

TDU

INTRODUCTION TO DATA MANAGEMENT FOR APPLIED PUBLIC HEALTH

Participant Guide Nov 2022



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Canada

Contents

Course Overview	3
Course Description	3
Pre-Requisites	3
Experiential Aims	3
Learning Objectives	3
Target Audience	3
Facilitators and Producers	3
Subject Matter Experts	4
Acknowledgements	4
How the course works	4
Virtual Classroom	4
Troubleshooting and Help	5
Classroom start and finish times: 11:30AM to 4:00PM ET	5
Course Materials	5
Materials List	5
Course Schedule	7

COURSE OVERVIEW

COURSE DESCRIPTION

Introduction to Data Management for Applied Public Health is a one-day course that focuses on improving data literacy for applied public health practitioners in the context of public health investigations. Specifically, the course was designed to help participants reflect on, and develop skills necessary for handling and assessing data quality, making recommendations to address quality issues, articulating caveats for interpretation, and interpreting data.

PRE-REQUISITES

Participants should have a background in epidemiology and have previously completed training in public health investigations and surveillance (e.g., Epidemiology in Action, or equivalent). Participants require basic proficiency in a spreadsheet software (e.g., Microsoft Excel) to complete the course.

Please note, there are no pre-learning materials for Introduction to Data Management for Applied Public Health in 2022. Please come to the classroom with an open mind, and enthusiasm to participate.

EXPERIENTIAL AIMS

- To provide a brave space and relaxed environment for learning, practice, and discussion.

LEARNING OBJECTIVES

By the end of the training participants will be able to:

1. Explain principles of data management in the context of applied public health practice;
2. Identify common ways in which data are stored for use in public health investigations;
3. Compose caveats for interpretation and formulate recommendations to improve data quality; and
4. Execute descriptive epidemiological analyses to summarize and interpret data in the context of a public health investigation.

TARGET AUDIENCE

- Field Epidemiologists and Public Health Officers

FACILITATORS AND PRODUCERS

- Lead: Ben Hetman (benjamin.hetman@phac-aspc.gc.ca), TDU
- Lead: Joanne Stares (joanne.stares@phac-aspc.gc.ca), TDU
- Small Group Facilitator: Mirna Panić, TDU
- Small Group Facilitator: Alanah Jansen, TDU
- Small Group Facilitator: Marc-André Bélair, TDU
- Small Group Facilitator: Anja Bilandzic, CFEP

- Producer: Michael-Alexander Najm, TDU

SUBJECT MATTER EXPERTS

- Yuhui Xu, PHAC
- Laurence Campeau, PHAC
- Nashira Popovic, PHAC

ACKNOWLEDGEMENTS

- Nevena Veljanovic, TDU
- Mirna Panić, TDU

HOW THE COURSE WORKS

VIRTUAL CLASSROOM

The course is designed for delivery in the virtual classroom. For November 2022, we will be using the Zoom platform. Details on connecting to the classroom have been provided to you via email. Though the links below are provided to you, please see the calendar invite for the most up-to-date coordinate details.

Join Zoom Meeting

<https://ca01web.zoom.us/j/64981558349>

Meeting ID: **649 8155 8349**

Passcode: **423863**

One tap mobile

+16132093054,,64981558349#,,,*423863# Canada

Dial by your location

+1 613 209 3054 Canada

Meeting ID: **649 8155 8349**

Passcode: **423863**

Find your local number: <https://ca01web.zoom.us/j/gcEOJojem>

TROUBLESHOOTING AND HELP

If you run into any issues accessing the virtual classroom, or require assistance during the course, please do not hesitate to reach out. Course leads (Joanne Stares, Benjamin Hetman) will be available via zoom private message during the virtual classroom hours (11:00AM ET – 4:00PM ET). For any requests outside of the virtual classroom, please email the TDU generic inbox: ceprtraining-formationcmiu@phac-aspc.gc.ca.

CLASSROOM START AND FINISH TIMES: 11:30AM TO 4:00PM ET

The course will start at 11:30AM ET sharp, on Monday, November 21, 2022. We will open the virtual classroom approximately 30 minutes in advance, at 11:00AM ET in order to allow for participants to troubleshoot any connection issues and ensure that they can join us on time for the start of the course.

Please plan to join the virtual classroom 5-10 minutes ahead of the course start to ensure that there is time to resolve any connection issues.

Note: we will make every effort to have the course finish by 4pm ET, however, due to the nature of piloting a new course, we cannot guarantee that we will finish exactly at this time. Please exercise patience, and if you require dismissal before we finish the last activities of the day, then just let one of the course leads (Joanne Stares, Ben Hetman) know via private message.

COURSE MATERIALS

Instructions for downloading all files as a .zip folder are available on the landing page at the course website: <https://github.com/hc-sc/tdu-dm>.

Note: You will be required to extract (unzip) the files from the .zip container onto your computer. If you are unsure how to do this, please see the following link: <https://bit.ly/3UDIO4C>.

MATERIALS LIST

Participants have access to the following materials from the course homepage on Github: <https://github.com/hc-sc/tdu-dm>

File Name	Description	GitHub
DM_Nov2022_ParticipantGuide.docx	Participant Guide	(this document)

DM.Horror.Stories.Participant.pdf	Data Management Horror Stories – Instructions	<u>Link</u>
DM.Intersession.Activity.pdf	Heat-Dome Scenario – Instructions (independent activity and small group discussion)	<u>Link</u>
DM.Intersession.Activity.KEY.pdf	Heat-Dome Scenario – Answer Key (summary for small group discussion)	<u>Link</u>
DM.Intersession.activity.linelist.xlsx	Heat-Dome Scenario - Excel file	<u>Link</u>
Excel101 (folder)	Excel 101 from Epidemiology in Action	<u>Link</u>
Nov2022_IntroToDM.pdf	PDF slides	<u>Link</u>

COURSE SCHEDULE

Monday, November 21, 2022

Session	Activity	Description*	Required Documentation
Virtual classroom	Welcome and Introductions	Welcome, land acknowledgements, day overview	Nov2022_IntroToDM.pdf
	Energizer	Icebreaker for introductions	
	Intro to Data Management	Lecture Presentation	
	Short Break		
	Data Management Horror Stories	Small group activity and presentation/debrief in plenary	DM.Horror.Stories.Participant.docx Google
Application	Intersession Activity	Learners to work on independent activity	DM.Intersession.Activity.docx DM.Intersession.Activity.KEY.docx DM.Nov2022.activity.linelist.xlsx Excel101 (optional)
Virtual classroom	Intersession Activity Debrief	Rejoin classroom for small group discussion, review and debrief in plenary	Nov2022_IntroToDM.pdf (DM.Intersession.Activity.docx) (DM.Intersession.Activity.KEY.docx) (DM.Nov2022.activity.linelist.xlsx)
	Wrap-Up	Wrap-up course and evaluation	Nov2022_IntroToDM.pdf Sli.do (to be posted in the virtual classroom)

(*Please note that we do not provide exact timings for the course schedule to allow flexibility for discussions that may arise throughout the day.