



### **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Health and Social Services	Public Health Registries Coordinator	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
49-5817	Yellowknife	Population Health

### **PURPOSE OF THE POSITION**

The Public Health Registries Coordinator is responsible for providing leadership in the design, administration, and improvement of territorial Public Health Registries in the Department of Health and Social Services (the "Department"). This position ensures all relevant, regulations, standards, codes, guidelines and policies are implemented to promote and protect the health of Northwest Territories (NWT) residents.

### **SCOPE**

The Public Health Registries Coordinator is appointed a Public Health Officer under the Public Health Act by the Chief Public Health Officer. By virtue of this appointment and delegations of responsibilities received from the Chief Public Health Officer, the incumbent has a statutory duty to execute Public Health Act and Regulation requirements.

The position reports to the Manager, Public Health Registries within the Public Health Registries Unit. The Public Health Registries Unit oversees all aspects of the management (i.e. collection, validation, retention, duplication, preservation, confidentiality, release and destruction) of personal health information relating to the testing and confirmation of all screening and cases of communicable and chronic disease in the NWT. These responsibilities are performed in accordance with the Public Health Act and associated regulations, guidelines, standards, policies and procedures. These activities are essential to inform timely and accurate communicable disease case follow-up, epidemiological analyses, territorial and national reporting requirements, and evidence use for program and policy development that improves the health of NWT residents.

This position is responsible for maintaining and advancing legislated territorial public health registries. This includes: 1) oversight for all registries and data holdings administration; 2) identification and execution of improvement and training initiatives; 3) project management;

4) enhancing collaboration with data users; and 5) developing and implementing change management requirements related to changes in policies, procedures and technology/information systems (IS) enhancements within the unit and with other IS applications and technology.

## **RESPONSIBILITIES**

### **1. Manages the design and improvement of Public Health Registries**

- Develops specialized Public Health Registry standards, data flows, and business process procedures in collaboration with front-line and territorial staff to increase registry effectiveness and efficiency
- Identifies and oversees the execution of registry improvement initiatives including providing public health expert knowledge on data holdings development or enhancement as well as data integration, sharing and linking with other data holdings or IS
- Researches and identifies privacy and information management requirements for public health registries, participates in privacy impact assessments, and assists with negotiations of information sharing agreements with other agencies and governments
- Provides Public Health Registry expert advice for IS Software Development Lifecycles including system upgrades and replacement planning
- Identifies training and professional development opportunities for Public Health Registries Officers that promote best practice in accordance with territorial, national and international registry standards
- Prepares and provides strategic Public Health Registry advice regarding policy and program improvements for Management and Senior Management including the Chief Public Health Officer

### **2. Oversees effective and efficient Public Health Registry operations and administration**

- Oversees database administration oversight of all Public Health Act legislated registries and data holdings
- Synthesizes and applies registry health information management best-practices including implementation of data content standards and coding/classification of diseases (International Classification of Diseases, SNOMED CT).
- Liaises with staff in the Department and Health and Social Services Authorities (HSSAs) to ensure appropriate registry business practices and processes are being followed
- Extracts and provides specific registry health information to Communicable Disease Consultants, Epidemiologists and the Chief Public Health Officer
- Monitors and investigates application issues and critical incidents with IS technical staff

- Assumes public health expert role for sign-off of data capture/management application upgrades in collaboration with IS staff and applicable vendor(s)
- Identifies and implements procedures to ensure business continuity and operational redundancy to protect and manage registry data holdings and mitigate risk in collaboration with IS staff
- Develops and ensures accountability of roles-based access controls for all IS and data holdings
- Oversees territorial, federal, and international data reporting requirements and activities
- Executes complex queries from databases
- Ensures collection, validation, retention, duplication, preservation, confidentiality, release and destruction of health information according to legislation and established guidelines and processes
- Conducts risk assessments and implements risk mitigation measures
- Documents and maintains quality assurance registry auditing practices that meet territorial, national, and international standards

### **3. Manages the development, implementation, and evaluation of medium scale complex projects**

- Manages and leads Public Health Registry priority projects
- Develops project plans in collaboration with IS staff, which includes providing leadership over project gating, project management and software development system lifecycles
- Develops implementation plans for review and approval by project sponsors, committees, and management
- Liaises with Department and HSSA staff as well as external stakeholders to ensure collaborative project progress
- Develops communication strategies and timelines to ensure project duties are accomplished in an effective manner for successful project implementation
- Coordinates project evaluation framework activities in collaboration with Department evaluation staff
- Manages contracts with consultants, contractors, and information system vendors

### **4. Manages project budgets**

- Manages project budgets, variance, and project deliverable compliance
- Identifies funding options for projects to enhance to fiscal sustainability

**5. Ensures regular reporting on project status to the Manager, Public Health Registries and senior management as necessary**

- Ensures project metrics and reporting mechanisms are in place to allow for reporting of project status to management and senior management.
- Updates internal and external stakeholders as necessary on project progress

**6. Collaborates with stakeholders to improve Public Health Registry functions that enhance data usage**

- Applies principles of evidence-informed decision making to assess and map registry data usage
- Determines appropriate registry data collection, storage and management practice improvements that can enhance data usage
- Creates system concept maps and data flow diagrams
- Integrates registry functions into greater project quality improvement lifecycles such as Plan, Do, Study, Act (PDSA) cycles
- Leads, develops and sustains relationships with internal DHSS stakeholders as well as external territorial, provincial and national partners such as: HSS Vital Statistics, NWT Bureau of Statistics, NWT Coroner's Service, Alberta Health Services, Alberta Cancer Care, Public Health Agency of Canada, Statistics Canada.

**7. Provides change management and administrative support to the Unit as requested by the Manager, Public Health Registries**

- Acts as Manager, Public Health Registries as required
- Facilitates the implementation of change management activities
- Provides advice and support to other Unit staff based on experience or areas of expertise
- Provides coverage of operational requirements in the unit due to staff absences
- Provides cross-training to unit staff for data entry, management, validation and reporting functions
- Represents the Department on Federal, Provincial, Territorial committees.

**WORKING CONDITIONS**

The incumbent is expected to spend long periods using a computer, which can be a source of eye and muscle strain.

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual demands.

**Sensory Demands**

No unusual demands.

**Mental Demands**

A high level of concentration and attention is essential, as work must be of the utmost level of accuracy. These conditions can lead to mental and emotional fatigue and stress.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of public health and privacy legislation, policies and procedures
- Knowledge of public health information reporting procedures and registries
- Knowledge of health informatics and eHealth database solutions
- Knowledge of both communicable and non-communicable diseases
- Knowledge of medical and coding terminology such as SNOMED CT, LOINC, ICD- 9, ICD-10, ICD-10CA, and CCI
- Strong skills using query tools such as Crystal Reports, Cognos, and SQL
- Advanced skill in Microsoft Excel, and working skill in Microsoft Visio or alternate visual diagram software
- Demonstrated leadership, strategic thinking and problem-solving skills
- Excellent communications skills (written and verbal)
- Knowledge of evidence-informed decision making and quality improvement theories
- Proven project planning and time management skills, and ability to execute complex tasks and plans
- Interpersonal, negotiation and collaboration skills that enable a productive work environment
- Proven financial management skills, including project budgeting
- Ability to be successful in a fast-paced, complex and results-oriented environment, with compressed deadlines and multiple deliverables
- Knowledge of northern cultures and the NWT health and social services system
- Knowledge of ethics related to client confidentiality and data security
- Ability to be self-directed and organized
- Ability to work in a team environment and be flexible
- Ability to supervise staff

**Typically, the above qualifications would be attained by:**

A degree in Health Informatics, Health Information Management or related degree, and 5 years relevant experience. An equivalent combination of education and experience will be considered. Professional certifications in project management (such as PMP) or credentials in health information management considered an asset.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security (check one)**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

#### **French language (check one if applies)**

- French required (must identify required level below)

Level required for this Designated Position is:

##### **ORAL EXPRESSION AND COMPREHENSION**

Basic (B)  Intermediate (I)  Advanced (A)

##### **READING COMPREHENSION:**

Basic (B)  Intermediate (I)  Advanced (A)

##### **WRITING SKILLS:**

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

#### **Aboriginal language: Choose a language**

- Required
- Preferred