

## **TUBERCULOSIS COMMUNICABLE DISEASE INVESTIGATOR (CDI) DUTY STATEMENT**

### **SCOPE**

Under general supervision and within the structure of a tuberculosis (TB) control team, incumbents carry out duties related to the prevention and control of TB that are within the scope of non-licensed staff. These duties may include: interviewing individuals with TB infection, confirmed or suspected disease, to identify contacts and settings of potential disease transmission; conducting field investigations; documenting, reviewing and analyzing TB investigations; supporting patient treatment adherence; coordinating with private physicians, other local health jurisdictions (LHJ) and laboratories to enlist and maintain their cooperation to ensure continuity of care; making informational/educational presentations to the public; and preparing and presenting accurate TB statistical records and reports.

### **DUTY DESCRIPTION**

#### **1. Interview and re-interview individuals infected with TB and/or persons with suspected or active TB disease to provide TB education and to elicit contact information**

- Assess the patient's knowledge of TB and provide the necessary TB information so that the patient successfully completes their prescribed treatment
- Conduct interviews of patients with suspected or active TB disease and persons infected with TB to elicit information about contacts, potential sources of infection, places/settings of potential disease transmission, and other information
- As part of the TB Team, analyze case and contact investigation information to determine re-interview and investigative priorities and strategies
- Communicate to contacts, suspected or active TB cases information regarding the role of public health and the importance of TB control
- Apply the concepts of TB transmission to the contact investigation process including engineering controls, administrative controls, and proper use of respiratory protection when needed

#### **2. Conduct and manage field investigations to locate and refer identified TB contacts, individuals with suspected or active TB disease for appropriate services**

- Utilize investigative tools to locate persons in need of TB follow-up
- Conducts field investigation activities in a safe and attentive manner
- Collect information to determine TB risk and need for evaluation
- Conduct environmental assessments to determine risk of TB transmission
- Document all investigations and interviews, and apply data collection processes as appropriate
- Complete contact investigation tasks within the pre-determined timeframes and maximize the use of available and appropriate resources (also applies to group site investigations)

- Motivate individuals with suspected or active TB disease , and contacts to follow-up on recommendations

### **3. Perform critical analysis of TB case interviews and field investigations**

- Identify relevant and appropriate information sources
- Evaluate the integrity, quality, completeness, and results of information collected through interviews and contact investigations
- Prioritize investigation results and determine “plan of action”, follow-up on additional activities as appropriate
- Monitor and evaluate the effectiveness and quality of interventions

### **4. Monitor TB patients’ diagnostic workup and adherence to treatment and intervene appropriately (within the scope of non-licensed practice)**

- Monitor TB patients’ adherence to treatment plan and diagnostic work-up
- Interpret information collected regarding a TB patient’s adherence and determine an appropriate “plan of action” to facilitate adherence or address non-adherence
- Participate in preparing and serving legal orders
- Identify and implement interventions that support treatment adherence and overcome barriers
- Obtain and transport specimens for laboratory examination
- Once TB testing result is known, refer patients for test interpretation and follow-up per local protocols
- Deliver directly observed therapy (DOT); document, monitor and report efficacy and side effects of treatment

### **5. Interact with private providers, laboratories and other LHJ as necessary to support TB control efforts**

- Support the health care provider’s understanding of public health statutes
- Act as an agent of the Health Officer while securing personal medical information related to the TB case from health care providers and laboratories
- Communicate TB patient information to other LHJ to ensure continuity of care

### **6. Conduct health education presentations to the public**

- Communicate TB information to different target audiences
- Make clear and effective presentations to individuals and groups
- Use effective platform presentation skills supported by appropriate visual aids

### **7. Complete appropriate documentation**

- Collect, enter and maintain data using national, state and local electronic information systems for case and/or contact data management and reporting
- Prepare reports for program evaluation using data from electronic management systems, documentation from investigations, and interviews.

## MINIMUM QUALIFICATIONS

The qualifications outlined below demonstrate a step-wise progression from an entry level CDI to a journey level CDI. These levels are based on the understanding that most CDI candidates will not have had prior CDI experience and that demonstration of some level of academic rigor is needed to perform CDI tasks such as critical thinking and analysis. This represents a minimum and should be customized to meet the needs of local jurisdictions.

### Entry level CDI qualifications include:

- College graduate (includes non-US educated candidates)
  - OR
- AA degree or coursework in progress
  - AND
- 1 year public health experience

### Journey level qualifications include:

- Qualifications stated above
  - AND
- Demonstrated mastery of CDI duties

## KNOWLEDGE AND ABILITIES

- Knowledge of:
  - ❖ Effective communication techniques
  - ❖ General communicable disease control and related public health programs
  - ❖ Modes of transmission, diagnosis, treatment, and control procedures for TB and other communicable diseases
  - ❖ Organization and functions of government and public health
- Ability to:
  - ❖ Prepare, accurately document and maintain confidential records and reports
  - ❖ Maintain patient confidentiality during investigations
  - ❖ Conduct interviews of a highly personal nature
  - ❖ Exercise initiative, creativity and tact in locating contacts and arranging for follow-up medical examination and treatment
  - ❖ Gain confidence and establish rapport with difficult to reach individuals and people of varied cultures, races/ethnicities, languages, socioeconomic status, sexual orientation, religious beliefs, migration status, and abilities
  - ❖ Critically analyze public health disease control process
  - ❖ Work as a member of a team

- ❖ Establish and maintain effective, ethical, and cooperative relationships with medical and laboratory personnel, public officials, and community groups
- ❖ Creatively solve problems in the field and in-house settings
- ❖ Prepare and make educational presentations to varied groups
- ❖ Work with diverse populations

### **IMPORTANT ATTRIBUTES**

- Professionalism
- Persistence
- Nonjudgmental attitude
- Assertiveness
- Creativity
- Resourcefulness
- Cultural Competence