



Appendix C – Sample Job Action Sheets

SAMPLE JOB ACTION SHEET (from the New York City Department of Health and Mental Hygiene (DOHMH))

JOB ACTION SHEET

Section: Surveillance & Epidemiology

Title: Supervisor of Case Investigators

Name: _____

Reports to: Borough Coordinator

Mission: Supervise case investigators

Immediate: *Responsibilities and actions that need to be done first*

- Read this job action sheet
- Liaise with hospitals to assure surveillance cooperation
- Assists case investigators in the hospitals/facilities
- Assist case investigators with transfer of data from field to data unit

Intermediate: *Responsibilities and actions that need to be addressed after immediate responsibilities have been completed.*

- Provide supervisory support to case investigators
- Inform borough coordinator of supplies/resources needed
- Update borough coordinator on field activities

Long-Term: *Responsibilities and actions that need to be addressed when an emergency is controlled.*

- Participates in post-event debriefing
- Participate in routine unit meetings
- Make recommendations for future surveillance

Job Action Sheet Date of Completion: _____

SAMPLE JOB ACTION SHEET (from the New York City Department of Health and Mental Hygiene (DOHMH))

JOB ACTION SHEET

Section: Surveillance & Epidemiology

Title: Case Investigator for Field Surveillance

Name: _____

Reports to: Supervisor of Case Investigators

Mission: Conduct field surveillance

Immediate: *Responsibilities and actions that need to be done first.*

- Read this job action sheet
- Review case investigation forms
- Obtain hospital assignments
- Conduct hospital surveillance for new cases (via emergency room, hospital admission unit, laboratory, infection control)
- Perform chart abstractions using standardized form
- Interview patients using standardized form
- Conduct contact tracing
- Collect data and submit forms to supervisor

Intermediate: *Responsibilities and actions that need to be addressed after immediate responsibilities have been completed.*

- Update supervisor on field activities
- Inform supervisor of supplies/resources needed

Long-Term: *Responsibilities and actions that need to be addressed when an emergency is controlled.*

- Participates in post-event debriefing
- Make recommendations for future surveillance

Job Action Sheet Date of Completion: _____

SAMPLE JOB ACTION SHEET (from the New York City Department of Health and Mental Hygiene (DOHMH))

JOB ACTION SHEET

Section: Surveillance & Epidemiology

Title: Active Telephone Surveillance

Name: _____

Reports to: Co-Leader Field Surveillance

Mission: Perform active telephone surveillance and hospital notification

Immediate: *Responsibilities and actions that need to be done first.*

- Read this job action sheet
- Review case ascertainment forms
- Obtain hospital/facility assignments
- Call hospital/facility to inform staff of the event
- Conduct telephone surveillance to ascertain new cases (emergency dept.)
- Inform epidemiology unit of possible case

Intermediate: *Responsibilities and actions that need to be addressed after immediate responsibilities have been completed.*

- Conduct telephone surveillance targeting specific hospital staff (infection control, ICU)
- Collect and update hospital staff contact information
- Submit completed telephone surveillance forms
- Make call-backs to hospitals/facilities

Long-Term: *Responsibilities and actions that need to be addressed when an emergency is controlled.*

- Participate in post-event debriefing
- Develop recommendations for future telephone surveillance

Job Action Sheet Date of Completion: _____

SAMPLE JOB ACTION SHEET (from the New York City Department of Health and Mental Hygiene (DOHMH))

JOB ACTION SHEET

Section: Surveillance & Epidemiology

Title: Clerical Support

Name: _____

Reports to: Unit Leader Field Surveillance

Mission: Provide clerical support to Field Surveillance Unit

Immediate: *Responsibilities and actions that need to be done first.*

- Read this job action sheet
- Notify and schedule field staff
- Maintain database to track time and location of staff in the field
- Maintain phone communication for field surveillance
- Liaise with operations unit for supplies and transportation

Intermediate: Responsibilities and actions that need to be addressed after immediate responsibilities have been completed.

- Xerox forms and instructions for staff
- Type and fax needed material
- Assure timecards are accurately submitted

Long-Term: *Responsibilities and actions that need to be addressed when an emergency is controlled.*

- Participates in post-event debriefing
- Type and distribute reports
- Update field surveillance staff contact information
- Make recommendations for future surveillance

Job Action Sheet Date of Completion: _____