

Job Class Profile: Disease Control Registered Nurse Specialist**Pay Level: NS-34 Point Band: 1046-1096**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	7	2	4	7	7	7	3	2	
Points	327	117	13	19	210	152	144	64	21	1067

JOB SUMMARY

The Disease Control Registered Nurse Specialist performs clinical consultation, research, and development of policy, standards and guidelines associated with the control of communicable diseases on a provincial level. Work includes performing strategic planning, coordinating, monitoring and analyzing identified provincial surveillance information and events, disseminating information and reports, providing appropriate follow-up of routine communicable disease and outbreaks within the Regional Health Authorities, disease control consultations to regions, and developing public information programs for immunization and disease control, and identifying and/or facilitating professional development requirements for Disease Nurse Coordinators.

Key and Periodic Activities

- Conducts research, analyzes, and advises stakeholders regarding the best-practice to support the delivery of a standardized and coordinated Communicable Disease Program.
- Leads program planning, develops, and recommends standards, policies, and guidelines for the Communicable Disease Program.
- Initiates, coordinates, and/or liaises with the Regional Health Authorities (RHA) on the follow-up of diseases or disease outbreaks including contact tracing and consults with RHAs on matters that pertain to vaccines and disease control.
- Monitors compliance with targeted surveillance rates; reviews and analyses epidemiological data on selected diseases or related events (i.e. sexually transmitted infections), and conducts follow-up as required.
- Liaises among RHA's, health professionals, federal and allied agencies on issues related to the Communicable Disease Control Program.
- Writes and reviews manuals, guidelines, and educational materials for use by the public health professionals.
- Provides ongoing consultation, advice, and support to Communicable Disease Nurse Coordinators; initiates and plans regular meetings with Coordinators and other public health staff for the purpose of education, staff development, and implementation of new programs.
- Provides public health nursing expertise to the multi-disciplinary team of professionals within the Public Health Branch to ensure coordinated and priority setting occur in the development of programs and policies in the areas of prevention, promotion, and protection.

Key and Periodic Activities

- Prepares and disseminates information; receives and compiles reports from the RHA's (i.e. immunization status of the population), to support provincial, regional and federal reporting requirements.
- Provides advice to stakeholders and is the subject matter expert on electronic information/data collection systems (i.e. Panorama and Mass Immunization Registry System).
- Represents the department on provincial/regional committees; performs research, conducts or responds to surveys and evaluations, as deemed necessary by the provincial director.
- Plans and coordinates the Provincial Immunization Conference.

SKILL

Knowledge

General and Specific Knowledge:

- Knowledge of:
 - Communicable diseases
 - Vaccination programs
 - New and emerging vaccines and infectious diseases
 - Health promotion activities
 - Briefing notes
 - Adult learning principles
 - Current knowledge of trends, research, and developments within nursing and related field

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Nursing
- Registration with the Association of Registered Nurses of Newfoundland and Labrador (ARNNL)

Years of Experience:

- Minimum: 6 – 7 years of experience

Competencies:

- Critical thinking and time management skills
- Oral and written communication skills
- Presentation and facilitation skills
- Computer skills

Interpersonal Skills

- A wide range of interpersonal skills is used to listen to information, ask questions, communicate routine and complex information, and gain the cooperation of others. Interpersonal skills are also required to promote services and ideas, facilitate/moderate meetings, make formal presentations to groups of people, coach or mentor, and deal with upset or angry people.
- Communications occur with employees within the immediate work areas, department, supervisor, internal executives, professional advisors, employees in the organization, peers in

the RHAs or employed with government, other municipal, provincial, or federal government representatives, and external executives. Interactions may also occur with students/trainees, the public, and professional associations.

- The most significant contacts are with the Director of Disease Control to discuss and provide information regarding communicable disease activities, the Communicable Disease Nurse Coordinators and Infection Control Specialists to depart information and to coordinate activities, and the RHA/public or government to respond to requests and activities, especially crisis as appropriate.

EFFORT

Physical Effort

- The demands of the job do not result in considerable fatigue requiring periods of rest and strength and endurance.
- Regularly lifts objects less than 10 lbs (i.e. paper, laptop, files, etc.), and occasionally when responding to communicable disease outbreaks may be required to lift heavier objects in order to facilitate emergency activities.
- Physical effort includes constantly sitting where there is freedom to move about and occasional walking.
- When performing work on the computer, constantly uses fine finger/precision work.

Concentration

- **Visual** concentration is constantly required to work on the computer to read documents/reports, emails, or to read epidemiological data, textbooks, articles, or journals.
- **Auditory** concentration is constantly required to consult stakeholders regarding communicable diseases, and to facilitate meetings.
- Tasks that are **repetitive** requiring alertness is reading and analyzing statistical reports related to communicable diseases. A **higher level of concentration and alertness** is required when there are outbreaks of communicable diseases and when providing expert advice and recommendations regarding situations and activities.
- Often has **lack of control over the work** when there are pandemics or during outbreaks of diseases.
- Examples of **eye/hand coordination** are typing reports into the computer.
- **Exact results and precision** is required when analyzing and reviewing statistics in order to make decisions or provide recommendations on disease management.

Complexity

- Tasks and activities are quite different/unrelated and require the use of a broad range of skills and a diversity of knowledge. Involved in research; development of standards, policies and guidelines; monitoring compliance; and preparing information and reports.
- Problems typically are different but related, are diverse and involve a wide variety of responsibilities and situations. Challenges or problems often have obvious solutions, are well-defined for which there are a limited number of solutions, can be addressed by following procedures and/or guidelines, or resolved in a team setting but at times challenges are unique, and require creative problem definition and analysis, and have strategic or policy significance

especially as it relates to pandemics and outbreaks of disease.

- Typical challenges involve soliciting stakeholders for disease summary reports, analyzing and documenting the data, consulting with various stakeholders regarding the situations, coordinating follow-up of information including investigations, and developing protocols, policies, and guidelines to help resolve the issues. Another typical challenge involves researching information, consulting with stakeholders regarding policies, practices, disease outcomes, etc. and providing summaries of statistical analysis data and reports to be used for decisions regarding the program at various levels of meetings.
- Complexities tend to be solved by reviewing departmental policy and procedure manuals, and guidelines from the Public Health Agency of Canada (PHAC), Newfoundland and Labrador Centre for Health Information (NLCHI) websites; following Communicable Disease Control and the Canadian Communicable Disease report practices/guidelines; and consulting with experts at the National Collaborating Centre for Disease Control, or with Epidemiologists, Chief/Regional Medical Officers of Health, or resources in other provinces.

RESPONSIBILITY

Accountability and Decision-Making

- The structure of the work tasks and activities are somewhat prescribed or controlled.
- Works independently in terms of assigning tasks to students, support staff, and partners working on a common project, ordering printing, arranging meetings and teleconferences with partner organizations, developing fact sheets on vaccines and diseases, and providing information on disease/immunization policy process.
- Requires approval from the manager to purchase goods and services, final policy changes, attendance at professional development sessions, and changes to working hours.
- Within predetermined limits there is some discretion regarding selecting businesses for the purpose of obtaining quotes for the provision of goods and services and work activities. A high degree of discretion and judgment is used when developing fact sheets on diseases and when responding to questions related to communicable diseases. Discretion and judgment are used to make decisions, interpret directions, and to apply guidelines when providing expert advice to community nurses.
- Provides information, advice, and recommendations to all stakeholders related to communicable diseases.

Impact

- Work activities have an impact on the immediate work area, within the department, outside the organization, and on the public.
- There are positive and negative impacts resulting from the decisions made related to the reporting of communicable disease information.
- Activities impact on resources such as information (i.e. policies and practices) and health and safety of the public.
- Errors that could occur when performing activities include incorrect follow up or treatment of vaccines. Errors are typically identified by the Specialist or subject matter experts within the department and depending on the errors would have various timeframes for resolution.

Development and Leadership of Others

- There is no supervision of staff.
- Provides development and leadership responsibilities such as on-the-job advice, guidance, direction, and feedback on work activities to support and nursing staff. Provides team lead activities for specific nursing groups and project lead activities related to data collection, research, and involvement in conferences (i.e. Panorama project, Provincial Immunization Conference, etc.), and is the technical expert on communicable diseases in the province.

WORKING CONDITIONS

Environmental Working Conditions

- There is no requirement for the use of special precautions or safety equipment.
- There is a limited likelihood of receiving minor cuts, bruises or incurring minor illnesses, fractures or other injuries, and receiving a partial or total disability, if all safety precautions are undertaken.
- Occasionally exposed to unusual/distracting noise, dirt/dust, glare from the computer screen, wet or slippery surfaces, and are required to travel, sometimes in adverse weather conditions.