

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current 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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the CD Manager, Policy unit this CD Nurse Consultant position requires a high level of independence and specialized clinical expertise to lead CD policy, surveillance reporting and compliance activities that promote and protect the health of Albertans. Under the authority of the Alberta Public Health Act (PHA) and Communicable Diseases Regulation (CDR), the CD Nurse Consultant works in collaboration with key stakeholders (e.g., Office of the Chief Medical Officer of Health (OCMOH), AHS,

Indigenous Services Canada (ISC), laboratories and clinical infectious disease specialists, federal/provincial/territorial colleagues) and other members of the CD team to develop provincial CD program policy and provide clinical expertise and performance measures for program evaluation. Responsibilities include providing Provincial leadership for Public Health prevention, management and control of notifiable CD in Alberta, including outbreaks and rare or emerging communicable diseases.

Responsibilities

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

1. Alberta CD Policy Development

- Provides leadership in development, maintenance and evaluation of notifiable CD guidelines, policies, surveillance reporting and compliance activities e.g., reviewing data, conducting review of research/literature reviews/environmental scans, writing/editing documents, creating/updating forms, developing work-plans.
- Collaborates with Federal/Provincial/Territorial colleagues (F/P/T) to inform CD Policy decisions that may have national/international implications.
- Leads internal/external stakeholder engagement and facilitates stakeholder consultation through working groups to address provincial recommendations for advancement of CD policy
- Participates in development, implementation and evaluation of comprehensive complex, strategic CD response e.g., COVID-19 pandemic response; outbreak investigation coordinating committees
- leads and/or assists in development of new and updated CD policy for disease-specific management e.g., TB Policy
- Provides clinical subject matter expertise to assist stakeholders in making decisions and recommendations for program enhancement
- Leads development and maintenance of CD disease-specific policy, including research (literature reviews, environmental scans, etc.) and draft clinical documents for key stakeholder review/input

2. CDR review and CD public health disease management policy

- Demonstrates clinical competency in interpreting the Alberta Public Health Act (PHA) for ongoing CD follow-up
- Provides subject matter expertise for CD policy development, implementation and evaluation based on principles of best practice including related epidemiology, microbiology and outbreak investigation protocols.
- Provides leadership in developing, revising and evaluating reporting forms
- Leads stakeholder engagement, including meetings/discussions with internal and external colleagues (e.g., OCMOH, AHS, FNIHB, laboratories, clinical infectious disease specialists)
- Provides consultative advice/guidance on mandatory regulatory requirements for public health management of CD
- Monitors CD notification by laboratories, physicians, FNIHB and AHS professionals to ensure compliance with the PHA and CDR
- Conducts monitoring and evaluation strategies and activities to assess the effectiveness of CD strategies and policies
- Actively contributes to program planning, evaluation and issues analyses.

3. CD surveillance - Provincial, National

- Provides clinical expertise to define critical data elements for CD monitoring, surveillance and reporting in Alberta, as well as to the Public Health Agency of Canada (PHAC) and provincial/territorial colleagues as needed
- Provides leadership, guidance and direction for key stakeholders that enhances CD monitoring, surveillance and reporting in Alberta
- Develops and maintains Alberta CD case definitions to align with national case definitions for reporting and surveillance purposes.
- Collaborates with colleagues on surveillance strategies that enhance data collection e.g., automation, streamlining
- Utilizes electronic reporting systems to review/conduct ad hoc analysis as needed to inform data integrity, quality improvement, decision-making, support policy development etc.
- Participates in monitoring/reviewing notifiable disease reports to ensure they meet policy requirements and contribute to overall CD surveillance activities in Alberta/Canada/Internationally as indicated
- Assists in provincial CD surveillance to detect/report on emerging trends.

4. Actively contributes to the CD team and program requirements for routine business operations e.g.,

- Demonstrates superior interpersonal skills and proficient communication (oral, written and computer literacy); fluent in public speaking/leading presentations etc.; able to work independently or as part of a team

- Actively uses evidence-based/informed research to systematically analyze information and make recommendations
- Utilizes appropriate consultation, risk management and innovative thinking for problem solving
- Maintains accountability for individual and cooperative work with team members that optimizes adherence to regulatory requirements for CD control provincially, nationally and internationally
- Demonstrates leadership through creative problem-solving, flexibility and innovation
- Demonstrates agility to support rare or emerging CD threats like COVID-19, avian influenza, Mpox, pandemics or public health emergencies
- Collaborates with key stakeholders in anticipating/developing/implementing/evaluating response plans for evolving CD epidemiology e.g., syphilis outbreak
- Leads projects as assigned/identified to improve workflows e.g., information management (print/web resources)
- Responds to Ministerial requests such as briefing notes, action requests, public inquiries as indicated
- Represents the CD team at F/P/T discussions as required

Problem Solving

Typical problems solved:

Works in partnership with other stakeholders and teams on projects whose results have an impact on CD programs at a provincial, national or international level

- 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 CD Program has a direct impact on the services carried out by all Public Health practitioners in the province, and thereby, the service 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:

Works in partnership with other stakeholders and teams on projects whose results have an impact on CD programs at a provincial, national or international level

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Direct or indirect impacts of decisions:

This position provides leadership in developing solutions to complex issues, as well as collaborating with stakeholders in setting direction related to Alberta's public health CD Program.

- This position requires clear understanding of the PHA and the CDR is critical, with the knowledge, skills and capacity to apply these regulations within the CD program.
- This 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

- CMOH: Ad hoc as needed for medical consultation/recommendation on specific cases; collaboration on specific projects including provincial CD policy, surveillance and reporting
- Other Nurse Consultants, Epidemiologists, data analysts, project/program managers: Daily - Sharing experiences and information to foster a broader knowledge base and comprehensive approach in all project areas. Improves overall understanding of CD unit and how the role impacts the work of others within the Branch

- CD Managers: daily/ad hoc as needed to receive guidance on clinical issues and overall program goals/objectives/work processes; general overall understanding of CD Policy development
- Director: as needed. Obtain more information; 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: as needed. Provide recommendations and identify risks for appropriate strategies, as required.
- Legal/Legislative Services: as needed; review and development of regulations and standards
- Administrative Support Staff within the Branch: as required; assistance with work functions pertaining to the CD program
- Professional colleagues in other Branches: as necessary; promoting teamwork on CD program strategies and collect/collate information on CD issues identified by others in the Division
- Communications Branch: as needed; respond to clinical CD questions for the public, other divisions and other ministries.

External

- AHS, ISC-FNIHB, PHAC, F/P/T colleagues: daily/as needed; consultation, policy development/interpretation and program implementation and evaluation; inter-jurisdictional co-ordination
- Other Public Health Professionals (including physicians, infection control practitioners, laboratory virologists/microbiologists, dentists, health care worker facilities, pharmacists): as needed; consultative advice, policy interpretation, external committee membership and education for professionals to meet goals of projects and programs

Required Education, Experience and Technical Competencies

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

If other, specify:

Nursing

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

Knowledge:

- This position requires active knowledge and understanding of CD, including knowledge of the common pathogens and their related microbiology and etiology, as well as outbreak investigation methods. Clinical experience is an asset.
- Proficiency in clinical and public health management of CD
- Broad knowledge of Alberta's health care system, particularly relating to CD
- Working knowledge of CD epidemiology in Alberta and Canada
- Ability to interpret public health legislation (PHA, CDR) as it applies to CD Policy
- Competency in understanding how multiple strategies and initiatives fit into complex programs and services (local, provincial, national, international) and governmental ministries
- Competency in determining and defining data elements required for CD surveillance
- Ability to analyze scientific literature for application to practice in CD
- Current knowledge of emerging public health issues (e.g., CD, theories related to health protection)

Skills:

- Excellent written and verbal communication, including preparing briefing notes, action requests and participation on internal and external committees; public speaking to expert groups from an evidence informed policy perspective
- Demonstrated experience in analyzing issues, identifying gaps and providing best recommended options/solutions
- Demonstrated ability to manage complex concurrent initiatives/programs involving timely collaboration with multiple stakeholders
- Skillful management of resources; analyzes issues within resources with minimal guidance and produces timely and high quality deliverables
- Demonstrated ability to identify strategic opportunities and develop action plans that align with business plan goals to address issues and priorities
- Demonstrated capacity to integrate individual components of programs or projects to create consistent

- unified and comprehensive responses to specific issues
- Demonstrated ability to work independently and as part of a team, including collaboration with diverse stakeholders (e.g., F/P/T colleagues) and across sectors
- Leadership skills; problem-solving, negotiation and facilitation
- Creative and innovative; utilizes critical analysis, strategic thinking and information synthesis; flexible and adaptive to change
- Competent in program planning, evaluation and issue analysis
- Computer expertise including Excel, Word, PowerPoint and Teams.

Education:

- BScN with minimum of five years progressively responsible experience in public health, research, policy development and analysis is required. Project management experience is an asset. Equivalencies may be considered.
- An appropriate mix of education, training and experience may be considered.

Designation/Certification:

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

Work Experience:

- Minimum 5 years experience in public health field
- previous experience in CD programming at the regional and/or provincial level
- Demonstrated experience in project/program planning, development, administration and operation
- Applied experience requiring strong interpersonal skills, critical thinking, strategic planning
- Demonstrated experience in managing relationships, managing/directing complex projects or programs
- Experience with 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	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • 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	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • 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	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> • 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	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	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	

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature