



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Department Health and Social Services	Sr. Nursing Consultant – Home Care	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
49-00941	Yellowknife	Seniors and Continuing Care Services

## **PURPOSE OF THE POSITION**

This position is responsible for planning, establishing, monitoring; and supporting implementation and evaluation of home and community care services to residents of the Northwest Territories (NWT). The incumbent conducts research, analyses and provides recommendations on issues related to the design and delivery of home care services in the NWT. The analyses and recommendations will directly impact the health and social services system and the delivery and access of home and community care services to residents throughout the NWT.

## **SCOPE**

Reporting to the Manager, Senior Affairs, the Senior Nursing Consultant – Home Care provides expert advice and makes recommendations on matters related to the design, delivery and utilization of home and community care services, including palliative care. Using sound planning, monitoring and evaluation techniques the incumbent ensures that home and community care 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 Consultant – Home Care conducts planning, monitoring, and/or refinement of home and community care services. The incumbent oversees the implementation of strategic initiatives and innovative projects, to support and promote home and community care services that are consistent with the Integrated Services Delivery Model and strategic priorities of Our Elders, Our Communities.

The Senior Nursing Consultant Home Care is accountable for conducting ongoing quality

assurance reviews of the Authority's Home Care Programs in order to monitor compliance with established Department of Health and Social Services standards, and best practice research and evidence; and to identify areas for improvement. To ensure that home and community care services remain responsive to changing health practice and the health needs of NWT residents the incumbent develops short and long-term plans and designs and implements standards and monitoring criteria regarding home and community care programs that are administered by Regional Authorities.

The application of standards and monitoring mechanisms are critical to ensure that the programs are operating according to national and territorial standards and best practices. The compliance mechanisms are supported through legislation, accreditation processes, audits, surveys and through agreements with the NTHSSA, HRHSSA, and TSCA.

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 Home 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 the delivery of home and care services, including palliative care services 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 services system is directly related to effective home and community care planning and monitoring. It is essential this position develops and fosters a positive working relationship with the, the NTHSSA, TSCA, HRHSSA, non-government organizations (NGOs), and other stakeholders to assess and deliver the type and level of support required to ensure the delivery of efficient and effective homecare programs and services.

The Sr. Nursing Consultant – Home Care, plays a significant role in ensuring the NWT Continuing Care Services 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 healthy aging, palliative and in-home care support and training for informal and formal homecare givers, improving the health of the elderly, etc.

The incumbent is also responsible for ensuring the monitoring, evaluating and auditing of the NWT Continuing Care Standards related to home and community care; supported living facilities, which includes independent housing, group homes and assisted living facilities; and long term care programs. All audits and evaluations will result in approval of programs and facilities to operate in the NWT.

This position also leads the development of performance measurements to ensure that Department, Authorities 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 and recommendations on program requirements regarding homecare services based on thorough data analysis and needs assessments.**

- Provides expert advice for the consideration of the Deputy Minister and the Minister of Health and Social Services on the design and delivery of home and community care 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 and the Continuing Care Managers within health regions to assess the level of support they require in order to provide home and community care services according to level and quality required.
- Makes recommendations on the home and community care (including palliative care) resources, both human and financial to effectively and efficiently meet the short-term and long-term needs of territorial residents.
- Conducts research and analyses on developments and best practices in primary health care; and home and community care to inform departmental policy regarding the delivery of home care programs and services.
- Develops and implements planning frameworks that meets the short-term and long-term homecare care needs of territorial residents.
- Develops and executes a framework for needs assessments that gather data regarding the need for home care; palliative care, staffing ratios and standards, service level standards, and the services needs required in different regions.
- In collaboration with the NTHSSA, and other Authorities, travels to regions to monitor home and community care services, and/or facilitates meetings with regional Continuing Care Managers responsible for delivering home care and palliative care services to ensure program requirements are met and to identify gaps and challenges to inform strategic direction for home and community care services in line with Departmental direction.

### **2. Conducts planning, monitoring, implementation and/or refinement of territorial-wide home and community 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 home and community care 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 DHSS and NTHSSA, and assists the NTHSSA with compliance and reporting.
- Collaborates with key stakeholders on the development of strategies and plans to address aging in the home, consistency of palliative care, encouraging social and independent living for elders, etc.

- Supports the Manager, Seniors Affairs in the allocation of home and community care funds provided by Health Canada, including developing funding submissions, and allocation of funds when received.
  - 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 delivered by home care programs.
  - Develops an annual "report card" on the provision of home and community care services in the NWT.
  - Continually assesses the evaluation tool(s) and adjusts per changing standards, practices and system requirements.
- 3. Ensures that departmental strategies are met through effective placement, coordination, rationalization, and training for home care services in the NWT.**
- Actively participates in the design, development and monitors implementation of home and community care 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 to assist the health authorities and the GNWT to develop strategic plans which will enhance home and community care services.
  - Develop an orientation and training plan for formal and family caregivers to ensure a standard level of quality care for all NWT residents.
  - Works collaboratively with the Authorities (NTHSSA, TCSA, and HRHSSA) to implement and evaluate the training and orientation to ensure objectives are met throughout the regions.
  - 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 assignments 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.**
- 5. Supports the division, directorate and/or the Minister through the use of expertise and 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 home care services.
- Understanding of the regional sensitivities and differences.
- Proven knowledge in the field of nursing within continuing care and/or homecare.
- Ability to translate principles and theories into standards and practices.
- Knowledge of best practices and a conceptual understanding and sensitivity of the broad range of health and social services provided in the NWT, the accompanying departmental objectives, procedures and policies related to the Integrated Services Delivery Model.
- Sensitivity to the cultural, social and political conditions of regions and the health and social services environment in the NWT
- Knowledge of international, provincial and national trends in health services, especially as it relates to home care practice, knowledge of best practices in primary health care and continuing care services.
- Ability to work within, across, and externally the organization in a collaborative way with an ability to inspire, influence and persuade.
- Strong research, analysis and evaluation skills to conduct reviews comprehensively, to compare, analyze territorial practices against evidence based and accepted national and or territorial standards.
- Ability to develop new programs, and to facilitate creative problem solving using a situational approach.
- 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 primary community care and/or home 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.

**ADDITIONAL REQUIREMENTS**

**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