



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Relief Covid Immunization Response Team Logistician	
Position Number	Community	Division/Region
48-16587	Yellowknife	North Slave

## PURPOSE OF THE POSITION

The Relief Covid Immunization Response Team Logistician (Team Logistician) is responsible for providing on-site logistical support to CIRT medical practitioner staff assigned to immunize the population of the NWT. Key functions are the maintenance of positive control and appropriate temperature of the Covid-19 vaccine, participating in the non-clinical set-up, record-keeping, and follow-up activities at vaccination venues, and facilitation of practical solutions to logistical problems as encountered. The position will also support other Covid operations including patient testing and contact tracing efforts.

## SCOPE

The Relief Covid Immunization Response (Team Logistician) reports administratively to the Territorial Manager, Primary Care CHC Chronic Disease Management, and functionally to the Field Logistics Lead role.

Immunizing the population of the NWT against Covid-19 is a current top priority of the NWT healthcare system. To support this initiative, the NTHSSA has created Covid Immunization Response Teams (CIRT) consisting of medical practitioners (typically nurses) and logistical staff who will together transport and administer immunizations to NWT residents.

The Team Logistician supports all functions of the CIRT, with the top priority being to ensure the strict maintenance of the vaccine cold chain. The position will also assist with equipment transport, lead the setup of immunization venues, register patients, and ensure the overall safe and efficient operation of immunization clinics. The Team Logistician is assigned non-clinical operational tasks as required to ensure practitioner staff can focus on immunizing patients. The Team Logistician does not offer medical advice and will not participate in any

direct patient care. All health and vaccine questions are deferred to a member of the medical practitioner staff.

The Team Logistian works with the practitioner staff to ensure safe and efficient clinic operations. The medical practitioner team members assume responsibility for any healthcare issues, and inform the Team Logistian of any logistical issues that require attention.

The Team Logistian will be based in Yellowknife, Fort Smith or Inuvik, and provide support to the operation throughout the NWT. Incumbents will be required to travel by road and/or small aircraft in a variety of weather conditions. Working in outdoor winter conditions will be required to load and unload equipment. Hotel accommodations are not available in all locations, so travel may include sleeping in temporary accommodation locations such as schools.

Training provided by the employer for this role will include vaccine cold chain, transportation of dangerous goods, electronic medical records system entries.

## **RESPONSIBILITIES**

- 1. Responsible for the strict maintenance of positive control of the vaccine and cold chain at all times.**
  - Ensures that the vaccine is secure and at the appropriate temperature at all times
  - Ensures sufficient material and supplies are maintained to achieve this
- 2. Responsible for onsite set-up of vaccination venues, ensuring all required elements are present and working safely and effectively.**
  - Anticipates supply needs based on planned schedule
  - Manages the packaging and transportation of dangerous goods (dry ice, biological specimens, and biohazardous waste).
  - Ensures safe and effective transport of all non-hazardous required equipment and materials
  - Sets up and performs quality control and routine maintenance functions on point of care testing devices within scope of existing procedures
  - Provides basic technology setup and troubleshooting – i.e., laptops, printers, WIFI hotspots, etc.
  - Ensure required location, tables, chairs, electricity, hygiene, etc. is available and appropriate
  - Liaises appropriately with locals and COVID-19 Secretariat Community Liaison Officer (where possible) for things such as ground transportation, secure storage, team meals, alternate venues at need, etc.
- 3. Responsible for providing logistical support, and troubleshooting/solutions as required during and/or surrounding the vaccination clinic event.**
  - Proactively recognizes and addresses logistical barriers

- Prioritizes actions to meet critical needs in the time available with the resources available
- Resolves any on-site logistical issues brought forward by practitioner staff
- Assists with patient registration
- Provides assistance with contact tracing as required
- Assists with data entry as required
- Reports outcomes and provides suggestions post-event for improved outcomes for others and in future

**4. Participates in the resolution of travel and accommodation issues in the field as they arise, facilitating immediate solutions.**

- In consultation with the Lead Logistian and Lead Nurse, find and/or execute solutions to issues with pre-arranged travel and lodging
- Collaborates with local facility operators, service providers and community members to resolve challenges, whether with or without the assistance of a Covid-19 Secretariat Community Liaison Officer.

**5. Responsible for contributing to the promotion of a safe work environment.**

- Be observant and careful and promote good working conditions for the team and self
- Ensures team members bring the required winter clothing for travel,
- Handles medical waste (sharps) and biological specimens safely and according to protocol
- Monitors themselves and other team members in proper infection control activities including the use of personal protective equipment

## **WORKING CONDITIONS**

### **Physical Demands**

Incumbent will be required to load and unload equipment from vehicles and buildings and carry up to 20 kg/45lb at a time.

### **Environmental Conditions**

This work may require extended periods of time outside in winter weather. Appropriate clothing must be worn at all times and will be provided on loan if required.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Extensive travel by various means (ground and/or air) for up to 50% of the work time.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong understanding of the critical importance of the competent delivery of a mass-population vaccination program
- Strong understanding of the importance of maintaining the cold chain
- Knowledge of handling of biohazardous materials
- Skilled in planning, organizing and executing overlapping tasks within short time constraints
- Skilled in concise, tactful, persuasive communication (oral and written) with individuals who may be initially resistant
- Ability to promote positive group dynamics in a team setting, and facilitate resolutions if issues arise
- Ability to support the work alongside medical practitioners in a clinical setting
- Ability to maintain professional behaviour in interactions with public and colleagues
- Ability to act proactively and cooperatively in time-sensitive situations

### **Typically, the above qualifications would be attained by:**

High school diploma, with one year of experience in performing logistical operations in northern environments. Previous work experience could include, but not limited to, Wildland Fire Operations, Canadian Rangers, airline or trucking dispatch, expeditor, mining exploration camp coordinator, community health or social services provider.

Specific training in vaccine cold chain, transportation of dangerous goods, safe handling of biohazardous materials, electronic medical records system entries will be provided by the employer.

## **ADDITIONAL REQUIREMENTS**

Fluency in English is required, and proficiency in additional official languages of the NWT would be considered an asset.

Class 5 drivers' license is required.

### **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 if applicable)**

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

**WRITING SKILLS:**

Basic (B)  Intermediate (I)  Advanced (A)

French preferred

**Indigenous language:** Select language

Required

Preferred