



Mammography Program Facilitator (LPN) Casual, no guarantee of hours

JOB SUMMARY:

The Mammography Program Facilitator (LPN) is a member of the client care team who uses the nursing process within the scope & standards of practice for Licensed Practical Nurses in the NWT to provide appropriate care for clients who access the programs and services of the Mammography Program. The LPN provides nursing and administrative support services to physicians and nurse practitioners to ensure services to clients are accessible and efficient and in keeping with the HRHSSA philosophy, policies and objectives and within the context of the NWT Breast Health Advisory Committee.

The LPN provides nursing support to the Clinics by assisting physicians/specialists or nurse practitioners in examinations, diagnostic tests and treatments. As a qualified professional and part of the HRHSSA team, the Mammography Program Facilitator **may** be sequestered to areas in urgent need of assistance. On average 100 patients are seen per Mammography clinic; when on sequester, the Specialist clinic processes up to 150 patients per month and up to 100 patients per day at Medical Clinic. The LPN also acts as liaison between clients, staff, physicians and specialists, maintains and promotes communication and is responsible for controlling patient flow. The LPN reports to the Manager, Diagnostic Services, and from time to time, may receive direction from the Mammography Technologist.

The LPN is responsible for coordinating the booking of mammography appointments. The LPN must have an excellent knowledge of the Wolfe EMR system; the DOS based Mammography Breast Screening Program and Medipatient. The LPN is responsible for maintaining the computerized mammography database, and ensuring required letters are sent to the patients and the physicians, as part of the clerical support required for the BSP program. The LPN ensures that the patients booked are eligible and that recommended follow-up has been completed on patients in a timely manner. This requires constant and thorough communication with the referring centers and their ever changing staffs to ensure patient care is consistent and complete.

JOB QUALIFICATIONS:

- **Diploma/degree from a recognized LPN program.**
- **Current registration as an LPN in the NWT.**
- Knowledge & ability to apply the nursing process & current nursing practices.
- Reviewing & understanding practitioner notes, mammography reports, pathology reports, ultrasound reports & x-ray reports requires knowledge, skills & abilities.
- Knowledge of biological, physical & behavioral sciences in order to recognize interpret & prioritize findings to determine & implement the plan of action based on accepted standards of practice.
- Must be able to provide training, advice & assessment using specialized equipment, tools & techniques.
- Sensitive to geographical/cultural needs of the regions & understand how community & culture impact on the delivery of the health care team.
- To be eligible for reassignment to the Medical Clinic, the incumbent must have the Medication Administration, Physical Assessment & Intramuscular Injection courses.
- Computer literacy skills are required. Good working knowledge of schedulers, RIS & information systems (Wolfe), word processing, Word, Excel, Print Shop, & the internet is also required.
- Good communication skills, both written & oral, & the ability to teach clients.
- Knowledge of standard office practices, filing systems, communication formats, & English grammar & punctuation, is essential.
- The incumbent requires the ability to deal compassionately, pleasantly & effectively with people of different cultures while maintaining respect & confidentiality at all times.
- The ability to effectively organize & prioritize workload in consultation with manager is essential.
- Initiative to seek advice & guidance from supervisors & other qualified staff.
- Ability to liaise and/or network with clerical & technical staff from other departments, both internal & external in order to ensure support of patients & their families.
- Ability to work effectively under pressure, handle multiple tasks & meet deadlines while displaying a calm & professional manner.
- Knowledge & understanding of the Canadian Breast Screening guidelines to ensure clients are routed to the correct facility for care, or must be willing to learn.
- Knowledge & understanding of the alpha & numeric BRCA & breast density categorization systems & associated risks to ensure accuracy of Mammography reports, or must be willing to learn.
- The incumbent must be able to self-motivate & work independently.
- Valid Driver's License & BLS are required.

This knowledge is acquired through an accredited post-secondary Licensed Practical Nursing program. Various computer knowledge, along with 2 years of experience in a service-oriented office environment & previous experience with the NWT DOS based Breast Screening database is considered an asset. *Complete Job Description found on www.hayriverhealth.ca under the 'Employment' tab.*

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| Salary: | Range 13, \$41.52 to \$49.58 |
| Status: | Casual, no guarantee of hours |
| Competition #: | 011-22 |
| Closing Date: | Open |

In addition to an attractive salary, we offer a Northern Allowance of \$2.60 per hour up to \$5,282 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Proof of COVID-19 Vaccination is mandatory upon hire. Only those candidates selected for an interview will be contacted.

Interested applicants may apply quoting competition number to:

**Human Resources
Hay River Health & Social Services Authority
Fax: (867) 874-8345
hrhssa_competitions@gov.nt.ca**