

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 infected TB patients, cases, and/or suspects to identify contacts and settings of potential disease transmission; conducting field investigations; reviewing and analyzing TB investigations; supporting patient treatment adherence; coordinating with private physicians and laboratories to enlist and maintain their cooperation; making informational/educational presentations to the public; and preparing statistical records and reports.

DUTY DESCRIPTION

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

- Conduct interviews of patients with TB disease, suspected 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, cases, and suspected 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, suspects, or active cases 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 TB cases, suspected cases, and contacts to follow-up on recommendations

3. Perform critical analysis of TB cases and field investigations

- Identify relevant and appropriate information sources

- Evaluate the integrity, quality, completeness, and results of information collected through contact investigations
- Prioritize investigation results and determine “plan of action”
- 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 TST measurement is known, refer patients for TST interpretation and follow-up per local protocols
- Conduct DOT; monitor and report efficacy and side effects of treatment

5. Interact with private providers 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

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

- Maintain data entry records and use TIMS or other locally developed electronic information system for case and/or contact data management and reporting
- Prepare reports for program evaluation using 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 communicable diseases
 - Organization and functions of government and public health
- Ability to:
 - Prepare and maintain confidential records and reports
 - Maintain patient confidentiality during investigations
 - Conduct interviews of a highly personal nature
 - Exercise initiative and tact in tracing 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