

# Annex 11A. Incremental Progress Report (IPR) for EPIET fellows

**From:** Name of fellow

**Cohort:** Cohort number

**Host institute supervisor:** Name of main supervisor

**Update from:** Current Month/YYYY

**Email of supervisor:** Institutional email of main supervisor

**Note: please indicate changes from last IPR in red**

## 1) Administrative Matters:

Date:	Topic:	Status:
Put date	List and comment on administrative issues relevant to the training programme (salaries, insurance, hosting office, communication means, reimbursements etc.). Include also meetings/teleconferences with supervisor(s) and frontline coordinator.	Put status (starting, ongoing, completed, ...)

## 2) Outbreak Investigations:

Date:	Type of outbreak and your involvement:	Status:
Put date	Describe any involvement in outbreak investigations. Each completed outbreak investigation should be detailed in a summary of about 15 lines (context, investigation team, objectives, methods, results, conclusion, recommendations and actions). Please state also your role, e.g. if you were main investigator, activities you contributed with, etc.	Put status (starting, ongoing, completed...)

## 3) Surveillance Activities:

Date:	Type of surveillance and your involvement:	Status:
Put date	Summarise activities related to epidemiological surveillance, including protocols, data analysis and reports developed to set up surveillance systems, evaluation schemes and results of surveillance data analyses.	Put status (starting, ongoing, completed...)

## 4) Research Activities:

Date:	Type of research and your involvement:	Status:
Put date	Summarise research protocols, study reports or manuscripts written during the last three months. The summary should include: objectives, methods, results, recommendations and public health impact.	Put status (starting, ongoing, completed...)

## 5) Training activities:

Date:	Type of training followed:	Status:
Put date	a) List all training sessions/modules which you attended during the reporting period, and include comments on their content. This should also include the visits to the laboratories.	Put status (starting, ongoing, completed...)
	b) List all the EPIET modules you have attended.	

## 6) Teaching Activities:

Date:	Type of teaching and your involvement:	Remarks:
Put date	List the context and content of various teaching sessions which you helped to plan, develop or undertook. State the objectives, content, audience and location of the courses.	Put status (starting, ongoing, completed...)

**7) Communication:**

Date:	Type of communication (including publications and presentations):	Remarks:
Put date	a) List all on call/ telephone help-line duties, TV and radio interviews, question and answers briefs, preparation of press releases, public health decision and policymaking sessions, oral scientific presentation, and poster presentations. List all scientific reports and manuscripts in preparation.	Put status (starting, ongoing, completed...)
	b) List all publications, referenced using <b>Vancouver style</b> and organised according to type of article and type of journal: <ul style="list-style-type: none"> <li>• Epidemiological bulletin</li> <li>• National or regional journals (state whether peer-reviewed)</li> <li>• International journals</li> </ul>	

**8) Other:**

Date:	Type of activity and your involvement:	Remarks:
Put date	Short description of any other activity and your involvement (meetings, visits, international assignments, etc)	Put status (starting, ongoing, completed...)

## Example of IPR

**From:** Name of fellow

**Cohort:** 2018

**Host institute supervisor:** Name of main supervisor

**Update from:** February 2019

**Email of supervisor:** Institutional email of main supervisor

**Note: please indicate changes from last IPR in red**

### 1) Administrative Matters:

Date:	Topic:	Status:
11/09/2018-21/09/2018	Move to new office	Completed
12/09/2018	Meeting with main supervisor	Completed
11/09/2018-21/09/2018	Finalise travel and logistical arrangements for Epiet Introductory Course, Spetses	Completed
Oct. 2018	Evaluation of Epiet Introductory Course	Completed
18/10/2018	Competency Development Tool	Completed
Dec. 2018	Module evaluations completed	Completed
4/02/2019	TC with frontline coordinator	Completed

### 2) Outbreak Investigations:

Date:	Type of outbreak and your involvement:	Status:
Oct 2018 - Feb 2019	<b>Outbreak of Shigella</b> – Outbreak confirmed. First (and only) OCT meeting. Review of food histories by Food Safety Authority of Ireland. Following receipt of all data, content of outbreak report was discussed and agreed. <b>Outbreak report (with descriptive analysis only) to be completed.</b>	Ongoing
Oct 2018 – Feb 2019	<b>Joint EUPHEM/EPIET CPE project proposal</b> – initial meeting & discussions. Meeting held with Irish CPE experts and EUPHEM/EPIET fellows and supervisors regarding potential project proposals in December. Background reading on CPE. Gathering information regarding available data and data flows/screening/testing procedures in outbreak and non-outbreak settings in two major tertiary hospitals (including onsite visits to hospitals). <ul style="list-style-type: none"> <li>Attended CPE OCT in major tertiary hospital on 21/02/2019. Further meetings arranged for 06/03 &amp; 07/03/2019 to agree on proposed joint EUPHEM/EPIET CPE project on this outbreak. Potential proposal may include network analysis (including WGS data).</li> </ul>	Initial Discussion
February 2019	<b>National Mumps Outbreak</b> - attending OCT meetings as observer. No current requirement for Epiet fellow.	

### 3) Surveillance Activities:

Date:	Type of surveillance and your involvement:	Status:
Oct 2018	<b>Salmonella, Listeria and Shigella: timeliness of cluster detection after the introduction of WGS for and impact on timeliness of cluster detection.</b> Plan to write proposal in June 2019.	Initial Discussion
Oct 2018 - Feb 2019	<b>Monitoring Influenza Vaccine Effectiveness (IMOVE) study – ethical approval granted</b> <ul style="list-style-type: none"> <li>Resubmission of application to Research Ethics Committee (REC) with further requested information regarding compliance with the Irish Health Research Regulations.</li> <li>Designed and wrote Patient Information Leaflet, as requested by REC.</li> <li>Proposal submitted</li> <li>Protocol written for GPs.</li> <li>Database updated with new variables for 2018/19 season. Data collection commenced. Teleconference with all European partners.</li> </ul>	Ongoing

	<ul style="list-style-type: none"> <li>• Background reading on methodology for pooled season analysis – discussion with partners.</li> <li>• Plan of analysis completed.</li> <li>• Coding STATA Do files for data labelling, recoding, validation and initial descriptive analysis</li> <li>• Early season data validation and descriptive analysis of initial patients recruited completed</li> <li>• Data extraction for pooled European study completed</li> <li>• Reviewed group paper for Rapid Communications Eurosurveillance – IMOVE European multicentre study</li> <li>• Wrote mid-season report – deliverable for ECDC</li> </ul>	
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#### 4) Research Activities:

Date:	Type of research and your involvement:	Status:
12/09/2018	<p><b>Proposed study on childhood influenza vaccination in Northern Ireland and Republic of Ireland –intercountry impact comparison</b></p> <ul style="list-style-type: none"> <li>• Initial scoping teleconferences on possible time series analysis study between Northern Ireland and Republic of Ireland to assess the potential overall and indirect impact of the childhood influenza programme. Further meetings to be arranged. <b>Plan to complete proposal and have dataset in advance of TSA module (4<sup>th</sup> November 2019).</b></li> </ul>	Initial Discussions
Oct 2018 - Feb 2019	<p><b>Ecological Study on Cryptosporidium (including GIS)</b></p> <ul style="list-style-type: none"> <li>• Ethical approval. Application for data release approved.</li> <li>• First meeting of all partners</li> <li>• Background reading for project proposal; Partners' agreement on potential project.</li> <li>• Project proposal completed and submitted for approval.</li> <li>• Work on study protocol commenced.</li> <li>• Developing SOP for geocoding the geospatial dataset; SOP to be used for other similar projects.</li> <li>• Work on presentation for Training &amp; Research Forum on 08/03/2019 &amp; at UK mini-project review module on 18/03/2019.</li> </ul>	Ongoing
Feb 2019	<p><b>Hepatitis C Seroprevalence study in antenatal cohort</b></p> <p>First meeting planned with National Virus Reference Laboratory for 08/03/2019</p>	Initial Discussion

#### 5) Training activities:

Date:	Type of training followed:	Status:
19/09/2018	FETP Master Class on Network Analysis in Outbreak Investigations (1 hour)	Completed
17/09/2018-21/09/2018	Epiet Pre-Introductory Course E-learning modules	Completed
24/09/2018-12/10/2018	Epiet Introductory Course – Spetses (3 weeks)	Completed
19/10/2018	Irish Health Research Regulations Seminar (2 hours)	Completed
Oct-Nov 2018	Introduction to Outbreak Investigation - E-learning course- ECDC-EVA (estimated time 6-8 hours)	Completed
Oct 2018- Feb 2019	Bacterial Genomes: Disease Outbreaks and Antimicrobial Resistance – Online UK course from Wellcome Genome Campus	Ongoing
Nov 2018 – Feb 2019	Attended C2018 Webinar series (one hour each) – Measles; Randomised control trials; <b>Getting started with R.</b>	Ongoing
Nov/Dec 2018	Rapid Risk Assessment (RRA) E-Learning course (pilot edition) – ECDC-EVA (estimated time 3-5 hours)	Completed
3-7 Dec 2018	Outbreak Investigation Module, Berlin (5 days)	Completed
Jan 2019	Training on Health Atlas Geo-referencing (0.5 day) and on research microdata files with Central Statistics Office (CSO) (0.5 day) for Cryptosporidiosis GIS proposed project	Completed
Jan 2019	Short training days on Systematic Reviews (SRs) and Meta-Analysis – School of Public Health, University College Dublin. (2x0.5 days)	Completed

Feb 2019	Influenza Bioanalytics E-Learning course (pilot edition) – ECDC EVA	Ongoing
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**6) Teaching Activities:**

Date:	Type of teaching and your involvement:	Remarks:
11/09/2018-21/09/2018	Training Surveillance Scientists and Surveillance Assistants on routine influenza surveillance	Completed
24/09/2018-12/10/2018	Epiet Introductory Course- group teaching assignment	Completed
18/10/2018	Lecture on Influenza Surveillance to Masters students in Healthcare Infection Management at HPSC. Evaluation of lecture complete. Teaching reflective note to be completed.	Ongoing
31/10/2018	HPSC Training and Research Forum – seminar on whole genome sequencing. Evaluation (and teaching reflective note) in progress	Ongoing
Oct-Nov 2018	Reviewed case study for Epiconcept – ‘Analysing flu VE: A mixed case study with a non-computer component and a computerised component using R’	Completed

**7) Communication:**

Date:	Type of communication (including publications and presentations):	Remarks:
11/09/2018-21/09/2018	Preparation of slides for oral presentation during Epiet I.C.	Completed
31/10/2018	Article written on Influenza for Ireland’s Epi-insight – published Nov. 2018. <a href="http://www.hpsc.ie/epi-insight/volume192018/">http://www.hpsc.ie/epi-insight/volume192018/</a>	Completed
04/02/2019	Abstract for oral presentation submitted to international European conference, Europaediatrics2019 (Dublin13-15 June 2019). Abstract title: ‘Descriptive Epidemiology of Influenza in the Paediatric Population in Ireland, 2009 – 2018’	Ongoing
February 2019	Paper published – Rapid Communication Eurosurveillance on 21/02/2019. ‘Interim 2018/19 influenza vaccine effectiveness: six European studies, October 2018 to January 2019 Kissling et al and European IVE group. Eurosurveillance <b>24</b> , 1900121 (2019); <a href="http://dx.doi.org/10.2807/1560-7917.ES.2019.24.1900121">http://dx.doi.org/10.2807/1560-7917.ES.2019.24.1900121</a>	Completed

**8) Other:**

Date:	Type of activity and your involvement:	Remarks:
Sep 2018	Epiet Introductory Course pre-course assignment – overview of surveillance system (HIV)	Completed
Oct 2018 - Feb 2019	<u>Meetings attended:</u> HPSC weekly meetings: Weekly Scientific meeting & Health Protection teleconferences. Average time: 1 hour per meeting. HPSC monthly meetings: Epidemic Intelligence Audit meeting, Training & Research Forum (Research Projects, Other topics e.g. Irish Health Research Regulations and GDPR etc), Journal club (on Systematic reviews etc). Average time: 1 hour per meeting. Miscellaneous meetings: CPE presentation by National CPE Public Health Lead (24/01/2019-1 hour). Bimonthly Epiet progress meetings with HPSC Director Dr Kevin Kelleher (first meeting was held on 26/02/2019).	Ongoing
Nov 2018	Reviewed paper for Eurosurveillance	Completed
Nov 2018	Reviewed oral and poster presentations from IMOVE network for presentations at Escaide 2018	Completed
Nov 2018	Wrote report for the National Immunisation Advisory Committee - ‘Epidemiology Report on Influenza in the Paediatric Population in Ireland’ – analysed all data and wrote report	Completed
Nov 2018	Report to the National Immunisation Advisory Committee on ‘Quadrivalent Influenza Vaccine Review’ – co-author on report involved writing sections	Completed

	of the report on Influenza vaccine effectiveness in Ireland and epidemiology of influenza in Ireland.	
Dec 2018 – Jan 2019	Descriptive epidemiological data analysis for HPSC Annual Epidemiological Report on 'Influenza and Other Seasonal Respiratory Viruses, 2017/2018'. Report written and published on HPSC website. <a href="http://www.hpsc.ie/abouthpsc/annualreports/">http://www.hpsc.ie/abouthpsc/annualreports/</a>	Completed