



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Clinical Nurse Educator	
Position Number	Community	Division/Region
48-15071	Yellowknife	Patient Care Services/Stanton Territorial Hospital

PURPOSE OF THE POSITION

The Clinical Nurse Educator is responsible for providing continuing educational opportunities for all employees at Stanton Territorial Hospital (STH). The primary mandate of the Clinical Educator position is the provision of mandatory education to ensure continuing competency amongst our health professionals. Education is also provided to meet the Accreditation Canada required organizational practices and Workers' Safety and Compensation Commission standards.

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.



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

Located in Yellowknife within STH, the Clinical Nurse Educator reports directly to the Manager Staff Development and Scheduling and is responsible for managing, planning, designing and conducting all mandatory clinical education for healthcare professionals in the Nursing, Diagnostic Imaging, Laboratory, Respiratory, Pharmacy, Health Records and Rehabilitation units. Mandatory education is delivered in a variety of formats including lectures, in-services, demonstrations with hands on participation, and on-line learning.

In addition to conducting clinical education needs assessments, the Clinical Nurse Educator develops and plans education programs, and delivers this education to all STH employees, including physicians, nurses and allied health professionals. These programs are also frequently offered to nursing students at Aurora College and to employees from other Health Authorities and Regions. The Clinical Nurse Educator teaches and/or coordinates the delivery of 30 plus mandatory certifications for STH health professionals. These courses are mandatory to allow employees to perform their duties and to meet standards set by Accreditation Canada and Workers' Compensation and Safety Commission (WSCC) requirements. Each course is offered anywhere from 2 to 20 times a year to accommodate shift workers and operational requirements.

The Clinical Nurse Educator performs patient care procedures at the bedside when demonstrating proper skills not taught in basic nursing curriculum or when checking placement of equipment (i.e. electrocardiogram leads). Stooping, bending and performing physical restraints and evasive safety techniques are required during education sessions. The incumbent must also be physically able to set up and move equipment in the classroom and to and from other off-site locations used for education. The Clinical Nurse Educator facilitates groups of people, with varied experiences and backgrounds, and will be required to exhibit flexibility to meet the learning needs of students.

Programs are developed in accordance with identified priorities and best practices to meet professional standards. This requires the Clinical Nurse Educator to write and edit education programs and hold numerous instructor certifications for nationally recognized programs. As well, the Clinical Nurse Educator will be required to produce a variety of written reports.

The Clinical Nurse Educator acts as a role model in promoting evidence based practice and the enhancement of clinical skills.

RESPONSIBILITIES



1. Program development and delivery of employee education (Teaching).

- Researches current trends and best practices for clinical policies and procedures.
- Develops and implements education programs for clinical practitioners to perform advanced skills that are not routinely taught in undergraduate programs and/or to perform skills outside their normal scope of practice.
- Determines curriculum content, writing and editing education materials and evaluation tools. Evaluation tools are typically written exams and clinical competency skills lists for actual procedures.
- Teaches and/or coordinates the delivery of 30 plus mandatory certifications for health professionals at STH. Each to be offered anywhere from 2 to 20 times a year to accommodate shift workers and operational requirements.
- Implements flexible training programs to meet the needs of shift workers (egg. online learning or self-learning modules).
- Reviews all materials taught on an annual basis to ensure best practices and national standards are followed at STH.
- Determines certification/re-certification needs for employees and provides education to meet them.
- Attains/renews instructor's certificates for mandatory certifications at STH provided by national recognized organizations. Typically these include but are not limited to Basic Life Support, Non-violent Crisis intervention, Advanced Life Support and Pediatric Advanced Life Support
- Recruits new instructors for the department and coordinate any on-going education they may need to become and remain qualified. An example would be renewal education for Basic Life Support instructors when national guidelines change.
- Delivers Nursing Orientation for all new Registered Nurses (RNs), Licensed Practical Nurses (LPNs) and Nursing Aides (NAs) at STH.
- Delivers preceptor workshops for all RNs who preceptor nursing students.
- Coordinates in services on new medical equipment and procedures as needed.
- Supervises and participates in updating of orientation programs for all new staff.
- Conducts introductory and continuing education to ensure charting by health professionals is accurate and meets legal requirements for health record documentation (i.e. CIHI reporting) as well as with Accreditation Canada.
- Marks all exams and issues letters of completion.
- Works with the changing needs of patient care units to provide education as deemed appropriate by those units.

2. Staff development and education management.

- Provides orientation to new staff.
- Participates in and from time to time leads regular staff meeting to review procedures, share information and deal with issues.



- Maintains a written record of all activities and submits quarterly, special and annual reports.
- Provides input for the prioritization of expenditures for DHSS core funding for nursing education.
- Coordinates course schedules/calendars with existing resources.
- Writes funding proposals to seek additional funding from the Government of the Northwest Territories (GNWT) as needed.
- Contributes to the Develops the Departmental Operational Plan and Goals and Objections with specific indicators.
- Ensures accurate data entry of course completions in education database for all STH employees.
- Provides managers and directors with quarterly reports of mandatory education completed by employees in their units.
- Audits programs delivered by other instructors to ensure they meet national standards
- Supports and guides new instructors as needed.

3. Prioritize and coordinate specialty training for health professionals at STH.

- Conducts and analyzes needs assessments for clinical practitioners and prioritizes delivery and funding of training programs in accordance with the results of the assessments.
- Researches and promotes innovative delivery options for specialized clinical training.
- Works with NTHSSA's Talent and Organizational Development division to develop and draft Return of Service Agreements for Specialized Training.
- Works with NTHSSA's Talent and Organizational Development division to ensure Memorandum of Understandings (MOU) exist between STH and Post-Secondary Educational institutions.
- Works with NTHSSA's Talent and Organizational Development division to negotiate arrangements for specialty education and/or training outside of the Territories with Post-Secondary Educational Institutions.
- Determines cost of above education.
- Coordinates practicum placements. This includes travel and housing.
- Assist employees/students to successfully complete program as needed (eg. arrange tutorial sessions).
- Proctors examinations for specialty training and other staff pursuing continuing education.

4. Clinical best practices support and resources.

- Reviews, rewrites (as needed) and authorizes all standardized nursing care plans developed to use as part of charting system. This is for all inpatient nursing units at STH.
- Acts as the resource person for the charting system for all healthcare professionals and students.



- Recommends to the Manager, Staff Development and Scheduling the competency levels for clinical practitioners in accordance with professional practice requirements and standards.
- Monitors and researches the development of clinical practice issues.
- Provides on-going support to staff with regard to clinical issues and trends.
- Works in collaboration with the relevant branch of NTHSSA's Clinical Integration division to write/revise policies as needed.
- Orders all text books and electronic subscriptions for STH at least annually. These books are for nursing, physicians and allied health professionals.
- Supervises maintenance and ordering of journals and equipment (computers) for STH's Staff Development unit.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

Exposure to infectious diseases (i.e. tuberculosis, methicillin-resistant staphylococcus aureus, Meningitis) may occur when working in a clinical setting.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent can occasionally be subject to high levels of stress related to multi-tasking, conflicting priorities, dealing with confidential and politically sensitive information and working with tight deadlines, which may lead to mental or emotional fatigue. The incumbent deals with a variety of staff that may have divergent perspectives.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of professional standards of practice and legal components of clinical practice
- Nursing knowledge and application in a variety of clinical areas.
- Knowledge and application with word processing, spreadsheet and database programs.
- Skilled in Adult Education (instruction and facilitation skills).
- Skills relating to developing, planning and implementing clinical programs to health professionals and evaluation methods in the health care field.
- Skilled in program development and research.
- Leadership skills, strong critical thinking, communication and interpersonal skills.
- Ability to work in a team environment.



- Ability to use presentation software and other education mediums.
- Ability to work in a cross-cultural environment.
- Ability to be adaptable and flexible in effective teaching approaches.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Bachelor's Degree in Nursing and additional education in adult learning approaches and five (5) years of acute care nursing experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Registration under RNANT/NU prior to commencement of employment.

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

STH 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: Indigenous 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 (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

Indigenous language: Select language

- ☐ Required
- ☐ Preferred