



Northwest Territories

## **IDENTIFICATION**

<i><b>Position Number</b></i>	<i><b>Position Title</b></i>	
49-5754	Senior Nursing Consultant - Primary Health	
<i><b>Department</b></i>	<i><b>Division/Region</b></i>	<i><b>Location</b></i>
Health & Social Services	Territorial Health Services	Yellowknife

## **PURPOSE OF THE POSITION**

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

## **SCOPE**

Reporting to the Manager, Primary Community & Acute Care Services, the Senior Nursing Consultant – Primary Health Services 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 primary healthcare services. Through the use of sound planning, monitoring and evaluation techniques the incumbent ensures that primary health services are designed and delivered effectively, efficiently and meet the needs of NWT residents.

Working closely with the Authorities, the Senior Nursing Consultant is accountable for the planning, monitoring, implementation and/or refinement of primary healthcare services and for the promotion of primary health services that are consistent with the Integrated Services Delivery Model.

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

implements standards and monitoring criteria regarding the administration of primary health programs in the Authorities. The application of standards and monitoring mechanisms are critical to ensure that the programs are operating according to 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 that involve several or all health and social services authorities. The incumbent completes many of their tasks by leading teams and consulting with stakeholders. Through the use of project teams, the Senior Nursing Consultant – Primary Health identifies priorities, develops short and long-term plans for identified projects, and coordinates and/or reviews project work assigned to the members. The incumbent is guided by strategic and operational objectives of the Division and the Department 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 primary health 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 healthcare system is directly related to effective primary health planning and monitoring.

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 primary health services, and in particular the role of nursing in this service delivery model, and is responsible for developing and fostering a positive working relationship with the Health and Social Services Boards, the Department, NGOs, and other stakeholders in order to assess and deliver the type and level of support required to ensure the delivery of effective primary health programs and nursing services.**
  - Provides expert advice for the consideration of the Deputy Minister and the Minister of Health and Social Services on the design and delivery of primary health services.
  - Provides expert program advice and guidance to nurse executives of health & social services boards to interpret standards, policies and guidelines, to support resolution of problems, to promote a coordinated continuum of programs and services, to balance treatment with promotion and prevention programs and to support the planning, implementation and evaluation of special projects in primary health care.
  - 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 Health and Social Service Authorities and Primary Health Service Providers to assess and provide the level of support required by Authority primary health programs.
- Leads and facilitates regional primary health staff to meet program requirements and identify strategic direction for primary health services in line with Departmental direction.
- Makes recommendations on the primary health resources, both human and fiscal, that will effectively and efficiently meet the short-term and long-term needs of territorial residents.
- Assists in developing a generic competency assessment tool to help health and social services boards to assess educational needs of nurses hired to work as primary health care nurses in the NWT
- Assists in the development and ongoing evaluation of educational resources, and educational programs to prepare nurses to be competent primary health care providers in the ever-changing NWT health and social services environment.
- Negotiates and administers contracts with educational institutions for the provision of competency based advanced nursing education programs to ensure boards have access to programs that will meet the learning needs of frontline nursing staff.
- Administers contracts and contribution agreements with health and social services boards to enable special projects in primary health care.
- Conducts research and analyses on developments and best practices in primary health as they affect departmental policy regarding the delivery of primary health services.
- Provides input into departmental planning of technology standards and systems to ensure data collection, telehealth, medical equipment and other technology supports primary health care principles and is appropriate for the competencies of the end user.

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

- Develops, implements and maintains a primary health program monitoring and evaluation tool that considers NWT legislation, GNWT standards and policies, risk management and quality assurance standards.
- Develops monitoring and reporting systems for use by the authorities, and assists authorities in compliance with reporting.
- Assesses staffing and operational resources to ensure quality care using evaluation tools and benchmarks developed and/or agreed on by the Department.
- Regularly assesses and reports on the performance and services provided by primary health programs.
- Develops an annual “report card” on the provision of primary healthcare services in the NWT.
- Continually assesses the evaluation tool(s) and adjusts according to changing standards, practices and system requirements

**3. Ensures that departmental strategies are met through effective placement, coordination and rationalization of primary health services in the NWT.**

**Main Activities**

- Actively participates in the development and delivery of primary health services that support the NWT Integrated Service Delivery Model, the continuum of care, human resource plans and NWT funding models.
  - Provides leadership and coordinates the resources required assist authorities and the GNWT to develop strategic plans which will enhance primary health services.
  - Regularly presents, to a wide range of audiences, general and technical briefings on topics related to projects and initiatives.
- 4. Through effective team leadership, the incumbent will complete many of the tasks through the use of “expert” teams and consulting with stakeholders.**
- 5. In order to maintain clinical competence and expertise the incumbent may be assigned to 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.**
- 6. Act on behalf of the Manager, Primary Community & Acute Care Services during his/her absence with full management authorities.**
- 7. Supports the division, directorate and/or the Minister through investigating and/or addressing issues, developing correspondence, writing briefing notes, developing submissions or position papers.**

## **KNOWLEDGE, SKILLS AND ABILITIES**

Expert and specialized knowledge of primary health care especially related to nursing. Knowledge of international, provincial and national trends in health services, especially as it relates to advanced nursing practice, knowledge of best practices in primary health care and particularly public/community health, conceptual understanding of the model of primary health care delivery, and its application in the provision of a broad range of health and social services in the NWT in order to provide leadership to boards, agencies and other departmental consultants in the enhancement of the preferred primary health care delivery model.

Sensitivity to the cultural, social and political conditions of regions and the health and social services environment in the NWT, 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.

Specialized knowledge of management and ability to co-ordinate a wide variety of activities and objectives.

Knowledge and skills in human relations is critical to being able to work with colleagues, co-workers, and individuals in client organizations with a wide range of corporate/organizational cultures. Sensitivity to this variety is critical to being able to provide leadership in a collaborative way, requiring significant ability to inspire, influence, persuade and build teams. Ability to maintain the satisfaction and goodwill of clients, colleagues and co-workers is essential to the position. The Senior Nursing Consultant also deals from time to time with caregivers and health care workers in situations of extreme stress and must deal with these diplomatically.

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.

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

## **TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:**

The knowledge, skills and abilities outlined above would normally be acquired through a degree in Nursing, current status as a Registered Nurse and a minimum of 5 years of related nursing experience.

## **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. Express frequency and duration of occurrence of physical demands, environmental conditions, sensory demands and mental demands.

### **Physical Demands**

There is limited physical effort required for this position. There are long periods where the incumbent is required to stay seated and use a computer, which can cause back and muscle strain.

### **Environmental Conditions**

The office physical environment is considered adequate, however the Senior Nursing Consultant is expected to travel extensively and so is subject to physical stress.

### **Sensory Demands**

The incumbent is expected to spend long periods using a computer. The incumbent may also spend long periods of intense concentration reviewing and analyzing data and information.

### **Mental Demands**

The incumbent deals with people in a variety of organizations on sensitive issues where there are frequently changing priorities, conflicting interests and perspectives, which creates a significant level of mental and emotional stress.

## **EXCLUSION/INCLUSION**

### **Section A**

- This job should be included in the bargaining unit
- This job should be excluded from the bargaining unit (complete section B)

### **Section B – Rationale for exclusion from the bargaining unit**

(Exclusion from the bargaining unit must meet the conditions outlined in section 306 of the GNWT's Human Resources Manual (HRM). Refer to Section 306 of the GNWT's HRM and outline the reason for the exclusion request below)

Comments: