



IDENTIFICATION

Department		Position Title	
Northwest Territories Health and Social Services Authority		Nurse in Charge	
Position Number(s)	Community	Division/Region(s)	
47-5725	Paulatuk	Community Health Centres/Beaufort Delta	

PURPOSE OF THE POSITION

To manage the provision of community health services for Paulatuk, 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 the provision of safe standardized health care to the residents of the communities.

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 Tłıchʔ 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 Tłıchʔ 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.

Located within the Paulatuk Health Centre and reporting directly to the Regional Manager, Community Health Centres, the Nurse in Charge (NIC) will manage the delivery of community health services to a client population of approximately 290 residents in Paulatuk. The Health Centre in Paulatuk is the sole medical facility and supports approximately 2700+ encounters per year.

Community Health Services are provided by the NIC and 1 Community Health Nurse who reports directly to the NIC. Services include providing non-emergency medical care; responding to medical emergencies that require decision making outside of the usual policies, procedures and standards of nursing care; and delivers nursing programs designed to promote community health and well-ness (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment, etc.). The provisions of critical incident services are supported by a physician over the telephone when communications links are available.

Services may be provided within the Health Centre, community halls, schools or in a patients home (i.e. elderly population) 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.

In addition, the NIC directly supervises 1 Caretaker, 1 Housekeeper and 1 Clerk/Interpreter, local relief staff, as well as provides administrative supervision, guidance and direction to 1 Home Support Worker and 1 Community Health Representative who receive program direction from their program specific manager in Inuvik.

The NIC manages a \$548,000 (approximate) budget allocated to provide standardized health care programs and services, as determined by the Department of Health and Social Services and the NTHSSA.

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 Community 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.

In Paulatuk the NIC will be required to provide on-call coverage on a rotational basis with the 1 CHN during the evening and weekends to provide emergency nursing care in Paulatuk.

RESPONSIBILITIES

1. Manage and coordinate the delivery of nursing services through the Community Health Centre.

- Monitor staffing patterns (all staff) of the health center and organize the necessary human resources to meet operational requirements,
- Review and approve bi-weekly time cards,
- Ensure that the stock of Health Centre 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 monthly variance reports and recommends the reallocation of funding to the Manager, Community Nursing to ensure adequate funds for the delivery of health care programs, and
- Collect and interpret unit statistics for management.

2. Monitor the quality of nursing care within the Health Centre and identify training requirements of staff within the Centre in order to effectively meet the health care needs of residents within the communities.

- Conduct audits on the delivery of nursing services by individual nurses and identify learning needs, develop nurse specific training plans and facilitate or arrange for the delivery of training identified within the specific training plans,
- Conduct audits to determine Health Centre wide training requirements and arrange for the delivery or appropriate training accordingly,
- Coordinate services with outside agencies/centers/institutions to facilitate a clients' return to optimal health, and
- Recommend revisions and Implement policies and standards of nursing care within the Health Centre.

3. 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,
- Collaborate with nurses, peers and other members of the health 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 (i.e. flu watch), special projects (new immunization programs) and monthly interagency meetings or committees to plan, implement and evaluate joint projects related to the community's health status.

- 4. Model excellence by providing comprehensive community health programs (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment) according to the GNWT Health Standards in order to protect, prevent and reduce the incidence of communicable disease, to promote a healthy life style and to reduce the incidence of disability and/or death to all community members.**
- Deliver a wide variety of community health clinics (both prepackaged and requiring development by the incumbent to fit community needs),
 - Assist in the arranging of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, Dental Therapists, etc.),
 - Evaluate community health programs on a continuing basis and modify programs for appropriateness,
 - Act as a resource for other community based health care workers (CHR, Home Support Workers, etc.), and
 - Promote a safe and healthy environment in homes, schools and throughout the community.
- 5. Model excellence by providing direct nursing care to patients 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 patient (assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate diagnosis),
 - Coordinate the admission and transfer (including medevac) of patients based on the identification of abnormal findings, critical nature of a patient and consultation with a physician in Inuvik to ensure the patient receives appropriate care,
 - Assist patients to achieve their optimum level of health in situation of normal health, illness, injury, or through the process of dying
 - Advocate the dignity and self-aspect of patients,
 - Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services,
 - Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patients permission or as legally required,
 - Apply and promote principles of equity and fairness to assist patients 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.

6. Model excellence by facilitating, implementing and modifying patient and family educational/teaching based on the needs of the patient.

- Use a holistic approach to facilitate individual learning of patients and their families in relation to patient illness or injury (i.e. self-care, health promotion, etc.),
- Assess the patient 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 patients.

WORKING CONDITIONS

Physical Demands

As a result of living in an isolated, northern community, the incumbent may be required to travel on small planes and on ice or winter roads when traveling to or from the community.

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 in sick clinic and during the processing of body fluids for transportation to the IRH Laboratory), 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 Health Care Centre.

Mental Demands

The NIC experiences constant demands from residents within the community who may require nursing care at any time (day or night) that may cause a significant disruption to the incumbent's family and social life. In addition, the incumbent is also subject to disruption in lifestyle due to 7+ day's on-call per month. It is normal for the individual on standby to be called back into work (several times per day or night), which causes significant stress on the incumbents family and social life.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors) that may lead to mental fatigue or stress.

The NIC must be able to provide medical guidance and intervention to subordinates without the availability of a physician in the community. This may occur after regular hours of operation (even when the incumbent is not on call). Lack of specific or critical medical skills normally provided by a Physician (i.e. surgery) requires the incumbent to make

medical judgments beyond the scope of the incumbents training which may cause substantial levels of mental stress on the incumbent.

The incumbent works in a secure environment and interaction with clients who may become agitated, potentially hostile and unpredictable behavior could result in exposure to high-risk situations. As a result, there is a real concern for safety and well-being, which may cause extreme levels of stress & physical harm, on the incumbent.

The role requires tactful interaction with patients, families and staff and the need to handle several complex issues concurrently while maintaining attention to detail. The incumbent is expected to remain calm, controlled and professional, regardless of the situation and demonstrate compassionate care to the client, family and other members of the health care team.

KNOWLEDGE, SKILLS AND ABILITIES

- The NIC must have advanced knowledge of and 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.
- The NIC must have an ability to provide emergency care and treatment as the position is required to perform transferred medical functions beyond normal hospital training. This includes an ability to perform advanced nursing functions such as but not limited to: suturing, venipuncture for all age groups and immunization techniques
- 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, interpret ECGs and quality control of laboratory machinery.
- An ability to perform radiological examinations (X-rays) of the chest and extremities.
- An ability to apply and remove casts or splints
- Knowledge of education principles related to adult learners in order to develop and deliver subject specific training and development.
- 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 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 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:

The successful completion of a Nursing Degree, 3 years recent nursing experience with at least 1 year in a northern health center and 6 months 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 and must be able to acquire within a reasonable time frame and remain current with the following mandatory certifications:

- WHMIS,
- Back Logic,
- Fire training, and
- Certification in basic CPR.

Within the NTHSSA Community Health Centre all nurses must be able to acquire and remain current with the following training:

- Transportation of Dangerous Goods,
- Standard X-ray processing (chest and extremities),
- Pharmaceutical process and procedures, and
- General laboratory functions.

Training in emergency response would be an asset. Canadian Nursing Association Certifications are 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