

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Clinical Consultant, Immunization Business

Requested Class

Medical and Health 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

CDC

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Immunization Business

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Clinical Consultant, Immunization Business:

The job exists to ensure the protection of Albertans through the development and delivery of a high-quality immunization program in Alberta. The Clinical Consultant, with a high degree of independence and specialized clinical expertise, plays a crucial role in leading and providing expert consultation for the operational aspects of Alberta's Immunization Program. This includes operational oversight and evaluation, clinical expertise, contract management, program development, strategic planning, pandemic preparedness, and providing guidance and support to the team.

Responsibilities

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

Business Overview:

- Lead and facilitate operational plans and clinical support to non-AHS immunization partners.
- Lead and facilitate wholesale distribution of provincially funded vaccine.
- Lead and facilitate provincially funded vaccine allocation to non-AHS immunization partners.
- Lead and facilitate vaccine distribution contracts renewals and reviews with wholesale distributors.
- Respond to vaccine related questions from immunization providers.
- Lead the Alberta Immunization Outreach Program.

- Support the Immunization Team with clinical and operational program planning (e.g., drafting policies, standard operating procedures, biological pages, web-updates, branch operational plans and business plans)
- Lead and facilitate communication with community immunization partners through, meetings, emails, phone calls, presentations, etc.

Project Leadership:

- Lead and facilitate changes related to Immunization Operations as impacted by the Health System Refresh and Public Health System Update.
- Assist with the project management activities related to the transition from the current Provincial Vaccine Depot to a new Vaccine Distribution Center.
- Contribute to ongoing initiatives to improve vaccine distribution accountability.
- Drive process improvements and implement performance measures for immunization operations.
- Lead the development of the Alberta Outreach Immunization program and assist with vaccine allocation and distribution to pharmacies and medical clinics.
- Lead the development of operational documents, such as guidelines for vaccine storage, handling, and distribution processes.
- Initiate, plan, and execute new projects and initiatives related to vaccine inventory and management.
- Conduct jurisdictional scans and literature reviews to ensure solid knowledge base for input.
- Prepare reports and presentations.

Representation at Local, Provincial, and National F/P/T Forums:

- Act as the official representative of the department in F/P/T meetings related to vaccine operations.
- Facilitate the exchange of immunization-related information among local, provincial, and federal governments and organizations including between Alberta Health, the Public Health Agency of Canada, and Health Canada.
- Collaborate with stakeholders to identify areas for improvement, address challenges, and develop strategies that enhance the effectiveness and efficiency of vaccine operations and logistics across Alberta.

Supports drafting of key messages, briefing notes and policy options for senior government officials related to immunization activities.

- Works closely with internal and external teams to develop key messages and briefing notes that effectively communicate the objectives, priorities, and recommended actions to support decision-making related to immunization activities.

Supports the Manager, Immunization Business with issues management as required.

- Collaborates with the Manager, Immunization Business to address operational issues related to the immunization program and services along with project management activities. This involves assisting in the development, implementation, maintenance and review of project management documentation, operational policies, strategies, communications, contracts, presentations, etc. to ensure efficient and effective delivery of immunization services.
- Provides coverage for the Manager, Immunization Business and other team members as required during vacations and other out of office time.

Supports the Alberta Immunization Policy Team.

- A support the Immunization Policy Team to develop and implement the Alberta Immunization Policy (AIP) which outlines clinical guidelines and recommendations for the provision of immunization services in Alberta. These guidelines and recommendations are developed through clinical expertise, consultation, literature review and jurisdictional scans.
- Draft responses to the public (e.g., from the ministers correspondence unit, or Alberta Connects).
- Respond to emails in the shared professional inbox.

Additional duties as required, but not limited to:

- Became familiar with the Alberta Vaccine Inventory (AVI) System to support immunization operations and stakeholder communications.
- Maybe required to work in Provincial Vaccine Depot located Fort Saskatchewan Alberta. Due to the location of the PVD, individual should be comfortable in the presence of dogs and occasional proximity to an inmate who is under the supervision of a Corrections Officer.
- In the event of a public health emergency, disease outbreak, staffing shortage, or other operational need, the Clinical Consultant may be required to support operational capacity at the Provincial Vaccine Depot in Fort Saskatchewan, Alberta. This includes tasks such as shipping, receiving, storage, and handling of vaccine products. The majority of vaccines are stored between 2-8°C, and during emergencies, this position may involve working in cold walk-in coolers for up to 2 hours at a time. This position requires the ability to lift a minimum of 50 lbs.
- During public health emergencies, disease outbreaks, staffing shortage, or other operational needs as required, the Clinical Consultant collaborates with the Manager and other key personnel to develop and implement emergency response plans.

Problem Solving

Typical problems solved:

- Addressing the complexity of multiple factors influencing health and finding common ground among stakeholders with differing approaches, cultures, and objectives.
- Motivating stakeholders to participate despite funding challenges and ensuring their continued involvement.
- Overcoming barriers and developing effective approaches when clear guidelines and historical precedents are lacking.

- Finding innovative, creative, fiscally responsible solutions that are acceptable to service providers in an environment with varying knowledge of best practices and broad objectives.
- Balancing competing priorities and managing time constraints.
- Analyzing complex operational issues and facilitating effective solutions.
- Collaborating with cross-functional teams to generate and refine ideas.
- Evaluating different options and making informed decisions based on technical and clinical considerations.
- Prioritizing tasks effectively in high pressure situations.
- Providing guidance and recommendations to team members and stakeholders.
- Developing policies and program requirements for immunization services eligibility, which significantly affect the health of the Alberta population.

Types of guidance available for problem solving:

- On-the-job training and shadowing of an experienced staff member.
- Guidance and support from a supervisor or manager.
- Collaboration with existing staff members familiar with the allocation process.
- Guidance from senior staff members experienced in vendor management.
- Training on relevant policies and regulations.
- Support from subject matter experts or policy leads within the organization.
- Support from cross-functional colleagues.
- Collaboration with stakeholders involved in the program.
- Guidance from program managers or coordinators.
- Background materials and briefings.

Note: Although guidance is available for problem solving, the expectation is that this position functions independently as a leader with in the Immunization Business team with minimal guidance on day to day issues that are within the scope of the position. Guidance is available for on boarding and training and major operational changes and issues.

Direct or indirect impacts of decisions:

The Clinical Consultant's role in leading and facilitating vaccine distribution to wholesalers directly impacts the availability and accessibility of vaccines in Alberta. Efficient distribution ensures that vaccines reach their intended destinations in a timely manner, allowing for immunization efforts to proceed smoothly.

By overseeing clinical and operational aspects including the supply of provincially funded vaccines to non-AHS (Alberta Health Services) immunization partners, the Clinical Consultant directly influences the equitable distribution of vaccines across various healthcare providers. This helps ensure that immunization services are available to a broader population and reduces disparities in access.

The Clinical Consultant's involvement in facilitating vaccine distribution contracts helps establish clear guidelines and expectations for wholesalers. This ensures transparency, accountability, and compliance, which can have a direct impact on the efficiency and effectiveness of the distribution process.

Engaging with stakeholders from local, provincial, and national entities helps foster communication, collaboration, and the exchange of immunization-related information. Indirectly, this collaboration facilitates the identification of areas for improvement, the resolution of challenges, and the development of strategies that enhance vaccine operations across Alberta.

Supporting the drafting of key messages, briefing notes, contract forms, request for proposal templates, and policy options for senior government officials provides decision-makers with well-researched information and recommendations. The Clinical Consultant contributions directly influence policy decisions related to immunization activities, helping shape effective strategies and immunization programs and service deployment.

Assisting the Manager, Immunization Business with operational issues and participating in emergency response planning indirectly contributes to maintaining the efficient and effective delivery of immunization services. During public health emergencies or operational needs, the Clinical Consultant supports the smooth operation of vaccine storage, handling, and shipping at the Provincial Vaccine Depot.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

- Project and program managers from the Pharmacy and Continuing Care branches, Nurse Consultants, Epidemiologists: Engage in daily exchanges of information to cultivate a wider knowledge base and promote a comprehensive approach across all project areas.
- Manager & Director: Daily involvement in sharing experiences and information to foster a broader knowledge base and comprehensive approach across various project areas, while providing recommendations for suitable strategies and identifying risks associated with policy options.
- Provincial Vaccine Depot (PVD): Offer support on a weekly basis or as needed.
- Executive Directors: Weekly contribution involving the provision of recommendations for appropriate strategies and identification of risks.
- The Office of the Chief Medical Officer of Health: As required, provides endorsement and identify risks associated with suggested

policies and strategies.

· Administrative Support Staff within the Branch: As needed, offer and receive assistance with work functions related to immunization and vaccine preventable disease programs.

External:

- AHS Public Health Staff: Engage in daily or as-needed consultations regarding evidence-based practices within the region. Collaborate with stakeholders to respond to vaccine preventable diseases or outbreak situations.
- Community Based Immunization Providers (Pharmacists, physicians, etc): As needed to communication program updates and objectives.
- Health Professional Association or College: As needed to communicate program updates and objectives.
- Public Health Agency of Canada and/or Health Canada (regional and national staff): As required, pool expertise and financial resources, produce strategies, products, and resources, and foster productive relationships.
- Committee Working Groups: As needed, achieve tangible results to meet project and program goals through activities such as meetings with AHS public health and other external stakeholders involved in immunization programs and practices.
- Public (through Action Requests, Alberta Connects, Imm Team shared email Inbox, etc): Provide accurate information promptly, based on the needs of the public, to ensure timely and reliable communication.

Required Education, Experience and Technical Competencies

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

If other, specify:

Bachelors Degree in Nursing, Pharmacy, and/or Medicine is required.

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

Education:

- Bachelors Degree in Nursing, Pharmacy, and/or Medicine is required.
- Masters Degree in Public Health, Nursing, Pharmacy, Medicine, or Business is an asset, but not required.

Designation/Certification/Clinical Practice License:

- A member in good standing with an Alberta regulated health college such as the College of Registered Nurses of Alberta or the Alberta College of Pharmacists is required.
- Project Management Professional (PMP) certification is an asset, but not required.

Work Experience:

- 4+ (four plus) years work experience in the health care system.
- Work experience in public health is an asset, but not required.
- Demonstrated experience in project management, program planning, development, administration and operation.
- Demonstrated experience requiring strong interpersonal and communication skills with leading teams 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.
- Experience working under pressure with tight timelines.
- Demonstrated excellence in communication, verbal and written.
- Experience working writing briefing notes is an asset, but not required.
- Additional education and training will be considered for equivalents to work experience where appropriate.

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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none">• Plans for how current situation is affected by broader trends• Integrates issues, political environment and risks when considering possible actions• Supports organization	The Clinical Consultant demonstrates their ability to integrate the broader context into planning by thoroughly analyzing how the current situation is influenced by larger trends and factors. For example, they consider public health issues, such as the prevalence of infectious diseases and immunizations rates, as well as

		<p>vision and goals through strategy</p> <ul style="list-style-type: none"> • Addresses behaviours that challenge progress 	<p>broader societal trends, like changing demographics and healthcare policies. They also take into account the political environment, including government regulations and funding priorities, to ensure their actions and strategies are in line with the prevailing landscape. Furthermore, they carefully assess potential risks and challenges, such as supply chain disruptions or emerging disease outbreaks, to make informed decisions that mitigate these risks. By aligning their work with the organization's vision and goals, such as increasing immunization rates or improving public health outcomes, they actively contribute to and support the overall direction and objectives of the organization.</p>
Creative Problem Solving	○ ○ ○ ● ○	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>The Clinical Consultant demonstrates a proactive and collaborative approach to addressing issues by engaging the clinical community and utilizing available resources. They actively seek out different perspectives to gain a comprehensive understanding of problems and identify their root causes. For example, they may consult with immunization providers, policy experts, and researchers to gather insights and expertise. They leverage resources from various areas, such as industry best practices, data analysis, and emerging technologies, to find innovative solutions. They carefully consider potential risks and challenges associated with each solution before making informed decisions.</p>
Agility	○ ○ ● ○ ○	<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 	<p>The Clinical Consultant excels at identifying and effectively managing necessary changes and associated risks. For instance implementing revised vaccine distribution strategies during unforeseen challenges. Moreover, they prepare backup plans to mitigate potential contingencies, such as developing emergency response protocols to swiftly address public health emergencies or disease outbreaks.</p>

		goals <ul style="list-style-type: none"> • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Drive for Results	○ ○ ● ○ ○	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	The Clinical Consultant's role is vital in navigating and mitigating the risks and changes within immunization operations. They excel in identifying different strategies to adapt to these changes, inspiring their colleagues to do the same. For example, when faced with a vaccine shortage, they explore alternative supply methods or collaborate with different stakeholders to ensure a steady supply. In times of uncertainty, such as during a disease outbreak, they make well-informed decisions to allocate resources effectively and efficiently.
Develop Networks	○ ○ ○ ● ○	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	The Clinical Consultant places significant emphasis on collaborating with diverse stakeholders and establishing meaningful relationships with key individuals. They recognize the importance of engaging with various parties involved in immunization operations, ensuring their needs and concerns are adequately addressed. By going above and beyond the basic requirements, they seek to understand and meet the specific requirements of stakeholders, showcasing a dedication to their overall satisfaction. Furthermore, the Clinical Consultant actively listens to all stakeholders, valuing and incorporating their perspectives, fostering an inclusive and collaborative environment that encourages open dialogue and cooperation in the planning and implementation of immunization initiatives.

Build Collaborative Environments	○ ○ ○ ● ○	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>The Clinical Consultant demonstrates a strong commitment to involving a wide group of stakeholders when working towards desired outcomes. They actively engage stakeholders and share resources to ensure collaborative efforts and a shared understanding of goals. They also recognize the value of diverse perspectives and actively incorporate them into decision-making and problem-solving processes to achieve comprehensive and inclusive outcomes.</p>
Develop Self and Others	○ ○ ● ○ ○	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • 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 	<p>The Clinical Consultant capitalizes on their strengths and embraces stretch goals. They offer constructive feedback to team members and facilitate open discussions to enhance team performance, cultivating a supportive atmosphere that fosters growth and improvement in immunization planning. The Clinical Consultant acknowledges the value of team diversity and actively promotes development, advocating for the growth and progression of both their own and their team members in the field of immunization planning.</p>

Benchmarks

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

Benchmark# 066MH03 - Health Compliance Officer

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.

N/A - Vacant

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