



NON-CONTRACT ROLE DESCRIPTION

JD4728

ROLE TITLE:	Surveillance Analyst	ROLE DESCRIPTION NO.:	4728
DEPARTMENT:	Public Health Protection and Assessment	HEABC REFERENCE NO.:	1872666
REPORTING TO:	Manager, Population Health Assessment and Epidemiology	HSCIS CODE:	04099
CLASSIFICATION:	NCEM/Range 7	JOB CODE:	91297

ROLE SUMMARY

In accordance with the Vision, Purpose, Values and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and responsibility shared by everyone. As such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager, Population Health Assessment and Epidemiology, and as an integral member of the Population Health Assessment and Epidemiology team, the Surveillance Analyst performs epidemiological activities related to analyzing, interpreting and researching health-related characteristics to assist in the identification of the incidence and prevalence of communicable diseases and other population health indicators within Island Health. The position participates, as part of the Population Health Assessment and Epidemiology team, in developing communicable disease surveillance strategies.

DUTIES AND RESPONSIBILITIES:

1. Assists with planning and implementation, in collaboration with Medical Health Officers and the Population Health Assessment and Epidemiology team, a comprehensive communicable disease surveillance strategy that addresses the goals and objectives identified by the organization and Population Health Assessment and Epidemiology program, including ongoing surveillance and surveillance during public health emergencies.
2. Works with Information Management/Information Technology and external information system providers, e.g., BC Centre for Disease Control, to lead, direct and provide expertise in the development, implementation and evaluation of a communicable disease electronic surveillance program.
3. Supports epidemiological investigations of disease outbreaks in collaboration with the Medical Health Officers and the Population Health Assessment and Epidemiology team.
4. Provides technical advice to the Communicable Disease nurses, case managers, coordinators, and other members of the Public Health and Health Protection teams on data collection, cleaning and analysis to ensure consistency and validity of data.
5. Reviews, analyzes trends and benchmarks data to existing standards and/or other applicable national or international results.
6. Prepares statistics and analyzes data from various sources through the use of statistical software packages such as SAS, SPSS and Geographical Information System (GIS).
7. Writes project proposals and specific papers on health care related issues including reports directed to the Communicable Disease team and Population Health Assessment and Epidemiology team, Medical Health Officers, health authority programs/departments, senior administration, and public.
8. Supervises students as required.
9. Creates and maintains working relationships with outside agencies and individuals, including government agencies.

10. Supports preparation and submission of data to external agencies, for provincial/national studies or as required through mandated performance agreements, in accordance with appropriate legislation (e.g., Freedom of Information and Protection of Privacy Act, Public Health Act).

11. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a Master's degree in Epidemiology or related discipline and three (3) years' experience in the health care setting, preferably with experience in communicable disease surveillance.

Skills And Abilities

- Ability to function independently, and direct staff engaged in epidemiological investigations.
- Knowledge of principles and procedures of epidemiology research including design of communicable disease surveys.
- Knowledge of theory, practice and application of epidemiological methodologies, including methods used in specialized fields, including communicable disease control.
- Knowledge of communicable disease control strategies, programs and practice.
- Extensive working knowledge of the health care system in BC and Canada, in particular the use of routinely collected data sets.
- Knowledge of the relevant legislation (e.g, Freedom of Information and Protection of Privacy Act, Public Health Act)
- Ability to prepare statistics and analyze data as through the use of computer generated spreadsheets and statistical packages such as SAS, SPSS and GIS.
- Ability to create and maintain effective relationships with coworkers, government departments, external agencies, etc.
- Ability to communicate well both verbally and in writing including proposals and technical reports.