

Annex 14B. Exit interview form for EUPHEM fellows

1 Introduction

The overall objectives of the exit interviews are to:

- Exchange with the fellow their experiences on the training site (i.e. projects available, supervision, exposure to EU projects, etc.) with a constructive focus
- Confirm that the fellow achieved all the field assignments over the two year programme and that the fellow can receive the final certificate
- Identify the main gains from the programme and whether it met expectations
- Identify the strongest and weakest aspects of the training
- Provide the fellow with a more general feedback not only on their technical skills, but more generally on their overall skills/competencies as a field epidemiologist using as a starting point the beginning of their fellowship
- Exchange about future opportunities for the fellow (and if needed: to orient the fellow in his/her carrier path)
- Exchange with the supervisor his overall impression of the fellow and the EPIET programme focusing on ways forward for the future

The exit interview will consist of 3 parts where the fellow and supervisor get to give independent feedback on the individual achievements, training site and scientific coordination.

During each exit interview, we will use a standardised template (please find it in the next page).

Exit Interview

{name}, C20xx based in {institute}

{name} (frontline coordinator)

{name} (main supervisor)

Please comment the following with the fellows:

Step 1 review conducted by: (frontline). <date>. Please here state the date that you and your frontline and supervisor had the review part. FLC is expected to send a short report indicating action points and pending items to be followed in Step 2

The information collected during this interview will be kept confidential if requested.

Step 2 PART 1- Between fellow and two coordinators, other than the frontline Fellow's progress and deliverables. This part will be in presence of supervisors

Please indicate the status of the objective in terms of deliverables

(This section is meant to be more a check list to assure that all the deliverables needed have been produced or almost finished, in which case a deadline should also be indicated. Please don't discuss project by project. **Please use the Fellowship Portfolio as a guide.** Use one line per project.)

Field assignment (please make a short description of the project within each field assignments below)	Achieved Y/N	Type of final product uploaded on the EVA that document the achievement	Finalization plan (if applicable)		
			Pending products	When will be uploaded?	Observations
Public health management and communication					
Surveillance					
Outbreak investigation					
Applied Research					
Applied PH microbiology and laboratory investigation					
Biorisk management					
Quality management					
Oral/poster scientific communication					
Manuscript					
Teaching					

Other projects or comments: (in case the fellow would like to highlight something they did that does not fit in the field assignments)

Example: Field assignment for Ebola response in Sierra Leone (June 2015).

Fellowship Portfolio finalised:

Yes No

Step2: Part 2 Feedback on training site and coordinators. This part will be in absence of supervisors

The training site supervisor will NOT see this part. The information collected during this interview will be kept confidential if requested.

How was the supervision at the Training Site? Please tick

	Poor	Acceptable	Fair	Good	Very good/ Excellent
Availability / timeliness					
Scientific support / technical input					
Overall guidance / mentoring					

Comments:

Recommendations that the fellowship should address with the Training Site:

Would you recommend your training site to a future fellow?

How was the supervision from your frontline coordinator?

	Poor	Acceptable	Fair	Good	Very good/ Excellent
Availability / timeliness					
Scientific support / technical input					
Overall guidance / mentoring					

Comments:

Recommendations for the frontline coordinator:

General feedback

Was the overall training useful (i.e., did it meet your expectations)?

What were the five main skills you acquired during the past 2 years?

Is there a particular skill you would have expected or liked to develop further?

Are you overall satisfied with the level acquired at the end of these two years?

What did you like the most during your fellowship?

What were the weakest aspects of the training?

Did you encounter any administrative problems?

Recommendations

Do you have any suggestions for EUPHEM?

Next steps

What are your plans for the near future?

End of part 2. Thank the fellow and continue only with the supervisors.

Step 2 Part 3-Teleconference between superviso/s and coordinators other than frontline

Please comment the following with the supervisor:

The information collected during this interview will be kept confidential if requested.

What is your overall impression of the fellow? Please indicate.

Poor	Acceptable	Fair	Good	Exceptional

Comments:

What were the strongest points of the fellow?

What were the weakest points of the fellow?

Did you encounter any problems during this fellowship?

Yes No

If YES, how could those be avoided in the future?

How was your interaction with the frontline coordinator?

How was the administrative support from the Programme office/ECDC?

In the last two years, did you have the chance to participate in any EPIET/EUPHEM/FETP-related activities? (i.e., participation in meetings, site-visits, supervisor training courses, facilitation in modules, comments on EPIET/EUPHEM-related documents)

Yes No

If YES, please specify _____

Would you like to supervise other fellows in the future?

Yes No

Do you have any recommendations for EUPHEM?

*Thank you for your participation and all the support you provided to the fellow!
End of part 3.*