



EMORY

ROLLINS  
SCHOOL OF  
PUBLIC  
HEALTH

Office of Career Development

# APPLIED PRACTICE EXPERIENCE

STUDENT GUIDE FOR CONTACT TRACING POSITIONS

August 2020

# ADAPTING CONTACT TRACING POSITIONS AS AN APPLIED PRACTICE EXPERIENCE (APE)

If you are working as a contact investigator during COVID, you may be able to use your experience as an APE. Since your Field Supervisor is probably providing front-line response to COVID, and their time may be limited, use these helpful tips to increase the likelihood of success.

## Helpful Tips

- Draft the [goals and objectives/strategies](#) in advance of meeting with your Field Supervisor for their review. Giving them a draft will facilitate their timely response to you. Be sure to align your goals and strategies with school and departmental competencies as outlined in the [APE Student Handbook](#).
- Be sure to share a copy of the [APE Supervisor Handbook](#) with your Field Supervisor.
- Ask your [Departmental APE Advisor or ADAP](#) for assistance if you are not getting a timely response from your Field Supervisor.
- If your field supervisor is having difficulty setting up their profile in the APE portal, refer them to the Office of Career Development, [rsphpracticum@emory.edu](mailto:rsphpracticum@emory.edu).
- The [Council on Education in Public Health](#) (CEPH) recognizes the value of immediate COVID response in developing applied practice.

*The following **example of possible deliverables related to contact tracing is for illustration only:***

*Example: MPH students are conducting remote case investigations and contact tracing for the department of health. To successfully complete the APE requirement on the basis of this experience, a student could create the following types of products under a faculty member's supervision:*

- *Develop an anonymized case study report, detailing a challenging or novel situation encountered*
- *Record a simulated call or a call reenactment, based on a script prepared by the student*
- *Develop a training or resource document for other employees or volunteers*
- *Develop electronic or print materials that could be useful to community members receiving diagnoses and/or contact tracing calls*

*CEPH understands the need for confidentiality and anonymizing of experiences. While a pure reflection on the experience would not typically be an appropriate work product, the work products may summarize, build upon, memorialize, analyze, or extend the work performed with a public health agency. Training or outreach materials do not need to be deployed if this is not practical, but the experience should provide students with the opportunity to document concrete instances of skill application, and faculty must have evidence of skill application available to assess. These capacity-building experiences do not negate the requirement of two products that extend beyond reflections, journals, or self-assessments. (<https://ceph.org/covid19/#3>)*

**\*Sample\* Goals, Objectives and Deliverables by Department**

These are just examples, if needed. Think about what you want to learn from the experience, what the agency or organization needs, and consult with your Departmental APE Advisor and Field Supervisor before finalizing.

# BEHAVIORAL, SOCIAL AND HEALTH EDUCATION SCIENCES (BSHES)

<p><b>Relevant Core Competencies</b></p>	<ul style="list-style-type: none"> <li>• Apply epidemiological methods to the breadth of settings and situations in public health practice.</li> <li>• Select quantitative and qualitative data collection methods appropriate for a given public health context.</li> <li>• Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.</li> <li>• Select communication strategies for different audiences and sectors.</li> <li>• Communicate audience-appropriate public health content, both in writing and through oral presentation.</li> <li>• Perform effectively on interprofessional teams.</li> </ul>
<p><b>Relevant Departmental Competencies</b></p>	<ul style="list-style-type: none"> <li>• Analyze public health history for perspective on current health problems.</li> <li>• Apply the socio-ecological framework or other theories to examine public health research.</li> <li>• Select study designs to plan health promotion research.</li> <li>• Select valid and reliable instruments to measure variables in public health research.</li> <li>• Synthesize a range of multidisciplinary scientific literature to generate a research question.</li> <li>• Use behavioral and social science theories to guide data analysis that examines health outcomes for specific populations.</li> <li>• Engage stakeholders to inform a community assessment or evaluation.</li> <li>• Apply qualitative or quantitative methods in public health research or practice.</li> <li>• Implement an evaluation plan to assess public health programs.</li> <li>• Describe ethical principles relevant to public health research or practice.</li> </ul>
<p><b>Objective</b></p>	<p>By addressing and practicing contact tracing technique, a core infectious disease control measure in the field of epidemiology, to further prevent the spread of Covid-19 within communities in a public health context.</p>
<p><b>Strategies</b></p>	<p>To first of all understand the epidemiology of Covid-19 and then identify and understand the suspected contacts of Covid-19, then warn the contacts of their exposure as rapidly as possible. Moreover, orally tell and present to the contacts of their potential exposure and tell the contacts to self-quarantine at home to stop the transmission on each phone call.</p>

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# BEHAVIORAL, SOCIAL AND HEALTH EDUCATION SCIENCES (BSHES), CONTINUED

<b>Objective</b>	To assess the population needs by understanding contacts' access to PPEs, health cares, and provide appropriate social, medical support and resources available to individuals and families who have been affected by the COVID-19 pandemic.
<b>Strategies</b>	To ask about contacts' living and working environment to assess and evaluate their need of PPEs, medical and social support. Then allocate the resources available such as Covid-19 testing sites and return to work guidance to contacts and their families. Also, by sending the text messages or emails to contacts of the hotline number of Covid-19 testing sites or Covid-19 official guidance to help the contacts and their families.
<b>Objective</b>	To apply different interpersonal communication strategies and cultural awareness and competency to help people and their families from different communities affected by Covid-19 from various extents. Also, by implement oral health education to increase public awareness on Covid-19 to further promote public health.
<b>Strategies</b>	By applying different interview techniques in people from different communities to build trust and rapport between contacts and me to obtain more Covid-19 related information of the contacts. Avoid technical terms when explain and answer to contacts that might be confusing.
<b>Deliverables</b>	1. Work Track Sheet containing the contact tracing and case investigation efforts. Data collection method for both contact tracing and case investigation interviews including English version of both contact tracing and case investigation written and phone scripts. 2. A Personal Statement of team structure, decision making processes, and lessons learned from working with an interdisciplinary team. Also describing interpersonal communication strategies learned to cases/contacts from different communities. 3. A written report summarizing ethical principles conducted and completed in contact tracing and case investigation processes, and describe the compliance with the HIPPA guidelines as a contact tracer.

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# BIOSTATISTICS AND BIOINFORMATICS (BIOS)

<b>Relevant Core Competencies</b>	<ul style="list-style-type: none"> <li>Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software as appropriate.</li> <li>Interpret results of data analysis for public health research, policy or practice.</li> <li>Perform effectively on interprofessional teams.</li> </ul>
<b>Relevant Departmental Competencies</b>	<ul style="list-style-type: none"> <li>Use statistical software for advanced data management.</li> <li>Apply appropriate statistical methods in the analysis of public health information</li> <li>Interpret data results effectively and appropriately</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>Develop a database that permits network analysis of contact tracing data</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Background reading to determine the best database structure for the task.</li> <li>Build and test the database. Populate with collected data.</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>Describe the network characteristics over time and space</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Write code to perform network analyses</li> <li>Prepare a report of the results</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>R code</li> <li>Written report</li> </ul>

**\*Sample\* Goals, Objectives and Deliverables by Department**

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# EPIDEMIOLOGY (EPI)

<b>Relevant Core Competencies</b>	<ul style="list-style-type: none"> <li>Apply epidemiological methods to the breadth of settings and situations in public health practice.</li> <li>Select quantitative and qualitative data collection methods appropriate for a given public health context.</li> <li>Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.</li> <li>Select communication strategies for different audiences and sectors.</li> <li>Communicate audience-appropriate public health content, both in writing and through oral presentation.</li> <li>Perform effectively on interprofessional teams.</li> </ul>
<b>Relevant Departmental Competencies</b>	<ul style="list-style-type: none"> <li>Differentiate among the strengths, limitations, and differences and similarities of various study designs.</li> <li>Differentiate among design-specific sources and types of systematic error.</li> <li>Describe distributions of morbidity, mortality, and risk factors in terms of magnitude, time, place, and population.</li> <li>Utilize statistical software to conduct epidemiological analysis.</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>Develop expertise in conducting acute infectious diseases (using COVID-19 as an example) contact tracing as part of an interprofessional team.</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Be trained for and gain supervised practice in conducting COVID-19 contact tracing.</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>Develop expertise in acute infectious diseases contact tracing data entry and tracking software via entering positive COVID-19 statewide cases into the national electronic disease surveillance system (NEDSS).</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Train on the use of NEDSS and gain supervised practice in using it to enter COVID-19 tracking data.</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>Develop or improve a written acute infectious disease (customized for COVID-19) contact tracing data collection and entry manual of operations.</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Review current training materials and protocols, interview supervisors and staff, and develop or modify a COVID-19 written contact tracing data collection and entry manual of operations, then test it on new personnel, and finalize it for future use.</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Develop expertise in analyzing contact tracing data to generate reports to describe the emerging epidemiology of an acute infectious disease, using COVID-19 as an example.</li> </ul>

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# EXECUTIVE MPH (EMPH)

<b>Relevant Core Competencies</b>	<ul style="list-style-type: none"> <li>Select quantitative and qualitative data collection methods appropriate for a given public health context.</li> <li>Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software as appropriate.</li> <li>Communicate audience-appropriate public health content, both in writing and through oral presentation.</li> </ul>
<b>Relevant Departmental Competencies</b>	<ul style="list-style-type: none"> <li>AEPI: Apply basic principles of public health surveillance in the practice of public health.</li> <li>AEPI: Describe distributions of morbidity, mortality and risk factors.</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>Enter positive COVID-19 statewide cases into the national electronic disease surveillance system (NEDSS).</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Train on the use of NEDSS.</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>Identify potentially significantly important clusters of disease to determine where to focus efforts and prioritize time.</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Analyze statewide data entered into NEDSS for COVID-related disease trends.</li> <li>Develop visualization to illustrate statewide COVID case and deaths since mid-March and potential clusters.</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>Train health department staff to enter healthcare facility COVID-lab report data into electronic surveillance system.</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Identify entry instructions that might be confusing to staff or that leave off important information</li> <li>Create a question and answer document to help train health department to enter lab reports into the system.</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Visualization showing COVID positive cases and deaths since mid-March 2020.</li> <li>Question and answer document to help answer pertinent questions regarding lab report entry</li> </ul>

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# GANGAROSA DEPARTMENT OF ENVIRONMENTAL HEALTH (GDEH)

<b>Relevant Core Competencies</b>	<ul style="list-style-type: none"> <li>Apply epidemiological methods to the breadth of settings and situations in public health practice</li> <li>Communicate audience-appropriate public health content, both in writing and through oral presentation</li> <li>Perform effectively on interprofessional teams</li> </ul>
<b>Relevant Departmental Competencies</b>	<ul style="list-style-type: none"> <li>Describe distributions of morbidity, mortality and risk factors in terms of magnitude, time, place, and population</li> <li>Apply the principles of epidemiology to assess health effects of environmental exposures</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>Understand and implement the elements of contact tracing to slow the spread of COVID-19</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Receive training on the basic components of contact tracing</li> <li>Conduct background research on steps and skills for contact tracing</li> <li>Practice contact tracing in over-the-phone interviews</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>Practice contact tracing in over-the-phone interviews to improve the epidemiological response to COVID-19 within the state of Georgia through data collection</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Participate in fieldwork by conducting interviews with cases and suspected cases in the community</li> <li>Input cases, contacts and symptoms into a database for tracing efforts</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>Inform contacts of health education during a pandemic</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Provide contacts with appropriate information on their risk, quarantine procedures and healthcare resources</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Power point presentation on my APE, stats about COVID-19 within the local area, aspects of environmental health and how factors within the environment may impact the risk of getting COVID.</li> <li>Standard Operating Procedure of contact tracing/case interviews from the training that I have received.</li> </ul>



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# HUBERT DEPARTMENT OF GLOBAL HEALTH (HDGH)

<b>Relevant Core Competencies</b>	<ul style="list-style-type: none"> <li>Apply epidemiological methods to the breadth of settings and situations in public health practice</li> <li>Select quantitative and qualitative data collection methods appropriate for a given public health context</li> <li>Communicate audience-appropriate public health content, both in writing and through oral</li> </ul>
<b>Relevant Departmental Competencies</b>	<ul style="list-style-type: none"> <li>Use qualitative and quantitative data sources to assess global health outcomes or risk factors, including temporal trends such as past or current patterns, as well as projected future trends, and distribution by socioeconomic or demographic predictors.</li> <li>Apply ethical reasoning to the design, implementation or evaluation of global health programs, policies or practice</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>By August 12, 2020, interview 75 COVID-19 contacts within District 3-5 Dekalb and provide them with instructions for quarantine</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Complete 20 hours of training in contact tracing, including modules from Johns Hopkins University (JHU) COVID-19 training and DPH resources, and receive a JHU certificate of completion.</li> <li>Call contacts using the Georgia Department of Public Health call-tracking system and a script I develop over the course of the summer.</li> <li>Record call notes and document any challenges encountered.</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>By August 12, 2020, enroll 75 COVID-19 contacts within District 3-5 Dekalb into the Georgia Department of Public Health Symptom Monitoring Program</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Use non-technical language to provide clear information about the symptom monitoring program.</li> <li>Encourage enrollment by sharing the importance of tracking symptoms.</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>By August 12, 2020, create and clean a dataset with interview input from 75 COVID-19 contacts.</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Use standard methods and tools for entering and cleaning quantitative and qualitative data.</li> <li>Document any gaps in collected data and communicate notes to teammates.</li> <li>De-identify dataset before sharing with RSPH.</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>De-identified dataset of COVID-19 contacts interviews.</li> <li>Anonymized case report detailing a challenging encounter with a contact.</li> </ul>

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# HEALTH POLICY AND MANAGEMENT (HPM)

<b>Relevant Core Competencies</b>	<ul style="list-style-type: none"> <li>Apply epidemiological methods to the breadth of settings and situations in public health practice. Select quantitative and qualitative data collection methods appropriate for a given public health context. Communicate audience-appropriate public health content, both in writing and through oral presentation.</li> </ul>
<b>Relevant Departmental Competencies</b>	<ul style="list-style-type: none"> <li>Use analytic reasoning and quantitative methods to address questions in public health and population-based research. Apply “systems thinking” for resolving health policy problems.</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>Understand Contact interviewing and Contact Tracing in the context of a pandemic.</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Completion of MTX contact tracing tool training.</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Understand Contact Interviewing and Contact Tracing in the context of a pandemic. Introduction into the standardized processes of Contact Interviewing and Contact Tracing. Conducting Interviews. Documentation of Interviews in a digital system. Introduction to Daily Work Flow. Respond to Common Requests and Referral for Testing.</li> </ul>

# CONTACT US

Please check <https://www.sph.emory.edu/rollins-life/community-engaged-learning/ape/contact/index.html> for the most up-to-date list of Department APE Advisors and ADAPs.

**Should you have questions about the APE requirement or APE Portal, please contact:**

Office of Career Development  
[rsphpracticum@emory.edu](mailto:rsphpracticum@emory.edu)  
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