

PUBLIC HEALTH DATA ENTRY SPECIALIST

TYPE	TYPE 1	NO TYPE 2
DESCRIPTION	The Public Health Data Entry Specialist: <ol style="list-style-type: none"> 1. Performs administrative functions 2. Provides expertise in the use of epidemiological investigation and surveillance software such as Epi Info™ 3. Is skilled in entering and organizing epidemiological data in a uniform format 	Not Applicable
CATEGORY	CRITERIA	CRITERIA
EDUCATION	Associate degree	Not Applicable
	NOTES: Not Specified	
TRAINING	<ol style="list-style-type: none"> 1. ICS/IS-100: Introduction to ICS 2. IS-700: NIMS, An Introduction 3. 29 Code of Federal Regulations (CFR) 1910.134 Respiratory Protection 	Not Applicable
	NOTES: Advanced training in the use of epidemiological software such as Epi Info, and other word processing and database spreadsheet software	
EXPERIENCE	<ol style="list-style-type: none"> 1. One year of experience using epidemiological investigation and surveillance software such as Epi Info™, word processing, database spreadsheets, and other appropriate public health data systems 2. One year of experience in a public health setting, entering epidemiological data such as recording infectious disease reports, entering immunization, vital statistics or other registry data 	Not Applicable
	NOTES: Not Specified	
PHYSICAL/ MEDICAL FITNESS	<ol style="list-style-type: none"> 1. Ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hour days under physical and emotional stress, for sustained periods of time 2. Ability to work wearing appropriate personal protective equipment (PPE) during 12-14 hour shift 3. Immunizations up to date, commensurate with mission assignment 	Not Applicable
	NOTES: PPE appropriate to incident, such as respirators, eye protection, and disposable gloves	
CURRENCY	Participation in operational incidents, exercises, drills, planned events, or simulations in last 2 years	Not Applicable
	NOTES: Not Specified	

PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Applicable
	NOTES: Not Specified	

DRAFT

TYPE	NO TYPE 3	NO TYPE 4
DESCRIPTION	Not Applicable	Not Applicable
CATEGORY	CRITERIA	CRITERIA
EDUCATION	Not Applicable	Not Applicable
	NOTES: Not Specified	
TRAINING	Not Applicable	Not Applicable
	NOTES: Not Specified	
EXPERIENCE	Not Applicable	Not Applicable
	NOTES: Not Specified	
PHYSICAL/ MEDICAL FITNESS	Not Applicable	Not Applicable
	NOTES: Not Specified	
CURRENCY	Not Applicable	Not Applicable
	NOTES: Not Specified	
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Applicable	Not Applicable
	NOTES: Not Specified	

ORDERING SPECIFICATIONS OR DESIGNATIONS

- Can be ordered as a single resource
- Can be ordered in conjunction with a NIMS typed team (Epidemiology (Surveillance and Investigation) Strike Team)
- Can be ordered in conjunction with a NIMS typed unit
 1. Logistics for deploying this position, such as security, lodging, transportation, meals, etc., should be discussed prior to deployment of this resource
 2. Team members can work up to 12 hours per shift, are self-sustained for 72 hours, and deployable for up to 14 days

REFERENCES

1. Epi Info™: A free suite of lightweight software tool provided by the Centers for Disease Control and Prevention which is used worldwide for the rapid assessment of disease outbreaks; for the development of small to mid-sized disease surveillance systems; as ad hoc components integrated with other large scale or enterprise-wide public health information systems; and in the continuous education of public health professionals learning the science of epidemiology, tools, and techniques.
2. NIMS 508-12 Epidemiology (Surveillance and Investigation) Strike Team
3. CDC, "Immunization Recommendations for Disaster Responders"
4. United States Occupational Safety and Health Administration (OSHA) 1910.134 Respiratory Protection
5. 29 Code of Federal Regulations (CFR) 1910, General Industry

NOTE

Nationally typed resources represent the minimum criteria for the associated category