



PUBLIC HEALTH DATA ENTRY SPECIALIST

RESOURCE CATEGORY	Medical and Public Health
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Public Health Data Entry Specialist enters and organizes public health data in a uniform format
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Epidemiological Response Team, Public Health and Medical Systems Assessment Team). 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	The Public Health Data Entry Specialist: <ol style="list-style-type: none"> 1. Performs administrative functions 2. Provides expertise in epidemiological investigation and surveillance software use 3. Enters and organizes public health data in a uniform format 	Not Specified
EDUCATION	Associate's degree	Not Specified
TRAINING	Completion of the following: <ol style="list-style-type: none"> 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. IS-700: National Incident Management System, An Introduction 4. IS-800: National Response Framework, An Introduction 5. Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness 6. Training in accordance with OSHA 29 CFR Part 1910.134: Respiratory Protection 7. Training in accordance with OSHA 29 CFR Part 1910.1030: Bloodborne Pathogens 8. Psychological First Aid (PFA) Training (minimum four hours) 9. Training in the use of public health software 	Not Specified
EXPERIENCE	<ol style="list-style-type: none"> 1. One year of experience using epidemiological software, word processing, database spreadsheets, and other appropriate public health data systems 2. One year of experience entering epidemiological data in a public health setting such as recording infectious disease reports, entering immunization, vital statistics, or other registry data 	Not Specified
PHYSICAL/MEDICAL FITNESS	<ol style="list-style-type: none"> 1. Moderate 2. Is able to work while wearing appropriate personal protective equipment (PPE) 3. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's recommended adult immunization schedule for the United States of America 	<ol style="list-style-type: none"> 1. PPE is mission-specific and may vary by working environment, including protective footwear, protective clothing for skin exposures, eye and hearing protection, respirators, gloves, and masks. 2. The NIMS Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions.



Position Qualification for Public Health, Healthcare, and Emergency Medical Services
Medical and Public Health

COMPONENT	SINGLE TYPE	NOTES
CURRENCY	1. Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every two years 2. Background checks as applicable law permits or requires	Provider must carry out and use any background checks as applicable law specifies. This may include a background check completed within past 12 months; sex-offender registry check; and a local, state, and a local, state, and national criminal history.
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified



NOTES

Nationally typed resources represent the minimum criteria for the associated category.

REFERENCES

1. FEMA, NIMS 508: Epidemiological Response Team
2. FEMA, NIMS 508: Public Health and Medical Systems Assessment Team
3. FEMA, National Incident Management System (NIMS), October 2017
4. FEMA, NIMS Guideline for the National Qualification System (NQS), November 2017
5. Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders
6. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulation (CFR) Part 1910.120: Hazardous Materials Awareness, latest edition adopted
7. OSHA 29 CFR Part 1910.134: Respiratory Protection, latest edition adopted
8. OSHA 29 CFR Part 1910.1030: Bloodborne Pathogens, latest edition adopted