



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Epidemiologist

Health Salaried Officers Agreement: Level G7

Position Number: 008385

Metropolitan Communicable Disease Control

North Metropolitan Public Health & Ambulatory Care / North Metropolitan Health Service

Reporting Relationships

Director Public Health
Public Health
HSO Level G11
Position Number: 007238



Head of Department
Medical Practitioners Agreement Year 1-9
Position Number: 007237



This Position



Also reporting to this supervisor:

- Consultant- Public Health Medicine 1.1 FTE
- Registrar- Trainee- Public Health Medicine 2.0 FTE
- Project Officer 1.8 FTE

Directly reporting to this position:

Nil

Prime Function / Key Responsibilities

Coordinates the Food- borne Disease Surveillance in Metropolitan Communicable Disease Control. Provides surveillance support for the Food-borne Surveillance project in Western Australia managed by the Communicable Disease Control Directorate. This includes gathering surveillance information from primary care and cases of notifiable infectious diseases, outbreak investigations, epidemiological analyses and reporting.

Collaborates with other Public Health Units and the Communicable Disease Control Directorate to develop and maintain consistent methodologies and policies for the investigation of and response to food-borne diseases. Participates in regular meetings between the Communicable Disease Control Directorate and Public Health Units. Responsible for planning, implementation and maintenance of data management systems for collection and analysis of surveillance data from a variety of sources. Responsible for analysis and reporting of data to stakeholders.

Brief Summary of Duties (in order of importance)

1. Project Management

- 1.1. Collects surveillance information from cases of notifiable infectious diseases and enteric disease outbreak investigations in Perth WA.
- 1.2. Liaises with primary care in collecting surveillance information.
- 1.3. Aggregates and analyses information and data relevant to the epidemiology of food borne disease in WA.
- 1.4. Meets timelines and performance measures specified by the OzFoodNet Agreement.
- 1.5. Undertakes (either individually or as project lead) reasonably complex project/s, and/or components of larger more significant projects, to investigate issues and/or develop and implement initiatives for immunisation, disease surveillance and control.
- 1.6. Monitors progress of project/s, prepares progress briefings and provides options to ensure that performance indicators/milestones are met.
- 1.7. Consults and negotiates with areas having an interest in, or which will be impacted by, the project to ensure stakeholders' requirements are met.

2. Health Monitoring and Surveillance

- 2.1. Under the direction of the Consultant Public Health Physician facilitates and actively contributes to the conduct of studies examining risk factors for particular food borne pathogens.
- 2.2. Assists in the development of suitable tools such as questionnaires, databases and methodology for epidemiological studies.
- 2.3. Develops and maintains databases relevant to food borne and other enteric disease surveillance.
- 2.4. Provides general epidemiological expertise and advice to Metropolitan Communicable Disease Control as required.
- 2.5. Liaises with key stakeholders, including general practitioners, hospitals, other primary care providers and other agencies as required.

3. Research and Other Duties

- 3.1. Under the direction of the Consultant Public Health Physician undertakes public health research proposals using innovative methodologies in research and project design.

4. NMHS Governance, Safety and Quality Requirements

- 4.1. Participates in the maintenance of a safe work environment.
- 4.2. Participates in an annual performance development review.
- 4.3. Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Postgraduate qualifications in public health and/or epidemiology.
2. Considerable experience in communicable disease surveillance.
3. Considerable experience in the design, conduct, and analysis of epidemiological studies.
4. Excellent interpersonal, verbal, and written communication skills.
5. Considerable experience with statistical and database applications.

Desirable Selection Criteria

1. Knowledge of food-borne disease pathogens.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date:

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