



## CLASSIFICATION STANDARD

### **MEDECINE**

### **SCIENTIFIC AND PROFESSIONAL CATEGORY**

Minister of Supply and Services Canada 1987

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## INTRODUCTION

The positions allocated to the Medicine Group are divided into two sub-groups:

Medical Officer  
Medical Specialist

This standard describes the classification plans to be used to evaluate positions allocated to this occupational group. It consists of an introduction and definitions of the Scientific and Professional Category and the Medicine Group. The standard also includes an introduction, a definition of each sub-group, a glossary of terms, a classification plan and bench-mark position descriptions for each sub-group.

Allocation to one or the other of the two sub-groups is to be determined by reference to the sub-group definitions.

CATEGORY DEFINITION

Occupational categories were repealed by the Public Service Reform Act (PSRA), effective April 1, 1993. Therefore, the occupational category definitions have been deleted from the classification standards.

GROUP DEFINITION

For occupational group allocation, it is recommended that you use [the Occupational Group Definition Maps](#), which provide the 1999 group definition and their corresponding inclusion and exclusion statements. The maps explicitly link the relevant parts of the overall 1999 occupational group definition to each classification standard.

Medicine  
Sub-group: Medical Officer

4

SUB-GROUP - MEDICAL OFFICER

### MEDICAL OFFICER SUB-GROUP INTRODUCTION

This part of the Medicine Group standard describes the classification plan used to evaluate positions allocated to the Medical Officer Sub-group. It consists of an introduction, a definition of the sub-group, a glossary of terms, factor definitions and characteristics, degree highlights and bench-mark position descriptions.

A classification plan of five levels representing significant differences in the difficulty of the work, has been established for this sub-group.

#### Factors

The evaluation of positions and their assignment to a classification level will be determined by the application of three factors:

Nature of Activities  
Responsibility for Activities  
Administration

Each factor is described, and the descriptions designate the features of the work assigned to positions allocated to the sub-group. A list of characteristics is included for each factor. The characteristics indicate the features of the work that are to be considered when evaluating a position under a particular factor. Each characteristic describes the lowest and the highest requirement. The factor characteristics serve to ensure that consideration is given to all features of the work of a position.

Because of the nature and diversity of positions in this sub-group, it was not considered possible to produce for all degrees of the factors meaningful definitions that would describe and distinguish the increasing difficulty of the work from the lowest to the highest level. As a result, degree highlights are included for the second and fourth degrees only. These highlights describe the features of the work that will be found in most positions at these levels. The degrees of each factor are illustrated by bench-mark position descriptions.

#### Bench-mark Positions

Bench-mark position descriptions exemplify the degrees of each factor and the levels of the classification plan. Each bench-mark consists of a descriptive title, a statement of the principal duties with the percentage of time devoted to each, and a set of specifications describing the features of the work of the position in terms of the characteristics of each of the three factors. The specifications exemplify the application of the evaluation plan to the duties and responsibilities of the bench-mark position and indicate the degree assigned to the position for each factor. A classification level is assigned to each bench-mark position.

#### Use of the Standard

There are six steps in the application of this classification standard:

1. The position description is studied to ensure understanding of the position as a whole and of the nature of the duties and responsibilities as they relate to the characteristics of each factor. The relationship of the position being studied to positions above and below it in the organization is also studied.



2. Allocation of the position to the category, group and sub-group is confirmed by reference to the definitions and the descriptions of inclusions and exclusions.
3. A degree under each factor is tentatively assigned to the position being evaluated by considering the duties and responsibilities of the position in relation to the range described for each factor characteristic and the degree highlights for the factor, and determining that the difficulty of the work is equal to, or greater or less than a degree that is described. The features of the work of the position being evaluated should be related to the degree highlight as a whole in its total context, not to isolated words or phrases.
4. The degree tentatively assigned is confirmed by comparison with the bench-mark position descriptions.
5. The level of the position is determined by the degree that has been assigned to the position for at least two of the three factors. When one degree does not predominate, raters are to compare the total job with the bench-mark position descriptions and determine the level that best corresponds on the whole with the duties and responsibilities of the position.
6. The position is compared with bench-mark position descriptions that have been assigned to the same level, as a check on the validity of the level selected.

## MEDICAL OFFICER SUB-GROUP DEFINITION

The performance, provision of advice on, supervision, or direction of professional and scientific work in one or more fields of medicine.

Inclusions

Positions included in this sub-group are those that require the application of a comprehensive knowledge of medicine in the performance of one or more of the following duties:

- the conduct of programs to promote public or individual health;
- the provision of medical and health services or their planning and evaluation;
- the appraisal of drugs for safety and efficacy under conditions of their intended use;
- the assessment of physical or mental disability for compensation or other benefit purposes;
- the conduct of research and experimental work in the causes, incidences and prevalence of diseases, methods of treatment, or prevention and control of diseases, other physical conditions or specific health problems;
- the provision of advice;
- the supervision and direction of any of the above duties.

Exclusions

Positions excluded from this sub-group are those that require the practice of a medical specialty.

GLOSSARY OF TERMS

"Continuing operation" refers to tasks or investigations, usually of a straightforward nature, occurring in a pattern or repetitive cycles.

"Activities" refers to the different actions taken in performing the duties of a position such as planning, estimating, supervising, advising, training, diagnosing and assessing.

"Subject-matter areas" refers to medical facts, theories, ideas, techniques and related matters that are encompassed by studies, projects or programs.

"Related areas of specialization" refers to disciplines which have a bearing on, or are pertinent to, studies or services which are being carried out e.g., in medicine related areas of specialization include such disciplines as nursing, psychology, physiotherapy, pharmacology, chemistry and biology.

"Clinical services" refers to the provision of direct care to individuals and involves the performance of diagnostic, therapeutic and prevention services.

"Supporting staff" refers to those professionals and non-professionals employees who provide service and assistance to medical officers in the performance of their duties, e.g., medical residents, nurses, nursing assistants, orderlies, technicians, and administrative support staff.

"Health Services" refers to both consultative and operational services concerned with promoting, protecting and restoring the physical and mental health of individuals, families and communities. They are provided by various health professionals and related occupations at community and personal levels.

FACTORS

NATURE OF ACTIVITIES

RESPONSIBILITY FOR ACTIVITIES

ADMINISTRATION

NATURE OF ACTIVITIES

This factor is used to measure the difficulty of the work in terms of its scope, the variety of activities, the use of approaches, methods and techniques and the requirement for knowledge.

When evaluating positions under this factor raters are to consider the following characteristics:

The scope of the work, ranging

- from a part or phase of a project or study, or a continuing operation involving the provision of limited services;
- to a medical or health program involving a number of studies or services being conducted simultaneously within a broad spectrum of subject-matter areas and related areas of specialization and normally requiring intensive investigation or activity.

The variety of activities, ranging

- from a succession of tasks comprising a limited number of activities and closely resembling one another in most aspects;
- to a broad spectrum of professional and administrative activities different from one another in most aspects.

The use of approaches, methods and techniques, ranging

- from applying established methods and techniques to meet the requirements of the work;
- to developing and applying new approaches, methods and techniques to meet the changing requirements of a program.

The requirement for knowledge within areas of medical science, related areas of specialization, the administration of medical programs and departmental functions or policies will range

- from a thorough knowledge of the techniques and procedures to achieve work objectives within established guidelines;
- to an authoritative knowledge of subject-matter areas within a medical or health program, a comprehensive knowledge of the functions and requirements of related areas of specialization and of the regulations and policies governing the program.

NATURE OF ACTIVITIES

## Degrees

## Bench-mark Position Descriptions

No .

1 1 Medical Assessment Officer,  
Overseas Region

The work is performed within a single subject-matter area or within several related subject-matter areas. It consists of the provision of comprehensive clinical services or the conduct of a succession of projects requiring varying degrees of investigation. Activities differ from one another in several aspects and include such things as investigating, analysing and evaluating medical conditions or substances; providing treatment; training and supervising supporting staff; reviewing the work of others and providing advice. The work requires selecting and implementing appropriate approaches, methods and techniques with some adaptation to meet particular work problems. A thorough knowledge is required of the principles, methods and techniques applicable to the work. Familiarity with the practices of related areas of specialization and with departmental regulations and procedures is also required.

2 Section Head, Epidemiological  
Investigation (West)  
3 Medical Officer, Gastro  
enterology, Haematology,  
Oncology Division

4 Regional Aviation Medical  
Officer, Ontario Region  
5 Chief, Communicable Disease  
Surveillance Division  
6 Chief, Gastro-enterology,  
Haematology, Oncology  
Division  
7 Regional Health Services  
Officer, Ottawa

The work is normally performed within a number of subject-matter areas and related areas of specialization. It consists of several studies or services conducted simultaneously, and comprising all or a significant segment of a medical or health program. Work activities differ from one another in most aspects and include such things as developing and implementing recommendations regarding medical standards, regulations, research, policy and government legislation; evaluating and authorizing or recommending on project proposals; establishing objectives and priorities and assessing work progress in relation to objectives; providing advice on approaches to complex problems; contributing to the development of and/or directing and coordinating a variety of activities in a medical or health program. The work requires developing new concepts and novel approaches for the solution of complex problems by applying a comprehensive knowledge of a subject-matter area and related areas of specialization. The work also requires a thorough knowledge of the regulations and objectives relevant to the medical or health program.

4 8 Director, Health Assessment  
Division  
9 Assistant Regional Director,  
South

5 10 Regional Director, Ontario  
Region

RESPONSIBILITY FOR ACTIVITIES

This factor is used to measure the difficulty of the work in terms of the latitude allowed for the exercise of initiative and judgment and the responsibility for the work of others. It is also used to measure the importance of the work in terms of the impact of activities on the commitment of resources and the requirement to provide advice.

When evaluating positions under this factor raters are to consider the following characteristics:

Responsibility for defining problems and objectives, and establishing guidelines, ranging

- from identifying work problems, expected variables and availability of precedents;
- to developing program concepts, defining program objectives and limitations and defining approaches to complex problems.

The guidance received, ranging

- from directives on methods to be used and procedures to be followed, and guidance on unusual features and possible approaches;
- to general direction on policy intent and program objectives.

The extent to which work is checked by others, ranging

- from review of the work as it progresses;
- to review of the results of the work in terms of program objectives.

Responsibility for assessing the quality of the work of others, ranging

- from reviewing the work of supporting staff in progress and on completion;
- to evaluating analyses of complex problems and proposed departures from accepted practice.

The impact of activities on the commitment of resources, ranging

- from spending own time and minor facilities, equipment and supplies;
- to evaluating cost-benefit, feasibility or management studies and approving or recommending the approval of plans involving the use of large numbers of staff, the expenditure of large amounts of money and the procurement or use of costly facilities, equipment and supplies.

The requirement for providing advice, ranging

- from advising colleagues and supporting staff on matters related to the work;
- to providing authoritative advice and recommendations on a variety of matters of national or international concern to senior officials.

RESPONSIBILITY FOR ACTIVITIES

Degrees	Bench-mark Position Descriptions	
	No.	
	1	1 Medical Assessment Officer, Overseas Region
The work requires identifying work problems and devising suitable approaches and methods for their resolution. Guidance consists of discussion with more senior professionals on the implications of unusual problems. Completed work and recommendations are reviewed for soundness of judgement and adherence to professional standards. The work requires reviewing the work of subordinate professionals and supporting staff in progress or on completion. The work normally requires planning the use of equipment, supplies and facilities. Advice is given to colleagues, associates and supporting staff on matters with own area of work.	2	2 Section Head, Epidemiological Investigation (West)
	3	3 Medical Officer, Gastro enterology, Haematology Oncology Division
	3	4 Regional Aviation Medical Officer, Ontario Region
	5	5 Chief, Communicable Disease Surveillance Division
	6	6 Chief, Gastro-enterology, Haematology, Oncology Division
	7	7 Regional Health Services Officer, Ottawa
The work requires defining objectives and guidelines for the conduct of studies or services within a number of related subject-matter areas, and indicating likely approaches for the resolution of complex problems. They are professionally independent and guidance is normally restricted to matters requiring definition or clarification of policy and objectives. Results of the work and conclusions and recommendations are reviewed for soundness of judgement in relation to the attainment of objectives and conformance with directives. The work of subordinate staff, colleagues and outside specialists is reviewed in respect of approaches, soundness of judgement and the broad implications on medical or health activities. The work normally requires the conduct and evaluation of cost-benefit and feasibility studies as a basis for developing and implementing recommendations involving the allocation of significant numbers of staff and the use of substantial amounts of money. Advice on problems and theories in areas related to the work is given to other specialists and officials; advice in own area of work is accepted as authoritative.	4	8 Director, Health Assessment Division
	9	9 Assistant Regional Director, South
	5	10 Regional Director, Ontario Region



## ADMINISTRATION

This factor is used to measure the difficulty of the work in terms of the requirement to manage staff, financial and other resources, to plan and improve communications, control and delegation of authority in an organization, and to coordinate work with that of others.

When evaluating positions under this factor raters are to consider the following characteristics:

Requirement for the control of staff, ranging

- from supervising supporting staff, as required;
- to managing a very large staff (approximately 600) in a variety of professional, technical and other occupational groups, selecting, appraising, training and allocating personnel and subordinate supervisors to ensure the effective development and use of staff.

Requirement for the control of physical and financial resources, ranging

- from planning the day-to-day use of equipment and supplies;
- to planning and implementing the control of costly facilities and resources, and preparing and administering a very large budget (approximately \$8,000,000.).

Requirement for the retention of outside assistance, ranging

- from making recommendations concerning the use of outside assistance;
- to confirming the need for and selecting suitable sources of assistance, negotiating fees or salaries, relating the costs and benefits to budgetary limitations and approving the expenditure of funds.

Requirement for the development of an effective working organization, ranging

- from organizing a small staff into an effective working group, as required;
- to the continuing requirement to organize and coordinate a very large staff carrying out a wide variety of duties to meet current and forecasted program activities.

Requirement for the coordination of work performed for or in conjunction with other organizational units, ranging

- from coordinating a small number of activities with those of other individuals;
- to coordinating a wide spectrum of services with those of outside organizations.

ADMINISTRATION

Degrees	Bench-mark Position Descriptions	
	No.	
	1	1 Medical Assessment Officer, Overseas Region
	3	Medical Officer, Gastroenterology, Haematology, Oncology Division
The work requires the full-time supervision and direction of subordinate professional and supporting staff. The work also requires estimating costs and controlling work activities to meet productivity and quality standards, and recommending the use of outside assistance. There is the requirement to organize and coordinate the work of a small staff, this includes assigning duties and responsibilities, developing and implementing improved work procedures and defining work priorities. In addition there is the requirement to coordinate activities with those carried out in other organizational units.	2	2 Section Head, Epidemiological Investigation (West)
	4	Regional Aviation Medical Officer, Ontario Region
	6	Chief, Gastro-enterology, Haematology Oncology Division
	3	5 Chief, Communicable Disease Surveillance Division
	7	Regional Health Services Officer, Ottawa
	8	Director, Health Assessment Division
The work requires developing and implementing plans and guidelines concerning establishments, manpower planning, staff relations and training for a large staff in professional and other occupational groups. It also requires preparing and administering a large budget, allocating funds, implementing quality and cost controls, and arranging for the recruitment and payment of outside assistance. The work requires organizing and coordinating a wide variety of professional and support activities through a number of subordinate supervisors, and evaluating and revising work procedures and organizations to achieve program objectives. It also requires developing and maintaining effective working relations with various provincial, national and international organizations.	4	9 Assistant Regional Director, South
	5	10 Regional Director, Ontario Region

BENCH-MARK POSITION DESCRIPTION INDEX

In Ascending Order of Level

LEVEL	BENCH-MARK POSITION NO.	DESCRIPTIVE TITLE	FACTOR EVALUATION
1	1	Medical Assessment <i>Officer</i> , Overseas Region	1-1-1
2	2	Section Head, Epidemiological Investigation (West) Field Epidemiology Division	2-2-2
2	3	Medical <i>Officer</i> , Gastro-enterology, Haematology, Oncology Division, Bureau of Human Prescription Drugs	2-2-1
3	4	Regional Aviation Medical Officer, Ontario Region Medical Services Branch	3-3-2
3	5	Chief, Communicable Disease Surveillance Division, Bureau of Communicable Disease Epidemiology Health Services Branch	3-3-3
3	6	Chief, Gastro-enterology, Haematology, Oncology Division, Bureau of Human Prescription Drugs, Drugs Directorate	3-3-2
3	7	Regional Health Services Officer, Health Services - Ottawa	3-3-3
4	8	Director, Health Assessment Division, Health Services Directorate	4-4-3
4	9	Assistant Regional Director, South Medical Services Branch	4-4-4
5	10	Regional Director, Ontario Region Medical Services Branch	5-5-5

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 1

Level: 1

Descriptive Title: Medical Assessment Officer  
Overseas Region

Reporting to the Medical Officer-in-Charge, Office Abroad:

Duties

% of Time

Assesses for the Immigration Medical Program the mental and physical suitability of prospective immigrants to Canada. Assesses reports of standard physical examinations, analyses laboratory test results, interprets chest X-ray films and, as required, arranges referrals for specialist examinations or opinions. Diagnoses and categorizes the medical status of prospective immigrants in accordance with the terms of the Immigration Act and specifies the degree of risk within the categories. Detects fraudulent acts such as impersonation, substitution of chest X-ray films and deceptive laboratory reports. Performs physical examinations of refugees, as required. Advises Employment and Immigration on the medical status of prospective immigrants and that public health surveillance will be required in Canada, in cases of inactive tuberculosis, parasitic disease, treated syphilis and other infectious diseases.

50

Assesses the suitability of foreign physicians, hospitals, laboratories and other medical facilities for the referral of Canadian public servants abroad and dependents through interviews, reference checks, inspection of medical facilities, and consultation with local health authorities or officers of other diplomatic missions. Counsels Canadian public servants and their dependents on health matters and, on occasion, examines them to provide diagnostic and treatment services directly and arranges referrals to local physicians as required. Performs examinations and advises management on suitability for employment or reassignment to other locations. Provides surveillance of occupational and environmental factors which may affect the health of employees and advises management and employees on general health problems and preventative measures. Schedules and gives immunizations. Visits other posts to examine patients referred by the nurse-in-charge and to provide treatment services where local medical facilities are substandard.

30

Assesses the suitability of medical practitioners, radiologists and pathologists in foreign countries to whom prospective immigrants are referred for medical examinations and recommends the acceptance or rejection of applicants. Negotiates fees with local medical associations and physicians. Instructs designated physicians in specific examination techniques and requirements. Assesses the reliability of medical reports submitted by designated physicians. Advises management on the cost of medical care.

10

Performs other related duties such as providing medical services to consular cases on request of the consular officer, acting as medical escort in cases of evacuation to Canada of seriously ill public servants, attending conferences and liaising with national and international health authorities to exchange information.

10

Medicine

Sub-group: Medical Officer

B.M.P.D. No. 1

1.2

Degree

Specifications

Nature of Activities

1

The work is primarily concerned with the continuing evaluation and assessment of medical information in order to advise upon and recommend courses of action to higher authority or to individuals.

Work activities include arranging for and reviewing the findings of examining physicians and other diagnostic services, occasionally conducting physical examinations, determining through consultation, reference checks and inspection the suitability of physicians and treatment facilities, investigating environmental and other conditions of work which affect the health of employees and providing health counselling services.

The work is performed in accordance with the principles and techniques of established medical practice and standards established for the Immigration and the Public Service Health programs.

The work requires identifying and suggesting improvements in techniques and methods applicable to such matters as the certification and assessment of prospective immigrants and immunization procedures and instructing designated physicians in specific examination techniques and procedures.

The work requires a thorough knowledge of medical examination and assessment techniques and procedures, the requirements for certification under the Immigration Act, Occupational Health policies and the medical sections of the Foreign Service Directives.

Responsibilities for Activities

1

Work assignments are subject to a number of variable circumstances and professional judgment and discretion is applied in determining the actions to be taken in accomplishing them. Instructions and guidelines for the conduct of work are provided by the Medical Officer-in-Charge, departmental manuals and directives as well as instructions issued by the departments and agencies for whom work is performed. The Medical Officer-in-Charge provides instructions on specific work assignments and on the methods and techniques applicable to conditions encountered at particular posts. Unusual problems are resolved through consultation with the Medical Officer-in-Charge or with specialist colleagues.

The Medical Officer-in-Charge exercises control over work by assigning duties, establishing priorities, appraising performance and spot checking completed work to ensure conformance with standards.

The work requires reviewing and evaluating the medical reports of designated physicians to ensure the sufficiency and reliability of information.

The work involves spending own time and travel expense.

1.3

Degree

Advice is provided to departmental officers, employees and other physicians as a consequence of tasks performed within the Immigration and Public Service Health programs. As required, matters related to the diagnosis and assessment of health are explained and clarified to officers of the Department of Employment and Immigration. Departmental managers are informed and advised on the fitness of persons for employment or reassignment and conditions of work that affect health. The health counselling of employees requires the provision of information and advice on a variety of medical subjects and includes referral to treating physicians and facilities as necessary. Designated physicians are instructed on specific examination techniques and requirements applicable to the examination of prospective immigrants.

Administration

1

There is no continuing responsibility for the supervision of other employees. Planning requires the scheduling of work in accordance with assignments and priorities established by the Medical Officer-in-Charge.

Recommendations are made to appoint or to discontinue the services of designated physicians. There is a requirement to coordinate own work activities with colleagues and departmental officers in order to perform assignments.

2.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 2

Level: 2

Descriptive Title: Section Head, Epidemiological Investigation (West)  
Field Epidemiology Division

Reporting to the Chief of Field Epidemiology.

Duties	% of Time
Administers the Western Section of the Field Epidemiology Division, covering Ontario, Manitoba, Saskatchewan, Alberta and British Columbia. Prepares work plans for the Section, discussing programme content and priorities with the Chief of Field Epidemiology. Prepares budget estimates and projections and monitors expenditures. Supervises subordinate professional staff, assigning duties, providing expert advice on epidemiological duties, investigations and epidemic control, and evaluating employees performance. Recommends the purchase of equipment and material and travel allocation.	30
Carries out epidemiological studies and research projects into the epidemiology of infectious diseases and their control in cooperation with provincial and academic authorities. Advises on priority areas of study based on provincial requests, disease trends and emergency. Collaborates with project teams in designing and implementing studies and in analysing results.	25
Leads field outbreak teams to investigate and control epidemics as requested by provincial and other governments or international agencies. Plans with the Chief of Biometrics and other Directorates the use of resources for outbreak teams. Monitors investigations, writes reports, presents findings to appropriate authorities and recommends outbreak management, control and preventive procedures.	10
Provides expert medical consultant advice to provincial authorities, hospitals, practitioners and internationally on the epidemiological aspects of communicable diseases such as respiratory infections, sexually transmitted diseases and the management of outbreaks. Answers requests for data and information, interprets results of studies and research projects, takes part in committees and advisory groups and recommends specific or general options for the prevention and control of communicable diseases.	25
Performs other duties such as publishing scientific papers in the field and lecturing at colleges, and universities.	5

Medicine

Sub-group: Medical Officer

B.M.P.D. No. 2

2.2

Degree

Specifications

Nature of Activities

2

The work requires the direction, implementation and coordination of services in the Western Section of Field Epidemiology to provide medical information and advice to the governments of Ontario, Manitoba, Saskatchewan, Alberta and British Columbia on the epidemiological aspects of communicable diseases such as respiratory infections and sexually transmitted diseases as well as on the management of outbreaks.

Activities include carrying out studies and research projects into the epidemiology of infectious diseases, interpreting results of studies, leading field outbreak teams to investigate and control epidemics, advising on the prevention and control of communicable diseases, and guiding and reviewing the work of field epidemiologists.

The work requires the selection and application of methods and procedures to investigate, prevent and control communicable diseases. Methods and procedures require adaptation to meet the needs of particular cases and to deal with medical emergencies.

A thorough knowledge of medicine is required together with a knowledge of the epidemiology of communicable diseases. The work also requires a good knowledge of the regulations and practices of disease surveillance and control.

Responsibilities for Activities

2

The work requires establishing work plans and guidelines for the Western Section for the conduct of investigations and epidemic control. This involves discussing priorities with the Chief of Field Epidemiology, planning the use of outside resources with other directorates, providing liaison between the Branch and provincial authorities and defining duties of field epidemiologists.

Guidance and advice are provided by the Chief of Field Epidemiology on unusual medical problems and administrative details. The work is reviewed by the Chief of Field Epidemiology in terms of the effectiveness of the Section's programme. The work requires assigning work to subordinate professional staff and their work is reviewed for adherence to standards to ensure effective services to provinces.

The work requires planning and leading project teams to investigate and control epidemics as requested by provincial governments and other agencies and also requires cooperating with provincial and academic authorities in the conduct of epidemiological studies and research projects. Advice and recommendations are made on the prevention and control of communicable diseases and on the management of outbreaks.



2.3

Degree

Administration

2

The work requires supervising the work of five professional staff engaged in field investigations, assigning work, defining work priorities, appraising their performance, and recommending promotions, transfers and formal training.

The work also requires preparing budget estimates and forecasts, monitoring expenditures and recommending the purchase of equipment and material and travel allocation.

There is a requirement to coordinate the work of the section with other directorates and provincial governments in investigating and controlling epidemics.

3.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 3

Level: 2

Descriptive Title: Medical Officer  
Gastro-enterology, Haematology, Oncology Division  
Bureau of Human Prescription Drugs

Reporting to the Chief, Gastro-enterology, Haematology, Oncology Division:

Duties

0 of Time

Reviews and evaluates submissions from manufacturers concerning new drugs, investigational new drugs and supplemental new drugs for compliance with the Food and Drugs Act and Regulations. Assesses the acceptability of clinical pharmacological properties and clinical (therapeutic) data in terms of disease etiology, pathology and pathophysiology, expected and desired therapeutic responses, natural prognosis, possible food and drug interactions, clinical pharmacokinetics related to patient age, the potential for dependence, hazardous clinical properties, and the overall impact on a typical patient suffering from a specific disease. Determines whether the clinical data supports the therapeutic claims of the manufacturer. Prepares reports with recommendations on acceptable benefit/risk ratio of drugs.

30

Reviews, evaluates and as required, revises product monographs which present pharmaceutical, pharmacological and medical information to physicians and pharmacists on new drugs; prescribing information on older marketed drugs; or directions for use by consumers of some selected classes of drugs.

25

Recommends either the issuance of a Notice of Compliance or alternative courses of action such as further clinical trials, the need for additional clinical data, the rewriting of the product monograph or prescribing information and the need for post- marketing surveillance.

10

Consults with professional representatives of drug manufacturers to obtain and seek additional data and clarification relating to the pharmaceutical and pharmacological properties and proposed clinical protocols submitted in support of preclinical new drug submissions. Advises on regulatory requirements and techniques and procedures for monitoring the safety and efficacy of the new drugs during clinical trials. Responds to enquiries from physicians, pharmacists and dentists relating to benefits, risks, adverse reactions, and use of drugs.

20

Assesses the benefit/risk ratios of new drugs for use in medical emergencies, at a time when these drugs are not generally available for marketing or general distribution in Canada.

10

Medicine

Sub-group: Medical Officer

B.M.P.D. No. 3

3.2

% of Time

Performs other related duties such as maintaining awareness of trends and developments in the field of pharmacotherapy by attending seminars and conferences, consulting colleagues in the pharmaceutical industry and medical institutions or organizations and studying medical and scientific literature.

5

Specifications

Degree

Nature of Activities

2

The work requires appraising and evaluating medical information concerning new drugs, investigational new drugs and supplemental new drugs to advise upon and recommend courses of action to higher authority.

Activities include reviewing the medical and pharmacological evidence supporting therapeutic claims of drug manufacturers, reviewing and evaluating pharmaceutical, pharmacological and medical information provided to physicians and pharmacists on new drugs, prescribing information on older marketed drugs or directions for use by consumers on selected drugs, providing advice to representatives of industry and clinical investigators in the conduct of clinical trials, and responding to enquiries concerning benefits of new drugs, extent of monitoring required in the post-marketing period and incidence or prevalence of drug adverse reactions.

The work requires selecting and implementing methods and procedures in appraising and evaluating drug submissions by industry. However, methods and procedures are adapted to meet the needs of particular drug submissions.

The work requires a thorough knowledge of medicine with training and experience in the conduct of clinical trials and drug evaluation. A good knowledge of pharmacology and pharmacotherapy is required. It also requires a good knowledge of the legislation, regulations and practices concerning drug evaluations.

Responsibility for Activities

2

The work requires evaluating the acceptability of clinical pharmacological properties and therapeutic data with respect to the safety and efficacy of the proposed drugs, evaluating the medical relevance and validity of the statistical data and determining whether the clinical significance of such data supports the therapeutic claims of the manufacturer.

The work is performed within guidelines set by the Division Chief. Reports and medical and scientific decisions and recommendations made are reviewed by the Division Chief in cases when there may be an unacceptable degree of risk or high risk of adverse reactions and toxicities if new drugs are used.

The work requires assessing the adequacy of proposed clinical protocols for clinical drug trials in terms of adequacy of experimental design, medical and ethical considerations, clinical appropriateness of doses and of timing based on kinetics, patient age, diagnostic criteria used, earlier results obtained, and other pertinent elements.

Advice is provided to drug industry representatives and clinical investigators on techniques and procedures for monitoring the safety and efficacy of the new drug while on trial. Information is provided to physicians and pharmacists on the benefits of new agents compared to former available therapies, extent of monitoring required in the post-marketing period, and incidence or prevalence of drug adverse reactions.

Administration

1

There is no continuing requirement for the supervision of other employees. The work is performed according to priorities and assignments established by the Division Chief.

4.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 4

Level : 3

Descriptive Title: Regional Aviation Medical Officer,  
 Ontario Region,  
 Medical Services Branch

Reporting to the Senior Consultant, Civil Aviation Medicine:

Duties	% of Time
<p>Directs and participates in the medical assessment of applicants for licensing of aircrew and support personnel such as air traffic controllers, flight engineers and flight navigators. Evaluates all medical reports on aviation personnel examined by designated Civil Aviation Medical Examiners. Interprets medical standards, arranges for specialists examinations and analyses clinical data in terms of human performance in the aerospace system. Prepares reports for submission to the Aviation Medical Review Board.</p>	40
<p>Develops, organizes and conducts aeromedical education programs for pilots, air traffic controllers, civil aviation medical examiners, pathologists, and medical practitioners and consultants.</p>	10
<p>Evaluates and recommends for appointment medical practitioners as Civil Aviation Medical Examiners designated by Transport Canada. Interviews candidates and visits facilities to ensure adequacy of their offices and equipment.</p>	10
<p>Acts as a human factors member of the aircraft accident investigation team, as required by the Canadian Aviation Safety Board. Visits crash scenes, interviews witnesses and survivors, attends autopsies, instructs pathologists in autopsy methods, assists in identification, and coordinates special tissue studies. Prepares reports and recommends improved procedures to promote air safety. Presents evidence at inquests and court hearings.</p>	10
<p>Provides advice to the Regional Director, Air Regulations, the Regional Director, Air Navigational Services and appropriate officers on the aeromedical aspects of aviation to develop, promote and ensure high standards of aviation safety in Ontario Region of Transport Canada.</p>	10
<p>Supervises the work of three Aviation Medical officers and four support staff. Provides advice and guidance in the assessment of applicants for licensing, interprets medical standards, provides training and assesses performance. Estimates resource requirements and prepares program forecasts.</p>	15

Medicine

Sub-group: Medical Officer

B.M.P.D. No. 4

4.2

% of Time

Performs other duties such as initiating aeromedical research projects, maintaining cooperation and communication with the Chief Provincial Coroners/Medical Examiners and appropriate local coroners/Medical Examiners, and keeping abreast of latest developments in the fields of medicine and aviation through review of journals and books, attendance at meetings, demonstrations, trade shows, clinical seminars and liaison with aviation industry and associations.

5

Degree

Specifications

Nature of Activities

3

The work consists of the provision of regulatory, educational, scientific and advisory services concerning the medical or human aspects of flying. The work covers the field of aerospace medicine and involves the direction or conduct of a number of investigations and projects. It also consists of the provision of medical advice to Transport Canada in support of its responsibility for air safety in the Ontario Region.

Work activities differ from one another in many aspects and include assessing the medical eligibility of aircrew and support personnel; assessing the suitability of designated civil aviation medical examiners; developing and conducting aeromedical education programs; investigating the human aspect of aircraft accidents; providing advisory and consultative services; and administering the regional civil aviation medicine program.

The work requires the modification and initiation of methods, procedures and projects to deal with new problems in the field of civil aviation medicine. There is a continuing requirement to investigate and develop solutions to problems concerning the human side of flying.

The work requires a comprehensive knowledge of medicine. It also requires specialized knowledge and training in aviation medicine. In addition, the work requires a thorough knowledge of departmental policies, regulations and procedures and of Transport Canada as regards civil aviation, and departmental and governmental jurisdiction in this area.

Responsibility for Activities

3

The work requires implementing or recommending the implementation of standards and procedures to guide in the assessment of the medical eligibility of aircrew and support personnel. The work also requires identifying the need for additional services and research in support of air safety and developing the appropriate programs to meet these needs.

The work is conducted within the policy guidelines and established medical standards. These guidelines must be adapted and interpreted on a regional basis. General guidance is received through a review of monthly and annual statistical reports and the nature and number of problems referred to headquarters. Difficult assessment problems which involve the establishment of precedents are referred to headquarters for decision.

This position is responsible for the professional and technical competence of own work and that of subordinate staff. Guidance and direction is provided to subordinate professionals in the conduct of medical assessments and their decisions are reviewed for completeness, soundness of judgement and adherence to guidelines and regulations.

4.3

A primary requirement of the work is the provision of expert advice and information to officials of Transport Canada and the Canadian Aviation Safety Board in the field of aerospace medicine. This includes advising on the medical eligibility of aircrew and support personnel, on the human factor in aircraft accidents and incidents and on all matters in which aeromedical advice and information can contribute to the promotion of air safety in the Ontario Region. This position is also responsible, through discussions and education programs, for providing advice to other professionals (pathologists, consultants, medical practitioners) and to a variety of interested groups on the medical aspects of flying.

#### Administration

2

The work requires the supervision and direction of three medical officers and four clerks. This includes instruction in work methods, performance appraisal, counselling and recommendations concerning promotions, transfers and formal training.

The work requires preparing program forecasts, including budgets for approval and allocation of resources. These resources are used for salaries, health services and the purchase and repair of equipment and supplies.

The work requires the assignment of tasks and responsibilities to the staff, the setting of priorities and work schedules and the coordination of work to meet the objectives of the civil aviation medicine program for the Ontario Region.

In the conduct of medical assessments, training programs and aircraft accident investigations the work requires establishing cooperative working relationships with a variety of federal and provincial departments and agencies and civilian and military groups.



## 5.1

## BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 5

Level: 3

Descriptive Title: Chief, Communicable Disease Surveillance Division  
 Bureau of Communicable Disease Epidemiology  
 Health Services Branch

Reporting to the Director, Bureau of Communicable Disease Epidemiology:

## Duties

% of Time

Plans, organizes and directs the development of Canada-wide communicable disease surveillance systems and networks to monitor disease flux and emergence such as sentinel systems for Reye Syndrome and hemorrhagic colitis. Collaborates with international centres in the development of international networks and adapts international surveillance and sentinel systems to provide current information on infection risk to Canadians. Obtains data from other federal, provincial and local health departments and directs the analysis of data characterizing communicable diseases by time, place and person to establish current cross sections and projections of diseases.

30

Develops, conducts and coordinates epidemiological research on communicable diseases to determine their magnitude, severity, distribution and trends. Investigates possible causes and develops measures for their control or eradication. Collaborates with other medical scientists in establishing research requirements in terms of study design, methods and techniques, sample size and target population. Directs and coordinates evaluation studies of immunization programs as requested by provinces and organizes vaccine trials.

25

Provides consultative and information services to federal, provincial and local governments, national and international agencies and universities on the control or eradication of communicable diseases. Recommends the development of policies, programs or legislation. Participates in conferences to promote the exchange of information. Coordinates the development of surveillance systems, reporting practices and control procedures. Communicates with the news media, public and various medical associations to provide information on communicable disease epidemiology.

20

Administers the work of the Division composed of two medical officers, four technical staff and three administrative support staff. Establishes objectives, priorities and work plans. Prepares annual estimates, controls budget and recommends the allocation of resources. Assigns work and appraises employees performance.

10

% of Time

Performs other duties such as planning, developing and conducting training courses on epidemiology for medical and non-medical epidemiologists, supervising the publication of Canada Diseases Weekly Report and keeping abreast with developments in the field of epidemiology.

15

Degree

Specifications

Nature of Activities

3

The work requires planning, organizing, directing and conducting epidemiological research on communicable diseases, directing the surveillance of communicable diseases, and providing consultative advice and information to physicians and officials of federal and provincial government health departments, the public, voluntary health agencies, and other organizations. A number of epidemiological studies are conducted concurrently and involve intensive research into a wide variety of communicable diseases, such as influenza, typhoid, gastroenteritis, smallpox, measles, diphtheria, tuberculosis, venereal disease, poliomyelitis, chronic bronchitis and other viral infectious diseases.

Epidemiological research on diseases involves studying factors governing disease causation in population groups, including causal relationships of genetic, social or environmental nature. The conduct of these studies requires the analytical and statistical interpretation of disease distribution in terms of type, time, location and population affected.

The work requires developing recommendations for changes and improvements in standards, regulations and legislation relating to the surveillance and eradication of diseases. It involves advising on the useful exchange of information, coordination of communicable disease reporting practices and the updating of control procedures. There is a requirement for developing and implementing new and revised research methods and techniques, including the design of questionnaires, to meet changing requirements for information and to facilitate the conduct of studies to the particular circumstances and conditions encountered. The work requires developing and recommending new methods and approaches for combating and controlling diseases.

The work requires a comprehensive knowledge of medicine and a specialized knowledge of the epidemiology of communicable diseases. It also requires a thorough knowledge of the legislation, regulations and practices relative to disease surveillance and control in Canada and abroad.

Responsibility for Activities

3

The work requires defining objectives and guidelines for the conduct of research studies on communicable diseases. This involves identifying complex problems requiring investigation and developing approaches to be used to resolve them. General direction is received from the Director, Bureau of Communicable Disease Epidemiology. This is normally limited to matters requiring clarification of the Division's policies and objectives, for example, the Division's stand on the use of biological, such as live measles vaccine versus a killed vaccine, or priorities to be

assigned to epidemiological studies. The work is reviewed for soundness of judgment in planning and conducting studies, and results of studies are reviewed in terms of the validity of conclusions reached and the quality of recommendations and advice provided.

The work requires the critical review of scientific papers published by other professionals in the field of epidemiology as well as the analysis and interpretation of morbidity and mortality statistics provided by national and international organizations. Such reviews and analyses are conducted to ascertain the accuracy and relevancy of information for inclusion in the consultative services provided other physicians engaged in public health practices within federal and provincial departments and in national health and research associations. It also requires reviewing the work of own staff and non-departmental consultants and specialists engaged in epidemiological research studies in order to develop approaches to control and reduce diseases.

The work requires providing advice and recommendations to federal, provincial and other health authorities on approaches to the control of communicable diseases. Such advice may be in response to requests from provincial health authorities for guidance on programs to reduce infectious disease contacts among school children, from physicians on proposals to simplify immunization schedules or from research organizations on the feasibility of their support for various projects.

#### Administration

3

The work requires the supervision of two medical officers, four technical staff and three administrative support staff.

The work requires preparing annual estimates and administering a budget of \$100,000 annually.

The work requires assigning duties and responsibilities to staff, defining work priorities and providing instructions on the approaches to be applied in meeting the demands for advisory and informational services.

There is a continuing requirement to coordinate the work of the Division with physicians representing federal and provincial departments and private agencies in order to develop effective epidemiological services in Canada. The objectives of the work coordinated and performed in collaboration with other professionals are varied and concern such activities as the establishment of surveillance networks and the development and direction of field investigations to deal with epidemics. The work also requires organizing and participating in national and international conferences to promote better methods of reporting upon and controlling communicable diseases and other health hazards.

6.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 6

Level: 3

Descriptive Title: Chief, Gastro-enterology, Haematology, Oncology Division  
Bureau of Human Prescription Drugs,  
Drugs Directorate

Reporting to the Director, Bureau of Human Prescription Drugs:

Duties	% of Time
Plans, coordinates and directs the evaluation of submissions from industry on new drugs, investigational new drugs and supplemental new drugs assigned to the division which include drugs to treat diseases of the esophagus, intestines, liver, gall bladder pancreas, musculoskeletal system and bone marrow. Sets priorities, assigns work to professional staff, and develops guidelines and standard operating procedures. Reviews staff reports and recommendations and makes decisions on the credibility, validity and acceptability of the scientific and medical data submitted by industry. Informs manufacturers when submissions are incomplete and when additional data are required. Advises the Bureau Director when submissions are in compliance with the appropriate sections of the Food and Drugs Act and Regulations.	50
Promotes the development and ensures the availability of adequate directions for use of drugs to the medical practitioners and the public. Supervises and participates in the editing of product monographs on new drugs, clinical investigator's brochures on investigational drugs and product brochures on selected old drugs. Develops patient-oriented information sheets for selected marketed drugs to ensure understanding of benefits, risks, side effects and intolerances.	10
Advises the Director, Bureau of Human Prescription Drugs on the existence and pertinence of adverse reactions to drugs and recommends appropriate measures to prevent continued public health hazard. Advises the Bureau of Field Operations on drug related health hazards to assist them in conducting inspection and enforcement activities. Researches medical and scientific literature to provide information to senior officers of Health Protection Branch and private physicians on obscure drugs or unorthodox treatment. Recommends to the Director authorization of the sale of emergency new drugs. Develops and recommends changes to Bureau policies and procedures and to the Food and Drugs Act and Regulations.	25
Interprets the Food and Drugs Act and Regulations to senior representatives of the drug industry. Maintains work relationship with senior officers of research institution, universities, hospitals and U.S. government agencies to facilitate the evaluation of drug submission.	10

Medicine

Sub-group: Medical Officer

B.M.P.D. No. 6

6.2

% of Time

Performs other duties such as maintaining knowledge of latest developments in the fields of gastroenterology, haematology, oncology, dermatology, radiology, parenteral nutrition and allergy and attending seminars and conferences and presenting papers.

Degree

Specifications

Nature of Activities

3

The primary purpose of the work is to provide scientific, regulatory, advisory and consultative services concerning new, investigational new and old drugs intended for clinical trials and marketing in Canada. The work involves the conduct of a number of investigations on a variety of drugs, the provision of advice and the conduct of special scientific and medical investigations in the areas of gastroenterology, haematology, oncology, dermatology, radiology, parenteral nutrition, and allergy.

Work activities differ from one another and include reviewing and evaluating the recommendations proposed by the professional staff on the acceptability and disposition of investigational new drug or new drug submissions, drug status requests and special projects concerning drugs intended for human use, developing guidelines on the appropriate and safe use of various drugs, providing advisory and consultation services, recommending changes in policy and Food and Drugs Act and Regulations, and supervising the work of professional staff.

The work requires evaluating both preclinical and clinical studies included in drug submissions by industry in order to reach sound decisions regarding compliance with the requirements of the Food and Drugs Act and Regulations. There are no detailed or definitive standards for assessing the safety and efficacy of new drugs. The work requires researching published scientific and medical literature and referring to previous experience in handling similar drug submissions. Many quantitative and abstract variables influence final decisions. The most complex and critical decision is the final clinical risk-benefit assessment. This requires a correlation of many factors including the significance of the disease to the patient, the probability and nature of relatively serious side effects due to use of the drug, the relative efficacy of the drug in curing or mitigating the disease state or ameliorating related symptoms, and a comparison with other available therapies, in order to decide whether the benefits of the new therapy outweigh the perceived risks: whether a new drug should be marketed or a marketed drug withdrawn.

The work requires developing and recommending measures designed to prevent any continuation of public health hazards and changes to Bureau policies and procedures regarding drug submissions.

The work requires a comprehensive knowledge of medicine including physiology, biochemistry, pathology, pharmacology, haematology, immunology and pharmacotherapy. It requires knowledge and experience in drug research methodology. A thorough knowledge is required of the policies, legislation and procedures governing drug evaluations.

Responsibility for Activities

3

The work requires defining the objectives and establishing guidelines for the review and evaluation of drug submissions and projects assigned to the Division. It involves identifying and analysing problems and information requirements specific to each drug review or project and formulating plans and approaches to resolve problems and achieve the goals and objectives of the Division.

The work is conducted in accordance with established Bureau policies and the Food and Drugs Act and Regulations. Guidance is received from the Bureau Director on the intent of policies. Recommendations are made to senior officers of the Drugs Directorate on changes to existing policies or the creation of new policies concerning drug submissions such as ensuring that there are patient information leaflets for all non-steroidal anti-inflammatory drugs. The work is reviewed in terms of soundness of recommendations. The Bureau Director reviews all recommendations for issuance of a Notice of Compliance before a new drug may be marketed or entered into trial conditions.

Guidance and direction is provided to subordinate professionals in the conduct of drug evaluations and special projects and their decisions and recommendations are reviewed for completeness, soundness and judgement and adherence to guidelines and regulations.

The work requires providing advice to other professionals and senior officials of the Health Protection Branch in the fields of pharmacology and therapeutics. Advice is provided to the drug industry on the requirements of the Food and Drugs Act and Regulations. The work requires evaluating conflicting theories published in scientific and medical literature in response to queries from the media or international agencies such as FDA and WHO. It also requires evaluating and making recommendations on research projects proposed by the Drug Research Laboratories taking into account expenditure of resources. Recommendations are also made to the Bureau Director on the authorization for sale of new drugs for emergency or urgent treatment of patients.

Administration

2

The work requires the supervision and direction of four medical officers, five biologists and a secretary. This includes assigning tasks, training and development, counselling, performance appraisal, and recommendations concerning promotions, transfers or further formal training.

The work requires preparing monthly and annual reports concerning the division's workload and performance; and making recommendations concerning staff requirements, the allocation of divisional funds to meet the needs of the division.

The work requires organizing and coordinating the activities of the division, developing work methods and procedures, defining priorities and establishing guidelines.

The work requires providing liaison and establishing working relations with members of the medical and allied health science professions and the pharmaceutical industry in order to ensure a maximum understanding of and compliance with the Directorate's policies and regulations concerning drug submissions and projects.

7.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 7

Level: 3

Descriptive Title: Regional Health Services Officer  
Health Services - Ottawa

Reporting to the Commanding Officer, Headquarters Division:

Duties

% of Time

Plans, organizes and directs the Health Services Program in the Ottawa area which provides medical and health services for 3,500 members through the RCMP Health Services Program, Member Assistance Program, Lifestyle and Fitness Program and Psychological Services. Establishes objectives and guidelines for the sub-programs of the region and sets priorities. Formulates the region's short and long-range requirements for human and financial resources. Manages a budget of seventy-five thousand excluding salaries for the administration of the Health Services Programs and reviews and approves payment for the expenditures of 2 million dollars annually of invoicing and billing received for medical and health services provided to RCMP members. Evaluates the region's effectiveness in achieving objectives and makes changes to ensure the cost/effective delivery of medical and health services. Reviews medical problems referred by senior management and develops new approaches to solve complex problems relating to the treatment of health problems and prevention of accidents or injuries in the sphere of police work.

30

Develops and coordinates the Occupational Health and Safety Program in the Ottawa area. Acts as Chairperson of the Health and Safety Committee to ensure that central agency policy is adhered to and employees and work environment meet established standards. Conducts physical examinations of members to determine suitability for assignment to specific duties. Schedules and performs periodic pre-examinations of members and dependents for pre- and post-posting purposes and arranges for the services of medical practitioners and clinics. Acts as Chairperson of Medical Boards in the Ottawa area to determine members fitness for service. Provides advice to management at HQ Division and the National Capital Area including former RCMP members of CSIS on matters concerning members fitness for promotion, commission, affectation to work place, in particular, special work forces and foreign postings.

30

Administers the activities of the Health Centre to ensure the provision of medical, dental, hospital, pharmaceutical and optical care for members. Arranges for health services of medical doctors, nurses, psychologists, medical specialists; determines rates of pay and concludes personal service contracts. Provides clinical services, diagnoses conditions, prescribes courses of treatment, determines the need for, arranges and evaluates supportive specialist medical opinions and correlates results with own findings. Informs practitioners, clinics and hospitals of member entitlements, payment rates, billing procedures and coverage. Supervises one psychologist, two nurses, five support staff, and six part-time medical practitioners on contract.

25

Medicine

Sub-group: Medical Officer

B.M.P.D. No. 7

7.2

% of Time

Performs other duties such as establishing contact with officials of federal and provincial departments and agencies involved in health maintenance and professional medical associations; attending conferences and keeping informed of developments in medicine, particularly as it relates to occupational and environmental health; providing information and statistics on the health, fitness and disability of RCMP members, and providing support to operational policing and security functions as required.

5

Specifications

Degree

Nature of Activities

3

The work requires planning, organizing and directing the Health Services Program providing RCMP Health Services, Occupational Health Services, Psychological Services, Lifestyle and Fitness Program and Member Assistance Program to 3,500 regular members and special constables located in the Ottawa Region. The RCMP Health Services cover medical, dental, pharmaceutical, optical, psychiatric, chiropractic and hospital care. These services are provided by the Regional Health Centre and a collection of private physicians and specialists throughout the region. Occupational Health Services involve assessing the medical fitness of person for special work and duties associated with police work. Psychological Services entail evaluating and treating work-related stress and other problems such as marital and family problems. Member Assistance Program covers the rehabilitation of chemically dependent members and prevention of such problems. Lifestyle Program is an educational program and fitness program covering nutritional and weight-control counselling and stress handling.

The work involves establishing objectives, guidelines and priorities for the various activities; developing pilot projects which could be implemented nationally; evaluating the risk factor involved in the posting of members in different, high stress work; conducting physical examinations of members for posting purposes and of recruits for suitability for employment, providing advice to management; and supervising the work of three professionals and support staff.

The work also entails developing and applying new approaches in treating health problems and preventing accidents or injuries in the sphere of police work.

Examples of new approaches and methods for the provision of medical, dental and other health services in the Region are the screening of special unit force candidates, monitoring of the stress involved in special work areas through psychological evaluation, job-handicap matching the concept of police work and the stress on family and coworkers.

The work requires a thorough knowledge of the field of medicine and related areas of specialization as applicable to the regional medical and health service; a comprehensive knowledge of the legislation, regulations and policies governing the Medical Services Program of the RCMP, the Provincial health care and the ethics of the profession.

Responsibility for Activities

3

The work requires, within guidelines provided by the Director, Health Services, establishing procedures and objectives for the provision of the RCMP Health Services to all members of the Ottawa Region. Such services include medical and dental treatment, psychological, chemical rehabilitation, family counselling, environmental health, as well as fitness and lifestyle program.



### 7.3

Degree

Guidelines and instructions are formulated on the delivery of these services through the region, such as the management of stress in police work and special forces. The lack of conventional professional help in that field, being due to the relatively new interest in this work group as well as the secrecy and security factor inherent to the nature of the work, requires the exploration of new approaches to complex problems. The Regional Health Services Officer is professionally independent and responsible for the professional competence of own work and staff. Professional direction is available from the Director in cases where policy is involved.

Results of the work are reviewed in relation to the achievement of goals and objectives established for the Region. The work is assessed in terms of the quality of recommendations made, the soundness of judgement exercised in dealing with problems and emergency situations and the effective utilization of resources.

The work requires assessing the performance of staff by evaluating their ability to resolve problems associated with the work and the environment and by evaluating the progress of various sub-programs in achieving established goals and objectives. The work of outside medical personnel is reviewed in terms of the quality of their service and their contribution to the achievement of regional objectives.

There is a responsibility for conducting cost-benefit and feasibility studies on such matters as the employment of new outside professional or the continuation of existing contracts, approval of all the health care expenses for the 3,500 members of the region and all the theoretic and mechanical devices needed in conjunction with the treatment or prevention of police work health hazards.

The work requires providing advice and recommendations to senior officials of the RCMP on a wide variety of matters relating to the professional and administrative activities of the Health Service. It also requires providing authoritative advice to others on the operation of the Health Centre. There is a further responsibility for providing authoritative advice in the field of Occupational Health and Safety Program and development of preventive programs such as the Member Assistance Program, Lifestyle and Health Evaluation and Stress Reduction.

#### Administration

3

The Regional Health Services Officer coordinates the health services for the National Capital Region. The work involves responsibility for supervising professional and non-professional support staff including 2 nurses, employee assistance counsellor, psychologist, clerical staff and 6 part-time medical practitioners on contract.

The work requires developing and implementing plans and guidelines for the organization and utilization of human resources. This includes staffing, performance appraisals and training.

The Regional Health Services Officer is responsible for the preparation of program forecasts including budgets for the Commanding Officer and has the responsibility to review the invoicing and services provided and approve medical and health services payments to a total of \$2 million annually. The work includes managing a budget for the health centre for administration, equipment and supplies totalling \$75,000. The work requires assessing private practitioner services to ensure compliance with fee schedules

and also negotiating salaries and/or fees for part-time consultant services and concluding personal service contracts for services. It **is** also required to negotiate agreements with provincial associations representing optometrists, pharmacists and the medical profession for the supply of services direct to entitled persons.

The work requires managing the Regional Health Centre by organizing and coordinating the activities of the centre, determining priorities and allocating work to subordinates.

The work requires organizing and coordinating a wide variety of professional and support activities through liaising with and developing cooperative working relationships with practitioners in private practice and others involved in health related services to ensure availability of service and in compliance with departmental policies.

8.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 8

Level: 4

Descriptive Title: Director, Health Assessment Division  
Health Services Directorate

Reporting to the Director General, Health Services:

Duties	% of Time
Plans, organizes and directs the services of the Health Assessment Division which provides advice, consultation and advocacy in the planning, development, application and evaluation of measures for the assessment, prevention and control of major health problems among Canadians; identifies priority health issues, assesses needs of special publics, prepares discussion/position/strategy papers and recommends on government and other measures for disease prevention and control; determines reasons for geographic and socio-economic health disparities and proposes the most effective distribution and utilization of prevention and control services; coordinates the development of integrated plans, policies, programs and guidelines for provision of health services and the achievement of established goals; assesses and reports on the health status of Canadians and on the cost effectiveness of measures to improve that status; identifies need for research and assesses research results in terms of applicability to health care systems; directs or collaborates in the development and implementation of intervention strategies of an integrated and intersectoral nature for dealing with major Health problems.	50
Estimates requirements for Health Assessment Division human and financial resources; prepares budgets, allocates work, delegates responsibility and controls expenditures; establishes work goals and objectives, monitors achievement to ensure production and quality standards are maintained; supervises and coordinates the activities of staff, appraises performance and recommends approved training and development programs for professionals; engages outside specialists as consultants to assist in carrying out health assessment studies and prepares reports to the Director General on the activities of the Division.	15
Provides a consultant service in the prevention and control of chronic, non-communicable diseases to senior officials of the Department and other federal, provincial and private organizations; reviews existing legislation, policies, programs and proposed changes, analyses medical and related information, assesses the impact of diseases and the extent and effectiveness of existing interventions so as to identify inadequacies or inconsistencies and recommends changes; identifies new intervention needs and opportunities and recommends appropriate research and development projects including the use of outside resources; prepares speeches for senior officials, conducts correspondence and writes papers and reports for presentation to the World Health Organization and other national and international groups; drafts or reviews and approves news releases and educational material; evaluates and recommends on application for research and other grants submitted to the Department.	25
Provides policy and program advice and assistance to senior officials on other matters requiring a comprehensive knowledge of medicine, especially preventive medicine and public health; analyses and evaluates medical and scientific information; establishes advisory committees and specialist working groups, chairs meetings and coordinates their	10

Medicine

Sub-group: Medical Officer

R.M.P.D. No. 8

8.2

% of Time

activities; prepares letters, reports and proposals on special issues and responds to oral requests for advice; represents the Department at meetings with and solicits cooperation of business and professional groups, the World Health Organization, representatives of other countries and officials of provincial governments.

Specifications

Degree

Nature of Activities

4

The work requires directing the Health Assessment Division, which provides advisory and consulting services to federal and provincial government departments and to national and international health agencies on the identification, prevention and control of disabling and killing health problems in Canada. The Division carries out simultaneous studies in differing areas such as cancer, cardiovascular and respiratory diseases in order to develop recommendations for prevention and control and enable the most effective allocation of intervention resources. Work activities vary and reflect a broad spectrum including planning, organizing and directing division services, evaluating and reporting on the status of national health, recommending government and other initiatives for disease prevention and control, supervising the work of subordinates, providing a specialist consulting service and advising on the effectiveness of policies and programs. The work requires developing, recommending and promoting approaches to meet identified new intervention needs and opportunities, involving the acquisition and assessment of comprehensive factual information, the evaluation of research results, the determination of appropriate intervention methods and techniques, and cooperating in or coordinating the development and implementation of comprehensive strategies and programs (e.g., the prevention and control of cardiovascular diseases, etc.).

The work also requires a comprehensive knowledge of prevention medicine and public health in order to assess health problems, provide advice and recommendations, and present reports and papers to professional organizations. It further requires a thorough knowledge of legislation and regulations governing the prevention and control of diseases and a good knowledge of methods and techniques pertinent to administering programs and managing the activities of a specialized division.

Responsibility for Activities

4

The Director is responsible for establishing goals and objectives for the Health Assessment Division's program and for developing and implementing methods, procedures and guidelines for evaluating and recommending disease prevention and control measures, appropriate health services and the analysis of special problems. The work is performed independently under general direction concerning policy intent and program objectives and is reviewed for quality of recommendations, advice provided and successful program implementation. There is a significant requirement to evaluate research results and medical information, examine existing programs and practices and identify needs for new approaches. Current and proposed research projects are evaluated and measures to improve public health are assessed for cost effectiveness. The identification of new intervention needs and the consequent recommendations for research and development projects, have considerable cost implications for governments at various levels and for others. There is a substantial responsibility for providing authoritative advice to senior officials of own and other departments, provincial governments, international organizations and others on matters relating to the control and prevention of diseases and the need for government initiatives in the form of appropriate legislation and programs.

Administration

3

The work requires organizing and managing the Division's staff, including estimating staff requirements, selecting suitable candidates, allocating work and delegating responsibility. The Director is responsible for appraising the performance of subordinates and for recommending training and development programs, as well as for estimating, procuring and allocating human, financial and other resources required by the Division. The annual budget is administered through the implementation of quality and cost controls, The Director **is** also responsible for engaging outside specialists as consultants to assist in conducting studies. The work further requires organizing and coordinating the activities of a small staff including a Liaison and Program Officer, a Health Assessment Consultant and a Secretary. Progress of studies conducted within the Division is evaluated and the effectiveness of consulting services provided by staff is assessed. There is a continuing requirement for developing and maintaining effective working relations with other federal departments, provincial authorities, and with international and professional organizations and groups in the conduct of studies and the exchange of information concerning public health matters. Budget and other resource limitations require persuasiveness and tact in co-opting staff and money from other Departmental and non-departmental sources to participate in a variety of cooperative activities.

9.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 9

Level: 4

Descriptive Title: Assistant Regional Director, South  
Medical Services Branch

Reporting to the Regional Director, Ontario Region:

Duties

% of Time

Plans, directs and controls the operation of the Medical Services Program providing Indian Health Services, Public Service Health, Quarantine, Regulatory and Immigration Medical Services to two southern zones of the Ontario Region; establishes zone goals, formulates strategic and operational plans that are consistent with those of the Branch and the Region and that recognize the current social, economic and other variable conditions in the two southern zones; defines zone projects and target dates, assigns responsibilities, identifies tasks to be performed and establishes performance measurement criteria; coordinates and monitors the activities of the zones and their effectiveness in meeting goals and objectives, utilizing resources efficiently and satisfying the needs of clients; manages a budget of \$12.8 million; and administers the work of 19 health centres, 23 health stations, one large, multi-disciplinary health services centre at Ohsweken, 15 Public Service Health Units, 3 Quarantine Stations and 2 Yellow Fever Clinics.

40

Establishes overall objectives, priorities and guidelines for the provision of Immigration Medical, Quarantine and Regulatory Services and Public Service Health programs throughout the Region, since these programs are almost exclusively Southern Ontario programs; collaborates with the Assistant Regional Director, Programs in the development and implementation of new approaches in program delivery; collaborates with the Assistant Regional Director, North in coordinating northern and southern operations; and recommends to the Regional Director improved operational policies and procedures and solutions to resolve region-wide problems.

20

Establishes and maintains working relationships with representatives of other organizations to provide information, explain objectives of programs and projects, obtain cooperation and resolve problems such as issues of jurisdiction and the aspirations of Indians; confers with senior officers of Indian and Northern Affairs, Employment and Immigration, and Public Works to advise on and coordinate medical standards, procedures, client needs and program delivery; negotiates with officials of Ontario government ministries OHIP coverage, premium assistance, health care standards and jurisdictional responsibility for health care; consults with Indian Treaty Associations, Tribal Councils and Chiefs of communities in the southern Ontario sector to discuss program development and delivery, resource planning and allocation, and transfer of control of health programs.

20

Supervises the work of 162 employees through two Zone Directors and the Regional Manager, Environmental Health; allocates staff and defines control procedures to be exercised by the Zone Directors in observing budgetary limitations; coordinates and monitors capital expenditure programs administered by the zones; chairs the Management Committee for Southern Operations which includes the two Zone Directors and the Regional Manager, Environmental Health; develops training plans for employees, participates in the staffing process and appraises the performance of subordinates.

15

% of Time

Performs other duties such as negotiating service contracts with universities and professional associations, participating in the management and direction of Ontario Region as a member of the Regional Executive Committee, attending professional and other conferences, and serving on Medical Services Branch committees investigating public health, accidents, injuries and other health-related matters. 5

Specifications Degree

Nature of Activities 4

The work requires planning, directing and controlling the implementation of the Medical Services Program within two Southern Zones (Thunder Bay and Toronto Zones) in the Ontario Region which provides Indian Health Services, Public Service Health, Quarantine, Regulatory and Immigration Medical Services. Indian Health Services provides comprehensive public health services to 85,000 registered Indians in the two Southern Zones. Public Services Health program provides for the promotion of health and safety for some 50,000 federal employees. Quarantine and Regulatory Services involves inspections of international and interprovincial carriers such as ships, airplanes and trains, provision of yellow fever clinics and vigilance against importation of exotic diseases -- all activities revolving around international airports, harbours and points of entry and exit.

The work requires establishing objectives, strategic plans and operational plans which are consistent with those of the Region and the Branch and adapted to the social, economic, political, or other variable conditions which prevail in the two southern Zones; developing guidelines for the management of all activities carried out in the two zones; establishing priorities for resource allocation; continuously reviewing and evaluating all Zone programs in achieving objectives; providing advice and guidance to Zone Directors and directing and coordinating their work.

The work includes developing and recommending new approaches to program delivery and assessing the operational feasibility of changes and innovations. It also requires developing and recommending changes to medical standards, practices and regulations. As a member of the Regional Executive Committee, this position contributes to the development of region-wide operational policies, objectives and priorities.

The work requires a thorough knowledge of the field of medicine and related areas of specialization as applicable to the Zone's medical and health services, a comprehensive knowledge of the legislation, regulations and policies governing the Medical Services Program and an authoritative knowledge of provincial health regulations and ordinances.

Responsibility for Activities 4

The work requires formulating objectives, plans, standards and procedures for the conduct of the Medical Services program in the two Southern Zones (Thunder Bay and Toronto). The Assistant Regional Director provides guidance and advice in the delivery of services through the development of approaches to meet a number of conditions in the South. 70% of Ontario Indian communities are in the South. Almost all the Public Service Health and Quarantine and Regulatory activities take place in the South and these are programs dealing with intense environmental health problems.

The position works independently and is responsible for own work and staff. Guidance is normally confined to matters requiring definition of regional policy and objectives, interpretation of legislation or clarification of the policies and objectives of the Medical Services Program. Results of the work are reviewed in relation to the achievement of goals and objectives established for the two Zones. The work is assessed in terms of the quality of recommendations made, the soundness of judgement exercised in dealing with problems and emergency situations and the effective utilization of resources.

The work entails assessing the work of subordinate officers and staff, as well as assessing feasibility studies designed to improve service and program delivery. Evaluation of Zone Directors reports determines the need for changes to improve the southern sector's operations, the re-allocation of resources or the introduction of new or revised procedures to meet the needs of various client groups.

The work requires providing administrative and professional advice to the Director and members of the Regional Executive Committee on matters of program administration, operational problems and the need for changes in standards, procedures or facilities. Subjects for advice and recommendations are wide ranging and commensurate with the diversity of the responsibilities assigned to the position. At the operational level, advice is provided to the Management Committee for Southern Operations. The provision of Indian Health Services entails advice to officers of Indian Affairs and Northern Development, the provincial government and municipalities on a variety of matters including measures to improve the health and environmental conditions of Indians.

#### Administration

4

The operational management of the health programs and associated services in the two Southern Zones entails coordinating and monitoring through two Zone Directors, the activities of 162 employees providing services through 19 health centres, 23 health stations, one large multi-disciplinary health services centre, 15 Public Service Health Units, 3 Quarantine Stations and 2 Yellow Fever Clinics.

The position is responsible for allocating resources within an overall annual budget of \$12.8 million in consultation with the two Zone Directors and other members of the Management Committee for Southern Operations and for coordinating and monitoring a capital expenditure program budget of some \$2.2 million annually, involving negotiation with Indian Bands and Public Works Canada.

Outside assistance is negotiated in the form of service contracts with universities and professional associations to provide health services which would otherwise not be available to the client population; assistance is sought from the provincial government on issues relating to medical coverage through OHIP and premium assistance to Indians.

The regional administrator role of the position entails organizing and coordinating a wide variety of professional and ancillary activities through peers and subordinates in diverse but related programs and activities; both the regional and the sector role require developing and maintaining effective working relations with other national and provincial organizations.



10.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 10

Level: 5

Descriptive Title: Regional Director  
Ontario Region  
Medical Services Branch

Reporting to the Director General, Operations, Medical Services Branch:

Duties

% of Time

Plans, organizes and manages the Medical Services Program of the region including Indian Health, Occupational Health, Immigration Medical, Quarantine, Regulatory Health and Emergency Health Services. Formulates long- and short-range plans for the conduct of regional programs together with forecasts of the human, financial and material resources required to achieve objectives. Establishes objectives and priorities for regional programs consistent with those of the Branch program and adapted to the social, economic, political or other variable conditions which prevail within the region. Develops guidelines for the management of regional programs, defining the objectives and goals to be accomplished within specific periods of time and determining the criteria to be applied in measuring performance. Controls a budget of \$65 million per annum, allocates resources, and provides guidelines on the utilization and expenditure of resources to senior officers at regional headquarters and four zones. Reviews and evaluates the efficiency and effectiveness of regional programs. Initiates and directs the conduct of cost/benefit studies on the feasibility of new approaches to improve regional operations and programs to meet the changing requirements of the population and organizations served. 35

Manages and coordinates the work of 480 employees in the professional, technical, operational and administrative categories through senior officials at regional headquarters and four Zone Directors. Interprets program policies, objectives and procedures, reviews the current status of the programs, resolves complex management problems and identifies the need to change objectives, priorities and procedures. Conducts a continuing program of recruitment, selection and training of professional and other staff, provides direction to senior managers, assigns work and evaluates their performance. 35

Directs and participates in the development of new approaches to resolve problems and improve the quality, economy and effectiveness of regional health and medical programs. Consults with officials of Indian and Northern Affairs and Development and Environment Canada to advise upon and coordinate measures to improve the environmental health conditions of Indians. Liaises with Employment and Immigration Officials to improve the Immigration Medical Services. Collaborates with provincial and municipal governments in establishing requirements for services and arranging the sharing of facilities or other measures to improve the quality and economy of services. Negotiates agreements with professional organizations and university faculty of medicine for the provision of services in regional hospitals and clinics. 15

Medicine

Sub-group: Medical Officer

B.M.P.D. No. 10

10.2

% of Time

Represents the department at meetings with officials of other federal departments, Indian Bands and other organizations to promote the medical services program and to provide information on social, environmental and cultural matters that have a significant impact on health. 10

Performs other duties such as acting as a member of Branch task forces and committees and providing information to the public and media. 5

Specifications Degree

Nature of Activities 5

The work involves directing and coordinating the programs within the province of Ontario. These programs are conducted simultaneously within broad and distinctive subject matter areas and differ in terms of organization, methods of operations and objectives. Indian Health provides medical and dental preventative and treatment services for some 85,000 registered Indians and operates 2 hospitals, 11 nursing stations, 21 health centres and a number of clinics for this purpose. Quarantine Services conduct medical surveillance to prevent the importation of infections or contagious diseases by international travel or traffic. Immigration medical services advise the Employment and Immigration Commission on the medical status of immigrants. The Occupational Health program is directed towards the promotion and conservation of health for some 55,000 federal employees and operates 18 health units.

The Regional Director develops and implements new approaches to meet changing requirements which occur with frequency within the regional medical and health programs. The continuation of hospital and medical insurance plans requires the periodic review of methods and procedures in order to effect cost recoveries and to ensure coverage for the registered Indian population. Implementation of Branch objectives relative to increasing the level of treatment services necessitates the use of outside professional staff. Current objectives in this regard are met through the negotiation of agreements and contracts with Ontario university faculties of medicine for services on a rotational basis of specialists, physicians, residents and other medical personnel at regional hospitals.

The work requires an authoritative knowledge of subject matter areas, functions, objectives and administrative requirements of the region's health and medical programs and of the regulations and policies governing the Branch program and a comprehensive knowledge of the functions and objectives of provincial departments that conduct medical and health programs.

Responsibility for Activities 5

The Regional Director serves as a consultant to the Director General - Operations on the adoption of measures to implement, within the Branch program, the policies established for the Branch. The work requires formulating plans and objectives for the regional programs, consistent with those of the Branch program but adapted to meet the social, economic, political or other variable conditions within the region.

It involves establishing guidelines for the management of regional programs and the resolution of complex problems to ensure the achievement of objectives within limitations of time and resources. The work requires directing the conduct of studies to develop new approaches in meeting changing requirements of the population and organization served.

The Branch program is outlined in broad and general terms of policy intent and objectives. The work requires judgment and discretion in the organization of the regional programs, the allocation of resources and the establishment of regional priorities.

The work is periodically reviewed through consultation with the Director General - Operations and is assessed in terms of objective achievements. Factors included in the assessment of work are, the standard and economy of regional services, the resolution of unique and complex regional problems, the development of approaches to facilitate achievement of objectives and the quality of recommendations made which contribute to the development and implementation of the program.

The Regional Director evaluates senior regional management reports in order to gauge the progress of programs towards the achievement of objectives and to assess the quality, effectiveness and economy of their operation and management. In addition the evaluation of management reports, determines the need for changes in regional objectives and priorities, the re-allocation of resources or the introduction of new procedures. There is also a requirement to evaluate proposals for the introduction or alteration of regional services from staff specialists, consultants, officials of departments served, officers of the provincial government and representatives of Indian organizations.

The Regional Director initiates and evaluates feasibility and cost-benefit studies in the development of new approaches to improve the region's professional and management services and ensure that the programs' operations are responsive to demands imposed by rapidly changing economic and social conditions. The supply of some 50 person years of continuing professional services at hospitals and clinics by universities, the provision of housekeeping, maintenance and dietary services at hospitals by private contractors, improvements in the provisioning of isolated posts and the participation of local public health units in the care of Indians are examples of new services and approaches developed through feasibility and cost-benefit studies. It includes the negotiation of contracts or agreements for new services introduced as the result of studies. While major expenditures are subject to approval by the Assistant Deputy Minister, the work involves approving the purchase of goods or services to \$50,000.

The work requires the provision of authoritative advice and recommendations to senior officials on matters relevant to the varied functional and regulatory responsibilities of the Medical Services program in Ontario. Responsibility for Quarantine and Immigration medical services occasion advice to officials of the federal government and transportation companies concerning such matters as the establishment or application of medical standards. Officers of employing departments are advised on measures to improve and safeguard the health of employees within the Occupational Health program. The provision of Indian Health Services require advice to officers of Indian Affairs and Northern Development, the provincial government and municipalities on a variety of matters including measures to improve the health, education and environmental conditions of Indians. Officers of foreign governments are advised on matters relevant to Canadian health standards and policies as they affect international travel. It also requires providing advice and recommendations to the Assistant Deputy Minister on the adoption or implementation of program policies.

Medecine

Sub-group: Medical Officer

B.M.P.D. No. 10

10.4

Degree

Administration

5

The Regional Director manages, through senior officers at headquarters and four zone directors, 480 employees in the professional, technical, operational, administrative and support categories.

The work requires formulating the regions' long- and short-term plans and forecasting human, financial and material requirements. Instructions and guidance are provided to managers on the appraisal of subordinates, the application of collective agreements, and procedures for the resolution of grievances. The work involves exercising delegated authority for staffing, appraising the performance of senior managers and reviewing reports on the suitability and capacity for development of subordinate staff.

The work requires planning and administering the region's budget of \$65 million. Planning entails the provision of instructions and guidance to senior managers on the formulation of long- and short-term financial estimates, the identification of anticipated priorities and objectives and the review and consolidation of these estimates for inclusion within the regional forecasts. Administration of the budget includes the allocation of funds to headquarters and the four zones, establishment of expenditure guidelines and controls together with the regular review of expenditure trends in order to ascertain the need for the re-allocation of funds or other appropriate action. The work also requires the operation and maintenance of regional facilities valued in excess of \$30 million for which utility and material expenditures of some \$1.3 million annually are approved. In addition it requires the development of systems for the recovery of costs, ranging between one and two million dollars, for hospital and medical insurance plans.

There is a continuing requirement for outside professional services to meet demands of the Indian Health program and an occasional need for administrative assistance from non-departmental sources. It is required to establish and maintain contacts and working relationships with universities, provincial health authorities, medical associations and individual physicians and dentists to enlist their support and participation. Professional and specialist services to the value of some \$2.9 million are rendered to the region annually in accordance with the terms of contracts negotiated and fees approved by the Regional Director.

The regional medical and health programs are subject to demands for changes in the nature and intensity of the services provided. The work therefore requires a continuing review of the region's human resources, including personnel engaged through contract or fee, in order to organize and coordinate the activities of staff on both a short- and long-term basis. Temporary fluctuations in workload may require the transfer of staff to locations which provide medical, dental, quarantine or immigration medical services. When changes affect the nature or major objectives of programs plans are formulated which include the location of facilities, the number of staff and the activities to be performed for inclusion with the other resources required to sustain the organization.

The work also requires coordinating regional services with those of other organizations. This activity includes the development of cost-sharing agreements with provincial and municipal health authorities for the provision of medical and dental care or for the use of clinical facilities. Agreements for cost sharing are also developed with other federal and provincial departments for transportation and other common services in remote areas.

The operation of quarantine, immigration, occupational health services requires the development of collaborative measures with the federal departments and other organizations for whom advisory and other services are provided.

SUB-GROUP - MEDICAL SPECIALIST

MEDICAL SPECIALIST SUB-GROUP INTRODUCTION

This part of the Medicine Group standard describes the classification plan used to evaluate positions allocated to the Medical Specialist Sub-group. It consists of an introduction, a definition of the sub-group, a glossary of terms, level descriptions and bench-mark descriptions.

This level description method is used to classify jobs allocated to the Medical Specialist Sub-group. Each of the three levels in the classification plan is described in terms of the primary features used to assign jobs to the level. Jobs are regarded as being of equal difficulty and are assigned to the same level when the duties and responsibilities best correspond, on the whole, with the description of that level and the bench-mark position descriptions that exemplify that level.

Bench-mark Positions

Bench-mark position descriptions exemplify each level. Each description describes the primary duties performed. The bench-mark position descriptions are an integral part of the plan and are used to ensure consistency in applying the level descriptions.

Use of the Standard

Four steps are to be followed in applying this classification standard.

1. The position description is studied to ensure understanding of the position as a whole. The relation of the position being evaluated to positions above and below it in the organization is also studied.
2. The allocation of the position to the category, group and sub-group, is confirmed by reference to the definitions and the descriptions of inclusions and exclusions.
3. The position is tentatively assigned to a level by comparing the duties and responsibilities of the position with the level descriptions. The position is tentatively assigned to that level that best corresponds on the whole with the duties and responsibilities of the position.
4. The description of the position being evaluated is compared with the descriptions of the bench-mark positions illustrating the level tentatively selected, and comparison are also made with the descriptions of bench-mark positions illustrating the levels above and below the level tentatively selected.
5. The position being evaluated is compared as a whole with positions that have been assigned to the same level, as a check on the validity of the level selected.

MEDICAL SPECIALIST SUB-GROUP DEFINITION

The practice, the supervision or direction of the practice of a medical specialty in federal hospitals, clinics or other facilities.

Inclusions

Positions included in this sub-group are those that require the application of specialist medical training and knowledge in the performance of one or more of the following duties:

- the diagnosis, treatment or prevention of human diseases, disabilities and disorders following the prescribed methods and procedures of a particular medical specialty;
- the teaching and training of medical students, residents and other hospital personnel;
- the provision of medical consultations;
- the conduct of theoretical and applied research in a medical specialty;
- the supervision or direction of any of the above duties.

Exclusions

Positions excluded from the group are those that do not require the practice of a medical specialty.



GLOSSARY OF TERMS

"Specialty Service" refers to an organizational unit which represents a prime branch of medical specialization such as medicine, surgery, psychiatry or pathology.

"Specialty Division" refers to an organizational unit within a Specialty Service which represents a sub-specialty within a prime branch of medical specialization such as chest medicine, neurosurgery or medical biochemistry.

LEVEL DESCRIPTIONS

Level 1

This level includes positions that are responsible primarily for practicing a medical specialty in hospitals, clinics or other facilities. Supervisory responsibilities at this level are limited and typically include supervising and training treatment personnel such as residents, nurses, technicians, nursing assistants and orderlies, requisitioning equipment and supplies, and recommending the purchase of new equipment and supplies or the use of new treatment methods and techniques.

Level 2

This level includes positions that are responsible for the full-time supervision of other professionals or supporting medical and paramedical personnel, and for the management of a Specialty Division or of a Small Specialty Service.

Level 3

This level includes positions that are responsible for the full-time supervision of all professionals and supporting medical and paramedical personnel, and for the total management of a Large Specialty Service.

BENCH-MARK POSITION DESCRIPTION INDEXIn Ascending Order of Level

LEVEL	BENCH-MARK POSITION NO.	DESCRIPTIVE TITLE
1	1	Medical Consultant, Public Service Health Clinic
1	2	Psychiatrist, Regional Psychiatric Centre
1	3	Anaesthetist, Moose Factory General Hospital
2	4	Section Head, Pathology, Toxicology Research Division
2	5	Director, Bureau of Medical Biochemistry, Laboratory Centre for Disease Control
3	6	Chief of Service, Psychiatry, Large Psychiatric Service

1.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 1

Level: 1

Descriptive Title: Medical Consultant  
Public Service Health Clinic  
National Capital Region

Reporting to the Medical Officer in Charge, Public Service Health Clinic:

Principal Duties

Serves as a consultant in internal medicine and in cardiology, providing medical consultations; advising the medical staff on the diagnosis, handling and therapeutic implications of complicated cardiological and other medical problems; performing and/or directing various diagnostic tests such as spirometric evaluations, electro-cardiographic documentations and treadmill stress testing; interpreting medical investigation reports from the Clinic itself or from outside sources: electrocardiograms, phonocardiograms, spirometry analysis, blood gases and various biochemical tests, and discussing the implication of these findings with the physicians and sometimes with the patients; and treating senior executives and members of parliament, as required.

Assesses the health of public servants and their families referred to the Public Service Health Clinic to establish a diagnosis or to give a medical evaluation of the state of their health; taking medical histories; conducting physical examinations, tests and other investigational procedures; and analysing the results of tests and correlating these with examination findings.

Performs comprehensive physical examinations on certain categories of public servants who are "at risk" because of the nature of their work such as persons working with toxic substances, in excessively noisy areas and in laboratories where infected animals are used; and suggesting means to protect these persons and for the early detection of problems arising out of their work.

Reviews and assesses medical reports from private physicians submitted on behalf of employees for reasons such as pre-employment, superannuation, absences and retirement and advising management on the medical soundness of reports.

Administers vaccinations and immunizations to employees who are required to travel abroad and who are "at risk" in various working environments.

Participates in the teaching program for nurses and provides guidance to nurses at various health units in dealing with specific problems.

Performs other duties such as acting as a member of the Medical Review Board for Medical Services Branch and a member of the Disability Insurance Review Board for Treasury Board.

2.1  
BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 2

Level: 1

Descriptive Title: Psychiatrist,  
Regional Psychiatric Centre

Reporting to the Clinical Director, Regional Psychiatric Centre, Canadian Penitentiary Service:

Principal Duties

Conducts psychiatric examinations of inmates on admission to determine their mental status and psychiatric history employing a variety of tests designed to indicate structural, functional, somatic and metabolic factors.

Prescribes and conducts treatment for individuals or groups of inmates, including psychotherapy and the administration of psycho-pharmacological drugs and electro-convulsive therapy.

Provides professional advice on precautionary measures to ensure the well being of patients, such as suicidal precautions and increased supervision.

Serves as a consultant to the Psychiatric Centre on psychiatric assessment, diagnoses, treatment and prognosis of inmates mental health problems and to the National Parole Board and National Parole Service by providing psychiatric reports on inmates under detention or on parole.

Makes recommendations affecting the status of patients such as transfer to provincial mental institution or other institutions, suitability for rehabilitative training and employability on release.

Assist in the Centre's training programmes for treatment and non treatment personnel such as psychiatrists, nurses, occupational therapists, and security and recreational personnel.

Participates in psychiatric research projects.

3.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 3

Level: 1

Descriptive Title: Anaesthetist  
Moose Factory General Hospital

Reporting to the Zone Medical Director:

Principal Duties

Conducts pre-operative investigation and evaluation of patients to determine fitness for anaesthesia and to select the most suitable anaesthetic for each case.

Administers anaesthesia or supervises the administration of anaesthesia by residents and provides post-operative care through supervision of patients in the Recovery Room or surveillance of post-operative patients for such periods as are required.

Investigates and treats various types of intractable pain syndromes through provision of consultation, performing repeated diagnostic and therapeutic nerve blocks and recommending definitive treatment including surgery when indicated.

Organizes and participates in a teaching program for anaesthesia residents, interns and nurses in methods and techniques of anaesthesiology.

Conducts research on the effectiveness and usefulness of new techniques and anaesthetics.

Requisitions supplies and equipment.

4.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 4

Level . 2

Descriptive Title: Section Head, Pathology  
Toxicology Research Division

Reporting to the Chief, Toxicology Research Division:

Principal Duties

Directs and supervises the Pathology Section, forecasting requirements for human resources, accommodation, equipment and supplies; supervising, controlling and appraising the work of staff consisting of one pathologist, two research scientists seven laboratory technologists; and initiating new and improved laboratory methods and techniques.

Conducts autopsies; interprets histopathological slides arising from research work done in the Food and Drug Directorates or other areas of government; and reviews histopathological interpretations of other pathologists in the Division.

Serves as a consultant in Pathology, including anatomical, clinical, human and veterinary to the Food and Drug Directorates, interpreting human and animal pathological reports and results in terms of human health hazards; and making appropriate recommendations.

Advises upon and participates in the planning and design of research projects involving Pathology in the Toxicology Research Division; advises and participates in related research in other governmental institutions, universities and non-government health professional associations; and presents results of research at scientific meetings or publishes results in scientific journals.

Participates in in-house training programmes for technical and other support staff.

Performs such clinical duties as may be required of first contact physician in the Sir Frederick Banting Building.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 5

Level: 2

Descriptive Title: Director, Bureau of Medical Biochemistry  
Laboratory Centre for Disease Control

Reporting to the Director General, Laboratory Centre for Disease Control:

Principal Duties

Plans, coordinates and directs the medical research and development and consultative activities of the Bureau of Medical Biochemistry, establishing the objectives of the Bureau; supervising the work of staff consisting three research scientists, one biologist, two chemists, ten technicians and two administrative support staff; directing the development of project plans; and appraising performance of staff.

Directs the provision of national consultative services in the field of clinical chemistry including the development of reference methods, the organization of surveys for the evaluation of methods in use in over 500 laboratories across Canada, and the provision of reference sera with assigned values for ten analytes.

Directs the provision of national consultative services in the field of immunochemistry including the development of reference methods and the purification, evaluation, interlaboratory testing, certification and distribution to clinical laboratories nationwide of national reference immunochemistry materials as primary calibrators.

Designs and directs projects in close cooperation with various hospitals such as finding biochemical markers which indicate the risk of complication, elucidating the biochemistry and immunopathology, and evaluating the biochemical indicators of effectiveness of treatment for specific diseases such as diabetes; developing computerized data bases suitable for epidemiological studies of diseases of biochemical origin; and developing a classification system which provides a computerized biochemical profile for each patient.

Provides consultative services as a specialist in medical biochemistry to the National Defence Medical Centre, the Ottawa Civic Hospital, the Ottawa General Hospital, and the Pediatric Hospital of Eastern Ontario, evaluating and selecting patients for clinical research studies in cooperation with hospital specialists; evaluating case histories of patients and results of laboratory tests and physical examinations; recommending additional laboratory tests; and providing specialized laboratory tests and their interpretation.

Serves as a consultant, representing the department, to the World Health Organization, Division of Medical Technology, as associate member of the European Committee for Clinical Laboratory Standards, and as a member of the Quality Assurance Committee for Laboratory Medicine of Canada.

Participates in teaching of the medical students, interns and residents of the Faculty of Medicine, University of Ottawa, in the field of medical biochemistry and metabolic diseases.



## BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 6

Level : 3

Descriptive Title: Chief of Service, Psychiatry  
Large Psychiatric Service

Reporting to the Hospital Director:

Principal Duties

Directs the hospital's Psychiatry Service which provides care and treatment for some 400 patients, assigning areas of responsibility to professional staff; providing consultation to psychiatrists and medical officers; conducting psychiatric conferences; establishing and maintaining effective working relationships with other services and hospital departments to ensure the optimum in consultative, treatment and diagnostic facilities for patients.

Manages and supervises the Psychiatry Service, forecasting resource requirements; administering a budget of \$997,000.; supervising staff consisting of 12 psychiatrists, 4 psychologists, 2 residents and approximately 150 nurses and orderlies within the Service; assigning duties and appraising performance.

Conducts educational programs in Psychiatry for post-graduates and under-graduate students, nurses and other members of the medical staff by conducting clinics, lectures, seminars and group discussions.

Evaluates psychiatric research project proposals, conducts research and coordinates the provision of facilities for psychiatric research by others.

Advises the Hospital Director on the legalities of admissions, discharges and probations.

Performs other related duties such as serving on the Medical Advisory Board and other professional and administrative committees; conferring with the Public Trustee on legal matters related to psychiatric care and with the Canadian Mental Health Association, the Royal Canadian Legion, service clubs and other groups concerning the welfare of patients.