

1. IDENTIFICATION

Position	Job Title	Supervisor's Position	Fin. Code
10-13911	Public Health TB Case Manager	Director of Population Health	10540-01-3-320-1000000-01-1100
Department	Division/Region	Community	Location
Health	Kivalliq	Rankin Inlet	Rankin Inlet

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

The public health goals of TB patient management are to initiate treatment promptly and ensure the completion of effective therapy to cure illness, reduce transmission, and prevent the development of drug-resistant TB. An experienced Public Health Nurse /TB case manager is required to help reduce TB transmission and rates, prevent treatment related adverse effects, and improve adherence and outcomes.

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.

Under the supervision of the Director of Population Health, and the support of the Regional Communicable Disease Coordinator, and Territorial Communicable Disease Consultant, and with overall direction from the Chief Medical Officer of Health (CMOH) this position will fulfill the public health mandate of protecting, restoring and promoting health to prevent and reduce the incidence of Tuberculosis using a population health framework. The Public Health TB Case Manager (PHTBCM) focuses on supporting community TB programs in the region by providing knowledge and expertise based on best practices, current research, national and territorial standards and guidelines and sound public health principles. This position supports the effective and efficient functioning of comprehensive population and public health services.

The position will lead public health TB programming and provide expert guidance to meet public health priorities for the community. The incumbent will support and guide community TB programs in the region.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

Provides Public Health Tuberculosis program management to support communities and health centres by:

- Assessing and monitoring the management of community TB programs as required by the Nunavut Public Health Act and Regulations.
- Implementing TB programming and prevention strategies focused on DH identified

priorities and community needs.

- Collaborating with communities to implement TB programs and methods of delivery that are culturally relevant and responsive to client needs across the lifespan.
- Ensuring that TB control practices in the region follow Nunavut protocols and the Canadian Tuberculosis Standards.
- Evaluating regional community TB programs on an ongoing basis, and reporting recommendations to strengthen community TB programs.
- Collecting disease data and reporting to the Office of the CMOH along with reporting all suspected and confirmed cases of Tuberculosis.
- Performing ongoing evaluations of community TB programs and adapting programs to meet community needs.

Provides TB case management to community health centres by:

- Creating a collaborative team atmosphere with the CHNs, DOT workers, Physicians, PHNs, and Regional CDC.
- Provide support to health centres to ensure that the TB assessment, contact tracing, and baseline investigations are initiated promptly for all new cases of TB.
- Providing recommendations to CHNs on isolation requirements for suspect and confirmed cases of TB and advising staff on personal respiratory precautions.
- Supporting health centres to ensure that all baseline and monitoring assessments for active and latent TB cases are done in a timely manner.
- Liaising with physicians and health centre staff to ensure a TB treatment plan is developed and promptly initiated.
- Reviewing assessment results and following up on any abnormal findings, to prevent adverse outcomes.
- Assessing and providing support and direction to address obstacles to adherence.
- Reporting adherence issues and defaults to the RCDC and TCDC.
- Acts as a liaison between the health centre and out of community TB treatment centres, including assisting with discharge planning.
- Oversees contact tracing either at a distance, or locally when assisting with surge capacity.
- Assisting and supporting health centres in implementing school TB screening programs.
- Travelling to communities as needed to provide temporary surge capacity during outbreaks or periods of high TB activity.

Provides services to the region based upon relevant DH policies and protocols by:

- Practicing within identified Territorial and National Tuberculosis standards and competencies.
- Maintaining confidentiality of all client related information.
- Maintaining professional competence in public health and Tuberculosis by attending in-service sessions, conducting self-directed studies, pursuing professional development activities, and reviewing current literature and evidence based best practices.
- Obtaining and maintaining certificates for required specialized public health nursing competencies.
- Traveling to other communities for hands-on TB program delivery, on a temporary basis, when required to assist with surge capacity.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

- Bachelors of Nursing, Bachelor of Science Nursing, Bachelor of Science Arctic Nursing or Diploma in Nursing with equivalencies.
- Two years nursing experience with Public Health/Tuberculosis is required.
- Knowledge of current trends in Tuberculosis control programs and practices is a requirement.
- Knowledge of core competencies for Tuberculosis control in Canada.
- Knowledge of Community Health Nurses of Canada (CHNC) public health nursing competencies, standards of practice, and professional practice model.
- Good computer skills (word processing, power point and e-mail) are necessary.
- Group facilitation, teaching, and communication skills are required.
- Masters in Nursing or Public Health is an asset.
- RNANT/NU registration or ability to obtain registration prior to start date is required.
- CPR health professional with annual recertification.
- Incumbents must be willing to successfully complete all certification programs that are offered in work setting and/or required for the position.
- A valid driver's license is required.
- This is a highly sensitive position. Criminal and vulnerable sector checks are required.

The ability to communicate in more than one of Nunavut's official languages is considered an asset.

5. WORKING CONDITIONS

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

- The incumbent in this position will experience moderate physical fatigue or physical stress.
- This position demands that the nurse be physically mobile in the community, capable of lifting and carrying equipment and standing for long periods of time.

Environmental Conditions

Indicate the nature of adverse environmental conditions, to which the job holder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

- The incumbent will experience mild physical discomfort in this position as the incumbent will be exposed to the following:
 - Exposure to blood and body fluids, infectious materials and hazardous substances.
 - Exposure to communicable diseases.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.

- Considerable sensory attention is required. There is a demand for concentrated and coordinated application of the use of various senses.

Mental Demands

<p>Indicate conditions that may lead to mental or emotional fatigue.</p> <ul style="list-style-type: none"> ▪ Considerable mental stress will result as the incumbent will experience the following: <ul style="list-style-type: none"> ○ Conflicting priorities, high demands for service and the need to constantly communicate effectively with others. ○ Focusing on detailed and highly complex community client care issues on a regular basis. ○ Regularly using good judgment and common sense while making decisions outside the normal scope of practice.

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p> <p>_____ Date I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.</p>	

8. ORGANIZATION CHART

Please Attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.