



MEMORANDUM OF ASSIGNMENT

Between: Canadian Field Epidemiology Program, Public Health Agency of Canada

And: <<Placement name>>

I. Purpose of Memorandum of Agreement

This Memorandum of Agreement confirms the arrangements made with the Canadian Field Epidemiology Program (CFEP), Public Health Agency of Canada (PHAC), to provide an assignment for a Field Epi at the <<Placement name>>. As federal public servants, Field Epi's are subject to their collective agreement, Treasury Board policies, confidentiality, ethics and disclosure agreements, etc. This assignment is for two years subject to a 12-month probation period, as follows:

Field Epi:

Location:

Assignment Period: October 2, 2006 to August 31, 2008

I. Supervision

It is understood that professional supervision and direction for this Field Epi will be provided by <<Primary Supervisor>> with back-up supervision provided by <<Alternate Supervisor>>. Should a change in this arrangement be necessary or desirable, another supervisor from the <<Placement name>> may be designated upon consultation with the CFEP. When required, supervision by the CFEP will be provided on a project basis.

The CFEP contact for this assignment will be <<CFEP Program Director>>, who is responsible for ensuring that appropriate supervision and evaluation are available to the Field Epi.

II. Scope of Work

CFEP's mission requires that the Field Epi's activities be balanced between a program of service and one of supervised experience in applied epidemiology. Each Field Epi's major functions should include conducting epidemiologic investigations and studies; performing surveillance activities; providing technical advice on the identification, prevention, and control of health problems to provincial and local health departments and private physicians who request assistance; providing information to professionals and the public through presentations, correspondence, and telephone communications; writing scientific papers on public health issues; and performing other activities as assigned by the supervisor.

The main emphasis of each Field Epi's activities should be the practice of applied epidemiology. The Field Epi's administrative responsibilities should be those which are essential to the practice of public health epidemiology.

It is understood that <<Field Epi>> shall be available at all times for EPI-AID activities as determined by the CFEP Program Directors in consultation with the placement supervisor as per the CFEP's [Procedure for Requesting and Undertaking Field Investigations](#). In addition, from time to time it may be desirable for the Field Epi to work temporarily in another jurisdiction, to broaden the Field Epi's epidemiologic experience, fulfill professional experience guidelines, or meet the needs of PHAC. These temporary assignments will be undertaken with the mutual consent of the Field Epi, <<his/her>> supervisor and the appropriate provincial or territorial authority. Associated travel expenses will be paid by PHAC or the requesting office.

III. Technical Aspects of Assignment

A. General

Each Field Epi is expected to have a variety of opportunities to participate in epidemiologic field investigations, epidemiologic analyses of data sets, surveillance and control activities, scientific report writing and oral presentations, and other public health activities related to CFEP's mission. Activities will be guided by the CFEP [Professional Experience Guidelines \(PEGs\)](#).

The Field Epi should be available to provide consultation and assistance to local, provincial, and federal agencies relating to <<his/her>> area of competence or interest as opportunities arise.

The Field Epi must ensure that no conflict exists between the requirements for field investigations and any outside activities, including training undertaken at the expense of the Field Epi.

B. Professional Experience Guidelines

Each Field Epi is expected to fulfill each of the established PEGs. These guidelines are considered to represent a minimum standard of performance by each Field Epi during the first of two years. Responsibilities of the Field Epi should increase through the training period. The CFEP is responsible for the management of the tracking system that monitors achievement of the guidelines by each Field Epi.

C. Courses, Conferences, and Meetings

Each first-year Field Epi is required to attend the *Epidemiology in Action* Course held in Ottawa from <<September 11 to 29, 2006>>. Each Field Epi will prepare for and participate in one or more additional training workshops organized by the CFEP.

Each Field Epi will be offered the opportunity to attend a training conference with their international field-based peers, either a TEPHINET (Training Programs in Epidemiology and Public Health Interventions Network) or EPIET (European Programme for Intervention Epidemiology Training conference). Such conference attendance is subject to PHAC budgets and CPHO approval.

Field Epi's are expected to submit an abstract to at least one peer-reviewed scientific conference. Even if the conference is supported by the placement organization for a placement-related activity, CFEP approval is required (see travel section).

The Field Epi may contribute to or benefit from various regional or national meetings, courses, seminars, or special training opportunities. The Field Epi must submit any requests for such attendance/travel to their CFEP Program Director.

D. Publications and Reports

All manuscripts and abstracts that the Field Epi writes or coauthors based on work conducted while a Field Epi must be attributed, at least in part, to PHAC. The Field Epi's affiliation should be shown as: "Canadian *Field Epidemiology Program, Public Health Agency of Canada*". Manuscripts and abstracts must be reviewed by the placement supervisor (if placement-related) and the CFEP Program Director prior to submission.

Each Field Epi should participate, when possible, in the preparation of articles for the Canada Communicable Disease Report, Chronic Diseases in Canada, or provincial disease surveillance reports.

E. Assignment Review

The CFEP Program Directors will be available to discuss field activities and/or supervisory issues with any Field Epi or placement supervisor. The Field Epi's placement supervisor is expected to be available to discuss their Field Epi's activities or performance.

IV. Administrative Aspects of Assignment

A. Space and Services

The <<Placement name>> is responsible for providing appropriate office space, telephone, internet, office supplies and equipment, administrative support and standard desktop computing equipment appropriate to the program requirements of the Field Epi position. The CFEP will provide a portable computer for field use.

B. Salary and Benefits

The CFEP is responsible for <<Field Epi>>'s salary and benefits, and will pay the same directly to <<him/her>>. The FTE allotment for the Field Epi's are allocated to the CFEP.

C. Leave

The Field Epi's leave is determined by federal Treasury Board collective agreements. It must first be approved by the placement supervisor, then submitted to the CFEP Program Director for authorization. The CFEP will authorize and maintain all official leave records.

D. Evaluation

The placement supervisor is responsible for ongoing evaluation and feedback on the performance of the Field Epi. Placement supervisors and Field Epis will complete the training evaluation form provided by the CFEP after six months (i.e., March 2007) and eighteen months (March 2008). The Field Epi will maintain an activity report to be submitted to the CFEP Program Director every six months (March 2007, September 2007, March 2008, end of August 2008). Program Directors will conduct site visits at seven and nineteen months (April 2007, 2008).

E. Travel

The Field Epi must inform their CFEP Program Director of all placement-related travel (outside headquarters) in advance of the travel. The CFEP is required to complete a Travel Authorization Form for all travel (placement or CFEP-related) undertaken by the Field Epi as per Treasury Board policy for federal employees, regardless if one is completed by the placement.

<<Placement name>> is responsible for arranging and funding all travel undertaken at the request of the placement supervisor. The placement supervisor's budget should be sufficient to accommodate field investigations within the supervisor's jurisdiction (e.g., health unit/Health Region/province).

The CFEP will be responsible for arranging and funding all Field Epi travel taken in response to a request from another agency (e.g., EPI-AID) and for all CFEP-related training activities.

F. Confidentiality

The Field Epi will ensure the security of confidential/sensitive information and material and will not disclose or give to any person any information or document that comes to his/her knowledge or possession for any purpose other than the execution of their duties.

Data collected during placement-related activities are the property of the placement; data collected during an EPI-AID are the property of the local/provincial/territorial health authority.

If the Field Epi is required to sign additional confidentiality, ethics and/or disclosure agreements for the placement, please review these forms with the CFEP Program Director.

The terms of assignment as described herein are acceptable.

 <<Primary Placement Supervisor>>

 Date

 <<CFEP Program Director>>

 Date

 <<Field Epi>>

 Date

