



POSITION DESCRIPTION

POSITION TITLE:	REGIONAL PUBLIC HEALTH NURSE – COMMUNICABLE DISEASE/ IMMUNIZATION COORDINATOR
DEPARTMENT:	PUBLIC HEALTH
CLASSIFICATION:	NURSE IV
UNION:	MNU

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	CLINICAL TEAM MANAGER, PUBLIC HEALTH
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Reporting to the Clinical Team Manager, Public Health the Regional Public Health Nurse – Communicable Disease/ Immunization Coordinator applies public health sciences and nursing theory to promote, protect and preserve the health of the public utilizing the principles of population health, health equity and harm reduction and will function as a member of a multidisciplinary team. The Regional Public Health Nurse – Communicable Disease/ Immunization Coordinator is responsible for the overall leadership and regional operation for the Communicable Disease and Immunization Program. The position is responsible for coordinating regional approaches to the prevention and management of communicable diseases, sexually transmitted infections and blood borne pathogens. In addition, the position will assist with the regional immunization program and ensure that services are offered in accordance with the established provincial immunization guidelines.

The Regional Public Health Nurse – Communicable Disease/ Immunization Coordinator functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Coordinates communicable disease investigation and activities within the Interlake-Eastern Regional Health Authority.
- Using epidemiological and surveillance data, the Coordinator will provide Public Health Leadership analysis of the distribution, pattern and determinants of health and disease conditions in the defined population.
- Monitors regional rates of immunization, communicable diseases and sexually transmitted infections.
- Ensures adherence to provincial and regional standards and guidelines related to immunizations, communicable disease investigations and sexually transmitted infections.
- Regularly liaises with the Medical Officer of Health and the Clinical Team Manager, Public Health.
- Assists the Clinical Team Manager, Public Health with the preparation of funding proposals for new regional project opportunities focusing on immunization and communicable disease programs.
- Assists MOH and Clinical Team Manager, Public Health in surge capacity during outbreaks.
- Assists with being a lead for PHIMS for immunization program within the region and monitors vaccine usage/ wastage through PHIMS.
- In conjunction with the MOH and the Clinical Team Manager, Public Health summarizes vaccine associated adverse events.
- Assists the Clinical Team Manager, Public Health in developing and updating regional immunization and communicable disease policies and protocols.
- Orientation of new Public Health Nurses and casual immunization nurses.
- Participates in educational opportunities related to the position.
- Participates on provincial and regional committees related to communicable disease and vaccine preventable diseases.
- Develops and provides ongoing support and education with any changes within the provincial immunization/ communicable disease program.
- Exercises the appropriate level of initiative and independent judgement in determining work priorities, work methods to be employed and action to be taken on unusual matters.
- Updates and distributes communicable disease and sexually transmitted infection and immunization resources to Public Health staff.
- Participates in the IERHA Continuous Quality Improvement and Accreditation Program.
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Current registration with the College of Registered Nurses of Manitoba (CRNM) and a member in good standing.

- Baccalaureate degree in Nursing required.
- Basic Cardiac Life Support (BCLS) certification required.
- Completion of Public Health Agency of Canada Education for Immunization Competencies course.

REQUIRED KNOWLEDGE:

- Demonstrated level of understanding of all childhood and adult immunization programs.
- Demonstrated knowledge of the philosophy and principles of population health and harm reduction

EXPERIENCE REQUIRED:

- Minimum two (2) years' experience in public health nursing and additional two (2) years of experience in communicable disease, sexually transmitted infection case investigation and contact tracing, and assessment and provision of immunizations in accordance with Manitoba Health Seniors and Active Living provincial guidelines and standards.
- Demonstrated teaching experience using the principles of adult education.
- Experience in program coordination.
- Experience using PHIMS required.

SKILLS/COMPETENCIES:

- Demonstrated leadership skills.
- Ability to collate data and developing program reports for regional public health leadership team and experience in epidemiology and surveillance an asset.
- Apply key knowledge and critical thinking skills related to the public health sciences, population health and social determinants of health.
- Excellent organizational skills.
- Excellent communication and interpersonal skills required.
- Ability to work independently and within an interdisciplinary team required.
- Ability to establish and maintain positive working relationships in a team environment.
- Ability to develop strong partnerships with internal and external partners.
- Good physical and mental health to meet the demands of the position.
- Valid driver's license and vehicle required.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.

- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: March 2020
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.