



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Northwest Territories Health and Social Services Authority	Territorial Nurse Educator, Mental Health and Substance Use	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
48-17356	Yellowknife	Clinical Integration – Health Services - Clinical Education

## PURPOSE OF THE POSITION

The Territorial Nurse Educator, Mental Health & Substance Use is responsible to provide Health & Social Services staff with a clinical education program that supports continuing competency within the Northwest Territories Health and Social Services Authority (NTHSSA). This position will organize, and deliver training required for staff providing mental health and substance use services.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the 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 persons. 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 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. Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.



Located in Yellowknife, the Territorial Nurse Educator, Mental Health & Substance Use (Nurse Educator) reports to the Territorial Manager Clinical Education (Manager), and is responsible for planning, development, implementation, maintenance, and evaluation of the mental health and substance use clinical education for Nurses, Practitioners, Social Workers, Pharmacists, and mental health providers any other staff who deliver mental health and substance use care to clients across the NWT.

The Nurse Educator is a subject matter expert on issues and trends in the provision of care in mental health, substance use, harm reduction, and recovery-oriented practice. The incumbent will foster and sustain academic partnerships to advance professional practices and develop the work force as a subject matter expert.

The Territorial Nurse Educator, Mental Health & Substance Use attains/renews instructor's certificates for mandatory training and education within the Mental Health & Addictions program areas. This includes, but is not limited to Violence Prevention, Mental Health First Aid, Suicide Prevention and Mental Health and Substance Use Disorders.

The Nurse Educator works closely with the Territorial Substance Use Medicine team, Territorial Mental Health and Community Wellness team, Acute Care team, Regional Community Counseling Programs and Primary and Community Care managers and supervisors to plan, implement, monitor, and evaluate educational programs required to ensure successful program delivery. The Nurse Educator coordinates activities and may deliver mandatory and non-mandatory clinical educational programs to HSSAs and NGO staff to ensure successful program delivery that is based on best practice standards.

The Nurse Educator supports the objective of the NTHSSA's cultural safety program and works in partnership with stakeholders to identify and explore options to meet health and wellness priorities. This will include, but is not limited to, ensuring mandatory training programs are culturally appropriate, have Northern Content, and if not to add that in.

The incumbent works collaboratively with other Managers within the HSSA's, staff of Department of Health and Social Services (DHSS), and stakeholders to facilitate successful program delivery. The Nurse Educator works with colleagues to ensure all Nurses, Practitioners, and other health care staff have the skills and abilities to provide mental health and substance use care to the residents of the NWT. The incumbent maintains relationships with the regulatory bodies of the health professions, the colleges and universities that provide professional staff education and national and international communities of practice focused on clinical education.

The Nurse Educator will be required to provide the education and training to staff in person or virtually which may require travel to various communities of the NWT. A variety of courses and



duties are assigned to this position requiring assessment and prioritization of educational needs across the system to achieve a successful outcome.

## **RESPONSIBILITIES**

- 1. Develop and deliver clinical education programs for nurses and mental health & substance use staff across the NWT.**
  - Develop and implement education programs for Nurses, Practitioners, and other health care staff to ensure safe and competent program delivery.
  - Determine curriculum content, write, and edit educational materials and evaluation tools to ensure clinical competency.
  - Review all materials taught on an annual basis to ensure best practices, national standards, and legislation are followed.
  - Determine certification/re-certification requirements and needs for employees and provide education to meet them.
  - Attain/renew instructor's certificates for mandatory training and education within the mental health and substance use program areas. This includes, but is not limited to Violence Prevention, Mental Health First Aid, Suicide Prevention and Mental Health and Substance Use Disorders.
  - Collaborate with Regional Managers in primary, community, and acute care settings in orientation for new staff including the updating of orientation programs for RN's, LPNs, and Community Mental Health Nurses as needed.
  - Provides clinical education to regional and territorial staff to ensure compliance with Accreditation Canada standards for mental health and substance use medicine programs, and facilitates the self-assessment process.
  - Collaborates with Territorial Managers, Regional Managers and Staff Educators on accreditation self-assessment findings, survey findings and follow-up related to mental health and substance use care and clinical education.
  - Deliver preceptor workshops for mental health and substance use nurses who preceptor students.
  - Conduct introductory and continuing education on paper and electronic health systems related to the clinical environment to ensure charting by HSSAs staff is accurate and meets legal requirements for health record documentation as well as with Accreditation Canada standards.
- 2. Coordinate specialty training for nursing, health professionals and mental health & substance use staff working in a variety of clinical areas.**
  - Conduct and analyze needs assessments for Nurses, Practitioners, Mental Health Nurses, Social Workers, and other HSSA staff and prioritize delivery and funding of training programs in accordance with the results of the assessments.
  - Deliver training specific to mental health and substance use health to enhance capacity for general health practitioners, including nursing and nurse practitioners.
  - Research and promote innovative delivery options for specialized clinical training.



- Make arrangements for specialty education and/or training to occur in the NWT for HSSAs staff based on needs assessment.
- Work with employees/students to ensure successful completion of mandatory mental health and substance use training.

**3. In conjunction with other Health Services teams, and the Department of Health & Social Services, contribute to the development, planning, implementation, and evaluation of nursing and community counselling conferences.**

- Contribute to developing plans for the provision of annual conferences that align with the goals and strategic direction of applicable programing.
- Inform the choosing of a focus for the conference/workshop each year including, but not limited to program or position dependent content.
- Assist with drawing up a budget for the conference/workshop and keep account of expenditures against the budget including, but not limited to, room rental, supplies, accommodations, per diems, travel costs, food costs, etc.
- Collaborate with regional managers as needed to coordinate the choosing of staff to attend, travel and accommodation bookings.
- Work with the applicable teams to evaluate the effectiveness of the conferences and report this to the respective division managers.

**4. Provide leadership for the development or amendment of mental health and substance use policies and procedures at the Territorial and Regional levels.**

- Works in collaboration with the relevant branch of NTHSSA's Clinical Integration Division in the development/amendment of NTHSSA policies, procedures, protocols and guidelines related to mental health and substance use following the NTHSSA policy framework to reflect quality and best practices.
- Work with the Substance Use Medicine team, Mental Health & Community Wellness team and other Health Services teams to ensure that clinical education and clinical care policies, procedures, protocols, and guidelines for mental health and substance use program areas are continuously reviewed, updated, and distributed throughout NTHSSA and/or territorially.
- Recommends to the Territorial Manager competency levels for mental health and substance use clinical practitioners in accordance with professional practice requirements and standards.
- Promote ongoing education and training on updated or amended mental health and substance use policies, procedures, protocols, guidelines, professional practice issues and legislation that impact resident/client care.
- Writes and reviews job descriptions to reflect work responsibilities of staff.
- Develops, delivers and/or facilitates the delivery of orientation, in-service training, certification, and re-certification programs.
- Actively promotes a high quality, friendly, respectful workplace, that is safe, healthy, supportive and client focused. Proactive strategies are developed to prevent and address workplace issues and foster a strong, positive employment relationship with staff, where the Client is top priority.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **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. The incumbent deals with a variety of staff that may have divergent perspectives.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of adult education practices, especially instruction and facilitation practices.
- Knowledge of the development and implementation of clinical programs to healthcare professionals.
- Knowledge of evaluation methods in the field of health care.
- Knowledge of nursing practices in Mental Health, Substance Use, and other clinical areas.
- Knowledge of professional standards of practice and legal components of clinical practice.
- Knowledge of legislation, policies and procedures that affect the delivery of mental health and substance use services in the NWT.
- Knowledge of Accreditation Canada Standards.
- Knowledge of northern cultures and their influences on health.
- Ability to acquire and apply knowledge of HSS legislation in the NWT, including but not limited to, the Hospital Insurance and Health and Social Services Administration Act, Medical Profession Act, Nursing Profession Act, Mental Health Act, Guardianship Act, Public Health Act, Coroners Act, Access to Information and Protection of Privacy Act (ATIPP), Health Information Act (HIA), Child and Family Services Act, CANN Bylaws, NTHSSA Medical and Professional Staff Bylaws, as well as GNWT, DHSS and HSSA policies, procedures, protocols, and guidelines.
- Research and analytical skills including problem solving.
- Written and verbal communication skills.
- Ability to work either independently or in a group setting, cultivating, and maintaining relationships across disciplines, program areas and regions.
- Interpersonal and inter-group skills to effectively lead and facilitate internal, external, individual, or multidisciplinary education sessions.
- Organizational, time management, facilitation, and presentation skills.



- Ability to work in a cross-cultural environment.
- Computer skills include work processing programs and spreadsheets.
- 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 Mental Health and/or Substance Use setting.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Current registration/membership with The College and Association of Nurses of the Northwest Territories and Nunavut is required.

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

**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