

Portsmouth City and Scioto County Health Department
Epidemiological Response Plan – EPI Notebook

ICS JOB ACTION GUIDES

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Portsmouth City and Scioto County Health Department
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Southeast Ohio Epidemiologic Response
ICS Role Job Action Guide

ICS Role Title: Epidemiology & Surveillance Branch Director

Reports to: LHD Operations Section Chief

Supervises: Data and Surveillance Group Supervisor, Investigation Group Supervisor

Duties:

1. Identify, communicate, and oversee containment strategies to accomplish response objectives.
2. Approve surveillance and investigation strategies
3. Coordinate Data and Surveillance Group and Investigation Group activities
4. Compile event information from the Data and Surveillance Group and Investigation Group and share as appropriate
5. Review and approve the case definition
6. Review and approve epidemiologic study design
7. Review and approve data analysis plan
8. Coordinate with other partners/agencies/modules providing epidemiologic assistance
9. Coordinate training of epidemiology and surveillance staff
10. Order mobilization and demobilization of branch response elements to meet incident response needs
11. Prioritize and assign responsibilities according to objectives and plans
12. Communicate with the Operations Section Chief regularly

Possible candidates to perform role:

Epidemiologist, Nursing Director, Environmental Director

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**Southeast Ohio Epidemiologic Response
ICS Role Job Action Guide**

ICS Role Title: Data and Surveillance Group Supervisor

Reports to: Epidemiology & Surveillance Branch Director

Supervises: Data Surveillance Strike Team Leader, Data Analysis Strike Team Leader

Duties:

1. Determine surveillance strategies (e.g. active surveillance or syndromic surveillance) and recommend to the Epidemiology & Surveillance Branch Director for approval
2. Review data analysis plan, recommend to the Epidemiology & Surveillance Branch Director for approval
3. Create case definition in coordination with the Investigation Group Supervisor, submit to Epidemiology & Surveillance Branch Director for approval
4. Oversee flow of data and facilitate timely data transmission to Data Analysis Strike Team, and others as needed
5. Ensure patient confidentiality is maintained and protected
6. Determine which component teams and units should be activated or deactivated
7. Direct, monitor, evaluate, and modify Surveillance Strike Team and Data Analysis Strike Team products and processes to meet response objectives
8. If a syndromic surveillance investigation yields new information (e.g. an outbreak previously undetected), notify the Epidemiology & Surveillance Branch Director
9. Communicate with Surveillance Strike Team Leader and Data Analysis Strike Team Leader regularly

Possible candidates to perform role:

Epidemiologist, Nursing Director, Environmental Director, Public Health Nurse, Sanitarian

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ICS Role Title: Surveillance Strike Team Leader

Reports to: Data and Surveillance Group Supervisor

Supervises: Surveillance Strike Team members

Duties:

1. Ensure case determination process is consistent and monitor data flow
2. Provide regular progress reports to the Data and Surveillance Group Supervisor
3. Receive passive reports of suspected/probable/confirmed cases from providers and laboratories
4. Receive passive reports of suspected/probable cases from the public
5. Determine whether reported or discovered cases meet established case definition criteria, and send status reports to the Data and Surveillance Group Supervisor
6. Identify when investigation assistance is needed to conduct active case finding
7. Define syndromic surveillance objectives and determine the scope of data collection necessary to achieve the objectives
8. Communicate necessary information to the Data Analysis Team Leader and the Case Investigation Team Leader as directed by the Data and Surveillance Group Supervisor
9. Communicate with fellow Surveillance Strike Team members on a regular basis, reporting concerns to the Data and Surveillance Group Supervisor

Possible candidates to perform role:

Epidemiologist, Nursing Director, Environmental Director, Public Health Nurse, Sanitarian

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ICS Role Title: Data Analysis Strike Team Leader

Reports to: Data and Surveillance Group Supervisor

Supervises: Data Analysis Strike Team members

Duties:

1. Ensure overall data entry and management of data collected as part of the response
2. Enter all reportable disease cases into ODRS in a timely manner
3. Provide technical support for statistical matters (e.g. sample size, power calculations, etc.) and/or computer hardware and/or software issues
4. Determine/develop statistical aberration alert thresholds based on surveillance data for disease under investigation
5. Provide data summary reports Data and Surveillance Group Supervisor as requested
6. Create a data analysis plan for the analysis of data (i.e. case-control, cohort, etc.), submit to Data and Surveillance Group Supervisor for review
7. Communicate with fellow Data Analysis Strike Team members on a regular basis, reporting concerns to the Data and Surveillance Group Supervisor

Possible candidates to perform role:

Epidemiologists

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ICS Role Title: Investigation Group Supervisor

Reports to: Epidemiology & Surveillance Branch Director

Supervises: Case Investigation Strike Team Leader, Contact Investigation Strike Team Leader, Laboratory Liaison Strike Team Leader

Duties:

1. Determine the scope of investigation activities and which component teams and units should be activated or deactivated
2. Decide whether and epidemiologic study is needed
3. Approve, monitor, evaluate, and modify Investigation Group products and processes
4. Coordinate Investigation Group activities with Data and Surveillance Group Supervisor
5. Communicate with Epidemiology & Surveillance Branch Director on a regular basis

Possible candidates to perform role:

Epidemiologist, Nursing Director, Environmental Director

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ICS Role Title: Case Investigation Strike Team Leader

Reports to: Investigation Group Supervisor

Supervises: Case Investigation Strike Team Members

Duties:

1. Interview cases
2. Develop methods, timelines, and protocols for contacting and interviewing cases
3. Identify possible contacts to cases if disease is transmitted from person-to-person and refer to Contact Investigation Team as appropriate
4. Educate cases about disease and disease control measures as appropriate
5. Transmit data to the Data Analysis Strike Team in the Data and Surveillance Group as requested
6. If a study is conducted, interview cases and controls using the appropriate survey(s)
7. Conduct active surveillance for cases in hospitals and other settings under the direction and guidance of the Data and Surveillance Group as needed
8. Investigate geographically-defined clusters of suspected/probable cases and suspected community transmission
9. Identify individual cases in sensitive occupations and situations and report to Investigation Group Supervisor
10. Follow protocols for infection control and use personal protective equipment as needed
11. Communicate with fellow Case Investigation Strike Team members on a regular basis and report concerns to Investigation Group Supervisor

Possible candidates to perform role:

Epidemiologist, Public Health Nurse, Sanitarian

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ICS Role Title: Contact Investigation Strike Team Leader

Reports to: Investigation Group Supervisor

Supervises: Contact Investigation Strike Team Members

Duties:

1. Develop methods, timelines, and protocols for monitoring contacts (e.g. how frequently contacts are monitored, duration of contact surveillance). Develop or reference contact management protocols.
2. Identify and interview contacts
3. Conduct contact symptom monitoring
4. Educate contacts about symptoms and home care/infection control if appropriate
5. If available and appropriate, refer contacts for post-exposure prophylaxis
6. Refer contacts to the Case Investigation Team as appropriate (i.e. they become cases)
7. Refer ill contacts for medical care
8. Transmit data to the Data Analysis Strike Team in the Data and Surveillance Group as requested
9. Communicate with fellow Contact Investigation Strike Team members on a regular basis and report concerns to the Investigation Group Supervisor

Possible candidates to perform role:

Epidemiologist, Public Health Nurse, Sanitarian