



FETP Program Accreditation Application

Applicant Program Information

Program Name: Click or tap here to enter text.

Host Institution / Agency Name: Click or tap here to enter text.

Country: Click or tap here to enter text.

Year the program was established (first cohort enrolled): Click or tap here to enter text.

Number of cohorts completed since program established: Click or tap here to enter text.

Total number of residents who have completed the program to date: Click or tap here to enter text.

Program Director Information (note that more than one person can carry director duties)

Name: Click or tap here to enter text.

Position and Affiliation: Click or tap here to enter text.

Full Mailing Address: Click or tap here to enter text.

Phone Number (with country code): Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Program Coordinator Information

(A Program Coordinator is a technical staff member who assists the director in coordination of recruitment and selection of supervisors and residents; coordinates with health authorities, supervisors and residents to organize outbreak investigations and emergency response; and coordinates classroom training, technical assistance of supervisors and residents, evaluation of residents, training activities, etc.)

Name: Click or tap here to enter text.

Position and Affiliation: Click or tap here to enter text.

Full Mailing Address: Click or tap here to enter text.

Phone Number (with country code): Click or tap here to enter text.

Email Address: Click or tap here to enter text.

DOMAIN 1: Management, Infrastructure, and Operations

Key Indicator: 1a) Governance

Standard 1a.1: An advisory board, expert committee, or similar formal mechanism provides general guidance or oversight on the program's goals and operations.

Standard Description:

An FETP advisory board, expert committee, or similar formal mechanism is in place to provide oversight of the FETP. It includes representatives from the host institution, key public health authorities, and counterparts; the members may be internal or external to the hosting organization, but the majority of the members should not be involved in the day-to-day activities of the FETP. It meets at least annually, records its meetings and recommendations, and the program reports the outcomes.

Indicate, by checking the appropriate box, if your program has an oversight mechanism.

YES NO

Give a description of the oversight mechanism (who participates, which institutions are represented, how often they meet, type of reports received, if it gives recommendations).

[Click or tap here to enter text.](#)

Standard 1a.2: The program is officially recognized as a component of the MOH(s) or public health institution(s) hosting the program.

Standard Description:

Evidence exists that:

1. The program is among the first line of response to disease outbreaks and disasters, being frequently deployed by the MOHs or public health institution(s).
2. Residents are assigned to expanding surveillance activities, identifying surveillance needs, and establishing new systems.
3. Residents are invited by the MOH(S) or host institution(s) to conduct evaluations of disease and risk factor control programs and interventions.

Information Required:

Provide copies of five most recent invitation(s) to the program and/or engagement of the program in outbreak investigations, emergency response activities, and/or surveillance.

Alternatively, you can provide copies of five most recent examples of residents' reports of participation in investigations and/or surveillance with recommendations made to national, state, or local health authorities.

Attach one file with all the requested supporting documentation for the invitations or reports provided using these file names:

[1a2.Invitations.pdf](#) OR [1a2.Residents_reports.pdf](#)

Key Indicator: 1b) Infrastructure

Standard 1b.1: The program has office space, supplies, and equipment.

Standard Description:

The program has available space within a public health institution where program staff and technical supervisors can meet and work with residents and access basic office supplies for program purposes.

Information Required:

Does your program have available space within a public health institution where program staff and technical supervisors meet and work with residents?

YES NO

Standard 1b.2: Residents have access to current public health or medical literature.

Standard Description:

Program assures access to core FETP learning textbooks, journals, etc. for residents and technical staff.

Program informs and provides guidelines to residents and technical staff about how to access and use scientific publications

Information Required:

Does the program ensure access to core FETP learning textbooks, journals etc. for residents and technical staff?

YES NO

Does the program inform and provide guidelines to residents and technical staff about how to access and use scientific publications?

YES NO

Standard 1b.3: The program has access to laboratory services and testing for investigations.

Standard Description:

The program has access to public health laboratory services and is able to request services and send study specimens from the field for testing in the event of an outbreak, epidemiology study, or ongoing public health intervention. The program receives results in time to support that investigation or intervention. At least 50% of outbreak investigations that required laboratory confirmation had laboratory testing performed.

Information Required:

In the table below list the ten most recent outbreak investigations done by the residents, the disease/syndrome being investigated, and actual laboratory test(s) performed.

Title of the Investigation	Disease or Condition	Lab. Test Performed (Yes/No)	Name of Lab. Test
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Key Indicator: 1c) Operational Guidelines and Procedures

Standard 1c.1: The program has documented Standard Operating Procedures/manual or similar guidance that is available to all residents, staff, and technical supervisors.

Standard Description:

Documents describing the program organization and guidance to operate it, including duration and content of the training, core learning competencies, field assignments and investigations, classroom training, and expected products from residents including written reports of surveillance evaluations, outbreaks, and related field investigations.

Information Required:

Provide documents that describe standard operating procedures.

Attach separate files with all the requested supporting documentation using these file names:

Recruitment and selection procedures/criteria for supervisors and residents

[1c1.Recruit.pdf](#)

Duration of training.

[1c1.Training.pdf](#)

Field placement selection and assignment.

[1c1.Field.pdf](#)

Evaluation criteria for residents, technical supervisors, and the program.

[1c1.Evaluation.pdf](#)

FETP curriculum, core competencies of the program, and associated activities /deliverables.

[1c1.Curriculum.pdf](#)

Resident graduation (program completion) requirements.

[1c1.Graduation.pdf](#)

Key Indicator: 1d) Orientation Manual

Standard 1d.1: Upon entry into the program (within one month), each resident receives an orientation to the program.

Standard Description:

Within one month of entry into the program, each resident receives an orientation (document, manual, or oral presentation). The orientation describes program components: core FETP competencies and associated activities, deliverables to be completed by residents for graduation, resident performance evaluation measures, and feedback to the program.

Information Required:

Do residents receive an orientation to the program within one month of starting the program?

YES NO

Key Indicator: 1e) Scientific Integrity

Standard 1e.1: The program promotes scientific integrity standards.

Standard Description:

The program provides information to residents and staff on basic principles and behaviors of scientific integrity in public health practice.

Information Required:

Does the program provide information on basic principles and behaviors of scientific integrity in public health practice?

YES NO

DOMAIN 2: Integration with the Public Health Service

Key Indicator: 2a) Government (or Public Health Authority) Support

Standard 2a.1: Government or public health authority provides financial or human resource support (note: regional programs may be hosted by another country's government).

Standard Description:

At a minimum, the government or a mandated institution contributes funding for program costs (e.g.: staff salaries, program space, communications equipment, utilities etc.) and/or human resource support (e.g. staff time, guest faculty etc.).

Information Required:

Does the government or a mandated institution contributes funding for program costs (e.g.: staff salaries, program space, communications equipment, utilities etc.) and/or human resource support (e.g. staff time, guest faculty etc.)?

YES NO

Please, provide a description of the current resource investment (as listed above) of the government or mandated institution directly supporting the FETP.

[Click or tap here to enter text.](#)

Key Indicator: 2b) Field Placements

Standard 2b.1: The field placements are in service to the country's public health system and allow residents to acquire the core competencies of the program

Standard Description:

The program coordinates residents' field placements with functional units of the country's MOH(s) or public health system(s). Field placements have defined objectives, time tables, and description of expected investigations and reports to be produced by residents during their assignment. Orientation to the assignment, supervision, and technical assistance are coordinated by the program and placement unit.

Information Required:

Describe how the program ensures the field placements allow residents to acquire their core competencies.

[Click or tap here to enter text.](#)

Provide documentation that supports the selection and assessment of field placements (e.g. assessment tools, application processes, memorandums of agreement etc.).

Attach one file with all the requested supporting documentation using this file name.

[2b1.Field Placement.pdf](#)

Key Indicator: 2c) Engagement with Public Health Authorities

Standard 2c.1: Residents develop investigations and reports addressing the country's public health priorities and routinely present results from their activities to the MOH(s) or public health authority.

Standard Description:

FETP coordinates and disseminates residents' investigations and reports via:

- Updates to supervisors and personnel involved in the issue under investigation.
- Updates to public health authorities.
- Routine submission of residents' reports to public health newsletters or epidemiology bulletins.

Information Required:

Please describe how residents' outputs are routinely provided to public health authorities.

Click or tap here to enter text.

Are all reports of outbreaks investigated by the residents shared with the public health authorities?

YES NO

DOMAIN 3: STAFFING AND SUPERVISION

Key Indicator: 3a) Program Staffing

Standard 3a.1: The program has a director and/or coordinator who provides leadership and oversight to the program.

Standard Description:

The program has a director and/or coordinator who provides leadership and oversight to the program. The designated program director or coordinator is a full-time member of the host public health institution.

Information Required:

Does the program have a full time member of the host public health authority who is the designated program director and/or coordinator?

YES NO

Provide a description of the roles and responsibilities of the program director and/or coordinator.

Click or tap here to enter text.

Standard 3a.2: The program has qualified public health staff that performs programmatic training functions such as oversight of residents' orientation, classroom training, field assignments etc.

Standard Description:

The program has technical staff to train and oversee residents’ orientation, classroom training, field assignments, and monitoring and evaluation, and that support technical supervisors’ evaluations of residents’ performance.

Information Required:

Supervisors are qualified for their job if they have experience in one or more of these areas:

- 1) management, design, and analysis of public health surveillance systems;
- 2) outbreak and other epidemiology investigations;
- 3) disease prevention and control strategies;
- 4) epidemiology of injury and disease; and
- 5) experience in supervising public health professionals.

Please use the table below to provide a list of the program technical staff by name, position title, and description of role performed.

Name	Position Title	Role in the Program
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Standard 3a3: The program has technical supervisors that provide supervision of field activities, are involved with residents’ work, and provide timely feedback.

Standard Description:

Supervisors are consistently involved with the residents’ in-service training projects and products including

planning, conduction, analysis, and reporting.

They provide regular and timely feedback to residents including sound technical advice to guide and improve service and products.

Information Required:

Provide evidence of supervisors' timely feedback to residents (e.g. emails, documents with comments, etc.) Provide copies of evidence of 10 most recent timely feedbacks provided by the supervisors to residents (e.g., e-mails, documents with comments or other means) on specific resident activities over the past two years. These examples should be drawn from the feedback from different supervisors and reflect the range and depth of feedback provided.

Select a maximum of five pages per example and identify each example by the title of the resident's project and date when feedback was provided.

Attach one file with all the requested supporting documentation using this file name:

[3a3.Feedback.pdf](#)

Standard 3a.4: The program supervisors are given orientation in order to provide technical assistance and supervision to residents in the field.

Standard Description:

The program has guidelines describing the role of technical supervisors and minimum standards of practice, provides an annual orientation orally and/or in writing to confirming their understanding and agreement to perform their role of tracking and evaluating residents' progress toward graduation.

Information Required:

Does the program provide supervisors with an orientation (course, document, oral)?

YES NO

Please provide evidence of or documentation of supervisors receiving orientation (e.g. agenda, minutes, course outline etc.).

Attach one file with the requested supporting documentation.

[3a4.Orientation.pdf](#)

DOMAIN 4: SELECTION AND TRAINING OF RESIDENTS

Key Indicator: 4a) Selection of Residents

Standard 4a.1: Residents are selected based on documented criteria.

Standard Description:

The program has documented resident selection criteria that include:

- 1) Education (e.g. successful completion of undergraduate education in biological sciences, social sciences, mathematics)
- 2) Knowledge and Experience (e.g. experience in public health or field of education)
- 3) Personal Suitability (possessing a high degree of motivation, self-directedness, inquisitive nature, ability to work in teams, and willingness to train/educate others)
- 4) Professional experience in public health or field of education

Information Required:

Provide a description of FETP recruitment and selection criteria.

[Click or tap here to enter text.](#)

Key Indicator: 4b) Defined Core Competencies and Associated Activities

Standard 4b.1: The program has well-defined, documented core competencies (around which the curriculum was developed) with activities and deliverables that are explicit to all residents and supervisors.

Standard Description:

The program has a well-defined, documented list of core competencies around which the curriculum was developed with activities and deliverables that are explicit to all residents and supervisors. At a minimum, the curriculum includes:

- Epidemiology methods
- Public health surveillance
- Outbreak investigation
- Scientific Communication

Activities/deliverables should include at a minimum:

- A report of a public health intervention or surveillance system development or evaluation.
- Report of an outbreak investigation.
- Presentation or publication.
- A report from the resident detailing work completed toward each core competency.

Information Required:

The sample crosswalk included in the Accreditation Application Instructions contains examples of classroom training modules, field activities and outputs/deliverables for the minimum FETP curriculum.

Please create an attachment using the following blank template, starting from the training modules in class (column on the left). For each module, please indicate the corresponding field activity (that allows the FETP participant to put the theory learned in class into practice in the field) and the corresponding output/deliverable following that specific field activity.

Add as many rows as needed to list all the classroom training modules of your FETP curriculum and the corresponding columns. These classroom training modules should match those that were recorded in your program’s Certification of Eligibility, Table 3 or 4.

If any of your theoretical modules in class not have a corresponding field activity/output/deliverable, please include just the title of the training module in the column on the left. (You will have the opportunity to discuss those particular training modules with the Accreditation Reviewers’ Team during their field visit, if applicable.)

Classroom Training (list the classroom modules)	Field Work Activity (indicate the corresponding field activity)	Competency Output (indicate the corresponding output/deliverable)

Attach one file with all the requested supporting documentation
[4b1.crosswalk.pdf](#)

Key Indicator: 4c) Residents are Completing Requirements of the Program

Standard 4c.1: Program provides regular monitoring (at a minimum every six months), evaluation, and tracking with timely feedback of resident activities and experiences toward completion of program requirements (core competencies).

Standard Description:

Programs provide regular, timely feedback of the quality and completeness of the residents' projects and products to guide, track, and report on their progress. Programs monitor and document residents' activities and progress toward completion of their graduation requirements and contribute to their annual or semi-annual performance evaluations by providing oral and written feedback about their progress and performance.

Information Required:

Please provide a description of the resident performance evaluation process in your program (e.g. monitoring, evaluation, tracking, feedback etc.).

Click or tap here to enter text.

Standard 4c.2: Residents who complete the program have met all required core competencies.

Standard Description:

All of the residents who complete the program have met all of the required core competencies.

Information Required:

Provide the number of graduates enrolled in the two most recent completed cohorts who demonstrated achievement of all core competencies.

Cohort 1: Click or tap here to enter text.

Cohort 2: Click or tap here to enter text.

Standard 4c.3: A minimum of 75% of residents complete the program within the expected time frame as defined by the program.

Standard Description:

75% of the past two cohorts have completed the program within the expected time frame.

Information Required:

Provide the number of residents who started in each of the past two completed cohorts.

Cohort 1: Click or tap here to enter text.

Cohort 2: Click or tap here to enter text.

Provide the number of residents in each of the past two cohorts who completed the program.

Cohort 1: Click or tap here to enter text.

Cohort 2: Click or tap here to enter text.

Standard 4d.1: The program has a quality improvement process and has implemented quality improvement activities.

Standard Description:

The program systematically obtains information from residents, supervisors, staff, MOH and other stakeholders. The program reviews this information and other program data to evaluate and improve program operations, including the areas of training quality, field placement opportunities and challenges, technical supervision and feedback, and graduate placements.

Information Required:

Provide a description of the quality improvement process used, including how feedback is sought and received and what program data is reviewed.

Click or tap here to enter text.

Please provide two examples within the past five years of documenting the results and actions taken from this quality improvement process.

Click or tap here to enter text.

FETP Accreditation Application Agreement Page

The undersigned representatives of the Click or tap here to enter text.
Name of Program

declare that all information provided in this application is a current and accurate description of the program's training of residents, policies and practices, and delivery of public health services.

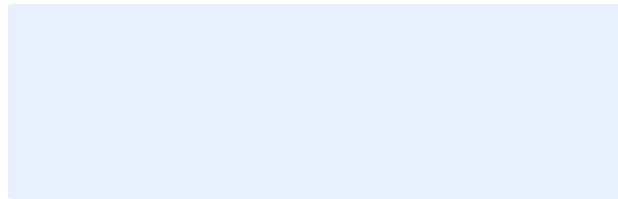
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On the date of Click or tap here to enter text.
Month/ Day / Year

Click or tap here to enter text.

Program Director Name

Signature



Click or tap here to enter text.

Name of Senior Official of Host Institution

Signature

