



IDENTIFICATION

Department	Position Title	
Health and Social Services	Manager, Communicable Disease Control	
Position Number	Community	Division/Region
49-13289	Yellowknife	Office of the Chief Public Health Officer

PURPOSE OF THE POSITION

The Manager, Communicable Disease Control is responsible for leading the development and implementation of consistent delivery of communicable disease control measures, standards, guidelines and protocols for prevention and control of communicable disease and provision of immunizations in all Northwest Territories health care facilities and public health units.

Leading a collaborative process between the Department of Health and Social Services and Health Authorities, this position ensures that communicable disease and immunization services are delivered consistently across all health services delivered in the Northwest Territories and in alignment with the *NWT Public Health Act*.

SCOPE

Located in Yellowknife, the Manager, Communicable Disease Control, (Manager) reports to the Senior Public Health Advisor and is responsible for the efficient and effective operation of the Communicable Disease Control Unit which is located in the Office of the Chief Public Health Officer (OCPHO). Unit staffing includes indeterminate Senior Communicable Disease Specialist positions and a third-party funded Territorial Lead, Sexually Transmitted and Blood-Borne Infections position. The Manager has overall responsibility for program and service functions of the Unit, which includes ensuring the Unit's work plan is consistent with departmental and Northwest Territories Health and Social Services Authority (NTHSSA) strategic and business plans and managing the Unit's budget and human resources.

The Manager of Communicable Disease is appointed as a Public Health Officer under the *NWT Public Health Act*. By virtue of this appointment and a delegation of responsibilities received from the Chief Public Health Officer (CPHO), the incumbent has the priority and statutory duty

to enforce the *NWT Public Health Act* and accompanying regulations as appropriate. Working in the Office of the Chief Public Health Officer, the incumbent is expected to provide timely, and sometimes urgent, direction and advice concerning the management and control of communicable disease thereby ensuring the safety and health of the NWT population.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA is the single public provider of all health and social services (HSS) in the NWT, with the exception of Hay River and Tłıchǫ regions. In addition, there are additional out of HSS system groups who provide services such as private industry, paramedical services, corrections and other groups who will need to report to OCPHO. The NWT covers 1.2 million square kilometers and serves approximately 43,000 people, including First Nations, Inuit, Metis and non-indigenous. HSS includes the full range of primary, secondary, and tertiary HSS including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 HSS staff.

While the Tłıchǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the OCPHO and NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire NWT. Service agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the DHSS and NTHSSA.

The Manager, working in collaboration with other system leaders and stakeholders, will develop Communicable Disease and immunization program initiatives that will be implemented by the HSSA's. The incumbent will draw on input from internal and external stakeholders to develop specific strategies and innovative approaches that will achieve Territorial objectives for public health standards and communicable disease prevention and control.

This position requires direct work with territorial and regional Managers accountable for public health and communicable disease control services and regional Chief Operating Officers (COO) to provide strategic guidance in the consistent delivery of quality public health and communicable disease prevention programs. The decisions and recommendations made by the incumbent will take into account unique needs in given regions, but with the goal of having the optimal territory-wide impact on communicable disease and immunization outcomes, including the effectiveness and efficiency of human resources, and program and service delivery. This requires consultation and research to ensure that decisions are made in accordance with the DHSS and NTHSSA strategic direction, clinical best practices, effective use of funding and the real needs of NWT residents.

Leadership includes the strategic planning, implementation, maintenance, and evaluation of immunization and communicable disease standards.

This position carries out its responsibilities in accordance with GNWT legislation and related Acts and policies. The incumbent must work within the terms of any agreement reached with the NWT unions. The position carries out its responsibilities in accordance with the Public Service Citizen-Centre Approach to provide services, including using the Citizen-Centre Service Improvement tools to continuously enhance service delivery.

DIMENSIONS:

- Reporting positions (3)
- Compensation and Benefits (\$434, 150)
- Operations & Maintenance (\$154,000)
- Grants & Contributions (\$290,000)

The direct reports to this position are responsible for oversight and program delivery related to prevention and control of communicable disease and immunizations including a nursing leadership role in the planning, development, coordination and evaluation of programs and services relating to the delivery of public health delivered throughout the NWT.

The incumbent deals with people in a variety of organizations on sensitive issues where there are frequently changing priorities, conflicting interests and perspectives. The incumbent is required to problem solve on matters involving monitoring and evaluating the management of persons affected by communicable diseases and directing action in relation to the health protection of an individual or the public at large, including when providing after-hours coverage.

Long workdays may be required during an outbreak scenario.

This position will require regular travel to local (within Yellowknife), regional public health units and small communities; travel may be by way of small aircrafts. The incumbent may at times be expected to travel on an emergency basis in the event of an outbreak.

RESPONSIBILITIES

- 1. Provides direction and advice concerning the control of communicable diseases to the CPHO, and Senior Public Health Advisor and as well as other Department and HSS Authority staff, governmental agencies and stakeholders (including private industry).**
 - Collaborates and works closely with the CPHO/Deputy CPHO and other Division and Territorial staff in a team setting to identify public health responses to issues as they arise, including reviewing trends of communicable disease in collaboration with epidemiology staff to identify unmet or emerging issues areas and populations at risk.
 - Provides expert advice for the consideration of the CPHO, Senior Public Health Advisor, and HSSA leads on the design and delivery of immunization and communicable disease control programs.

- Remains knowledgeable of national and territorial protocols and guidelines for preventing, treating and controlling the spread of communicable diseases and associated immunization requirements.
- In the Public Health Officer role, provides immediate, expert advice and/or direction to HSS Authority health care providers concerning the prevention and control of the communicable disease including but not limited to:
 - Providing direction regarding the public health management of a suspect or confirmed case of a communicable disease including any known contacts,
 - Monitoring and evaluating the public health management of persons and/or public affected by communicable diseases;
 - Consulting directly with territorial, provincial and national diagnostic laboratories and other clinicians concerning new or suspect cases of a communicable disease;
 - Providing guidance to health care providers and stakeholders regarding the appropriate interventions and controls needed to be in place to contain the spread of disease including expert advice regarding immunization program delivery and investigation of adverse events following immunization (AEFI).
- Provides direct advice and guidance to other senior health officials in the event of a significant or threatened outbreak of a communicable disease.
- Participates as a subject matter expert in public health response teams on identifying and implementing actions in an outbreak or other urgent/emergent communicable disease scenarios.
- Follows procedures and protocols for the Unit and the Division, including appropriate documentation for the advice provided to other staff and agencies in the prevention and control of the communicable disease.

2. Lead strategic planner for delivery of communicable disease prevention and control and immunization programs and services to ensure the health and wellness of the people of the NWT through improvements in quality and consistency of public health programs across the NWT.

- Reviews trends of disease in collaboration with the epidemiologists to identify potential areas and populations at risk.
- Leads program planning, monitoring and evaluation activities with Department and HSSA staff as well as with other departments and agencies.
- Identifies current and future program delivery requirements following an interdisciplinary service delivery model and based on evidenced best practice in collaboration with HSSAs.
- Develops an annual strategic plan that outlines specific strategies and initiatives for communicable disease prevention and control and immunization.
- Recommends the most effective methods of resource allocation to support efficient and effective service delivery across public health networks, which may include detailed proposals for the Senior Public Health Advisor to support required program resource allocation for public health units or service delivery.

- 3. Ensures the development and maintenance of NWT Public Health legislation, manuals, clinical practice standards, guidelines and protocols related to communicable disease prevention and control, immunizations including record keeping and reporting.**
 - Researches, reviews and recommends new or improved public health legislation, regulations, standards, policies and guidelines for communicable disease and immunization programs.
 - Directs the monitoring and evaluation of directives, standards and procedures governing the delivery of programs and services.
 - Analyzes and assesses the implications of policy and legislative initiatives and assesses the impact these have on program and service delivery.
 - Consults and collaborates with key stakeholders including regional managers, professional bodies, government agencies, and client representatives to determine common policies, procedures and standards for public health services related to communicable disease prevention, control and immunization.
 - Develops quality improvement indicators for monitoring and evaluating HSSAs system as well as out of HSS system compliance to territorial legislation, regulations, standards, policies, and guidelines, and sets out auditing and monitoring requirements to be met by HSSAs.
- 4. Enables and promotes consistent execution of communicable disease prevention and control, and immunization services and strategies across the NWT by providing innovative leadership to a multidisciplinary team of regional managers, territorial specialists and other professional service providers.**
 - Works collaboratively and communicates program priorities and goals with COOs, regional managers, territorial specialists
 - Implements evaluation mechanisms to determine program delivery effectiveness in meeting goals and objectives and conducts program evaluation by analyzing epidemiological data.
 - Monitors and evaluates programs, service quality with input from clients and families, and with a lens of cultural safety.
 - Coordinates investigations and reviews of serious incidents and/or complaints relating to the delivery of programs and services and implement interventions as appropriate.
 - Develops action plans in response to program indicator performance with Senior Public Health Advisor and HSSA leads and regional managers including regular reporting on outcomes and indicators as well as out of HSS system groups
- 5. Establishes and maintains a core set of standards for public health practice across the NWT, including those providing health care in the NTHSSA, TCSA and HRHSSA, in regards to communicable disease prevention and control and immunization. Actively review and revise standards as needed.**
 - Promotes clients' and families' involvement in planning and service and program design and ensures standards are developed with a culturally safe lens.

- Determines areas where service delivery can be customized or tailored to meet individual and regional needs in collaboration with Regional Managers, COOs, Senior Public Health Advisor and Chief Public Health Officer.
 - Ensures effective communication of standards.
 - Travels to regional centers to conduct audits as required.
 - Auditing or standardized reporting from HSAs and out of HSS system groups
- 6. Provides and ensures access to subject matter expertise, including the development, presentation and participation in education sessions on prevention and control of communicable disease and immunization for public health leaders, health care providers, practitioners and the general public across the NWT.**
- Provides expert advice and guidance to professionals to interpret standards and to support the planning and evaluation of communicable disease and immunization programming.
 - Develops procedures and protocols for the Unit and the Division where workflows and responsibilities identify integrated actions.
 - Researches, reviews and recommends new approaches and strategic directions for improving communicable disease and immunization programming.
 - Ensures the NWT stays current on emerging issues, trends, and best practices through participation in federal/provincial and territorial committees and national reviews, as well as circumpolar forums.
 - Collaborates with a broad range of partners on northern and circumpolar initiatives and research.
 - Determines how evidence-based advances in disease prevention and control can be adapted to meet the needs of the NWT.
 - Ensures that effective communication procedures and protocols are in place to inform health care professionals of program changes.
- 7. Participates in territorial and intergovernmental work and forums on matters related to communicable disease and immunization including contribution to NTHSSA, HRHSSA and TCSA planning and decision making.**
- Represents the NWT on federal, provincial and territorial committees, forums and ad-hoc working groups on national matters relating to communicable disease prevention and control, immunization policy, vaccine requirements, national strategies or action plans, and other related public health topics.
 - Leads or participates in territorial committees or working groups to advance public health priorities or provide forums for subject matter experts to guide input into NWT legislation, regulation, and policy, standard or best practice.
 - Researches and analyses national or territorial policy requirements, development of NWT or departmental positions at territorial or inter-governmental tables, and effective liaises and engages other staff, units, divisions or agencies to ensure the development of informed analyses and position statements.

8. Supports the fulfillment of Accreditation Canada Standards in the domain of Communicable Diseases and Immunizations sections of Public Health services. These standards also include pandemic influenza preparedness.

- Provides expert advice and actively participates in DHSS and HSSA health emergency planning and response activities with a focus on outbreak monitoring and control and immunization.
- Works collaboratively with the Territorial Quality and Client Experience Team to identify program, and policy updates to align with the Accreditation Canada Standards of Excellence.
- Identifies, establishes and communicates standards for all Public Health Units services and programs related to communicable disease prevention, control and immunizations as it relates to Accreditation Canada process.
- Collaborates with Territorial Quality and Client Experience Team and DHSS to develop and track program indicators.

9. Manages the Unit's financial and human resources, and ensures operational continuity as necessary and maintenance of required professional competencies.

- Promotes and supports collaborative and equitable labour relations practices and is aware of and follows the GNWT human resource (HR) policies and guidelines and the Union of Northern Workers (UNW) contract.
- Conducts regular meetings with staff and follows performance management practice of GNWT.
- Participates in the screening and selection of staff reporting directly to the incumbent in conjunction with human resource staff.
- Reviews job descriptions to reflect work responsibilities of staff.
- Develops, delivers, and/or facilitates the delivery of orientation, in-service training, certification, and re-certification programs.
- Prepares an annual budget, monitors and forecasts expenditures, participates in DHSS variance reporting activities and provide financial oversight on contracting services and third party funding.
- Identifies staffing requirements and ensures appropriate human resource planning to meet Unit operational needs including administration and monitoring of staff positions provided by third parties (i.e., Public Health Officers from the Public Health Agency of Canada and Project Officers and Communicable Disease Staff funded by the third party funds)
- Ensures briefing materials, correspondence, financial submissions, proposals and position papers are prepared in a timely and thorough manner.
- On behalf of the CPHO, provides on-call after-hours coverage for the communicable disease control unit as identified through advance scheduling, and monitoring and maintenance of the Communicable Disease Reporting phone line.

Work Place Health and Safety: employees for the DHSS and Authority are committed to creating and maintaining a safe and respectful workplace for employees, patients and clients. Building a safe and respectful workplace is everyone's responsibility.

- All employees have a professional and personal responsibility to perform their duties to health and safety regulations, standards, practices and procedures.
- All stakeholders (management, staff, Union of Northern Workers, and Workplace Safety and Compensation Commission) need to ensure our Workplace Health and Safety Committee works effectively, with a shared purpose of continuous quality improvement in health and safety.
- All managers play an active role in workplace health and safety through their daily management: identifying prevention opportunities, ensuring staff are trained in Risk Monitor Pro or other incident reporting systems, investigating potential risk and accidents, and applying timely corrective measures.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Emergent/urgent communicable disease issues may arise, requiring immediate adjustment of priorities and tasks.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of program management, including budget development, preparation, and control to ensure financial responsibilities are carried out effectively and efficiently
- Knowledge of communicable disease prevention and control including knowledge regarding immunizations.
- Knowledge of relevant legislation, policies, and guidelines including, but not limited, to the *NWT Public Health Act* and *Communicable Disease Regulations*.
- Knowledge of the International Classification of Disease Coding (ICD-10).
- Knowledge and understanding in epidemiology, biostatistics and analysis.
- Knowledge of international and national trends of communicable disease prevention and control, and health protection and public health surveillance activities that occur at local, territorial, national and international levels.
- Knowledge and skills related to providing culturally safe programming and care such that indigenous peoples of the NWT feel safe and respected.
- Knowledge of the organizational structure of health systems and roles/responsibilities for public health functions at local, regional and territorial levels.
- Knowledge of adult education principles and concepts.

- Project management skills, including coordination of a variety of activities, programs, and projects.
- Research, analysis, and evaluation skills to conduct a comprehensive examination of program objectives against evidence-based and accepted national and international standards.
- Problem-solving skills and abilities in risk management using a situational approach incorporating conceptual, analytical, interpretive, evaluative, intuitive and constructive thinking skills with the ability to make time-sensitive critical decisions.
- Skills in computer programs including word processing (Word), email/task/calendar management (Outlook), Adobe Acrobat, Visio, plus the use of internet, spreadsheets, databases, electronic and hardcopy medical records.
- Ability to collaborate with a number of professionals, colleagues, and co-workers.
- Communication skills both written and verbally, to a wide range of people including but not limited to: colleagues, co-workers, other experts, ministerial staff and the general public with many levels of knowledge and literacy.
- Interpersonal skills and emotional intelligence to ensure effective coaching, communication and motivation in order to manage the human resources.
- Knowledge of quality management and quality improvement processes.
- RNANTNU code of nursing ethics, practice standards and scope of practice knowledge.

Typically, the above qualifications would be attained by:

A Nursing degree in nursing and a minimum of five (5) years of combined related public health nursing and management/supervisory experience within the last 10 years.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

The incumbent must be a registered nurse in good standing with the Registered Nursing Association of the Northwest Territories and Nunavut (RNANT/NU)

Immunizations - Required

The incumbent must provide proof that their immunizations are up to date according to the Canadian Immunization Guide for Health Care Providers prior to hiring and ongoing proof that immunizations are kept up to date to their manager.

Position Security

- ☐ 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