



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Registered Nurse, Oncology Clinics	
Position Number	Community	Division/Region
48-17410	Yellowknife	Territorial Operations/Clinical Integration/Health Services

## PURPOSE OF THE POSITION

The Registered Nurse, Oncology Clinics (RNOC) is responsible for providing specialty oncology clinic nursing support, case management and the coordination of care for the Northwest Territories (NWT) cancer clients. The RNOC works directly with the Medical Oncologists and Hematologist Oncologists to deliver specialty clinics. The position works within the framework of case management and in accordance with established standards of nursing practice and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) and the Registered Nurses Association of the Northwest Territories and Nunavut (RNANT/NU) to ensure that the clients' physical, physiological, emotional, social, spiritual, practical, and educational needs and interventions are met.

## SCOPE

The NTHSSA is the single provider of all health and social services in the NWT, with the exception of Hay River and Tłıchǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Métis, and non-indigenous persons. 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 Tłıchǫ Community Services Agency will operate under a separate board and Hay River Health and Social Services Agency will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire 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. Along



with the NTHSSA, the Cancer Nurse Navigator is responsible and accountable for providing quality client care in accordance with the established standards, policies, and bylaws of nursing practice set by RNANT/NU.

Stanton Territorial Hospital is an accredited facility located in Yellowknife, and is the referral center for the NWT residents and the residents from the Kitikmeot Region of Nunavut (NU). STH 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 RNOC reports directly to the Territorial Specialist, Cancer Care. The RNOC is a specialty trained Registered Nurse (RN) with oncology expertise who will work to coordinate and provide care of persons and families affected by cancer in the NWT and the Kitikmeot region of Nunavut. As a specialty trained oncology nurse, this position works with stakeholders to identify gaps, improve access to services, and identify and integrate both cancer care and community based supports in a timely manner. The role adheres to standards of the Canadian Association of Nurses in Oncology (CANO).

The RNOC promotes a holistic and comprehensive approach to planning, organizing, teaching, and relationship development that will best meet the needs of the client; acts as an advocate, facilitating communication between the clients, their family, Family Practitioners (FPs), specialists, and other healthcare professionals; engages in direct cancer at Stanton Territorial Hospital; respects the client and family through supporting and maintaining confidentiality of client information; and recognizes the supportive association within the cancer care trajectory to promote emotional self-care.

The RNOC may be required to work additional and flexible hours (approximately less than 10% of the time).

## **RESPONSIBILITIES**

### **1. Provides safe, quality, family-centered care to clients and their families.**

- Consults with the client's care team to become familiar with the cancer diagnosis, stage, and treatment options including survivorship.
- Collaborates with other health professionals for client and family care planning and follow-up requirements.
- Acts as liaison between community-based professionals and the cancer care team.
- Establishes collaborative working relationships with the Stanton Territorial Hospital chemotherapy unit (Medical Daycare Unit), attending weekly rounds and communicates changes, challenges, and needs associated with each client and family.
- Advises community health professionals on how to access NWT and Alberta cancer services.



- Facilitates communication between nurses, FPs, specialists, oncologists, and other community based health professionals.
- Identifies physical, psychological, social, sexual, and spiritual needs of clients throughout the cancer continuum and provides supportive care interventions and referrals in a collaborative multidisciplinary approach to care.
- Applies the knowledge of cancer disease process, treatments, side effects, and complications in anticipation of client's emotional and practical needs.
- Facilitates, participates in and sustains ongoing communication between the clients care team (i.e. with nursing colleagues, supportive services, oncologists, family practitioner, etc.).
- Honors Indigenous and Northern knowledge, wisdom, and diversity, to promote client-centered wellness and decrease suffering.
- Supports persons affected by cancer in the decision making process.
- Advocates on behalf of the client and family to support their choices and decision making.
- Assesses, plans, implements, documents, and evaluates care to ensure a coordinated holistic approach which best meets the needs of the client.
- Identifies physical, psychological, social, sexual, and spiritual needs of clients throughout their cancer continuum and provides supportive care interventions and referrals in a collaborative interdisciplinary approach to care.
- Establishes a therapeutic relationship and acts a resource with persons affected by cancer and their families.
- Applies knowledge of cultural safety principles and assess potential impact on client and family health concerns.

**2. Acts as a coordinator to support the flow of clients through the specialist oncology program.**

- Assists with the organization and coordination of appointments, services and referrals (i.e. to cancer navigation) as required.
- Communicates with various staff, organizations and agencies within the various local NWT communities to improve organization, quality and coordination of services.
- Ensures the physicians and other health professionals have the information, medical equipment and supplies required to care for or follow-up with the client.
- Supports clients who must access medical travel by providing client education and information.
- Ensures a seamless transition from out-patient to in-patient care when necessary.
- Ensures clients have information regarding who to contact with questions and concerns (I.e. cancer navigator).
- Facilitates and supports the interdisciplinary team to screen clients for physical, emotional and psychosocial distress using validated tool(s) (e.g. Putting Patients First form).



- Identify clients requiring urgent care and follow-up, and arranges transfer of care to the appropriate higher level provider.
- Provides persons affected by cancer and their families with assistance and strategies to navigate through the territorial and Alberta health care and cancer system.
- Utilizes EMR to input and track client follow-up reminders as required.
- In coordination with the Clinical Program Assistant, Cancer Care maintains and updates Medical Oncology and Hematology Oncology follow-up lists in the EMR.
- Liaises with the STH Chemotherapy Unit to assess whether additional clients need to be added to the clinic lists.
- Ensures that required laboratory and diagnostics are completed in advance of the oncology clinics.
- Ensures that dictations from previous clinics are complete and distributed to required healthcare providers.
- Obtains the most recent chemotherapy unit orders from the STH Chemotherapy Unit ahead of the oncology clinic (including but not limited to number of cycles complete and last treatment date).
- Obtains client height and weight on clinic day (unless obtained by the STH Chemotherapy Unit in the past seven (7) days).
- Completes medication check in's (by telephone) and PPF's for clients followed by the oncology clinic currently on anti-endocrine hormone therapy, tamoxifen, and oral chemotherapy.
- Coordinates required laboratory and diagnostic procedures as indicated by the Oncologists for appropriate post treatment surveillance.
- May be requested to provide short term or supplementary cross-coverage for Cancer Nurse Navigator role.

**3. Provides clients and their families and other staff with relevant and evidence based teaching tools and resources as required.**

- Educates clients and families through provision of suitable resource material appropriate to their learning ability and readiness.
- Provides educational resources on cancer research methodologies, treatments, and procedures to clients.
- Provides educational resources on the required preparations for treatments and procedures.
- Provides educational resources and support for symptoms and symptom management (e.g. distress screening tools).
- Acts as a resource for clients and families.
- Refers health professional to appropriate education resources, clinical guidelines, care maps, and clinical leaders.
- Provides individualized education, intervention, and support to persons affected by cancer and their families which are appropriate for the individuals.



- Orientates new employees to the oncology specialty clinics.

**4. Provide leadership and quality improvement support to improve client and family centered care.**

- Collaborates with nursing colleagues and other members of the healthcare team to advocate for health care environments that are conducive to ethical practice and to the health and well-being of clients and others in the setting.
- Uses data obtained from evaluations and quality improvement surveys to further improve program services.
- Maintains and ensures data collection is accurate and complete to track outcomes and statistics for quality assurance.
- Responsively recommends changes to Oncology clinic activities and accountabilities based on trend analysis and statistics.
- Sets objectives and priorities in consultation with Territorial Specialist, Cancer Care.
- Participates on working groups and committees as required and maintains relationships with out of territory cancer networks.
- Participates in the development, implementation, and evaluation of standards relative to cancer care.
- Communicates with various staff, organizations and agencies within the various local NWT communities to improve organization, quality and coordination of services.
- Reports to supervisor any breach in standards of care.
- Accepts responsibility for maintaining clinical competencies.
- Seeks out and participates in activities which promote professional development of self and others.

**5. Workplace Health and Safety (WHS): Employees of the Authority are committed to creating and maintaining a safe and respectful workplace for employees and 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) need to ensure our WHS Committee works effectively, with a shared purpose of continuous quality improvement in health and safety.

**WORKING CONDITIONS**

**Physical Demands**

Between 50% to 80% of the incumbent's day will be spent standing and walking as the incumbent works in hospital and clinic environments. In addition, the incumbent will be required to perform patient transfers, patient assessments or care while standing or bending often in an awkward position.



### **Environmental Conditions**

Oncology clinic clients may be seen in Stanton Territorial Hospital exposing the incumbent to communicable diseases, blood and body fluids, hazardous materials (sharps, toxic cleaning and sterilizing materials, chemotherapy). This would represent approximately 25-50% of the time not spent in a standard office setting.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell, and hearing during on-going assessment of client within case managed care.

### **Mental Demands**

Incumbent interacts directly with clients approximately 25-50 % of the time

Persons affected by cancer, their family, and other staff involved in their care may be experiencing stress, anxiety, and grief of the cancer experience. Many of the cancer clients are undergoing palliative treatments for their disease and will eventually die of the disease possibly after months or years of treatment. The incumbent will be exposed to death and dying and other emotionally disturbing experiences on a daily basis.

The RNOC is expected to remain calm, controlled and professional, regardless of the situation, and demonstrate compassionate care to the client, family, and other members of the health care team.

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

- Knowledge of, and ability to apply advanced oncology and nursing processes (assessment, planning, implementation, and evaluation) and current nursing practice to ensure that clients' physical, emotional, psycho-social, spiritual, and education needs are met.
- Knowledge of cancer care, including both clinical and supportive care.
- Knowledge of the Territorial and community based cancer support services.
- Knowledge of and an ability to network with resources within and outside the NTHSSA (i.e. laboratory services and diagnostic imaging services) 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.
- Ability to apply expertise in healthcare to new and evolving situations.
- 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 function independently and to work effectively with others.
- Ability to engage in self-reflection to learn about personal biases and assumptions.





- Ability to educate clients and families (where applicable) on appropriate self-care methods and techniques.
- Computer proficiency with Microsoft Office Programs, client information data base programs (EMR, MediPatient) and applicable GNWT programs.
- Ability to develop and maintain networks and resources at the local and territorial and inter-provincial level in order to ensure support of clients and their families.
- Ability to use data in the evaluation and improvement of cancer care and coordination of cancer care.
- Able to be innovative and creative in order to develop strategies that successfully meet the needs of diverse client, family, and provider populations.
- Ability to work effectively in a cross-cultural setting.
- Sound knowledge of nursing process, theory and responsibility.
- Demonstrates sound problem solving, communication, prioritizing, and conflict resolution skills.
- 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 Degree in Nursing, 3 year of directly related experience in a healthcare setting and a completion or willingness to complete an oncology nursing program.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**NTHSSA Requirements**

- Within the NTHSSA the RNOC must be registered with the Registered Nurses Association of the Northwest Territories and Nunavut
- Proof of immunization in keeping with current public health practices is required
- Advanced Cardiovascular Life Support Certification and;

Must be able to acquire within a reasonable time frame and remain current the following mandatory certifications:

- Workplace Hazardous Materials information Systems (WHMIS)
- Internet and E-mail Application
- Fire Training
- FIT Testing
- Privacy and Confidentiality
- Social Media Training



- Workplace Bullying/Respectful Workplace
- De Souza Institute – Foundations in Oncology Nursing Practice
- De Souza Institute – Patient Navigation
- Learning Essential Approaches to Palliative Care (LEAP) training or equivalent
- Applicable certifications from the Canadian Nursing Association are desired

**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