

Exit Review and interview EUPHEM cohort 2018

Introduction

The overall objectives of the exit interviews are to:

- 1- exchange with the fellow their experiences on the training site (i.e. projects available, supervision, exposure to EU projects, etc.) with a constructive focus
- 2- confirm that the fellow achieved all the EUPHEM field assignments over the two year programme and that the fellow can receive the final certificate
- 3- identify the main gains from the fellowship and whether it met expectations
- 4- identify the strongest and weakest aspects of the training
- 5- provide the fellow with a more general feedback not only on their technical skills, but more generally on their overall skills/competencies as a Public Health Microbiologist using as a starting point the beginning of their fellowship.
- 6- exchange about future opportunities for the fellow (and if needed: to orient the fellow in his/her carrier path).
- 7- exchange with the supervisor his overall impression of the fellow and the EUPHEM fellowship focusing on ways forward for the future

The Exit reviews for EUPHEM fellows will be comprised of 4 parts:

- **Part 1 A (exit review)- One coordinator, the frontline**, will review the exit form submitted by the fellow (part1.1, 1.2 only). This part will document the experience of the fellow in the training site and check the completion of all deliverables, finalization of the portfolio and upload of all products on ECDC Virtual academy (EVA platform, duration 30 days June-July).
- **Part 1B** - Two EUPHEM coordinators (other than frontline) will interview the fellow during a Teleconference in presence of the supervisor/s. This part will contain questions regarding supervisor and fellow's general impression of the training. The interviewers will also recheck the completion of all deliverables (duration **60** minutes).
- **Part 2** will be conducted between the supervisor and EUPHEM coordinator/s (without the presence of the fellow) at the beginning or end of the part 1 (depending on preference of the fellow and supervisors) of the teleconference. This part will document the supervisor's impression of the fellow, any encountered problems and any proposals for the future (duration **15-20** minutes).
- **Part 3** will be conducted between the fellow and EUPHEM coordinator/s (without the presence of the supervisor/s) at the beginning or end of part 1 (depending on preference of the fellow and supervisors). This part will give the fellow an opportunity to express her/his experience about the coordinator team, training site and the supervisors (duration **15-20 minutes**).

During each exit interview, we will use a standardised template (please find it on the next page). The first part needs to be filled in by the fellow and **submitted to the coordinators prior to the interview.**

Exit Interview

{name}, C20xx based in {institute}

{name} (frontline coordinator)

{name} (main supervisor)

Please comment the following with the fellows:

The information collected during this interview will be kept confidential.

PART 1B- Between fellow and a coordinator, other than the frontline

Part 1 A review conducted by: (frontline)

<date>

Fellow's progress and deliverables

1.1. Please indicate the status of the objective in terms of deliverables

(This section is meant to be more a check list to assure that all the deliverables needed have been produced or almost finished, in which case a deadline should also be indicated. Please don't discuss project by project. **Please use the Fellowship Portfolio as a guide.** Use one line per project.)

Field assignment (please make a short description of the project within each field assignments below)	Achieved Y/N	Type of final product uploaded on the extranet that document the achievement	Finalization plan (if applicable)		
			Pending products	When will be uploaded?	Observations
Public health management and communication					

Surveillance					
Outbreak investigation					
Applied Research					
Applied PH microbiology and laboratory investigation					
Biorisk management					
Quality management					
Oral/poster scientific communication					
Manuscript					
Teaching					

Other projects or comments: (in case the fellow would like to highlight something they did that does not fit in the field assignments)

Example: Field assignment for Ebola response in Sierra Leone (June 2015).

1.2. Fellowship Portfolio finalised:

Yes

No

Feedback on training site and coordinators

The training site supervisor will NOT see this part.

1.3. How was the supervision at the Training Site? Please tick

	Poor	Acceptable	Fair	Good	Very good/ Excellent
Availability / timeliness					
Scientific support / technical input					
Overall guidance / mentoring					

Comments:

Recommendations that the fellowship should address with the Training Site:

1.4. Would you recommend your training site to a future fellow?

1.5. How was the supervision from your frontline coordinator?

	Poor	Acceptable	Fair	Good	Very good/ Excellent
Availability / timeliness					
Scientific support / technical input					
Overall guidance / mentoring					

Comments:

Recommendations for the frontline coordinator:

Part 2-Teleconference among fellow, main supervisor and frontline coordinator

<date>

Please summarise fellow's progress by objective and mention any pending issues from the table in part 1.1 and 1.2. Update that table accordingly

General feedback

2.1. Was the overall training useful (i.e., did it meet your expectations)?

2.2. What were the five main skills you acquired during the past 2 years?

2.3. Is there a particular skill you would have expected or liked to develop further?

2.4. Are you overall satisfied with the level acquired at the end of these two years?

2.5. What did you like the most during your fellowship?

2.6. What were the weakest aspects of the training?

2.7. Did you encounter any administrative problems?

Recommendations

2.8. Do you have any suggestions for EUPHEM?

Next steps

2.9. What are your plans for the near future?

End of part 2. Thank the fellow and continue only with the main supervisor.

Part 3-Teleconference between main supervisor and frontline coordinator

<date>

Please comment the following with the supervisor:

The information collected during this interview will be kept confidential.

3.1 What is your overall impression of the fellow? Please indicate.

Poor	Acceptable	Fair	Good	Exceptional

Comments:

3.2 What were the strongest points of the fellow?

3.3 What were the weakest points of the fellow?

3.4 Did you encounter any problems during this fellowship?

Yes

No

If YES, how could those be avoided in the future?

3.5 How was your interaction with the frontline coordinator?

3.6 How was the administrative support from the Programme office/ECDC?

3.7 In the last two years, did you have the chance to participate in any EPIET/EUPHEM/FETP-related activities? (i.e., participation in meetings, site-visits, supervisor training courses, facilitation in modules, comments on EPIET/EUPHEM-related documents)

Yes No

If YES, please specify _____

3.8 Would you like to supervise other fellows in the future?

Yes No

3.9 Do you have any recommendations for EUPHEM?

Thank you for your participation and all the support you provided to the fellow!

End of part 3.