



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Department Health and Social Services	Sr. Nursing Consultant – Long Term Care	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
49-10769	Yellowknife	Seniors and Continuing Care Services

## **PURPOSE OF THE POSITION**

This position is responsible for planning, establishing, implementing, monitoring and evaluating the delivery of Long Term Care services to residents of the Northwest Territories (NWT). The incumbent conducts research, analyses and provides recommendations on issues related to the delivery of Long Term Care services in the NWT. The analyses and recommendations will directly impact the health and social services system and the delivery and access of Long Term Care services throughout NWT.

## **SCOPE**

Reporting to the Manager, Senior Affairs, the Senior Nursing Consultant – Long Term Care provides expert advice and makes recommendations to the Deputy Minister and the Minister of Health and Social Services on matters related to the design, delivery and utilization of Long Term Care facilities and services. Using sound planning, monitoring and evaluation techniques the incumbent ensures that Long Term Care programs and services are designed and delivered effectively, efficiently and meet the needs of NWT residents.

Working closely with the Northwest Territories Health and Social Services Authority (NTHSSA), the Hay River Health and Social Services Authority, (HRHSSA) and the Tlicho Community Services Agency (TCSA), the Senior Nursing Long Term Care conducts planning, monitoring, and/or refinement of long term care services. The incumbent oversees the implementation of strategic initiatives and innovative projects, to support and promote Continuing Care Services that are consistent with the Integrated Services Delivery Model and strategic priorities of Our Elders, Our Communities.

To ensure that Long Term Care services remain responsive to changing health practice and the health needs of NWT residents, the incumbent develops short and long-term plans and

collaborates with the Authorities (NTHSSA, HRHSSA, and TCSA) on the implementation of standards and monitoring criteria regarding the administration of Long Term Care programs and facilities in the health regions. The application of standards and monitoring mechanisms are critical to ensure that the programs and facilities are operating per national and jurisdictional standards and best practices. The compliance mechanisms are supported through legislation, accreditation processes, audits, surveys and through agreements with each NWT Authority.

The position involves working individually and concurrently on multiple projects of varying complexity. The incumbent completes many objectives, activities and tasks by leading teams and consulting with stakeholders and subject matter experts to achieve identified priorities. Using a project management approach, the Senior Nursing Consultant Long Term Care, leads and coordinates project teams to develop short and long-term plans for project; and coordinates and/or reviews activities and tasks assigned to the project team members. The incumbent is guided by strategic and operational objectives of the GNWT, the Department and the Seniors and Continuing Care Services Division and has broad latitude in the management and conduct of the projects he/she undertakes. Supervision is provided at milestones.

This position has regular and intrinsic contact with departmental and regional health and social services authority employees who manage Long Term Care operations for their respective areas. This participation is critical to affect change and improvements to the management of service delivery and productive information sharing. Positive management and credibility of the NWT continuing care system is directly related to effective Long Term Care planning and monitoring. It is essential this position develops and fosters a positive working relationship with the Authorities (NTHSSA, TCSA, and HRHSSA), non-government organizations (NGOs), and other stakeholders to assess and provide the type and level of support required to ensure the delivery of efficient and effective Long Term Care programs and services.

The Sr. Nursing Consultant – Long Term Care, plays a significant role in ensuring the Continuing Care Service Delivery Action Plan achieves its objectives. Several of the seven (7) Priority Commitments require input, expertise, development and collaboration on the part of the Sr. Nursing Consultant, including initiatives like standardization of services, assessment of services, planning for service needs, and design of a regulatory framework providing guidance for overall Long Term Care strategy execution and operations.

The incumbent is also responsible for ensuring the monitoring, evaluating and auditing of the NWT Continuing Care Standards related to long term care programs. All audits and evaluations will confirm approval of programs and facilities to operate in the NWT.

This position also leads the development of performance measurements to ensure that Department, Authority and contracted services are focused on results that meet the health and well-being needs of residents in the NWT.

## **RESPONSIBILITIES**

### **1. Provide expert advice on program requirements regarding Long Term Care Program and Services based on the collection of data, and development of a regulatory framework.**

- Provides expert advice for the consideration of the Deputy Minister and the Minister of Health and Social Services on the design and delivery of the NWT Long Term Care (LTC) program and services.
- Researches, reviews, and recommends new or improved legislation, regulations, standards, policies and guidelines for new or improved programs and services.
- Develops a positive working relationship with the NTHSSA, HRHSSA, and TCSA and their Continuing Care Managers responsible for LTC in order to assess and provide the level of support required to operate in accordance with territorial legislation, regulations, policy, and standards, i.e. NWT Continuing Care Standards, and Accreditation Canada.
- Makes recommendations on the LTC resources required, both human and fiscal, to effectively and efficiently meet the short-term and long-term needs of territorial residents.
- Conducts research and analyses on developments and trends in best practices in LTC that affect NWT Continuing Care Standards; territorial and regional policies; and system planning for program design, funding, and provision of LTC programs and services.
- Develops and implements planning frameworks that meet the short-term and long-term LTC needs of territorial residents.
- In collaboration with the NTHSSA, and other Authorities, leads and facilitates regional Continuing Care Managers responsible for LTC and coordinators to meet program requirements and identify strategic direction for LTC programs and services in line with HSS system direction.
- Travels to the Regions to audit and monitor LTC programs and services, and provide advice and support to regional Continuing Care Managers responsible for operations of LTC facilities and services.

### **2. Conducts planning, monitoring, implementation and/or refinement of territorial-wide long-term care services to ensure the services meet national quality standards and are delivered in the most effective and efficient manner.**

- Develops, implements, and maintains a LTC program monitoring and evaluation tool that considers NWT legislation, regulations, Continuing Care standards and policies, risk management and quality assurance standards.
- Develops monitoring and reporting systems for use by the DHSS and NTHSSA, and assists the NTHSSA with compliance and reporting.
- Assesses staffing and operational resources to ensure quality care using evaluation tools and benchmarks developed and/or agreed on by the Department and NTHSSA.
- Regularly assesses and reports on the performance and services provided by Long Term Care programs.
- Develops an annual "report card" on the provision of LTC programs and services in the NWT.

- Continually assesses the evaluation tool(s) and adjusts per changing standards, practices and system requirements.
  - Builds the DHSS's capacity to assess LTC placements and planning for adequate levels of service/supply of beds.
- 3. Ensures that departmental strategies are met through effective placement, coordination, rationalization, and standardization of Long-Term Care program and services in the NWT.**
- Actively participates in the design, development and monitors implementation of LTC Program, facilities and services, acting in accordance with NWT Continuing Care Standards, NWT Integrated Service Delivery Model, supports the continuum of care, human resource plans and NWT funding models.
  - Works collaboratively with the NTHSSA, HRHSSA and TCSA to develop standards and policies, protocols and guidelines for implementation of quality LTC program and services.
  - Provides leadership and coordinates the resources required to assist the health authorities and the GNWT to develop strategic plans which will enhance LTC programs and services.
  - Regularly presents, to a wide range of audiences, general and technical briefings on topics related to projects and initiatives.
- 4. In order to maintain clinical competence and expertise the incumbent may be assigned short term clinical rotations at health facilities operated by the Department and/or health authorities in clinical roles consistent with the incumbent's knowledge, skills and abilities.**
- 5. Supports the division, directorate and/or the Minister through investigating and/or addressing issues, developing correspondence, writing briefing notes, developing submissions or position papers.**
- 6. Other duties as assigned.**

## **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**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Competing demands around deadlines can lead to some degree of mental stress.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated leadership skills.
- Proven project and small team management knowledge and skills.
- Ability to concurrently lead or coordinate multiple and diverse projects.
- Superior project planning, communication and presentation skills.
- Knowledge of the health care system and the delivery of long term care services.
- Understanding of the regional sensitivities and differences.
- Knowledge of the health care system and continuing care services, with experience with long term care.
- Proven knowledge in the field of nursing and long term care.
- Ability to translate principles and theories into standards and practices.
- Knowledge of international, provincial and national trends in health services, especially as it relates to best practices in primary health care and continuing care services.
- Proven knowledge of project management and ability to co-ordinate a wide variety of activities and objectives.
- Research, analysis and evaluation skills to conduct reviews comprehensively, to compare and analyze territorial practice against evidence based and accepted national and/or territorial standards.
- Ability to facilitate creative problem solving using a situational approach incorporating conceptual, analytical, interpretive, evaluative, intuitive and constructive thinking skills.
- Ability to translate principles and theories into standards and practices.
- Knowledge of legislation and regulations, (GNWT statutes: Nursing Profession Act, Certified Nursing Assistant, Public Health Act, Pharmacy Act, Mental Health Act, Guardianship and Trusteeship Act, Social Assistance Act, Child & Family Services Act, Hospital Insurance Act, Access to Information and Protection of Privacy Act, Workers Compensation Act, Disease Registries Act, Transportation of Dangerous Goods Act,

Vital Statistics Act, Financial Administration Act; federal statutes: Canada Health Act, Narcotic Control Act) standards, policies and guidelines related to advanced nursing practice in order to provide current, relevant and feasible consultation services.

- The Senior Nursing Consultant must also have basic computer literacy, including ability to use word processing software; Excel spread sheets, E-mail and Internet.

**Typically, the above qualifications would be attained by:**

A Bachelor of Science Degree with specialization in nursing, with advanced education in health administration, health research or policy development; and 5 years' experience in the long term care or primary community care services field. This position must hold a current license to practice as a Registered Nurse in a Canadian jurisdiction and be eligible for licensing as a Registered Nurse in the Northwest Territories.

**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 if applies)

- French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B)  Intermediate (I)  Advanced (A)   
READING COMPREHENSION:  
Basic (B)  Intermediate (I)  Advanced (A)   
WRITING SKILLS:  
Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

**Aboriginal language:** Choose a language

- Required
- Preferred