



## IDENTIFICATION

Department	Position Title	
Health and Social Services	Public Health Registries Officer	
Position Number	Community	Division/Region
49-4995	Yellowknife	Population Health/HQ

## PURPOSE OF THE POSITION

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. This role supports data analysis and surveillance activities that inform clinical and program decision-making, with the goal of reducing mortality and morbidity while enhancing the effectiveness and efficiency of health programs.

## SCOPE

Located in Yellowknife, the Public Health Registries Officer (Officer) reports to the Manager, Public Health Systems and is responsible for collecting, managing, and providing accurate public health data related to notifiable diseases, conditions, tests, and immunizations as required by the Northwest Territories *Public Health Act*.

The Public Health Registries Unit within the Population Health Division supports the delivery of public health programs by ensuring the Department maintains accurate, up to date information in legislated registries. This position notifies the Office of the Chief Public Health Officer (OCPHO) of unusual disease indicators or outbreaks providing both routine and special reports to public health officials and national agencies. Timely and accurate data provision is critical for the Department's response to disease situations and incidents.

The position works under the statutory authority of the Chief Public Health Officer, as defined by the NWT *Disease Surveillance Regulations*, and collaborates 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 Government of the Northwest Territories (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 the 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 case definitions and data standards.
  - Supports database system tests to identify anomalies or systems problems and makes arrangements for system fixes.
  - 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 ad hoc basis as requested.**
  - Prepares 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.
  - Ensures current and up-to-date training to ensure registry and reporting coverage.
  - 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.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of health information systems and databases.
- Knowledge of and/or the ability to acquire and apply 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 and/or the ability to acquire 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*.
- Computer skills including 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.
- Data processing, and keyboarding skills using proper numeric keyboard technique.
- Communication skills, both oral and written.
- Analytical thinking and problem-solving skills.
- Ability to work collaboratively in a team environment.



- Ability to prepare routine reports for submission to national registries and repositories and other surveillance partners.
- Ability to be self-directed and organized in order to set priorities and meet deadlines.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**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 and one (1) year of relevant experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**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