

2004-2005 CPHP Exemplar Group Charter

Public Health Worker Certification

PURPOSE

The purpose of the Centers for Public Health Preparedness (CPHP) Public Health Worker Certification Exemplar Group is to produce a toolkit, which describes the existing CPHP network activities and resources that recognize or certify the acquisition or demonstration of emergency readiness and response competences for public health workers. The toolkit will be a national resource that will assist national, state and local partners in successfully navigating CPHP network products and courses to determine which options best meet their needs.

MEMBERSHIP

General Membership

The membership of the Public Health Worker Certification Exemplar Group is comprised of subject matter experts and other designated representatives the CPHP network, CDC and ASPH. These members are responsible for disseminating information from workgroup session to others within their Centers and include:

TBD	Burlington Community College	TBD
Kathy Miner	Emory University	kminer@sph.emory.edu
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Dennis Perrotta	University of Texas	Dennis.M.Perrotta@uth.tmc.edu
Lynn Steele	Subject Matter Expert, CDC	lvs6@cdc.gov
Joan Cioffi	Subject Matter Expert, CDC	jcioffi@cdc.gov
Antigone Vickery	Coordinator, ASPH	avickery@asph.org

Leadership

As determined by the membership of the exemplar group, the following members will serve as the primary points of contact and leadership for the exemplar group.

Barney Turnock, University of Illinois at Chicago
Rick Kurz, Saint Louis University

The exemplar group leadership members will be responsible for finalizing the group's charter, and other core activities necessary to keep the group on task and deadline. The leadership will

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act as the primary point of contact for the CDC Subject Matter Expert Liaisons and ASPH Coordinator.

STANDARD OPERATING PROCEDURES

Communications

Meetings/conference calls will be biweekly, every other Thursday from 1:30 – 2:30 EST. The ASPH coordinator will be responsible for distributing conference call information and materials. The conference call schedule is as follows:

January 6
January 20
February 3
February 17
March 3
March 17
March 31
April 14
April 28 (targeted deadline)

If necessary, exemplar group members may meet in person.

The exemplar group leadership may meet more frequently via conference call based on project needs. ASPH will be responsible for supporting the calls.

ASPH will support Intranet and workgroup functions to facilitate the sharing of written communication among group members. Group members will be responsible for posting materials to the exemplar group site.

Agenda

Exemplar group meetings will be executed according to a pre-established agenda set by the exemplar group leadership and ASPH program coordinator.

Voting

The exemplar group will work toward developing a consensus on the workplan and the contents of the toolkit. Where consensus cannot be achieved the group will vote to resolve any differences of opinions. The ASPH program coordinator will facilitate voting.

KEY ACTIVITIES

Develop and finalize an exemplar group charter, including a workplan timeline.

Clarify the scope of the information and materials that will be included in the toolkit

Identify the data elements to be collected on each certification activity

Collect all necessary data on certification activities under review for the toolkit

Develop and finalize review criteria by which the certification activities and materials will be reviewed

Compile and distribute information on certification activities to reviewers, for review and analysis

Determine which certification activities will be included in the toolkit

Compile reviewer and exemplar group comments and review 1st draft of toolkit

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Finalize toolkit

Assessing Network Resources

The exemplar groups will provide a brief description of existing network resources relevant to Public Health Worker Certification identifying gaps where appropriate against both descriptive and evaluative criteria. Exemplar group participants will provide information on their certification activities (including program descriptions, training materials, evaluations, etc.), identify certification activities involving other CPHP network partners, and commit to making this information and materials available to the broad CPHP audience for use through inclusion in the toolkit.

Timeline

The proposed timeline for completing the key activities and developing the proposed toolkit is as follows:

Finalize Charter/Workplan	Thursday February 3, 2005
Clarify the scope of activities that will be addressed in the toolkit	Thursday January 20
Identify data elements to be collected for the certification activities to be included in the toolkit	Thursday January 20
Identify current CPHP certification activities among all centers	Thursday February 3
Collect all necessary data on certificate activities under review for toolkit	Thursday March 3 (data collection: 2/3-3/3)
Develop and finalize review criteria by which the certification activities will be reviewed and identify reviewers	Discuss 2/17, finalize Thursday March 3
Compile and distribute review criteria and information on all certification activities to reviewers, for review and analysis	Thursday March 17
Discuss certification activities under review for toolkit	Discuss 3/17 & 3/31
Compile reviewer and exemplar group comments and review 1 st draft of toolkit	Thursday April 14
Finalize toolkit	Thursday April 28, 2005