



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Specialist Clinic LPN	
Position Number(s)	Community	Division/Region(s)
67-8004	Fort Smith	Primary Care, Acute and Allied Health Services /Fort Smith

## PURPOSE OF THE POSITION

To provide multifaceted basic nursing care to patients of the Fort Smith Health Centre Medical Clinic 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 patients' physical, emotional, psychosocial, spiritual, educational and daily living needs are met. This position is primarily responsible for booking appointments for clients to be seen by the physician specialists.

## 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 Tłıchǫ 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 Tłıchǫ 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 2,500 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.

The NTHSSA – Fort Smith Region, provides an integrated continuum of care that respects the dignity and values of individuals, families and the community as it provides and supports the delivery of health care services to adults and children on an inpatient and outpatient basis in order to enhance healthy community's well-being through excellence, accountability and respect for regional diversity.

Located within the Fort Smith Region and reporting directly to the Regional Supervisor, Primary Health Care, the Specialist Clinic LPN provides culturally sensitive care during approximately 1000 patient encounters per month. The Medical Clinic serves patients who require medical attention, but do not need to be hospitalized. The incumbent is responsible for coordinating and providing basic nursing functions to support the visiting physician Specialists. These programs include, but not limited to, ENT and Audiology, psychology, psychiatry, orthopedics, internal medicine, surgery, obs/gyn, pediatrics, visiting mammography. In addition, the Specialist LPN coordinates telehealth and webinar sessions for clients, staff and families.

The Specialist Clinic LPN arranges appointment bookings for clients referred to the Physician Specialists by other Physicians and nurses in charge (NICs) of health centers in the NWT or physicians located in other provinces and territories. Some minor emergencies are also seen in the Medical Clinic for specific procedures such as dressing changes. The LPN acts as a resource to General Practitioners (GPs) and other health care professionals, in Fort Smith. Decisions and recommendations affect the timely and efficient assessment of the patients ensuring the most effective use of resources.

Based on census and acuity throughout the FSHC the incumbent may be required to provide standardized nursing care to any and/or all of the nursing units within the scope of an LPNs practice, including Emergency, Long Term Care, and the Acute Care Centre.

## **RESPONSIBILITIES**

### **1. The Specialist Clinic LPN acts as the case manager for patients referred to the Physicians and Physician Specialists while collaborating and functioning as part of a team to achieve patient outcomes based on diagnosis and prognosis.**

- The Specialist Clinic LPN will support the Clinic LPN to provide the coordination, communication and continuity for the Physicians and Physician Specialists and the programs they deliver. The incumbent functions on behalf of the Physicians and Specialist when they are unavailable based on standing medical orders. The Specialist Clinic LPN will assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient.
- Notifies Physicians and Specialists and coordinates all activities to ensure that information is dealt with in a timely and effective manner.
- Provides nursing assistance and support to Physicians and Physician Specialists and patients for a wide variety of treatments and procedures, including performing physical assessments and vital signs on each patient, measuring and weighing patients, mixing and administering medications (excluding narcotics), assisting with removing lumps, preparing equipment, assisting with scopes.
- In the absence of the Physician or Physician Specialist, the Specialist Clinic LPN will make decisions and act upon the results of tests to ensure necessary processes are carried out.
- Coordinates schedules for the Physician Specialists as well as for patients in Yellowknife or to the south for medical appointments.
- Familiar with health care applications and processes required for clients to travel outside of community for medical needs.
- Assists with medical travel arrangements when required
- Advocate the dignity and self-respect of patients,
- Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services,
- Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required,
- Apply and promote principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs, and
- Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.

### **2. The Specialist Clinic LPN facilitates implements and modifies patient and family education/teaching based on the needs of the patient.**

- Use a holistic approach for management and self-care of patients and their families,
- Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs,
- Facilitate individual learning in relation to patient illness or injury,

- Research, develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients, (procedure preparation, day surgery, and travel). Participates in program development for specialty program education and teaching.
3. **Performs administrative functions that contribute to the management of the Medical Clinic in accordance with NTHSSA and Health Centre policies, procedures and standards, guidelines, and scope of professional nursing practice.**
    - Provide 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,
    - Provide ongoing evaluation of clients' status and program efficiency.
    - Communicate with other members of the health care team regarding the patient's health care to provide continuity of care and promote collaborative efforts directed toward quality patient care.
  4. **Advocate practice environments that have the organizational and human support systems, and the resource allocations necessary for safe, competent and ethical nursing care.**
    - Collaborate with nursing colleagues 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,
    - Participate in committees, task forces, and research projects as related to the Special Clinics.
    - Orientation of new employees to the unit, services, procedures and mandate.
    - Schedules telehealth sessions as required.
    - Submits monthly statistical report to Supervisor.

## **WORKING CONDITIONS**

### **Physical Demands**

The incumbent is required to be very mobile. In general the environment is similar to a normal office. When performing patient assessment the incumbent will be required to bend and stand in awkward positions, will occasionally lift an oxygen tank and assist a patient get into or out of a wheelchair.

### **Environmental Conditions**

During their shift (100% of time) an incumbent will be exposed to communicable diseases (anthrax, TB, etc.) blood and body fluid, hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risk to the incumbent.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during assessment and continuous observation of patients within the Medical Clinic. The

physical area is not conducive to confidentiality, requiring the Specialist Clinic LPN to be constantly aware of how sound is carrying to others in the area

### **Mental Demands**

The incumbent is exposed to dying and other emotionally disturbing experiences. The Specialist Clinic LPN may be expected to remain calm, controlled and professional, regardless of the situation and to demonstrate care and compassion to the client, family and other members of the health care team.

Within the health profession there is significant lack of control over the work pace, with frequent interruptions that may lead to mental fatigue or stress. There is legitimate concern about being responsible for the lives of residents and patients and their families, risk of assault and unknown and unpredictable situations. Cognitively impaired clients can be combative.

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

- The Specialist Clinic LPN must have a knowledge of and an ability to apply the nursing processes (assessment, planning, implementation and evaluation)
- An ability to educate patients and their families (where applicable) on appropriate self-care methods and techniques.
- 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.
- The Specialist Clinic LPN must be able to provide training, advice and assessment using specialized equipment, medications, tools and techniques.
- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, Homecare, medivac teams etc.) in order to ensure support of patients and their families.
- An ability to operate a desktop computer in order to send and receive electronic mail and conduct research over the Internet.
- An ability to operate and/or use standard medical equipment (such as but not limited to -otoscopes, spirometers, tympanometers, fetal Doppler monitors, respiratory nebulizers, cast cutters, thermometers, sphygmomanometer, blood glucose monitors, sharps, pulse oximeter, etc.)
- An ability to effectively operate non-medical equipment used during the care of patients within the Medical Clinic (these include but are not limited to canes, crutches, wheel chairs, etc.).
- 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.

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

This level of knowledge is commonly acquired through the successful completion of Licensed Practical Nursing Program.

## **ADDITIONAL REQUIREMENTS**

### **Fort Smith Regional Requirements**

Within the Fort Smith Region Licensed Practical Nurses must be registered with the GNWT Registrar and have successfully completed a criminal record check.

Within the Fort Smith Region all Licensed Practical Nurses must be able to acquire within a reasonable time frame and remain current with the following training and/or certifications:

- Blood Glucose Monitoring,
- WHMIS,
- Basic CPR.
- Safety Mask Fit testing
- Medipatient Information system.
- Resident Search Application
- EMR (Electronic Medical Record) training

### **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