



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Nurse in Charge	
Position Number(s)	Community	Division/Region(s)
87-5728	Tulita	Community Health Centres/Sahtu

PURPOSE OF THE POSITION

To provide & manage community health services in Tulita in accordance with established standards of nursing practice, and the values, philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of the community.

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 Tłı̄chǫ 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 Tłı̄chǫ 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 administers all regional health and social services delivered to 4 Community Health Centres and 1 Community Health Station, in the Sahtu Region of the NWT. The NTHSSA provides and supports the delivery of health care services to adults and children on a short term observation, outpatient and outreach basis, in order to enhance healthy communities' well-being through excellence, accountability and respect for regional diversity.

Located within the Harriet Gladue Health Centre, and reporting directly to the Regional Manager, Community Health Centres, the Nurse in Charge (NIC) will manage the delivery of community health services, along with CHN's, who deliver core community health services. The Health Centre is the sole health and social services facility in the community. The Harriet Gladue Health Centre also provides services to a visiting transient population, out of territory clients.

Community Health Services are provided by the NIC, along with two Community Health Nurse positions, who report directly to the NIC. Community Health Services include providing non-emergency medical care; responding to medical emergencies, within & outside the community, that may require decision making outside of the usual policies, procedures and standards of community health nursing care; and delivering core community health programs designed to promote community health and wellness (i.e. including but not limited to Well-Child/Adult clinics, pre and post-natal clinics, school health program, chronic disease clinic (non-communicable disease), immunization programs, communicable disease surveillance, treatment (emergency & sick clinic), and Home Care. The provisions of critical incident services are supported by the other CHNs and physician/NP over the telephone or in person, with further assistance of other health centre staff Promotion & Health Prevention Worker; Mental Health and Addictions Counselor; Child Protection Worker; Home Support Worker; Community Health Worker).

In addition, the NIC directly supervises two Client Services Coordinator, two Home Support Workers and one Community Health Representative. As well as provides administrative guidance and direction to one Operational Technician, one Community Social Service Worker, one Healthy Family and Community Wellness Workers and one Mental Health and Addiction Councilor, who are directly supervised by program specific managers in Norman Wells.

Services may be provided within the Health Centre, via Tele-health, at the community hall, schools or client's home (i.e. Home Care) and are intended to promote a healthy lifestyle, and a decrease in the incidence of disease, injury, and death. Services may be provided on an individual basis or as part of a multi-disciplinary team. The CHN is a member of the Primary Community Care Team (PCCT), as per the Integrated Service Delivery Model (ISDM).

The NIC manages a budget allocated to provide standardized health care programs and services, as determined by the Department of Health and Social Services and the NTHSSA.

The NIC is an RN, who models and promotes excellence through the hands on delivery of nursing care to clients, or by providing seasoned advice, and/or recommendations to Community Health Nurses when faced with difficult or unusual situations. The incumbent helps guide nurses from task orientation, to more empowered analytical thinking, and care giving approaches. These services have a direct impact on the quality of services delivered to clients and their families, and on the cost of the services provided. The NIC is a member of the Primary Community Care Team.

In Tulita, the NIC will be required to provide on-call coverage, on a rotational basis, with the CHNs, during the evening and weekends to provide emergency nursing care. Nurses also provide emergency transportation as per policy and medical rescue in cases of on-the-land medical emergencies and within the community.

RESPONSIBILITIES

1. Manage and coordinate the delivery of nursing services through the Harriet Gladue Hope Community Health Centre.

- Monitor staffing patterns (of all staff) of the health centre, and organize the necessary human resources to meet operational requirements,
- Review and approve bi-weekly time entries in People Soft,
- Ensure that the stock of Health Centre supplies (medical and non-medical) is adequate and arrange for the ordering of supplies as required,
- Manage the performance of staff (i.e. performance appraisals, progressive discipline, etc.),
- Review monthly variance reports with the Manager of Health Services and recommends the reallocation of funding to the Manager, Community Nursing to ensure adequate funds for the delivery of health care programs, and
- Manage the collection and interpretation of health centre statistics, for Senior Management of NTHSSA.

2. Monitor the quality of nursing care, within the Harriet Gladue Health Centre, and identify training requirements of staff, in order to effectively meet the health care needs of community.

- Conduct audits on the delivery of nursing services by individual nurses; identify learning needs; develop nurse specific training plans; and facilitate or arrange for the delivery of training identified within the specific training plans,
- Conduct audits to determine Health Centre wide training requirements and arrange for the delivery or appropriate training accordingly,
- Coordinate services with outside agencies/centres/institutions to facilitate a clients' return to optimal health, and
- Recommend revisions; implement policies and standards of nursing care within the Health Centres.

3. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.

- 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,
- Collaborate with nurses, peers and other members of the health care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and staff, and
- Participates in research (i.e. flu watch), special projects (new immunization programs) and monthly interagency meetings or committees to plan, implement and evaluate joint projects related to the community's health status,
- Report to supervisor any breach in standards of care.

4. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Adult clinics, pre and post-natal clinics, school health program, chronic disease management (non-communicable disease), immunization programs, home care, communicable disease surveillance, non-urgent care (sick clinic) and emergencies. By following the GNWT Health Standards, the core community health programs serve to protect, prevent and reduce the incidence of communicable and non-communicable diseases to promote a healthy life style; and to reduce the incidence of disability and/or death to all community members.

- Deliver a wide variety of core community health clinics and may require development by the incumbent to fit community needs, by utilizing best practices, GNWT Dept. of Health standards of practice and policies, CNA code of ethics and NTHSSA policies.
- Assist in the arrangement of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, OT, PT, SLT, Dietician),
- Evaluate core community health programs on a continuing basis and in consultation with the Manager of Health Services, modify programs for appropriateness to community needs but still maintain core programming,
- Act as a resource for other community based health care workers (Prevention and Health Promotion Workers, Home Support Workers, Community Social Services Worker, Mental Health and Addictions Counselor etc.), and
- Promote a safe and healthy environment in homes, schools and throughout the community.

5. Model excellence by providing direct nursing care to clients using a critical thinking approach, and in accordance with the NWT Dept. of Health and RNANT/NU standards, guidelines and scope of expanded nursing practice to facilitate care of client.

- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach that best meets the needs of the client which include the individual, the family and the community (i.e. assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate assessment & treatment),

- Coordinate the admission and transfer (including medevac) of clients based on the identification of abnormal findings, critical nature of a patient and in consultation with a physician in the Sahtu, or as per protocol, to ensure the client receives appropriate care,
- Maintain client and administrative records following professional and legal guidelines in a confidential, concise, timely and accurate manner,
- Assist clients to achieve their optimum level of health in wellness, illness, injury, & through the process of dying, by providing health promotion and disease prevention, screening diagnostics and palliative care
- Advocate the dignity and self-respect of the client,
- Promote the autonomy of the client and help them to express their health needs and values to obtain appropriate information and services,
- Safeguard the trust of clients that information learned, in the context of a professional relationship, is shared with the health care team only, and with the client's permission, or as legally required,
- Apply and promote principles of equity and fairness, to assist the client, in receiving unbiased treatment, and a share of health services, and with resources proportionate to their needs,
- Package and transport biological samples and pharmaceutical materials in accordance with practice standards (I.E. TOG, WHMIS, Control Drug Act), and,
- Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice, for a Registered Nurse, and Community Health Nurse.

6. Model excellence by facilitating, implementing, documenting and modifying client and family educational/teaching based on the needs of the client, family and community.

- Use a holistic approach to facilitate individual learning of the client and their family in relation to client's illness or injury (i.e. self-care, health promotion, etc.),
- Assess the client for physical and psychological needs, their knowledge of their health, disease process and learning needs, and
- Develop, revise and evaluate on an ongoing basis, educational resources necessary to support clients.

7. Assist Senior Management as requested.

- Follow-up on client concerns, provide time lines and information feedback to Senior Management to be able to handle the client concern.
- Acquires more information on particular incident, reports the finding to senior management.
- May be called upon to travel to another Sahtu community to provide backfill, assist with operations of another Health Centre, orientate and provide knowledge/expertise in a particular field to other regional staff.
- May be requested to participate and represent the NTHSSA on regional and territorial committees.

Workplace Health and Safety

Main Activities:

- Employees of the NTHSSA – Sahtu Region are committed to creating and maintaining a safe and respectful workplace for employees and patients/clients. Building a safe and a respectful workplace is everyone's responsibility.
- All Employees have a professional and personal responsibility to perform their duties to health and safety regulations, standards, practices and procedures.
- All stakeholders --management, staff, Union of Northern Workers (UNW) and Workers' Safety and Compensation Commission (WSCC)-- need to ensure our Joint Workplace Health and Safety Committee works effectively with a shared purpose of continuous quality improvement in health and safety.
- All Employees play an active role in Workplace Health and Safety through their daily activities in identifying risk, prevention 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.

WORKING CONDITIONS

Physical Demands

From time to time (1- 2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes incapacitated patients within the Health Centre, emergency patients coming to the Health Centre and emergency patient who need emergency transportation. You may be required to lift, carry or support the patient into a vehicle, boat or aircraft. Other physical demands are stocking shelves, moving equipment and performing CPR, being on your feet or sitting for long periods.

Environmental Conditions

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. vena-puncture, and during the processing of body fluids for transportation to the Laboratory), body fluid and hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent will be required to travel on small planes, on ice or winter roads when traveling to or from the community. Some communities have limited modern amenities.

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 patients within the Health Care Centre.

Mental Demands

The NIC experiences constant demands from residents within the community who may require nursing care at any time (day or night), that may cause a significant disruption to the incumbent's family and social life. In addition, the incumbent is also subject to disruption in lifestyle due to 7+ days on-call per month. It is normal for the individual on standby to be called back into work (several times a day and night), which causes significant stress on the incumbent, the family and social life. The NIC may be called back to work when not on call to assist in emergency situations.

The NIC must be able to provide medical guidance and intervention to subordinates without the availability of a physician in the community. This may occur after regular hours of operation (even when the incumbent is not on call). Lack of specific or critical medical skills normally provided by a Physician (i.e. surgery) requires the incumbent to make medical judgments beyond the scope of the incumbents training which may cause substantial levels of mental stress on the incumbent.

In addition, within the health care setting there can be significant lack of control over the work-pace, with frequent interruptions {work is often dictated by external factors of the community, both emergent & non-urgent) that may lead to mental & physical fatigue or stress. Concentration and the ability to remember details are important aspects of the job.

From time to time Community Health Centres may be required to provide nursing services to abusive patients, individuals under the influence of drugs or alcohol and RCMP escorts. The NIC may be kicked, pushed, grabbed, spit on, bit, or verbally assaulted. These incidents may occur while the incumbent is on duty as well as when off duty (within a small community it is difficult to separate the individual from the position) As a result, there is a very real concern for safety and well-being which may cause extreme levels of stress & physical harm, on the incumbent, both during and after working hours.

KNOWLEDGE, SKILLS AND ABILITIES

- The NIC must have advanced knowledge of, and an ability to apply, and assess the nursing process (assessment, planning, implementation and evaluation); and current nursing practice (including community health nursing - Public Health & Home Care) to ensure that the patients' physical, emotional, psychosocial, spiritual and educational needs are met.
- Knowledge of advanced biological, physical and behavioral sciences in order to recognize interpret and prioritize findings and determine and implement a plan of care, based on accepted standards of practice, in the GNWT Dept. of Health.

- The NIC must have an ability to provide emergency care and treatment as the position is required to perform transferred health functions beyond normal hospital training. This includes an ability to perform advanced nursing functions such as but not limited to: suturing, vena-puncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears).
- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, x-ray machine, etc.)
- An understanding of and an ability to perform basic laboratory functions such as but not limited to: ESR, HGB, blood smears, pregnancy tests, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery, in accordance to Canadian Laboratory Standards.
- An ability to perform radiological examinations (X-rays) of the chest and extremities and transmit for reading via Di-Pacs computerization.
- An ability to apply and remove casts or splints, emergency stabilization equipment.
- Knowledge of education principles related to adult learners in order to develop and deliver subject specific training and development.
- Knowledge of and ability to operate computer applications (i.e. Microsoft Word, Excel and electronic medical records) in order to complete training materials and presentations, electronic GNWT email, scheduling of appointments and maintenance of health records (iEHR and EMR, Di-Pacs), Share Point NTHSSA for internal messages, forms, links, and the internet in order to conduct on-line research and People Soft (employment records).
- An ability to educate clients and their families (where applicable) on appropriate self-care methods and techniques.
- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of clients and their families.
- An ability to effectively supervise and support staff.
- 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 and in accordance to Access to Information legislation & Public Health, WSCC, etc. mandatory reporting.

Typically, the above qualifications would be attained by:

This level of knowledge is commonly acquired through the successful completion of:

A Degree in Nursing, 3 years of recent nursing experience with at least 1 year experience in a Community Health Centre as a Community Health Nurse and six months of supervisory experience.

Equivalency Knowledge & Experience: Registered Nurse Diploma Program, 5 years of recent nursing experience with at least 1 year experience in a Community Health Centre as a Community Health Nurse with six month of supervisory experience.

(Recent nursing experience is defined as a total of full time hours in the past 5 years)

(Community Health Centre is define in the NWT as a level A, B or B/C facility or equivalency for other provinces and territories)

An ability to obtain a satisfactory criminal record check is mandatory and eligible to work in Canada legally.

Valid 5 Driver's License is mandatory

ADDITIONAL REQUIREMENTS

NTHSSA - Sahtu Regional Requirements:

Within the Sahtu 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 & Transportation of Dangerous Goods
- Certification in CPR & AED.
- Airside Vehicle Operator's Permit (AVOP)
- Canadian Triage and Acuity Scale (CTAS)
- Immunization Certificate
- Other internal certification programs (IO's, Lab, Pharmacy, x-ray)
- Non-violent Crisis Intervention, or similar (or willing to obtain)
- Cultural Training
- Hand Washing Certificate
- Mental Health First Aid
- Applied Suicide Intervention Skills Training (ASIST)
- Training as required by Accreditation Canada

Within a NTHSSA Community Health Centre the following training and/or certification would be definite assets:

- Canadian Nursing Association Certification in Community Health Nursing
- PALS, NRP, ITLS,
- Nursing Advance Practice Certification is highly recommended
- Advanced Cardiac Life Support (ACLS)
- Trauma Nursing Core Course (TNCC)
- Pre- Transportation Patient Preparation Certification (PACKAGING)

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