POSITION DESCRIPTION ATTACHMENT

for the purpose of describing Program-Specific Responsibilities

refer to Generic Position Description for full position details & requirements

GENERIC POSITION TITLE: **PUBLIC HEALTH INSPECTOR**	**POSITION NUMBER:**
SERVICE AREA:	**PROGRAM AREA:** Food Safety, Safe Water, Infection Control, Rabies Control, Communicable Disease Control, Health Hazards, Chronic Disease Prevention
REPORTS TO: Manager, Service Area	**REVIEW DATE: May 10, 2006**

PROGRAM-SPECIFIC RESPONSIBILITIES:

RESPONSIBILITIES WILL VARY DEPENDING ON WORK ASSIGNMENT

Food Safety Program

- Completes risk assessment during enteric outbreaks and food poisoning investigations
- Orders the seizure of unsafe food to ensure it is not consumed
- Assigns a minimum inspection frequency for every premise where food is stored manufactured, prepared, transported or served
- Utilizes risk assessment/risk management skills to evaluate food premises
- Inspects and monitors food premises to reduce the risk of food-borne illness by applying the multiple strategy approach of the HACCP protocol
- Evaluates plans and specifications for new and renovated food premises to ensure compliance with pertinent legislation
- Responds to food related complaints using a risk assessment approach, as well as responds, as applicable, to Ministry of Health food recall notices
- Develops and implements food safety awareness and certification programs for food service personnel and the general community

Safe Drinking Water Program

- Provides sample result interpretation and information about potential health risks and corrective measures to clients with private single-family homes in accordance with MHPSG and agency policies.
- Receives reports of adverse water quality from licensed laboratories and from owners / operators of public water supplies regulated by OR 170 and OR 252, assesses risk to users and responds appropriately to reduce or remove risk in accordance with the HPPA, MHPSG and agency policies.
- Monitors water quality from all water systems providing drinking water to the public directly or indirectly, including systems not captured by OR 170 and OR 252.
- Responds to emergency events such as power failures, contaminant spills, equipment failures or natural disasters that compromise the safety of drinking water systems and issues information and direction to reduce the risk.
- Issues Advisories, Directives, Orders and Closures as needed
- Acts in compliance with the HPPA and its regulations
- Acts in concert with the Safe Drinking Water Act and OR 170 and OR 252
- Acts cooperatively with memoranda of understanding with MOE, MNR and OMAFRA
- Collects samples in accordance with established procedures and techniques and conducts tests of water quality of any system as needed for monitoring or assessment purposes.
- Collects samples for environmental surveys and special projects including results analysis within a team structure and collaborates in formulating conclusions and responses.

PROGRAM-SPECIFIC RESPONSIBILITIES Continued …

- Provides consultation and support to area PHIs, municipal staff, intra-agency teams, environmental groups, cottagers associations, Provincial agencies such as MOE, MNR, OMAFRA
- Note: as of January 01, 2007, direct regulatory responsibility for small drinking water systems presently captured by MOE's OR 252 will be transferred to the HPPA and a new regulation thereunder. This will fall within the mandate of the Safe Drinking Water Program and will require a comprehensive risk based approach. Each system will receive a structured risk assessment, operator training and education, monitoring and regulatory oversight from the PHI.

Recreational Safe Water Program

- Inspects publicly accessible facilities, such as bathing beaches, recreational camp beaches, swimming pools, water slides, spas, whirlpools and wading pools in accordance with MHPSG and HPPA regs
- Monitors quality of recreational water in accordance with the MOHLTC Beach Management Protocol and with MHPSG
- Provides educational programs and materials regarding water quality and safety
- Analyses results and determines appropriate response to testing results including issuing advisories or closures
- Provides consultation and support to area PHIs, municipal staff, intra-agency teams, environmental groups, cottagers associations, Provincial and Federal agencies.
- Responds to water related complaints using a risk assessment / risk management approach and provides direction and advice on reducing risk to the users.
- Responds to emergencies and environmental events such as sewage or chemical spills, blue green algae blooms, yellow scum or swimmer's itch by providing information and educational materials and issuance of advisories or Orders as necessary.
- Establishes recreational water sampling procedures for municipalities and private operators and conducts results analysis and appropriate research in cooperation with local, Provincial and Federal agencies.

Communicable Disease/Infection Control Program

- Applies epidemiological principles and knowledge of disease process in the management and control of communicable disease
- Investigates and follows-up on reports of bacterial, viral and parasitic infections reported to the Medical Officer of Health to determine source of infection, contacts and carriers of disease
- Provides consultation on prevention and control of specific diseases
- Collects and submits potentially infected specimens for laboratory testing (e.g. enteric kits, nasal swabs, sewage samples, food and water samples, etc.)
- Collects and maintains records of appropriate epidemiological information regarding communicable diseases within the community using the MOHLTC iPHIS (integrated Public Health Information System) program
- Participates in all aspects of Outbreak Control for enteric and respiratory diseases, including consultation, participation in outbreak meetings, surveillance, and report writing
- Provides comprehensive information regarding infection control recommendations for Health Care Facilities, Long Term Care Facilities, Day Nurseries, Personal Services Settings and the general community
- Inspects facilities outlined above, as per developed Ministry protocols
- Represents health unit on Infection Control Committees

PROGRAM-SPECIFIC RESPONSIBILITIES Continued …

Rabies Control Program

- Investigates potential exposures to rabies from animal contacts
- Ensures required isolation and confinement of animals that are risk assessed according to Ministry of Health protocol that may include ordering an animal impounded or destroyed; this includes liaison with animal control officers, police, CFIA, and municipal officials when required
- Visually inspects isolated animals immediately prior to release
- Participates in the development of public awareness, promotion, education and enforcement strategies for rabies prevention, including development and implementation of the racoon rabies control plan for Simcoe County
- Orders rabies vaccine to ensure supply availability
- Releases rabies vaccine when required in consultation with the Family Physician
- Arranges submission of suspect animals for laboratory testing

Chronic Disease Prevention

- Inspects tobacco retailers, and secondary and elementary schools for compliance with the Smoke Free Ontario Act
- Responds to complaints regarding sales to minors and smoking in prohibited places
- Conducts surveillance as required for tobacco sales and supply monitoring
- Conducts compliance and enforcement checks of tobacco retailers with youth test shoppers
- Participates in coalitions for community development
- Participates in the provision of smoking cessation programming
- Provides resources to the community on the hazards associated with tobacco use
- Advocates for smoke-free spaces in public buildings
- Works with the CDP team to encourage municipalities to pass and enforce by-laws for smoke-free public spaces
- Assists and advises local school boards with health information and policy development in relation to tobacco use issues
- Participates in the planning and delivery of other CDP initiatives as assigned

Community Health Protection/Health Hazards

- Responds to complaints regarding indoor air quality and unsanitary or unsafe conditions, which are of a public health significance
- Recommends corrective action and, where applicable, issues orders to eliminate or ameliorate conditions that are or could become a health hazard
- May be called upon to placard dwellings deemed "Unfit for Human Habitation"
- Responds to inquiries, and complaints regarding occupational health concerns in commercial and industrial settings that are of a public health significance
- Assesses type of monitoring or testing to determine the source of the problem; recommends corrective action and/or refers problem to appropriate Agency for follow-up
- Performs air sampling/testing for noxious gases in ice arenas and other public buildings
- Assesses and provides advice on health hazards in connection with chemicals, toxins, waste disposal, pesticides and rodenticides
- Assesses sanitary conditions at various private and public premises to ensure compliance with regulated standards

PROGRAM-SPECIFIC RESPONSIBILITIES Continued …
- Responds to external Agency requests and recommends issuance of licenses and permits where applicable (i.e. group homes, homes for special care, day nurseries, migrant farm worker accommodation, funeral homes) - Supervises grave disinterments and provides appropriate documentation - Inspects funeral homes (including embalming and preparation room) ensuring compliance with pertinent sections of the Funeral Home Act and Regulations as part of the annual licensing process - Inspects hospitals and long term care facilities; reviews procedures relative to infection control, waste management, housekeeping and laundry; and makes recommendations based on assessment - Responds to complaints of public health significance in school settings - Participates in the development of public awareness, promotion and education initiatives/materials/campaigns - Participates on external community committees focusing on environmental health topics (air quality, pesticides, contaminated site rehabilitation etc.)

I have read the Position Description ATTACHMENT and understand the duties and responsibilities related to the Service/Program Areas and for the Service/Program Area for which I will provide support.

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

MANAGER'S SIGNATURE: _____DATE: _____