Annex 12A. Midterm review form for EPIET fellows

Midterm fellowship review Date XX/XX/XXXX

Name of fellow: XXXXX

EPIET-Track (EU or MS), Cohort XXX, based at XXXX

Other participants: XXXXX (frontline coordinator), XXXXXX (EPIET main supervisor)

Description by project

Key of projects: S=surveillance, O=outbreak, R=research, T=teaching

Instruction for tables: Put a ✓ if the activity has been completed by the time of the interview or a (✓) if it is planned to be completed. Add/remove columns when needed

Surveillance:

Description of the surveillance assignment: The surveillance project may include: designing, adapting, and/or implementing a new surveillance system, and/or evaluating an existing surveillance system; and/or analysing and interpreting data from a surveillance system to generate information for action.

Deliverables: To complete the surveillance assignment, fellows need to produce a protocol of the surveillance assignment and either the final report or submit a manuscript on the surveillance project to a peer-reviewed journal.

S1. Title of project

Short description in 1-2 lines

S2. Title of project

Short description in 1-2 lines

Table 1. Description of the assignment - Set up a system (any of the following) -	**S#**	**S#**
Design the surveillance system (public health importance, action/intervention available, objectives of the system, case definition, indicators, data collection, source of information, transmission of information, software and hardware, data analysis, feedback procedures, recipients, use of information)		
Develop a case report form and obtain clearance from appropriate individuals or offices		
Obtain support for the surveillance system from the individuals who will be responsible for ensuring that the system is implemented		
Conduct a pilot study if necessary;		
Supervise data collection and collation		
Analyse the data, selecting appropriate methods		
Provide the results of the analysis to appropriate individuals choosing the appropriate mode of communication		

If the findings of the surveillance system indicate the need for prevention or control measures, or further investigation, make appropriate recommendations		
Develop a framework to evaluate the surveillance system using standard criteria		

Table 2. Description of the assignment- Evaluation of an existing surveillance system	**S#**	**S#**
Describe the public health importance of the health event, and the public health strategy;		
Describe the system		
List the objectives		
Describe the health event		
State the case definition		
Draw a flow chart of the system		
Describe the components and operational modes of the system		
Assess usefulness by indicating action taken as a result of the data from the surveillance system		
Evaluate the system for one or more of the following attributes: Simplicity, flexibility, acceptability, sensitivity, positive predictive value, representativeness, timeliness		
Describe the resources used to operate the system		
List conclusions and recommendations		

Tables 3. Description of the assignment - Data analysis (any of the following) -	**S#**	**S#**
Check incoming surveillance reports for plausibility and collection of missing information;		
Conduct regular data analysis of surveillance data;		
Interpret current trends in the surveillance data and develop corresponding recommendations;		
Participate in regular feedback of surveillance data to stakeholders;		
Write a scientific report using the analysed data;		
If the findings of the surveillance system indicate the need for prevention or control measures, or further investigation, make appropriate recommendations for the improvement of the surveillance system (such as new questionnaires, better feedback).		

Outbreaks:

Description of the outbreak investigation assignment: Fellows will investigate as many outbreaks as possible using the classic 10-step field epidemiology approach. Analytical components are desirable in order to develop relevant competencies.

Upon completion of the fellowship, fellows should have investigated at least one outbreak as a primary investigator. However, an equivalent experience may have been acquired working on several outbreaks with various levels of responsibility.

Deliverables To complete the outbreak assignment, fellows need to produce at least one final outbreak report or submit a manuscript to a peer-reviewed journal as first author.

O1. Title of project

Short description in 1-2 lines

O2. Title of project

Short description in 1-2 lines

O3. Title of project

Short description in 1-2 lines

Table 4. Description of step of an outbreak investigation	**O1**	**O2**	**O3**
Determine the existence of an outbreak			
Confirm the diagnosis			
Define a case			
Conduct case finding			
Use descriptive findings to generate hypotheses			
Test hypotheses with an analytical study (if required)			
Draw conclusions			
Compare hypotheses with established facts, conduct additional studies			
Communicate findings			

Research:

Description of the applied research assignment: Fellows will conduct an operational research project that includes the items presented on the table below.

Deliverables: To complete the research assignment, the fellows need to deliver products documenting their involvement in all aspects of operational research.

R1. Title of project

Short description in 1-2 lines

R2. Title of project

Short description in 1-2 lines

Table 5. Description of step of a research project	R1	R2
Assessing information needs		
Framing a research question		
Formulating epidemiological objectives		
Outlining the analysis plan		
Preparing the data collection instrument		
Collecting data		
Analysing data		
Formulating conclusions		
Proposing recommendations		
Engaging stakeholders in next steps (for example, further research and public health recommendations)		

Scientific communication:

Description of the scientific communication assignment: Fellows will communicate with the scientific community by the following deliverables.

Deliverables: Presenting their results as an oral or poster presentation after successful submission of abstracts to international, peer-reviewed, English-language conferences (primarily ESCAIDE, alternatively TEPHINET conference and EIS International Night);

Submitting an English-language article to a peer-reviewed, indexed journal as a first author (scientific communication in other languages is welcome, but at least one article in English is required to demonstrate that fellows can express themselves in written English).

- Manuscripts

Short overview in 1 line, eg preparing one manuscript on XXX

- Conference presentations

Short overview in 1 line, eg XX oral presentation at international conferences, XX poster presentations

Table 6. Description of the assignment	S#	O#	R#
Oral presentation to international conference			
Poster presentation to international conference			
Scientific paper for a peer-reviewed journal			
Scientific report			

Teaching experience:

Description of the teaching assignment: Fellows will use instructional design techniques to develop and deploy epidemiology training activities, both in teaching institutions and in the field. This may include the items presented on the table below.

Deliverables: To complete the teaching assignment, the fellow needs to produce a new or updated learning tool and a report reflecting on the training activities conducted (e.g. results of the training evaluation, summary of the instructional design process). This reflection may be documented in the "Reflection and evaluation" document.

Short overview in 1-2 lines, eg gave XX lectures to XX target audience and facilitated XX case-studies.

Table 7. Description of the assignment	**S#**	**O#**	**R#**
Preparing new learning activities (e.g. lecture, case study, others)			
Conducting learning activities (e.g. lecture, case study, others)			
Teaching form completed			

International mission(s)

Short description in 1-2 lines (See projects XX above)

Other activities

Short description in 1-2 lines

Overview of projects during the 1st fellowship year

Instructions to fill in the "Status" of each project/section.

1: not started yet

2: planned/has a concrete idea

3: has written a protocol

4: project in progress, *or* interim report in place

5: project completed, final report/manuscript submitted and uploaded on EVA

Assignment	Status	Notes	Actions and suggestions
Surveillance			
Outbreak Investigation			

Research			
Teaching			
Communication			
Presentation			

Competency development main points

Summarize the main points from the completed Competency Development Monitoring Tool (CDMT), including identified areas for improvement.

General aspects of the training

Supervision on site:

Administrative issues:

EPIET frontline coordinator:

Feedback on fellow from site supervisor and coordinator:

Other issues:

Planned steps for the 2nd fellowship year

Summarize in bullet points what is planned for the second year

Recommendations

Summarize in bullet points what the fellow needs to do to fulfil the training objectives and further develop competencies.

Check list for the midterm review

1. IPRs are updated and uploaded in EVA
2. All the fellowship documents are uploaded on EVA (project proposals (PPFs), study protocols, manuscripts, outbreak reports, mission reports)
3. Modules (check with FPO and site supervisors) if fellow completed the modules
4. Publications and manuscripts are listed
5. Instruction for midterm interview is sent
6. Questionnaire for interview is filled and send to the frontline coordinator
7. Coordinator agrees on the date/time together with fellow and supervisor
8. Time for interview is booked (2h)