



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Registered Nurse, Extended Care	
Position Number	Community	Division/Region
48-5399	Yellowknife	Rehabilitation & Continuing Care / Yellowknife Region

## PURPOSE OF THE POSITION

The Registered Nurse, Extended Care (RN) provides nursing care to residents/patients of the Extended care unit, is responsible for providing comprehensive full spectrum care, in accordance with established standards of nursing practice and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure that the residents' physical, emotional, psycho-social, spiritual, and daily living needs are met.

## SCOPE

NTHSSA is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̄chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-indigenous. 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 Tłı̄chǫ Community Services Agency (TCSA) and Hay River Health and Social Services Agency (HRHSSA) operate under separate boards, 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 NTHSSA.

NTHSSA administers health and social services to the residents of the Yellowknife Region in the NWT. NTHSSA directly and contractually employs over 300 staff who deliver these services in Yellowknife, Ft. Resolution, Łutselk'e, Ndı̄lǫ and Detah for the Yellowknife Region. The NTHSSA provides and supports the delivery of services to adults, children, and seniors on an inpatient,



outpatient, and outreach basis at multiple sites across the city of Yellowknife and the communities of Łutselk'e, Ndilo, Detah and Ft. Resolution. These services include community-based social services, a public health clinic, primary care services, rehabilitation services, home and community care services, and long-term care/extended care services.

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 always honor and promote a culturally safe environment. Practicing from a trauma informed care perspective is expected and the position requires that interaction with clients and families is tactful, respectful, and humble.

The continuing care facility consists of houses for extended care and long-term care residents of varying care needs. The houses provide Levels 3 and 4 care or Level 5 care to ensure the appropriate level of continuing care is available to support to individuals with moderate to severe, chronic disabilities that have resulted in physical frailty and/or cognitive impairment and require professional nursing care and continuing medical supervision 24 hours per day/7 days per week. Individuals are placed in the EC and LTC houses through the Territorial Advisory Committee (TAC). The EC house provides care to the most complex Long Term Care Clients in the NWT and is the only Level 5 facility in the NWT.

Located in Yellowknife, the RN reports directly to the Regional Manager, Extended Care and Long-Term Care (Manager). The unit consists of the Manager, Resident Care Coordinator(s), RNs, Unit Clerks, Personal Support Workers, and the Recreational Therapy team. The RN is accountable for the overall nursing care of all residents within the house and works on a rotational 12-hour shift schedule. One RN is scheduled to work on each house per shift (in conjunction with an LPN and/or Nursing Aide), therefore the RN is required to act within the full scope of an RN and must exercise critical thinking and sound decision-making skills. Limited support from physicians is available. The RN is responsible for triaging residents who need to see the physician during their weekly visit and making the decision on whether phoning a physician outside their visit is necessary.

## **RESPONSIBILITIES**

### **1. Provides ongoing assessment and direct nursing care to residents that encompasses their physical, cognitive, psychological, social, and spiritual needs.**

- Assesses, plans, implements, documents, and evaluates care to ensure a coordinated holistic approach which best meets the needs of the resident.
- Plans interventions based on actual and potential nursing diagnosis in collaboration with other members of the healthcare team to formulate the overall care plan.
- Identifies factors associated with increased risks specific to physiological complications (e.g., cardiovascular disease, renal disease, diabetes, and neuropsychiatric disorders) and recommending a management plan that minimizes the risks for adverse outcomes.



- Completes a nursing history and physical examination when there is a change in health status, setting, or medical condition (e.g., peri/post-operative status, acute illness, and chronic health conditions)
  - Supports nutrition/fluid balance (e.g., difficulty with chewing and swallowing, alterations in hunger and thirst, inability to self-feed and capacity of others to feed) in consideration of resident abilities and wishes.
  - Advocates for the dignity and self-respect of residents.
  - Promotes the autonomy of residents and helps them to express their health needs and values to obtain appropriate information and services.
  - Identifies and manages bowel and genitourinary functions with most appropriate intervention (e.g., prompting approaches to voiding, implementing regular toileting, selecting appropriate adaptation devices, avoiding catheterizations).
  - Recognizes and utilizes assessments common to care needs of older adults and total care residents (e.g., falls, incontinence, delirium, deconditioning, frailty, pressure ulcers).
  - Manages the complex interaction of acute and chronic co-morbid conditions common to older adults (e.g., cancer, depression, hip fracture, influenza, and stroke).
  - Implements falls-prevention protocols, utilizing a valid and reliable measure of fall risk assessment.
  - Recognizes vulnerability and risk for adverse outcomes related to aging and total care residents.
  - Supports those who are dealing with dying, death, and grief for a loved one.
  - Promotes quality end-of-life care for older adults, including pain and symptom management, advanced care planning, and support of families.
- 2. Plans, implements, and modifies patient and family education/teaching based on the needs of the patient.**
- Uses a holistic approach to facilitate individual learning of residents and their families upon admission and transfer or discharge in relation to resident illness or injury (e.g., self-care, health promotion, etc.).
  - As part of their planning, takes account of the influence of attitudes, roles, language, culture, race, religion, gender, and lifestyle on how families provide long-term care.
  - Facilitates, implements, and modifies resident and family education/teaching based on the needs of the resident.
  - Researches, develops, revises, and evaluates education resources necessary to support residents on an ongoing basis.
- 3. Assesses the client and the environment for hazards that threaten safety, as well as planning and intervening appropriately to maintain a safe environment.**
- Intervenes to eliminate or minimize the use of physical, chemical, and environmental restraints (e.g., alternate strategies to prevent falls, to prevent treatment interference, and to manage agitated and/or combative behavior).



- Assesses for, and removing, potential environmental hazards which would put residents, visitors, and staff at increased risk for injury or falls (e.g., appropriate bed positioning, adequate lighting, tripping hazards).
- Facilitates the active participation of residents in all aspects of their own lives and health care (e.g., access to information, right to self-determination, right to live at risk, access to information and privacy). Ensures that residents are supported to make decisions.

**4. Maintains resident records in accordance with the policies and procedures to ensure that the residents' current health status is communicated to the health care team.**

- Ensures the confidentiality and privacy of the residents.
- Performs appropriate physical assessments on residents and charting appropriately.
- Participates in planning care for individual residents and develops a care plan.
- Participates in interdisciplinary team and resident care conferences and provides recommendations on client care and programming.
- Facilitates communication/reporting significant differences between actual and expected responses to the appropriate team members and coordinates appropriate interventions.
- Completes medication sheets, doctor's orders, and pharmacy orders.
- Collects data regarding the residents' physical and psychosocial status at the time of admission and during their stay until discharge or death.
- Uses NISS charting system, documents all medication/treatments assessment data, plan of care, interventions, and client response.
- Processes orders and checks on a nightly basis that the doctors' orders have been processed correctly.
- Analyzes and interprets data based on knowledge of physical and behavioral sciences to formulate nursing diagnosis.
- Facilitates testing (Lab and D.I.) as well as doctor's appointments for residents.

**5. Performs administrative and other general duties to ensure effective operation of activities.**

- Responds to emergencies in accordance with NTHSSA Policies and Procedures.
- Participates in staff development and committees.
- Liaises with other departments as required.
- Demonstrates knowledge of fire and disaster plans.
- Assists staff and provides feedback on staff performance to the Manager.
- Collaborates and functions as part of a multi-disciplinary team to provide quality nursing care.
- Explains procedures, treatments, and other health related information to residents and/or families.
- Independently makes decisions regarding client/resident care with limited direction from physicians.



- Makes recommendations and participates in the implementation of change.
- Reports concerns to Manager.
- Provides leadership, mentoring and guidance to other staff and student nurses on day-to-day operations.
- Maintains good working knowledge of equipment, supplies and materials used in the work area.
- Initiates and provides spiritual care as needed.

**6. Workplace Health and Safety: 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 Worker's Safety and Compensation Commission (WSCC)) need to ensure our Workplace Health and Safety Committee works effectively, with a shared purpose of continuous quality improvement in health and safety.
- All Managers and Supervisors play an active role in workplace health and safety 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.
- A healthy workplace, where employees can provide quality service under safe conditions, is the right thing to do and makes good business sense.

### **WORKING CONDITIONS**

The extended care/LTC Nurse works as a shift worker on a rotating schedule, that includes twelve-hour days and night shifts.

#### **Physical Demands**

Between 85-90% of the workday requires substantial physical activity including carrying supplies and or equipment, weighing up to 50 pounds, pushing and pulling mechanical lift equipment and wheelchair bound patients weighing up to 200 pounds. Delivery of resident care while bending. Reaching, pulling, and standing in awkward positions or in cramped spaces.

#### **Environmental Conditions**

During an entire shift an incumbent will be exposed to communicable diseases, blood and body fluid, 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 residents.

### **Mental Demands**

Within the health care setting there is significant lack of control over the work pace, with frequent interruptions. Work pace is controlled by the resident and the RN must adapt to the client's level of readiness for interventions, while being responsible for and managing the total client load. There is ongoing reprioritization of workload during the workday in response to uncontrollable factors. The requirement to quickly shift nursing care focus during the day, for example, administering intravenous medications to a resident, then attending to a medical emergency / death whether that be palliation or medical assistance in dying. All of which is followed up with case management and required charting and documentation.

The RN must be able to think conceptually yet maintain attention to detail and triage resident acuity appropriately. The RN must be mindful that their own independent critical judgement and decision-making may have serious implications for resident health and outcomes. The ECU/LTC nurse encounters unknown or unpredictable situations (i.e. resident or visitor under the influence of alcohol/drugs. Cognitively impaired, prone to violent outbursts etc.), as well as uncontrolled conditions such as exposure to death and other emotionally upsetting experiences.

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

- Knowledge of and an ability to apply standardized nursing processes (assessment, planning, implementation, and evaluation) and current nursing practice to ensure that the residents' physical, emotional, psychosocial, spiritual, and educational needs are met.
- 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 resources within and outside of the facility (e.g., Social Services, Public Health, medevac teams etc.) in order to ensure support of residents and their families.
- Ability to provide training, advice and assessment using specialized equipment, medications, tools, and techniques (including but not limited to emergency drugs, cardiac monitoring, peripheral IV pumps and central IV lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, pulse oximeter, complex oxygen administration, noninvasive ventilation (BIPAP).
- Ability to operate desktop computer to send and receive electronic mail and conduct research over the Internet.





- Ability to effectively operate non-medical equipment used during the care of residents within extended care (these include but are not limited to lifts, wheelchairs, bathing equipment, etc.).
- 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 Nursing degree.

Experience in a Long-Term Care facility required.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

- Registration under RNANT/NU prior to commencement of employment.
- Proof of immunization in keeping with current public health practices.
- Applicable Canadian Nursing Association certifications are desirable.

NTHSSA has a number of certifications that are required upon hire, depending on the area where the employee works, including but not limited to: Indigenous Cultural Awareness, Biohazardous Waste, Biosafety and Biosecurity, Infection Control, Workplace Hazardous Materials Information System (WHMIS) and others directly related to the incumbent's scope of practice.

**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 record 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