



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Relief Nursing Aide, Day Procedures	
Position Number	Community	Division/Region
48-16415	Yellowknife	Patient Care Services / Stanton Territorial Hospital

PURPOSE OF THE POSITION

The Relief Nursing Aide, Day Procedures, 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 in accordance with hospital policies and procedures. The incumbent acts as a patient advocate and assists the healthcare team in providing for the patients' physical, emotional, psycho-social, spiritual and educational needs.

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 Tłı̨chǫ 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 Tłı̨chǫ 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 is located in Yellowknife, NWT. Stanton is the referral center for

approximately 43,000 NWT residents and 5,900 residents from the Kitikmeot Region of Nunavut. Stanton 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, the Relief Nursing Aide, Day Procedures (Nursing Aide) reports directly to the Manager, Operating Room and Day Procedures (Manager), and provides support services to the patients and staff for the day-to-day operations of the Surgical Day Procedures Unit (SDPU).

The Nursing Aide does not carry a patient load but rather assists the nursing team to perform delegated tasks that will best meet the needs of the patients. When faced with unfamiliar situations or situations outside their scope of practice, the Nursing Aide will immediately refer the situation to the Clinical Coordinator or charge nurse on duty for direction. This position cannot legally act on any orders from physicians but obtains direction from the Clinical Coordinator or Charge RN on duty. The Day Procedures Unit may see up to 24 cases per day with varying levels of complexity. This position is subject to many interruptions and continually shifting priorities and the workload in the unit can be irregular.

The Nursing Aide is a member of the patient care team that primarily provides support to endoscopy clients and the medical and nursing staff performing the endoscopy procedures, but also plays a supportive role in caring for patient in the Surgical Day Procedures Unit. Patients who attend the SDP for procedures may be very anxious or distressed regarding the procedure itself or potential diagnosis. The incumbent is expected to remain calm, controlled and professional in all situations, and demonstrate compassionate care to the client, family and other members of the health care team.

Based on patient census and acuity throughout Stanton the nursing aide may be required to provide care that is within their scope, to any and/or all of the nursing units.

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

RESPONSIBILITIES

- 1. Under the direction of a Registered Nurse (RN) or designate, the Nursing Aide provides support to the medical and nursing staff of the endoscopic team.**
 - 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.
 - Performs daily quality control tests of endoscopy equipment to ensure it's in proper working condition and documents results.
 - Responsible for the set-up of endoscopy equipment and the consumables necessary for endoscopic procedures, including entering patient specific identifiers in the set-up of the video monitor.
 - Responsible for point-of-care cleaning for 8-12 endoscopes/day.

- Prepares endoscopy equipment for transportation to manufacturer for repair when it does not meet quality control standards.
- Works closely with Medical Device Reprocessing (MDR) to ensure timely cleaning and disinfection of endoscopes.
- Maintains an inventory of endoscopy and surgical products within the Day Procedures unit to ensure supplies are readily available to team members and orders ward supplies as necessary.

2. **Assists the nursing team with direct patient care and any tasks directed at maintaining the smooth operation of the unit as delegated by the Clinical Coordinator or designate on duty, including but not limited to:**

- Ensure that all persons who come to the unit are greeted appropriately.
- Communicate and collaborate with other members of the patient care team (within and beyond the unit) regarding changes in the schedule, and or issues with bookings.
- Ensure that critical information or calls are forwarded as necessary.
- Porters stable, outcome predictable, patients from inpatient units to the endoscopy suite for their procedure.
- Transports patient from endoscopy suite to recovery area
- Stocking of medical supplies in endoscopy suites, and assists Unit Clerk in ordering supplies, answering phones, and directing patients and visitors.
- Provides comfort measures or assistance as requested: e.g. provide warm blankets, beverages and refreshments if appropriate, and accompany patients out of the unit.
- Assist with preparation of patients for procedures: e.g. changing into a gown, taking vital signs and/or obtaining height and weight and reporting results to the RN.
- Assists in maintaining a tidy and organized work environment.
- Transport specimens or supplies between departments within the hospital.
- Prepare, distribute, file, and upload documents and reports as 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 to the health and well-being of patients and others in the setting.
- Under direction of the Clinical Coordinator or RN, assists in the orientation of new employees to specific aspects of supportive nursing care on the endoscopy unit.
- Participates in committees, task forces, and research projects related to their role.

WORKING CONDITIONS

Physical Demands

Between 50% to 80% of the incumbent's day will be spent standing and walking. Pushing will also be required, to move stretchers and bedside tables.

Between 25% and 50% of the incumbent's day will be spent lifting, moving and supporting patients who are dependent on the nurses for support (i.e. turning, general mobility, etc.).

Lifting of and physical support of patients within the SDPU may be done on an individual basis or as a group.

Patients awakening from the effects of anesthetics may be disoriented and can be physically aggressive or their behaviour may be unpredictable (25-50%).

Environmental Conditions

During their shift (100% of time) an incumbent will have significant levels of exposure to communicable diseases through, blood, body fluids, 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 on-going assessment and continuous observation of patients within the SDPU. Infection or complications may arise from the surgical/medical procedures, therefore, the incumbent must be constantly alert (100% of the shift) of patients' physical and emotional needs.

Mental Demands

The workload in the unit can be irregular, for example there is no control over when the patients arrive for their procedure. As such, the incumbent must be prepared for anticipated and unanticipated aspects of that change. There is uncertainty in knowing what to expect while at work and potential for concern about being responsible for the lives of patients and their families, risk of assault and unknown and unpredictable situations.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and the ability to demonstrate the principals of medical asepsis.
- Knowledge of patient safety principle and practices and ability to apply to all day to day activities. Follow all safe work practices and procedures and immediately communicate any activity or action which may constitute a risk to patient safety.
- Ability to operate non-medical equipment used during the care of patients on the Surgical Unit (these include but are not limited to stretchers, wheelchairs, lifts).
- Knowledge and the ability to adhere to confidentiality requirements.
- Ability to promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services.
- Listening, understanding and responding skills, and ability to display self-control .
- Skilled in the provision of client service orientation.
- Ability to be flexible and alter normal procedures or ways or working to fit a specific situation to get the job done and/or to meet NTHSSA goals.
- 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 when asked. This includes telling people about current understanding of issues.
- Knowledge of the use of Microsoft Word, Microsoft Excel, Microsoft Outlook, Outlook Calendar, and other email applications.

Typically, the above qualifications would be attained by:

Successful completion of a Nursing Aide or Personal Support Worker certificate, Grade 12 (High School/ Secondary School Diploma) 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