

## POSITION DESCRIPTION

<b>POSITION TITLE: EPIDEMIOLOGIST - CORPORATE</b>	<b>POSITION NUMBER:</b>
<b>SERVICE AREA:</b> Corporate Service	<b>PROGRAM AREA:</b> Planning & Evaluation
<b>REPORTS TO:</b> Director of Corporate Service	<b>REVIEW DATE:</b> May 10, 2006
<p><b>PURPOSE OF POSITION:</b> To provide leadership and act as a consultant and resource for application of epidemiology and biostatistics to health status monitoring and surveillance including data collection, analysis, synthesis and dissemination. The Corporate Epidemiologist works with senior management and program managers to establish and reinforce Agency policy and best practice in relation to this area of technical expertise. The Corporate Epidemiologist provides direction to staff in the identification of health information needs; coordinates the planning and implementation of epidemiological and other data collection activities; and consults, coaches and trains staff, students and volunteers in the application of best practice. This position acts as a representative of the Simcoe Muskoka District Health Unit at the local, county and provincial and federal level.</p>	
<p><b>POSITION SKILLS &amp; COMPETENCIES REQUIRED:</b></p> <p><b>Education:</b> Masters Degree in Epidemiology</p> <p><b>Related Experience:</b> 3-5 year's experience in the application of the theories and practice of epidemiology in a public health setting.</p> <p><b>Specific knowledge, skills, abilities:</b></p> <ul style="list-style-type: none"> <li>• Advanced skills and demonstrated experience of application of epidemiological and statistical methods</li> <li>• Advanced skills and demonstrated experience in assessment and analysis</li> <li>• Advanced skills and demonstrated experience in the application of the principles of informatics, including data collection, processing and analysis, in support of epidemiologic investigations</li> <li>• Advanced skills and demonstrated experience in computer applications including Epi-Info, statistical packages (preferably SPSS), graphical data presentation, reporting software, cancer incidence and mortality software, census data, geographical information systems</li> <li>• Advanced skills in Microsoft Access and Excel</li> <li>• Advanced skills and demonstrated experience with Ministry of Health and Long-Term Care database applications</li> <li>• Advanced oral communications skills and demonstrated experience in presenting information to individuals and groups for the purpose of setting priorities, accessing resources, defining policy and procedure and influencing program or Agency direction</li> <li>• Advanced written communications skills and demonstrated experience creating project proposals, research articles, technical documents and correspondence to communicate epidemiologic findings to professional audiences, policy makers, and general public</li> <li>• Advanced skills and demonstrated experience in project management including the development project proposals, work planning, human resource oversight; budget planning and monitoring; contractor recruitment, selection and oversight</li> <li>• Advanced skills and demonstrated experience facilitating project planning and implementation with groups of staff and community partners</li> <li>• Advanced skills and demonstrated experience leading interdisciplinary teams, including ability to facilitate, collaborate and resolve conflict</li> <li>• Advanced skills in time management, balancing multiple projects and working to deadlines</li> <li>• Advanced research skills and demonstrated experience in developing research questions, conducting a literature search, critical assessment of the literature and synthesis of the literature</li> </ul>	

<b>POSITION SKILLS &amp; COMPETENCIES REQUIRED Continued:</b>	
<ul style="list-style-type: none"> <li>• Intermediate skills and demonstrated experience with Ministry of Health and Long-Term Care database applications</li> <li>• Intermediate skills in Microsoft Word, PowerPoint and Outlook</li> <li>• Basic supervisory skills, including recruitment, selection, and performance leadership</li> <li>• 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</li> </ul>	
<b>KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):</b>	
<b>Liaise and consults with the MOH, Senior Management and Program Managers to ensure health status information and activities address program needs and priorities and to mutually support interdisciplinary program planning, delivery and coordination</b>	<b>Ave. % of time: 40%</b>
<ul style="list-style-type: none"> <li>• Provides leadership, consultation, advice and guidance to program stakeholders including staff, senior management, Board of Health, community partners, clients on epidemiology, biostatistics, and research design including: methodology; analyzing and interpreting statistical information; standards for reporting and dissemination</li> <li>• Designs and maintains data bases of available health status information for the collection, analysis and reporting and health related data</li> <li>• Monitors health status and uses available health status information to report on the health status of residents</li> <li>• Plans, organizes, and coordinates studies on the health status of the residents of the health unit</li> <li>• 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</li> <li>• Analyzes and synthesizes the data collected for review and discussion by stakeholders</li> <li>• Participates, when required, in the investigation of outbreaks of communicable</li> <li>• Participates in the investigation of non-communicable disease events</li> <li>• Participates with other members of the health unit's management team in identifying service priorities and recommending change</li> <li>• Provides education to health unit staff and leaders in the community on research design, data collection and analysis, and questionnaire design</li> <li>• Establishes and maintains communication channels within the Agency and service area which enable the epidemiologist to participate effectively in the development of Agency programs and services</li> </ul>	
<b>Initiate and mobilize effective linkages with hospital, community health and social service sectors in order to establish and enhance partnerships in the collection, use and dissemination of health status information</b>	<b>Ave. % of time: 10%</b>
<ul style="list-style-type: none"> <li>• Represents the health unit on advisory or inter- ministerial planning committees related to public health programs, services and operations</li> <li>• Consults with municipal governments, health professionals, community groups, the media and others on health status information</li> <li>• 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</li> </ul>	
<b>Responsible for the coordination and management of resource requirements for health status activities including information, expertise, personnel, stakeholder participation, instruments, technology and other supports</b>	<b>Ave. % of time: 30%</b>
<ul style="list-style-type: none"> <li>• Estimates resource requirements for health status activities including information, expertise, personnel, stakeholder participation, instruments, technology and other supports</li> <li>• Provides or reviews proposed budgets for health information components of grant proposals and service budget; justifies costs given information needs, administers, monitors and reports on expenditures related to health status projects.</li> </ul>	

**KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) Continued:**

- Recommends the use of external supports and contracted services; participates in the development of Requests for Proposal, reviews contractor proposals and liaises with contractors to manage projects
- Responsible for providing leadership and direction for project teams (7-8 individuals) assigned responsibility for the planning and implementation of a health status initiative
- Responsible for providing functional supervision of students and contract staff within the program planning and evaluation team including recruitment, recommendation for hire orientation, training, work assignment, input into performance review
- Provides leadership in the training of students and staff in the practice of public health and of health status monitoring and surveillance through teaching, mentorship, training and project supervision.
- Advocates for, develops and provides training, resources and systems to increase capacity for epidemiology and health informatics

**Provide leadership and technical direction to health unit senior management and the Board of Health on strategies and policies to ensure effective and appropriate health status information collection, analysis and interpretation** **Ave % of time: 10%**

- Works with senior management to define policies and standards for health status information collection, use, storage, interpretation
- Participates in the development, communication and implementation of the Agency mission, values and strategic plan; demonstrates commitment to Agency mission and values by functioning in a way which is consistent with these statements
- Promotes and participates in interdisciplinary activities and peer support
- Contributes to the knowledge base of public health practice through dissemination of knowledge gained from health status and surveillance activities beyond immediate evaluation stakeholders including participating in the development and submission of articles to peer reviewed journals
- Pursues opportunities to advance knowledge of health status monitoring and surveillance
- Participates in health status research, monitoring and intersectoral health status projects
- Pursues professional development in relevant content areas to advance competence
- Ensures adherence to Agency, legal, ethical and professional standards for program evaluation and the use of personal health information in the planning and implementation of evaluation activities and in building evaluation capacity

**Contribute to the development of public health practice by facilitating student education, participating in research, teaching and participating in activities of professional associations** **Ave. % of time: 10%**

- Facilitates the dissemination and use of knowledge gained health status information
- Prepares and presents oral and written reports of health status and health surveillance initiatives to ensure dissemination of evaluation findings and facilitate timely decision-making by management and staff and ensure the use of knowledge gained
- Consults with stakeholders in the development of research proposals and grant applications in compliance with the requirements of the Agency policy
- Responsible for recruitment, selection, orientation and supervision of student placements

**Contribute to team and agency effectiveness** **Ongoing**

- Provides leadership in service and program areas in carrying out their program mandates
- Works collaboratively as a member of the team; actively works to foster positive team functioning
- Demonstrates commitment to, and functions in a way that is consistent with, the agency mission, vision, values and strategic directions

<p><b>KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY): Continued...</b></p> <ul style="list-style-type: none"> <li>• Promotes the goals of Public Health and the position of the agency on issues within the community and health care system as a whole</li> <li>• Respects and ensures confidentiality in all work performed on behalf of the agency</li> <li>• Demonstrates a strong customer service focus in dealing both internally and externally</li> <li>• Participates on agency-related committees and provides leadership as required</li> <li>• Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster</li> </ul> <p><i>Management has the right to change position requirements from time to time as Agency conditions dictate.</i></p>
<p><b>CONTACTS &amp; COMMUNICATION:</b></p> <p><b>Internal:</b> Board of Health, Executive Committee, MOH/AMOH, Directors, Program Managers/Supervisors program and administrative staff, health information professionals</p> <p><b>External:</b> Government/Politicians/civil servants (Municipal/Provincial/Federal Governments); Community agencies/partners (community coalitions, agencies, non-government organizations, &amp; individuals); provincial and federal partners; Other health practitioners, businesses, &amp; workplaces; other health departments; media, vendors</p>
<p><b>RESPONSIBILITY FOR RESOURCES:</b></p> <p><b>Staff:</b> Responsible for students and contract services; provides expertise, advice and guidance to other management and staff members in area of specialty. Provides leadership and direction to project teams. Provides expertise and direction to staff on identification of health information needs and coordination/planning/implementation of data collection activities. Participates in recruitment of health information positions.</p> <p><b>Financial:</b> Leadership in the development and implementation of the annual operating plan for community health profile; provides budget input, administer and monitor budget as delegated for health status and health surveillance projects; monitors project implementation and budget, reports on final costs of initiative; project plans include projected human and materials resources; drafts Request for Proposals for contracted services, participates in selection committee to determine contractor for projects, acts as the agency contact for oversight of contracted services including recommendations to pay installments based on assessment and monitoring of progress.</p> <p><b>Information:</b> Develops appropriate methodologies, processes and tools for the purpose of data collection, storage, use and dissemination. Assesses reliability and validity of data, notes strengths and limitations of data and ensures judgments made are supported by data. Ensures adherence to agency, legal, ethical &amp; professional standards for epidemiology and biostatistics and for the use of personal health information in health status monitoring and surveillance.</p> <p><b>Materials &amp; Equipment:</b> Software for project implementation &amp; analysis e.g. research required prior to GIS software or epidemiological analysis software. Use of materials and equipment related to position function.</p>
<p><b>EFFORT REQUIRED:</b></p> <p><b>Mental:</b></p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Considerable attention to detail/visual concentration for reading/analyzing/synthesizing information, using computer, researching information.</li> <li>• Considerable analysis for assessing community needs and providing appropriate information, applying statistical data &amp; interpretation to program planning.</li> <li>• Moderate interruptions are associated with consultant focus of position.</li> <li>• Deadlines relate to presentations/reporting, with agreed upon timelines.</li> <li>• High and varied volume of work.</li> <li>• Deal with change related to public health practice and constant updating of information.</li> </ul>

<b>EFFORT REQUIRED Continued:</b>
<ul style="list-style-type: none"><li>• Negotiation and conflict resolution in work with staff and the public in facilitating team activities, responding to requests and balancing workload and priorities. May be required to mediate solutions to problems.</li></ul>
<b>Physical:</b> <ul style="list-style-type: none"><li>• Moderate sitting at computer for majority of work but can move about freely.</li><li>• Considerable manual dexterity for computer work/keyboarding.</li></ul>
<b>WORKING CONDITIONS SPECIFIC TO POSITION:</b>
<ul style="list-style-type: none"><li>• Standard office environment.</li><li>• Limited travel is required to other sites for meetings.</li><li>• Moderate overtime is required to meet job demands.</li></ul>

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 Corporate Service

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

<b>POSITION HISTORY:</b> 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.
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