

Quarterly Progress Report

Name:

Date:

Host Health Agency:

Primary Mentor:

Secondary Mentor:

Note: Activities since the last progress report are in bold.

1. Overview of activities and accomplishments to date according to the Plan of Action.

A. Surveillance project participation:

Overview of Project:

Activities completed on project:

- 1.
- 2.

Activities since last progress report:

- 1.
- 2.

NEXT PROJECT (BRIEF BACKGROUND)

Recent activities and project status:

- 1.
- 2.

Activities since last progress report:

- 1.
- 2.

1. Evaluation project progress:

Project (Brief Background)

Activities since last progress report:

- 1.
- 2.

2. Bioterrorism preparedness and response activities:

- 1.
- 2.

Activities since last progress report:

- 1.
- 2.

5. Progress made on major project:

TITLE OF MAJOR PROJECT:

Timetable listing tasks completed through _____

See below for progress made with INSERT MAJOR PROJECT NAME:

Year	Mon	Activities (√= Activity Complete)
2005	Aug.	
Activities since last report:	Sept.	
	Oct.	
	Nov.	
	Dec.	
2006	Jan.	
	Feb.	
	Mar.	
	Apr.	
	May.	
	June	
	July	
	Aug.	
	Sept.	

Meetings, conferences, or presentations attended:

1.

Presentations given (date, title, and forum):

1.

Activities since last progress report:

1.

2.

Training courses, seminar series attended:

- 1.
- 2.

Training course, seminar series attended since last progress report:

- 1.
- 2.

Participation in cluster/outbreak investigation(s):
BRIEF DESCRIPTION OR BACKGROUND OF WORK

Activities since last progress report:

- 1.
- 2.

Publications (papers/abstracts/posters):

Keeping primary and secondary mentors updated of Fellow's progress:

- 1.
- 2.

Summary of overall fellowship experience to date:

Comments:

a. **Fellow comments:**

b. **Mentors comments:**

Epidemiologic Methods:	Manner Fulfilled	Date Anticipated: (✓ = completed)
Design surveillance systems to assess health problems	•	
Evaluate surveillance systems and know the limitations of surveillance data	•	
Role in Bioterrorism/emergency preparedness and response	•	
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	Manner Fulfilled:	Date Anticipated: (✓ = completed)
Write a field investigation report	•	
Write a surveillance report	•	
Understand the basic process for preparing a manuscript for publication*	•	
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, public 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		
Public Health Practice, Policy and Legal Issues	Manner Fulfilled:	Date Anticipated: (✓ = completed)
Have a basic understanding of public health law*		

Understand the Health Insurance Portability and Accountability Act of 1996 (HIPPA)*		
Distinguish between public health research and public health practice*		
Understand policies for the protection of human subjects in research and the role of an Institutional Review Board (IRB)*		
Know the essential public health functions*		
Understand the roles of local, state, and federal public health agencies*		
Appreciate the diversity of how epidemiology is used in different program areas*		
Effectively negotiate cultural sensitivity issues*		
Have a basic understanding of public health law*		

*** indicates Core Competencies addressed in the fellowship orientation curriculum**

Fellow Signature: _____ **Date:** _____

Mentor Signature: _____ **Date:** _____

Mentor Signature: _____ **Date:** _____