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Introduction

This Public Health Laboratory Training Partner (TrP) Orientation Handbook is meant to introduce some of the terms and available resources to new training coordinators, biosafety officers, bioterrorism and chemical terrorism preparedness coordinators and others involved in public health laboratory training.

Association of Public Health Laboratories

The Association of Public Health Laboratories (APHL) works to strengthen laboratory systems serving the public’s health in the US and globally.

APHL represents state and local governmental health laboratories in the United States. Its members, known as “public health laboratories,” monitor, detect and respond to health threats.

National Base, International Scope

APHL works closely with federal agencies to develop and execute national health initiatives. During public health emergencies, it operates as a coordinating center for laboratory response.

APHL also works internationally to build effective national laboratory systems and expand access to quality diagnostic testing services. With over 20 years’ experience in 31 countries on five continents, APHL is recognized internationally as a leader in laboratory science and practice.

Expertise

- **Public Health Informatics**: APHL is a leader in development of public health laboratory informatics systems in the US and in countries worldwide.

- **Laboratory Science**: APHL supports development of new testing methods and technologies, and publishes materials to assure the quality of laboratory testing.

- **Emergency Response**: APHL collaborates with health partners to respond to disease outbreaks, natural disasters, terrorist attacks and other health threats. It also supports the US Laboratory Response Network.

- **Research**: APHL assesses the capacity and capability of US public health laboratories and disseminates findings.

- **Information/Publications**: APHL publishes reports and briefs profiling developments in public health laboratory science, practice, management and training.

- **Laboratory Training**: APHL offers high quality continuing education programs to strengthen the skills of laboratorians.

- **Leadership Development**: APHL fosters the development of emerging leaders, expands knowledge of public health laboratory management and manages five laboratory fellowship programs.

- **National Conferences**: APHL convenes national conferences and colloquia on critical issues in laboratory science.

- **Federal Liaison**: APHL serves as a conduit of information between US public health laboratories and federal agencies.
• **Policy Analysis**: APHL issues statements on pending legislation and regulations, provides expert testimony, comments on proposed rulemaking and disseminates educational materials on priority issues.

Read more about becoming an APHL member.

**US Centers for Disease Control and Prevention**

The US Centers for Disease Control and Prevention (CDC) is the lead federal agency for protecting the health and safety of people—at home and abroad—providing credible information to enhance health decisions and promoting health through strong partnerships. CDC serves as the national focus for developing and applying disease prevention and control, environmental health, and health promotion and education activities designed to improve the health of the people of the United States.

**Division of Laboratory Systems**

APHL collaborates with the CDC’s Division of Laboratory Systems (DLS). DLS is responsible for laboratory-related activities including CLIA. DLS’s Training and Workforce Development Branch is responsible for much of the laboratory training offered by CDC.

**Partnering with APHL**

Developing a training event or product requires time and coordination. To partner with APHL in the development and delivery of training events or products, contact your Training Advocate. Depending on the type of project, the Training Advocate will connect you with an APHL staff person who can be of assistance. A lead time of six months or more is requested for most projects. In addition, resource materials regarding timelines and “how to” develop training activities can be found on the TrP Workspace.

**Role of APHL**

• Provides technical expertise

• Maintains a database of training products and services

• Provides customer service fulfillment functions

• Maintains a website, registration system and financial system

• Provides recommendations for subject matter experts and faculty resident in state/local governmental laboratories

• Provides continuing education units (P.A.C.E.®) for approved courses

**Benefits to becoming involved with APHL**

• Membership in a network of individuals interested in laboratory training of public health significance

• Ability to join APHL CoiLABorate Communities (previously Listservs®)

• Unlimited use of the TrP Workspace that contains aids for designing, developing and delivering training
• Ability to join collaborative work groups with trainers having like interests
• Invitation to the Public Health Laboratories Training Conference (formerly National Laboratory Training Conference)
• Archived training programs for future reference
• Consultation and assistance from the Training Advocate

**Recommendations for Trainers**

• Become familiar with the APHL and CDC training websites, and the TrP Workspace on the APHL SharePoint site

  • Join the CoLABorate TrP Community
  • Join a collaborative work group (see page 6)
  • Join CDC TRAIN (see page 6)
  • Actively participate in Spring and Fall TrP conference calls
  • Distribute announcements and information from APHL and CDC to other members of laboratory staff as appropriate (including affiliate laboratories or other public health laboratories in the state). If applicable, forward information on APHL training products and services to clinical laboratories in their state
  • Keep laboratory director and other staff with training responsibilities informed of APHL training activities as appropriate
  • Provide feedback about problems with laboratory testing of public health significance that might have training implications
  • Provide information on needs for training on new laboratory equipment or procedures

**Training Partner Workspace (SharePoint)**

This site is a web-based collaborative workspace for individuals interested in public health laboratory training. The Training Partner Workspace (TrPW) houses many training resources and is particularly valuable to new trainers. Contact information for the members of this workspace can be found under “Lists–State Trainer Contacts” on the left-side navigation bar. Directions for using TrPW including updating contact information can be found in the Training Tools and Tips Document Library on the left navigation bar. Look for a document titled, “Training Coordinator Workspace–Instructions and Training.” If not a member of TrPW, contact the APHL Training Advocate to join.

TrPW provides several easy ways to share information with fellow trainers:

• Upload a document file to shared documents (See “Training Coordinator Workspace–Instructions and Training”)

• Add links to information on other websites (see “Lists–Resource and Training Links”)

• Add to the postings on the Collaborative Work Group pages.

• Share your state laboratory newsletter in the State Newsletter Document Library
• Post a training flier/brochure to the States Training Announcement Document Library

No approvals are required to post an announcement, upload a document or add a link.

**Collaborative Work Groups**

Collaborative Work Groups (CWGs) are working groups organized around themes related to public health laboratory training. They provide an opportunity for public health laboratory trainers to interact with others who share like interests. For example, there is a Sentinel Laboratory CWG and Chemical Threat CWG which are currently open to new members. CWG membership is open to employees of local and state public health laboratories, employees of APHL's state and federal agency partners (CDC, FDA, etc.), and individual members of APHL. Membership in a particular CWG is voluntary—if interested in joining a CWG, contact the Training Advocate.

**CDC TRAIN**

CDC TRAIN is CDC’s external learning management system (LMS)—a learning resource for public health professionals and an affiliate of the Public Health Foundation. CDC TRAIN is available to learners across the public health community including public health practitioners, healthcare professionals, laboratorians, epidemiologists, veterinarians, first responders, educators and students. Through TRAIN, you can register for live and on-demand courses, create learning plans, apply and receive a variety of Continuing Education credits, sign up for notifications of new courses, and view archived seminars and live events here at CDC.

Information about how to register for an account on CDC TRAIN and adding CDC Laboratory Training to your TRAIN account as a provider so that you will receive emails about upcoming events can be found on the CDC TRAIN Help/FAQ page.

[How to Register for CDC TRAIN](YouTube)

[How to add CDC as a TRAIN Course Provider](YouTube)

**Public Health Laboratory Training Conference**

The Public Health Laboratory Training Conference (formerly the National Laboratory Training Conference) is a conference for TrPs held every two to three years as funding permits. The agenda is planned jointly by APHL, CDC and TrPs and includes topics related to public health and public health laboratory training. For more information about the Training Conference, please contact the Training Advocate.

**CoLLABorate TrP Community**

The CoLLABorate TrP community is a new communication tool for public health laboratory trainers. TrP replaces the Training Coordinator list serv.

The purpose of TrP is to post questions/answers, access resource materials and interact with others in the community about training, education and outreach. Enjoy exploring your community! Please email the Community Manager if you have any questions.

TrP operates like a bulletin board. When a member sends a message or responds to a message posted by someone else, that message is seen by all members. Through TrP, trainers can access help with program development and delivery, and post notices of programs or publications they want to
share. It also provides an open forum for discussion of news and information relating to laboratory training issues

To join:

1. **Verify that you have an account on aphl.org:** The Higher Logic platform relies on information which is present in your aphl.org account. Please take a moment to verify that your account on aphl.org is current: Log into your APHL account at [www.aphl.org](http://www.aphl.org), click on “Sign In” in the upper right corner. Enter your email address and password. If you have forgotten your password or are not sure that you have an account, click on the “Forgot Password?” link. Enter your email address on that page. If you have an account, your new password will be sent to you. If not, you will see the error message “Oops! We were unable to find a user with that email,” please proceed to create an APHL account from the link at the top right corner of the website.

2. **Contact the Community Manager** so that you can be put into the system.

There are three ways to start a new discussion thread:

1. **Send an email to aphl-TrP@connectedcommunity.org**
   a. The subject line of your email will be the title of the discussion thread (note that subject line should reflect the topic of the discussion since it will be searchable in the community.)
   b. The body of your email will be the content of the message

2. **Select the “Post New Message” link located in emails you received from other discussion threads.** Selecting this link will open a new message in your email client. Then, enter the subject and body of the email, and send the message as you normally do. This will start a new discussion thread.

3. **Visit the community site, select the discussion tab and then select the button “Post New Message.”** You will be directed to a form where you can enter information and post your discussion. Note that your signature will automatically populate from the information in your account.

**Trainings Offered**

**Laboratory Workshops**

Laboratory workshops are interactive, live courses which engage participants in discussion and lecture as well as state-of-the-art laboratory exercises. Participants interact with each other and with subject matter experts to gain a complete understanding of the material presented. The workshops are often conducted in partnership with federal, state and local public health agencies, academic institutions, and private sector and professional organizations involved in laboratory practice. Many workshops are co-sponsored by the state laboratory in which they are conducted.

Two types of workshops that are of special interest to public health laboratory trainers are:

**Public Health Laboratory Series (PHLS)**

PHLS workshops are developed specifically for public health laboratories in response to identified needs. They are usually three to five days long, and specific course topics are repeated every two or three years as needed. PHLS workshops are partially funded through CDC to defray operational costs allowing a lower registration fee to be charged for these labor-intensive,
hands-on workshops. These workshops may be conducted in conjunction with a state laboratory depending on the site and program. Past topics have included Virology, Rabies, Food Safety, Molecular Diagnostic Techniques and Advanced Mycobacteriology.

**Public Health Laboratory Focus (PHLF)**

PHLF workshops are developed by APHL and CDC specifically for public health laboratories in response to outbreaks or mandates from CDC through an APHL program. They are usually three to five days long and are held as needed. PHLF workshops are funded by CDC and administered by APHL, usually with no registration fee and often no travel costs for participants. These courses are cosponsored with APHL, CDC and often the host state laboratory. Past topics have included Norovirus, Influenza and Chemical Terrorism.

[Email for more information.](mailto:)

**Seminars**

Seminars are in-person lectures that allow participants the opportunity to gain in-depth knowledge about a particular topic directly from subject matter experts. Opportunities for attendees include networking, discussion and question and answer segments. Packaging and shipping is the most popular type of seminar that is being offered. [Email for more information.](mailto:)

**Public Health Laboratory Webinar Series**

These webinars are free to public health laboratory staff. Trainers are polled periodically for suggestions for teleconference topics. [Email for more information.](mailto:)

**Previously Recorded Webinars**

These are APHL-sponsored, previously recorded webinars presented by subject matter experts about high priority topics. [Email for more information.](mailto:)
Association of Public Health Laboratories

The Association of Public Health Laboratories (APHL) works to strengthen laboratory systems serving the public’s health in the US and globally. APHL’s member laboratories protect the public’s health by monitoring and detecting infectious and foodborne diseases, environmental contaminants, terrorist agents, genetic disorders in newborns and other diverse health threats.

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