

**WINNIPEG REGIONAL HEALTH AUTHORITY
POSITION DESCRIPTION (Non-Management)**

INCUMBENT:

DATE: Jan 5, 2016

POSITION TITLE: COMMUNICABLE DISEASE
CONTROL COORDINATOR (CDCC)

JOB CODE: 30000410
UNION: MNU [NV]

DEPARTMENT: POPULATION AND PUBLIC HEALTH (PPH)

SUPERVISOR'S TITLE: Team Manager

SUPERVISORY RESPONSIBILITIES: Provides guidance to staff, (e.g., PHNs, Immunization Nurses) students, other health care providers, volunteers and community partners.

EDUCATION

- Bachelor of Nursing required.
 - Master Degree in directly related field (e.g., Nursing, Public Health, Community Health Sciences, Epidemiology, Education) preferred.
 - Successful completion of Public Health Agency of Canada's Skills Enhancement for Public Health Program content modules preferred.
 - Successful completion of a Public Health Agency of Canada Immunization Module preferred.
 - Registered Nurse Prescriber status in a related area preferred.
 - Other relevant professional development may be considered, including but not limited to Canadian Community Health Nurses certification, Infection Prevention and Control Certification.
- (For Healthy Sexuality and Harm Reduction postings)
- Successful completion of Harm Reduction Certification or HIV/AIDS Nursing Certification preferred
- (For Travel Health postings)
- Successful completion of International Society for Travel Medicine (ISTM) Certification preferred.

EXPERIENCE

- Minimum of five years relevant experience and demonstrated competency in public health, primary care or primary health care, population-level health promotion or community development is required, including applying principles of health promotion, primary prevention, population health, primary health care, harm reduction, and community development in public health, northern health or infection prevention and control settings.
- Demonstrated experience in promoting equity at a population level and community development with at high health-risk populations.
- Demonstrated experience that includes a significant portion of communicable disease control within a public health program that includes immunization and communicable disease management.

OTHER

Demonstrated ability to:

- Apply evidence informed practice.
- Apply knowledge of regulations, legislative acts governing health care and scope of practice that guide the professional practice of various disciplines.
- Think critically, analyzes, conceptualize and apply relevant knowledge to practice.
- Facilitate staff working to their professional expectations of practice.
- Solve problems and organize work and projects.

- Develop guidelines, procedures and participate in the policy process.
- Apply effective interpersonal skills to develop working relationships and leadership in interdisciplinary, inter and intra-sectoral contexts.
- Provide service to people experiencing diversity of income, education, culture, age, gender, gender identity, sexual orientation, physical and mental health including addiction, and intellectual and physical ability.
- Facilitate education and teach individuals and groups, applying education principles.
- Lead, build teams, negotiate and resolve conflicts to build effective relationships with staff, community, professional and agency partners.
- Manage uncertainty and lead and manage change.
- Apply high levels of initiative and creativity in client service and system engagement.
- Apply excellent interpersonal and written and verbal communication skills including grant and report writing.
- Work with a range of computer software applications (e.g., word processing, spreadsheet, presentation, email, Panorama, eChart, electronic medical record).

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Physically capable of carrying out clinical skills such as administering vaccines , intra-dermal injection, phlebotomy
- Physically capable of providing service in a wide variety of community settings under varying weather and environmental conditions
- Must be able to lift and carry equipment weighing up to 6.8 kg
- Access to a reliable motor vehicle suitable for all environmental conditions
- Acceptable Child Abuse Registry check and Criminal Record check
- Subject to immunizations as per WRHA Policy

LICENCES, REGISTRATIONS, CERTIFICATION

- Current College of Registered Nurses of Manitoba Registration (CRNM) in good standing required
- Possession of a valid Manitoba Class 5 Driver’s License required
- Current CPR certification at the basic life support level required

MAIN FUNCTION:

In the context of Winnipeg Integrated Services, the CDCC provides regional and PPH program leadership in immunization, travel health and prevention and management of communicable diseases and outbreaks within the Winnipeg Health Region. CDCC services are provincial in scope where WRHA has a provincial mandate to provide services; and participates in provincial, cross jurisdictional, national and international efforts when the issues are larger in scope,

The CDCC will:

1. Apply key knowledge and critical thinking skills related to the public health sciences
2. Apply skills to assess and analyze information
3. Plan, implement and evaluate guidelines, policies, programs and/or practice:
4. Build partnerships, collaborate and advocate
5. Manage services for diverse individuals, groups and communities
6. Communicate effectively with others
7. Provide leadership including
 - a. Driving system and organizational results
 - b. Building capacity and improving performance
 - c. Problem solving and decision making

- d. Administrative and resource management
- 8. Build professional responsibility and accountability

CDCCs may be required to work in locations other than her/his unit/worksite/office within the Population Public Health Program site.

POSITION DUTIES AND RESPONSIBILITIES:

Major Responsibilities: In the context of working with individuals, families, groups, communities and health and other systems the Communicable Disease Control Coordinator will;

1. Public Health and Nursing Sciences: Apply key knowledge and critical thinking skills related to the public health sciences

- 1.1. Gather, organize, disseminate and apply knowledge about the health status of populations, inequities in health, the determinants of health and illness, principles of primary health care, strategies for health promotion, disease and injury prevention and health protection, as well as factors that influence delivery and use of health services.
- 1.2. Guide staff, volunteers, students, other parts of the Winnipeg Health Region, community partners, health and social services systems and others to apply relevant knowledge to support equitable, integrated and interdisciplinary services.
- 1.3. Gather, organize, disseminate and apply knowledge about the history, structure and interaction of health care services at local, provincial/territorial, national, and international level; in particular as it relates to the Public Health Act and the role of public health staff in immunization, communicable diseases, outbreaks, pandemics, travel health and disaster situations..
- 1.4. Synthesize and apply public health and nursing sciences as well as a broad range of theories, models and frameworks.
- 1.5. Gather, organize and disseminate evidence and participate in and lead research to inform, develop and lead creation and revision of health guidelines, policies, programs, partnerships and practice.
- 1.6. Pursue lifelong learning opportunities in the field of public health related to system improvement, public health nursing practice, new and emerging issues and population changes.

2. Assessment & Analysis: Apply skills to assess and analyze information

- 2.1. Report and describe existence of health concerns or issues by applying epidemiological principles, knowledge, and management/prevention skills especially with respect to immunization, communicable disease, travel health and environmental issues.
- 2.2. Identify and disseminate relevant and appropriate sources of information, including community organization and system assets and resources.
- 2.3. Gather, organize, store, disseminate and use accurate and appropriate information about public health issues to improve services.
- 2.4. Assess the health status and functional competence of individuals, families, groups, communities, populations, organizations and systems in the context of their environmental and social supports across the lifespan.
- 2.5. Analyze information to determine appropriate implications, issues, gaps, limitations and trends.
- 2.6. Interpret information, considering the current ethical, political, scientific, socio-cultural and economic contexts.

- 2.7. Recommend interventions based on the analysis of information. This includes supporting systems, organizations, communities, professionals, families and individuals to balance choices with social responsibility to create a healthier future.
- 2.8. Audits health records and observes and analyses the health care path.

3. Policy & Program Planning, Implementation and Evaluation: Plan, implement and evaluate guidelines, policies, programs and/or practice in public health

- 3.1. Lead and participate in formal policy, evidence informed practice tool, and procedure development processes. Lead and support program planning, implementation and evaluation.
- 3.2. Engage public health staff and partners to promote health, prevent illness and reduce disease.
- 3.3. Describe the implications of various options, especially as they apply to the determinants of health and recommend or decide on a course of action.
- 3.4. Implement a guideline, policy, procedure or program and take appropriate action to address specific public health issues in communities, across communities and across systems.
- 3.5. Support and provide care for all clients using the nursing process (assessment, planning, implementation and evaluation) informed by the best evidence.
- 3.6. Collaborate with and refer to other service providers and experts. Accept and respond to referrals from service providers, other programs, organizations, community members and groups who require Public Health support and expertise.
- 3.7. Model individual physical assessments and family assessments, obtain clinical samples, immunize, test and provide treatments and medications in accordance with standards, competencies and clinical practice guidelines.
- 3.8. Develop, implement and evaluate plans and maximize outcomes based on available resources, relevant evidence, legislation, regulations, policies and procedures.
- 3.9. Develop a plan, implement and evaluate responses to emerging public health and immunization, communicable diseases, outbreaks, pandemics, travel health and disaster situations.
- 3.10. Evaluate an action, policy, procedure or program.
- 3.11. Assists in managing budgets and resources.

4. Partnership, Collaboration and Advocacy: Work with others to improve the health and well being of the public through the pursuit of common goals

- 4.1. Support staff and external providers through expert consultation and comprehensive knowledge of immunization, communicable diseases, outbreaks, pandemics, travel health and disaster situations.
- 4.2. Build a culture of trust, openness and accountability among peers, students, supervisors and health professionals within and outside of the WRHA.
- 4.3. Build and motivate interprofessional and intersectoral teams, networks and practice; negotiates, manages conflict and facilitates groups to build strategic partnerships to improve health and reduce health inequities.
- 4.4. Mediate between differing interests in the pursuit of health and well-being, and facilitate equitable access to resources.
- 4.5. Advocate for healthy public policies and services that promote and protect the health and well-being of individuals and communities.
- 4.6. Include the needs and perspectives of clients, teams, partners and community in planning, implementation and evaluation.
- 4.7. Contribute to effective, efficient and responsible use of resources.

5. Diversity and Inclusiveness: Interact effectively with diverse individuals, groups and communities

- 5.1. Address population diversity and social and economic determinants of health when planning, implementing, adapting and evaluating health services, standards, policies and procedures.
- 5.2. Manage complex group dynamics while respecting and valuing the diverse needs and contributions of individuals.
- 5.3. Elicit diverse contributions of team members, clients and other internal and external stakeholders to identify assets, strengths and available resources and to plan, adapt, develop and evaluate standards, programs, services, policies, procedures and partnerships.
- 5.4. Apply culturally-relevant, appropriate approaches, including harm reduction approaches with people from diverse cultural, social, economic and educational backgrounds, sexual minorities, and persons of all ages, genders, health status and abilities.
- 5.5. Develop strategies to reach out to those who are most vulnerable, disproportionately affected, or who have difficulty making use of services.

6. Communication: Communicate effectively with individuals, families, groups, communities and colleagues

- 6.1. Interpret information for professional, non-professional and community audiences.
- 6.2. Use professional and respectful communication skills, appropriate media, community resources, Health Behaviour Change concepts and contribute to social marketing projects.
- 6.3. Facilitate groups, coordinate conferences, make presentations and apply the principles of learning in education.
- 6.4. Communicate in an organized, concise, complete, accurate and appropriate manner using effective verbal, non-verbal, and written skills using current technology; ensuring discretion, and respecting confidentiality.
- 6.5. Actively lead and participate in relevant meetings and committees.
- 6.6. Plan for, integrate and use appropriate communication and information technologies, techniques and strategies within the team, organization and community.
- 6.7. Facilitate development, maintenance and evaluation of clinical resources and tools for Public Health staff (e.g., manuals, website) and other regional staff and partners.
- 6.8. Support the development and implementation of communication strategies to inform partners (e.g., partnering agencies, primary care, community area offices, personal care homes, Manitoba Health, other RHAs).
- 6.9. Develop annual and ad-hoc reports and grant proposals.

7. Leadership: Provide leadership mainly in primary and secondary prevention health services in a variety of settings

- 7.1. Drives system and organizational results
 - 7.1.1. Systematically evaluate the availability, acceptability, quality, efficiency, and effectiveness of public health practice.
 - 7.1.2. Lead and manage change and expectations.
 - 7.1.3. Identify and act on opportunities that are consistent with the program's goals.
 - 7.1.4. Understand and integrate internal and external political sensitivities to achieve objectives.
 - 7.1.5. Model respectfulness, accountability, adaptability and flexibility.
- 7.2. Build capacity and improve performance
 - 7.2.1. Contribute proactively to the quality of the work environment by identifying needs, issues and solutions; mobilize colleagues and actively participate in team and organizational structures and mechanisms.

- 7.2.2. Coach, supervise, teach, mentor, and act as a resource to others.
- 7.2.3. Monitor, support, manage and evaluate, team and system performance.
- 7.2.4. Promote creativity and innovation.
- 7.2.5. Develop, implement and evaluate staff training initiatives and professional development.
- 7.2.6. Facilitate development, implementation and evaluation of staff orientation in collaboration with the Clinical Nurse Specialist.
- 7.2.7. Support development of an environment conducive to creativity and continuous learning and builds capacity by creating opportunities to share knowledge, tools, expertise and experience to advance the performance of others.
- 7.3. Problem solving and decision making
 - 7.3.1. Contribute to developing key values and a shared vision in planning and implementing public health programs, standards, policies and procedures in the community.
 - 7.3.2. Clarify goals, examine assumptions, discern values and evaluate evidence, when planning and evaluating activities and results.
 - 7.3.3. Respond to problems, priorities and opportunities in a timely manner, meeting deadlines and goals.
- 7.4. Administration and resource management
 - 7.4.1. Coordinate and facilitate activities of staff, volunteers and students and plan and use resources in accordance with the expectations of WRHA programs and regulatory bodies.

8. Professional Responsibility and Accountability: Build capacity, improve performance and enhance the quality of the working environment

- 8.1. Apply the mission, vision, values and priorities of the WRHA and Population and Public Health Program in practice.
- 8.2. Use public health ethics to manage self, others, information and resources and practice in accordance with all relevant standards, legislation and codes of ethics.
- 8.3. Take preventive, as well as corrective action individually or in partnership with others to protect individuals from unsafe, incompetent, or unethical circumstances.
- 8.4. Contribute to maintaining organizational performance standards and a healthy and responsive workplace and organization.
- 8.5. Provide feedback to supervisory staff for the purpose of performance development and employee evaluation.
- 8.6. Self-directed and proactively manages time and priorities, identifies and acts on challenges and opportunities and accepts constructive feedback and coaching.
- 8.7. Model cross-functional responsibility and accountability to the range of individuals, communities and organizations that they serve.
- 8.8. Complete and submit statistical information, reports and forms according to regional policy.
- 8.9. Adhere to established standards, policies and procedures.

May be required to perform other duties and functions related to this job description not exceeding the above stated skills and capabilities.

References

- The Manitoba Public Health Act (C.C.S.M c. P21)
- Core Competencies for Public Health in Canada: Release 1.0 (2007)
- Canadian Nurses Association Code of Ethics for Registered Nurses (2008)
- Canadian Community Health Nursing Standards of Practice (2008)
- College of Registered Nurses of Manitoba Nurses Standards of Practice for Registered Nurses (2004)
- Canadian Public Health Association - Community Health – Public Health Nursing in Canada: Preparation and Practice (1990)
- Public Health Nursing Discipline Specific Competencies Version 1.0 – May 2009
- WRHA Public Health Nurse Job Description (2004)
- CRNM RN (CP) Competencies (2013)