



## Government of Northwest Territories

### **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Northwest Territories Health and Social Services Authority	Primary Care Nurse Practitioner	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
67-12426	Fort Smith	Primary Care/Fort Smith

### **PURPOSE OF THE POSITION**

The Primary Care Nurse Practitioner (NP) incumbent is an autonomous practitioner who will provide residents of Fort Smith with advanced health assessment, diagnosis, intervention and follow up care in accordance with the Northwest Territories Health and Social Services Authority (NTHSSA) and Registered Nurses Association of Northwest Territories and Nunavut (RNANT/NU).to ensure residents have access to timely, professional and sustainable health services required to maintain optimal health.

### **SCOPE**

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchʔ 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.

While the Tłıchʔ 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.

The NTHSSA – Fort Smith Region is responsible for the effective delivery of Primary and Emergent Health Care and Social Services to approximately 2500 residents of Fort Smith and the surrounding area. The Regional facilities include one type C health Facility and a 28 bed Long Term Care Facility.

This position is located in Fort Smith and for operational requirements will report to Regional Manager of Primary Care. The incumbent will be scheduled to see clients daily at the busy medical clinic. This position will be primarily responsible for stable chronic care clients and acute need clients booked at the medical clinic.

The focus of the NP is to improve a client's health and ensure that the client's care needs are met in the context of the client's mental, emotional and physical well-being. Particular emphasis on community development and health promotion as well as advanced knowledge and skills in assessment, nursing and medical diagnosis, intervention, treatment management, drug therapy and referral functions which are shared with physicians, pharmacists and other service providers is essential.

The NP will provide advanced clinical practice, education, health promotion and leadership within the facility including but not limited to the following: health promotion, illness and injury prevention, supportive, curative, rehabilitative, palliative and in urgent situations may be called to assist in emergency care. The incumbent will also be required to collaborate with staff to provide direction as an educator, leader, researcher and advanced clinical practitioner.

Within the overlapping area of practice, the NP will perform primary care services for acute illness and injuries and stable chronic health problems commonly encountered in primary care, including medical diagnosis, ordering and interpreting selected diagnostic tests and therapeutics (selecting, recommending, prescribing and monitoring the effectiveness of selected drugs and interventions). In addition, the NP will be required to write prescription and treatment orders which will be acted upon by other health professionals (i.e. nurses, pharmacists, etc.)

The NP will consult with and/or refer to other health professionals , as appropriate (i.e. attending physicians in Fort Smith, specialists, physiotherapists, occupational therapist, mental health therapists, midwives) at any point in the assessment, planning, implementing or evaluating client care when the client's condition is such that diagnosis and/or treatment plan require the services of another health care provider to provide the most effective client care; care that is required beyond the scope of practice of the NP; is potentially life-threatening; or a chronic health problem destabilizes. The degree to which the family physician becomes involved may vary from: providing an opinion and recommendation' an opinion, recommendation and concurrent intervention' and/or accepting transfer of care of a client.



Services may be provided within the FSHC, public settings, local institutional setting, schools, client's home (i.e. elderly or palliative care client). Services are intended to promote healthy lifestyles, and decrease the incidence of disease, injury and death. Services may be provided autonomously or as part of a multi-disciplinary/interdisciplinary team.

## **RESPONSIBILITIES**

### **1. Advocates practice environments that have the organizational and resource allocations necessary for safe, competent and ethical care.**

- Collaborates with physicians, nurses and other members of the health team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and others in the setting,
- 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,
- Participates on regional and territorial committees as required
- Assesses individuals' health status through the collection of an appropriate history, physical examination, and the review of previous documentation.
- Reviews and orders diagnostic tests.
- Develop a plan of care based on client need, autonomously or in consultation with physicians or other health care providers.
- Establish a diagnosis
- Work within the scope of practice and refer to other clinicians or services as required by the client.
- Conduct family meetings as means of collaboration to help identify and treat the needs of the client.
- Review and evaluate care on regular basis
- Safeguard the trust of the client with all information gathered through the professional relationship.
- Apply and promote principles of equity and fairness to assist the clients and act in a manner that is culturally sensitive.
- Act in a manner consistent with professional responsibilities and standards of practice.
- Collaborate with midwives and assist with their plan of care for clients.

### **2. Develop, facilitate, implement and modify client and family education and teaching based on the needs of the client.**

- Facilitate the continuity and sustainability of care by involving other members of the primary care team, other departments or agencies, family and community members as appropriate.
- Conduct health surveillance and preventative activities that may improve the health of the population
- Develop, revise and evaluate education resources to best serve the client
- Work closely with Public Health nurses to monitor chronic illness programs and help to develop registries, standing orders and education sessions to serve the population.

- Work closely with Homecare program to assess, monitor and treat clients in their program.
- Regular visits to Northern Lights Special Care Home to assess and treat residents.
- Evaluate and modify community health programs under NTHSSA - Fort Smith Region, in partnership with clients and community members.

**3. Provide expert and specialized knowledge of primary health care related to nursing in the Northwest Territories.**

- Articulate the role of the Primary Health Care Nurse Practitioner to clients, general public and primary community care team.
- Provide coaching and clinical leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care (i.e. including but not limited to being a preceptor or mentor for nursing staff, students or other members of the primary community care team).
- Collaborate with family physicians, nursing colleagues and other members of the primary community care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and others in the setting.
- Facilitate and foster active communication, collaboration and linkages between key stakeholders, within and outside the community.
- Orientation of new employees to unit specific programs and mandate.
- Participate in research and special project initiatives that contribute to evidence based practice. This includes reviewing literature on current clinical practice, recommending changes to clinical practice standards, protocols, and procedures based on an assessment of evidence and analysis of resource to implement change.
- Participates in committees and task forces as related to the role of the NP, as required/requested.

**4. Participates as member of Primary Care Health Team**

- Recognizes importance of adhering to medical clinic schedule for client appointments.
- Effective time management skills to allow for assessment, planning of care and documentation of all client encounters and interventions.
- Participates in primary care staff meetings and other meetings associated with role of NP.
- Meet regularly with Regional Manager of Primary Care to assist with planning for department goals, concerns and needs.
- Assist with development and implementation of health programs relevant to the needs of Fort Smith Health Center.
- Assist with revising and developing procedures in keeping with Accreditation Canada Standards.
- Knowledge of and ability to operate a desktop computer to complete, file and send reports
- Knowledge of and ability to use electronic medical record (EMR)
- Knowledge of Internet applications used at Fort Smith Health Center.



## **WORKING CONDITIONS**

The incumbent will be working with clients throughout the Fort Smith Health Center, occasional home visits and at Northern Lights special Care Home.

### **Physical Demands**

Approximately 70% of the incumbent's day will be spent providing medical care in an office like setting. The incumbent may have to carry supplies to homes or other office settings.

### **Environmental Conditions**

During their shift an incumbent may be exposed to communicable diseases, blood and body fluid that can result in potential health risk to the incumbent.

During home visits the incumbent may be exposed to unsanitary conditions, cigarette smoke and loud noises.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight and hearing during assessment and provision of care in a variety of settings that vary from controlled (I.e. Health Centre) to uncontrolled (i.e. patient's home). Uncontrolled settings may be more distracting for both the incumbent and the patient (noise level, visual commotion, etc.).

### **Mental Demands**

The Nurse Practitioner has the opportunity to develop relationships with the clients. The NP 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.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions that may lead to mental fatigue or stress.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- The NP must be able to make accurate medical diagnosis of common illness, identify critically ill and destabilizing chronically ill patients and apply critical thinking when formalizing evaluations resulting in differential medical diagnosis. In addition, the incumbent must be able to implement appropriate treatment plans based on diagnosis within their scope of practice.
- The NP must have advanced knowledge of and an ability to apply advanced nursing processes ( assessment, planning, implementation and evaluation) and advanced nursing practice to ensure that all patients' physical, emotional, psycho-social, spiritual, educational and daily living needs are met as defined within the NP registration requirements by the Registered Nurses Association of the NWT and Nunavut (RNANT/NU).
- An ability to educate patients and their families) where applicable) on appropriate self-care methods and techniques.

- An ability to provide emergency care and treatment, as the position is required to perform advance nursing functions beyond basic nursing training in accordance with standards, policies and guidelines of the Department of Health and Social Services, Northwest Territory Health and Social Services and RNANT/NU.
- An ability to effectively triage patients' health care needs.
- Knowledge of best practices in primary health care.
- Sensitivity to the cultural, social and political issues in the NWT
- An ability to critique research studies and apply to practice where applicable/appropriate
- Knowledge of all applicable GNWT legislation and regulations, standards, policies and guidelines related to advanced nursing practice in order to provide current, relevant and feasible consultation services.
- Ability to contribute to the satisfaction and goodwill of clients, colleagues and coworkers is essential to the position. The incumbent must have the ability to deal with care givers and health care workers in situations of extreme stress and cope with these situations diplomatically and with empathy.
- An ability to facilitate creative problem solving using a situational approach incorporating conceptual, analytical, interpretive, evaluative, intuitive and constructive thinking skills.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times (part of the professional accountability for code of ethics and standards of practice).
- Knowledge of and ability to operate word processing application in order to complete training materials and presentation, electronic mail to send and receive correspondence and the internet in order to conduct on-line research.
- Self Control (Responds Calmly) – Feels strong emotion in the course of conversation or other tasks, such as anger, extreme frustration, or high stress, controls emotions, and continues to talk or act calmly.
- Flexibility (Adapts Normal Procedures) – Alters normal procedures or ways of working to fit a specific situation to get the job done and/or to meet FSHSSA goals, (i.e. performs co-workers' tasks when needed),
- Valuing Diversity (Monitors and Modifies Own Behavior) – An ability to monitor and evaluate own beliefs and behaviors with regard to prejudices and personal bias, and practice new behavior as appropriate,
- Initiative (Addresses Current Opportunities or Problems) – An ability to recognize and act upon present opportunities or address present problems (usually completed within a shift or two),
- Self-Development (Plans Personal Development) – Anticipates what personal skills and competencies will be needed to meet future job or situational demands. Puts long-term self-development plans into action to prepare self to meet these future needs.
- Analytical Thinking (Sees Basic Relationships) – An ability to take apart a problem into pieces and link those pieces together (i.e. A leads to B leads to C) and an ability to sort into order of importance,
- Conceptual Thinking (Sees Patterns) – When looking at information, sees patterns, trends, or missing pieces and notices when a current situation shows some similarities to a past situation, and identifies the similarities,



- Listening, Understanding & Responding (Listens responsively) – An ability to demonstrate objective and active listening. This includes an ability to behave in a helpful and responsive manner and an ability to seek out the facts and pertinent information before drawing conclusions,
- Client Service Orientation (Addresses Underlying Needs) – An ability to seek information about the real, underlying needs of the client, beyond those expressed initially, and matches these to available services,
- Teamwork & Cooperation (Cooperates) – An ability to participate willingly and support team decisions (i.e. is a good team player). This includes doing one own share of the work and sharing all relevant and useful information,
- Expertise (Answers Questions) – An ability to answer questions as an expert when asked. This includes responding to individuals about current understanding of issues that pertains to the scope of the job.
- patients and their families (i.e. discharge planning).
- Knowledge of and ability to operate a desk top computer in order to send and receive electronic mail and conduct research over the Internet,
- Knowledge of and ability to operate word processing applications (i.e. Microsoft Word) in the completion of reports, training materials and presentations.

**Typically, the above qualifications would be attained by:**

This level of knowledge is commonly acquired through the successful completion of a Nursing degree plus a postgraduate education program as a Nurse Practitioner and a minimum of 6 months related experience in a primary care setting that may be obtained in a practicum setting. The NP must maintain current knowledge and competencies and be in good standing and registered with RNANT/NU, while also having NTHSSA credentials.

**ADDITIONAL REQUIREMENTS**

**Fort Smith Regional Requirements**

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

- WHMIS
- CPR
- Immunization Certification
- Safety Fit Masking testing

**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

**Aboriginal language:** To choose a language, click here.

☐ Required

☐ Preferred