

Communicable Disease Reporting Intern

The Division of Disease Control and Prevention Informatics Program (DCPIP) at the Utah Department of Health (UDOH) supports timely, complete, and accurate data collection and data management activities for several programs. These activities focus on electronic data exchange from clinical laboratories and healthcare facility systems; and database development, maintenance and security.

DCPIP is currently recruiting for a part-time intern to assist with communicable disease data collection, entry, and management. Through this opportunity, the intern will gain a greater understanding of public health surveillance and reporting processes; data management and security; electronic data exchange from clinical health to public health; and surveillance system and process integration.

The primary objectives of the position are:

- Ensure communicable disease reporting is complete, timely, and accurate.
- Enter laboratory data (manually and electronically).
- Identify data quality errors and make improvement recommendations.
- Ensure complete and timely case notification to CDC and case transfer to other public health departments.

Major responsibilities include:

- Enter laboratory data into a public health database, UT-NEDSS (TriSano/EpiTrax), according to established protocols to ensure high data quality.
- Database management (i.e., identify and resolve duplicates, ensure rapid data entry and case transfer).
- Transfer cases to other public health departments and report data to CDC within expected timelines.
- Process electronic laboratory data and assist in validating electronic feeds.

Knowledge, skills, and abilities:

- Complete projects and tasks with minimal supervision.
- Follow complex protocols.
- Prioritize projects and tasks.
- Comfortable using web-based applications.
- Knowledge of Microsoft Word and Excel.
- Familiarity with infectious diseases and laboratory testing is preferred.

This is a part-time, career service exempt position without benefits.

Salary: \$12.00 - \$17.00 per hour

Requisition #14251

Closes: 01/08/2018 at 11:59 pm MST

In order to be considered for an interview for this position, you will need to apply on-line at <https://statejobs.utah.gov>. If you have not done so already, you will need to create a job seeker account.