



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Northwest Territories Health and Social Services Authority	Registered Nurse, Territorial Cancer Screening - Cervical	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
48-17016	Yellowknife	Clinical Integration – Health Services/Territorial

## PURPOSE OF THE POSITION

The Registered Nurse Territorial Cancer Screening-Cervical (RN-TCS) is responsible and accountable for managing the strategic planning, monitoring, implementation and evaluation of an organized Cervical Cancer Screening Program in accordance with the Northwest Territories Health and Social Services Authority (NTHSSA) and College and Association of Nurses of the Northwest Territories and Nunavut (CANN).

This position will be required to focus on screening, case management and client follow up for the target population in all Northwest Territories communities. The incumbent will research the need, logistics, and requirements to develop, implement and evaluate a Territorial-wide service, and act as a resource person for clients, direct reports, and healthcare providers across the territory.

## SCOPE

The NTHSSA is the single provider of all health and social services (HSS) 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-indigenous. HSS 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 HSS staff.

Under the direction of the Minister of Health and Social Services, the NTHSSA was established to move toward one integrated delivery system as part of the Government of the Northwest Territories (GNWT) transformation strategy. The NTHSSA sets clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. While the Tłı̨chǫ Community Services Agency (TCSA) operates under a separate board, and Hay River Health and Social Services Agency (HRHSSA) remains separate in the interim, Service Agreements will be



established with these boards to identify performance requirements and ensure adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Located in Yellowknife the RN-TCS will report directly to the Territorial Manager, Cancer Care (TMCC) and is responsible for ensuring the provision of safe, quality care to clients and families of the Cervical Cancer Screening Program, and providing reporting on quality outcomes. This position focuses in on the effective delivery and implementation of a Territorial organized cervical screening service that will provide equitable access to cervical cancer screening services to all eligible residents of the NWT. As a member of the Cancer Care team within the Clinical Integration unit of the NTHSSA, the incumbent will work to plan, develop, implement, administer, coordinate and evaluate the necessary functions of a territorial organized cervical cancer screening program.

The incumbent ensures equitable service is provided to all individuals outlined in the “Cervical Cancer Screening Guidelines for the NWT” for the NWT.

The incumbent will be required to apply project management methodology, including but not limited to: project planning, risk management and contingency planning, communication, monitoring and project and program evaluation techniques to ensure that project implementation is done efficiently and effectively and the outcomes meet all project requirements.

The RN-TCS will develop plans for and oversee the implementation of the Cervical Cancer Screening Program in collaboration with Department of Health and Social Services (DHSS), HRHSSA and TCSA. The potential areas for inclusion in this project/program cover a wide range of services that will impact a significant number of staff in all NTHSSA regions, as well as other HSS Authorities and DHSS. Successful implementation of the project plans cannot be realized without highly effective coordination and planning, with specific attention required to change management.

This position will be supporting changes to unique territorial services and initiatives that are often unique nationally. Any changes, plans or analysis will require a high degree of system understanding with often limited to no known information, precedence or theory to guide decision making.

This position may be asked to supervise students and interns based on the needs, demands and funding of this project/program. This position will be required to provide acting coverage for the Territorial Manager, Cancer Care.

Decisions made by the incumbent regarding the program’s development and implementation may directly affect client’s well-being and health. The RN-TCS will be required to handle several complex issues concurrently while maintaining attention to detail, and acts as a resource



person for clients as they may be fearful of the pending tests and outcomes. The incumbent must convey empathy and genuine care while not giving a diagnosis or final outcome.

In all situations, the incumbent is expected to remain calm, controlled, and professional, and to demonstrate compassionate care that is free of racism and discrimination, to clients, families, community members, and other members of the healthcare team.

The legacies of colonization and residential schools have impacted Indigenous health outcomes and the way health and social services are delivered and accessed. The incumbent is required to honour and promote a culturally safe environment at all times. Practicing from a trauma informed care perspective is expected and the position requires that interaction with clients and families is tactful, respectful and humble.

## **RESPONSIBILITIES**

### **1. Ensures the provision of safe, quality care to clients and families of the Cervical Cancer Screening Program, and provides reporting on quality outcomes indicators to NTHSSA senior management.**

- Promotes the Cervical Screening Program and works to increase the participation of the target population in cervical screening.
- Coordinates the maintenance of the Cervical Screening database.
- Maintains the database in coordination with the other screening staff, data analyst and clerical support staff.
- Develops a working relationship with the NTHSSA Technology and Informatics Division in order to maintain and update the database for the program.
- Develops a working relationship with Primary Care Providers (physicians, nurse practitioners, community health nurses, laboratory technologists, gynecological specialist services).
- Submits program indicator data on a quarterly basis to NTHSSA senior management.
- Submits generated screening data on an annual basis to the NTHSSA and DHSS - Chronic Disease Division.
- Submits NWT cervical data generated by the program to the Canadian Partnership Against Cancer.
- Updates the database as required.
- Promotes advancement in relevant knowledge for all cervical screening staff, including the development of an educational repository (articles, latest research, upcoming webinars) that is available to all staff.
- Analyzes data in order to complete regular reports and presentations which may include recommendations for improvement, trends within target population, and comparison to national standards and other organized screening programs in Canada and communicates this information to stakeholders in a timely manner.



**2. Establishes procedures and processes, in consultation with NTHSSA management in order to support quality improvement and efficiency in the implementation of the Cervical Screening Program in the Northwest Territories.**

- Coordinates and assists with the reviews and updates of the policies and procedures for the program on a regular basis at a minimum of every two years.
- Maintains an acute awareness and knowledge base of the cervical health issues, screening programs and project/program planning.
- Engages stakeholders to understand the needs of the various communities of the NWT to collaborate on the development of a territorial cervical screening program.
- Ensures appropriate allocation of resources available to the program by having knowledge of the program budget and keeps expenditures within that set budget.
- Develops a yearly work plan, which is reviewed by NTHSSA Management, to outline the goals for the CSP and to provide a basis for measurable outcomes.
- Builds working relationships with each primary care site (primary care clinic, community health centers), stakeholders and the DHSS to ensure program success in addition to identifying each respective roles and responsibilities.
- Identifies issues related to medical information, security, and databases.
- Researches current literature and practices to choose relevant evaluation tools for the project and program such as cost savings, professional satisfaction, client satisfaction, improved service access, increase education and decreased mortality.
- Acquires current client data to maintain the screening database used for client recall and statistical information as required by the NTHSSA, Department of Health and Social Services (DHSS), and the Canadian Partnership Against Cancer, Canadian Cervical Cancer Screening Network.

**3. Assists and supports the Territorial Manager, Cancer Care and/or Senior Management/and members of the cancer team as requested.**

- May be requested to act in the role as the TMCC; this would include assuming responsibility for the Cancer Navigation and Survivorship programs, Territorial Colorectal Cancer Screening program, Territorial Breast Cancer Screening Program, as well as maintaining and fulfilling the requirements of the position of RN-TCS.
- May be requested to provide cross coverage for the positions of Territorial Specialist, Cancer Care, Territorial Specialist, Colorectal Cancer Screening –and/or the Territorial Specialist, Breast Cancer Screening and fulfill the requirements of these positions.
- Champions inter-professional collaboration among nursing, medical and allied health professionals to achieve optimal client care/service outcomes and effective integration of care.
- Works with TMCC to prepare briefing materials, advice on contentious issues, special client needs, program revisions, and expectations.



- Advises the Director of Health Services and the TMCC of significant developments in health services that could have implications for operations, including making recommendations for corrective actions.
- Role models inter-professional relations for quality care and management practices.
- Provides orientation to new program staff.
- Provides follow-up on client concerns, provides timelines and information feedback to the TMCC, and/or Senior Management to be able to handle the client concern.
- Acquires more information on a particular incident, and reports the findings to the TMCC, and/or Senior Management.
- Participates in and represents the NTHSSA on regional and territorial committees, as requested.

**4. Provides client and family centered case management and clinical support using a problem solving approach in accordance with the standards, guidelines and scope of expanded nursing practice to facilitate care of patients.**

- Conducts detailed health assessments in conjunction with the approved NWT Cancer Screening Clinical Practice Guidelines to determine if a client is eligible for preventative cancer screening.
- Assesses, plans, implements, documents and evaluates care to ensure a coordinated holistic approach which best meets the needs of the individual.
- Utilizes “practice search” capabilities within the electronic medical record (EMR) to proactively seek out target population persons due or over-due for preventative health screening in accordance with the NWT Cancer Screening Clinical Practice Guidelines.
- Requisitions appropriate screening diagnostics in accordance with the NWT Cancer Screening Clinical Practice Guidelines within scope and role.
- Identifies physical, emotional, psychosocial, sexual and spiritual needs of individuals and provides supportive care interventions and referrals in a collaborative interdisciplinary approach to care.
- Co-ordinates additional follow up for clients who receive a positive screening result.
- Informs clients of their screening results, ensures appropriate follow-up reminders, and completes required referrals to a higher level provider or specialist service as required.
- Obtains, reviews, and enters relevant information regarding preventative screening results/pathology into the programs screening database and into the clients’ EMR.
- Applies knowledge and critical thinking skills to prioritize care.
- Identifies clients requiring urgent care/follow-up and arranges transfer of care to the appropriate provider. (i.e. to Cancer Navigation program, specialist referrals).
- Maintains client and administrative records following professional and legal guidelines in a confidential, concise and accurate manner.
- Ensures a standardized process is established to distribute result and follow-up letters.
- Consults and seeks feedback and guidance where necessary from the appropriate higher level provider on medically-challenging or complex clients.



- Ensures a formalized referral process for follow-up of abnormal results as required
- Develops a process in collaboration with Health Authorities to coordinate services and ensure follow-up as required (i.e. arrange for a in-person PAP at a community health center or primary care clinic if a positive HPV result is obtained).

**5. Provides human resource and financial management leadership for Cancer Care**

**Screening Team.**

- Leads the Cancer Care Screening team in line with current GNWT human resource practices and policies.
- Promotes and supports collaborative and equitable labour relations practices; applies knowledge of the GNWT Human Resource Policies and Guidelines and the bargaining unit, Union of Northern Workers (UNW) Contract
- Conducts regular meetings with staff and follows performance management practice of the GNWT.
- Participates in the screening and selection of staff reporting directly to the incumbent in conjunction with the Human Resources staff.
- Writes and reviews job descriptions to reflect work responsibilities of staff.
- Ensures ongoing analysis of financial data to include monitoring program expenditures and providing variance explanations.
- Develops, delivers and/or facilitates the delivery, orientation, in-service training, certification, and re-certification programs.

**6. Facilitates, implements and modifies client and family preventative and health promotional education/teaching based on the needs of the client in conjunction with other members of the Cancer Care team.**

- Uses a holistic approach honoring Indigenous knowledge, wisdom and diversity, to promote client centered learning to individuals and their families to promote wellness and decrease suffering.
- Assesses the individual for physical and psychological needs, their knowledge of their health, disease process and learning needs.
- Explains cancer screening and diagnostic methodologies/procedures to clients.
- Explains required preparations for screening/diagnostic procedures.
- Provides an avenue for answering client questions.
- Works with members of the Cancer Care team to provide education sessions to the health care community and public at large on the screening programs and the importance of cancer screening.
- Develops, revises and evaluates, on an ongoing basis, educational resources necessary to support clients.

**7. Manages the development of the project/program implementation plans for the NWT Health and Social Services System Cervical Screening Program.**



- Develops implementation plans for review and approval by project sponsors and project steering committees.
- In collaboration with other Territorial and Regional staff, identifies and assesses risks and potential impacts (i.e. organization design and policy creation), and provides contingency plans to address variable situations as they arise.
- On an on-going basis, identifies risks that may result in an unsuccessful implementation, and develops risk mitigation strategies.
- Ensures that all work and activities stay focused and on track and that the project is fully implemented within the required time frames.
- Develops implementation strategies and schedules in consultation with the TMCC and Director of Health Services.
- Oversees the work progress of each regional area which is responsible for and manages the work schedule.
- Researches best practices and benchmark projects using those best practices.
- Identifies and documents position and duties impacted by implementation.
- Contributes to the development of a communication strategy and ensures it is
- Manages the development and implementation of metrics and ensures, when appropriate, evaluation frameworks are coordinated in the project plan, to track and monitor the cervical screening Project.
- Ensures project metrics and reporting mechanisms are in place for the day to day management of the cervical screening Project to allow the reporting of project status to management.
- Works with assigned NTHSSA analytics staff and as appropriate DHSS Corporate Planning and Evaluation division staff to ensure that the Cervical Cancer Screening Project has departmental approved evaluation frameworks developed to monitor and assesses the success of innovative changes.
- Ensures regular project reporting to the TMCC and Director of Health Services.
- Manages tracking system for project implementation.
- Manages project plans to support project implementation.
- Provides information for Financial Management Board (FMB) and/or Executive Council submissions as requested/required for the implementation of the Cervical Screening Program Project and as required for the project/program implementation.
- Prepares all project detail draft information.
- Is accountable for all project detail information in submissions.
- Develops organizational structure options.
- Prepares job descriptions.
- Prepares organizational policies.

**8. Advocates for practice environments that have the organization and resource allocations necessary for safe, competent, and ethical nursing care.**



- Provides coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to promote wellness, decrease suffering and prevent injury.
- Collaborates with nurses, peers and other members of the health and social services (HSS) care team to advocate for health care environments that are conducive to ethical practice, cultural safety, and to the health and well-being and experiences of patients and staff.
- Advocates for the dignity and respect of clients.
- Promotes the autonomy and rights of patients and help them to express their health and health care needs and values to obtain appropriate information and services.
- Safeguards the trust of clients that information learned in the context of a professional relationship is shared outside the health care team only with the individual's permission or as legally required.
- Reports to supervisor any breach in standards of care.
- Advocates for the client/family at the service-delivery level and at the policy-making level to foster the client/family decision-making, independence and growth and development.

**9. Champions, facilitates, supports and promotes a culture of teamwork.**

- Contributes to a positive, strengths-based team environment; receives and shares information, opinions, concerns and feedback and supports team colleagues.
- Works collaboratively to build rapport and create supportive relationships with team members both within the cancer care team and across the organization.
- Develops a supportive rapport with individuals and their families to facilitate collaborative relationships.
- Makes frequent decisions about the most appropriate, effective and efficient mode of communication among interdisciplinary team members in accordance with identified policies and procedures.
- Coordinates and participates in formal and informal case conferences to share appropriate information concerning individual concerns or progress and to utilize the team's skills and resources in the most efficient and effective manner.
- Collaborates proactively with all team members utilizing a client centered approach to facilitate and maximize healthcare outcomes.
- Communicates effectively with members of the health care team to provide continuity of care and promote collaborative efforts directed toward quality client care.
- Act as a resource person for healthcare providers across the territory.

**10. Workplace Health and Safety (WHS): Employees of the Authority are committed to creating and maintaining a safe and respectful workplace for employees and patients/clients. Building a safe and respectful workplace is everyone's responsibility.**



- All employees and contractors have a professional and personal responsibility to perform their duties to health and safety regulations, standards, practices and procedures.
- All stakeholders (management, staff, UNW, and Workers' Safety and Compensation Commission (WSCC)) need to ensure our WHS Committee works effectively, with a shared purpose of continuous quality improvement in health and safety.
- All supervisors play an active role in WHS through their daily management: identifying prevention opportunities, ensuring staff are trained in Risk Monitor Pro, investigating potential risk and accidents, and applying timely corrective measures.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- 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 of and an ability to network with resources within and outside the NTHSSA (i.e. Lab and DI) in order to ensure support of clients and their families.
- Knowledge regarding the importance of confidentiality and ability to keep personal and medical information private and confidential at all times.
- Knowledge of project management standards, techniques and methodologies.
- Human relations and motivational skills to deal with day-to-day staff issues as well as the interests of stakeholders within and outside the NTHSSA.
- Ability to develop project communication plans and material for internal and external stakeholders.
- Ability to acquire and apply knowledge of NWT cancer screening guidelines.
- Ability to apply expertise in health care to new and evolving situations.



- Skilled in project management in order to assist with the development and evaluation of cancer screening programs to ensure effective service delivery.
- Skilled in leading and managing change.
- Knowledge of report writing and the ability to coordinate a wide variety of activities and objectives including ensuring documents are submitted to stakeholders.
- Ability to problem solve and make sound decisions.
- Ability to understand and recognize the cultural, social, and political realities in the NWT.
- Ability to recognize the impacts of colonization and residential schools on Indigenous health outcomes and the way health and social services are delivered.
- 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 the Electronic Medical Records (EMR), Cancer Screening Database and other computer systems as needed.
- 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:**

A Baccalaureate in Nursing plus two (2) years of recent experience, with one (1) year of relevant experience in a clinical health care setting. Experience in public health screening/promotion and project management would be an asset.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Proof of immunization in keeping with current public health practices.

Within the NTHSSA nurses must be registered with the CANN.

Within the NTHSSA health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHMIS
- Certification in Health Care Provider CPR
- Fire Training
- Point of Care Testing certifications
- Nonviolent crisis intervention
- Suicide Risk Assessment training



- Training as required by Accreditation Canada

Within NTHSSA the following training and/or certifications would be definite assets:

- General laboratory functions
- Canadian Nursing Association Certifications are desirable

**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