

Annex 12. Midterm review form for EPIET and EUPHEM fellows

Midterm fellowship review
DD/MM/YYYY

Date

Name of fellow: XXXXX

Track (EU or MS), Cohort XXX, based at XXXX

EUPHEM / EPIET (delete as appropriate)

Other participants: XXXXX (frontline coordinator), XXXXXX (main supervisor)

Description by project

Key of projects: S=surveillance, O=outbreak, R=research, T=teaching, BR=Bio-risk, QM=quality management, L=laboratory investigation, M=public health management

Instruction for tables: Put an X if the activity has been completed by the time of the interview or an (X) if it is planned to be completed. Add/remove columns when needed.

Outbreak investigation (O):

Please omit the instructions and not relevant sections when you complete the form.

Description of the outbreak investigation assignment: Fellows will investigate outbreaks using the 10-step field epidemiology approach. Analytical components are desirable to develop relevant competencies. Upon completion of the fellowship, fellows should have investigated at least one outbreak as a primary investigator (not applicable for EUPHEM). However, equivalent experience may have been acquired working on several outbreaks with various levels of responsibility.

Deliverables: To complete the outbreak assignment, fellows need to produce at least one final outbreak report or submit a manuscript to a peer-reviewed journal.

01. Title of project

Short description in 1-2 lines

02. Title of project

Short description in 1-2 lines

03. Title of project

Short description in 1-2 lines

Table 1. Description of steps of an outbreak investigation	O#	O#	O#
Determine the existence of an outbreak			

Confirm the diagnosis			
Define a case			
Conduct case finding			
Use descriptive findings to generate hypotheses			
Test hypotheses with an analytical study (if required)			
Draw conclusions			
Compare hypotheses with established facts, conduct additional studies			
Communicate findings			

Surveillance (S):

Please omit the instructions and not relevant sections when you complete the form.

Description of the surveillance assignment: The surveillance project may include: designing, adapting, and/or implementing a new surveillance system, and/or evaluating an existing surveillance system; and/or analysing and interpreting data from a surveillance system to generate information for action.

Deliverables: To complete the surveillance assignment, fellows need to produce a protocol (when applicable) of the surveillance assignment and either the final report or submit a manuscript on the surveillance project to a peer-reviewed journal.

S1. Title of project

Short description in 1-2 lines

S2. Title of project

Short description in 1-2 lines

Table 2. Description of the assignment - Set up a system (any of the following) -	S#	S#
Design the surveillance system (public health importance, action/intervention available, objectives of the system, case definition, indicators, data collection, source of information, transmission of information, software and hardware, data analysis, feedback procedures, recipients, use of information)		
Develop a case report form and obtain clearance from appropriate individuals or offices		
Obtain support for the surveillance system from the individuals who will be responsible for ensuring that the system is implemented		
Conduct a pilot study if necessary		
Supervise data collection and collation		
Analyse the data, selecting appropriate methods		
Provide the results of the analysis to appropriate individuals choosing the appropriate mode of communication		

If the findings of the surveillance system indicate the need for prevention or control measures, or further investigation, make appropriate recommendations		
Develop a framework to evaluate the surveillance system using standard criteria		
Write a report about setting up a surveillance system		

Table 3. Description of the assignment- Evaluation of an existing surveillance system	S#	S#
Describe the public health importance of the health event, and the public health strategy		
Describe the system		
List the objectives		
Describe the health event		
State the case definition		
Draw a flow chart of the system		
Describe the components and operational modes of the system		
Assess usefulness by indicating action taken as a result of the data from the surveillance system		
Evaluate the system for one or more of the following attributes: Simplicity, flexibility, acceptability, sensitivity, positive predictive value, representativeness, timeliness		
Describe the resources used to operate the system		
List conclusions and recommendations		
Write an evaluation report		

Table 4. Description of the assignment - Data analysis (any of the following) -	S#	S#
Check incoming surveillance reports for plausibility and collection of missing information		
Conduct regular data analysis of surveillance data		
Interpret current trends in the surveillance data and develop corresponding recommendations		
Participate in regular feedback of surveillance data to stakeholders		
If the findings of the surveillance system indicate the need for prevention or control measures, or further investigation, make appropriate recommendations for the improvement of the surveillance system (such as new questionnaires, better feedback)		
Write a scientific report using the analysed data		

Applied Public Health Research (R):

Please omit the instructions and not relevant sections when you complete the form.

Description of the applied public health research assignment: Fellows will conduct an applied public health research project that includes the items presented in the table below.

Deliverables: To complete the applied public health research assignment, the fellows need to deliver output documenting their involvement in all aspects of an applied public health research project, from planning to writing a scientific report.

Since a research project may take more time than the duration of the fellowship, this assignment may be done through more than one project (e.g. writing a protocol for a study that will be implemented by others, and analysing data generated from a protocol developed by others, to write a report or paper).

The final outputs include: a final study protocol AND a final report AND/OR a presentation at a scientific conference, AND/OR a manuscript submitted to a peer-reviewed journal.

R1. Title of project

Short description in 1-2 lines

R2. Title of project

Short description in 1-2 lines

R3. Title of project

Short description in 1-2 lines

Table 5. Description of steps of a research project	R#	R#	R#
Assessing information needs			
Framing a research question			
Formulating epidemiological objectives			
Outlining the analysis plan			
Preparing the data collection instrument (e.g., questionnaire) or laboratory methods			
Collecting data			
Analysing data			
Formulating conclusions			
Proposing recommendations			
Engaging stakeholders in next steps (for example, further research and public health recommendations)			
Scientific report			

Training and teaching experience (T):

Please omit the instructions and not relevant sections when you complete the form.

Description of the teaching assignment: Fellows will use instructional design techniques to develop and deploy epidemiology training activities, both in teaching institutions and in the field. This may include the items presented on the table below.

Deliverables: To complete the teaching assignment, the fellow needs to produce a new or updated learning tool and a report reflecting on the training activities conducted (e.g. results of the training evaluation, summary of the instructional design process). This reflection may be documented in the "Reflection and evaluation" document.

Short overview in 1-2 lines, e.g. gave XX lectures to XX target audience and facilitated XX case-studies.

Table 6. Description of the assignment	T#	T#
Defining learning objectives		
Designing and preparing learning materials (e.g. interactive lecture, case study, short course or workshop design))		
Delivering and evaluating learning activities		
Reflective note		

Scientific communication:

Please omit the instructions and not relevant sections when you complete the form.

Description of the scientific communication assignment: Fellows will communicate with the scientific community by the following deliverables.

Deliverables: Presenting their results as an oral or poster presentation after successful submission of abstracts to international, peer-reviewed, English-language conferences (primarily ESCAIDE, ESCMID Global, European Public Health conference, alternatively TEPHINET conference and EIS International Night);

Submitting an English-language article to a peer-reviewed, indexed journal as a first author (scientific communication in other languages is welcome, but at least one article in English is required to demonstrate that fellows can express themselves in written English).

- Manuscript(s)**

Short overview in 1 line, e.g. preparing one manuscript on XXX.

- Conference presentation(s)**

Short overview in 1 line, e.g. XX oral presentation at international conferences, XX poster presentations

Table 7. Description of the assignment	S#	O#	R#	T#	BR#	QM#	L#
Oral presentation to international conference							
Poster presentation to international conference							

Scientific paper for a peer-reviewed journal							
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Bio-risk management (BR) (compulsory for EUPHEM):

Please omit the instructions and not relevant sections when you complete the form.

Description of bio-risk management: EUPHEM (and when relevant for EPIET) fellows are expected to apply bio-risk management rules in controlling or minimising the risk to acceptable levels, in relation to employees, the community, and others; as well as the environment, which could be directly or indirectly exposed to biological agents or toxins.

Deliverables: To complete the bio-risk management assignment, fellows need to produce a report summarizing the training in this area during the fellowship or a statement in the final report regarding previous experiences in a BSL3 or BSL4 laboratory.

BR1. Title of project

Short description in 1-2 lines

Table 8. Description of the assignment	BR#
Training or working in a BSL3 facility	
Training or working in a BSL4 facility	
Previous experience in a BSL3/4 laboratory	
Reflective note and/or training certificate	

Laboratory Quality Management (QM) (compulsory for EUPHEM):

Please omit the instructions and not relevant sections when you complete the form.

Description of quality management: To ensure reliability, reproducibility and relevance of laboratory test results, quality management programmes are essential. For EUPHEM (and when relevant for EPIET) fellows are expected to organise or participate in an External Quality Assessment and/or Internal Quality Control. In addition, they are expected to undertake or participate in a laboratory audit in accordance with international standards.

Deliverables: To complete the laboratory quality management assignment, fellows need to produce a report/manuscript on their participation in an EQA, an audit or an accreditation process or a statement in the final report regarding previous extensive experiences regarding quality management.

QM1. Title of project

Short description in 1-2 lines

Table 9. Description of the assignment	QM#
Participation in an External Quality Assessment (EQA)	
Participation in an internal audit	
Participation in an external accreditation	
Report and/or reflective note	

Applied microbiology and laboratory investigation (L) (compulsory for EUPHEM):

Please omit the instructions and not relevant sections when you complete the form.

Description of laboratory investigation: Applied microbiology is the understanding of the basis and limitations of laboratory methods and the application of these methods in a public health setting (e.g., outbreaks, surveillance, complex emergency situations, and unusual events). This includes general microbiology, laboratory investigation, laboratory methods and analysis, and could be part of an outbreak investigation, as described under the programme for common field work.

Deliverables: To complete this assignment, the fellows need to deliver outputs documenting their involvement in different aspects of laboratory investigation (e.g., writing a laboratory protocol, a Standard Operating Procedure (SOP), producing a report, guidelines, or a manuscript).

L1. Title of project

Short description in 1-2 lines

L2. Title of project

Short description in 1-2 lines

L3. Title of project

Short description in 1-2 lines

Table 10. Description of the assignment	L#	L#	L#
Laboratory protocol			
Standard Operation Procedure (SOP)			
Laboratory report (e.g. validation of a diagnostic test)			
Other, please specify:			

Public health management (M) (compulsory for EUPHEM):

Description of public health management: Management in the field of public health involves project management, effective crosscutting collaborations with national and international stakeholders, risk assessment, coordinate response using adequate communications strategies and tools and to formulate evidence for policies and strategies that support improvement of the population's health.

Deliverables: Public health management experience may be summarized in the fellowship final report or by providing additional documents demonstrating the fellow's involvement in planning, organising, liaising, and executing projects and outbreak responses at national and international levels, infection control, response to epidemics, team building and negotiation, or ethics and integrity issues.

M1. Title of project (list as M1)

Short description in 1-2 lines

Table 11. Description of the assignment	M#	S#	O#	R#	T#	QM#	L#
Outbreak management							
Infection control							

ECDC FELLOWSHIP PROGRAMME

Response to epidemics of severe nature							
Team building and negotiation							
Ethics and integrity issues							
Other management skills, please specify:							

International assignment(s) (Optional):

Short description in 1-2 lines (See projects XX above)

Other activities (e.g. Preparedness) (Optional):

Short description in 1-2 lines

Overview of projects during the 1st fellowship year

Instructions to fill in the "Status" of each project/section.

1: not planned yet

2: planned/has a concrete idea

3: has written a project proposal form (PPF) and approved, but project has not started yet

4: project in progress, *or* interim report in place

5: project completed, final report/manuscript/other submitted and uploaded on EVA

Assignment	Title	Status	Actions and suggestions
Surveillance project			
Outbreak Investigation			
Research project			
Bio-risk management (EPIET optional)			
Quality management (EUPHEM compulsory)			
Laboratory investigation (EUPHEM compulsory)			
Teaching reflective note			
Peer-reviewed manuscript			
Presentation (oral/poster)			
Public health management (EUPHEM compulsory)			
International assignment (optional)			
Core module attendance (list any module missed)			
Elective modules attended			
Other project (optional)			

Competency development main points (to be completed by the fellow and coordinator during midterm)

Summarize the main points from the completed Competency Development Monitoring Tool (CDMT), including identified areas for improvement. *(e.g. what skills did the fellow acquire and which skills the fellow would like to acquire/strengthen in the remainder of the fellowship; discuss elective modules for year 2)*

General aspects of the training (to be completed by the fellow prior to midterm)

Supervision on site:

Administrative issues:

Frontline coordinator:

ECDC Fellowship Programme Content (strengths/weaknesses):

General feedback (to be completed by the supervisor and coordinator during midterm)

Feedback on fellow from site supervisor and coordinator:

Feedback on training site from coordinator:

Feedback from the training site to ECDC Fellowship Programme:

Other issues:

Planned steps for the 2nd fellowship year (incl. mandatory outputs pending) (to be completed by the fellow prior to midterm)

Summarize in bullet points what is planned for the second year

Recommendations (to be completed by the coordinator after the midterm)

Summarize in bullet points what the fellow needs to do to fulfil the training objectives and further develop competencies.

Check list for the midterm review Fellowship programme/EPIET-associated programme coordinators conduct a mid-term review (virtual or face-to-face) with the fellow and his/her supervisor/s.

1. Instruction for midterm interview is sent by FFO
2. Frontline coordinator agrees on the date/time together with fellow and supervisor
3. Time for interview is booked (2h)
4. IPRs are updated and uploaded on EVA
5. All the completed fellowship documents are uploaded on EVA (project proposals (PPFs), study protocols, manuscripts, outbreak reports, international assignment reports)
6. Midterm review form for interview and CDMT are drafted by the fellow and sent to the frontline coordinator and supervisor at least 1 week before the midterm interview
7. Midterm review form finalised by the fellow and send to coordinator at least 1 week after the midterm interview
8. Midterm review form finalised by the coordinator and send to FFO/head of programme at least 1 week after receipt from the fellow.