



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Relief Nursing Aide, Float Pool	
Position Number	Community	Division/Region
48-12987	Yellowknife	Patient Care Services / Stanton Territorial Hospital

## PURPOSE OF THE POSITION

The Relief Nursing Aide, Float Pool is an unregulated health care worker who functions as an adjunct to the health care team to assist in delivering care that facilitates the patient's recovery or supports a peaceful death, in accordance with hospital policies and procedures. The incumbent acts as a patient advocate and communicates between the patient, their families and the nursing team in order to provide physical, psycho-social, spiritual and emotional support.

## 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 Tłıchʼo 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 Tłıchʼo 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.

Stanton Territorial Hospital (Stanton) is an accredited facility in Yellowknife, and is a referral centre for approximately 43,000 regional residents of the Western Arctic and Nunavut (Kitikmeot Region). Stanton provides health care services to adults and children on an inpatient, outpatient and outreach basis in order to restore health with dignity.

Located within Stanton and reporting directly to the Manager, Staff Development and Scheduling (Manager), the Relief Nursing Aide, Float Pool (Nursing Aide) works days or nights, on a 12 hour rotating shift basis 7 days per week to assist the nursing team in providing culturally sensitive care to patients throughout the hospital.

The Nursing Aide does not carry a patient load but rather is assigned duties by the Registered Nurse (RN) that will best meet the needs of the patients. When faced with unfamiliar situations the Nursing Aide will immediately refer the situation to the Responsible Nurse on duty for direction. The Nursing Aide cannot legally act on any orders from physicians but obtains direction from the RN on duty. During each shift, there is one RN acting as the Responsible Nurse on each unit with a staffing mix comprised of RN's, LPN's and Nursing Aides.

The Nursing Aide may experience death/dying and other emotionally upsetting experiences while at work. The incumbent is expected to remain calm, controlled and professional, in all situations, and demonstrate care and compassion to the client, family and other members of the health care team.

Based on patient census and acuity throughout Stanton, the Nursing Aide provides basic care to clients and their families, to aid in their recovery or to support a peaceful death, in accordance with hospital policies and procedures.

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

## **RESPONSIBILITIES**

### **1. Under the direction of a Registered Nurse, the Nursing Aide provides basic patient and family centered care to clients and their families, to aid in their recovery or to support a peaceful death, in accordance with hospital policies and procedures.**

- Collaborates with RNs and functions as part of a multi-disciplinary team to achieve clients' predicted outcomes, based on the client's diagnosis and prognosis.
- Takes and documents temperature, pulse, respiratory rate, blood pressure, pulse oximetry, height, and weight and reports findings to the Registered Nurse.
- Reports to the RN and documents other pertinent patient findings and information.
- Provides personal care to clients to assist them with proper body mechanics, personal hygiene, grooming & dressing, nutrition, assistance with deep breathing and coughing, mobility, elimination (including collecting and bedside testing of urine and stool samples), and social needs.
- Assists RNs and LPNs with dressing changes as directed.

- 2. Assists the nursing team with clerical duties and any tasks directed at maintaining the smooth operation of the unit as delegated by the team leader on duty, including but not limited to:**
  - Porters stable, outcome predictable patients to and from the unit.
  - Stocking of personal care items in patient rooms, and various equipment trays, answering telephone and patient call bells.
  - Transcribing doctor's orders, after adequate training is complete.
  - Assembling/disassembling patient chart.
  - Inputs patients dietary information onto Dexterra's Meal Suites program
  - Light guard duties when required.
- 3. Supports practice environments that have the resources necessary for safe, competent, and supportive nursing care.**
  - Provides coaching and leadership to Nursing Aide students to develop skill levels necessary to achieve the standard of care.
  - Collaborates with nursing colleagues and other members of the health care team to advocate culturally sensitive health care environments that are conducive the health and well-being of patients and others in the setting.
  - Under direction of the RN, assists in the orientation of new employees to specific aspects of supportive nursing care on the unit.
  - Participates in committees, task forces, and research projects related to their role.

## **WORKING CONDITIONS**

### **Physical Demands**

Between 50-75% of the incumbent's day may be spent lifting, moving and supporting Level 5 Long Term Care patients who require total care (i.e. toileting, turning, general mobility, etc.), transferring patients in and out of beds to wheelchairs, tubs, etc. and standing for long periods feeding or delivering patient care. Lifting of a physical support of patients may be done on an individual basis or as a group.

### **Environmental Conditions**

During their shifts, (100% of the time) an incumbent will be exposed to potential committee diseases, blood and body fluid, and hazardous materials (sharps, toxic cleaning and sterilizing solutions).

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during observation of patients within the ECU.

### **Mental Demands**

Within the health care setting there can be significant lack of control over the work pace, with frequent interruptions.

There is uncertainty in knowing what to expect while at work and concerns may be felt about being responsible for the lives of patients and their families, and risk of assault in unpredictable and predictable situations.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge relating to the provision of personal care to clients to assist them with personal hygiene, elimination, nutrition, mobility and social needs.
- Ability to operate non-medical equipment used during the care of ECU patients (these include but are not limited to lifts, wheelchairs, bathing equipment).
- Listening, understanding and responding skills.
- Client service orientation and skills.
- Ability to display self-control.
- Ability to be flexible and alter normal procedures or ways of working to fit a specific situation to get the job done and/or to meet NTHSSA goals.
- Ability to persist which may mean taking two or more steps to overcome obstacles or rejection.
- Ability to analyze problems and sort in order of importance.
- Ability to participate willingly and support team decisions. This includes doing one's own share of the work and sharing all relevant and useful information.
- Ability to answer questions as an expert when asked. This includes telling people about current understanding of technical issues.
- Ability to give specific positive or mixed feedback for developmental purposes.
- Knowledge of and/or the ability to acquire knowledge of patient safety principles and practices and ability to incorporate into all day to day activities.
- Ability to follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
- Ability to promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services.
- Knowledge of the importance of confidentiality and ability to keep personal and medical information private and confidential at all times.

### **Typically, the above qualifications would be attained by:**

Grade 12 (High School/ Secondary School Diploma), and the successful completion of a Nursing Aide or Personal Support Worker certificate and a medical terminology course.

Previous experience with health based information systems such as, MediPatient, LIS, IEHR, Resident Search, and PeopleSoft would be an asset.

### **ADDITIONAL REQUIREMENTS**

Proof of immunization in keeping with current public health practices is required.

**Stanton Territorial Hospital** has a number of certifications that are required upon hire, depending on the area where the employee works, including but not limited to: Aboriginal

Cultural Awareness, Biohazardous Waste, Biosafety & Biosecurity, Infection Control, Workplace Hazardous Materials Information System (WHMIS) and others directly related to the incumbent's scope of practice.

**Position Security**

- ☐ 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

**Indigenous language:** Select language

- ☐ Required
- ☐ Preferred