Title: Special Pathogen Response Network (SPRN) Consultants

Employee Name: TBD

Supervisor: Healthcare Preparedness Program and Surveillance for Healthcare-Associated and Resistant Pathogens (SHARP) Unit Managers

Purpose: Assist the Bureau of EMS, Trauma and Preparedness (BTEP), Healthcare Preparedness Program (HPP) and the Bureau of Disease Control Prevention & Epidemiology (BDCPE), Surveillance for Healthcare-Associated and Resistant Pathogens (SHARP) Unit in the assessment, evaluation, planning, development, and implementation of the Special Pathogen Response Network (SPRN). This includes working with diverse healthcare organizations to include; Healthcare Coalitions, Hospitals and identified (Ebola) Life Support Transport Agencies to assure the facility SPRN/Ebola tiered status is verified and the Network is integrated into the current Healthcare Preparedness and SHARP Unit activities, where applicable. These are limited term positions.

Duties and Responsibilities:

- Serve as a liaison to MI hospitals, healthcare coalitions and life support transport agencies; focusing on Ebola/SPRN.
- Serve as a subject matter expert to healthcare organizations and complete a site visit to validate MI Ebola treatment, assessment and screening (frontline) hospitals and Life Support Transport Agencies.
- Work collaboratively with identified personnel within the Bureaus of EMS, Trauma and Preparedness, Disease Control Prevention & Epidemiology Laboratories to leverage resources and avoid duplication of efforts consistent with the Public Health Emergency Preparedness, Healthcare Preparedness Program, and Epidemiology and Laboratory Capacity Ebola Supplemental funding and resultant project implementation.
- Demonstrate knowledge and the ability to consult on issues of infection prevention and control.
- Coordinate site visits, meetings, appointments and trainings as needed.
- Create project specific guidelines or educational materials to support program initiatives.
- Develop work plans, track activities for timely completion, and participate in writing and editing progress reports.
- Facilitate and/or participate in sponsored/co-sponsored emergency preparedness conferences/workshops (i.e. Great Lakes Homeland Security Conference, etc.) as approved.
- Interpret and maintains sensitive and/or confidential information as appropriate.

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• Investigate, develop and assist with activities associated with the implementation of regional medical response activities.
• Maintain a positive, strong, credible, professional, interpersonal relationship with all parties relevant to MPHI projects, and represent the best interests of MPHI at all times.
• Maintain a thorough knowledge of the public health and healthcare preparedness educational materials and requirements as mandated by the applicable federal cooperative agreements.
• Research federal, state, local/regional initiatives, issues, and activities associated with implementation of public health and healthcare emergency preparedness protocols.
• Serve as a liaison and resource to the Bureaus staff and external partners specific to program responsibilities
• Serve as a member of the Michigan Department of Health and Human Services (MDHHS) Public Health Emergency Response Team, requiring 24/7/365 availability. This may be accomplished by serving as a subject matter expert within or in consultation to the Community Health Emergency Coordination Center (CHECC) during activations and exercises.
• Troubleshoot as problems arise while keeping supervisor aware of issues.
• Assist in compiling and summarizing project results and other project documents.
• Assist in program evaluation by independently compiling and synthesizing data.
• Assist the Healthcare Preparedness Program and Surveillance for Healthcare-Associated and Resistant Pathogens Unit Managers as needed.

Qualifications/Requirements:

Education: Possession of a Bachelor’s Degree, preferred in nursing or a health related field with experience in infection prevention and control.

Experience: Must have a minimum of 2 years of professional experience in healthcare and/or training programs.

Certification: Certification in Infection Prevention and Control (CIC) through the Association for Professionals in Infection Control & Epidemiology (APIC) considered candidate strength.

Important Skills and Characteristics: Excellent oral and written communications. Able to work well in team situations. Self-motivated, able to complete work in timely manner, and handle multiple task at one time with minimal supervision. Able to work efficiently in high stress situations which may occur during a known or suspect public health emergency. Proficient in Microsoft Office applications and familiarity with email/internet browser software.

Work Environment and Physical Requirements: Possible occupational exposure to infectious diseases, hazardous odors, fumes, fire, chemicals, biological, contaminated

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soil and/or water during emergency situations. Ability to work at computer, attend meetings and operate within the CHECC for long periods of time (12 hours or more) in the event of an emergency, training, exercise or drill. Requires 24/7 availability to work during extended periods of emergency. This position will require traveling throughout the state, and hours beyond the normal work week.

RESPONSIBILITY FOR THE WORK OF OTHERS

No supervisory responsibility.

IMPACT ON PROJECTS, SERVICES AND OPERATIONS: The person in this position will provide program support to meet the performance metrics of the Public Health Emergency Preparedness, Healthcare Preparedness Program, and Epidemiology and Laboratory Capacity Ebola Supplemental funds, and will represent the best interests of the Michigan Department of Health and Human Services at all times.

REQUIRED COMMUNICATION

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<thead>
<tr>
<th>Contact Person/Group</th>
<th>Frequency</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthcare Preparedness Program Manager</td>
<td>daily</td>
<td>routine work &amp; administrative decision making</td>
</tr>
<tr>
<td>Surveillance for Healthcare-Associated and Resistant Pathogens (SHARP) Unit Manager</td>
<td>daily</td>
<td>routine work &amp; administrative decision making</td>
</tr>
</tbody>
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“For purposes of employment standards, this classification is “non-exempt” under the provisions of the Fair Labor Standards Act.”

Signature________________________________________ Date_________________

Employee

Signature_________________________________________ Date_________________

Supervisor/Program Director

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