



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Nurse in Charge	
Position Number(s)	Community	Division/Region(s)
37-14584	Fort Simpson	Community Health Services/Deh Cho

PURPOSE OF THE POSITION

Reporting to the Manager, Community Health Services, this position is responsible for the provision of community health services in accordance with established standards of nursing practice and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of the communities.

SCOPE

NTHSSA administers all regional health and social services delivered through 3 Community Health Centers, 6 Community Health Station and 1 Elders Care Home (ECH) facility in the Dehcho Region with approximately 3,300 residents. NTHSSA provides and supports the delivery of health care services to adults and children on an outpatient and outreach basis as well as to residents of the ECH facility in order to enhance healthy communities', well-being through excellence, accountability and respect for regional diversity.

Located within the Health Centre and reporting directly to the Manager, Community Health Services in Fort Simpson the Nurse in Charge (NIC) will manage the delivery of community health services to a client population. In addition to managing the Health Centre, the NIC will also provide services and patient care. The Health Centre is the sole medical and social services facility.

Services include providing non-emergency medical care; responding to medical crisis that requires decision making outside of the usual policies, procedures and standards of nursing

care; and delivering nursing programs designed to promote community health and wellness (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment, etc.). A physician supports the provision of critical incident services when telephone communications links are available.

Within the Health Centre, the NIC will be required to provide on-call coverage on a rotational basis during the evening and weekends to provide emergency nursing care.

The NIC manages a budget allocated to provide standardized health care programs and services, as determined by the NTHSSA and the Department of Health and Social Services.

Direct Reporting:

Community Health Nurses (CHNs)

Clerical

Custodian

CHW (Position#14584 only)

Medical Records Clerk (Position#14584 only)

Medical Travel Clerk (Position#14584 only)

Clinical Aide (Position#14584 only)

RESPONSIBILITIES

1. Manages and coordinates the delivery of nursing services, through the Health Centre.

- Monitors staffing patterns (all staff) of the health center and organizes the necessary human resources to meet operational requirements (i.e. regular scheduling, calling in nurses to cover illnesses, booking holidays, etc.).
- Reviews and approves bi-weekly time sheets.
- Ensures that the stock of Health Centre supplies (medical and non-medical) is adequate and orders supplies as required.
- Manages the performance of staff (i.e. performance appraisals, progressive discipline, etc.)
- Reviews monthly budget variance reports for the health center and recommends the reallocation of funding to the Manager, Health Services to ensure adequate funds for the delivery of health care programs.
- Collects and interprets unit statistics for management.

2. Monitors the quality of nursing care Health Centre and identifies training requirements of staff in order to effectively meet the health care needs of residents within the community.

- Conducts audits on the delivery of nursing services by individual nurses and identifies learning needs, develops nurse specific training plans and facilitates or arranges for the delivery of training identified within the specific training plans.

- Conducts audits to determine Health Centre wide training requirements and arranges for the delivery or appropriate training accordingly.
 - Coordinates services with outside agencies/centers/institutions to facilitate a clients' return to optimal health.
 - Recommends revisions and implements policies and standards of nursing care through the Health Centre.
- 3. Advocates practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**
- Provides coaching and leadership to peers, students and other members of the health and social services care team to develop skill levels necessary to achieve the standard of care.
 - Collaborates with nurses, peers and other members of the health and social services care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and staff.
 - Evaluates community health programs on a continuing basis and modifies programs for appropriateness.
 - Participates in research (i.e. flu watch), special projects (new immunization programs) and monthly interagency meetings or committees to plan, implement and evaluate joint projects related to the community's health status.
- 4. Models excellence by providing comprehensive community health programs (i.e. . including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment) according to the GNWT Health Standards in order to protect, prevent and reduce the incidence of communicable disease, to promote a healthy life style and to reduce the incidence of disability and/or death to all community members.**
- Delivers a wide variety of community health clinics (both pre-packaged and requiring development by the incumbent to fit community needs).
 - Assists in the arranging of, and participate in specialty clinics with physician specialists or other health care providers.
 - Evaluates community health programs on a continuing basis and modifies programs for appropriateness.
 - Acts as a resource for other community based health care workers.
 - Promotes a safe and healthy environment in homes, schools and throughout the community.
- 5. Models excellence by providing direct nursing care to patients using a problem solving approach and in accordance with the standards, guidelines and scope of professional nursing practice to facilitate care of patients.**
- Assesses, plans, implements, documents and evaluates care to ensure a coordinated holistic approach which best meets the needs of the patient (assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate diagnosis).
 - Maintains client and administrative records following professional and legal guidelines

in a confidential, concise and accurate manner

- Coordinates the admission and transfer (including medevac) of patients based on the identification of abnormal findings, critical nature of a patient and consultation with a physician in Fort Simpson and or Yellowknife, NT to ensure the patient receives appropriate care.
- Assists patients to achieve their optimum level of health in situation of normal health, illness, injury, or through the process of dying.
- Advocates the dignity and self-respect of patients.
- Promotes the autonomy of patients and helps them to express their health needs and values to obtain appropriate information and services.
- Safeguards the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required.
- Applies and promotes principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs.
- Collects packages and transports biological samples and pharmaceutical materials.
- Acts in a manner consistent with their professional code of ethics, responsibilities and standards of practice.

6. Models excellence by facilitating, implementing and modifying patient and family educational / teaching based on the needs of the patient.

- Uses a holistic approach to facilitate individual learning of patients and their families in relation to patient illness or injury (i.e. self-care, health promotion, etc)
- Assesses the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs
- Develops, revises and evaluates on an ongoing basis, educational resources necessary to support patients

WORKING CONDITIONS

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

Physical Demands

From time to time (1 - 2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes incapacitated patients within the Health Centre and emergency patients coming to the Health Centre.

Environmental Conditions

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. drawn from patients in sick clinic and during the processing of body fluids for transportation to an External Laboratory), body fluid and hazardous materials

(sharps, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent may be required to travel on small planes and on ice or winter roads when traveling to or from the community.

Sensory Demands

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during assessment and observation of patients.

Mental Demands

The NIC experiences constant demands from residents within the community who may require nursing care at any time (day or night), which may cause a significant disruption to the incumbent's family and social life while on call only. There is an on call senior manager to answer calls after hours. In addition, the incumbent is also subject to disruption in lifestyle due to 10 days plus on-call per month. It is normal for the individual on standby to be called back into work (almost every day), which causes significant stress on the incumbent's family and social life.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors) that may lead to mental fatigue or stress. The NIC must be able to provide seasoned nursing advice, guidance and intervention to subordinates without the availability of a physician in the community. This may occur after regular hours of operation (even when the incumbent is not on call). Lack of specific or critical medical skills normally provided by a Physician (i.e. surgery) requires the incumbent to make medical judgments beyond the scope of the incumbents training which may cause substantial levels of mental stress on the incumbent.

From time to time the NIC may be required to provide nursing services to abusive patients, individuals under the influence of drugs or alcohol and RCMP escorts where the incumbent may be exposed to physical and/or verbal assault. These incidents may occur while the incumbent is on duty as well as when off duty (within a small community it is difficult to separate the individual from the position). As a result, there is a very real concern for safety and well-being which may cause extreme levels of stress on the incumbent both during and after working hours.

The NIC is required to be motivated and innovative in the area of continuing education and practice to encourage the professional growth of self and others.

KNOWLEDGE, SKILLS AND ABILITIES

- The NIC must have advanced knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (including public health) to ensure that the patients' physical, emotional,

- psychosocial, spiritual and educational needs are met
- Knowledge of advanced biological, physical and behavioral sciences in order to recognize, interpret and prioritize findings and determine and implement a plan of action based on accepted standards of practice
 - The NIC must have an ability to provide emergency care and treatment as the position is required to perform transferred medical functions beyond normal hospital training. This includes and ability to perform advanced nursing functions such as but not limited to: suturing, venipuncture for all age groups and immunization techniques and basic x-rays.
 - Knowledge of and an ability to apply sanctioned transferable medical functions (diagnosis and treatment) as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears)
 - Knowledge of health promotion as it relates to community, GNWT and Authority directives
 - An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, etc.)
 - An understanding of and an ability to perform basic laboratory functions such as but not limited to: HGB, blood smears, pregnancy tests, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery
 - Knowledge and understanding of operation/calibration and maintenance of Coulter and ISTAT lab machines if available in the health center
 - An ability to perform radiological examinations (X-rays) of the chest and extremities.
 - An ability to apply splints and remove casts or splints
 - Knowledge of education principles related to adult learners in order to develop and deliver subject specific training and development
 - Knowledge of and ability to operate word processing applications (i.e. Microsoft Word) in order to complete training materials and presentations, electronic mail to send and receive correspondence and the internet in order to conduct on-line research
 - An ability to educate patients and their families (where applicable) on appropriate self-care methods and techniques
 - Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of patients and their families
 - An ability to effectively supervise and support staff
 - The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times

Typically, the above qualifications would be attained by:

This level of knowledge is commonly acquired through the successful completion of a Nursing Degree, 3 years recent nursing experience with at least 1 year in a northern health center and 6 months supervisory experience.

ADDITIONAL REQUIREMENTS

Deh Cho Region Requirements

Within the NTHSSA health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHMIS
- Standard First Aid
- Basic CPR
- Transportation of Dangerous Goods
- Hand Hygiene
- ACLS

It would be considered an asset to have:

- IAP
- PALS,
- NRP
- TNCC

Training in emergency response as well as a Class 5 driver's license if essential for call Canadian Nursing Association Certifications are desirable.

Within the NTHSSA nurses must be registered with the RNANT-NU and have completed a satisfactory criminal record check.

Position Security (check one)

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

French language (check one)

- ☐ French required
- ☐ French preferred
- ☒ French not required