



Government of  
Northwest Territories

**IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Northwest Territories Health and Social Services Authority	Nurse in Charge (Public Health)	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
47-5720	Inuvik	Primary Care/Beaufort Delta

**PURPOSE OF THE POSITION**

This position manages the provision of public health programs and services to the residents of Inuvik. In addition, the Nurse in Charge (Public Health) is responsible for overseeing the delivery of health services at the Tsiigehtchic Health Centre, including ensuring weekly nursing visits, in accordance with established standards of nursing practice in the NWT and the philosophy and objectives of the NTHSSA for the safe provision of safe standardized health care to the residents.

**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 Tł'chǫ 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 Tł'chǫ 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-BDR provides and supports the delivery of health care and social services to adults and children on an inpatient, outpatient, and outreach basis in order to enhance healthy community well-being through excellence, accountability and respect for regional diversity. The NTHSSA-BDR directly and contractually employs over 300 staff in the Beaufort Delta Region who deliver these services in eight communities through the Inuvik Regional Hospital, seven community health centres, and seventeen other sites including social services and dental therapy offices, public health clinics and various group homes. There are approximately 7500 residents in the Beaufort Delta region.

The Nurse in Charge (Public Health) position reports to the Regional Manager, Primary Care. This position is located in a satellite office outside of the Inuvik Regional Hospital. The incumbent has the responsibility for the delivery of holistic and comprehensive community based health programs and services in order to reduce and prevent the incidence of disease, promote the health status of the community, enhance community wellness and promote a healthy public policy.

This position manages and supervises three public health nurses, one Community Health Representative, one Administrative Assistant in Inuvik. In Tsuigehtchic, there are 1.5 direct reports: one CHR/clerk and 0.5 home support worker.

Public Health staff work with clients to achieve and maintain the highest level of community health and wellness that is possible. Public Health provides a comprehensive array of public health programs and services which promote and preserve health, prevent and reduce the incidence of communicable diseases, illness, disability and death across all age groups. These programs include:

- Communicable Disease: adult immunizations, communicable disease follow-up and monitoring, tuberculosis (TB) follow-up and monitoring, sexual transmitted infections clinic services and community outreach activities.
- Maternal/Child: pre-natal and post-natal classes, home visiting of families with new babies, breastfeeding education and support and well child clinics which include growth and development assessments and immunizations.
- Child and Adolescent Health: immunizations, health information resources, health education classes, hearing and vision screening, school liaison
- Well Woman/Well Man clinics
- Advocacy - for public health policy and for improving social determinants of health.

Services may be provided within the Public Health Unit, community halls, schools or in a client's home and are intended to promote a healthy way of life, and decrease the incidence of death, disease or injury. Services may be provided on an individual basis or as part of a multi-disciplinary team.

The NIC is an RN who models and promotes excellence through the hands on delivery of nursing care to patients or by providing seasoned advice and/or recommendations to Public

Health Nurses when faced with difficult or unusual situations. The incumbent helps guide nurses from task orientation to more empowered analytical thinking and care giving approaches. These services have a direct impact on the quality of services delivered to clients and their families, and on the cost of the services provided.

## **RESPONSIBILITIES**

**1. Managers and coordinates the delivery of nursing, health promotion and, in Tsiiigehtchic home support services, services through the Inuvik Public Health Unit and the Tsiiigehtchic Health Centre.**

- Provides direct supervision for the Public Health Nurses, CHRs, HSW (Tsiiigehtchic) and support staff to ensure the delivery of safe client care within established NTHSSA and DHSS standards of Health Care.
- Manages the performance of staff.
- Reviews and approves time entries ( PeopleSoft)
- Ensures that health centre supplies (medical and non-medical) are adequate and arrange the ordering of supplies as required.
- Works closely with the Nurses and CHRs to develop and deliver health promotion and educational programs that are appropriate for the population for which they are intended.
- Analyzes and evaluates health care programs and the delivery of nursing services on a continuous basis in order to develop and implement new or revised health care programs designed to improve the health of the population in the community.
- Participates in the recruitment, hiring and orientation of new staff
- Ensures staff receive and maintain required certifications
- Works collaboratively with the Regional Manager of Community Health Centres to ensure health services delivered in Tsiiigehtchic follow direction and standards identified by the Regional Manager of Community Health Centre's in line with regional and territorial community health service delivery.
- Works closely with the Regional Manager of Continuing care to ensure delivery of Home Support Services in Tsiiigehtchic follow direction and standards identified by the Regional Manager in line with regional and territorial home support and home care services.

**2. Assists the Regional Managers, Primary Care and Community Health Centers in managerial/operational duties.**

- Incident report follow up
- Determines education and policy needs
- Performance Management and performance improvement planning
- Budget planning

**3. Provides professional nursing care and sanctioned- transferred medical functions to clients (individuals, families, groups and community) to prevent the incidents of disease, disability, death, and to help restore health.**

- Provide guidance to staff to ensure they provide a safe, acceptable standard of care to the residents of the community and to facilitate professional development of the staff members.

- Participate in the orientation and development of skills that the staff member may not have had an opportunity to practice to ensure a standard of practice that is safe and in no way detrimental to the client's health and well-being.
- Organize and implement a comprehensive community health service designed to facilitate and maintain a healthy lifestyle.
- Participate frequently in public health clinics, physical assessments, well child clinics, in order to maintain competent nursing skills as staffing ration ensures that this position must share the clinical duties.
- Provides general and assists in specialized clinics in Tsiiigehtchic Health Centre as per the Community Health Centre guidelines.

**4. Provides leadership in public health services in accordance with the GNWT health standards to protect, prevent and reduce the incident of communicable disease, to promote a healthy lifestyle, and to reduce the incidence of disability and death to all community members.**

- Organizes and implements a variety of programs. These include well child clinics, immunization programs, communicable disease surveillance and treatment, well woman clinics and individual family planning sessions.
- Provide bi-weekly school visits at the elementary and high schools in order to screen children for vision and hearing defects, infectious diseases, provide health counseling, liaise with the teachers to problem solve health and behavior issues.
- Participates in research (e.g. contaminant project). Provides input and participates in monthly interagency meetings and bi-monthly departmental meetings in order to facilitate the objectives of the strategic initiatives plan of the NTHSSA and the Department of Health and Social Services.
- Ensuring clients safety and well-being by following established safety guidelines such as transportation.
- Overseeing and approving monthly calendar of activities and ensuring community involvement.
- Participates in committees, and special projects as required.

**4. Assists with implementation and continuation of relevant Accreditation Canada Standards as directed by the accreditation coordinator**

- Responsible for communicating to team members, and with the Accreditation Coordinator on a regular basis.
- Orients and educates individual team members on Accreditation Canada's Qmentum Program and the Accreditation Process.
- Orients and educates team members on the relevant Qmentum Accreditation Standards and Required Organizational Practices (ROPs).
- Develops and implements individual Team Action Plans, based on results of any questionnaires, and onsite Accreditation Canada Surveys.
- Communicates individual Qmentum Action Plans to your Team Members.
- Promotes Client Safety as a BDHSSA Strategic and Operational Goal.
- Identifies and promotes Continuous Quality Improvements

**5. Work Place Health and Safety: Employees of the Authority are committed to and maintaining a safe and respectful workplace for employees and patients Building a safe and respectful workplace is everyone's responsibility.**

- All employees and contractors have a professional and personal responsibility to perform their duties to health and safety regulations, standards, and procedures.
- All stakeholders (management, staff, Union of Northern Workers, Workers' Safety and Compensation Commission) need to ensure Workplace Health and Safety Committee works effectively, with a purpose of continuous quality improvement in health and safety.
- All supervisors play an active role in workplace health and safety through daily management: identifying prevention opportunities, ensuring trained in Risk Monitor Pro or other incident reporting systems, investigating potential risk and accidents, and applying timely corrective measures.

**WORKING CONDITIONS**

**Physical Demands**

The incumbent is required to be very mobile and could be sitting, bending, reaching, standing or walking in the course of the day. The frequency, intensity and duration are dependent on the workload and acuity of the day.

Travel on the gravel road, often outside of regular work hours.

**Environmental Conditions**

The incumbent may be exposed to potential risk on a daily basis, including communicable/infectious diseases, blood and body fluid, and hazardous materials (sharps, needles, toxic cleaning and sterilizing solutions). Universal precautions decrease the potential risk and continuing education, training, and experience will assist with the management of personal stress these situations may present.

The incumbent may be exposed to contagious diseases carried by clients. Maintaining an up-to-date immunization status and using infection control measures may minimize risk

Expose to weather conditions, road operations, and ferry schedules.

**Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing when dealing with clients, employees or community members experiencing stress or conflict relating to the delivery of health care or working relationships.

**Mental Demands**

The NIC (Public Health) must remain calm, controlled and professional when dealing with direct reports, other members of the health care team, clients and families.

There is exposure to numerous interruptions that would cause disruption in carrying out duties in a timely manner.

The incumbent occasionally is exposed to emotionally disturbing experiences.

The incumbent must deal with uncontrolled work-flow and overlapping demand.

Periods of concentration and attention to detail all can cause mental and emotional fatigue and strain.

### **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.
- Knowledge of current nursing trends in disease prevention, practice and programs in order to keep nursing practice current and to plan, develop, coordinate, control, implement and evaluate a comprehensive health service appropriate to community needs. Must be sensitive to the cultural, social, and regional conditions in order for these programs to be effective.
- A knowledge of and an ability to apply sanctioned transferable medical functions as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears).
- 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: ESR, WBC, HGB, blood smears, pregnancy tests, microscopic exam of specimens, various swab specimens, the preparation of specimens for culture and sensitivity, and quality control of laboratory machinery.
- Knowledge of education principles related to adult learners in order to develop and deliver subject specific training and development.
- An ability to facilitate creative problem solving using a situational approach incorporating conceptual, analytical, interpretive, evaluative, intuitive and constructive thinking skills.
- 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 ability to network resources within and outside the NTHSSA, 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 most commonly acquired through a Bachelor of Science in Nursing or through an approved equivalency plus a minimum of 3 years of nursing practice including a minimum of one year in hospital nursing. The incumbent should have at least six months of supervisory experience.

**ADDITIONAL REQUIREMENTS**

**Beaufort Delta Regional Requirements:**

Within the NTHSSA Beaufort Region all Registered Nurses must be registered with the Registered Nurses Association of the Northwest Territories and Nunavut (RNANT/NU) and must be able to acquire within a reasonable time frame and remain current with the following mandatory certifications:

- Certification in basic CPR,
- Blood Glucose Monitoring
- IV Pumps
- Mask FIT Testing
- Privacy and Confidentiality training
- Infection Control
- Respectful Workplace training
- Workplace Hazardous Materials Information System (WHMIS)
- Back Care,
- Immunizations Certificate,
- Internet and e-mail applications,
- Incident Reporting (Risk Monitor Pro)
- Workplace Safety Awareness training
- GNWT Cultural Sensitivity Training

Canadian Nursing Association Certifications such as Community Heath are desirable.

A valid NWT Driver's license is required

**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