To: EAC and Potential EIS Supervisors
From: EIS Program
Re: Call for 2017 EIS Position Descriptions
Date: January 17, 2017

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Background
The Epidemic Intelligence Service is seeking Position Descriptions (PDs) for placement of 2017 Epidemic Intelligence Service (EIS) officers. PDs should be submitted for assignments that provide opportunities for epidemiology training during the majority of the 2-year assignment. EIS officers are expected to be shielded from administrative and other responsibilities that interfere with their learning and practicing epidemiology. The EIS Program will consider assignment quality and training opportunities when reviewing submitted PDs.

Online Submission Deadlines
The Primary Supervisor is responsible for creating and submitting the PD. Information about the organization, supervisors, recent/current officers, and other position details will be requested.

CIO PD Submission Timeline

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline/Timeframe*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 PD portal opens</td>
<td>Tuesday, January 17, 2017</td>
</tr>
<tr>
<td>EAC Representative PD review, supervisors make any requested changes</td>
<td>Tuesday, January 17 to Friday, February 17, 2017</td>
</tr>
<tr>
<td>Preliminary PD† submission deadline</td>
<td>Friday, February 17, 2017, 4:00 PM EST</td>
</tr>
<tr>
<td>PD review by EWB Liaison, supervisors make any requested changes</td>
<td>Friday, February 17 to Friday, March 10, 2017</td>
</tr>
<tr>
<td>Final PD§ submission deadline</td>
<td>Friday, March 10, 2017, 4:00 PM EST</td>
</tr>
</tbody>
</table>

*Your CIO EAC Representative might set earlier deadlines
†Preliminary PDs are drafts that have been reviewed and OK’d by the EAC Representative
§Final PDs are those that have been approved by the EAC Representative and EWB Liaison

Field PD Submission Timeline

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline/Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 PD portal opens</td>
<td>Tuesday, January 17, 2017</td>
</tr>
<tr>
<td>EWB Supervisor PD review, local supervisors make any requested changes</td>
<td>Tuesday, January 17 to Friday, February 17, 2017</td>
</tr>
<tr>
<td>Preliminary PD* submission deadline</td>
<td>Friday, February 17, 2017, 4:00 PM EST</td>
</tr>
<tr>
<td>PD review by Field Support Coordinator, supervisors make any requested changes</td>
<td>Friday, February 17 to Friday, March 10, 2017</td>
</tr>
<tr>
<td>Final PD† submission deadline</td>
<td>Friday, March 10, 2017, 4:00 PM EST</td>
</tr>
</tbody>
</table>

*Preliminary PDs are drafts that have been reviewed and OK’d by the EWB Supervisor
†Final PDs are those that have been approved by the EWB Supervisor and Field Support Coordinator
Registering and Logging In

**CDC Users behind the Firewall**

CDC users submitting CIO PDs must be behind the CDC firewall to create an online PD; either log in via CITGO/VPN or use your office computer to open the following link: [http://fmsi.cdc.gov/Legacy/HostSite/EIS/HomePage.aspx](http://fmsi.cdc.gov/Legacy/HostSite/EIS/HomePage.aspx).

*If you have previously registered*, log in by selecting “Click here to login” (highlighted by the orange box on the screenshot below).

*If you have not previously registered*, select “Register Now” (highlighted by red box on the screenshot below). The system is designed to pull your information from CDC Neighborhood. If the displayed information is incorrect, you will need to update CDC Neighborhood. Once registration is completed, you will return to the home page, and log in by selecting “Click here to login” (highlighted by the orange box on the screenshot below).

![Screenshot of EIS Position Description](image)

After successfully logging in, you will be taken to the screen to start creating your PD. **Proceed to page 7** of this document for instructions on how to create your PD.
Non-CDC Users (State and Local Health Departments, non-CDC Federal Agencies)
Non-CDC users submitting Field PDs will open the following link:

If you have previously registered, log in by clicking the checkbox for the Government Warning and entering the email address and password you set previously (highlighted by the orange box on the screenshot below). If you don’t remember the email or password you previously set, click the corresponding link below the log in area and answer the question prompts. If you are still having problems, contact Larry Cohen at cbu1@cdc.gov to request a password reset.

After successfully logging in, you will be taken to the screen to start creating your PD. Proceed to page 7 of this document for instructions on how to create your PD.

If you have not previously registered, select “Register Now” (highlighted by red box on the screenshot below).
The following screen will appear; enter the required information for registration and select “Submit” (highlighted by red box on the screen shot below).
After selecting “Submit” you will receive an email with a temporary password. Click the box next to “I have read and understand the Government Warning,” enter the email address you registered and the temporary password in the fields highlighted by the red box in the screen shot on the next page, and select “Log In”. You will then be instructed to create your own personal password. Once you have created your own password (which you will use any time you return to the online PD submission website), you will be taken to the screen to start creating your PD.

After successfully logging in, you will be taken to the screen to start creating your PD. **Proceed to page 7 of this document for instructions on how to create your PD.**
Creating a New Position Description
The following screen will appear after you log in. Begin by selecting “Create New Position” (highlighted by red box on the screen shot below). You will be prompted to confirm that you want to create a new position (select “Confirm”). Only one PD per position is allowed, and each PD must have a different primary supervisor.

The system will take you to the next screen, “Application Instructions.” The application instruction page provides a brief overview about eligibility, requirements, submission, and deadline. A link within the requirements section will open a PDF of this instruction document.
Create a Position Description Using Data from Previous Submissions

To create a PD using data from a position description that you previously submitted, select “Previous Position Description.” In the drop down list, select the entry that reflects the desired position ID of the PD you want to reuse (highlighted by the red box on the screen shot below).

NOTE: If you did not submit the previous PD yourself (e.g., you are a field site and an EWB staff member submitted the PD for you, or the PD had a different primary supervisor when it was previously entered), then it will not show up on your list of previous PDs.
A pdf icon will then appear next to the selected position (highlighted by the red box in the screen shot below), which will allow you to open the PDF and view all previously submitted data.

<table>
<thead>
<tr>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 9, 2015 4:00 PM EST</td>
</tr>
</tbody>
</table>

Enter the agency information (highlighted by the red box in the screen shot below) and then click “Copy Position Description” (highlighted by the orange box).

**NOTE:** Field positions (State; Local; Other; Other, Federal) should select “DSEPD/EWB” as their CIO.

<table>
<thead>
<tr>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 9, 2015 4:00 PM EST</td>
</tr>
</tbody>
</table>

Once copied, the position ID will be renumbered to reflect the current year and agency information, and the PD application opens to allow for data entry and editing. **Proceed to page 11** of this document for instructions on how to navigate the PD submission process for data entry.
Create a Position Description from Scratch
To continue with submitting a new position, scroll to the bottom of the screen (highlighted by red box on the screen shot below) to the “Agency Type” field.
CDC users behind the firewall: if you are submitting a CIO PD, your only option for Agency Type is CDC. Enter the appropriate information for your PD.

Non-CDC users, if you are submitting a field PD, your drop down options for Agency Type are: State; Local; Other; and Other, Federal. The CIO will auto-fill as DSEPD/EWB (do not change). Enter the appropriate information for your PD.

Select “Continue” to go to the next screen, the PD Dashboard.
There are 3 headers on the PD Dashboard: Status, Section, and Last Access (date/time stamp). This will help you navigate the PD submission process. Note that on the PD Dashboard a PD number was auto-created; this PD number will be associated with this assignment (highlighted by the orange box on the screenshot below). You may want to note the PD number for recruitment materials, forms on interview day, etc. If you need to save your work and come back later, your PD number is assigned at this point and will not change.

To continue with the PD submission, you must now enter and complete the requested information for the following sections: Organizational Detail, Supervisor/Officer Detail, and Position Description Details (highlighted by the red box on the screenshot below). Once completed, select the “Submit Assignment” button at the bottom of the dashboard screen.

CIO PDs will be reviewed by your Center’s EIS Action Council (EAC) Representative, and field PDs will be reviewed by your EWB Supervisor. The EAC Representative or EWB Supervisor will approve, return for edit, or reject the PD. The EWB Liaison will then access and review CIO PDs that are approved by the EAC Representatives, and the Field Support Coordinator will then access and review field PDs that are approved by the EWB Supervisors. All submitted PDs will be reviewed before posting to the annual EIS PD Book. You can track the progress of your PD submission in the “Track Your Assignment” section.
Organization Detail
Agency Type, Agency Name, and CIO are populated based on information previously entered. You will need to insert the “Division/Branch/Team/Section” of your organizational structure for the associated PD. You will also indicate whether this is a new assignment; select “no” if this PD is the same or similar to any previous PD accepted by the EIS program, regardless of whether the position was filled by an EIS officer in previous years. Then verify completeness (by selecting “Yes”) and select “Update.” The system will return you to the PD Dashboard where you will enter information for the Supervisor/Officer Detail section.
Supervisor Requirements

Every assignment must identify one Primary Supervisor and at least one Secondary Supervisor (two Secondary Supervisors and multiple consultants are allowed) who want to supervise an EIS officer. The Primary Supervisor must be an epidemiologist with at least two years of epidemiology experience; if an EIS alumnus, the Primary Supervisor must have at least two years of epidemiology experience after completion of EIS. If the Primary moves to another position, one of the Secondary Supervisors will take over the role of the Primary; therefore, one of the Secondary Supervisors should meet the same qualifications as stipulated for Primary Supervisors. The supervisor oversees on-the-job activities that occupy nearly 90% of an EIS officer’s time. Providing structure for the 2-year experience by monitoring progress and meeting frequently with the EIS officer, particularly at the beginning of the assignment, makes for a good supervisor-officer working relationship.

Supervisors should be committed to spending, on average, at least 10% (half day per week) of their time providing direct supervision. Supervisors may need to spend more than a half day a week with the officer at the beginning of the assignment and at the initiation of new projects. Good supervisors provide a framework within which EIS officers learn and practice epidemiology by enhancing professional development and establishing reasonable standards for scientific performance and professional conduct.

The Primary and Secondary Supervisors must understand and concur with the objectives and requirements of the EIS Program and the terms of the EIS Memorandum of Assignment (MOA) for CIO positions or the EIS Letter of Assignment (LOA) for field positions. In keeping with the service and applied nature of EIS training, the officer is expected to participate, as called upon by supervisors or the EIS Program, in Epi-Aids and other field activities as a first priority. Supervisors must help ensure officer’s completion of all Epi-Aid requirements including the Epi-1, trip report, OMB form submission, and 2-minute update at TMS. Supervisors must understand that officers may be assigned to temporary duty with other Branches, Divisions, or CIOs (e.g., Epi-Aid travel and projects, large-scale emergency response), if such an assignment meets EIS Program or agency needs.

The supervisor must encourage and facilitate the officer’s participation in and completion of other program requirements including: EIS Summer Course during July of the first year; First and Second Year EIS Fall Courses; Annual EIS Conference (April); Tuesday Morning Seminar (in person if in Atlanta or via Adobe Connect, Envision, or by viewing archived recordings); Core Activities of Learning (CALs, more details on the next page); etc. If the officer is in the US Public Health Service, the supervisor must also support the officer’s attendance at the Officer Basic Course. Supervisors are also responsible for completing an evaluation of the officer every 6 months.

If you have any questions about the supervisory requirements, or whether a position being considered for submission has met the supervisory requirements, please contact your CIO EAC Representative, your EWB CIO Liaison (for CIO positions), or your EWB Supervisor (for field positions).
Core Activities for Learning (CALs)
The supervisor must encourage and facilitate successful completion of the CALs during the officer’s 2 years.
1. Conduct or participate in a field investigation of a potentially serious public health problem that requires a timely response.
2. Design, conduct, and interpret an epidemiological analysis.
3. Evaluate a public health surveillance system.
4. Give a 30 minute or longer public health talk on the officer’s original work or in his/her field of study.
5. Give a 5–15 minute oral presentation to a scientific audience.
6. Write and submit, as first author, a scientific manuscript for a peer-reviewed journal.
7. Write and submit, as the primary author, a concise public health update communicating timely information.
8. Write and submit, as first author, an abstract.
9. Communicate complex scientific concepts to a lay audience.
10. Provide service to the agency and/or the field of public health.

EIS officers in assignments that do not usually have opportunities to complete all CALs (such as field investigations, opportunities to respond to a lay audience) will be expected to participate in such activities outside of their primary assignment.

Supervisor Participation in EIS Match Activities
The supervisor must agree to recruit, interview, and rate candidates in accordance with the established guidelines; the supervisor must also abide by the results of the EIS match. A supervisor cannot promise a position match to a particular officer, and a supervisor cannot ask an EIS officer to disclose how s/he will rank a particular assignment.

The supervisors (and other representatives) of the assignment are required to attend the following EIS Match Activities: Conference, Monday, April 24 – Thursday, April 27; Interviews, Friday, April 28, 2017. Match will be announced via email by Monday, May 1, 2017.

Assignment Support
Overall, the assignment must provide adequate epidemiology, statistical, laboratory, clerical, and graphics support to ensure the officer can meet the EIS CALs. Laptops will be provided to all EISOs. SAS will be provided by CDC only for officers assigned to positions in state and local health departments. The CIO is responsible for the license cost for the statistical software use for each officer assigned to the CIO. Review the EIS MOA/LOA for a detailed explanation about the support required for accommodating an EIS officer.
Supervisor Detail for PD Entry
To continue with PD entry, you will need to provide information about the supervisors for your position. Select “Begin” in the row associated with the Supervisor/Officer Detail on the PD Dashboard. Then select “Primary” on the next screen. **You can only list one Primary Supervisor for each PD.** The default view (highlighted by the red box on the screenshot below) displays one row to list the Primary Supervisor and one row for each Secondary Supervisor(s). **You can only list up to two Secondary Supervisors;** however, you can list as many consultants as you like (highlighted by the orange boxes on the screenshots below).
Primary supervisors will need to enter the following information (as seen in the screenshot below):

- First Name:
- Last Name:
- Physical Address:
- City:
- State/Territory:
- Zip:
- Mailing Address (if different)?
- County:
- E-mail:
- Direct Phone:
- General Phone:
- Mobile/Cell Phone:
- Is the primary supervisor a full time employee?
- Degree:
- Is the primary supervisor an EIS alumnus?
- Has the primary supervisor ever supervised an EIS officer?
- Number Supervised:
- How many years as an EIS primary supervisor?
- How many years as an EIS secondary supervisor?
- Year last supervised EIS officer:
- Other Fellows supervised (PHAP, PHPS, PHIF, PMR, CDC Experience) (250 word limit)
The elements requested for Secondary Supervisors, consultants, and current/recent EIS officers are shown in the screenshot below.
Current/Recent Officer Detail for PD Entry

As you continue down the page, you will see sections to list Current/Recent EIS officer Information, Officer Projects, and Officer Recent Publications. To input officer information select “Add Officer” (highlighted by the first orange box on the screenshot below).

We encourage you to describe recent officer projects and recent officer publications as practical examples of the type of work and publications your position offers (highlighted by the red box on the screenshot below). You can click the word count button as you enter the information (highlighted by the second and third orange boxes on the screenshot below).

- Briefly describe current or recent officer projects (50 word limit).
- Briefly describe current or recent officer publications (200 word limit). This can but is not limited to inserting AMA formatted citations; you may choose to instead list titles/journals.

To save and return to the PD submission at a later time, verify that the “Is this section complete?” default value is “No” and select “Update.” If the page is complete, continue with PD submission by verifying completeness (select “Yes”) then select “Update.” The system will return you to the PD Dashboard where you will enter information for the Position Description Details section.
Content Criteria for PD Entry
Select “Begin” in the row associated with the Position Description Details on the PD Dashboard. A secondary page will open; the body of the PD detail will be entered on this screen. The top of the Position Description Details page is shown in the screenshot below.

There is a 500 word total limit for the three elements below. You can click the word count button to see the sum of the word counts for all four fields as you enter the information (highlighted by the orange box on the screenshot below).

- **Background.** Provide a brief description about the assignment history, the group, or the organizational structure where the position is housed.
- **Proposed Initial Project.** Briefly describe the types of analytic project(s) that the officer can expect to start within the first month in the assignment. Describe how the projects will move beyond descriptive epidemiology and into analytic epidemiology (e.g., multivariate modeling, time-series modeling, analyses of effect modification), and if the protocols have been developed (EISOs should not spend a substantial amount of time developing protocols).
- **Proposed Surveillance Project.** Briefly describe the surveillance evaluation that contributes to the assessment of a surveillance system of local, state, national, nongovernmental organization (NGO), or international significance in order to meet the surveillance evaluation CAL. The description should include information on how the surveillance evaluation project will involve secondary (desk-based) and site visits/field evaluation of a surveillance system.
There is a 200 word total limit for the four elements below. You can click the word count button to see the sum of the word counts for all four fields as you enter the information (highlighted by the orange box on the screenshot below).

- **Available Support.** Briefly describe the staff and available resources.
- **Range of Opportunities.** Describe the breadth of work that the officer will likely experience, including a description of field projects. Describe the objectives of the field projects and how the officer will be able to apply practical epidemiologic study design and implementation in the field setting, and if partner engagement has taken place.
- **Position Strengths.** Describe the positive attributes of the assignment.
- **Available Data.** Describe the data that the EISO will use and if they are accessible and readily available within the first month of the officer’s assignment.
There are several additional fields at the bottom of the page. The bottom of the Position Description Details page is shown in the screenshot below.

- **Special skills useful for this position.** Enter the characteristics/skills that would be helpful for an officer in this assignment. Think about qualities such as clinical experience, language fluency other than English, quantitative skills, qualitative skills, previously published, flexibility for travel, etc. *(100 word limit).*

- **Recent Publications.** Describe recent publications from the team/group *(100 word limit).*

- **Domestic Travel/International Travel.** Select the estimated travel percentage, both domestic and international, likely associated with this assignment (not opportunity beyond assignment).

- **PD Approved by EAC/CIO Authority.** Check the box and enter approving authority’s title and name (highlighted by the red box on the first screenshot below). Approval chains vary by CIO. If there are multiple approving authorities, enter the authority prior to the EAC Representative (only one name needs to be documented in this system). Please ask your EAC Representative who this is; for field positions it is your EWB Supervisor.
  - If approval other than EAC Representative is not required, check the box and enter your CIO’s EAC Representative’s title and name (see page 27).
  - The approval checkbox must be checked and corresponding information entered in order to submit a PD.
There are several additional fields that appear at the bottom of the Position Description page for non-CDC based (field) assignments. These variables are optional but highly encouraged. The elements requested only for non-CDC (field) assignments are shown in the screenshot below (150 word limit).

To save and return to the PD submission at a later time, verify that the “Is this section complete?” value is “No” and select “Update.” If the page is complete, continue with PD submission by verifying completeness (select “Yes”) then select “Update.” The system will return you to the PD Dashboard to submit your PD.
Submit the PD
Once the status column on the PD Dashboard is complete for the Organizational Detail, Supervisor/Officer Detail, and Position Description Details rows, select the “Submit Assignment” button. The Submit Assignment button is only active when all 3 sections are complete (highlighted by red box on the screen shot below). The EAC Representative/proxy for your CIO will receive notification that the PD is ready for review.

Confirm that you want to submit the PD. Each CIO will communicate their chain of approval to their supervisors; field positions must be reviewed and approved by your EWB supervisor prior to your submission to the Field Support Coordinator. You will not be able to edit the PD once submitted, unless returned to you by your CIO EAC Representative or EIS Program reviewer.
You will receive an email confirmation (to your registered email) that your PD was submitted as shown in the screenshot below.

**Please do not reply to this email. It was sent from an unattended mailbox, and replies are not reviewed. See below for contact information.**

Dear Rachel Avchen,

Thank you for submitting the position description for the Epidemic Intelligence Service (EIS) program. Your position description will be reviewed by your Center’s Epidemiology Advisory Committee (EAC) Representative. If approved, the position description will be submitted to the EIS Program for inclusion in the Assignment Book.

Track status online at: [http://www.cdc.gov/fmx/eis/positiondescription](http://www.cdc.gov/fmx/eis/positiondescription).

Epidemic Intelligence Service (EIS)

EIS@cdc.gov

CONFIDENTIALITY NOTICE:

This electronic mail may contain information that is privileged, confidential, or otherwise protected from disclosure to anyone other than its intended recipient. Any dissemination or use of the electronic mail or its contents by persons other than the intended recipient is strictly prohibited. If you have received this communication in error, please delete the original message.
The submission date and a PDF of the PD are now available on “My Home Page” for reference (highlighted by orange box on the screen shot below). **Your individual PDF is not formatted the way it will appear in the final PD book**; all information that was entered is displayed rather than just the elements that appear in the final EIS PD book. The PD sample in this instruction displays the final EIS PD book format.
EIS Position Description Instructions
EIS Class of 2017

EIS Action Council (EAC) Members
Your PD will be reviewed by your CIO’s EAC Representative (if CIO assignment) or your EWB Supervisor (if field assignment). If approved, the PD will be submitted to the EIS Program for final review and inclusion in the final EIS PD Book.

<table>
<thead>
<tr>
<th>CIO</th>
<th>EAC Representative</th>
<th>Office Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGH</td>
<td>Fred Angulo</td>
<td>404.639.5314</td>
<td><a href="mailto:FAngulo@cdc.gov">FAngulo@cdc.gov</a></td>
</tr>
<tr>
<td></td>
<td>Eric Pevzner</td>
<td>404.639.6094</td>
<td><a href="mailto:EPezvner@cdc.gov">EPezvner@cdc.gov</a></td>
</tr>
<tr>
<td>EIS-Field positions</td>
<td>Jennifer Wright</td>
<td>404.498.1180</td>
<td><a href="mailto:JGwright@cdc.gov">JGwright@cdc.gov</a></td>
</tr>
<tr>
<td>NCBDDD</td>
<td>Jennifer Lind</td>
<td>404.498.4339</td>
<td><a href="mailto:JLind@cdc.gov">JLind@cdc.gov</a></td>
</tr>
<tr>
<td>NCCDPHP</td>
<td>Djenaba Joseph</td>
<td>770.488.3157</td>
<td><a href="mailto:DAJoseph@cdc.gov">DAJoseph@cdc.gov</a></td>
</tr>
<tr>
<td>NCEH/ATSDR</td>
<td>Yulia Carroll</td>
<td>770.488.3912</td>
<td><a href="mailto:YCarroll@cdc.gov">YCarroll@cdc.gov</a></td>
</tr>
<tr>
<td></td>
<td>Kanta Sircar</td>
<td>770.488.3384</td>
<td><a href="mailto:KSircar@cdc.gov">KSircar@cdc.gov</a></td>
</tr>
<tr>
<td>NCEZID</td>
<td>Elise Beltrami</td>
<td>404.639.4271</td>
<td><a href="mailto:EBeltrami@cdc.gov">EBeltrami@cdc.gov</a></td>
</tr>
<tr>
<td></td>
<td>Scott Santibanez</td>
<td>404.639.0153</td>
<td><a href="mailto:SSantibanez@cdc.gov">SSantibanez@cdc.gov</a></td>
</tr>
<tr>
<td>NCHHSTP</td>
<td>Alexa Oster</td>
<td>404.639.6141</td>
<td><a href="mailto:AOster@cdc.gov">AOster@cdc.gov</a></td>
</tr>
<tr>
<td></td>
<td>Bob Kirkcaldy</td>
<td>404.639.8659</td>
<td><a href="mailto:RKirkcaldy@cdc.gov">RKirkcaldy@cdc.gov</a></td>
</tr>
<tr>
<td>NCHS</td>
<td>Kate Brett</td>
<td>301.458.4113</td>
<td><a href="mailto:KBrett@cdc.gov">KBrett@cdc.gov</a></td>
</tr>
<tr>
<td>NCIPC</td>
<td>Arlene Greenspan</td>
<td>770.488.1279</td>
<td><a href="mailto:AGreenspan@cdc.gov">AGreenspan@cdc.gov</a></td>
</tr>
<tr>
<td>NCIRD</td>
<td>Sam Posner</td>
<td>770.488.6398</td>
<td><a href="mailto:SPosner@cdc.gov">SPosner@cdc.gov</a></td>
</tr>
<tr>
<td></td>
<td>Jennifer Liang</td>
<td>404.639.2301</td>
<td><a href="mailto:JLiang@cdc.gov">JLiang@cdc.gov</a></td>
</tr>
<tr>
<td>NIOSH</td>
<td>Sally Brown</td>
<td>303.236.5950</td>
<td><a href="mailto:SBrown@cdc.gov">SBrown@cdc.gov</a></td>
</tr>
<tr>
<td></td>
<td>Christa Hale</td>
<td>303.236.5943</td>
<td><a href="mailto:CRHale@cdc.gov">CRHale@cdc.gov</a></td>
</tr>
<tr>
<td>OPHPR</td>
<td>Randolph Daley</td>
<td>404.639.7783</td>
<td><a href="mailto:WDaley@cdc.gov">WDaley@cdc.gov</a></td>
</tr>
</tbody>
</table>
EAC Representative PD Review Instruction
EAC Representatives will receive an email notification when added to the system as a reviewer (screenshot below).

You will also receive email notifications when a PD is submitted and ready for your review (screenshot below).
My Home Page
The screen shot below is a view of your landing page once registered and PDs submission is initiated. You are responsible for reviewing PDs for the CIO assigned as indicated in the first column (highlighted by the first red box on the screenshot below).

There is a **1000 character limit for the background section.** This is the general paragraph that appears at the beginning of each CIO section in the final EIS PD book.

- **Background.** Provide an introductory description about the CIO history or organizational structure. Enter information by selecting “Edit” (highlighted by the first orange box on the screen shot below).

The lower portion of the screen displays the PDs ready for your review (highlighted by the second red box on the screen shot below). Open the PDF in the row corresponding to the Assignment ID you wish to review. The PDF is not formatted the way it will appear in the final PD book, but rather it displays all the data elements that were entered for that PD. The PD sample in this instruction displays the final PD format.

There is a **200 word limit** in the comment field.

- **Comment.** You must insert a comment(s) about the assignment before selecting the review status to Approve, Reject, Return for Revision, or Withdraw (second orange box). The EIS Program will only review PDs with “Approved” status.
Navigating Tips for Online Submission

My Home Page
This is a view of your landing page once registered and PD submission is initiated. The different column headers display information about your PD number (“Assignment ID”), status of submission (“Status”), associated CIO with a given PD (“CIO/Agency”), submission date (“Submit Date”), and a PDF file (once the file is submitted). The “Assignment ID” is hyperlinked to allow you to edit/view what you entered. The PDF is created (and viewable) after you submit your PD.
The PD Dashboard
Key navigation buttons on the PD Dashboard are highlighted by the red box on the screen shot below.

- **Return to Home Page.** To avoid error messages, use this navigation button rather than your internet browsers back arrow.
- **Status.** The status column is hyperlinked to bring you to the respective section for a given PD.
- **Withdraw Assignment.** Selecting this button deactivates the initiated PD. You will not be able to forward the PD for consideration. Withdrawn PDs will still be listed on your home page (Status = Withdrawn).
- **Submit Assignment.** Once the status column on the first 3 rows of the PD Dashboard indicates those sections are complete, the “Submit Assignment” button is activated. Select it to submit your PD to your EAC representative.

When in a “Section” screen, you can save and return to the PD submission at a later time by verifying that the completeness default value is “No” and selecting “Update.” If the page is complete, continue with PD submission by verifying completeness (select “Yes”) then select “Update.” The system will return you to the PD Dashboard.
Background: We are the primary public health agency for over 8 million ethnically and socio-economically diverse people. Every disease or condition may and usually does occur here. NYCDOH has a reputation for being at the forefront of many public health initiatives. Previous EIS officers were actively involved in the response to the emergence of 2009 pandemic influenza, the 2001 World Trade Center and anthrax terrorist attacks, and the introduction of West Nile virus in 1999.

Proposed Initial Projects: (a) Establish registry of patients undergoing treatment for chronic hepatitis C to assess outcomes in real world settings versus academic studies. (b) Conduct case control study to assess risk factors for quinolone-resistant shigellosis. (c) Describe geographic and temporal patterns of Emergency Department utilization in relationship to neighborhood income and racial/ethnic distributions. (d) Characterize trends in infectious disease mortality in the pre- versus post-HIV era.

Proposed Surveillance Projects: Surveillance evaluation on one of the following systems: multifaceted system for monitoring influenza activity, use of outpatient syndromic surveillance data as part of the federal Meaningful Use program, or surveillance for antibiotic resistant pathogens.

Range of Opportunities: The potential for short- and long-term projects and acute outbreak investigations abound. It is New York City after all! The EIS officer is not limited to projects in BCD; opportunities also exist in other programs (tuberculosis, HIV, chronic disease, environmental, injury).

Position Strengths: It is an exciting environment and you get a true taste of all aspects of public health at the local level. Energetic, knowledgeable colleagues are willing to work with the officer to get projects done.

Special skills useful for this position: New variable. Example from previous PD not available.

Available Data: New variable. Example from previous PD not available.

Recent Publications: New variable. Example from previous PD not available.

Domestic Travel: 0% International Travel: 0%

Available Support: The NYCDOH has a large staff of medical and doctoral level epidemiologists and >40 EIS alumni, including our current Commissioner. BCD has a large number of research scientists and surveillance staff to provide epidemiologic support and assist in field investigations. Computer, statistical, and clerical support are readily available. The City and State public health laboratories provide diagnostic support for epidemiologic investigations.

Current/Recent EIS Officer: Prabhu Gounder, MD, (EIS 2010)

Officer Projects: New variable. Example from previous PD not available.

Officer Publications: New variable. Example from previous PD not available.

Consultants:

Size of Community: 8.1 Million

University Affiliation: We have collaborative relationships with Columbia and Hunter Schools of Public Health.

Living Environment: Sometimes challenging, often surprising, always exciting.

Cultural and Recreational Assets: If you have to ask…

Opportunity for Partner’s Employment: Excellent