

Master of Public Health Field Experience Report

STUDENT OUTBREAK RESPONSE TEAM

by

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MASTER OF PUBLIC HEALTH

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Summary

Due to limited funding, aging employees, and diminished recruitment of new personnel, there are gaps in the public health workforce. Graduate Student Epidemiology Response Programs (GSERPs), could provide a solution for these gaps. GSERPs are programs typically offered by accredited Master of Public Health programs or colleges to assist local health agencies in times of need. These teams offer participating students opportunities to gain on-the-job training and apply classroom-based knowledge to public health settings. GSERPs benefit local health departments by supplying additional assistance when needed.

Kansas State University does not have a recognized GSERP. With the assistance of the Riley County Health Department, the Student Outbreak Response Team was established in January 2018. This team was created by researching established GSERPs (Team-Epi Aid at the University of North Carolina, the Student Outbreak Response Team at Emory University, and the Student Response Team of the University of Nebraska Medical Center) across the nation and observing the needs of the Manhattan community and the Riley County Health Department. The purpose of this team is to provide additional assistance to the health department during outbreaks or public outreach events, and allow Kansas State Master of Public Health students to obtain professional epidemiology experience outside their degree requirements (i.e. their field experience).

Subject Keywords: SORT, GSERP, Epidemiology, Surge Capacity

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Chapter 1 - Field Experience Scope of Work

Introduction

Public health provides a wide range of career options. A person may work in the public sector (i.e. government health agency), education (i.e. University), private industry (i.e. pharmaceutical or insurance companies), and non-profit agencies (Public Health Career Guide, 2018). Even with a numerous amount of employees that focus on public health it has become evident in recent years that the public health workforce is aging and there are fewer than expected individuals replacing them. As employees age and become eligible for retirement, it is imperative that younger individuals replace them in order for companies or agencies to insure continuity of operations. A study performed in 2015, indicated that the average age of a Public Health worker was 48.3 years of age (Leider et al., 2015). The average age for retirement in the United States is 66 years of age (National Academy of Social Insurance, 2017). With the public health employees nearing the average retirement age, this indicates that younger individuals are not as prevalent in the public health work force as expected. In Kansas, The Kansas Public Health Workforce Development Coordinating Council reported that from 2014-2015, 57% of the Kansas Department of Health and Environment employees were 46 years of age and up, while 21% of their employees were between the ages of 20-35. Local health department around the state reported similar numbers (Kansas Public Health Workforce Development Coordinating Council, 2016).

Not only is the workforce continuing to age, but the people employed in public health are also considered undereducated. Leider and colleagues reported that nationwide, only 38% of public health employees obtained a Master's degree of any kind, and of those, only 13% had a Master of Public Health degree (Leider et al., 2015). In Kansas, 28% of the Kansas Department of Health and Environment personnel reported obtaining at least a Master's Degree, while only 16% of local health agency employees in the state of Kansas reported obtaining one. Around the state of Kansas 49% of local health department employees reported they did not receive a Bachelor's degree (Kansas Public Health Workforce Development Coordinating Council, 2016). Further, most of the people employed in public health also have no formal public health

training (Leider et al., 2015), demonstrating a critical need for training either through on-the-job or distance learning opportunities. The Health Resources and Services Administration, an agency of the U.S. Department of Health and Human Services, reported in 2005 that Public Health Agencies were having difficulty recruiting trained public health officials. It continued by saying that schools with accredited Public Health programs did a poor job partnering with local public health agencies (Horney et al., 2013).

Universities with a Public Health program or college could be part of the solution to this problem. Most Master of Public Health (MPH) programs require a field experience or an internship to complete the degree, but these placements may not completely meet the needs of the students and the community. Local public health agencies have also reported needing additional help during times where surge capacity is needed (Horney & Macdonald, 2007). This is the perfect opportunity for Public Health programs and health departments to work together to meet each other's needs.

Some universities have already taken advantage of this opportunity by developing programs that allow students to volunteer their time at local health agencies during times of need. These programs provide students with job training and experience, while local health agencies benefit from additional personnel. Several universities have formal partnerships with local health agencies such as, The University of North Carolina founded Team Epi-Aid, Emory University has the Student Outbreak Response Team, University of Nebraska Medical Center started the Student Response Team, and the University of Minnesota created Team Diarrhea (Macdonald et al., 2010).

Kansas State University's MPH program requires students to participate in a field experience, but does not have a recognized team of students who are available to assist local health agencies throughout the year. Therefore, with the support of Mr. Andrew Adams at the Riley County Health Department (RCHD), the Student Outbreak Response Team (SORT) was created and launched in January 2018. The purpose of this team is two-fold: provide surge capacity, additional help during times of high disease investigation rates for RCHD, and allow students to gain professional experience and training outside their required field experience.

Student Outbreak Response Team at Kansas State University

In January 2018, an email was sent out over the listserv to MPH students informing them of this opportunity. Information about the team, an application that was created by the RCHD, and a list of training modules that are required in order to participate as a member of the team were attached to the email. February 12, 2018 was selected as the deadline for applications; and applications would not be considered without proof of completion of the three HIPAA training modules. Eight students applied and were accepted into the initial group.

This program has the potential to involve students from all over the university. However, the SORT team is currently open only to students obtaining their Master of Public Health degree either as a standalone degree or in conjunction with a Doctor of Veterinary Medicine (DVM) degree. This allowed for a more manageable initiation. In the future, when the group is more established, the SORT team has the potential to be open to students at Kansas State University who are outside the MPH degree program. In addition to program requirements, four criteria are required for a student to be considered for the team; 1) the student must fill out the application form, 2) the student must be in good standing with their program, 3) complete all three HIPAA training sessions, and 4) the student must be willing to finish the remaining required training sessions.

SORT members are required to complete five training modules on the Kansas training database, KS-TRAIN; three HIPAA modules as well as an Introduction to Incident Command System (ICS), and an Introduction of National Incident Management System (NIMS). Watch the Dos and Don'ts of Outbreak Interviewing created by the Oregon Health Authority, and listen to an introduction to Epidemiology lecture facilitated by Mr. Andrew Adams at the RCHD. The introduction to Epidemiology training was required so students can review epidemiology information that is considered necessary for the team by the RCHD. The remaining training sessions are required by at least one local health agency. The Dos and Don'ts of Outbreak Interviewing course is part of the Kansas Department of Health & Environment (KDHE) Communicable Disease Investigator training protocol, the HIPAA training sessions are required for all RCHD employees to complete before beginning work at the health department, and the ICS

and NIMS training modules are mandatory for all health department employees nationwide. The five trainings on KS-TRAIN end with a completion certificate that are recognized and utilized across the nation. These certificates do not expire and SORT members have the advantage of entering the workforce already trained in the basics. An additional training session with the RCHD is also set up. This training session will cover how to create line lists, a way to organize data about potential and confirmed contacts in an outbreak, and disease investigations protocols. Any outbreak investigations will occur over the phone, and during this training SORT members will be given the opportunity to participate in mock disease interviews to practice the interview skills they may need during an outbreak.

In addition to these training courses, SORT members are required to attend at least half of the monthly meetings held each semester as well as participate in a minimum of two outside SORT-approved events, such as lectures, additional trainings, or other RCHD-sponsored events.

The members of the team attended a training session on “Epidemiology of the State of Kansas” at the RCHD, and the remainder of the training courses (ICS, NIMS, and Dos and Don’ts) were offered online and completed as a team on a date decided by the members (March 15th). SORT meetings for the Spring 2018 semester are currently scheduled (March 1st, March 29th, April 12th, and April 26th) to discuss team needs, programs on and off campus related to epidemiology, such as Epicenter (a program used to design tools for analyzing outbreaks in humans, animals, plants, and computers) (K-State Epicenter, 2018), and other topics relevant to the team’s objectives.

In addition to the meetings, Kansas State University’s SORT team will be available to help with outbreaks in Riley County, but will also have the opportunity to assist with public education and outreach events. The SORT team is currently enlisted to assist with Okt-FLU-ber Fest, an annual community flu vaccination event held in October at Kansas State University, and BugAPalooza, an annual public health educational event, in April at City Park. Both events are sponsored by the RCHD. Participation in these outreach events ensures that students have the opportunity to volunteer at least once a semester with the RCHD.

The SORT team has five Executive Board members, including the President, Partner Liaison, Vice President, Secretary, and Treasurer. The President's main responsibility is to preside over meetings, organize meeting times, and represent the SORT team to the University or MPH department if necessary. The Partner Liaison is the point of contact for the health agencies affiliated with the team, as of now the team is only partnered with RCHD. The Partner Liaison will inform the team of events sponsored by the health department and outbreak investigation opportunities. The SORT Vice President's responsibilities are to fill in for the President if he or she cannot attend an event, assist in scheduling meetings, and facilitate the election process for new Executive Board Members. The Secretary is in charge of communication, the OrgSync page, social media associated with the SORT team, recording meeting minutes, and making sure members meet the necessary requirements listed previously. The Treasurer's responsibility is to manage the team's finances. Executive Board members will hold their position for one school year (August-May). A new Executive Board is elected annually at the last meeting of the spring semester.

This program, like other programs across the country, has the ability to benefit both Kansas State's MPH students and the RCHD when extra help is needed. The SORT team was created to assist RCHD during disease outbreak events and to provide members the opportunity to gain professional experience beyond their required field experience, apply knowledge learned from classes in a professional setting, and learn about the structure of a county level health department.

Learning Objectives

- Conduct literature reviews about the nature of the public health work force and Student Outbreak Response Teams and their impacts on both the needs of students and health department officials.
- Create a successful SORT program at Kansas State University with appropriate applications, bylaws, and training procedures.

Activities Performed

At the Riley County Health Department (RCHD) my initial activities were to conduct research about other SORT programs around the country by contacting the

teams directly and/or performing a literature review. I was also expected to reach out to local health departments for potential training opportunities and ideas. With some modification, it was decided that the training opportunities should be tailored to the needs of the RCHD, because the SORT team would aid them more frequently in a surge capacity setting. An application form was needed to select interested students and this paperwork would be on file and accessible to the health department. The team's bylaws, and a constitution for the organization were created based on a template found online from University of Cincinnati at Blue Ash (UC Blue Ash) in Ohio (Appendix 4). It was also necessary to contact the Center for Student Involvement at Kansas State University to recognize the SORT team as an official organization. The last thing I needed to complete for this project was to recruit volunteers. This was performed mostly via email and discussing this opportunity with students in person.

In addition to my project, I participated in other activities at RCHD. For the majority of the time I attended meetings with program supervisors and coordinators, to learn about the different programs within the health department, including information about the preparedness team, and the Epidemiology team (Epi-team). During these meetings, I was able to see how RCHD operates, including how they plan for any kind of potential risk trainings, such as fire drills and tornado drills. I also assisted with planning the next BugAPalooza, an event designed to educate the public about communicable and vector-borne diseases.

Products Developed

The main product developed was the Student Outbreak Response Team (SORT) at Kansas State University. Club materials were created with the assistance of Mr. Andrew Adams and the RCHD, including the application form, training requirements, constitution and bylaws, and five binders describing the responsibilities for each Executive position. The Center of Student Involvement at Kansas State requires a working constitution in order to be considered an official organization within the University. The SORT constitution and a set of bylaws were created with the assistance of the Kansas State Student Involvement Center and were based upon a template provided by the University of Cincinnati at Blue Ash and the assistance of the Kansas

State Student Involvement Center. New members were provided with a packet of information about the organization, including a Frequently Asked Questions (FAQ) document, a copy of the bylaws, the list of required training sessions, and the activation protocol for the team if an outbreak occurs. Lastly, binders were prepared that held instructions for each position of the Executive Board, so incoming members of the Executive Board would have a guideline on how to conduct club business.

Chapter 2 - Literature Review

Necessity for a SORT team on a National Level

There is a shortage of workers in the public health field. Between 2008-2010 nearly 20% of local public health workforce was eliminated due to budget cuts adding to the already growing shortage problem (Macdonald et al., 2010). In particular, one concentration that has a severe shortage is Epidemiology. The Council of State and Territorial Epidemiologists (CSTE) reported that the epidemiological infrastructure in local health departments is below optimal capacity causing departments to perform inadequately with the ten essential public health services (Macdonald et. al., 2010) , which are to monitor health status, diagnose and investigate health problems, educate the community, mobilize partnerships, develop policies, enforce laws and regulations, link individuals to personal health services, assure a competent workforce, evaluate effectiveness of health services, and research solutions to health problems (Center of Disease Control, 2017). In order to properly address these problems, new recruitment strategies for public health careers and increase collaboration between academia and public health agencies are necessary (Macdonald et. al., 2010).

Students are an excellent resource available to local health agencies. After seeing a need for surge capacity, the University of North Carolina Institute for Public Health created Team Epi-Aid. This team consists of students from the University of North Carolina's Gillings School of Global Health. Team Epi-Aid has provided assistance with disease investigations, disaster relief efforts, data analysis and surveillance, emergency preparedness, and training exercises. Programs like Team Epi-Aid are called Graduate Student Epidemiology Response Programs (GSERP). They have been considered the solution to the public health work force shortage and can bring already exposed and trained individuals into the workforce after graduation. While participating in GSERPs, students gain knowledge and experience of government epidemiology work and may be encouraged to pursue a career in government public health. GSERPs benefit both the public health system and academia. Programs like this provide surge capacity for local health departments and allow students to utilize knowledge gained in the classroom in a professional setting (Macdonald et al., 2010).

As of 2010, 25% of accredited Public Health programs have programs similar to Team Epi-Aid (Pogreba-Brown et al., 2010).

Students have the potential to gain knowledge of experience from GSERPs. If they participate, they have the ability to partake in practical public health opportunities at the state and local health department level. When reviewing Team Epi-Aid, students who were past participators stated that their involvement in the organization allowed them to better understand applied public health (Macdonald, 2005).

It has been suggested that programs like this can decrease the work force shortage and assist in the recruitment of students into more traditional public health settings. In a recent study of Team Epi-Aid, the alumni that participated in the group were asked about their current jobs and how they chose them. 29% of the interviewed alumni reported choosing jobs because of their experiences while participating on the team. 41% stated they were working in Public Health and 80% of those stated they worked in government agencies six months following graduation (Horney et. al, 2013).

It is clear that participating on GSERP benefits students as well as the agencies they are helping. The Center of Disease Control (CDC) has reported in the past, that due to budget problems additional workforce is needed, but funding is not available to help with this problem. GSERP programs provide the extra work force at no monetary cost to health agencies. There may, however, be costs associated with time for training students and resources students may need to assist with the outbreak investigation. With the extra assistance, the health agencies can respond to more outbreaks that may have been overlooked due to low morbidity rates and number of cases. This allows them to help the community more often, permitting a healthier community to exist (Macdonald, 2005).

Necessity for a Team in Riley County

The Riley County Health Department (RCHD) is located in Manhattan, Kansas; less than a mile from Kansas State University's College of Veterinary Medicine where the MPH office is located. A partnership had already been formed with the MPH program and the health department, but it was merely an internship for students to complete their field experience requirement. While this is a useful and productive

partnership, an opportunity existed to close gaps in the public health workforce and meet the needs of the community.

RCHD has 40 employees on staff and, similar to most county health departments in Kansas, does not have a full time Epidemiologist. In Kansas, the majority of epidemiologists are at the state level working for KDHE. Mr. Andrew Adams, while not technically a full time epidemiologist, is RCHD's epidemiologist on staff. He leads the Epi-team in the health department, comprised of four other individuals: two are from the clinic including a communicable disease nurse, one is from Maternal and Child Health, and one from the health department's administration team. The communicable disease nurse conducts all disease investigations. Even in larger outbreaks, only four out of the five team members help with disease investigations. According to data collected by Mr. Andrew Adams, in the past two years, a total of 365 cases have been investigated; 212 in 2016 and 153 in 2017 (Figure 2.1) the majority of which were completed by the communicable disease nurse. The bulk of the disease investigations occur during the school year when Manhattan has a larger population due to the presence of Kansas State students (Figure 2.2a and Figure 2.2b). Based on the number of disease investigations and health department staff performing them, it was clear RCHD needed additional support with surge capacity in times of high disease rates. However, the true call for supplemental assistance came in 2016.

In 2016, a large gastrointestinal (GI) disease outbreak occurred at the Manhattan High School's west campus. On August 24, 2016 a call was made to the health department about a number of absentees at the high school and the first disease interview was performed. The number of absentees and complaints about GI problems continued to increase and KDHE was called in for assistance. On September 7, 2016 an online survey was released to both high school campuses by KDHE and remained open until September 21st. In a span of nearly a month, 947 surveys were completed and 125 individuals met the case definition of the illness. Due to the overwhelming number of cases and interviews, the health department decided a surge capacity volunteer team was necessary.

At the beginning of the outbreak investigation, three employees in the health department conducted interviews. Soon the two remaining Epi-team individuals were

recruited. However, both individuals needed training before they could begin interviewing potentially infected persons. In order for employees to carry out investigations, schedules needed to be altered so they could be completed in a timely manner. If student volunteers were available, health department employees would not need to modify their schedules and interviews could have been completed more quickly. Members of the SORT team will be trained to facilitate interviews in advance, so no additional training time will be necessary when their assistance is needed.

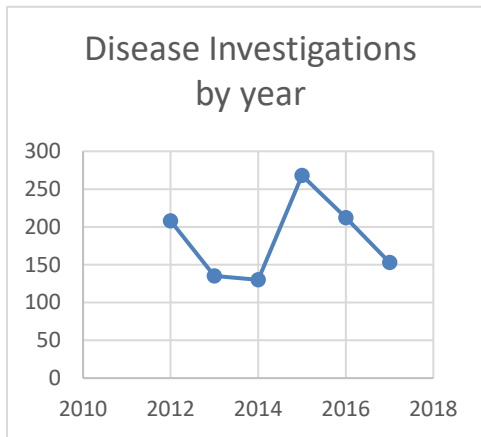


Figure 2.1-Investigations by Year

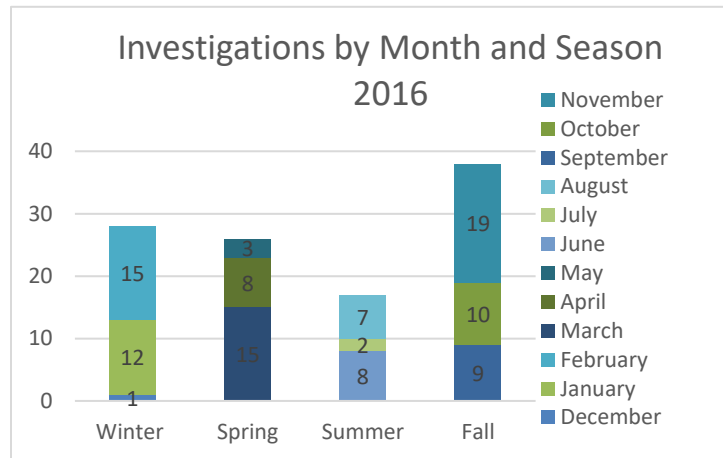


Figure 2.2a-Investigations 2016

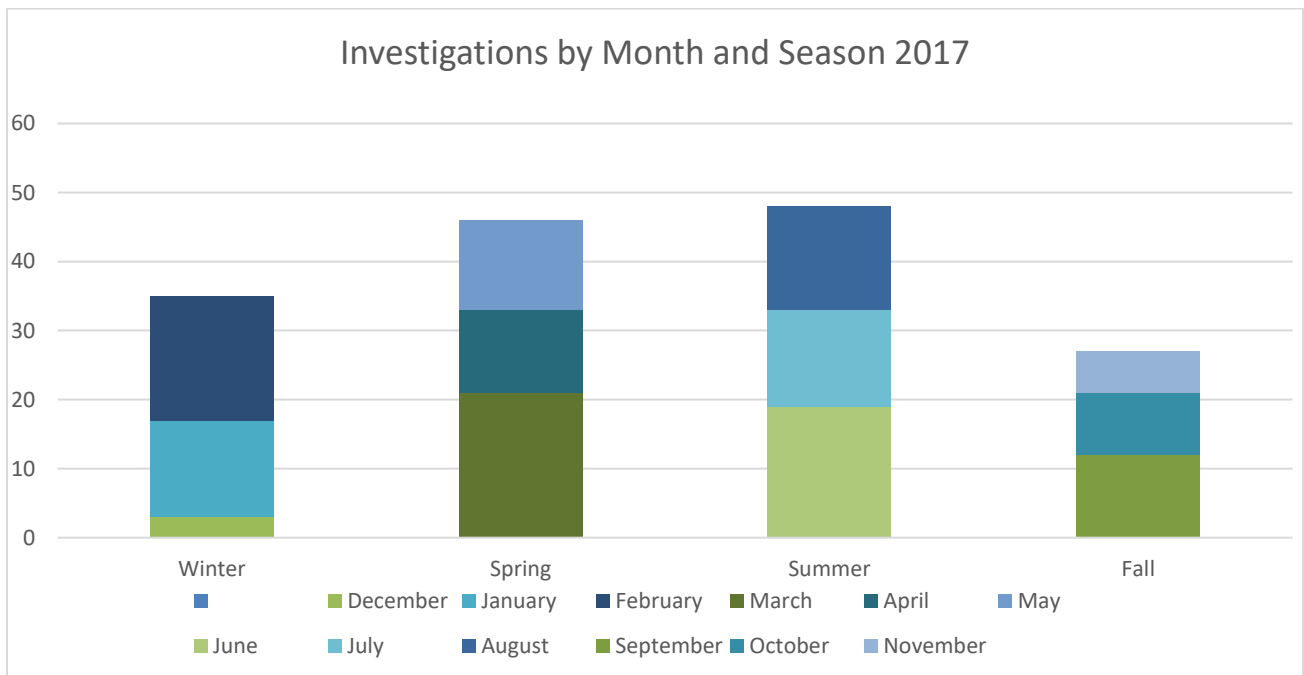


Figure 2.2B. Investigations 2017

Outbreaks are sporadic and unpredictable. While a large-scale outbreak, such as the 2016 GI outbreak, does not occur every year, there is a potential for foreign diseases to be brought into the county. Fort Riley is a hub of international activity. They have their own Public Health Division with an epidemiologist on staff. However, the potential for foreign diseases to spread to the remaining county residents persists. For example, in the 1900's the Spanish Flu epidemic originated from Fort Riley.

Besides Fort Riley, Kansas State University has the next biggest potential for disease entry in Riley County. Students are continuously applying for study abroad semesters, internships, or volunteer events. Figure 2.3 provides the reasons individuals in Riley County traveled in 2017. The main purposes for traveling were missionary/volunteer work, vacations, and educational opportunities. With the amount of travel occurring, foreign diseases have the ability to enter the county. The countries that are frequently visited are listed in Figure 2.4. Africa and Southeast Asia present the largest threat because of the diseases prevalent in those areas, according to health department officials. Due to this threat, the surge capacity that the SORT team can provide is useful in case of accidental exposure with a foreign disease.

The service the SORT team can provide is not only available to Riley County. GSERPs are an excellent approach to bridge the academic communities to local health agencies. Students obtain useful hands-on experiences and the state or local health agencies receive extra assistance in times of need. Communities can benefit from these programs as well. In New York, a team of students were responsible for interviewing people suspected of a Salmonella outbreak in a Jewish community (Hanson et al., 2014). After interviewing potential patients and comparing notes, the students discovered that all of the ill individuals ate partially broiled chicken livers packaged by a single company. This finding sanctioned grocers to pull contaminated products from shelves and altered the policy for packaging this particular product at the company level. If student volunteers were not used to interview potential patients, the morbidity rate of this salmonellosis outbreak might have been higher (Hanson et al., 2014). GSERPs allow students to gain additional experiences and assist affiliated health agencies to create a healthier community to live in.

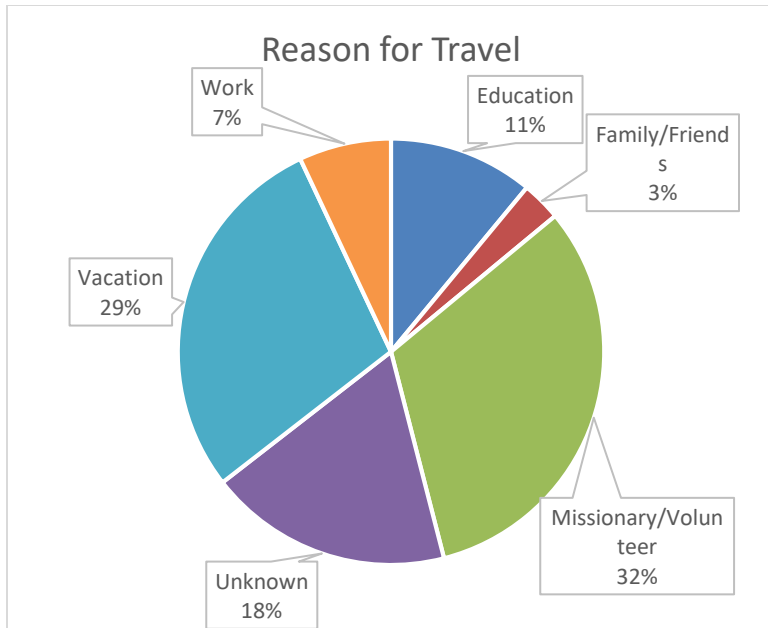


Figure 2.3-Reasons for travel

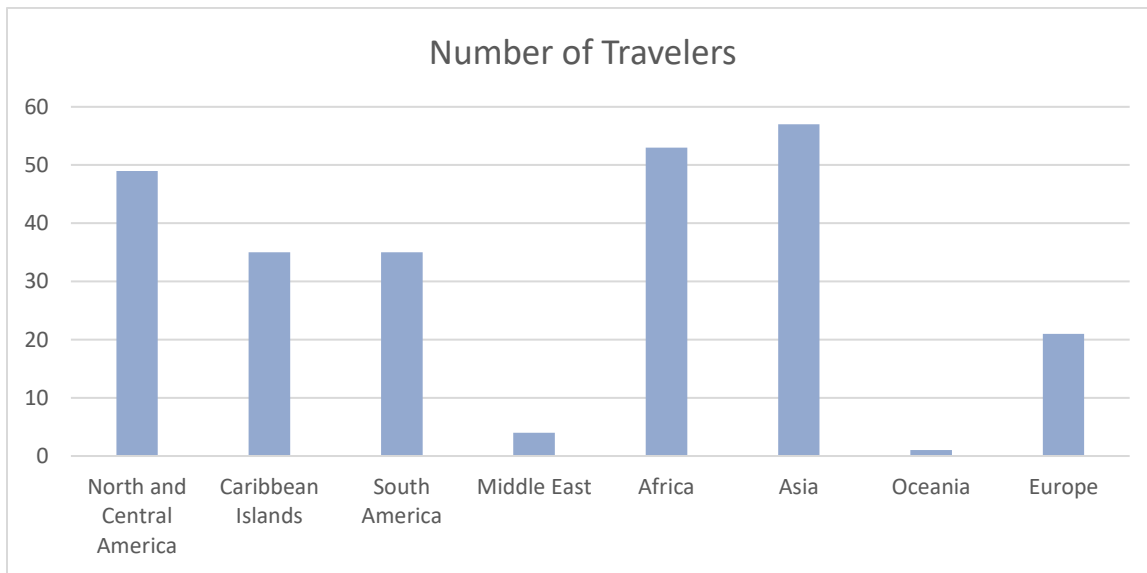


Figure 2.4-Number of Travelers

Chapter 3 - Culminating Experience

Table 3.1-Summary of Competencies

Competency	Description
5. Compare the organization, structure, and function of health care, public health and regulatory systems across national and international settings	Researched SORT teams across the country and around the world to see how they benefit both students and their local health agencies' needs.
7. Assess population needs, assets and capacities that affect communities' health	SORT team was created to assist RCHD during times of high disease investigations so the health department could continue to perform and function normally.
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes	Strengthened the partnership between RCHD and Kansas State University's MPH department as well as identified other partners that may need the team's assistance in the future or to discuss their epidemiology related research.
16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making	Necessary for the creation of the team to provide structure for the organization and recruit students.
17. Apply negotiation and mediation skills to address organizational or community challenges	Skills were utilized in the planning stages particularly when discussing the required training modules members needed to complete
21. Perform effectively on interprofessional teams	Partnerships are necessary for the team to thrive in the Kansas State and Manhattan communities

MPH Foundational Competencies

Six competencies were completed and used frequently during this project. The first competency that was relevant to this project was to (5) **compare the organization, structure and function of health care, public health and regulatory systems across national and international settings**. The Student Outbreak Response Team is not a new concept; it is a program that is seen across the nation and internationally as well. In order to create a team that would function well, and meet the standards of similar programs research was conducted. This research benefits the SORT team

participants because they will receive training and experiences similar to students that are associated with a team that has been established long before the Kansas State team. In order to see how the SORT team would benefit not only Kansas State students, but also local and the state health departments, it was essential to discover where assistance was needed the most at the local level.

This leads to the next competency, to (7) **assess population needs, assets and capacities that affect communities' health**. In this case, the RCHD needed the SORT team to volunteer during outbreaks as well as public education events. Other health departments, in the future, could utilize the SORT team as well. The surrounding counties, Geary and Pottawatomie counties, have fewer employees than Riley and may be able to utilize the SORT team as well. By using students, disease investigations have the potential to take less time and the community can be better served and educated. Health department employees would not have to alter their schedules and less time would be required to train volunteers because they will be trained in advance.

In order for this group to be successful in the community it was necessary to (13) **propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes**. The main partnership for this team is the RCHD. The team is able to utilize some contacts employees at the health department have to continue to build relationships around the state and in the Manhattan community. More contacts were needed, not necessarily for volunteer opportunities, but for educational events. Kansas State's Rabies Diagnostic Lab, the Center of Excellence for Emerging and Zoonotic Animal Diseases, and Epicenter were all contacted so representatives could inform the SORT members about epidemiology research occurring around campus. With these partnerships in place the team has the ability to accelerate processes so the proper authorities can identify potential sources of outbreaks and the public can be informed more quickly.

The next competency that was necessary for this project was (16) **apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making**. This was necessary for the creation of the team. After researching and contacting teams similar to the SORT team on a national scale, brainstorming how the team would be

organized, operated and utilized was conducted. As stated in the previous competency, collaboration is essential to this team if it is going to persist and remain useful in Riley County. After creating the team, different recruiting strategies, including emailing and personal communications, were used to convince students to join. Once students became members, leadership and decision making skills were necessary to keep people interested and involved. In addition to leadership skills, decision-making skills, and creating partnerships, the (17) **application of negotiation and mediation skills to address organizational or community challenges** were also necessary to the success of this team. Most of these skills were utilized in the planning stage of the team. Negotiation strategies were utilized when finalizing the list of required training session. A few training sessions the health department desired were ultimately removed from the list because students would not have the ability to complete all the required trainings in the short amount of time they were given to finish them. In the same meeting it was brought up that students might not need epidemiology training because it is a required class for MPH students. The argument was made that the epidemiology class is conducted online and some students may not remember all the necessary information needed to be successful with this team or they might not have taken it yet.

The final competency, (21) **to perform effectively on interprofessional teams**, was necessary for the beginning stages of this process as well as the continuation of the SORT team. In order to lead a team, the person in charge must be able to communicate and work well with others, whether it is other students, Kansas State faculty and staff (research institutions and staff like Dr. Caterina Scoglio at Epicenter, Ashley Douglass the Assistant Director for the Center for Student Involvement, and the staff at the Library Help Desk at Hale Library), or people outside the university. Ashley Douglass provided information necessary for the team to become an official organization at Kansas State University, the Library staff provided a room for a training meeting (ICS, NIMS, and the Dos and Don'ts of Outbreak Investigation), and Dr. Scoglio provided insight to research Kansas State University faculty members are currently participating in and how their research may interest the team. Currently, the only partner outside the university is RCHD but more may be added at a later date if assistance is required. A team like this needs partners outside the Kansas State

community and it is important to represent this team well when dealing with others if they wish to start or continue a partnership with the team.

Conclusion

A Student Outbreak Response Team (SORT) is not a new idea. Many schools around the U.S., and some internationally have similar teams. Local and national government agencies utilize teams such as this to assist when environmental, disease, and natural crises occur. Kansas State's SORT is currently being utilized as surge capacity for RCHD. In the future, the SORT team can assist Pottawatomie and Geary Counties if assistance is needed. The team could also potentially partner with KDHE, but additional trainings may be required from the organization if team members assist them. For now, the team needs to become stable. Next year the team will be open to students obtaining a MPH certificate, and in a few years the team may be able to open up to other interested students, such as epidemiology PhD students, non-MPH veterinary students, and junior or senior level pre-health undergraduate students.

There is currently no statistical evidence to prove that students involved in a GSERP program are more likely to get a job over other applicants. Based on personal experience, most Epidemiology jobs prefer two years of experience prior to beginning the job and SORT members could obtain this experience with the team if they begin early. There is also lack of data proving these programs close the gap in the workforce. The SORT team could collect this data by creating a survey to track SORT team alumni employment. By tracking their employment, data can be presented to determine if GSERP programs have the ability to make the gap in the workforce smaller. Team EpiAid conducted a survey similar to the proposed SORT team survey in 2010. Their data does prove some alumni took traditional health agency jobs. 41% reported working in public health and 80% of those reported employment with government health agencies (Horney et al., 2014). However, more data should be collected to fully understand the impact GSERPs have on the public health workforce.

The SORT team benefits both students and government agencies. While participating on a team such as SORT, students can gain experiences beyond their required field experience, training from experienced public health professionals, as well

the opportunity to apply already gained classroom knowledge to a real-life setting. The SORT team is a beneficial for students, but also to the public health workforce. By exposing students to a local health agency it could encourage students to apply for positions in more traditional, government, public health settings. Programs can also strengthen partnerships between academic institutions and surrounding health agencies (Pogreba-Brown et. al, 2017). These types of opportunities benefit everyone involved and should be implemented by accredited public health schools and programs.

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Appendix 1 SORT Application
Kansas State University Student Outbreak Response Team

Application deadline: Feb. 12th, 2018 at 5pm

Submit applications to SORTKSU@gmail.com

Contact Information

Name: _____ D.O.B: _____
(Last) (First) (MI) (MM.DD/YY)

Current Address: _____

Phone: _____ E-mail: _____

IN CASE OF EMERGENCY CONTACT

Name: _____ Relationship: _____
Phone 1 _____ Phone 2 _____

I am applying for the (circle one): Fall Spring Semester

Education Information

Department: _____ Year: _____

Area of Study: _____

Please summarize skills and qualifications you have acquired from previous experiences and education, including any certifications

Short Answer Questions

In a short paragraph, explain why you want to be a member of the Student Outbreak Response Team (SORT)

In a short paragraph, what are your future career goals, and how do you believe being a SORT member will help you achieve those goals upon graduation?

Proof of HIPAA Trainings must be submitted along with this application.

By submitting this application, I affirm the facts set forth are true and complete. I understand that if selected as a team member, any false statements, omissions or other misrepresentations on this application may result in my immediate dismissal.

Student: _____
(Signature) (Date)

SORT President: _____
(Signature) (Date)

Appendix 2-SORT Information Sheet

Student Outbreak Response Team

What is it?

The Kansas State University Student Outbreak Response Team (KSU SORT) is a student organization open to MPH and DVM/MPH students. The purpose of the organization is twofold; KSU SORT will provide surge capacity to the Riley County Health Department during a disease outbreak, and provide MPH students with an opportunity to gain a better understanding of public health practice, outside of the academic setting, and in the workplace.

KSU SORT offers community outreach and engagement opportunities and networking opportunities with public health professionals within Riley County.

How to Apply:

Interested students must complete the KSU SORT application in order to become a member of the team, and meet a series of criteria. In order to apply, students must be deemed eligible; eligible students must meet the following requirements:

- Must be MPH or DVM/MPH student
- Must be in good standing with the University and MPH program
- Must complete training requirements
- Applications should be submitted electronically to SORTKSU@gmail.com

Training Requirements:

All SORT members must complete a series of trainings online and in person. The trainings have been agreed upon by the Riley County Health Department and KSU SORT.

- HIPAA Training:
 - HIPAA Awareness – Module 1
 - HIPAA: Allowable Disclosures and Safeguards – Module 2
 - HIPAA: Right to Access and Documentation – Module 3
- Incident Command System (ICS) Training:
 - IS-100.b: Introduction to Incident Command System
 - IS-700.a: Introduction to National Incident Management System (NIMS)
- Epidemiology Training:
 - Epidemiology, Outbreaks and Public Health in Kansas (offered in person, by RCHD staff)
 - The Dos and Don'ts of Outbreak Interviewing
- All SORT members must sign a Riley County Health Department Confidentiality form

All required trainings are available online, unless otherwise stated. Members of KSU SORT must complete trainings within 30 days, upon notification of an acceptable application.

Appendix 3-SORT Constitution

CONSTITUTION

Student Outbreak Response Team at
Kansas State University

<u>Article I</u>	<u>Name</u>
Section 1	The name of this organization shall be the Student Outbreak Response Team (SORT) at Kansas State University.
<u>Article II</u>	<u>Purpose</u>
Section 1	The purpose of this organization is to provide additional help to the Riley County Health Department (RCHD) during the occurrence of an outbreak in Riley County as well as provide Masters of Public Health (MPH) students an environment to see and participate in Public Health related events outside of the classroom.
<u>Article III</u>	<u>Authority</u>
Section 1	This organization is a recognized student organization at Kansas State University and adheres to all campus policies set forth in...
Section 2	This organization is affiliated with the Riley County Health Department and adheres to their requirements and expectations.
Section 3	This organization will establish bylaws to govern administrative and procedural matters. Bylaws shall not conflict with this constitution. Bylaws may be adopted amended, or temporarily suspended by the approval of the Riley County Health Department and a majority vote present at an organization meeting (advance notice is not required).
<u>Article IV</u>	<u>Membership</u>
Section 1	Membership for the organization shall be open to Masters of Public Health students or DVM/MPH students who are in good standing with the University and the program, are willing to attend monthly meetings, complete required trainings, and participate in outbreak responses and other SORT related events.
Section 2	Eligibility for membership or elected Executive Board positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of factors listed previously.
Section 3	In order to be considered, potential new members must complete a RCHD approved application by the deadline listed at the top of the first page as decided by the Executive Board and complete the required trainings listed on the document. They will also be required to sign a confidentiality agreement as mandated by RCHD.
Section 4	Applications are allowed to be received until the decided upon deadline. From there, the President, a RCHD official, and (if they so choose) the faculty advisor will review the applications. Applicants who are extended membership to this organization are emailed the pre-written acceptance response. Any applicants who are not considered for membership will be emailed with a pre-written rejection response and a list of reasons why they are not being considered so they may reapply the next semester. Once a member is accepted they are a full member, no probationary status is required.
Section 5	In order to remain on the team a member must be in good standing with the Masters of Public Health program, participate in half of the monthly meetings each semester, complete all trainings required by RCHD a month after acceptance, and participate in at least two outside SORT approved events per semester.
<u>Article V</u>	<u>Executive Board</u>

- Section 1 The executive board of the Student Outbreak Response Team shall be a PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, and PARTNER LIAISON.
- Section 2 In order to run for the positions of President or Partner Liaison, interested candidates must have been a member in good standing the semester prior to elections as well as the semester of elections. If no member is interested that meets this criteria the election process of the Vice President, Secretary, and Treasurer will be sufficient. In order to hold the Vice President, Secretary, or Treasurer positions the interested party must have been a member of the team in good standing prior to the election date in the spring.
- Section 3 Executive board members must be in good standing with the team and the Masters of Public Health program while in office.
- Section 4 All elected Executive Board members must be able and willing to perform required duties the full year and must be present on the Kansas State Manhattan campus for the full school year.
- Section 5 All Executive Board members serve for a term of ONE YEAR (May-May) in that elected position. If a member wishes to keep their position they must go through the election process again as long as they meet the necessary requirements.
- Section 6 Any Executive Board member who, during the term of his/her office, ceases to be an eligible member or fails to maintain his/her status as a student in good standing with the University and the MPH program, shall be removed from his/her office and a replacement will be elected. In the event the President or Partner Liaison steps down or is removed the Vice President will step into their role and a member of the Executive Board will take over the Vice President position. The vacant role will then be elected by the members of the team.
- Article VI Meetings
- Section 1 Regular meetings shall be held monthly during the academic year. The Executive Board is required to hold an additional meeting every month for only Executive Board members at a time and location decided upon by the Executive Board. RCHD will hold a meeting at least 1 per quarter
- Section 2 In the event of an outbreak response special meetings may be called by the President or a majority of the Executive Board or at the direction of the RCHD. All members must be given a minimum of 12 hours' notice prior to the meeting.
- Section 3 Members must be present to vote. Attendance at meetings will be taken by the Secretary at his/her discretion.
- Section 4 Meetings are to be planned at the beginning of each semester by the Executive Board. Members are to be given at least one reminder closer to scheduled meetings.
- Article VII Faculty Advisor(s)
- Section 1 The Student Outbreak Response Team shall have a faculty advisor who will be a full- or part-time member of the University faculty, staff, or administration. The advisor is not required to attend the general meetings, but is encouraged to attend the Executive Board meetings. The faculty advisor, if he/she is available or willing, will meet with the President and a RCHD official to assist in the membership selection process.
- Article VIII Finances
- Section 1 Organization funds shall not be used unless the President and the Executive Board approves.
- Section 2 Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.
- Article IX Discipline of Members
- Section 1 All members of the Student Outbreak Response Team are expected to uphold the rules and regulations of Kansas State University Student Code of Conduct and adhere to the policies and procedures set in Kansas State University Center of Student Involvement Policies.

- Section 2 Members that violate the Student Code of Conduct and the Center of Student Involvement Policies may be removed from the team.
- Section 3 All members are expected to abide by the rules, regulations, and policies the Riley County Health Department has in place. Any violations will result in an immediate investigation and potential removal from the team.
- Article X Amendments
- Section 1 The Executive Board shall review and make recommendations on all bylaw and constitution revisions prior to consideration by the membership. All revisions must first be approved by the RCHD and faculty advisor.
- Section 2 Approved amendments to this constitution shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon.
- Section 3 Constitution and bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.
- Section 4 A copy of any amendments to this constitution must be submitted to Kansas State University within two weeks after adoption.

Appendix 4-Constitution and Bylaw Template from UC Blue Ash

<http://www.ucblueash.edu/content/dam/ucblueash/docs/students/student-experience/organizations/Creating%20a%20constitution%20and%20by-laws.pdf>

Appendix 5-SORT Information Packet

STUDENT OUTBREAK RESPONSE TEAM
INFORMATION PACKET

SORTKSU@gmail.com

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Bylaws
Student Outbreak Response Team at
Kansas State University

Section I The Executive Board members of the Student Outbreak Response Team (SORT) shall be the:

- President
- Partner Liaison
- Vice President
- Secretary
- Treasurer

Section II Powers and Duties of Officers:

- The President shall preside over all meetings, both general and executive, organize meeting dates, places, and times with other Executive Board members and the Faculty Advisor, act as a liaison for the team in regards to the University, and make sure the organization maintains its eligibility as an official active organization on campus.
- The Partner Liaison shall be the point of contact for the Riley County Health Department (RCHD) and any other surrounding health related entities, inform the President and Executive Board any requests the team may receive, send out the information to members, help the President and Vice President plan speakers for the monthly meetings, and represent the team along with the President and Vice President if an entity outside the University requests it.
- The Vice President shall assume responsibilities of the President in the event of their absence, preside over the elections and its process, plan/coordinate social or community service events for the team, help the President and Partner Liaison plan speakers for monthly meetings, and assist any other Executive Board member if something is needed along with the President.
- The Secretary will record minutes for all meetings, executive and general, or delegate the task to someone present if there is a conflict, answer any correspondences regarding the organization or forward them to the appropriate person, update any social medias attached to the team as well as the OrgSync account, send out all necessary information to members unless stated by the Executive Board, faculty advisor, and/or the RCHD.
- The Treasurer shall be in charge of all finances the organization has, distribute money at the discretion of the remaining Executive Board, maintain thorough records of all finances at all times, inform the Executive Board and members of expenses.

Section III Qualifications necessary to hold office in the SORT are as follows:

- To be eligible for the President or Partner Liaison positions the interested party must be in good standing the semester of elections as well as the semester prior. To be considered in good standing a member must have attended at least half of the monthly meetings each semester, remained in good academic standing with the Masters of Public Health (MPH) program, and attended/participated in at least two outside SORT approved/related events. If no interested parties are available that were in good standing the semester prior to elections the election process for the remaining Executive Board positions is permissible.
- To be eligible for the Vice President, Secretary, and Treasurer positions, the interested party must be in good standing the semester of elections.

- Starting after the May 2018 elections no member shall hold more than one Executive position at a time.
- Each Executive Board member must be on the Manhattan campus, or able to be on the Manhattan campus for all meetings, for the duration of their term.

Section IV Elections

- Elections will be held during the final meeting of the spring semester as agreed upon by the Executive Board. Members must be informed of the election date no later than the meeting prior.
- Interested parties must turn in their interest no later than two weeks prior to the election date.
- Executive Board members shall be elected by the candidate receiving the most votes. In the event of a tie the current Executive Board will re-vote on the candidates and the candidate with the most votes will hold the position.
- All members present at the meeting when elections are being held are eligible to vote.
- Special Case Elections:
 - If the President or Partner Liaison cannot fulfill their duties for the full term the Vice President will take their place and the Vice President position will be a member of the current Executive Team.
 - If any other Executive position becomes available a general election will take place at the next available meeting. Interested parties will need to send in their interest no later than a week prior, if applicable.
- The election process is at the discretion of the Vice President expect policies listed previously in Special Case Elections.

Section V Executive Board

- The Executive Board shall consist of the members elected into positions as well as the Faculty Advisor.
- The Executive Board shall have general supervision of the affairs of the organization between meetings and is authorized, with the approval of the RCHD and the MPH program, to take action when necessary prior to the next meeting.
- The Executive Board shall report to the members all actions taken between meetings. Unless specified by the RCHD or MPH program, any actions taken by the Executive Board may be rescinded or modified by the membership by a majority vote.

Section VI Faculty Advisor

- The faculty advisor shall fulfill the responsibilities specified by Kansas State University Center of Student Involvement.
- The advisor shall hold the position as long as he/she would like to.
- The duties of the advisor will depend on how much the advisor wishes to participate. If applicable the advisor can help with the application process, sit in on both Executive and general meetings, and meet with the President two times during the semester to discuss the progress of the group.

Section VII Meetings and Voting

- General meeting shall be scheduled once a month during the academic year.
- Executive Board meetings shall be scheduled at the discretion of the Executive Board once a month in addition to the general meetings.
- Special meetings may be called by the President or a majority of the Executive Board. All members must be given a minimum of 48 hours notice prior to the meeting.

- Members must be present in order to vote. Absentee voting is not permitted.

Section VIII Applications

- All potential new members must fill out the RCHD approved application and other required documents prior to the application deadlines that was decided upon by the Executive board.
- Application deadlines will be placed at the top of the application in bold print.
- All applications must have the three required HIPAA trainings attached to it as well as the RCHD confidentiality agreement.
- Applications shall be made available at the beginning of the fall and spring semesters.
- If approved a copy of the applications will be kept at RCHD and the President must sign off on them.
- If a member is accepted into the organization they will be notified by the prewritten acceptance email. If a member is rejected they will be notified by the prewritten rejection email as well as a list of areas the applicant should work on before applying again.
- Applications are for new members only. If a person is already an existing member they are considered members unless they do not meet the obligations required, they withdraw from the team, or the member graduates.

Section IX Finances

- There are no membership dues required for this organization.
- Occasionally the SORT team may need to assess a fee or collect money from the membership for special events/purposes. The amount of money collected shall be determined by a majority of the membership at a regularly scheduled meeting.
- Organization funds shall not be used to purchase or reimburse members for alcoholic beverages

Section X Discipline of members

- When a member believes that another member has engaged in conduct that is detrimental to the organization, a conversation will be held with the Executive Board and the Faculty Advisor.
- All members are expected to abide by the rules, regulations, and policies the Riley County Health Department has in place. Any violations will result in an immediate investigation and potential removal from the team.

Section XI Dissolution

- Upon the dissolution of the SORT team for any reason, all work and property controlled by the organization will be given to the Riley County Health Department. All funds controlled by the organization will be turned over to the Masters of Public Health Department to do with as they please.

Section XII Non-Hazing Clause

- The laws concerning hazing shall be observed.
- Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.

- Actions and activities, which are explicitly prohibited, include, but shall not be limited to the following:
 - Any activity that creates a substantial risk of physical or mental harm
 - Paddling, beating, or hitting individuals
 - Wearing anything designed to be degrading or to cause discomfort.
 - Depriving individuals of the opportunity to obtain a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness.
 - Activities that interfere with an individual's academic efforts by causing exhaustion or loss of reasonable study time.

Section XIII Impeachment

ANY MEMBER MAY INITIATE EXECUTIVE BOARD MEMBERS REMOVAL BY THE FOLLOWING PROCEDURE:

- Petition Executive Board with signatures of 1/3 of all members of the organization along with the approval of the RCHD, should state the reason for removal.
- Executive Board shall then notify remaining Executive members and call for a removal vote within two weeks of the filing of the petition.
- All members shall be notified at least one week prior to the removal vote meeting.
- At the meeting for removal, the petition's stated grievances shall be made public and the Executive member charged shall be allowed to respond to the allegations.
- Removal from office requires a vote of 2/3 of all members. If 2/3 of the membership is not present the vote will be pushed back until the amount is reached.

Section XIII Vacancy of Office

- In the event of a resignation or removal of an Executive Board member, the Special Case Elections as listed under section IX shall be followed.

Section XV Membership

- Members must be a current Kansas State MPH or DVM/MPH student in good standing with the University and program. They must be willing to attend monthly meetings, trainings, local outbreak responses, and social events.
- To remain on the team members must stay in good standing with the MPH program, attend at least half of the monthly meetings per semester, complete all required trainings no later than 30 days after acceptance, have signed the confidentiality agreement, and participate in at least **two** SORT events per semester.
- Activities to participate in to meet requirements include but are not limited to:
 - Lectures=1 event
 - Additional trainings= 1 event
 - Health Department related events= 1 or 2 event(s) depending on the event
 - Fundraising activities= 1 event
 - Community service events= 1 event
 - Social events=0.5 events. Each member can only use up to two social events to meet requirements, meaning if a member goes to two or more social events it will only count as 1 event.
 - Outbreak responses= 2 events
 - Any other activity can be decided by the Executive Board and the amount it is worth.
- In the event a student wishes to drop out for a semester due to a difficult term they would have to appeal to the Executive Board to be considered an inactive member where requirements do not have to be met for that semester. If a member qualifies for

this they cannot be considered for the President or Partner Liaison positions. If a problem lasts more than a semester, the member will no longer be considered part of the team and if still interested will have to reapply the next semester.

Section XVI Amendments

- Proposed amendments to these bylaws shall be presented to the RCHD and MPH office for approval.
- Once approved it will be sent out to members one week prior when the amendment will be voted upon.
- Bylaw amendments require approval by 2/3 of the voters present at the meeting. The amendment shall be effective immediately unless stipulated otherwise in the amendment.
- A copy of the updated bylaws must be submitted to the RCHD and updated in OrgSync.

These bylaws were adopted on December 19, 2017 and most recently revised on December 19, 2017.

Kansas State University Student Outbreak Response Team

Required Trainings

All team members must create a Kansas-TRAIN (KS-TRAIN) account in order to complete trainings.

Steps on how to create a KS-TRAIN account can be found here: <https://www.train.org/ks/user/register>.

In some instances, a FEMA SID is required. You can create a free FEMA student account here:

<https://cdp.dhs.gov/femasid/register>

HIPAA Training:

HIPAA Awareness – Module 1

- KS-TRAIN Course ID # 1047429

HIPAA: Allowable Disclosures and Safeguards – Module 2

- KS-TRAIN Course ID # 1072478

HIPAA: Right to Access and Documentation – Module 3

- KS-TRAIN Course ID # 1072486

Proof of HIPAA Training must accompany application.

ICS Courses:

IS-100.b – Introduction to Incident Command System (ICS)

- KS-TRAIN ID # 1024627
- FEMA SID required

IS-700.a – Introduction to National Incident Management System (NIMS)

- KS-TRAIN ID #: 1016070
- FEMA SID required

These will be done as a team on a date decided by the Vice President and President

Epidemiology and Outbreak Investigation Trainings:

Epidemiology, Outbreaks and Public Health in Kansas

- In person training, offered by Riley County Health Department

The Dos and Don'ts of Outbreak Interviewing (30 minutes – Oregon Health Authority)

- <https://vimeo.com/42796185>

This will be done as a team on a date decided by the Vice President and President

A signed copy of the Riley County Health Department Confidentiality Agreement must also be completed

SORT FAQs

- How many meetings will there be?
 - There will be a meeting once a month for the general membership, Executive Board members will meet an additional time during that month.
- What are the requirements to stay active in the organization?
 - You need to remain in good academic standing with the MPH program
 - Complete all required trainings
 - Sign the confidentiality statement by the RCHD
 - You need to attend at least half of the monthly meetings each semester (so if there are four meetings during the semester you are only obligated to attend two)
 - Attend two SORT approved/related events every semester
 - Lectures=1 event
 - Additional trainings= 1 event
 - Health Department related events= 1 or 2 event(s) depending on the event
 - Fundraising activities= 1 event
 - Community service events= 1 event
 - Social events=0.5 events. Each member can only use up to two social events to meet requirements, meaning if a member goes to two or more social events it will only count as 1 event.
 - Outbreak responses= 2 events
 - Any other activity can be decided by the Executive Board and the amount it is worth.
- If I have been accepted do I have to reapply every year?
 - No, once you've been accepted and you continue to meet the requirements every semester you are considered a member of the team. If you do not meet every requirement you will be removed and will then have to reapply.
 - If there is something going on in your personal life, you can take it up with the Executive Board to make yourself an inactive member for **ONE** semester. This, however, is a case by case basis not everyone will qualify for this.
- Once I've done the trainings do I have to redo them every year?
 - No, if the trainings are completed your first semester you do not have to redo them. The first meeting of the fall semester will always be the training held at RCHD, this will be one of the 4-5 meetings that will take place throughout the semester. In the spring, with

the exception of the 2018 semester, the training meeting will be held separate of the first meeting.

- Is there a set number of times I can volunteer for an outbreak response?
 - No, there are no maximum or minimum number of times you can volunteer for a response. The responses are a first come first serve basis, if you have constantly volunteered there may be a chance you can be skipped for someone who hasn't had the chance yet if there are too many volunteers.
- Will I be compensated for my time?
 - In experience, yes...in money or credit hours, no.
- When I volunteer is there something specific I should wear?
 - Yes, due to the dress code at RCHD it has been decided that volunteers should wear a K-State or a SORT shirt (if one is made) along with closed toed shoes, and nice jeans (no holes). RCHD may provide a vest to wear over the shirt, but that does not always happen.
 - If something specific needs to be worn the information provided in the original email will tell you.
- How do we hear about responses?
 - Once the OrgSync site is up and running messages will be sent via that, until then the SORT Gmail account will have every member's email address and send information out to everyone that way.
- In the event of an outbreak will I be excused from classes if I volunteer?
 - No, all information about the outbreak and times will be included in the email. Since this is a volunteer event you do not have to take an outbreak if it during the time of a class. These events do not excuse you from class. If you miss class because of this the SORT team is not responsible for providing an excuse.
- What happens if I can't make the training sessions due to schedule conflicts?
 - If that happens you simply need to follow the links and present your certificates to the Partner Liaison at your earliest convenience before the thirty day time limit. For the Do's and Don'ts video there is no certificate so if you cannot make it to the group training then you will have to write a paragraph explaining some of the Do's and Don'ts listed throughout the video and turn it in with your certificates.
 - Send all of your certificates to the sort Gmail account listed on the cover page of this packet, unless trainings were done in person, or hand in a printed out copy to the Partner Liaison.

SORT Activation Protocol

1. The Partner Liaison will send out the approved information provided by the RCHD to the members via OrgSync or the Gmail contact list. The information should also include how many individuals are needed, duration, and where they need to report.
 - a. A reminder should be sent out to keep the outbreak quiet even if it has already been released to the Press.
2. This will be a first come first serve thing. If the RCHD only needs ten individuals, the first ten to respond will be the ones volunteering. The remainder of the team will be on standby and will be contacted if more volunteers are needed.
 - a. If you have individuals who are constantly volunteering, allow them to participate in the first one, but skip over them for the next one so other people can get a chance if there are too many volunteers.

3. After the volunteer slots have been filled the Liaison will email the members volunteering to let them know they will be helping and email the list of names and emails to RCHD.
4. Volunteers should be reminded **ONCE**, the day before they are supposed to volunteer (if applicable) about the time and location.
 5. Volunteers should arrive 10-15 minutes before they are supposed to start to get checked in with an Executive Board member at the location. Volunteers will then be briefed on what they will be doing by a RCHD official.

Appendix 6-Defense Presentation

Student Outbreak Response Team

Serina Taylor
Master of Public Health Candidate-IDZ

KANSAS STATE UNIVERSITY

Outline

- Introduction
- Learning Objectives
- Activities Performed
- Products developed
- The Public Health Workforce
- A Solution to the Problem
- Kansas State's SORT team
- The Need for a Team on a National Level
- The Need for a Team in Riley County
- Foundational Competencies
- Conclusion

KANSAS STATE UNIVERSITY

Introduction

- Riley County Health Department (RCHD)
 - Epidemiology Intern
 - Andrew Adams, Emergency Preparedness Coordinator
 - Create a Student Outbreak Response Team

KANSAS STATE UNIVERSITY

Learning Objectives

- Conduct literature reviews about the nature of the public health work force and Student Outbreak Response Teams (SORT) and their impacts on both the needs of students and health department officials.
- Create a successful SORT program at Kansas State University with appropriate applications, bylaws, and training procedures.

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Activities Performed

- Conduct research about SORT teams across the country
- Create a list of training sessions for members
- Produce an application for interested students
- Construct a constitution and a set of bylaws
- Recruit students
- In addition to my project
 - Attended meetings
 - Assisted with the planning of BugAPalooza

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Products developed

- The Student Outbreak Response Team (SORT)
- Organization materials
 - Application
 - List of training requirements
 - SORT member information packet.
 - Constitution
 - Bylaws
 - 5 binders for each Executive Board position

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The Public Health workforce

- Large with diverse educational backgrounds
 - Many career options ^[1]
- Aging
 - Average age 48.3 years of age ^[6]
 - Close to average retirement age in U.S.: 66 years ^[12]
 - Kansas Department of Health and Environment (KDHE): 57% are 46 years of age or up, 21% are 20-35 years ^[5]

The Public Health workforce

- Considered Undereducated
 - 38% obtained a Master's degree ^[6]
 - 13% Master of Public Health (MPH) degree ^[6]
 - KDHE: 28% obtained a Master's degree ^[5]
 - Enter workforce with no formal public health training ^[6]
- How can these be solved?

A solution to the Problem

- Some universities created a program for student volunteering ^[8]
 - Team Epi-Aid, the Student Outbreak Response Team, the Student Response Team, and Team Diarrhea
- Accredited Public Health programs and Local health agencies can work together ^[8]
 - Students gain public health job experience and training
 - Health agencies receive extra help in times of need
- Kansas State didn't have a recognized team

Kansas State's SORT Team

- Purpose: provide Surge capacity for RCHD and allow students to gain professional experience and training outside their required field experience.
- January 2018-Creation and Email
 - Application
 - Information Document
 - List of training modules
- February 12, 2018-application deadline
 - Application
 - 3 HIPAA training sessions

Kansas State University Student Outbreak Response Team
 Application deadline: 11:59 PM, 2/12/18 at 12:00 AM
 Submit applications to SORT@KSU@gmail.com

Contact Information
 Name: _____
 Email: _____
 Phone: _____

IN CASE OF EMERGENCY CONTACT
 Name: _____ Relationship: _____
 Phone 1: _____ Phone 2: _____

Education Information
 Degree: _____
 Major: _____
 Please describe any work and qualifications you have acquired from previous experience and education, including any certifications: _____

Short Answer Questions
 In a short paragraph, explain why you wish to be a member of the Student Outbreak Response Team (SORT).

In a short paragraph, what are your future career goals, and how do you believe being a SORT member will help you achieve these goals upon graduation?

Proof of Public Health Training must be submitted along with the application.
 Are you currently completing or have you completed any public health training? (check all that apply)
 Yes _____ No _____

Are you currently completing or have you completed any other relevant training? (check all that apply)
 Yes _____ No _____

Student: _____
 ID#: _____
 SORT Member: _____
 ID#: _____

Student Outbreak Response Team

What is it?
 The Kansas State University Student Outbreak Response Team (KSU SORT) is a student organization open to MPH and DVM/MPH students. The purpose of the organization is twofold: KSU SORT will provide surge capacity to the Riley County Health Department during a disease outbreak, and provide MPH students with an opportunity to gain a better understanding of public health practice, outside of the academic setting, and in the workplace. KSU SORT offers community outreach and engagement opportunities and networking opportunities with public health professionals within Riley County.

How to Apply:
 Interested students must complete the KSU SORT application in order to become a member of the team, and meet a series of criteria. In order to apply, students must be deemed eligible; eligible students must meet the following requirements:

- Must be MPH or DVM/MPH student
- Must be in good standing with the University and MPH program
- Must complete training requirements
- Applications should be submitted electronically to SORT@KSU@gmail.com

Training Requirements:
 All SORT members must complete a series of trainings online and in person. The trainings have been agreed upon by the Riley County Health Department and KSU SORT.

- HIPAA Training
 - HFPA Awareness – Module 1
 - HFPA Allowable Disclosures and Safeguards – Module 2
 - HFPA Right to Access and Documentation – Module 3
- Incident Command System (ICS) Training:
 - IS-100: Introduction to Incident Command System
 - IS-200: Introduction to National Incident Management System (NIMS)
- Epidemiology Training:
 - Epidemiology, Outbreaks and Public Health in Kansas (offered in person, by RCHD staff)
 - The Data and Outbreaks of Outbreak Investigation
- All SORT members must sign a Riley County Health Department Confidentiality form

All required trainings are available online, unless otherwise stated. Members of KSU SORT must complete trainings within 30 days, upon notification of an acceptable application.

Kansas State's SORT Team

- Scheduled meetings
 - March 1st, March 29th, April 12th, and April 26th
- Additional opportunities
 - Okt-FLU-ber Fest and BugAPalooza
- Set up of the team
 - 5 Executive Board Positions
 - Requirements to remain on team
 - Required trainings
 - Intro to Epidemiology, 3 HIPAA, 2 Incident Command System, and Do's and Don'ts of Outbreak Investigation
- 8 Students

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Necessity for a SORT team on a National Level

- GSERPs benefit local health agencies and the students involved
 - Students
 - Gain Experience
 - Apply classroom knowledge ^[6]
 - 29% of Team Epi-Aid students chose jobs ^[2]
 - 41% of Team Epi-Aid students work in Public Health ^[2]
 - 80% of those work in government agencies
 - Health Departments
 - Surge Capacity: Additional assistance in times of need
 - Extra workforce at no cost to agencies ^[7]

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Necessity for a SORT team on a National Level

- GSERPs benefit communities
 - Healthier community, faster discovery
 - New York ^[8]
 - November 2011: Salmonella Outbreak in a Jewish community
 - Interviewed potential patients
 - Discovered ill individuals ate partially broiled chicken
 - Grocers pulled product
 - Packing policies with the company changed

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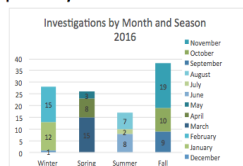
Necessity for a Team in Riley County

- RCHD and K-State partnership
- 40 employees on staff
 - No full time Epidemiologist
- Epidemiology Team (Epi Team)
 - 5 employees are members of the Epi Team
 - 1 performs the majority of the disease investigations

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Necessity for a Team in Riley County

- 365 total cases in the past 2 years
 - 212 in 2016
 - 153 in 2017



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Necessity for a Team in Riley County

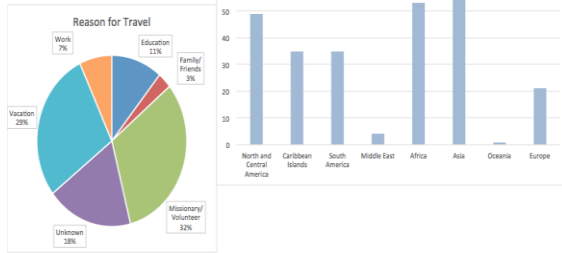
- 2016 Gastrointestinal Outbreak-Manhattan High School
 - August 24, 2016: 1st call to RCHD
 - Absentees increased KDHE called in
 - September 7, 2016: KDHE Online Survey
 - September 21, 2016: Survey closed
 - 947 surveys completed, 125 individuals infected
 - At first 3 employees conducted interviews
 - The 2 remaining called in
 - Time taken out to train
 - Employee's schedules moved around

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Necessity for a Team in Riley County

- Potential for disease entry

- Fort Riley
- K-State



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MPH Foundational Competencies

Competency	Description
5. Compare the organization, structure, and function of health care, public health and regulatory systems across national and international settings	Researched SORT teams across the country and around the world to see how they benefit both students and their local health agencies' needs.
7. Assess population needs, assets and capacities that affect communities' health	SORT team was created to assist RCHD during times of high disease investigations so the health department could continue to perform and function normally.
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes	Strengthened the partnership between RCHD and Kansas State University's MPH department as well as identified other partners that may need the team's assistance in the future or to discuss their epidemiology related research.
16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making	Necessary for the creation of the team to provide structure for the organization and recruit students.
17. Apply negotiation and mediation skills to address organizational or community challenges	Skills were utilized in the planning stages particularly when discussing the required training modules members needed to complete
21. Perform effectively on interprofessional teams	Partnerships are necessary for the team to thrive in the Kansas State and Manhattan communities.

Conclusion

- Many accredited MPH programs have similar programs
 - Assist with Environmental, disease, and natural crises
- K-State SORT is currently used for surge capacity with RCHD
 - Could be used for other Wildcat region health departments
- SORT team benefits everyone
 - Students: gain experience, training, and apply classroom knowledge
 - Health Agencies: Surge Capacity with no cost and fill gap in workforce
 - Strengthen partnerships between academic institutions and health agencies ⁽⁹⁾

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Questions?

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