

ECDC Capacity and Training Needs Assessment in EU/EEA countries 2018: PART 1 - Workforce Capacity

Fields marked with * are mandatory.

Introduction

The 2018 capacity and training needs assessment survey is based on its predecessor of [2015](#). However, it has been re-designed following a thorough appraisal by the National Focal Points for Training (NFPTs) and an expert Technical Advisory Group.

The aim of these periodic surveys is to monitor the changing reality in workforce demographics and training needs in the EU/EEA countries.

The results of the capacity and training needs assessment will aim to serve a two-fold purpose:

- 1. Workforce Capacity assessment:** Taking stock of strengths and gaps of current workforce capacities will inform a more tailored in-country and EU-level capacity building as well as have a potential to serve as an advocacy tool for policy attention.
- 2. Training needs assessment:** Results of the training needs part of the assessment will directly feed into workplanning of the Centre in the area of public health training, mainly within the scope of the Centre's CPD activities (short courses, senior exchange, twinning, e-learning courses etc.)

ECDC recognises how challenging it is to access and collect workforce data. Other sources of information and methodologies are essential to complete the picture. Therefore, this time you can self-administer the questionnaire or request support by a one-by-one interview upon request.

The **objectives** of the 2018 Survey are:

- To serve as a tool for countries to **map the size and composition of their existing workforce capacities** in the area of communicable disease prevention and control;
- To quantify, **qualify and prioritise training needs** in communicable disease prevention and control in the EU/EEA countries within the primary target audience of the ECDC training activities in order to inform ECDC's training offer in the period of 2020-2022, mainly within the scope of the Centre's Continuous Professional Development (CPD).

The findings of the survey will be summarised in an ECDC technical report and in a manuscript for scientific peer-review publication.

Structure

The questionnaire is divided into two parts:

1. Workforce Capacity Assessment:

Chapters on 1) Strategic level; 2) Workforce capacity indicators; and 3) Standards (i.e. censuses, competency frameworks). It enquires into the countries' capacity of the workforce in communicable disease prevention and control.

This part of the questionnaire (Part 1) is administered through the National Coordinators (NCs) in EU/EEA countries.

2. Training Needs Assessment:

Four questions related to a selection of domains of core competencies (Communication and advocacy, Laboratory system and methods, Surveillance, Risk assessment, Public health emergency preparedness, Response: Outbreak investigation and Rapid Risk Assessment, Additional domains).

This part of the questionnaire (Part 2) is administered through the National Focal Points for Training (NFPTs) in EU/EEA countries.

Instructions

Time for completion:

45 minutes

NB: please note that this estimate does not include time necessary for data collection, which will vary according to the country-specific context.

Deadline for submission:

25/03/2019

Recipients:

This part of the CTRNA questionnaire (Part 1) is sent to the Member States via their nominated ECDC National Coordinators (NC) of Coordinating Competent Bodies, who can distribute the questionnaire to relevant authorities (e.g. Ministry of Health for policy and planning) and experts within the Member State for input. These could be the National Focal Points for specific diseases or public health functions.

Using the online tool:

- The received one country-specific URL link can be forwarded to other recipients. Partial answers should be saved by clicking on "Save as Draft".
- The questionnaire can also be downloaded in a PDF form.
- Submission should only be done online via EU-Survey tool and by the designated National Coordinator.

Help support team:

National Coordinators or National Focal Points for Public Health Training can ask questions via email or schedule a time with us for further support. Please contact the Public Health Training Section at ECDC via e-mail: Courses@ecdc.europa.eu.

Privacy Statement

ECDC processes the data (including personal data) collected through this Survey in accordance with Regulation (EC) 45/2001[1]. The data controller for this processing operation is ECDC, the contact person is Carmen Varela Santos.

The purpose of the processing is to monitor the changing reality in workforce demographics and training needs in the EU/EEA countries.

The categories of data collected and used for the processing operations are personal data (Member State, First Name, Last Name, Institution, E-mail, Phone), data on workforce capacity and data on training needs.

The recipients of the data are staff members of the ECDC Public Health Training Section.

The legal basis of the processing operation at stake is ECDC founding regulation 851/2004, specifically Article 9.6.

Data will be retained for the period of 3 years.

Please be reminded that data subjects have the right to access and rectify the information concerning them stored by ECDC. Data subjects can obtain the erasure of their data if the processing is unlawful. Data subjects may contact Carmen Varela Santos at courses@ecdc.europa.eu with queries or for assistance, or alternatively contact the ECDC Data Protection Officer (DPO) in case of any difficulties or for any questions relating to the processing of their personal data at the following email address: dpo@ecdc.europa.eu.

The data subject has the right of recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu/EDPSWEB/>; edps@edps.europa.eu).

[1] Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Member State information

* Do you consent to your personal data being processed as a part of this survey?

Yes

No

*** Member State**

Please, select a Member State from the list below.

- Austria - AT
- Belgium - BE
- Bulgaria - BG
- Croatia - HR
- Cyprus - CY
- Czech Republic -CZ
- Denmark - DK
- Estonia - EE
- Finland - FI
- France - FR
- Germany - DE
- Greece - EL
- Hungary - HU
- Ireland - IE
- Italy - IT
- Latvia - LV
- Lithuania - LT
- Luxembourg - LU
- Malta - MT
- Poland - PL
- Portugal - PT
- Romania - RO
- Slovakia - SK
- Slovenia - SI
- Spain - ES
- Sweden - SE
- The Netherlands - NL
- United Kingdom -UK
- Iceland - IS
- Liechtenstein - LI
- Norway - NO

Person completing this questionnaire

*** First Name**

*** Last Name**

* Institution

* E-mail

Phone

Please, use this comments box to provide us with more information of relevance to the survey (i.e. other contributors to the survey)

Please, feel free to upload any relevant documents, i.e. reports from other assessments, such as the Joint External Evaluation, or similar.

The maximum file size is 1 MB

Workforce Capacity Assessment

1. Strategic level

1.1 Existence (and regular monitoring of implementation) of a national action plan or another strategic document for workforce planning and development in communicable disease (CD) prevention and control.

1.1.1 Does your country have a documented and approved national, subnational or public health (PH) authorities' mechanism/strategy/legal instrument for workforce planning and development in the area of public health or specifically in communicable disease prevention and control?

- Yes
- No
- Do not know

1.1.1.a Could you please summarise this mechanism/strategy/legal instrument in few lines and/or provide a link.

1.1.1.b Is there a plan to develop a strategic document for a mechanism/strategy/legal instrument on workforce planning and development in CD prevention and control by 2020?

1.1.2 Please feel free to provide further details

1.2 Recruitment and retention of workforce in CD prevention and control

1.2.1 In the last three years, my country has generally been able to **recruit** sufficient number of staff working **at the national level** in CD prevention and control with the right competencies.

- Strongly agree
- Agree
- Undecided
- Disagree
- Strongly disagree

1.2.2 In the last three years, my country has generally been able to **recruit** sufficient number of staff working **at the sub-national level** in CD prevention and control with the right competencies.

- Strongly agree
- Agree
- Undecided
- Disagree
- Strongly disagree

1.2.3 Please feel free to provide further details (specifying, if possible, the administrative level and seniority, and the institutions involved)

1.2.4 In the last three years, my country has generally been able to **retain** sufficient number of staff working **at the national level** in CD prevention and control with the right competencies.

- Strongly agree
- Agree
- Undecided
- Disagree
- Strongly disagree

1.2.5 In the last three years, my country has generally been able to **retain** sufficient number of staff working **at the sub-national level** in CD prevention and control with the right competencies.

- Strongly agree

- Agree
- Undecided
- Disagree
- Strongly disagree

1.2.6 Please feel free to provide further details (specifying, if possible, the administrative level and seniority)

1.2.7 To what extent is each of these factors a problem in **recruitment** of workforce in CD prevention and control (please rank each on a scale 1-3: 1=not a problem, 2=somewhat a problem, 3=major problem):

	1 (not a problem)	2 (somewhat a problem)	3 (major problem)
Inadequate salary scale	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insufficient number of qualified applicants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of job benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low job security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inexistent career path	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hiring freezes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inadequate professional status/job title	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aging workforce leading to retirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1.2.8 To what extent is each of these factors a problem in **retention** of workforce in CD prevention and control (please rank each on a scale 1-3: 1=not a problem, 2=somewhat a problem, 3=major problem):

	1 (not a problem)	2 (somewhat a problem)	3 (major problem)
Inadequate salary scale	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of job benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Low job security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inexistent career path	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inexistent job promotion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Limited opportunities for professional development/training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low job interest/fulfilment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inadequate professional status/job title	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aging workforce leading to retirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1.2.9 Please, feel free to provide further details

2. Workforce capacity indicators

2.1 General outline

2.1.1 Please describe in outline the organisation/structure/staffing of the CD prevention and control service in your country. (A brief summary will suffice; If available please provide a link)

2.2 Enumeration of workforce

2.2.1 Please indicate, for your country, the full time equivalent (FTE) estimate, for each job function of staff currently working in CD prevention and control in public health institutions, if this information is available.

NB: As we are aware of the institutional diversity in public health systems across Europe, please feel free to use the comment box 2.2.2 to indicate any specificities.

2.2.1a) Public Health Epidemiologist

	NATIONAL LEVEL	SUBNATIONAL LEVEL
Junior		
Mid-career		
Senior		

2.2.1b) Public Health Microbiologist/Genomics Specialist

	NATIONAL LEVEL	SUB-NATIONAL LEVEL
Junior		
Mid-career		
Senior		

2.2.1c) Public Health Veterinarian

	NATIONAL LEVEL	SUB-NATIONAL LEVEL
Junior		
Mid-career		
Senior		

2.2.1d) Sociologist/anthropologist

	NATIONAL LEVEL	SUB-NATIONAL LEVEL
Junior		
Mid-career		

Senior		
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2.2.1e) Sanitarian or environmental specialist

	NATIONAL LEVEL	SUB-NATIONAL LEVEL
Junior		
Mid-career		
Senior		

2.2.1f) Informatics Specialist/Data Manager

	NATIONAL LEVEL	SUB-NATIONAL LEVEL
Junior		
Mid-career		
Senior		

2.2.1g) Statistician/Mathematical Modeller

	NATIONAL LEVEL	SUB-NATIONAL LEVEL
Junior		
Mid-career		
Senior		

2.2.1h) Communication specialist

	NATIONAL LEVEL	SUB-NATIONAL LEVEL
Junior		
Mid-career		
Senior		

2.2.1i) Infection prevention and control/hospital hygiene specialist

	NATIONAL LEVEL	SUB-NATIONAL LEVEL
Junior		
Mid-career		
Senior		

2.2.1j) Capacity building/training specialist

	NATIONAL LEVEL	SUB-NATIONAL LEVEL
Junior		
Mid-career		
Senior		

2.2.1k) Health economist

	NATIONAL LEVEL	SUB-NATIONAL LEVEL
Junior		
Mid-career		
Senior		

2.2.1) Other Public Health practitioner (including medical doctor, nurse, midwife, pharmacist)

	NATIONAL LEVEL	SUB-NATIONAL LEVEL
Junior		
Mid-career		
Senior		

2.2.2 Please, feel free to provide further details.

2.3 Existence of advanced level training programmes

2.3.1 Does your country offer training programmes leading to specialisation in the following fields? If yes, please indicate the institutions delivering the programme and the (approximate) number of trainees entering the programme annually.

	Yes	No	Do Not Know
CD epidemiology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public health microbiology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infection prevention and control/hospital hygiene	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2.3.1a) Please, feel free to provide further details.

	Delivered by (Institution)	Number of trainees
CD epidemiology		

2.3.1b) Please, feel free to provide further details.

	Delivered by (Institution)	Number of trainees
Public health microbiology		

2.3.1c) Please, feel free to provide further details.

	Delivered by (Institution)	Number of trainees
Infection prevention and control/hospital hygiene		

2.3.1d) Please, feel free to provide further details.

	Name	Delivered by (Institution)	Number of trainees
Other			

2.3.2 Does your country fund and run a two-year “learning-by-doing” training programme in Field epidemiology (FETP), or in Public health microbiology?

- It exists
- It is planned
- It does not exist and there are no plans
- Do not know

2.3.2a) Please feel free to provide further details (ex. the name, brief description, eligibility criteria for admission into the programme, institution that delivers the programme).

2.3.3 Is there a training programme/activities for continuous professional development of:

	Yes	No	Do not know
CD epidemiologist	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PH microbiologists	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infection prevention and control/hospital hygiene staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify in Comments box below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

2.4 Capacity to publish

2.4.1 Is the national public health institute/authority active in publishing articles on CD prevention and control?

- Yes
- No

Do not know

2.4.1a) Please feel free to provide further details

In international peer reviewed journals

In national peer reviewed journals

In national bulletins

2.4.2 Please feel free to provide further details

3. Standards

3.1 Census/Registry

3.1.1 In your country, is there a regular census/registry of public health workforce?

Yes

No

Do not know

3.1.1a) Please describe the system, which entity is responsible for carrying out the census/maintaining the registry, what is the frequency for updates and which professions are covered.

3.1.2 In your country, is there a regular census/registry of workforce in CD prevention and control?

Yes

No

Do not know

3.1.2a) Please describe the system, which authority is responsible for carrying out the census/maintaining the registry, what is the frequency for updates and which professions are covered.

3.2 Competencies

3.2.1 Do you have any sets of formally agreed competencies that you use as standards/reference for professional development or training purposes in CD prevention and control?

- Yes
- No
- Do not know

3.2.1a) Please feel free to provide further details

3.2.2 In your country, do you use these competency frameworks to measure acquisition of individual competence in training programmes in CD prevention and control?

- Yes
- No
- Do not know

3.2.2a) Please, feel free to provide further details

Submission

***DISCLAIMER**

I, the undersigned, hereby declare that I have filled in the questionnaire to my best knowledge and understanding

NAME