



Hay River Health & Social Services Authority | Administration des services de santé et des services sociaux de Hay River
37911 MacKenzie Highway | 37911, route MacKenzie
Hay River, NT X0E 0R6

Job Description

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
U2531, CA1341	Community Health Nurse	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Primary Care & Community Health	Manager, Primary Care & Community Health	Hay River Health and Social Services Authority

PURPOSE OF THE POSITION

To provide community health service in Hay River, NT in accordance with established standards of nursing practice, and the values, philosophy and objectives of the Hay River Health and Social Services Authority (HRHSSA) to ensure the provision of safe standardized health care to the residents of the community.

SCOPE

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, Supportive Living Services and/or H.H. Williams Memorial Hospital (HHWMH). The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling, Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

Located within the Hay River Regional Health Centre, and reporting directly to the Manager of Primary Care & Community Health, the Community Health Nurse (CHN), delivers core community health services to residents in Hay River. The Health Centre is the sole health and social services facility in the community. The Hay River Regional Health Centre also provides services to a visiting transient population and out of territory clients.

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 deliver 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 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 Counsellor; Child Protection Worker, Home Support Worker.

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.

In Hay River, the CHN may be required to provide on-call coverage, on a rotational basis, during the evening and weekends to provide emergency nursing care.

RESPONSIBILITIES

- 1. Provide comprehensive community health services within the regional primary care sites (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment) according to the GNWT Health Standards in order to protect, prevent, and reduce the incidence of communicable disease, to promote a healthy lifestyle, and to reduce the incidence of disability and/or death to all community members.**
 - Deliver a wide variety of community health clinics (both pre-packaged and requiring development by the incumbent to fit community needs) in accordance with the NWT Clinical Practice Guidelines for Community Care Nursing and the NWT Community Health Nursing Program Standards and Protocols.

- Assist in the arranging of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, Dental Therapists, etc.),
- Monitor and deliver care to people returning from medical treatment from other communities (i.e. post-surgical).
- Evaluate community health programs on a continuing basis and modify programs for appropriateness.
- Act as a resource for other community based health care workers (CHA, Community Health Workers, Home Support Workers, etc.).
- Promote a safe and healthy environment in homes, schools and throughout the community.
- Select and dispense therapies based on the identified clinical resources (i.e. formulary, Bugs and Drugs).
- Order and interpret selected diagnostics tests within scope and role, in accordance with established standards of nursing practice.

2. Provide direct nursing care to patients/clients using a problem solving approach and in accordance with the standards, guidelines and scope of expanded nursing practice to facilitate care of patients.

- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient (assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate diagnosis). Coordinate the admission and transfer (including contacting the ambulance) of patients based on the identification of abnormal findings, critical nature of a patient and consultation with the Physician in Yellowknife or other health care providers to ensure the patient receives appropriate care.
- Provide initial emergency care, stabilization and treatment in response to a medical emergency while coordinating transfer to the most appropriate level of care. The CHN is required to perform transferred medical functions.
- Maintain client and administrative records following professional and legal guidelines in a confidential, concise and accurate manner.
- Package and transport biological samples and pharmaceutical materials, and Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.
- Utilizes “practice search” capabilities within the electronic medical record (EMR) to pro-actively seek out panel designated patients due or over-due for preventative health screening in accordance with the NWT Clinical Practice Guidelines.
- Assist patients to achieve their optimum level of health in situations of normal health, illness, injury, or through the process of dying, by providing health promotion and disease prevention, screening diagnostics and palliative care:
 - 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,
- Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice, from a Registered Nurse, and Community Health Nurse.

3. Facilitate, implement and modify patient and family educational/teaching based on the needs of the patient.

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

4. Advocate for 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 and social services care team to advocate for health care environments that are conducive to ethical practice and to the health and well-being of patients and staff.
- Participate in research (i.e. flu watch), special projects (new immunization programs) and monthly interagency meetings to plan, implement and evaluate joint projects related to the community's health status.
- Reports to supervisor any breach in standards of care.
- Supporting activities of the above responsibility.

5. Assist the Manager and/or Senior Management as requested.

- Follow-up on client concerns, provide timelines and information feedback to Manager and/or Senior Management to be able to handle the client concern
- Acquire more information on a particular incident, report the findings to the Manager and/or Senior Management.
- May be requested to participate and represent the HRHSSA on regional and territorial committees.

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 patients 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), body fluid and hazardous materials (sharps, toxic cleaning, biological 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. The incumbent may be required to travel on helicopter or boat for an emergency transportation of a patient. 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 CHN 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+ day's 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. May be called back to work when not on call to assist in emergency situations.

In addition, within the health care setting there can be significant lack of control over the work place, 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 Centre's may be required to provide nursing services to abusive patients, individuals under the influence of drugs or alcohol and RCMP escorts. The CHN 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 CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (community health nursing, including public health and home care) to ensure that the client's 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 care based on accepted standards of practice, in the GNWT Dept. of Health.
- The CHN 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 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 for internal messages, forms, links, and the internet in order to conduct on-line research.

- 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 HRHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of clients and their families.
- 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:

A Degree in Nursing, 2 years of recent nursing experience and completion of the post graduate certificate in Remote Nursing.

Valid Class 5 Driver's License is mandatory.

ADDITIONAL REQUIREMENTS

Proof of immunization in keeping with current public health practices.

Must be registered with the RNANT/NU

Must be able to acquire within a reasonable time frame and remain current with the following mandatory certifications:

- Non-Violent Crisis Intervention
- Blood Glucose Monitoring
- WHMIS
- Internet and e-mail applications
- Fire training and
- BLS Certification
- Hand Hygiene
- CTAS
- NRP
- Second Birth Attendant

Desirable training and/or certifications include:

- ACLS
- TNCC
- PALS
- ENPC

Canadian Nursing Association Certification in Emergency and /or Critical Care Nursing

Position Role in Client & Staff Safety:

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

Commitment to Client Centered Care

Recognizing that our clients are the experts for their own lives, the Hay River Health & Social Services Authority (HRHSSA) is committed to support our clients as leaders to accomplish the goals that they have set out for us in their personal care. The (HRHSSA) will endeavor to provide client centered care through the following:

- Involving clients in their care by reducing barriers that may inhibit our ability to help them.
- Providing a culture that will ensure clients have a voice and participate in their own personal care.
- Empowering clients through improving client satisfaction, enhancing the quality of care and ultimately the quality of life for our clients.
- Focusing on the experience of the client from their perspective and listening to their needs.
- Fostering collaboration between the client and organization by working together to achieve our goals.
- Providing continuous dialogue with the clients to ensure that each and every client is seen as a unique individual.
- Ensuring staff are provided with the training and tools required to complete the best job possible.

Criminal Record Check

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

CERTIFICATION

Position Number: CA1341

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor Title</p> <hr/> <p>Supervisor Signature</p> <hr/> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p>Director/Chief Executive Officer Signature</p>	<hr/> <p>Date</p>
<p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

July 2019 – new

July 2022 – Reporting change from Manager, Acute & Ambulatory Care to Manager, Primary Care & Community Health