



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Occupational Health and Safety/Infection Control Coordinator	
Position Number(s)	Community	Division/Region(s)
17-13093	Yellowknife	Quality and Risk Management/Stanton

## PURPOSE OF THE POSITION

This position is responsible for planning, development, implementation and evaluation and Management of the three distinct programs within Stanton - the Occupational Health and Safety Program, the Infection Control Program and the Disaster Preparedness Program. The responsibility of the Occupational Health/Infection Control Coordinator includes minimizing risk of infectious disease for patients, staff and visitors, staff health and safety programming, and maintenance of disaster preparedness in accordance with Health Canada regulations, GNWT Acts, legislation and regulations as well as the Northwest Territories Health and Social Services Authority's mission, values, strategic plan, goals, policies and procedures.

## SCOPE

The Occupational Health and Safety/Infection Control Coordinator reports directly to the senior management team member for Quality and Risk Management. The incumbent is the organization's expert on both the Occupational Health and Safety Program and the infection Control Program for Stanton, which includes an acute care hospital and off-site clinics with staff and contract staff, serving clients of the Northwest Territories, and the Kitikmeot Region of Nunavut. This involves in-depth knowledge related to two distinct areas of clinical practice.

Responsibilities of the Occupational Health Practitioner include the design and the delivery of a staff health program, including pre-employment screening, health education and on-going staff immunizations. The returns to work contracts are coordinated for staff returning to work from illness or injury. As the expert in these areas, other duties include analysis, monitoring and trending workplace hazards and develop Authority wide policies to promote a safe

workplace. Senior management heavily relies on recommendations for program development and delivery.

Program delivery, ongoing evaluation and improvement are often implemented by the incumbent. The incumbent required in-depth knowledge of the Occupational, Health and Safety Legislation and works closely with representatives from the Workers' Compensation Board.

As Infection Control Practitioner, the incumbent is responsible for identification, development, implementation and evaluation of infection control programs to provide a safe environment for staff, patients and visitors, and reduce organizational risks. Reduction of risk activities includes monitoring infections, any outbreaks or breaches in practice in addition to the development of Authority wide policies and procedures. The incumbent must have in-depth knowledge of the Communicable Disease Policies of the territory and works closely with the NWT Chief Medical Health Officer.

The Occupational Health/Infection Control Practitioner has a functional, collaborative, supportive and facilitative relationship with the CEO, all Directors, Managers, Clinical Coordinators, Supervisors, Employees, Physicians, and Support Staff, and reports to the Quality and Risk Management Coordinator. The scope of this position crosses all of the Authority's departments and services. The position also collaborates with the GNWT Health Protection Unit, Municipal and Territorial groups, the Occupational Health and Safety Committee, the NWT infection Control Committee, and National Public Health Surveillance groups.

Disaster Planning involves program development, and delivery including education for all staff within the authority. This is also a collaborative component of the position in that the Authority's response in the case of disaster must coordinate with other essential services throughout the city, territory and referral centers in the south.

This position is critical to the organization as it is key in ensuring the health and safety of staff, patients and visitors and minimizing any legal risks to the organization. The senior management team and health practitioners in facilities rely on the advice and direction of the position heavily.

## **RESPONSIBILITIES**

- 1. Develop, implement, evaluate, and provide ongoing management of the staff health and safety program to encourage staff wellness, reduce work time loss, and reduce organizational risk and liability issues.**
  - Deliver and monitor a staff immunization program following established standards to meet legislated requirements giving current protection to staff from vaccine preventable diseases.
  - Provide surveillance programs for staff exposed to infectious disease to meet established standards.

- Monitor, analyze and trend staff injuries to provide interventions and education to prevent further work-related injuries and reduce time loss costs.
  - Monitor, analyze and trend Workers' Compensation claims to reduce time loss from work by developing individual return-to-work plans for staff with managers and the Workers' Compensation Board Claims Manager.
  - Evaluate delivery of the Occupational Health and Safety Program through collection, trending and analysis of key indicators.
  - Conduct safety inspections and accident investigations to reduce injuries, reduce costs, and reduce risk to the organization.
  - Conduct needs assessment, plan, implement and evaluate staff education programs related to workplace safety and wellness.
  - Develop and evaluate Occupational Health and Safety policies and procedures.
  - Administer the Employee Assistance Program on site and through referral to outside agencies as well as conflict management resolution with staff and managers to increase efficiency, effectiveness and wellness of staff.
  - Act as a consultant and resource to other Health Authorities on matters of occupational health and safety by sharing information, policies, procedures and programs.
- 2. Develop, Lead, Coordinate, and educate staff with respect to the Disaster Preparedness Program to ensure Stanton can continue to provide acute care services in disaster situations and meet the legislated standards for Fire, Evacuation, Mass Casualty, Violent Situation and Bomb Threats.**
- Develop, implement and evaluate a Mass Casualty Response, Fire, Evacuation and Bomb Threat plans for the Health Authority.
  - Act in an advisory lead role to the Director of the Mass Casualty Response (CEO) during implementation phase of the plan.
  - Collaborate with Municipal and Territorial government agencies to develop, maintain and exercise disaster preparedness for individuals, the City of Yellowknife, and the Northwest Territories.
  - Organize, implement and evaluate drills for disaster preparedness.
  - Provide or arrange Critical incident Stress Debriefing to Stanton staff and outside agencies following a traumatic event
  - Share information, policies and procedures with other Health Authorities and agencies.
  - Chair the Environmental Health Team for the accreditation process that Stanton is required to participate in. National standards set by the Canadian Council on Health Services Accreditation.
- 3. Develop, implement, and provide ongoing management for the infection Control Program to minimize the risk of hospital acquired infections in clients, staff and visitors according to established national standards and legislation.**
- Develop and maintain a surveillance system for the timely collection, tabulation, analysis and reporting of communicable diseases to identify and deal with risk and outbreak situations in order to minimize risk to the organization, staff, clients and visitors.
  - Evaluate delivery of the infection Control Program through collection, trending and

- analysis of key indicators.
- Research current trends to ensure best practice in the area of infection Control.
  - Consult with physicians, staff, Public Health, GNWT Health Protection Unit to prevent and control the spread of disease.
  - Develop, evaluate and update policies and procedures regarding infection control issues to reduce risk to the organization, staff, clients and visitors.
  - Conduct contact screening to contain and control spread of infectious disease.
  - Plan, implement and evaluate staff orientation and education programs to prevent and control the spread of infection within the hospital.
  - Chair of the infection Control Committee, a multidisciplinary team.
  - Act as a consultant to other Health Authorities on infection Control protocols on a regular basis as Stanton is the Territorial leader in clinical practice standards.
- 4. Act as RCMP Liaison for Stanton to facilitate joint agency cooperation to manage violent incidents to reduce risk for staff, patients and visitors.**
- Regularly communicate with the RCMP liaison to review policy, procedures, and specific incidents of violence, aggression toward our staff, patients or the building itself;
  - Communicate with staff and RCMP members as required regarding specific issues affecting both agencies, ensure follow up actions are completed and documented;
  - Assess for and advise and report issues of risk or liability to the Quality and Risk Management Coordinator who reports to the Chief Executive Office.

## **WORKING CONDITIONS**

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

### **Physical Demands**

Time at the computer  
(5 days a week – 2-3 hours/day – Moderate)

### **Environmental Demands**

Exposure to infectious disease  
(5 days a week – 2-3 hours/day – High\*)

Exposure to risk of needlestick injury  
(5 days a week – 2-3 hours/day – High\*)

\*During assessment for infectious disease risk, exposure to Airborne, Contact and Droplet infections occurs daily.

\*During staff immunization procedures, which are implemented daily, there is an increased risk of needle stick injuries.

### **Sensory Demands**

Listening to staff concerns/complaints  
(5 days a week – 1 hour/day – High\*)

Responding to cell phone, telephone, over-head pages and emails  
(5 days a week – 1 hour/day – Moderate)

\*Counseling and advising staff on occupational health and infection control issues requires immediate and accurate attention. This function often interrupts other activities, and requires triage and multi-tasking skills.

### **Mental Demands**

Responding to crisis situations  
(1 day/week – 3 hours/week – High\*)

Request for advice/assistance from physicians, management, staff and other health authorities  
(1 day/week, 3 hours/week – High\*)

\*Responding to crisis situations involving potential or actual occupational health risks or infection control outbreaks involves immediate response, accurate attention, and the responsibility of assessing the scope of the risk. Lack of action or poor judgment could increase risk for the organization, client, staff and public.

\*Responding to requests for advice or information can be stressful, as the incumbent is seen as the expert in occupational health and infection control issues, and many of the issues that arise are unique, complex and require a high degree of mental awareness and knowledge.

Incumbent is often required on an urgent or emergent basis (staff exposure to blood or body fluids, admission of high risk infectious patient etc.) for consultation and advice therefore carries a cell phone and often has after-hours calls (nights and weekends)

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Skill and ability to communicate (written and verbal) with clients, staff, management, public and media.
- Skill and ability to motivate and direct staff, physicians, management on continuous quality improvement in the areas of occupational health and infection control.
- Skill and ability to identify risks minimize or mitigate through program development, education, patient reassignment or recommendations to Specialist physicians.
- Knowledge and ability to investigate and analyze trends in occupational health and infection control within the healthcare setting. This includes interview, chart analysis and data collection skills, as well as the ability to trend and brainstorm potential solutions.
- Knowledge of applicable legislation in the N.W.T., including the WCB Act, Communicable

Diseases Registries Act, Public Health Act, Nursing Profession Act, Coroners Act, Access to information and Protection of Privacy Act, Hospital and Healthcare Facilities Standard Regulations, Worker Compensation Act, in order to assess, plan, implement and evaluate occupational health and infection control practices.

**Typically, the above qualifications are attained by:**

An RN, B.Sc.N. plus at least five years (5) experience in healthcare.

**ADDITIONAL REQUIREMENTS**

**Stanton Regional Requirements**

- The incumbent must be eligible for registration with the RNANWT/ NU.
- The incumbent should hold an Occupational Health Certification and knowledge of current Occupational Health theories and methodology in a health care setting.
- The incumbent should also have NWT Immunization Certification and knowledge of current infection Control theories and methodology in a health care setting.

**Position Security (check one)**

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one)**

- ☐ French required
- ☐ French preferred
- ☒ French not required