

Working Title Clinical Policy Analyst	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
	5001 1020	OCMOH	Alberta Health

Present Classification MH3	Requested Classification
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Dept ID	Program Code	Project Code (if applicable)

PURPOSE: Give a brief summary of the job, covering the main responsibilities; the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

The Clinical Policy Analyst position supports the Office of the Chief Medical Officer of Health (OCMOH) by providing strategic advice and guidance to managers and Public Health Physicians. This position contributes to the work of OCMOH by:

- Developing public health policies and policy-related strategies to promote and protect health and prevent and control diseases of public health importance;
- Providing public health and clinical expertise, planning and project leadership on various public health issues and initiatives;
- Providing advice, support and assistance to internal and cross-ministry initiatives and external groups; and federal/provincial initiatives to support development of public health policies and strategies; and
- Conducting research and analysis of public policy issues.

Reporting to the Project Manager, Office of the Chief Medical Officer of Health, this position plays a vital role in providing clinical expertise, policy analysis, and supporting the work of the OCMOH Public Health physicians and other professional staff to assist in decision making and recommendations for program advancement. Additional duties will support the Office's key responsibilities including: environmental scanning/research, project management and contract management.

The position requires a motivated individual able to work both independently with minimal supervision as well as part of a collaborative team with sound judgement, superior organizational skills, political acumen, leadership, critical thinking and strong written and verbal communication skills.

The Chief Medical Officer of Health under the authority of the *Public Health Act* monitors the health of Albertans and makes recommendations to promote and protect the health of the public and prevent disease and injury. OCMOH provides leadership on the core activities of public health including communicable disease prevention and control, environmental health, emergency health management, health surveillance, and, health promotion and population health.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

- Policy Development and Project Management Activities:**
- Consult with appropriate stakeholders (both internal and external).
 - Review scientific and grey literature and review of other jurisdictions' work and position to provide basis for policy development.
 - Apply health protection, communicable disease and immunization related knowledge to develop public health policies

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and guidelines.

- Assist in initial implementation of policy as needed.
- Assist in evaluation of policy.
- Conduct reviews and provide clinical advice on the need for, and content of regulations, standards and guidelines.
- Complete clinical knowledge summaries based on best available evidence on existing and emerging public health issues.
- Provide policy wording to Legislative Services in creating legislation.

Environmental Scanning and Literature Review

- Monitor, research and analyze current and emerging trends
 - Conduct research (environmental scanning and literature reviews) and provides concise and comprehensive analysis on public health issues.
 - Access a variety of information sources: academic research, grey literature, social media, provincial/territorial/federal resources, Alberta Government policies and programs and consultation with key internal and external experts as necessary.
 - Example: Environmental scanning on research and work on the provision of pre-exposure prophylaxis to prevent HIV.

Provide Corporate Support and Technical advice

- Respond to action requests, correspondence and requests from the public, and other departments to the Minister, Deputy Minister, and CMOH as requested.
- Participate in interdepartmental initiatives related to public health.
- Research issues as they arise within the department and provide recommendations through written, verbal and electronic responses.
- Advise on and/or develop communication materials.
- Prepare reports and presentations including the development of clinical bulletins

Relationship Building and Issues Management

- Establish and maintain strong, positive and effective relationships with OCMOH staff, colleagues within the Public Health and Compliance Division, Alberta Health and other Government of Alberta departments, Alberta Health Services (AHS), as well as external stakeholders including contracted consultants.
- Liaise with OCMOH staff, stakeholders and contractors to ensure consistent communication of key timing and resource considerations ensuring key project deliverables are met.
- Contribute to continuous improvement of the OCMOH operations and support corporate and Office initiatives.
- Participate in interdepartmental initiatives related to public health.

Data Analysis

- Lead the analysis of data collected from reports, key stakeholders and other research
 - Compile summary reports from data to help inform OCMOH's recommendations and response to various initiatives.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- This position will work with technical experts and various levels of leadership across the continuum of public health including other Alberta Health divisions (e.g. Public Health and Compliance), other Government of Alberta departments (e.g. Agriculture, Forestry and Rural Economic Development), Alberta Health Services clinical experts (e.g. Infectious Disease physicians, Medical Officers of Health, Communicable Disease Nurse Consultants), and front-line public health. Manages multiple demands in a dynamic environment.
- Supports government functions at a variety of levels and on a variety of topics.
- Knowledgeable in writing styles of various documents required by the Department.
- Develops collaborative working relationships with other Alberta Health divisions and GoA cross-ministry partners.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

Knowledge

- An advanced level of clinical expertise in public health and an understanding of Alberta's health care system, health legislation (e.g. Public Health Act), funding of health care and health service delivery.
- Current knowledge of emerging public health issues, strategies related to health promotion and the integration of these strategies and service areas across sectors.
- Extensive understanding of policy development within the Government of Alberta.
- Background and experience in public health practice, project/program planning, development, administration and operation.
- Understanding the role of evidenced-based decision making.
- Effective communication skills, verbal, non-verbal and written, effective interpersonal and management skills, critical and strategic thinking skills and proven skills in problem solving and decision making.
- Knowledge of public engagement and communication processes and methods.
- Excellent political acumen.

Skills & Abilities:

- Ability to work independently and as part of a team, as well as with diverse stakeholders, such as Medical Officers of Health, OCMOH Public Health Physicians, senior officials of organizations, at the national (F/P/T), provincial, regional and local levels and across sectors.
- Ability to identify strategic opportunities and plan actions that align with business plan goals to address issues and priorities.
- Strong organizational and time management skills with the ability to prioritize multiple tasks and work effectively within short timelines.
- Excellent written and verbal communication skills.
- Excellent research, analytical and critical thinking skills.
- Leadership and project management skills.
- Problem solving and decision-making skills.
- Ability to be innovative, creative and self-motivated, capable of handling a wide range of project responsibilities.
- Ability to work in a changing, complex and multi-disciplinary environment.

Education:

- A health-related university degree (such as nursing, pharmacy, etc.) with four years of commensurate public health experience or a health-related diploma with six years of public health experience is required.

Designation/Certification:

- A member in good standing with a regulated college such as the College and Association of Registered Nurses of Alberta or the Alberta College of Pharmacists if required by the Health Professionals Act.

Work Experience:

- Experience in immunization and/or communicable disease programs.
- Minimum 3-5 years' of work experience with the Government of Alberta or in a public health related position.
- Experience in public health policy and legislation.
- Experience managing and directing complex projects.
- Experience in researching areas to support program or policy development.
- Demonstrated experience in critical thinking.
- Demonstration of creative and innovative approaches.

CONTACTS: The main contacts of this position and the purpose of those contacts.

Internal

CMOH's Office Staff, ADM Offices, Senior Managers, Managers and Program Services staff within branches, divisions and department.

Public Health and Compliance Senior Managers, Managers and Program Services Staff

External

AHS Medical Officers of Health and program specialists , Non-governmental organizations (NGOs), general public, other Ministries and national contacts such as the Public Health Agency of Canada and First Nations and Inuit Health Branch, Health Canada.

To create a cooperative, positive working relationship with internal and external stakeholders to obtain and communicate information.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

N/A

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division Director/CMOH have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

Name

Date

Supervisor

Name

Date

**Division
Director/CMOH**

Name

Date