



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Occupational Health Nurse Practice Lead	
Position Number	Community	Division/Region
48-15936	Yellowknife	Corporate and Support Services/ HQ

## PURPOSE OF THE POSITION

The Occupational Health Nurse Practice Lead (OHN-PL) oversees the delivery of high-quality, reliable, and responsive occupational health nursing services. This position provides clinical leadership, clinical supervision, and subject matter expertise to Occupational Health Nurse (OHN) team within the NTHSSA.

## 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 Tłıchʔo Community Services Agency (TCSA) will operate under a separate board and the Hay River Health and Social Services Agency (HRHSSA) will also operate under a separate board in the interim, the Northwest Territories Health and Social Services Authority (NTHSSA) will provide leadership in the development of clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories (NWT). 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.

The Department of Health and Social Services (DHSS) plays an important role in the connectivity between the NTHSSA, the TCSA and the HRHSSA because it establishes the common policy framework and common standards for the entire system. Operational



consistency and collaboration across these three authorities is required to provide a quality, integrated Health and Social Services system for the NWT.

Corporate and Support Services (CSS) is accountable for the planning, implementing, monitoring and evaluation of programs and services that support the delivery of quality health and social care across the NWT. NTHSSA, CSS provides strategic direction and leadership regarding information and health technology, communications, corporate planning and reporting, patient movement, occupational health and safety, records management, and facility operations across the NTHSSA.

The Occupational Health and Safety (OHS) Unit provides the NTHSSA with Health Planning and Promotion, Occupational Safety, Occupational Health services through regional offices in Yellowknife. The mandate of the OHS unit is to build workforce safety and health by delivering services and information to managers and employees supporting them to manage their health and improve workforce productivity.

Located in Yellowknife and reporting to the Territorial Manager, OHS, the OHN-PL supervises the Occupational Health Nurse Team with a focus on the OHS principles of early intervention, evidence-based decision-making, health as a shared responsibility and customer service. Working within the integrated OHS team and under the clinical direction of the OHS Medical Lead, the OHN-PL contributes a leadership perspective regarding occupational health nursing and clinical case management and fosters a collaborative, consistent and responsive approach to achieving OHS objectives. The OHN team works directly with employees, managers, occupational health physician, community care providers and return-to-work specialists to provide clinical case management services consistent with current Occupational Health nursing ethics and practice guidelines.

The OHN-PL collaborates with multidisciplinary professional teams to advocate for and promote wellness, while ensuring the delivery of safe, effective, and ethical nursing care, within an ever-evolving health care environment. The OHN-PL shares their knowledge and expertise with others and contributes to the advancement of nursing practice excellence. The OHN-PL continually enhances their practice and competencies through ongoing learning, education, experience, and reflective practice.

The OHN-PL will be required to have familiarity with the *NWT Safety Act*, *Occupational Health and Safety Regulations*, *Hospital Insurance and Health and Social Services Professions Act*, the *Mental Health Act*, the *Public Health Act*, the *Medical Professions Act* and Medical and Professional Staff Bylaws of the NTHSSA, the *Nursing Profession Act*, the *Child and Family Services Act*, *Access to Information and Protection of Privacy Act* and the *Health Information Act*, and all other relevant legislation pertinent to the NTHSSA.



The incumbent will foster positive working relationships throughout the six regions of the NTHSSA, consulting with other GNWT departments, similar agencies in other jurisdictions, Infection Prevention and Control (IPAC), Quality Risk Managers (QRM) staff. Under the guidance of the Territorial Manager, OHS the OHN-PL will work closely with OHS Specialist and Trainer and OHS Workplace Risk Advisor to deliver the NTHSSA's OHS Program, work with Joint OHS Committees and other relevant committees, and conduct worksite assessments. The OHN-PL provides clinical expertise in support of investigations related to staff safety incidents, critical incidents and unusual occurrences related to OHS, occurring across the NTHSSA.

The incumbent will experience interruptions, unknown factors, uncontrolled workflow and competing demands that could cause disruption in carrying out duties in a timely manner. A variety of duties are assigned to the OHN-PL and the incumbent must effectively assess and prioritize incident investigations and other projects in order to achieve a successful outcome.

The OHN-PL may supervise summer students, interns, casual staff and external contractors, as needed, and is required to provide leave coverage for other OHS-related roles throughout the NTHSSA. The incumbent may be required to adjust their work hours into the evening and weekends to complete critical needs.

## **RESPONSIBILITIES**

In addition to fulfilling the OHN duties the OHN-PL is responsible for the following:

### **1. Leads in the provision of safe and effective occupational health services and programs.**

- Supports and monitors the quality of nursing care provided by the OHN team.
- Provides clinical supervision, mentorship, support, and guidance to OHN team in the provision of client care.
- Provides clinical leadership, clinical supervision, and subject matter expertise to the OHN team to ensure safe and effective client care and nursing practice.
- Provides clinical education and mentorship to OHNs in accordance with established standards of nursing practice, NTHSSA policies and relevant legislation.
- Ensures that procedures supporting the delivery of safe and effective nursing care are reviewed and recommends/implements appropriate updates in consultation with the OHS Manager, OHS Medical Lead and NTHSSA leadership.
- Develops and evaluates clinical protocols and practice guidelines in collaboration with the OHS Medical Lead and other key stakeholders.
- Utilizes professional and regulatory standards to promote efficient, effective, and safe delivery of care as well as safe working conditions.



**2. Designs, implements, and evaluates occupational health services and programs that are consistent with NTHSSA culture, guiding principles, and the needs of the employee and community populations.**

- Actively participate in a variety of planning and decision-making meetings and activities throughout the NWT.
- Consults with management and other members of the OHS team to stimulate the development of new occupational health programs.
- Provides a clinical perspective in the development, implementation, monitoring and evaluation of the NTHSSA OHS Program.
- Develops policies and procedures related to health and safety.
- Coordinates and assists with the continuous reviews and updates of the policies and procedures for the program on a regular basis at a minimum of every two years.
- Collaborates with internal and external multidisciplinary teams to facilitate change.
- Plans, develops, and promotes the necessary facilities, equipment, supplies, and record-keeping system needed to operate the employee health service.
- Consult with and refer to appropriate stakeholders and specialists (e.g. AHS, IPAC, Public Health).

**3. Monitors and evaluates nursing care and develops/implements quality improvements to enhance the quality of occupational health services provided to NTHSSA workers.**

- Supports and participates in evidence-based practice implementation and quality improvement initiatives.
- Performs data entry, conducts analysis of data and generates reports for managers and senior managers.
- Conducts audits on the delivery of nursing services by individual OHNs and identify learning needs, develop specific training/learning plans and facilitate or arrange for the delivery of training identified within the specific training/learning plans.
- Identifies and implements clinical quality improvement processes and reports on results.
- Collaborates with workers to evaluate their overall experience with the NTHSSA OHS service.

**4. Facilitates the clinical professional development of the OHS Nurse Team to ensure they have the knowledge, skills, and abilities to provide quality care to workers.**

- Conducts a competency-based learning needs assessment with each new nurse through consultation, direct observation, and the implementation of clinical/chart audits.



- Conducts clinical/chart audits on a periodic basis and reviews audit results with individual OHNs and develops/implements individual development plans.
- Facilitates, in collaboration with the OHS Manager, a professional development plan for each OHN.
- Provides developmental feedback to nursing staff, for the purpose of improving their skills, professionalism, and knowledge and enhancing their professional growth and competency.
- Promotes advancement in relevant knowledge for all OHS staff, including the development of an educational repository (articles, latest research, upcoming webinars) that is available to all staff.
- Develops, implements, and evaluates orientation programs for new OHNs.

**5. Provide direction and mentorship for management and staff throughout the NTHSSA on OHS clinical needs, assessments, and solutions.**

- Advise, from a clinical perspective on tools and resources to Supervisors/ Managers, Joint OHS Committees, and Advanced Safety Committees, regarding various OHS related activities including the interpretation, application, and compliance with prevailing acts, regulations, policies, procedures, practices, and safe accommodations.
- Provide advice to management and staff on occupational health issues and guide them toward organizational and community resources and/or employee assistance programs.
- Remain up to date with current health and safety legislation and promote NTHSSA compliance with NWT OHS legislation and WSCC requirements.
- Provide input from a clinical perspective on staff safety incidents, critical incidents and unusual occurrences involving OHS across the NTHSSA, as well as, on the interpretation of legislation and regulations.
- Actively participate in a variety of planning and decision-making meetings and activities throughout the NWT, ensuring that all staff processes and procedures consider OHS strategies and align with the NTHSSA OHS Program.
- Participate as an active/visible coach/resource for OHS change sponsors.
- Participate in incident investigations, conduct occupational health assessments / monitoring, and worksite hazard assessments.
- Provides clinical teaching and mentorship to students and other providers.

**6. Assists the Territorial Manager, Occupational Health and Safety, in the development of sustainable occupational health services and an effective OHS Nurse Team**

- May be requested to act in the role as the Territorial Manager OHS; this would include assuming responsibility for the OHS programs, as well as maintaining and fulfilling the requirements of the position of Occupational Health & Safety Nurse – Practice Lead position.



- May be requested to provide cross coverage for the positions of Occupational Health and Safety Nurse and/or other OHS Unit responsibilities.
- Assists with the recruitment and hiring of OHN staff.
- Coordinates and provides orientation to new OHN/OHS staff.
- Assists with the review of job descriptions to ensure they reflect current best practices and standards.
- Provides feedback to the OHS Manager on OHN/OS Unit performance.
- Holds team meetings to review protocols, share information, develop quality processes, and enhance team performance.
- Determines and acquires support services, equipment, and supplies to facilitate occupational health nursing practice.
- Participates in decisions related to the acquisition, allocation, and utilization of occupational health unit resources.
- Participates in and represents the OHS unit on regional and territorial committees as requested.

## **WORKING CONDITIONS**

### **Physical Demands**

From time to time the incumbent may be required to lift, carry, or support clients during the provision of care. Site visits and duty travel may require the incumbent to lift and carry supplies and/or equipment to and from facilities

### **Environmental Conditions**

The incumbent may be required to work within a health care facility where there will be potential exposure to communicable diseases as the incumbent provides immunizations and completes / assists with investigations or physical demands analyses.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

May require long periods of concentration, deal with people under adverse circumstances, perform under stress and/or in emergencies. Reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.





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

- Knowledge of, and ability to, analyze, interpret, and apply relevant acts, standards, policies, practices, and procedures in health, safety, and wellness.
- Knowledge of current GNWT OHS Framework and NTHSSA policies, structures, administrative systems, and processes.
- 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 regarding the importance of confidentiality and ability to always keep personal and medical information private and confidential.
- Good oral and written communication skills.
- Interpersonal and negotiation skills (for settling disputes).
- Organizational and time management skills.
- Client-service skills.
- Skilled in project management; to assist in the development and evaluation of OHS programs to ensure effective service delivery.
- Ability to communicate effectively with all levels of the organization.
- Ability to guide/coach all levels of staff, including Senior Management, Managers, Supervisors, and staff.
- Ability to facilitate creative problem-solving using a situational approach incorporating conceptual, analytical, interpretive, evaluative, intuitive, and constructive thinking skills.
- Ability to work in an electronic environment, including but not limited to, Electronic Medical Records, training databases, and other computer systems as needed.
- Ability to self-direct and self-motivate work.
- Ability to form and maintain partnerships and relationships and work in a collaborative manner.
- Ability to work in a cross-cultural environment.
- Ability to function independently and to work effectively with others.
- 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:**

Completion of a Bachelor's Degree in Nursing, and a minimum of three (5) years work-related experience in Occupational Health Nursing within a healthcare related organization of significant size, complexity and diversity.

Equivalent combinations of education and experience will be considered.

## **ADDITIONAL REQUIREMENTS**

Active or eligible for registration and practice permit with the Registered Nurses Association of the Northwest Territories and Nunavut (RNANT/NU).

The incumbent must be able to acquire within a reasonable time and remain current with the following training and certifications:

- Occupational Health Nursing Certificate;
- Basic Cardiac Life Support (BLS) Certification;
- Completion of The Education Program for Immunization Competencies (EPIC) course;
- Canadian Nurses Association (CNA) Certification in Occupational Health Nursing (COHN-C).

### Immunizations- Required

The incumbent must provide proof that their immunizations are up to date according to the NTHSSA Immunization & TB Screening SOP and Canadian Immunization Guide for Health Care Providers, prior to hiring.

### Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal record 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