



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Occupational Health and Safety Nurse	
Position Number	Community	Division/Region
48-16364	Yellowknife	Corporate and Support Services/ HQ

## **PURPOSE OF THE POSITION**

The Occupational Health and Safety Nurse (OHN) supports the Northwest Territories Health and Social Services Authority, Occupational Health and Safety Program, by providing high-quality, reliable, and responsive occupational health service to promote and maintain the highest degree of well-being to all employees. The OHN strives to support NTHSSA employees in maintaining safety standards and carrying out medical treatments and assessments within the OHN scope of practice.

## **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'cho 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 include 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'cho 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 is responsible for the development, implementation, maintenance, and evaluation of employee health programs within the NTHSSA. The OHN coordinates and/or delivers a variety of health promotion, injury, illness and diseases prevention services to NTHSSA employees in collaboration with the OHS team, the OHS Medical Lead, NTHSSA divisions and external partners, such as Workers' Safety and Compensation Commission (WSCC), the Office of the Chief Public Health Officer (OCPHO), to support the NTHSSA's mission, vision, values and strategic directives.

The OHN 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 shares their knowledge and expertise with others and contributes to the advancement of nursing practice excellence. The OHN continually enhances their practice and competencies through ongoing learning, education, experience and reflective practice.

The position 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 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 and the incumbent must effectively assess and prioritize incident investigations and other projects to achieve a successful outcome.

The OHN 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**

### **Client Care**

- Conduct employee health assessments to evaluate immunization and TB status for staff, overall health status, musculoskeletal health, and provide an overview of NTHSSA OHS Program and policies
  - Provide immunization of staff for all adult immunizations, including annual influenza vaccinations and adult boosters
  - Provide first aid
  - Administer TB test and reading (new hire and ongoing surveillance when required)
  - Conduct exposure assessments - interview, assess, counsel and, provide follow-up as required to staff who have been exposed to a hazard in the workplace.
  - Provide counselling to employees for a variety of issues, (e.g. substance abuse, smoking cessation) and referral to the Employee and Family Assistance Program (EFAP) and other community and/or Government resources
  - Assess staff fitness to return to work related to communicable diseases
- Engages in critical thinking and reflection to select evidence-based interventions
- Perform basic nursing skills (eg. taking vitals, giving injections, performing hand hygiene, charting (electronic and paper)
- Anticipates, recognizes and addresses rapidly changing situations
- Provides health and safety education to staff using effective teaching strategies
- Documents observations, assessments and care provisions
- Maintains confidential health records of employees as per NTHSSA policy and the *Access to Information and Protection of Privacy Act*, and *Health Information Act*
- Refers clients to other agencies or services as needed

### **Collaboration and Coordination**

- Manage and coordinate surveillance activities (responding to communicable disease exposures and outbreaks), including after-hours urgent response to outbreaks and time-sensitive/high-risk exposures. Surveillance includes assisting in identifying all healthcare workers involved, assessing susceptibility/exposure criteria, ensuring treatment



modalities are made available in accordance with NWT communicable disease management protocols and directives

- Develops, coordinates and delivers health promotion projects, workshops, training and activities that target the needs of employees, thereby enhancing productivity, fostering supportive work environments and reducing benefit utilization and costs
- Establish and maintain respectful, collaborative, therapeutic and inter-professional relationships
- Consult with and refer to appropriate stakeholders and specialists (e.g. WSCC, AHS, IPAC, Public Health).
- Provide clinical perspective in the development, implementation, monitoring and evaluation for NTHSSA OHS Programs
- Participate in incident investigations, conduct occupational health assessments/monitoring, and worksite hazard assessments.
- Provide input from a clinical perspective on staff safety incidents, critical incidents and unusual occurrences involving OHS across the NTHSSA, as well as the interpretation of legislation and regulations.
- Provide subject matter expertise to the OHS Specialist and Trainer in the development and delivery of NTHSSA OHS training activities.
  - Work with the Territorial Manager, OHS, OHS Specialist and Trainer, and other applicable NTHSSA staff to research, develop, prioritize, update and facilitate training programs for a diverse range of OHS Program elements.
  - Coordinate scheduling and delivery of OHS training programs.
  - Develop and edit manuals and standard training procedures.
  - Communicate with Supervisors/Managers of NTHSSA staff on their staff's compliance with OHS Program Policies (e.g. Fit tests, Immunizations, etc.)

### **Leadership**

- Aligns behaviors with the NTHSSA's mission, vision, and values and the GNWT's Code of Conduct
- Supports the advancement of professional practice
- Engages in self-reflection, performance review and ongoing learning
- Participates in mentoring, teaching and/or coaching students, co-workers and other regulated and unregulated health professionals
- Embraces change that leads to improvements in nursing practice and better client outcomes
- Develop, promote and maintain effective relationships with a variety of stakeholders, including all workplace parties.
- Actively participate in policy and procedure development
- Advocates and be a champion for a safe and healthy work environment



- 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 for 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.
- Actively participate in a variety of planning and decision-making meetings and activities throughout the NWT.

### **Research**

- Support and participates in evidence-based practice implementation and quality improvement initiatives
- Perform data entry, conduct analysis of data and generate reports for managers and senior managers
- Utilize clinical expertise to combine knowledge and data collected through the incident reporting system to proactively review staff safety incidents throughout the Territory, actively investigate complaints and concerns, identify areas for improvement, and provide insight and recommendations to NTHSSA, TCSA, HRHSSA and the DHSS.

## **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 analysis.

### **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 the area of health, safety, and wellness.
- Knowledge of current GNWT OHS Framework and NTHSSA policies, structures, administrative systems, and processes.
- Problem-solving and critical thinking skills
- Good oral and written communication skills.
- Facilitation and project management skills, including coordination of OHS activities, programs, projects and providing presentations to staff at all levels.
- Interpersonal and negotiation skills (for settling disputes).
- Analytical and research skills to process complex information.
- Organizational and time management skills.
- Client-service skills.
- Ability to communicate effectively with all levels of the organization.
- Ability to guide/coach all levels of staff, including Senior Management, Management, Supervisors, and staff.
- Ability to use general office computer programs such as word processing and spreadsheets.
- 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 work independently.
- 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 (3) years work-related experience in a health or social services discipline. Preference will be given to a candidate with experience in Occupational Health Nursing, Occupational Health and Safety, Public Health, or Infection Control Nursing, or an equivalent combination of experience and education in a directly related field.

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:

- Occupational Health Nursing Certificate
- BLS Certification
- Completion of The Education Program for Immunization Competencies (EPIC) course

The following will be considered an asset:

- Canadian Nurses Association (CNA) Certification in Occupational Health Nursing (COHN-C).
- Certificate or diploma in occupational health & safety from a recognized institution.

## **Immunizations Required**

The incumbent must provide proof that their immunizations are up to date according to the Canadian Immunization Guide for Health Care Providers prior to hiring and ongoing proof that immunizations are kept up to date.

## **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