

New

Ministry

Primary and Preventative Health Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Nurse Consultant, Immunization

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This position requires a high degree of independence and specialized public health clinical expertise. The Nurse Consultant is responsible for providing leadership in the development of provincial immunization policy to guide the delivery of a high quality immunization program and ensuring Alberta's Immunization Program is delivered province wide. The scope of the immunization program in the Communicable Disease Branch, guided by the Immunization Regulation, is to develop and provide provincial immunization program policy, clinical expertise, and performance measures for program evaluation.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Alberta Immunization Policy Development:

- Provides leadership in Alberta Immunization Policy development including: reviewing data, completing research and literature reviews, completing environmental scans, writing and editing documents, and developing workplans;
- Leads both internal and external stakeholder engagement related to policy and facilitates stakeholder consultation

- through working groups to address provincial recommendations for advancement of the immunization program;
 - Participates in development, implementation, and evaluation of comprehensive complex, strategic programs such as the childhood immunization program;
 - Leads and assists with developing policies and guidelines for new or enhanced vaccine programs and other projects that enhance Alberta's Immunization program;
 - Provides clinical expertise, accurately interprets policies, and provides information to immunization stakeholders to assist in decision making and recommendations for program advancement.
 - Leads the development and maintenance of immunization biological pages. This includes researching and drafting core clinical documents that describe the indications, dosage, administration, contraindications, precautions, adverse reactions and conditions of use for provincially funded vaccines.
 - Works collaboratively with the Immunization Operations team to implement Alberta's Immunization Programs.
 - Provides coverage for team members and Manager, Immunization Policy as required.
2. Alberta Advisory Committee on Immunization (AACI):
- Leads strategic policy development for new or enhanced immunization programs through data collection, research, document drafting, and literature reviews;
 - Co-leads the development of resources, including working with researchers, to support Alberta's Advisory Committee on Immunization. This includes cost effectiveness, epidemiological data, serological effectiveness and vaccine safety and efficacy/effectiveness considerations;
 - Provides leadership and assistance in project coordination for the AACI: assisting in agenda developed for meetings, updating work-plan as required, develops frameworks and presentations for meetings, and facilitates other activities as required;
 - Public speaking / leading presentations related to immunization program policy options to the Alberta Advisory Committee on Immunization.
3. Immunization Regulation:
- Provides clinical expertise for policy development;
 - Leads stakeholder engagement. The key stakeholders include immunizers and health care providers (e.g., pharmacists, physicians, registered nurses, licensed practical nurses, occupational health and safety, post secondary institutions, corrections and non-profit agencies);
 - Provides consultative policy advice and guidance on requirements of the Immunization Regulation.
4. Provincial-wide surveillance of adverse events following immunization:
- Leads investigation into potential public safety risks associated with immunization;
 - Provides leadership and direction in the development and implementation of policies and strategies related to adverse events following immunization (AEFI);
 - Acts in an advisory capacity to the Chief Medical Officer of Health related to adverse events following immunization;
 - Leads the recall of any publicly funded immunization products related to safety concerns in use by AHS or any accredited immunization professionals;
 - Pro-actively demonstrates innovation by implementing improved ways of automating and streamlining the surveillance of adverse events following immunization in Alberta;
 - Works with a statistical analysis system to access health records within the provincial immunization repository (Imm/ARI) to provide immunization analytics and support immunization program policy development;
 - Works at the national level, in partnership with the Public Health Agency of Canada, to ensure vaccine safety.
 - Provides advice and recommendations in the area of immunization and adverse events following immunization, based on principles and best practice, to public health staff in Primary Care Alberta (PCA), Indigenous Services Canada (ISC)/ First Nations and Inuit Health Branch (FNIHB) and other stakeholders so that they can incorporate the policies and guidelines of the provincial immunization and AEFI surveillance program by:
 - Working with other members of the Immunization Team to set up meetings with key staff in PCA/FNIHB and with accredited immunization professionals for new vaccine programs as they are introduced or when program guideline manuals are developed;
 - Reviewing AEFI reports submitted to Alberta Health to ensure they meet policy requirements and contribute to the overall surveillance of AEFIs
5. Immunization related grants to stakeholders: (as required)
- Leads new grant development using best practices for grant approval, monitoring, evaluation and closure.
6. Vaccine Storage and Handling:

- Participates in development and implementation of Alberta's Vaccine Storage and Handling Policy;
 - Provides consultative policy advice and guidance of vaccine storage, handling, and transportation requirements, best practice and policy/regulation interpretation.
7. Universal Influenza Immunization Program: (as required)
- Participate as a member of the Immunization Team,
8. Participates as required in the provincial pandemic plan:
- Provides direction in ensuring accuracy of the immunization portion;
 - Attends internal meetings;
 - Collaborates with PCA on vaccine management and administration strategies as required;
 - Co-leads the development of immunization programs and plans for all pandemic preparedness requirements;
 - Participates in the implementation of immunization plans in the event of any vaccine preventable disease outbreaks, pandemics or public health emergencies.
9. Leads projects as assigned and when required, e.g. information management: print material, web information, review of expansion of scope of practice requests related to immunization services in Alberta.
10. Responds to Ministerial requests such as briefing notes, action requests, and public inquiries as required.
11. Represents the department at F/P/T forums or meetings related to the Alberta Immunization Program as required.

Problem Solving

Typical problems solved:

Works in partnership with other stakeholders and teams on projects whose results have an impact on a provincial and national level immunization programs.

- Activities have significant impact on the day-to-day operations of stakeholders. For example, the development of policies, standards, strategies and guidelines for Alberta's Immunization Program has a direct impact on the services carried out by all immunizes in the province, and thereby, the immunizations received by Albertans.

Additional Information:

- Corporate support: responding to a variety of Ministry requests such as calls for updates, Business Plan, Annual Reports, Achievement Plans, Achievement Reports and Action Requests.
- Responding to a variety of unanticipated situations and requests, such as outbreak management and urgent media requests.

Types of guidance available for problem solving:

When working with diverse stakeholders from inside and outside the health sector who come with varying approaches, cultures and objectives, it is particularly important to present information in a way that minimizes conflict and controversy and is clear, concise and understandable to all levels of government and stakeholders/clients. Facilitation and negotiation skills are required when divergent opinions, attitudes and approaches exist.

- Articulating the benefits of addressing the complex interplay of multiple factors influencing health and identifying common ground or commonalities for stakeholders is challenging. For example, addressing immunization issues requires the participation of a variety of sectors not traditionally involved in public health issues (e.g. education, pharmacists, Primary Care Alberta).
- Motivating stakeholders to become involved or continue involvement despite funding issues is challenging. For example, some partners are reluctant to make commitment to changes or enhancements to public health programs unless there is a guarantee of additional funds to support the work.
- Understanding stakeholders' situations and working within the system to remove barriers and develop the most effective approaches when clear guidelines and historical precedences do not exist is challenging.
- In an environment with varying knowledge of best practices and broad objectives, solutions must be first and foremost evidence-informed, innovative, creative, fiscally responsible and acceptable to service providers.
- Experience with non-government, community-based organizations, consultative approaches, and well-honed communication skills provide the foundation to develop creative approaches to problems and challenges.

Support the Directors and Executive Director as required to provide guidance.

Direct or indirect impacts of decisions:

Position provides leadership in developing solutions to complex issues, as well as collaborating with stakeholders in setting direction related to Alberta's Immunization Program.

- A clear understanding of the Public Health Act, the Immunization Regulation and the Communicable Disease

- Regulation is critical with the ability to apply these regulations within the immunization program.
- Position leads and facilitates relationships on behalf of the branch, department and government with other government sectors, provincial and regional health authorities and other affiliated stakeholders both inside and outside of the health sector.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Other Project and Program Managers, Nurse Consultants, Epidemiologists - Daily - Sharing experiences and information to foster a broader knowledge base and comprehensive approach in all project areas.

Directors - Daily - Provide recommendations and identify risks for strategies. Sharing experiences and information to foster broader knowledge base and comprehensive approach across a range of project areas.

Executive Directors - Bi-weekly - Provide recommendations and identify risks for appropriate strategies, as required.

Office of the Chief Medical Officer of Health - Bi-weekly - Provide recommendations and identify risks of immunization policies and strategies. Respond to clinical questions, as required.

Administrative Support Staff within the Branch - As required - Provides and receives assistance with work functions pertaining to the immunization and vaccine preventable disease programs.

External

PCA Public Health Staff - As required - Consultant about evidence based practices within the region.

Public Health Agency of Canada - regional and national staff - As required - Pooling of expertise and financial resources. Production of strategies, products and resources. Fostering productive relationships.

Committee Working Groups - As required- Achieving tangible results to meet the goals of projects and programs.

External Stakeholders (Professional Associations, OHS, Post-Secondary, etc.) - As required - Providing accurate information in a timely fashion.

Pharmacy/Pharmacies - As required - Provide consultative advice regarding immunization and provincially funded immunization programs.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Medicine		Other

If other, specify:

RN

Job-specific experience, technical competencies, certification and/or training:

Knowledge:

- An advanced level of clinical expertise in public health immunization programs and a broad knowledge of Alberta's healthcare system. Clinical expertise in communicable disease control is an asset.
- Current knowledge of emerging public health issues (e.g. communicable diseases, marketing, strategies, theories related to health protection).
- Must understand how multiple strategies and initiatives fit into complex programs and services at the provincial, site and zone levels and across governmental ministries.
- Extensive knowledge of policy development and project management.
- Demonstrated knowledge and understanding of strategy development related to vaccine preventable diseases.
- Sound knowledge of the current state of immunization programs, policies and regulations/legislation, particularly as it relates to the potential participation of a broad range of immunizers.

Skills:

- Front line experience in an immunization clinic setting, understanding immunization schedules, and appropriate operations of all schedules.
- Strong communication skills with an ability to communicate with the public in easy to understand language.
- Ability to manage complex concurrent initiatives/programs involving collaboration with multiple stakeholders.
- Excellent coordination, communication (oral, written and computer literacy), interpersonal, negotiation/mediation, facilitation, creative problem solving, analytical, critical analysis, strategic thinking and information synthesis skills.
- Ability to manage resources and analyze issues within those resources with minimal guidance.
- Ability to integrate individual components of programs or projects to create consistent, unified and comprehensive responses to specific issues.
- Ability to work independently and as part of a team, as well as with diverse stakeholders, (e.g. federal, provincial and territorial (F/P/T) colleagues) and across sectors.
- Ability to ensure that activities are completed within specified timelines and that deliverables are of high quality.
- Ability to identify strategic opportunities and plan actions that align with business plan goals to address issues and priorities.
- Ability to analyze issues, identify gaps and generate options/solutions.
- Ability to engage in public speaking in front of groups of experts and other stakeholders on immunization related topics from both an evidenced informed and policy perspective.

Education:

- University Degree in Nursing, with a minimum of four (4) years progressively responsible experience in research, policy development and analysis is required. Experience in project management is an asset. Equivalencies will be considered.
- An appropriate mix of education, training and experience may be considered.

Designation/Certification:

- A member in good standing with a regulated college such as the College of Registered Nurses of Alberta is required.

Work Experience:

- At least five years working in vaccine preventable diseases (e.g. immunization programs).
- Demonstrated experience in project/program planning, development, administration and operation.
- Demonstrated experience requiring strong interpersonal skills and managing relationships.
- Experience in managing and directing complex projects or programs.
- Demonstrated experience in strategic planning and critical thinking.
- Experience in public health policy and legislation.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	☐	☒	☐	☐	☐	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	
Creative Problem Solving	☐	☐	☒	☐	☐	Engages the community and resources at hand to address issues:	

		- Engages perspective to seek root causes - Finds ways to improve complex systems - Employs resources from other areas to solve problems - Engages others and encourages debate and idea generation to solve problems while addressing risks	
Agility	○ ○ ● ○ ○	Identifies and manages required change and the associated risks: - Identifies alternative approaches and supports others to do the same - Proactively explains impact of changes - Anticipates and mitigates emotions of others - Anticipates obstacles and stays focused on goals - Makes decisions and takes action in uncertain situations and creates a backup plan	
Drive for Results	○ ● ○ ○ ○	Works to exceed goals and partner with others to achieve objectives: - Plans based on past experience - Holds self and others responsible for results - Partners with groups to achieve outcomes - Aims to exceed expectations	
Develop Networks	○ ○ ● ○ ○	Leverages relationships to build input and perspective: - Looks broadly to engage stakeholders - Open to perspectives towards long-term goals - Actively seeks input into change initiatives - Maintains stakeholder relationships	
Build Collaborative Environments	● ○ ○ ○ ○	Works in an open honest manner with colleagues:	

		• Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations	
Develop Self and Others	☐ ☐ ☒ ☐ ☐	Plans according to career goals and regular development: • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development	