



**North Eastman Health Association Inc.
Job Description**

Manager, Communicable Disease Services

Position Summary

The Manager, Communicable Disease Services is a member of the Public Health Team and is responsible to provide professional leadership to assigned functional components of the Public Health Program. Primary Responsibilities relate to program planning, human resource management, fiscal management, policy development and professional standards, quality management, education, professional development, research, environmental management, committee participation and communication, and ensures all practices are consistent with relevant legislation and professional standards. The Manager, Communicable Disease Services will ensure services are provided in a manner that is consistent with, and supports the Mission, Vision and Values of the North Eastman Health Association, Inc.

Reports To: Director, Public Health Services

Location: Kin Place Health Complex

Supervises: The following Public Health Program components may report to the incumbent:

- Immunization Coordinator
- Travel Health Program
- PHN Milner Ridge
- Clerical

Union: Non Union

QUALIFICATIONS:

Education and Experience

- Bachelor of Nursing Degree
- Active Registration with the College of Registered Nurses on Manitoba {CRNM} and a member in good standing
- Minimum of four years experience in Public Health Nursing

Knowledge, Skills and Abilities

- Excellent interpersonal and communication skills
- Knowledge of all relevant legislation and standards
- Expertise in program coordination, development and evaluation.
- Demonstrated leadership, team building, analytical and decision-making abilities.
- Innovative, highly motivated and energetic team player.
- Valid driver's license and vehicle (travel is required within the scope of the responsibilities of the position)
- Ability to work effectively in a multi-facility and program system.

POSITION DUTIES AND RESPONSIBILITIES:

Program Planning:

- In collaboration with the Medical Officer of Health and the Director, Public Health Services plans, establishes and evaluates all aspects of the communicable disease control and immunization programs.
- Provides expertise and leadership in the development of a comprehensive CDC/ Immunization program, including reviewing existing practices and making recommendations for best practice.
- Maintains current references and resources on communicable disease and immunization.
- Identifies the need for and is responsible for the orientation and professional development of public health staff within applicable program components.
- Acts as a resource to staff within applicable programs to ensure appropriate and timely resolution of communicable disease reports.
- Works cooperatively with other programs and community partners.
- Submits regular reports as required and notifies program manager of any critical situations that may impact the health of the regional residents.
- Advises and assists the program manager in ensuring that program planning is responding effectively to client needs
- Represents the program on a local, regional and provincial level at meetings, discussions or committees as assigned.
- Participates in the development of plans for new programs and revision of existing programs in collaboration with the Medical Officer of Health and the Director, Public Health Services including identifying needs, conducting utilization studies, researching feasibility, coordinating receipt analysis of information, establishing logistics, formalizing proposals, and implementing and conducting ongoing monitoring and evaluation;
- In collaboration with the Director, Public Health Services/ Medical Officer of Health coordinates activities related to education, teaching, client care and research;
- Participates in strategic planning for the communicable disease/ immunization programs
- Forecasts future activities and formulates plans to ensure capabilities meet/ exceed future needs.

Human Resource Management

- Supervises, directly or indirectly, specific program staff
- Manages human resources and interprets and applies regional policies and Collective Agreements
- Provides leadership to create an environment conducive to effective working relationships
- In collaboration with the Public Health Manager, may interview applicants and hire staff
- Monitors performance by conducting performance reviews of specific personnel in the program.

Fiscal Management

- Allocates human, financial, space resources to meet the needs of the program
- In collaboration with the Director, Public Health Services prepares annual capital and operating budgets by determining staffing levels and supplying equipment needs;
- Approves expenditures for the program

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- Monitors the budget on a regular basis and takes corrective action as necessary;
 - Identifies areas of unnecessary expenditure and supplies and services and devises and implements methods to reduce and/or reallocate same;
 - Reviews monthly financial reports;
 - Investigates discrepancies and takes corrective action as necessary;
 - Prepares variance analysis;
 - Maintains day to day records as necessary for scheduling payroll;
 - Maintains accurate workload measurement data.

Policy Development and Professional Standards

- Identifies areas requiring development of policy and procedure, provides input into their development and ensures communication of newly written and revised procedures to Public Health Nursing staff.
- Identifies the need for revision to regional programs and program policies and procedures and participates in the review and revision of same;
- Implements policy directives and establishes and evaluates feedback mechanisms;
- Ensures adherence to all regional and program policies and procedures and monitors same;

Quality Management

- In collaboration with the Director, Public Health Services develops, organizes, implements and evaluates a continuous improvement/ risk management/ utilization review program, including the establishment of objectives for the program including the establishment of objectives and criteria, participation in the process review, development of procedures, documenting activities indicating corrective actions taken, ensuring participation of all staff, presentation of reports on the findings, monitoring, evaluating and improving productivity and outcome measurement tools.

Equipment/ Supplies/ Space Management

- Ensures that there is sufficient equipment for the program and makes recommendations for purchasing new and/or replacement equipment;
- Orders equipment and supplies within allocated resources;
- Ensures appropriate security and use of supplies.

Education and Research

- Attends and participates in relevant education programs, conferences, workshops to increase professional competence and to keep abreast of new issues and trends in communicable disease control and immunization.
- Serves as a resource to staff and other health care professionals
- Collaborates with staff educators/occupational health nurse to identify, plan and facilitate implementation and evaluate orientation and staff development programs;

Professional Development

- Maintains and updates professional skills, certification, management skills and knowledge based through continuing education programs, literature reviews, publications and presentations;
- Maintains knowledge of new developments in program areas through journal reviews, interest groups, lectures, and committee work.

Environmental Management

- Performs in a manner that minimizes risk and exposure to personal and/ or corporate liability
- Refers repairs of equipment to the appropriate departments
- Responsible for safe work practices in the program
- Cooperates with the Workplace Health and Safety Committee as necessary;
- Responsible for environmental safety for staff, clients, visitors and students;
- Ensures that all staff complies with the policies and procedures regarding waste handling, and equipment disposal.

Committee Participation

- Represents the program on specific committees, Task Forces and/ or Working Groups as assigned by the Director, Public Health Services.
- Chairs and participates on appropriate committees {Risk Management, Infection Control, Accreditation} as requested.

Communications

- Communicates with program staff, both individually and as a group to promote efficient functioning and high morale
- Has close interaction and communication with the Director, Public Health Services in apprising him/ her of any problems, situations and/ or differences
- Communicates and maintains functional relationships with the appropriate managers to promote efficient inter-program and inter-regional functioning
- Communicates with outside agencies to ensure continuity of services
- Communicates the program, provincial and national standards for the prevention, surveillance and evaluation components of the Communicable Disease/ Immunization program.

Workplace Safety and Health

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- 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

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.
- Other duties as assigned.

Revised: _____
Date

Approved by: _____ Date _____
Manager/ Supervisor

Approved by: _____ Date _____
Vice President/ CEO

Reviewed by: _____ Date _____
Director, Human Resources