diseases</li> <li>Prioritize a list of diseases based on their impact on public health</li> <li>Classify high priority infectious diseases by agent, reservoir, mode of transmission, incubation period &amp; period of communicability</li> </ul>	Prioritization of disease  Epidemiology & control of					
	mortality nationally, regionally or globally	<ul> <li>Discuss local, regional and worldwide trends in infectious disease morbidity and mortality</li> <li>List and discuss ways to control, eradicate and eliminate priority communicable diseases</li> <li>Differentiate non-communicable disease epidemiology from infectious disease epidemiology</li> <li>Discuss global &amp; national trends in chronic disease</li> <li>Analyze a chronic disease or mortality dataset</li> <li>Use health and other data sources for injury &amp; non-communicable disease to estimate the burden of chronic disease and injury</li> <li>Describe methods of estimating the burden of injuries</li> </ul>	communicable diseases Epidemiology of injury and non- communicable diseases					
	Prepare for and respond to emergencies	<ul> <li>Conduct a field investigation to calculate immunization coverage</li> <li>Calculate vaccine efficacy &amp; interpret its meaning</li> <li>Describe the public health consequences of disasters</li> <li>Detail the role of an epidemiologist in emergency preparedness &amp; response</li> <li>Design surveys and surveillance for disaster preparedness &amp; response</li> <li>Interact timely with the public in response to a public health disaster</li> <li>Outline a national readiness plan for man-made disasters, both intentional and unintentional</li> <li>Describe the characteristics of a bioterrorism agent</li> <li>Discuss strategies to decrease the morbidity/mortality of potential bioterrorism agents</li> </ul>	Vaccine preventable diseases Epidemiology of public health disasters  Bioterrorism					

## **Sample Checklist of Products Which Demonstrate Competency**

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Outputs	18 July 18 18 18 18 18 18 18 18 18 18 18 18 18	/ Karan / Marian / Ma	Such Ash	Service Services	1.00 May 1.0	May Search Section of the Section of		18 18 18 18 18 18 18 18 18 18 18 18 18 1	The series I	\$ 500 to 100 to	School State of State	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Such Such Colonial Such Such Such Such Such Such Such Such	Park International Control of the State of t	(Selizabout Collection)	
Competencies																
Epidemiologic Methods	х	x	x_	x	X	x	x	Х	x							
Biostatistics		Х	_ x	х	х	_ X	Х	х	_ X_				х			
Surveillance				x	х	_x_	х	х	_x_							
Lab & Biosafety	х	х	_x_	х	х	_ x_	х	х	_ x_				ļ			
Computer Technology	X	<u>x</u>	_X_	Х	X	_X_	X	X	_X_	Х		_x_	<u>x</u>	X		
Communication	х	Х	_ x	Х	X	_ x_	х	Х	_ x_	Х	X	_ x_	Х	х		
Management & Leadership	х	х						х			х	х		х		
Prevention Effectiveness										х	х	-^-	х			
Teaching & Mentoring											х	x		х		
Epidemiology of Disease & Injury	х	х	х	х	х	х	х	х	х	х			х	х		

## Division of Global Public Health Capacity Development



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