



## IDENTIFICATION

| Department   | Position Title              |                                  |
|--|-----------------------------|----------------------------------|
| Northwest Territories Health and Social Services Authority | Team Leader, Long Term Care |                                  |
| Position Number  | Community                   | Division/Region                  |
| 48-4698  | Inuvik                      | Continuing Care / Beaufort Delta |

## **PURPOSE OF THE POSITION**

The Team Leader of Long Term Care (LTC) provides clinical and professional leadership for the Northwest Territories Health and Social Services Authority (NTHSSA) Beaufort Delta Region Inuvik Long Term Care unit. The Team Leader LTC, in addition to general nursing duties, provides day to day supervision and direction to the clinical and non-clinical staff on of the Inuvik Long Term Care unit. The incumbent will ensures services the LTC unit operates in accordance with NTHSSA philosophy, policies and objectives, RNANT/NU standards, Canadian Nurses association standards; and professional codes of ethics and practices.

## **SCOPE**

The 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.

Reporting directly to the Regional Manager of Continuing Care, the RN Team Lead is a Monday to Friday, dayshift position that oversees a team of RN/LPN's and RCA's that provides 24- hour, 7 days a week culturally sensitive care to the residents.

The position functions as a team member of various Continuing Quality Improvement teams representing the LTC Unit perspective. The position plays an active role in Falls Prevention, Supportive Pathways, infection Control, Territorial Continuing Care Committee and Accreditation Canada.



The Inuvik Long Term Care Unit serves the Beaufort Delta Region and through the Territorial Admissions Committee is a referral center for all communities in the NWT. The Supervisor coordinates the admissions to the respite beds and works closely with the Territorial Admissions Committee to prepare applications for admissions.

The Team Leader, Long Term Care is a Registered Nurse who models and promotes excellence through the hands on delivery of nursing care to patients (when required) or by providing seasoned advice and/or recommendations to unit staff when faced with difficult or unusual situations. As an educator, researcher and consultant in nursing care, the incumbent helps guide nurses from task orientation to more critical thinking around care approaches. These provisions have a direct impact on the quality of services delivered to patients and their families, and on the cost of services provided.

Residents on the Long Term Care unit can be admitted for a wide variety of reasons and generally have common well-defined nursing diagnoses. These residents are long-term convalescent, geriatric, respite or cognitively impaired residents or palliative care patients. These residents live within the unit.

This position is located in the Inuvik Long Term Care unit and reports to the Manager of Continuing Care.

## **RESPONSIBILITIES**

- 1. Provides supervision and delegation of tasks to the clinical and non-clinical staff, within their scope of practice, to ensure the efficient operations of the Long Term Care Unit.**
  - Evaluates, modifies and adapts staffing complements to meet emergencies and changing situations while maximizing staff competencies, training and experience.
  - Establish and maintains a positive and effective working environment which encourages and maximum development, motivation, and retention of staff. Directs and assigns clinical and non-clinical staff to maximize potential performance.
  - Determines and delegates daily client care assignments.
  - Assigns staff according to their level of training expertise and ensures they are properly supervised.
  - Ensures that NTHSSA Policies and Procedure and Clinical Practice Guidelines are understood and followed.
  - Participates in staff orientation and Continuing Education Programs.
  - Schedules and assigns staff in alignment with the UNW Collective agreement continuing Care services standards, and department budgets to achieve maximum efficiency, safety and quality.



- Ensures department supplies and equipment is current, adequate and properly maintained and reports to Regional Manager, Continuing Care as issues arise.
- Participates in orientation and evaluation of staff on LTC.
- Acts as a clinical resource/consultant for staff, internal and external clients.
- Reviews incidents of unusual occurrence on units both for staff and for patients and seeks solutions to prevent a recurrence in the future.
- Encourages an open, positive work environment by facilitating conflict resolution between team members.
- Functions as a member of a multi-dimensional team -accreditation committee to strive to find ways of continuous quality improvement.

**2. Provides direct client (individuals, families and community) care to residents in the Continuing Care unit that is beyond the scope of practice of other team members (LPNs, PCAs).**

- Functions as team member when unexpected issues arise (i.e. Medical instability).
- Provides coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care.
- Co-ordinate care plans with input from multi-disciplinary teams including health services for clients with specialized needs (i.e. cognitive impairment, MS, stroke, etc.)
- Provides teaching to clients and family who are returning to, or visiting, isolated Communities with limited resources i.e. diabetic teaching, cardiac, etc.;
- Utilization of a documentation process that is within the approved guidelines of accreditation standards that encompass all aspects of client care;
- Processing and implementing orders from attending physicians, including being responsible for patient medication as prescribed;
- Dispensing, assessing, monitoring, and evaluating prescribed medications and treatments as needed
- Evaluating the care given and making recommendations and alternative plans for improved care;
- Facilitates multidisciplinary patient and family meetings to discuss and plan care;

**3. Model excellence by facilitating, implementing and modifying patient and family education/teaching based on the needs of the patient.**

- Use a holistic approach to facilitate individual learning of residents and their families upon admission and transfer or discharge in relation to patient illness or injury
- Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs;
- Assists in research development, revision and evaluation on an ongoing basis of educational resources necessary to support patients, and
- Coordinates the admission and transfer or discharge of patients. This includes explaining and ensuring that the patient understands the admission or discharge plan.



**4. Collaborates with other members of the health care team in providing health care services.**

- Communicates and consults with other members of the health care team about the client's care;
- Exercises judgment in assuming or performing delegated tasks or functions;
- Collaborates with other members of the health care team regarding activities of care planning, implementation and evaluation;
- Supervising and assisting co-workers with treatment as prescribed by the physician;
- Acts as a preceptor or mentor for medical students, nursing students, graduate nurses in order to obtain clinical skills and knowledge;
- Assist with the development, implementation and evaluation of orientation programs to ensure staff have the necessary resources to achieve optimal health care for their residents;
- Liaison with spiritual leaders regarding clients' spiritual needs;
- Reporting maintenance and equipment concerns to ensure a safe environment for clients and staff;
- Promoting good interpersonal relationships with all individuals involved in client care;
- Is expected to designate staff to "Code Blue" response and to participate, directing the code if needed;

**5. Supports education and training of Long Term Care staff and participates in required refresher courses and in- house training and development courses needed to ensure competency for multi- skills required by.**

- Continues to seek knowledge and skills required for practice.
- Incorporates new knowledge and acquired skills into nursing practice.
- Takes required refresher courses and in-house training and development courses as offered.
- Participates as a member of a Continuing Quality Improvement (CQI) Team to establish indicators for monitoring care and implement recommendations for improvements.
- Assists Nurse Educator with the orientation and training of new staff.
- Provides input into disaster and infection control planning programs, Joint Work Health and Safety implementation safer practices.
- Adhere to Accreditation standards as outlined in the NTHSSA policy and procedure manual.
- Ensure prompt RL6 incident reporting to promote ongoing quality improvements.
- Implement principles of Supportive Pathways for person centered care.
- Make suggestions for changes to policies and procedures as appropriate.



**6. Performs administrative duties such as:**

- Maintains and orders stock supplies.

**WORKING CONDITIONS**

**Physical Demands**

Incumbents can be required to do a moderate amount of lifting dealing with clients and equipment. There can be the requirement for long periods of standing.

**Environmental Conditions**

There is continued and high exposure to infectious diseases, and in some treatment plans, to hazardous and/or toxic chemicals and drugs. Incumbents are part of an essential continuous service.

**Sensory Demands**

Incumbents use two or more senses to make judgments and the use of senses requires considerable sensory attention.

**Mental Demands**

Incumbents are required to concentrate for long periods of time and must be aware of changes as they occur in the client's health status. High client care loads can result in considerable pressure to meet the needs of all clients. There can be direct exposure to emotionally disturbing experiences such as death or serious injury and the pressure of having to make decisions that can greatly affect the health status of clients. There is often exposure to physical and verbal abuse and threats of violence.

The incumbent will generally be required to work day shifts M-F but may be required to do 12 hr shifts occasionally. Work schedules will be regularly reviewed and may be changed as needed in accordance to operational requirements.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of current Continuing Care nursing practices;
- Knowledge of trans-cultural environment sensitivity to others' situation/feelings;
- Knowledge of current nursing trends and be able to promote high standards of Continuing Care practice, education, and administration in order to achieve quality-nursing care;
- Knowledge of the process pertaining to Collective Agreements;
- Knowledge of educational principles related to adult learners in order to develop and deliver subject specific training and development
- As the NTHSSA specialist in Continuing Care, the Team Leader must be able to provide education, skill training, advice and assessment using specialized equipment and medications.



- Knowledge and ability to network resources within and outside the Continuing Care Unit (i.e. Social Services, Public Health)
- Supervisory skills with direction from the Manager
- Computer skills including windows based operating systems, word processing applications, spreadsheet applications and communication software;
- Interpersonal skills;
- Good organization and team management skills;
- Critical thinking skills
- Communication skills, both oral and written;
- Problem solving skills;
- Leadership skills to promote interdependence of nursing with other relevant health care professionals;
- Skill and ability to communicate and teach clients and staff members, to supervise, manage and motivate a diverse group of people. (Staff members, clients)
- Ability to exercise professional judgment;
- Ability to prioritize tasks;
- Ability to function and produce results in a team setting;
- Ability to train and help develop potential in staff
- Ability to deal with Human Resources issues outside of the Collective Agreement with supervision from the Manager.
- Ability to be resourceful and innovative;
- Ability to work independently with minimal supervision;
- 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:**

Bachelor of Science in Nursing or a Nursing Diploma with 4 years nursing experience.

Two years recent experience in Continuing Care nursing with supervisory responsibilities.

Registration with RNANT/NU

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**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