



Simcoe Muskoka District Health Unit
POSITION DESCRIPTION

POSITION TITLE: EPIDEMIOLOGIST	POSITION NUMBER:
SERVICE AREA: Clinical Service	PROGRAM AREA: Communicable Disease Surveillance Unit
REPORTS TO: Program Supervisor CDSU	REVIEW DATE: May 10, 2006

PURPOSE OF POSITION: To lead, coordinate and act as a resource for health information, including data collection and analysis, for the Clinical Service. This includes providing expertise and direction to staff in the identification of health information needs and in the coordination, planning, and implementation of epidemiological and other data collection activities.

POSITION SKILLS & COMPETENCIES REQUIRED:

Education: Masters Degree in Epidemiology
Related Experience: Up to but less than 1 year's relevant experience
Specific knowledge, skills, abilities:

- Advanced knowledge of application of epidemiological and statistical methods
- Advanced knowledge of iPHIS and other Ministry of Health applications (PHPDB)
- Advanced oral communications skills including ability to present information to individuals and groups for the purpose of accessing resources or supporting decision making, setting priorities & defining policy & procedures, and to deal effectively with actual or potentially controversial communication
- Advanced written communication skills including the ability to develop technical reports/presentations/guidelines involving complex concepts or information; creating research proposals relevant to Clinical Services; corresponding epidemiologic findings to professional audiences/policy makers & general public.
- Advanced skills in computer applications including Epi-Info, statistical packages (preferably SPSS), reporting or presentation software
- Advanced skills in Microsoft Access, Excel & PowerPoint
- Intermediate skills in Microsoft Word and Outlook
- Advanced skills in assessment, analysis and problem solving
- Advanced skills in the application of the principles of informatics including data collection, processing and analysis in support of epidemiological investigations
- Intermediate ability to deal effectively with an interdisciplinary team, including ability to facilitate, collaborate and resolve conflict
- Advanced skills in developing research questions, conducting literature searches, critical assessment of the literature and synthesis of the literature
- Advanced time management, balancing multiple projects & working to deadlines, and priority setting skills
- Basic knowledge of Geographic Information Systems and software and their application to epidemiological investigations
- Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):

Provide leadership & direction to Clinical Service staff and the Community on health status information, collection, analysis and interpretation **Ave. % of time: 30%**

- Designs epidemiological research studies to answer research questions related to clinical service objectives
- Maintains databases of available health status information
- Uses available health status information to report on the health status of Simcoe Muskoka residents

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) Continued:

- Plans, organizes, and coordinates clinical service related studies on the health status of the residents of Simcoe Muskoka
- Plans and organizes methods for obtaining additional health data and for improving the reliability and validity of health data already being collected by the health unit
- Provides education to health unit staff and leaders in the community on research design, data collection and analysis, and questionnaire design
- Responds to data requests internally and externally

Participate in the development, communication & implementation of the Agency Mission, Values & Strategic Plan; Provide operational planning, delivery, evaluation support

Ave. % of time: 30%

- Facilitates integration and coordination of health status information, collection and use with the planning and implementation of other health unit and community programs and services; develops and maintains a current health status report
- Participates with other members of Clinical Service in identifying service priorities and recommending change
- Participates in health unit planning initiatives that require communicable disease surveillance input
- Establishes and maintains communication channels within the agency and service area which enables the Epidemiologist to participate effectively in the development of agency programs and services

Consult with the Medical Officer of Health, Service Directors, Managers and staff on epidemiology, biostatistics and research design

Ave. % of time: 20%

- Analyzes and interprets statistical information
- Evaluates the effectiveness, acceptability, availability, and cost efficiency of health unit programs and services
- Assists with protocols for defining and setting program priorities
- Assists in obtaining and critically appraising published literature for use in communicable disease surveillance and other clinical service programming

Participate in the investigation of outbreaks of communicable disease

Ave. % of time: 10%

- Develops questionnaires, data collection methodology, tools and reporting forms
- Provides analysis of the data and interpretation of results

Promote & ensure adherence to policies and procedures related to the collection & use of health status information

Ave. % of time: 10%

- Supports the continuous quality improvement of health unit programs and services
- Assists in development of Policies and Procedures
- Works with staff to define standards for health status information collection and use

Contribute to team and agency effectiveness

Ongoing

- Works collaboratively as a member of the team; contributes to positive team functioning
- Assists service, program and functional units in carrying out their mandates
- Demonstrates commitment to, and functions in a way that is consistent with, the agency mission, vision, values and strategic directions
- Respects and ensures confidentiality in all work performed on behalf of the agency
- Demonstrates a strong customer service focus in dealing both internally and externally
- Participates on agency-related committees as assigned
- Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster

Management has the right to change position requirements from time to time as Agency conditions dictate.

<p>N.B. For Clinical Service, Communicable Disease Surveillance Unit - IT IS A REQUIREMENT OF THIS POSITION THAT THE EMPLOYEE BE AVAILABLE FOR POSSIBLE REDEPLOYMENT TO ANY AREA IN ONTARIO IN THE EVENT OF A SIGNIFICANT COMMUNICABLE DISEASE OUTBREAK</p>
<p>CONTACTS & COMMUNICATION:</p> <p>Internal: Executive Committee, MOH, AMOH, director, program managers/supervisors, program and administrative staff</p> <p>External: Public Health Agency of Canada, Ministry of Health i.e. consultants for iPHIS, Smart Systems for Health i.e. Help Desk, peers in other health units, acute care & others (health care providers), community partners, community members requesting information</p>
<p>RESPONSIBILITY FOR RESOURCES:</p> <p>Staff: Provides functional supervision of program staff, students and contract staff; provides advice and guidance to other staff members in area of specialty. Provides expertise and direction to staff on identification of health information needs and data collection; provides education to staff and leaders in the community on research, data collection and questionnaire design; provides leadership for the data conversion to iPHIS at all stages of the process; leader in the use of iPHIS for the Agency.</p> <p>Financial: N/A</p> <p>Information: Maintains database on clinical health status information, analyzes & interprets statistical information, develops questionnaires, designs and conducts research studies, assists in development of policies & procedures.</p> <p>Materials & Equipment: Researches and provides recommendations for software for project implementation & analysis e.g. research required prior to GIS software or epi analysis software. Use of materials and equipment related to position function.</p>
<p>EFFORT REQUIRED:</p> <p>Mental:</p> <ul style="list-style-type: none">• Considerable attention to detail/audio concentration for consultation with others by telephone, in person, at meetings plus when chairing meeting; active listening and questions are important in this role;• Considerable attention to detail/visual concentration for reading/analyzing/synthesizing information, using computer, researching information.• Considerable analysis for assessing community needs & providing appropriate information, applying statistical data and interpretation to program planning.• Moderate interruptions are associated with consultant focus of position.• Deadlines relate to the fact that most projects are time sensitive.• High and varied volume of work to lead iPHIS implementation project and key contact for problem resolution.• Deal with change related to public health practice and epidemiology and constant updating of information.• Negotiation and conflict resolution in work with staff and the public in responding to requests and balancing workload and priorities. <p>Physical:</p> <ul style="list-style-type: none">• Moderate sitting at computer for majority of work, but can move about freely.• Considerable manual dexterity for computer work/keyboarding in relation to data analysis.
<p>WORKING CONDITIONS SPECIFIC TO POSITION:</p> <ul style="list-style-type: none">• Standard office environment.• Limited travel is required to other sites for meetings.• Limited overtime is required to meet job demands.

I have read the Position Description and understand the duties and responsibilities as assigned.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

MANAGER'S SIGNATURE: _____ **DATE:** _____

Position Approvals:

DIRECTOR'S SIGNATURE: _____ **DATE:** _____

Director Clinical Service

MOH/CEO SIGNATURE: **Original document signed by Dr. C. Gardner, MOH**
DATE: _____

<p>POSITION HISTORY: Nov. 2/06 – Minor modifications were made to Position Description as a result of the Job Evaluation Committee review of all agency non-union positions, including reconsideration requests. April 19/07 – the May 10/06 Position Description was changed under Knowledge and Communications-Interpersonal based on a position appeal and further review of position requirements by the Executive Committee May 18/07 – change in job evaluation of May 10/06 Position Description as a result of Position Description changes i.e. Knowledge and Communications-Interpersonal (retro to May 10/06)</p>
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