

PLAN OF ACTION CHECKLIST

The following should be identified:

- ☐ Surveillance activity in which the fellow will participate.
- ☐ Surveillance system to be evaluated. Because fellows are encouraged to present evaluation projects at the CSTE Annual Conference, the surveillance system evaluation should be among the first activities the fellow undertakes.
- ☐ Role in bioterrorism preparedness and response.
- ☐ Major project (including timeline for completion).
- ☐ National, state or regional meeting(s) to be attended (in addition to the annual CSTE meetings).

The following CORE COMPETENCIES should also be addressed:

Epidemiologic methods

- ☐ Design surveillance systems to assess health problems.
- ☐ Evaluate surveillance systems and know the limitations of surveillance data.
- ☐ Design an epidemiologic study to address a health problem.
- ☐ Design a questionnaire or other data collection tool to address a health problem.
- ☐ Collect health data from appropriate sources (e.g., case interviews, medical records, vital statistics records, laboratory reports, or pathology reports).
- ☐ Create a database for a health data set.
- ☐ Use statistical software to analyze and characterize epidemiologic data.
- ☐ Interpret findings from epidemiologic studies, including recognition of the limitations of the data and potential sources of bias and/or confounding.
- ☐ Recommend control measures, prevention programs, or other public health interventions based on epidemiologic findings.

Communication

- ☐ Write a field investigation report.
- ☐ Write a surveillance report.
- ☐ Make an oral presentation using appropriate media.
- ☐ Present data graphically and know how to use graphic software.
- ☐ Understand the basics of health-risk communication and communicate epidemiologic findings in a manner easily understood by lay audiences.

- Master's-level fellows: present a poster at a national or regional meeting, publish a technical report, or prepare a manuscript for publication in a peer-reviewed journal.
- Doctoral-level fellows: prepare a manuscript for publication in a peer-reviewed journal.

Other components to consider for inclusion in Plan of Action

- Attendance at host health agency epidemiology "rounds."
- Plan for assumption of increasing levels of responsibility over the duration of the fellowship.
- Plan for keeping primary mentor updated on fellowship progress.
- Participation in appropriate management training courses.
- Host agency sponsorship for meetings, courses, and other relevant training exercises.