

TERMS OF REFERENCE

COVID-19 Surveillance Coordinator

1. Background

The Ministry of Health and Wellness seeks to improve the quality of data available for characterizing the current COVID-19 pandemic. The epidemiological surveillance system which contributes much of the data that inform the response to the pandemic, is largely paper-based. There are many gaps in the surveillance records of each confirmed case with missing data regarding key demographic and clinical parameters. As at May 29, approximately 50% of 575 confirmed case records were missing at least one of the variables in [7]. In addition, the need to monitor other priority infectious diseases remains largely unchanged. The capacity of the National Surveillance Unit will therefore need to be enhanced in order to ensure that quality is maintained.

The Surveillance Coordinator will be recruited to assist the National Epidemiology team with to assure surveillance data quality for decision making and for research purposes. The incumbent will also assess the current COVID-19 surveillance system, make recommendations and support their implementation.

2. Objective(s)

- To complete COVID-19 confirmed case and contact records
- To prepare COVID-19 data for analysis
- To improve surveillance data quality and capture in response to the COVID-19 pandemic
- To strengthen surveillance mechanisms for future pandemic response
- To support the Ministry of Health's COVID-19 research activities

3. Scope of Work

The Surveillance Coordinator will assist the National Surveillance Unit with implementation of the following surveillance activities:

- Complete case records
 - Contact and liaise with clinicians, health facility staff, parish health department staff, regional health authority staff, and where necessary, patients, to complete surveillance case records
 - Conduct chart reviews and extract data to complete surveillance datasets for cases and contacts of cases of COVID-19 infection as specified in surveillance protocols
 - Update relevant data collection forms and databases with retrieved case data
 - Review forms and databases for completeness
 - Liaise with Health Services Planning and Integration Branch staff to cross-validate clinical data on cases
 - Document progress of case record completion
- Provide Support to Field Staff

- Be available during fieldwork to answer questions, solve problems and make recommendations for improving and sustaining surveillance mechanisms in the response to the pandemic
- Resolve issues during field work in discussion with the supervisors
- Supervise data entry and conduct training where applicable
- Assess baseline and progress performance of the COVID-19 Surveillance System
 - Conduct Audits of COVID-19 Surveillance System and make recommendations to address deficits
 - Performance assessment will be as per current Surveillance Protocol
- Prepare case summaries
- Assist with preparing Daily, Weekly and ad hoc Epidemiology Reports as needed
- Participate in the development and implementation of COVID-19 related research protocols including other data collection activities e.g. participant interview.
- Any other relevant duties

4. Responsibilities of the Ministry of Health and Wellness

- The Ministry of Health and Wellness will provide access by the contracted officer to the relevant data, hardware, and software tools to facilitate completion of specified tasks. The Ministry will also provide guidance and feedback to ensure adequacy of work outputs.

5. Responsibility of the Contractor

- The Contractor will ensure that (i) assigned tasks and regular duties are effectively carried out in accordance with the standards and principles of the Ministry of Health and Wellness (ii) support is provided to sub-national teams in a timely manner and (iii) confidentiality is maintained in the execution of duties.

6. Accountability and Reporting Systems

- Services will be contracted by the Ministry of Health and Wellness. The Contractor will report to the Medical Epidemiologist, Communicable Disease Surveillance, and will also work with the Principal Medical Officer, National Epidemiologist.

7. Deliverables

Table 1. Deliverables and due dates

Deliverable	Due	Amount Payable
1. Detailed Work Plan	Two (2) weeks after signing the contract	5%
2. Data Quality Reporting Template	One month after signing contract	5%
3. Completed baseline dataset	Three (3) months after signing the contract	20%
4. Baseline Assessment and Performance Report	Six (6) months after signing contract	25%
5. Completed extended dataset	10 months after signing contract	25%
6. Data quality improvement progress reports	At three (month) intervals after signing contract	-
7. Final Progress Report	12 months after signing contract	20%

Other Deliverables (as per scope of work)

- Identification of gaps in the surveillance system (produce and disseminate/action finding of audit reports)
- One-month follow-up datasets complete for 80% of assigned cases
- Interim progress report including gaps found in data quality and processes and steps taken to correct same/recommendations given

8. Eligibility Requirements

The Contractor must be a health professional and should have:

- Bachelor's degree in Medicine, Nursing, Environmental Health, or other relevant health field
- Master's Degree in Public Health, Epidemiology or other health field
- Formal qualification in Health Administration of Business Analysis, an asset
- Experience in epidemiology or public health
- Intermediate proficiency in the use of Microsoft Excel
- Knowledge of the organization of the public health systems in Jamaica

9. Duration

The duration of the contract will be 12 months.

10. Cost

Each contract is valued at JA\$3,250,000.00