Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Health & Social Services	Senior Public Health Registries Officer	
Position Number	**Community**	**Division/Region**
49-4938	Yellowknife	Population Health

PURPOSE OF THE POSITION

The Senior Public Health Registries Officer is responsible for providing accurate, timely and useable public health information to the Office of the Chief Public Health Officer (CPHO). The position has the primary responsibility for training and quality assurance activities related to public health data and information found in registries, repositories and information systems, including those defined under the Northwest Territories (NWT) *Public Health Act*. The position coordinates input from and provides support to other data/information users within the Department and Health and Social Services (HSS) Authorities. The position 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 reports to the Manager, Public Health Systems, and is located in Yellowknife.

The position ensures the Department has complete, accurate and up-to-date information within registries, data repositories and information systems. The position is 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 CPHO's ability to respond to public

health situations, including incidents relating to the spread of communicable disease or other time-sensitive matter.

The position works under the statutory authority of the CPHO, as defined under the NWT *Disease Surveillance Regulations.* 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, HSS Authority staff, the GNWT Bureau of Statistics and the GNWT Office of the Chief Coroner, as well as linkages or reporting relationships with national health institutions with a mandate in 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 information systems, data repositories and registries.**

   - Maintains and safeguards information systems and registries established under the NWT Public Health Act, including the repositories for all communicable diseases listed under the Disease Surveillance Regulations, as well as other data repositories and registries created to support public health surveillance;

   - 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;

   - Ensures procedures and manuals in relation to registry maintenance and reporting are kept current and reflect current best practices.

2. **Maintains public health information systems and registries to ensure the Office of the CPHO has accurate, up-to-date information.**

   - Maintains overall understanding of information systems, data repositories and registries, their relationships to each other and associated protocols;

   - Receives, verifies, analyses and classifies incoming reports of reportable and notifiable diseases, tests, immunizations and other data 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;

   - Compiles data used by public health officers, particularly epidemiologists, communicable disease control specialists and other health care providers;

- Compiles data during specific outbreaks of disease and ensures access to accurate data in a timely manner;
- Trains staff to use the information systems, repositories and registries as needed;
- Maintains access controls to information systems and registries.

3. **Produces accurate, timely reports from information systems, registries and databases according to set formats and schedules as well as on an ad-hoc basis as requested.**

- Prepares statistical and other reports for presentation and use by Department and HSS Authority officials;
- Prepares routine reports for submission to national registries and repositories and other surveillance partners as required;
- Conducts enquiries on data held within information systems, repositories and registries;
- Prepares general reports using graphs, tables and other statistical formats.

4. **Provides advice and support to improve information system, repository and registry functions and participates on special projects.**

- Provides training to other staff for coverage of information system, repository and registry maintenance and reporting functions;
- Ensures coverage of services during staff absences;
- Liaises with Information Systems staff to provide user feedback on performance of systems and software;
- Participates in initiatives for improvements to data capture, quality assurance and public health programming, including but not limited to forms, software and technical requirements of information systems.

5. **Provides administrative support as requested.**

- Acts for the Manager during absences;
- Provides data entry assistance for special projects.

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.

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 and conditions
- 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 degree or diploma in a health-related information management discipline plus at least 5 years of progressive experience working in a health care environment using health information systems. Experience in maintaining and administrating health information within electronic systems is preferred. Experience in project work related to data quality improvement is preferred.

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

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: To choose a language, click here.

   ☐ Required

   ☐ Preferred