



**EUROPEAN PROGRAMME
FOR INTERVENTION
EPIDEMIOLOGY TRAINING**



SITE APPRAISAL/VISIT MANUAL

July 2019

Index

Index	1
Introduction.....	2
Purpose of this document.....	2
How to become an EPIET training site.....	3
Criteria for training sites and supervisors	3
Practical steps.....	4
Initial site appraisal	5
Objective of the initial site appraisal	5
ECDC country visits preceding EPIET appraisals	5
Visiting team	5
Preparation to an initial appraisal	5
Administrative steps.....	5
During the site visit.....	6
Site visit report.....	6
Follow-up site visits.....	7
Objective of follow-up site visits	7
Visiting team	7
Preparation of a follow-up visit	7
Administrative steps.....	7
During the site visit.....	7
Site visit report.....	8
Appendix 1: Example for emails to start an initial site visit.....	9
Appendix 2: Example for initial email to training site	11
Appendix 3: Site appraisal report template.....	12
Continuous quality improvement.....	16
in EPIET training sites	16
Purpose of this document.....	16
EPIET training site quality monitoring tools	16
Annual self-assessment of EPIET training sites	16
Table 1-Tool for assessment of an EPIET training site	17
Eligibility criteria for primary supervisors	22
Role of the training site supervisor.....	22
Basic standards for an EPIET training site	22

Introduction

The legal basis for all ECDC training activities is Regulation (EC) No 851/2004 of the European Parliament and of the Council of 21 April 2004 (ECDC Founding Regulation) and the Decision No 1082/2013/EU on serious cross-border threats to health. Based on this legislation, an ECDC Public Health Training Strategy was endorsed by the ECDC Management Board in June 2015.

The European Programme for Intervention Epidemiology Training (EPIET) was created in 1995. Its purpose was to create a network of highly trained field epidemiologists in the European Union, thereby strengthening the public health epidemiology workforce at EU Member States and EEA level. Current EPIET alumni are providing expertise in response activities and strengthening capacity for communicable disease surveillance and control inside and beyond the EU. In 2006 EPIET was integrated into the core activities of ECDC. The practical training continues to take place at competent and experience national and regional centres for surveillance and control of communicable disease including public health laboratories.

Purpose of this document

This manual aims to give a detailed overview of the assessment of training sites. You will find criteria for becoming a training site, procedures to arrange a site visit, questions to be asked during a site visit and an example of a report. The present manual should help to standardise the site visits and can be shared with the training sites before the visit in order to assure a good preparation. The document looks both at initial site appraisals and follow-up site visits.

All forms in the Appendix section are to be seen as examples and are subject to change.

How to become an EPIET training site

National or regional public health institutes in EU Member States can apply to become an EPIET training site. In exceptional cases, international non-profit organisations could also apply to become an EPIET training site, provided that they correspond to the selection criteria (see below).

National and regional public health institutes who want to train an EPIET fellow should signal their interest to the National focal Point for Training (NFP-T) of their respective Member States before approaching ECDC to become an EPIET training sites.

Whenever a public health institute or an organisation formally offers to become an EPIET training site, the following steps take place

- the relevant output of the organisation is reviewed, in order to understand the level of involvement in the core activities of EPIET training (surveillance, field epidemiology research, outbreak investigation, communication and teaching)
- a site appraisal is conducted by at least one of the EPIET scientific coordinators and one senior supervisor from the existing training network. The objective of the site visit is to assess the feasibility of training an EPIET fellow in the organisation.

The **EPIET Self-Assessment Tool for Training Sites** was developed to guide the interested institutes and the appraisal team in conducting this initial appraisal (Appendix 4). This document outlines the basic requirements for training sites and for the main supervisor of a fellow in training. In summary, these are:

Criteria for training sites and supervisors

To be available as an EPIET training site, the public health institute or organisation will need to confirm that the following context can be offered:

- To provide access to activities in field epidemiology in the areas of surveillance, outbreak investigations, field research projects, professional communication and teaching.
- To provide access to datasets and vital records.
- To provide personal supervision to an EPIET fellow by at least two epidemiology supervisors, of which one will be a senior field epidemiologist. Supervision will be offered by the supervision team for at least 4 hours per week on average during the 24 months of the training. This includes regular supervision meetings and review of the fellow's work plans and output.
- To provide an adequate workspace for the fellow, including use of a laptop computer with sufficient office software, access to telephone, fax, internet and an e-mail address.
- To have funding for travels within the country to outbreak investigations.
- To share all communication by e-mail or via electronic platform (EVA) on output, including early drafts, equally between fellow, supervisors and EPIET coordinators. This communication will always be considered confidential.
- Have an adequate size of jurisdiction and the mandate to broker the opportunities for field investigations for the fellow.
- Maintain good relationships across health departments and access to other units in order to maximise the range of project opportunities for the fellow.
- Administrative support to handle ECDC-related issues (e.g. grants and contracts).

Training site supervisors should

- Be familiar with and understand the training program
- Have the responsibility and authority to manage a fellow
- Be in a long-term contract position and
- Have the current position for one year or more to be sufficiently familiar with local setting of applied epidemiology in their state
- Have at least 3 year of professional experience in intervention epidemiology, including skills and experience as scientist and practitioner (including areas of publication)
- Be skilled as teacher and mentor
- Be able to speak and write English at minimum B2 level
- Have experience and desire to supervise junior professionals
- Contribute to EPIET training modules as facilitator

Practical steps

1. The public health institute or organisation should provide EPIET with a brief overview of the relevant output of the previous year(s), in relation to the activities surveillance, field research, outbreak investigation, scientific communication and teaching/training. The **Self-Assessment Tool** can be used for this purpose.
1. EPIET and the public health institute or organisation identify a date for a formal site appraisal.
2. Depending on the outcome of the site appraisal, a training site agreement will be drafted between ECDC and the new training site.
3. The new training site appoints a senior epidemiologist as a facilitator for at least 2 weeks (preparatory week and one of the 3 weeks) in the next Introductory Course.

This procedure is valid for any institute willing to offer training for fellows in the EPIET path, irrespective if in the EU- or MS-track, or if an EPIET Associated Programme (EAP).

Initial site appraisal

Objective of the initial site appraisal

The initial EPIET site appraisal will be undertaken after a potential site showed interest in becoming a training site for fellows of the EPIET or EPIET-associated programmes. The main objectives of these appraisals are to assess whether the site is able to offer enough supervision and activities in all training objectives for the potential fellow.

ECDC country visits preceding EPIET appraisals

A public health institute interested to become an EPIET training site might first request an official ECDC visit. The ECDC visits can cover a wide range of topics, including training. Training needs can be assessed during these visits by looking at existing training opportunities inside the country and the need for trained epidemiologists in the future. The visiting ECDC delegation will explore how ECDC can support capacity building in the member state during these visits. One of the conclusions of these visits may be that the member state would benefit from becoming an EPIET training site. In these cases the ECDC country visit would be followed by an EPIET initial appraisal.

Visiting team

The visiting team of an initial site appraisal consists usually of one EPIET scientific coordinator and a representative from the EPIET Training Site Forum or a senior supervisor from one of the current training sites. The EPIET coordinator will be the team leader and responsible for the final report.

During the site appraisal, the head of department and the potential supervisors should be present.

Preparation to an initial appraisal

In case of an initial site appraisal in a Member State without an existing EPIET site, the team leader or EPIET Head Scientific Coordinator will inform the country officer of the upcoming visit and obtain information on the Member State and previous visits done by ECDC. These information and reports will be shared with the appraising team.

The potential site supervisor should provide the following:

- Completed EPIET Self-Assessment Tool
- Number of outbreaks in previous 3 years
- Past projects in the area of research and surveillance
- Potential initial projects
- Number and CVs of supervisors
- Organigram of the organisation

The appraising team will review the information that the potential site has shared with the team before the appraisal.

The team leader should share the latest version of the Scientific and Administrative manuals with the potential training site and prepare a general presentation on the ECDC Fellowship Programme.

Administrative steps

After reviewing the underlying documentation, the team leader contacts the potential site by email describing the objectives of the appraisal and proposing possible dates for the visit. In order to allow enough time for all administrative steps and allow a suitable preparation of the

potential site, the date of the appraisal should be fixed at least six weeks in advance. The initial email should also include a plausible schedule including foreseen start and ending times. An example of this email is included in Appendix 1.

After fixing a date for the site appraisal, the team leader will invite a senior supervisor from the EPIET network to join the visit. The Fellowship Faculty Office (FFO) is copied in all emails including the acceptance email from the person invited. The FFO will start the administrative procedure after receiving the acceptance email. ECDC will cover travel expenses, costs for accommodation and per diems according to the internal regulations for meetings.

During the site visit

The initial site appraisal serves to gain insight in the public health system (surveillance, communicable disease control, education) and the training opportunities in epidemiology of the specific country or region. Potential projects for the fellow should be discussed and potential supervisors identified. The site appraisal should include a meeting with the main stakeholders in field epidemiology training of the country to present the objectives and methods of EPIET. Also, all future possibilities of collaboration between the fellowship programme and the potential training site should be explored in detail.

One possible way to assess the suitability as a training site would be to perform a SWOT analysis, i.e. to identify the Strengths, Weaknesses, Opportunities and Threats for establishing a training site.

It is important that Coordinating Competent Body and the National Coordinator of the country is informed regarding the process and have an agreement on structure/composition of involved partners as host site.

Site visit report

Before the end of the site appraisal, the visiting team prepares a short summary of all the findings of the visit. This summary can also be delivered using a template PowerPoint™ presentation which covers all relevant aspects of the appraisal.

The team leader prepares an initial draft report using the template report (see Appendix 3) within 24 hours after the visit. The report should provide a detailed assessment on whether the potential site is suitable to become a training site for EPIET or EPIET-associated training. If needed, the report should also provide concrete recommendations to improve the quality of the training at the potential training site. The team leader is responsible to follow up the implementation of the recommendations.

The draft report is shared with the other member(s) of the visiting team and the EPIET Head Scientific Coordinator before sending it to the head of department and the potential supervisor(s) for comments. After having received the comments from the training site, the final report is sent to the potential training site for signatures. Within 4 weeks, the report should be finalized. The training site should print and sign two (colour) copies of the final report. Alternatively, approval by email is also accepted. The FFO monitors this process. One copy of the signed report will be kept in the fellowship programme archives and uploaded on the virtual platform for future reference. The second copy will be sent to the institute for archiving.

In case the interested institute or organisation will become a training site, the future supervisors will be invited by EPIET/ECDC to facilitate in the next Introductory Course.

Follow-up site visits

Objective of follow-up site visits

Follow-up site visits of training sites who are currently hosting one or more fellows are planned to take place every two years. Ideally these visits should be planned neither too early nor too late in the training of the fellow. However, in case of the first fellow in a new training site, an early visit is warranted to recognise any potential problem in the training site at an early stage. Site visits can be executed more often than every two years, if needed. This could be the case in acute conflict situations between supervisors and fellows, or lack of progress in a fellow.

Objectives of the follow-up visits are usually to review and discuss matters related to the EPIET training, such as

- Changes in the public health system since the last visit
- Environment including logistical and administrative aspects
- Supervision on site and at the programme office level
- Objectives and outcomes of the training of the fellow(s)

Visiting team

One EPIET coordinator and a representative from the EPIET Training Site Forum or a senior supervisor from one of the current training sites usually perform a follow-up site visit. Inviting supervisors from other sites to join the visit will provide them with an opportunity to compare the different sites and make improvements for the own site. Site visits are therefore regarded as “train-the-trainer” activities. The EPIET coordinator is leading the team and is responsible for the final report.

During the site visit, the head of department, main supervisor, project supervisors and the fellow should all be present.

Preparation of a follow-up visit

For the follow-up visit, the team leader will share the report of the last site visit with the training site and the supervisor joining the visit. The visiting team will read the last Incremental Progress Report and the Midterm Reviews of the fellow(s) before the start of the visit. The team will also review the documents uploaded on Viadesk by the fellow(s).

Administrative steps

The EPIET coordinators contact the training site by email describing the objectives of the visit and proposing possible dates for the visit. In order to allow enough time for all administrative steps and allow a suitable preparation of the training site, the date of the visit should be fixed at least six weeks in advance. The initial email should also include a plausible schedule including foreseen start and ending times. An example of this email is included in Appendix 2.

Usually the site visit can be completed within one day. In case of more than one fellow at one training site, the site visit might be extended to more than one day.

After fixing a date for the site visit, the EPIET coordinators will invite a current or future supervisor from the EPIET network to join the visit. The FFO is copied in all emails including the acceptance email from the person invited. The FFO will start the administrative procedure after receiving the acceptance email. ECDC will cover travel expenses, costs for accommodation and per diems according to the internal regulations for meetings.

During the site visit

Essential elements of a follow-up visit should focus on the review of the fellow(s) projects and outputs related to the five main training objectives. Changes within the public health

system or the training site which are relevant for the training (ex. access to outbreak investigations, changes in supervision) should be discussed. The visiting team should look at administrative and logistical issues of the fellow(s), discuss the availability and type of supervision. The team should revisit with the supervisors and fellow(s) the projects done so far and identify which objectives still need to be reached. In order to have a better insight into the situation in the training site, the visiting team has separate meetings with supervisors and each fellow.

A follow-up visit should also be used as an opportunity to collect suggestions for the improvement of the communication between the EPIET coordinators and the supervisors.

Site visit report

Before the end of the site visit, the visiting team prepares a short summary of all the findings of the visit. This summary can also be delivered using a template PowerPoint™ presentation which covers all relevant aspects of the visit.

The visiting team prepares a draft report using the template report (see Appendix 3) within 24 hours and shares with the training site. After review by the fellow/s, supervisor/s, department head/s, and visiting team, the team leader finalises the report within 4 weeks after the visit. The report should provide a detailed assessment of the activities and achievements of the fellow(s) and concrete recommendations to improve the quality of the training at the training site, if needed. The Self-Assessment Tool is included as an annex of the final report. The team leader is responsible to follow up the implementation of the recommendations.

The training site should print and sign two (colour) copies of the final report. The FFO monitors the process of signing. Alternatively, approval via email can substitute the signing on paper copies. One copy of the signed report will be kept at ECDC in the programme archive and uploaded on the virtual e-learning platform for future reference. The second copy will be sent to the institute for archiving.

Appendix 1: Example for emails to start an initial site visit

Asking for material from new sites

Dear <names of potential supervisor and head of department>,
My name is <name of coordinator> and I am one of the EPIET Scientific Coordinators. We are very happy to hear the <name of institute> is applying to be an EPIET training site for the next cohort.

To take the application procedure forward, we would like to gain an idea on the potential supervision and activities in all training objectives for the potential fellow. Therefore, it would be very helpful if we had a description (in English) of the sites' resources and activities, especially those related to the training objectives of the fellows.

We also would like to ask for

- the number of people working in the unit
- job profiles and CVs of potential supervisor(s)
- an organization chart of the unit
- international project(s) you are involved in
- training programme(s) you are involved in
- a list of all publications of the last three years.

We will come back to you regarding an initial site appraisal after the review of this material.

<Greetings, name>

Copies to general programme email and FFO

Asking for a date of the site appraisal

Dear <names of potential supervisor and head of department>,

Thank you for sending us the information on the <name of institute>. We have reviewed the information and would now like to perform a site appraisal. The objective of the appraisal is to gain an idea on the potential supervision and the opportunities for future fellows to be involved in outbreak investigations, surveillance activities and research projects.

We would like to meet all those responsible for the training in field epidemiology, including the head of department in <name of institute/country>. We can use this opportunity to present the main characteristics of the EPIET programme. We would also like to visit the premises and discuss potential logistical issues of a fellowship with you.

At the end of the day, we would provide a preliminary summary of the findings in a plenary meeting. We will discuss the impression of the site appraisal, and look at elements that deserve attention in order to become an EPIET training site. Of course, the schedule of the site visit is flexible and can be arranged differently, should this be necessary for practical reasons.

Most probably for the site in <name site> could be done in one day (most likely arriving the evening before). We would like to schedule this site appraisal in

<month>. When would be a suitable date for you? We would propose: - date 1, - date 2, - date 3

For the appraising team, it will be myself and another EPIET supervisor (to be confirmed). Please let me know as soon as possible if any of these dates would be convenient. We look forward to hearing from you. If you have any questions or suggestions, please do not hesitate to contact us.

<Greetings, name>

Copies to general programme email and FFO

Appendix 2: Example for initial email to training site

Dear <names of supervisors and fellows>,

As you may know, we perform a site visit to EPIET host institutes at least once every two years. The last site appraisal in <name of city> was in <year month>. By <month>, <name of fellow> has been in <name of host institute> for some months and it would be good to perform a site visit.

The objectives of the site visit would be to review and discuss matters related to the EPIET training, such as

- environment including logistical and administrative aspects;
- supervision on site and at the programme office level;
- objectives and outcomes of the training of <name fellow>.

During the site visit, we usually start off with a plenary meeting, where those responsible for the training present the organisation and where EPIET can present the programme and latest developments. It is useful when all practically involved in the training can be present at this meeting.

The visiting team then has a meeting with the fellow(s), for an individual review of the fellowship so far, to discuss progress and work yet to be done. This takes on average 90 minutes. After that the visiting team meets with all supervisors involved, to review the fellows work, training plan and issues related to organisation of supervision and EPIET coordination.

After a short preparation of 30 minutes, the visiting team provides a preliminary summary of the findings in a plenary meeting. We will discuss the impression of the site visit, and we look at elements that deserve attention in the next stage of the training on either the side of the fellow, the supervisors, the training site or of the EPIET programme office. Of course, the schedule of the site visit is flexible and can be arranged differently, should this be necessary for practical reasons.

Most probably for the site in <name site> could be done in one day (most likely arriving the evening before).

When would be a suitable date for you? We would propose:

- date 1
- date 2
- date 3

For the visiting team, it will be myself and another EPIET supervisor (to be confirmed). Please let me know as soon as possible if any of these dates would be convenient. We look forward to hearing from you.

<Greetings, name>

Copies to general programme email and FFO

Appendix 3: Site appraisal report template



EUROPEAN PROGRAMME FOR INTERVENTION EPIDEMIOLOGY TRAINING



SITE APPRAISAL REPORT

Name of site

City

Country

Date

Training Site Appraisal

Host Institute:
Institute Head:
Training Department
Head:
Department:

EPIET Fellow:
Date of Joining:
EPIET Training
Supervisor:

Training Site Representative for the Training Site Forum:

Visiting appraisal team:

1 name function
2 name function

Signed:

Name team leader	Name second visiting person
Name main supervisor	Name additional supervisor
Name fellow	

Persons met:

Names of all persons met

The objectives of the training site appraisal were:

-

1/ Administrative and logistical issues:

Public Health system:

Changes in public health system of host country since last visit

Office space:

Office space for fellow, access to library, laptop, software etc

Logistical issues:

Salary, removal, accommodation, language etc

2/ Host institute supervision:

Supervision:

Main supervisor, other supervisors, supervision structure and quality, impression of fellow on supervision

Fellow:

Impression of supervisors on fellow (attitude, progress, integration in department)

Induction:

Presence of induction programme

3/ Training objectives:

Name of fellow

Outbreak investigations:

Short overview of activities of the fellow in this field

Surveillance:

Short overview of activities of the fellow in this field

Research:

Short overview of activities of the fellow in this field

Communication:

Short overview of activities of the fellow in this field

Teaching activities:

Short overview of activities of the fellow in this field

Others

Other relevant activities not directly related to the training objectives

4/ EPIET training programme co-ordination:

Feedback to the coordinators. Discuss how to share early drafts.

Summary and recommendations:

1/ Administrative and logistical issues:

2/ Supervision:

3/ Training objectives:

- **Outbreak:**
- **Surveillance:**
- **Research:**
- **Teaching:**
- **Communication:**
- **International assignments:**

4/ EPIET coordinators

-

Purpose of this document

This document aims to provide guidance for EPIET training sites, in order to promote high quality training and supervision, and recommend a process for quality assurance. In particular, it includes:

- Quality monitoring and improvement tools
- A self-administered assessment tool for EPIET training sites
- Updated selection criteria for supervisors
- Basic standards of an EPIET training site

EPIET training site quality monitoring tools

The capacity of an EPIET training site to train a field epidemiologist is monitored using the following mechanisms:

- Site visits conducted by an EPIET scientific coordinator and an external supervisor of another training site at least every two years
- Mid-term and final interviews among fellows, supervisors and coordinators
- Fellows' outputs documented in the Fellowship Summary Reports and the fellowship portfolios
- Annual self-assessment of the site

Annual self-assessment of EPIET training sites

The annual self-assessment serves as a risk assessment tool aiming at:

identifying in a timely fashion areas where improvements, support or training could be required and developing a continuous quality improvement plan.

Using the self-administered assessment tool (Tables 1 & 2), EPIET training sites will identify their weak, acceptable and strong points and will develop their own institutional development plan. The primary supervisor of the training site with the help of current fellow (-s) will complete Table 1 annually, to identify potential gaps. The product will guide the institutional development plans (Table 2). This assessment and the plans will be further discussed with EPIET coordinators to overcome barriers and identify ways forward. The tool will also be completed during the EPIET site visits.

Table 1-Tool for assessment of an EPIET training site

Please complete all parts. Please tick the box that applies and provide comments on the right column, if applicable.

Institute.....Unit*.....Country.....

How many epidemiologists are in the unit*?.....

Date of completion.....

Completed by primary supervisor/fellow (names).....

Core elements	Indicators	Weak (1)	Acceptable (2)	Strong (3)	Comments/Evidence
A. Access to field epidemiology activities (applied research, outbreak investigation, surveillance, teaching, communication)	1. How many outbreak investigations (descriptive, analytical) did the unit* conduct in the last two years?	None or descriptive only	1-2 analytic studies	≥3 analytic studies	<i>Please state number of</i> <i>i. descriptive __ </i> <i>ii .analytical studies __ </i>
	2. If there are/were EPIET/FETP fellows on site, how many outbreaks did a fellow led technically as an epidemiological investigator in the last two years? †	0	1-2	≥3	
	3. How many communicable disease surveillance reports did the unit* produce in the last year ? <i>(Surveillance reports refer to routine (quarterly/annual/ad hoc) data analysis with interpretation/discussion/conclusions published on the website or disseminated to stakeholders)</i>	≤2	3-4	>4	

	4. How many research protocols did any unit* staff member or fellow develop in the last two years?	0	1-2	≥3	<i>Please indicate how many of those were submitted to an Ethics Committee: __ </i>
	5. How many applied research studies did any unit* staff member or fellow publish (as author/co-author) in a peer-reviewed indexed journal in the last two years? <i>For definition of applied research, please refer to the EPIET/EAP curricular process guide.</i>	0	1-2	≥3	<i>Please provide a maximum of 3 references with unit affiliations at the end of the document</i>
	6. How many publications (as author/co-author) did any unit* staff member or fellow (as author/co-author) produce in an English-language peer-reviewed indexed journal in the last two years?	0	1-2	≥3	<i>Please provide a maximum of 3 references with unit affiliations at the end of the document</i>
7. How many (national and international) conference (oral or poster) presentations did any unit* staff member or fellow (as author/co-author) make in the last two years?	0	1-2	≥3	<i>Please state number of: i) national __ ii) international __ presentations. Please provide a maximum of 3 references with unit affiliations at the end of the document.</i>	
8. How many epidemiology/public health training courses/sessions (≥1 hour) did any unit* staff member or fellow deliver in the last year ? <i>(Those could be internal or external, but exclude EPIET/FETP modules)</i>	<2	2-3	≥4		
9. If there are/were EPIET/FETP fellows on site, what proportion of their time did they dedicate to EPIET-related activities in the last year ? †	<80%	80-89%	≥90%	<i>Please indicate if fellow(s) are: EU-track __ or</i>	

					<i>MS-track __ </i>
B. Supervision of fellows	10. How many supervisors besides the main supervisor are able to provide support to fellows at the training site?	1	2	≥3	<i>Please specify:</i>
	11. How many EPIET/FETP alumni are currently in the active workforce of the site?	0	1	≥2	
	12. Is there access to statistical support on site or elsewhere in the country?	Not available on site or elsewhere	Available elsewhere in the country	Available on site	
	13. If there are/were EPIET/FETP fellows on site: On average, how many hours did the supervisors (primary and project supervisors) spend per week to provide personal supervision to a fellow in the last year (including regular supervision meetings and overview of the fellow's work plans, progress and outputs) (a consensus reached between fellow and supervisor) ?†	<2 or >12	2-4	≥4 & ≤12	
	14. How often were there opportunities to attend sessions of critical appraisal at the site (e.g. journal clubs, scientific meetings, presentation of projects to peers, mentoring of colleagues, meeting with subject matter experts) in the last year ?	<once a month	Once-twice a month	> twice a month	<i>Please specify activities:</i>
15. If there are/were EPIET/FETP fellows on site: How many times did the supervisors (primary and project) contribute to EPIET/FETP-related activities (i.e. participation in meetings, site-	No meetings/ documents reviewed	1 meeting/ document reviewed	≥2 meetings/ documents reviewed	<i>Please specify activities:</i>	

	visits, supervisor training courses, facilitation in modules, comments on general EPIET-programme documents not related to fellows' work) in the last two years?†				
	16. If there are/were EPIET/FETP fellows on site: Were there any graduation delays (beyond the 23-month fellowship) or other issues with fellows of the last two cohorts (excluding sick or maternity leave)?†	Yes, for >3 months	Yes, for ≤3 months	None	<i>Please specify reasons for delays in graduation:</i>
C. Administrative support	17. Was there funding available at the site to support duties related to fellow's activities (e.g., travel for outbreak investigation, conference sponsorship) in the last two years? †	No	Occasionally	Yes	
C. Administrative support	18. Was there an administrative focal point for EPIET/FETP-related activities (e.g., ECDC agreements, contracts) in the last year (if applicable)? †	No	Occasionally	Yes	

*The unit or department where the fellow works or will work for the majority of his/her projects

†Applicable if there are/were EPIET/FETP fellows on site

Please go to next page

Table 2 EPIET training site development plan

Priority areas for improvement	Required actions	EPIET/ECDC contribution	Barriers	Timescale	Comments
<i>Please indicate the main areas that would require improvement for the training site:</i>	<i>Please indicate specific actions that could contribute to this improvement:</i>	<i>Please indicate how EPIET/ECDC can contribute to this:</i>	<i>Please indicate potential barriers and how they could be overcome:</i>	<i>Please provide a timescale for those actions:</i>	<i>Please provide any additional comments:</i>
1.					
2.					
3.					

Eligibility criteria for primary supervisors

Role of the training site supervisor

A primary training site supervisor is the main responsible for the fellow. However, fellows will also be assigned to project-specific supervisors in the training site.

The primary training site supervisor provides on-site, local, day-to-day supervision, including:

- Assessment of training needs;
- Facilitation of learning activities;
- Monitoring of a work plan so that all field assignments are completed;
- Review of progress towards acquisition of core competencies;
- Provision of access to field assignments;
- Supervision of projects or identification of project supervisors that will be responsible for supervising the fellow in specific projects;
- Guidance for scientific production (e.g., protocols, data collection instruments).

Primary supervisors should:

- Be in a long-term contract position to ensure continuity
- Have held their current position or equivalent for at least one year to be sufficiently familiar with the local setting of applied epidemiology in their state
- Have at least 3 years of professional experience in intervention epidemiology (including areas of peer-reviewed publication, but excluding any type of training like EPIET)
- Be graduates of a health science, with training in public health or a related topic
- Have a good understanding of EPIET and be aware of the EPIET requirements and guidance documents
- Have a sufficiently senior position to manage a fellow and open opportunities for projects within the training site
- Have at least two years of experience in the training and supervision of junior professionals
- Be willing to contribute to EPIET-related activities (i.e. participate in meetings, site visits, supervisor training courses, facilitate in modules, comment on EPIET-related documents)
- Be able to speak and write English at minimum B2 level (which is the minimum level of English for an EPIET fellow)

Basic standards for an EPIET training site

The public health institute or organization should offer the following context:

- Access to activities in field epidemiology in the areas of surveillance, outbreak investigations, operational research, professional communication and teaching (as detailed in the curricular process guide). Access to all the above activities might require collaboration with other institutes/agencies, for example in the context of a consortium;
- Access to communicable disease surveillance data;
- Access to statistical support. This does not necessarily require a statistician on site, but identification of a statistician elsewhere (e.g. through academic links) available to provide support. If this is not feasible, support will be provided by the EPIET scientific coordination team;
- Personal on-site supervision to a fellow by a team of at least two field epidemiologists (including the primary supervisor) willing and committed to contribute to supervision, for an average of at least 4 hours per week and per fellow during the 24 months of the training. This includes review of fellow's work plans, activities or written materials, regular supervision meetings, telephone or e-mail conversations and contribution to wider discussions. ;

- An adequate work space for the fellow, including use of a laptop with sufficient office software and printer, access to international telephone, fax, internet and an institutional e-mail address;
- Administrative support, including: i) a dedicated focal point for EPIET administrative issues and the preparation of ECDC contracts and ii) the provision of funding for travels within the country to perform duties related to fellow's activities including outbreak investigations;
- Collaboration with laboratories and other sectors (e.g., environmental or animal health);
- Sufficient protected time for the fellow to engage in EPIET-related activities, as EPIET is a full-time training programme;
- Communication by e-mail on outputs, including early drafts, equally between fellows, supervisors and EPIET or EAP coordinators (this communication will always be considered confidential).