



IDENTIFICATION

Department	Position Title	
Health & Social Services	Public Health Registries Officer	
Position Number(s)	Community	Division/Region(s)
49-4912 49-4995 49-11349	Yellowknife	Population Health

PURPOSE OF THE POSITION

The Department of Health and Social Services' mission is *"to promote, protect and provide for the health and well-being of the people of the Northwest Territories."*

Under the direction of the Manager, Public Health Registries, the Public Health Registries Officer is responsible for providing accurate, timely and useable public health information to the Office of the Chief Public Health Officer. The position has responsibilities in the collection and management of surveillance information for notifiable and reportable diseases, conditions, tests and immunizations as stipulated under the Northwest Territories (NWT) *Public Health Act*. This role supports analysis and surveillance functions that, in turn, provide evidence to clinical and program decision makers to reduce the burden of mortality and morbidity in the population, and improve the effectiveness and efficiency of health programs.

SCOPE

The Public Health Registries Unit within the Population Health Division provides support to a variety of stakeholders involved in the delivery of public health programs and services. The position ensures the Department has complete, accurate and up-to-date information within legislated registries. The position is responsible for notification of the Office of the Chief Public Health Officer of unusual and outbreak indicators of disease. The position is also responsible for providing routine and special reports to public health officials and national agencies, requiring specialized skills at retrieving, assessing and presenting data. Failing to provide prompt and accurate information may impact on the Department's ability to respond to disease situations and incidents.

The position works under the statutory authority of the Registrar of Disease Registries, as defined under the NWT *Disease Registries Act* and as delegated by the Chief Public Health Officer. The position works closely with a team of public health registry officers, communicable disease control specialists, epidemiologists and other public health specialists on the collection, validation, data entry and analysis of health/disease data. The position also develops and sustains close working relationships with the Department's vital statistics specialists, regional health and social services authorities, the GNWT Bureau of Statistics and the GNWT Office of the Chief Coroner, as well as linkages or reporting relationships with national health information data repositories such as Health Canada, Public Health Agency of Canada, Statistics Canada and Canadian Institute for Health Information.

RESPONSIBILITIES

- 1. Ensures the confidentiality and security of data entered into public health surveillance information systems, data repositories and registries.**
 - Maintains and safeguards the surveillance systems and registries established under the *NWT Public Health Act*, including the repositories for all communicable diseases listed under the Disease Surveillance Regulations
 - Monitors and evaluates the quality of data entry and coding within each of the data holdings
 - Maintains a sound understanding of the issues and responsibilities related to the gathering and safeguarding of health information
- 2. Maintains public health information systems and registries to ensure the Office of the Chief Public Health Officer has accurate, up-to-date information.**
 - Receives, verifies, analyses and classifies incoming reports of reportable and notifiable diseases, tests and immunizations from a variety of sources
 - Collates, catalogues and enters data, ensuring information entered is cross-referenced with other pertinent information or files
 - Corrects errors and adds missing information in accordance with the current edition of the International Classification of Disease Manual
 - Tests database systems to identify anomalies or systems problems, and makes arrangements for systems fixes
 - Interprets data used by public health officers, particularly communicable disease control specialists and epidemiologists, and other health care providers
 - Compiles data during specific outbreaks of disease and ensures access to accurate data in a timely manner
- 3. Produces accurate, timely reports from public health registries and databases according to set formats and schedules, and on an adhoc basis as requested.**
 - Prepares statistical and other reports for presentation and use by Department public health officials
 - Prepares routine reports for submission to national registries and repositories and other surveillance partners as required
- 4. Provides advice and support to improve registry functions.**
 - Ensures procedures and manuals in relation to registry maintenance and reporting are kept current and reflect current best practices
 - Provides cross-training to other staff for coverage of registry and reporting functions
 - Receives cross-training from other staff in the unit to ensure registry and reporting coverage
 - Participates in initiatives for improvements to registry forms, software and information systems
 - Ensures cross coverage of services during staff absences

KNOWLEDGE, SKILLS AND ABILITIES

- Specialized knowledge of health information systems and databases
- Specialized knowledge of the International Classification of Diseases (ICD-9, ICD-10)

- Knowledge of both communicable and non-communicable diseases
- Knowledge of medical terminology
- Knowledge of various research methods including survey and questionnaire design and statistical analysis
- Knowledge of communicable diseases regulations under the *Public Health Act* and other relevant legislation related to health informatics and health data access and privacy, including the *Health Information Act*
- Knowledge of Internet search methods
- Knowledge of northern cultures as they relate to health and social service issues
- Knowledge of medical ethics related to client confidentiality and data security
- Advanced computer skills
- Experience in data processing, and proficient keyboarding skills, specifically proper numeric keyboard technique
- Good communication skills, both oral and written
- Analytical thinking and problem solving skills
- Ability to be self-directed and organized in order to set priorities and meet deadlines
- Ability to work in a team environment

Typically, the above qualifications would be attained by:

A post -secondary qualification in a health related field (e.g. medical terminology, health services administration, health information, business administration, etc.) or a social science certificate.

WORKING CONDITIONS

Physical Demands

The incumbent is expected to spend long periods using a computer, which can be a source of eye and muscle strain.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

A high level of concentration and attention is essential, as work must be of the utmost level of accuracy. These conditions can lead to mental and emotional fatigue and stress.

ADDITIONAL REQUIREMENTS

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