



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Nurse in Charge, Long Term Care	
Position Number(s)	Community	Division/Region(s)
37-5777	Fort Simpson	Continuing Care Services/Dehcho

PURPOSE OF THE POSITION

Reporting to the Regional Manager, Continuing Care Services, this position is responsible for managing the day to day operation of the Long Term Care (LTC) facility and provide hands on nursing care to residents within the home 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 that the residents' physical, emotional, psycho-social, spiritual and daily living needs are met.

SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłıchǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA administers all regional health and social services delivered through 3 Community Health Centers, 6 Community Health Stations and 1 Long Term Care facility in the Dehcho Region. The 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 Long Term Care facility in order to enhance healthy communities' well-being through excellence, accountability and respect for regional diversity.

Located within the LTC section of the Fort Simpson Health Centre and reporting directly to the Regional Manager, Continuing Care Services, the NIC is accountable for the day to day operations and the overall nursing care plan of all residents within the LTC facility. The LTC facility is a 18 bed long term and respite care facility where culturally sensitive care to residents is provided by the Nurse in Charge, 6 Personal Support Workers (PWS) and 5 Licensed Practical Nurses (LPN) . In addition, the NIC directly supervises 1 Rehabilitation Aide, and 1 Head Cook. The NIC indirectly supervises 1 Assistant Cook, 2 Dietary Aides, and 1 Relief Dietary Aide, 5 Relief Personal Support Workers (PWS) and 1 Relief Licensed Practical Nurse (LPN).

The NIC is responsible for monitoring the quality of resident care within the LTC facility. This includes managing a budget of \$1.7 Million, leading and directing staff, managing the facility, developing and delivering appropriate training, arranging for external training, revising policies and procedures to meet current standards of practice where appropriate and ensuring that staff levels meet facility requirements.

In addition, the NIC provides direct care to residents who have common well-defined nursing diagnoses. The NIC acts as a patient advocate and facilitates communication between the resident, family and other health care professionals. This will result in a holistic approach to planning, organizing, teaching, and relationship development that will best meet the needs of the resident.

Residents within the LTC facility are usually long-term convalescent or geriatric or respite and/or palliative care patients ranging from pediatric to geriatric. The majority of the residents are geriatric. The residents live within the facility (home environment) and are experiencing a chronic illness or disability that has resulted in physical frailty and/or cognitive impairment and require 24-hour care. The residents' medical outcomes are somewhat predictable. Residents within the facility are visited a minimum of once every three months or more frequently as required by the physician. As a result, the NIC independently makes day-to-day decisions regarding individual nursing care plans based on delegated medical orders.

Within the LTC facility, the NIC and the LPNs are the only individuals who can dispense medications. Once dispensed a PSW may deliver oral medications and ensure that the residents have ingested the medicine. After normal hours of operation (8:30 am - 5 pm)

emergencies requiring nursing assessment or treatment will be handled by the Community Health Nurse (CHN) on call through the Fort Simpson Health and Social Services Centre. The Nurse in Charge will be called for administrative problems.

RESPONSIBILITIES

1. Manage and coordinate the delivery of patient care at the LTC facility.

- Monitor staffing patterns (all staff) of the LTC facility and organize the necessary human resources to meet operational requirements (i.e. regular scheduling, calling in staff to cover illnesses, booking holidays, etc.),
- Review and approve bi-weekly time cards,
- Ensure that the stock of facility supplies (medical and non-medical) is adequate and arrange for the ordering of supplies as required,
- Manage the performance of staff (i.e. performance appraisals, progressive discipline, etc.),
- Review quarterly variance reports and recommends reallocation of funding to the Nurse Administrator to ensure adequate funds for the delivery of health care programs, and
- Collect and interpret unit statistics for management.

2. Provide direct nursing care to residents of the LTC facility using a problem solving approach and in accordance with the standards, guidelines and scope of professional nursing practice to facilitate care of patients.

- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the residents,
- Ensure that the staff understand the care plan and are implementing the plan accordingly,
- Assist residents to achieve their optimum level of health in situations of normal health, illness, injury, or through the process of dying
- Advocate the dignity and self-respect of residents,
- Promote the autonomy of residents and help them to express their health needs and values to obtain appropriate information and services,
- Safeguard the trust of residents that information learned in the context of a professional relationship is shared outside the health care team only with the resident's permission or as legally required,
- Apply and promote principles of equity and fairness to assist residents in receiving unbiased treatment and a share of health services and resources proportionate to their needs,
- Package and transport biological samples and pharmaceutical materials, and
- Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.

3. Facilitate, implement and modify patient and family educational/teaching based on the needs of the patient.

- Use a holistic approach to facilitate individual learning of residents and their families in relation to patient illness or injury (i.e. self-care, health promotion, etc.),
- Assess the resident for physical and psychological needs, their knowledge of their health, disease process and learning needs, and
- Develop, revise and evaluate on an ongoing basis, educational resources necessary to support residents.

4. Monitor the quality of resident care within the LTC facility and identify training requirements of staff within the facility in order to effectively meet the health care needs of residents.

- Conduct audits on the delivery of patient care by individual staff and identify learning needs, develop staff specific training plans and facilitate or arrange for the delivery of training identified within the specific training plans,
- Conduct audits to determine facility wide training requirements and arrange for the delivery or appropriate training accordingly,
- Coordinate services with outside agencies/centers/institutions to facilitate a residents return to optimal health, and
- Recommend revisions and implement policies and standards within the LTC facility.

5. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.

- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care,
- Provide orientation to new employees on unit specific programs and mandate,
- Collaborate 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, and
- Participates in research, special projects and monthly interagency meetings or committees to plan, implement and evaluate joint projects related to the community's health status.

WORKING CONDITIONS

Physical Demands

Although half of the incumbent's time will be spent managing the day to day operations of the facility up to 25% of the incumbents day will be spent lifting, moving and supporting patients who are dependent on the nurses for support (i.e. toileting, turning, general mobility, etc.). Lifting of and physical support of residents within the LTC may be done on an individual basis or as a group. In addition, the incumbent will be required to bend and stand in awkward position while performing patient assessment or care.

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

Sensory Demands

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients within the LTC facility.

Mental Demands

Residents within the LTC facility are long term patients where the facility is the resident's home. As a result, the supervisor has the opportunity to develop relationships with the resident and the residents' family. The Nurse in Charge is required to support a peaceful and dignified death of residents which may cause significant emotional stress.

Within the health care setting there is significant lack of control over the work pace, with frequent interruptions that may lead to mental fatigue or stress.

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

The Nurse in Charge is not required to be on standby but may receive calls from the RCA's concerning administrative matters which may cause stress on the incumbent's family and social life.

KNOWLEDGE, SKILLS AND ABILITIES

- The NIC must have knowledge of and an ability to apply standardized nursing processes (assessment, planning, implementation and evaluation) and current nursing practice to ensure that the residents'/patients' physical, emotional, psycho- social, spiritual and daily living needs are met.
- An ability to educate residents/patients and their families (where applicable) on appropriate self-care methods and techniques.
- Knowledge of 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.
- 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 residents/patients and their families.
- An ability to operate and/or use standard medical equipment (such as but not limited to - peripheral IV pumps and lines, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, Kangaroo pumps, suction tubes, sharps, pulse oximeter, etc.)

- An ability to effectively operate non-medical equipment used during the care of residents/patients within Long Term Care (these include but are not limited to lifts, wheel chairs, bathing equipment, laundry equipment, kitchen, etc.).
- 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.
- 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:

The successful completion of a Nursing Degree, 3 years recent nursing experience in a long-term care setting and 1 year supervisory experience.

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

ADDITIONAL REQUIREMENTS

NTHSSA-DehCho Region Requirements:

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

- WHMIS, and
- Certification in basic CPR.
- Non Violent Crisis Intervention
- Cultural Awareness Training

Supervisory or management training would be an asset.

Long Term Care Canadian Nursing Association Geriatric Certification is desirable.

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 applicable)

- ☐ 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: To choose a language, click here.

☐ Required
☐ Preferred