

## Update

Ministry

Primary and Preventative Health Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Nurse Consultant, Communicable Disease, Rare or Emerging

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:

None

## Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Rare or Emerging Diseases, this Communicable Disease (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., Primary Care Alberta (PCA), Alberta Health Services (AHS), Indigenous Service 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 disease threats.

## 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., 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) and *Communicable Diseases Regulation* (CDR) 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, Primary Care Alberta (PCA), Alberta Health Services (AHS), Indigenous Services Canada (ISC), 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, ISC, AHS and PCA 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:

- When working with diverse stakeholders from inside and outside the health sector, provincially and/or nationally, 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 stakeholders. 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 CD issues may require the participation of a variety of sectors not traditionally involved in public health issues (e.g. Education, Pharmacy, Primary Care Networks).
- Motivating stakeholders to become involved or continue involvement despite funding issues is challenging. For example, health regions may be reluctant to commit 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 precedents do not exist is challenging.
- In an environment with varying knowledge of best practices and broad objectives, solutions must be 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:

- 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, 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/DCMOH: 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 Manager: 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

- PCA, AHS, ISC, 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, 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
- other GOA ministries (e.g., Education, Agriculture and Forestry) as needed; inter-departmental collaboration for CD management e.g., case/contact/outbreak respond
- Provincial and Private Laboratories as needed; queries re: laboratory results
- Professional Associations as needed; share information to meet regulatory requirements.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	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.
- Active knowledge and skills in computer proficiency is required (e.g., Microsoft tools such as Excel, Word, PowerPoint and Teams).
- 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
- Demonstrated computer proficiency is required, including working knowledge of Microsoft tools such as Excel, Word, PowerPoint and Teams.

**Education:**

A bachelor's degree in nursing, plus a minimum of four (4) years of progressively responsible experience in public health/communicable diseases, with demonstrated involvement in research, policy development, and/or analysis is required. An appropriate mix of education, training and experience may be considered.

**Designation/Certification:** Member in good standing with the College of Registered Nurses of Alberta is required.

The following will be considered significant **assets**:

- Project management experience.
- Previous experience in notifiable disease case/outbreak investigation, communicable disease surveillance and/or experience with notifiable disease reporting.
- Experience with public health policy and legislation.

**Work Experience:**

- Minimum four (4) 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"/>	Considers inter-relationships and	

		<p>emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	
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"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	
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"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	
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"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	

Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works in an open honest manner with colleagues: <ul style="list-style-type: none"> <li>• Creates sharing opportunities</li> <li>• Actively shares, accepts and listens to others</li> <li>• Recognizes conflict, respects and discusses opinions openly</li> <li>• Supports group even to learn from mistakes</li> <li>• Recognizes differing interpretations</li> </ul>	
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: <ul style="list-style-type: none"> <li>• Aligns personal goals with career goals</li> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity, and supports personal development</li> </ul>	