

Sullivan County Department of Public Health

<p><u>Title:</u> Disease Surveillance and Investigation (DSI) New Employee Orientation</p> <p><u>Number:</u> DT-11</p> <p><u>Page Number:</u> 1 of 8</p>	<p>Original Approval: 10/17</p> <p>Reviewed/ revised: 4/24</p>
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Statement/ Purpose:

To provide comprehensive orientation plan for staff working in the Disease Surveillance and Investigation (DSI) Department.

Authority:

Application:

All DSI staff

Terminology:

Responsible Party:

Public Health Director

Cross-Reference:

Procedure:

All new DSI staff must complete the attached orientation plan.

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DSI Department New Orientation Plan

Name: _____ Start date: _____

Communicable Disease Program	Date Completed	Orienteer's Signature	Orientee's Signature	Comments
NYSDOH Health Commerce System				
NYSDOH reportable communicable disease				
ECLRS (Lab Reports) check- 7x/ week- lab f/u				
CDESS applications				
Communicable disease investigation				
DSI investigation contact list (line list)				
NYSDOH MARO DSI office contact names and numbers				
Resource book: Control of Communicable Disease manual;				
Resource book: Epidemiology and Prevention of Vaccine Preventable Diseases				
DSI on-call protocols and documentation				
Other disease response- Ebola				
Monthly disease reports				
Vital Statistics- Birth & Death Certificates				
Field Visits				

Notes:

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STI Program	Date Completed	Orienteer's Signature	Orientee's Signature	Additional Comments
CDESS investigations				
MD follow up protocol				
Record Keeping/ timeliness of reports				
Monthly Reports				
HIV Clinic	Date Completed	Orienteer's Signature	Orientee's Signature	Additional Comments
Schedule Client testing				
Confidential/ anonymous testing procedure				
Record keeping				
Client Scheduling with ID MD				
Monthly Reports				

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Rabies Control Program	Date Completed	Orienteer's Signature	Orientee's Signature	Additional Comments
Review rabies program manual and state regulations				
Rabies report form, complete all sections				
Who needs notification and how to document				
Animal quarantine guidelines				
Specimen shipping, specimen reports				
Rabies CLIMS forms				
Pre-exposure treatment procedure				
Post-exposure treatment procedure				
How to order rabies vaccine and rabies immunoglobulin				
Inventory control				
Treatment billing protocol				
Monthly Reporting				
Program Medication Disposal Policy				
Animal Rabies Clinics				

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Immunization Action Program (IAP)	Date Completed	Orienteer's Signature	Orientee's Signature	Additional Comments
Clinics/ walk-ins Childhood, flu, other				
Immunization billing process				
Clinic area and med room				
Sensa phone (Vaccine refrigerator)				
Daily temperature checks and documentation (refrigerator & freezer)				
Vaccine Inventory; lot numbers, expiration dates & documentation				
Types of Vaccine				
Vaccine storage (refrigerator & freezer)				
Vaccine transport- cold chain custody				
Disaster policy- transport of vaccine				
New York State Immunization Information System (NYSIIS)				
Immunization Action Plan Grant				
Monthly Reports				
Program Medication Disposal Policy				

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Childhood Lead Poisoning & Prevention Program (CLPPP)	Date Completed	Orienteer's Signature	Orientee's Signature	Additional Comments
Lead Program policy and procedure				
Lead screening and follow-up procedure				
Role of CHHA MCH nurse				
Role of Middletown District office (DOH environmental)				
Record maintenance (lead charts)				
Case review procedure				
Criteria for case closure				
CLPPP grant requirements				

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Tuberculosis Control Program	Date Completed	Orienteer's Signature	Orientee's Signature	Additional Comments
Review CDC core curriculum on Tuberculosis				
Counties' responsibilities re: reporting, monitoring and testing				
State forms and reports				
Diagnosis of TB				
Skin testing and reading results				
BCG				
Preventative therapy				
Treatment of TB disease				
Pulmonary TB				
Extra-pulmonary TB				
Multi-drug resistant TB				
HIV-TB link				
DOT				
Infectious period				
Infection Control- Isolation & Quarantine				
Refugee Program				
State reports				
Ordering TB medications and supplies- storage				
Pouring TB meds				
TB clinic				

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Emergency Preparedness	Date Completed	Orienteer's Signature	Orientee's Signature	Additional Comments
Public Health Emergency Preparedness Grant				
NIMS/ ICS training requirements: ICS 100.a, 700.a				
DSI Rn role in other diseases- Ebola				
Communicable disease outbreaks				
Medical countermeasures points of distribution- all hazards				
Teleconferences and webinar/ trainings				
Drills/ Exercises				
Emergency Plans				
Health Emergency Response Data System Role (HERDS)				
Health Commerce System Admin Role				
Updating Everbridge/ IHANS/ contact lists				

Notes: