

## EIS Host Site Application Form

This document is a guide for supervisors developing an application to become a host site for an Epidemic Intelligence Service (EIS) officer.

Instructions for each field are in the box preceding the field.

Type your text where the blue text is located and pay close attention to the word count limitations.

### Host Site Name and Location

CDC Headquarters assignments should spell out the Center/Institute/Office, division, and branch. Field assignments should list the state and agency name.

### Public Health Agency Details

- CDC Headquarters or Field assignment name:
- City, State:

**Host Site Supervisors**

Every assignment must have one Primary Supervisor and at least one Secondary Supervisor to supervise an EIS officer. Up to two Secondary Supervisors and multiple consultants are allowed. Potential supervisors review information on EIS supervisor requirements at [www.cdc.gov/eis/host/supervisory](http://www.cdc.gov/eis/host/supervisory).

**Primary Supervisor (name):**

- Title (e.g., Epidemiologist, Medical Officer, Team Lead):
- Full-time employee?
- Degrees:
- Email:
- EIS Alumnus? If yes, year?
- Ever supervised an EIS officer? If yes:
  - Number of EIS officers supervised:
  - How many years as EIS primary supervisor?
  - How many years as EIS secondary supervisor?
  - Last year supervised an EIS officer:
- Other fellows supervised (e.g., PHAP, PHIF, PMR, CSTE)

**1<sup>st</sup> Secondary Supervisor (name):**

- Title (e.g., Epidemiologist, Medical Officer, Team Lead):
- Full-time employee?
- Degrees:
- Email
- EIS Alumnus? If yes, year?
- Ever supervised an EIS officer? If yes:
  - Number of EIS officers supervised:
  - How many years as EIS primary supervisor?
  - How many years as EIS secondary supervisor?
  - Last year supervised an EIS officer:
- Other fellows supervised (e.g., PHAP, PHIF, PMR, CSTE):

**2<sup>nd</sup> Secondary Supervisor (name):**

- Title (e.g., Epidemiologist, Medical Officer, Team Lead):
- Full-time employee?
- Degrees:
- Email:
- EIS Alumnus? If yes, year?
- Ever supervised an EIS officer? If yes:
  - Number of EIS officers supervised:
  - How many years as EIS primary supervisor?
  - How many years as EIS secondary supervisor?
  - Last year supervised an EIS officer:
- Other fellows supervised (e.g., PHAP, PHIF, PMR, CSTE):

**Supervision Plan**

Please outline a brief supervision plan that will ensure appropriate on-the-job training, management of the officer's workload and performance, and support for the officer's professional and personal growth. This plan should include 1) each supervisor's role on the team; 2) communication methods and meeting frequency with the officer, 3) how the team will facilitate engagement of the officer with others in the host site, and 4) the supervisors' work schedules (i.e., in-person, telework, remote) and, if applicable, days in the office.

The total word count for this field cannot exceed 200 words.

**Describe the mission, goals, and focus of the assignment host site.**

The total word count for this field cannot exceed 200 words.

**Describe the breadth of work that the officer will experience.**

The total word count for this field cannot exceed 100 words.

**Briefly describe the current/recent EIS officer projects.**

If your site does not currently have an EIS officer, you can describe recent work by supervisors or other fellows.

The total word count for this field cannot exceed 50 words.

**Host sites should provide high-quality projects with readily available data that fulfill the 10 EIS Core Activities of Learning:**

- Conduct or participate in a field investigation
- Design, conduct, and interpret an epidemiologic analysis
- Evaluate a public health surveillance system
- Give a short (10–15-minute) scientific presentation about their work
- Give a long (30-minute) presentation to a large scientific audience
- Write a scientific manuscript for a peer-reviewed journal
- Write a concise public health update communicating timely information
- Write an abstract
- Communicate complex scientific concepts to a lay audience
- Provide service to the agency

**Proposed Analytic Project(s)**

Briefly describe the types of analytic project(s) that the officer can expect to conduct. Describe how the projects will move beyond descriptive epidemiology and into analytic epidemiology (e.g., multivariate modeling, time-series modeling, analyses of effect modification) and if the protocols have been developed. EIS officers should not spend a substantial amount of time developing protocols. Describe how health equity, racism, or social determinants of health will be incorporated into the project(s).

The total word count for this field cannot exceed 250 words.

**Opportunities to collect primary data**

Please describe projects or investigations with primary data collection opportunities that will fulfill the officer's field investigation **Core Activity of Learning (CAL)**, with the following requirements: collect primary data (e.g., interviews or chart reviews); work with state, local, tribal, international, or non-governmental partners; and commit at least 10 working days to the project including planning, field work, data collection, data analysis, and follow-up. If there are no opportunities within the assignment to fulfill this CAL, please state that you support EIS officers providing urgent, short-term assistance as Epi-Aids and deploying for emergency responses. Give examples of how previous EIS officers in your organizational unit have fulfilled the Field Investigation CAL. Describe how health equity, racism, or social determinants of health will be incorporated into the project(s).

The total word count for this field cannot exceed 250 words.

**Opportunities to collaborate with public health partners**

Please describe opportunities for activities, projects, or investigations that involve collaboration with public health partners (e.g., local, state, or international partners, universities, non-governmental organizations). Include a description of the nature of the collaboration, the EIS officer's desired role, and the potential for the EIS officer to travel and interact on-site with public health partners. Examples of collaborative activities include providing training to a local health department, serving on a multiagency committee, or providing technical assistance to grantees. If officers will primarily interact with public health partners through field investigations, you can state that here.

The total word count for this field cannot exceed 250 words.

**Proposed Surveillance Project**

Describe the project(s) proposed to meet the CAL requirement to assess a surveillance system of local, state, national, non-governmental, or international significance. The description should include information on whether the project will involve secondary (desk-based) data collection and analysis or site visits and field evaluation. Describe how health equity, racism, or social determinants of health will be incorporated into the project(s).

The total word count for this field cannot exceed 250 words.

**Proposed Initial Project(s)**

Thinking about the proposed analytic, surveillance, and field investigation projects listed above, list the project(s) that the officer can expect to start within the first month of the assignment.

The total word count for this field cannot exceed 100 words.

**Describe the data that the organization/program owns and is readily available for the officer.**

The total word count for this field cannot exceed 100 words.

**Special skills useful for this assignment:**

The total word count for this field cannot exceed 100 words.

**Recent Host Site Publications**

List citations of recent (within 5 years) publications by the primary supervisor, secondary supervisor(s), or consultants.

The total word count for this field cannot exceed 100 words.

**Officer Publications**

List citations of current or recent EIS officer publications assigned to this host site, if any. If there is not a current or recent officer you can list additional publications from supervisors, consultants, or other fellows.

The total word count for this field cannot exceed 200 words.

**Describe the staff and resources available to the EIS officer.**

The total word count for this field cannot exceed 100 words.

**Travel**

Specify the percentage of travel that your assignment will provide for the officer. Do not include travel that the EIS program might provide through Epi-Aids, emergency response deployments, etc.

**Domestic Travel:** \_\_%

**International Travel:** \_\_%

Please include a list of consultants and officers working in your organizational unit, including full name, degrees, current title, and EIS year (if applicable). Avoid bulleted lists and tables. For example:

John Smith, PhD, epidemiologist, EIS 2010

Jane Doe, MD, medical officer, EIS 2008

**Consultants (maximum of 5 consultants)**

**Current/Recent (within 5 years) EIS officers**

**Optional variables, only for non-Atlanta assignments**

The total combined word count for these fields cannot exceed 150 words.

Size of Community:

University Affiliation:

Living Environment:

Cultural and Recreational Assets:

Opportunity for Partners' Employment: