

# CERTIFICATE OF CONTACT TRACING PROFICIENCY (CCTP)



## WHAT IS A CONTACT TRACER?

Contact tracers are those who notify patients and close contacts of patients of their exposures based on national, regional, and organizational requirements then continues to follow the cases and contacts through their recommended protocols.

## COURSE DESCRIPTION

The 4MedPlus Certificate of Contact Tracing Proficiency (CCTP) course covers all CDC recommended training elements required to apply for a contact tracer role.

## ADDITIONAL BENEFITS

All learners receive a certificate of completion and professional badge/seal.

## OPTIONAL VERSIONS

Our Contact Tracing Proficiency course may be bundled together with two additional fully accredited complimentary courses (at value pricing): HIPAA Workforce and Infection Prevention and Barrier Protection training for a comprehensive offering for non-healthcare professionals.

## CONTACT TRACING COURSE OBJECTIVES:

After completing this course, learners should be able to conduct contact tracing according to the guidelines and protocols outlined by the Center for Disease Control (CDC) as well as demonstrate that they can:

- Identify strategies to reduce spread of disease
- Outline the primary components of contact tracing
- Describe detailed contact tracing protocols
- Apply knowledge and contact tracing protocol to realistic scenarios
- Understand communication and question types for contact tracing calls
- Identify contact tracing tools and resources
- Analyze contact tracing encounters for ongoing quality improvement
- Understand the importance of protecting Patient Health Information (PHI)



POWERED BY 4PROPLUS



**AUDIENCE:** This course is designed to train prospective healthcare and non-healthcare applicants for contact tracing roles.

**OPTIONAL ACCREDITATION:** This course is nationally approved for continuing education credit for nurses.

## LEARNING OBJECTIVES

### MODULE 1: COVID-19 BASICS

1. Define the active condition of COVID-19 in the US
2. List signs and symptoms of COVID-19
3. Describe CDC recommendations regarding prevention of COVID-19 transmission
4. Define social distancing, quarantine, and isolation
5. Describe the incubation and infectious period
6. DEMONSTRATE UNDERSTANDING (assessment #1)

### MODULE 2: CONTACT TRACING OVERVIEW

1. Define person under investigation (PUI), contact, and contact tracing
2. Describe the objectives of contact tracing
3. List the fundamentals of contact tracing
4. Describe the importance of privacy protections
5. Explain the contact tracing role and its most critical points of importance
6. DEMONSTRATE UNDERSTANDING (assessment #2)

### MODULE 3: CONTACT TRACING ROLE REQUIREMENTS AND ACTIVE STEPS

1. Identify the main steps involved in the contact tracing process
2. Describe common communities and methodologies for tracing
3. Discuss unique communities and circumstances for tracing
4. Review standard tracing forms and questions
5. Practice a standard call and form completion
6. Practice a unique call for a non-standard situation
7. DEMONSTRATE UNDERSTANDING (assessment #3)

### MODULE 4: CURRENT TESTING OPTIONS FOR COVID-19

1. Describe current testing options and models for Covid-19
2. Explain testing norms and anomalies
3. Outline how to explain testing to contacts
4. DEMONSTRATE UNDERSTANDING (assessment #4)

### MODULE 5: EPIDEMIOLOGY AND TERMINOLOGY RELATING TO COVID-19

1. Describe basic elements of epidemiology
2. Define standard terminology relating to epidemiology
3. Review Covid-19 specific considerations regarding epidemiology
4. DEMONSTRATE UNDERSTANDING (assessment #5)

### MODULE 6: CONTACT TRACING COMMUNICATION BASICS

1. Describe communication techniques for effective interviewing
2. Explain the importance of sensitivity during interviews
3. Describe how to prepare for an interview
4. Explain the parts of an interview
5. Model interview (real world) examples
6. DEMONSTRATE UNDERSTANDING (assessment #6)

### MODULE 7: CONFIDENTIALITY, PATIENT PRIVACY, ETHICS AND COMPLEXITIES

1. Explain tracing communication variations
2. Describe active listening and model while completing forms
3. Understand context, ethics and patient privacy
4. Address diversity and employ effective language
5. DEMONSTRATE UNDERSTANDING (assessment #7)

### MODULE 8: CONTACT TRACING AND CASE MONITORING

1. Explain the difference between the two types of case monitoring
2. Describe potential follow-up activities that may be required during monitoring
3. Identify the types of resources and services that may be provided during the monitoring period
4. Explain what it means to escalate a case that needs a higher level of assistance
5. Complete standard contact tracing form and describe common technical tools
6. Explain how to monitor contact tracing encounters for continued improvement
5. DEMONSTRATE UNDERSTANDING (assessment #8)

### MODULE 9: COMPREHENSIVE FINAL EXAM

- Complete a timed assessment of randomized questions from each module of the course
- Complete a multiple-choice communication response assessment using 3 unique call sample scenarios
- Complete a sample PDF contact tracing form and confirm comprehension via survey

**6-8 AVERAGE HOURS  
OF COURSE STUDY TIME**