

POSITION DESCRIPTION

PART I - IDENTIFYING DATA

11-OG-01

Position No.: 15-785

Department: Health and Social Services

Working Title: Primary Health Care Nurse

Branch/Unit: Community Nursing

Location: Whitehorse

Incumbent: Vacant

Date Position Description

**Supervisor's Name: Nora Trombley
Title: Primary Health Care Nurse in Charge**

Completed: August 25, 2008

Position No.: 15-541

PART II - SUMMARY (broad statement of why position exists)

Reporting to the Primary Health Care Nurse -in-Charge, the incumbent provides both community health and primary health care services through an expanded nursing role. As a team member, the incumbent fosters an environment in which communities, families and individuals can achieve and maintain optimal health through the provision of health education/promotion, disease prevention and treatment services. Duties include providing primary health services, emergency services, assisting with the planning, developing, implementation and evaluation of public health/education programs and performing other related duties which contribute to the optimal functioning of the unit.

** Primary Health Care Nurses provide primary health care services employing knowledge and skills in assessment, diagnosis and treatment in settings where there is minimal or no access to physician and support services such as lab, x-ray and pharmacy. They must work effectively with both registered nurses and medical practitioners in the provision of primary health care to the community.*

A. Duties and Responsibilities

1. Major function - the single most important activity or responsibility required (describe what is done, why it is done, and how it is done):
 - A) Provides primary health care in an expanded role, within the Department's Nursing Scope of Practice (see attached), to stabilize or maximize client health status by:
 - assessing patient's physical, psychosocial, rehab and safety needs;
 - performing physical examinations including appropriate diagnostic procedures utilizing lab and x-ray equipment;
 - evaluating health status based on assessment information and developing appropriate treatment plans;
 - selecting and dispensing drug therapies as per Scope of Practice;
 - instituting therapeutic treatments, including procedures such as suturing, partial casting, dressing wounds, and I.V. therapy, etc.;
 - evaluating treatment results and revising care/treatment plans required;
 - providing direct nursing care to domiciliary patients, out-patients and in-patients of all ages who require short term monitoring/treatment; in-patient care in units where beds are available and policy allows;
 - providing advanced emergency care on a 24 hour rotational basis i.e. emergency deliveries, stabilization of multiple trauma or critically ill medical patients until medical evacuation can be arranged. This will normally occur without the availability of medical support and will require the nurse practitioner to exercise competence in assessment, diagnosis and treatment (including initiation of drug therapy).

- providing emergency medical support for ambulance attendants and serving as medical evacuation escort as needed; travel may be by road, water and/or air to appropriate referral centre;
- making health related referrals to physicians, hospitals or other community agencies; working with visiting physicians to ensure client treatment plans are appropriate and followed-up;
- consulting with Nurse-in-Charge, physicians and other health professionals when diagnosis, care or treatment required is equivocal and/or beyond the nurse's personal or professional scope;

Approximate percentage of job time major function is performed: 40%

2. Other principal activities, (describing for each what, why, and how, and approximate percentage of job time required, rounded off to the nearest 5%, e.g. 20%).

A) Assists in the planning, implementation and evaluation of a comprehensive community and family centered public health service, based on the needs of the community and at-risk population groups, in order to motivate and persuade individuals and families to change unhealthy lifestyles and prevent disease. Services are provided in a variety of settings such as home, school, clinic, etc. Specific Public Health programs include: Well Adult, Prenatal, Well Child, School, Communicable Disease, Geriatric and Chronic Disease Services are provided through:

- assessing health status of client (individuals, families and communities) and working with the client, deciding on and initiating action to meet health needs;
- motivating and assisting community groups (First Nations, schools and agencies, etc.) to identify health needs, establish priorities, implement and follow up action plans and evaluate results. This includes promoting the formation of a local health committee;
- conducting clinics to screen for at-risk conditions e.g. prenatal, chronic disease, vision, hearing, etc.;
- promoting maintenance of health and safety in homes, schools, residences and at risk clients' environments;
- motivating individuals of all age groups to change unhealthy lifestyles by providing counseling and health education (formal and informal), and including topics such as nutrition, prenatal health, growth and development, first aid, child care, etc.;
- liaising with, making referrals to and following up referrals from other community agencies, doctors, specialists or other appropriate people;
- controlling communicable diseases through follow up and treatment of STDs tuberculosis and other communicable diseases, which includes case finding, contact tracing, counseling, immunizing and coordinating or conducting diagnostic tests (e.g. skin tests, x-rays);
- researching, preparing and/or acquiring audio-visual aids and other resource materials suitable for community and unit needs;
- evaluating effectiveness of health teaching and revising strategies as required;
- referring complex problems or issues beyond the nurse's personal or professional scope to the Primary Health Care Nurse -In-Charge.

Approximate percentage of job time: 30%

b) Assists in program management and administration of the health centre/nursing station, to ensure effective, efficient operation of the facility by:

- maintaining client health records, files, statistics and accounts in accordance with Yukon Government policy;

- ensuring confidentiality of client information and records;
- collecting fees for prescriptions and services;
- interpreting division/unit programs and policies to community agencies, clients and staff;
- monitoring maintenance and security of facility and reporting problems to supervisor;
- maintaining safe custody and records of drugs, narcotics, and monies collected for fees for services or prescriptions;
- initiating and/or preparing correspondence, reports, documents and forms according to need and Department policies, protocols, standards and procedures;
- assisting with the assessment and evaluation of programs and services;
- maintaining clinic and office equipment in safe operating condition by doing quality assurance testing on a regular basis;
- ensuring clinic and office equipment and supplies are used only for intended purposes;
- maintaining supplies inventory and processing requisitions as needed according to need and departmental policies, protocols, standards and procedures;
- conducting professional and unit affairs in a manner that maintains optimum client services and departmental image;
- maintaining harmonious public relations, consistent with Department policies and professional ethics;
- packaging/receiving and shipping of dangerous goods including biological, oxygen, lab specimens, sharps etc. according to TDG guidelines;
- reporting extraordinary incidents and unusual situations to the responsible supervisor.

Approximate percentage of job time: 25%

3. Examples of additional activities which may be performed from time to time:

Providing professional direction to registered nurses who do not have advanced nursing training.
 Participating in meetings, conferences, courses and professional in-service training sessions.
 Maintaining current knowledge in the areas of community health and community development (e.g., through review of professional literature).
 Informing the Nurse-in-Charge of safety issues, and following safety rules and procedures in the workplace.
 Assisting with orientation of new or replacement staff; participating in special projects or studies.
 Mentoring nursing students and relief staff .
 Testifying in court as required.
 Acting as Nurse in Charge as requested when incumbent is absent.

Approximate percentage of job time: 5%

4. Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position?

One year, to become familiar with the annual cycle of programs and activities (e.g., school health program); to become familiar with other community organizations, agencies, government departments and groups; and to become knowledgeable about needs, priorities and services relevant to the community.

B. Problem-solving and decision-making

1. a) List any Acts, Regulations, and/or Policies/Procedures with which the incumbent must be fully familiar in order to perform the position's functions: (e.g. Motor Vehicle Act, Business Corporations Act)
- Yukon Health Act *
 Yukon Public Health Act *
 Yukon Coroner's Act *
 Mental Health Act *
 Pharmacy Act*
 Medical Professions Act*
 Yukon Territorial Government Policies and Procedures *
 ATIPP (Access to Information Protection of Privacy Act)*
 YRNA/CNA Code of Ethics and Standards of Conduct
 YGEU Collective Agreement (relevant sections)
 Non-insured Health Programs (Health Canada)
 Nursing Scope of Practice (Yukon approved)
 Yukon Nursing Procedure Manual
 Yukon Drug Formulary and Narcotic Policy
 Nurses' Drug Classification System (Yukon approved)
 Transportation of Dangerous Goods Regulations *
 WHMIS regulations
 Canadian and Yukon Immunization Guidelines
 Community Health Nursing Program Guidelines
- * sections of Acts or Regulations*
- b) Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.
- The incumbent is responsible for providing a safe standard of patient care and for maintaining ethical standards and standards of conduct associated with the nursing profession, including protecting client rights and ensuring confidentiality of client information. The incumbent is responsible for interpreting and applying various sections of the above regulations and policies as they relate to the services they provide.
2. a) Describe the kinds of recommendations the incumbent is regularly required to make and to whom:
- treatment and medical care referral to other health professionals/physicians - to clients;
 - recommends and motivates clients to change lifestyles to promote improved health - to clients and their families;
 - recommends health care plans and priorities - to community groups/agencies;
 - recommends training and program activities - to school administrators and teachers;
 - recommends equipment purchase and changes to policies, procedures, services, activities and budgets - to Manager Community Nursing or Primary Health Care Nurse -in-Charge.
- b) Who normally makes the final decisions with respect to those recommendations?
- The recipient(s) of the recommendations, as noted in section B.2.a) above.
3. a) Describe the kinds of final decisions regularly made for which the incumbent is held accountable.

Decisions in medical emergency and evacuation situations; decisions on advice provided to community organizations, agencies and clients; decisions on treatment (including initiation of drug therapy) and care regimens based on provisional diagnoses; decisions on community-specific content in training materials and classes/workshops;

- b) What is the direct impact of those decisions?

Decisions made in the course of daily medical assessments and medical emergencies impact on patient recovery. Inappropriate decisions on the need or method for medical evacuation or individual treatment could result in death or serious medical consequences for the client and/or community. Inappropriate decisions could result in major unnecessary costs and professional practice liability up to ten million dollars. Decisions surrounding community health programs and services could effect general health status in the community, effectiveness and efficiency of program and service delivery, and/or public confidence in, and credibility of, the unit and the department.

C. Freedom to Act

1. Describe the way in which this position receives direction:

Priorities, work scheduling and routine work activities are set in conjunction with the supervisor and implemented by the incumbent, within broad direction and guidelines. Consultations/direction may be obtained from other clinical practitioners. The incumbent has independence in planning and achieving established goals and priorities, in determining operational work methods and processes. Regular and ad hoc discussions are held with the supervisor to exchange information, problem solve and address unique issues.

2. What legislation, regulations, procedures or established practices guide, constrain, or limit the activities of this position?

See B. 1. (a) above

3. How is the work of the position normally checked or evaluated?

The work of the position is evaluated on an ongoing basis through discussions and ad hoc reviews with the supervisor. Formal performance reviews/discussions are conducted annually. Feedback from other health professionals, clients, community organizations, agencies and key contacts provides significant input to ongoing and formal performance reviews.

4. What types of decisions are normally referred to the supervisor? (Give examples)

Politically sensitive issues or problems; media relations and inquiries; complex or extraordinary issues and clinical problems that fall outside the incumbent's expertise or scope of practice; policy and program changes.

D. Financial Accountability

1. Program dimensions:

- a) Annual budget (for unit under the direct control of the position):

Fiscal year:

Annual Payroll:

O & M Budget (excluding payroll):

Capital Budget (excluding payroll):

Revenues:
Recoveries:

N/A

Who prepares the budget?

What is this position's accountability for budget once allocated:

N/A

b) Does position have authority/ability to reallocate resources?

N/A

c) Signing authority levels:

None

2. Other expenditures or revenues influenced by this position and how.

Clinical management decisions by nurse practitioners significantly influences medical evacuation costs, admission rates/costs at Whitehorse General Hospital and costs to Yukon Pharma Care, Chronic Drug and Children's Drug and Optical Program. The rate per patient day at Whitehorse General Hospital is \$785. A medical evacuation in-territory averages \$3000.

E. Management/Supervision of Human Resources

1. No supervisory duties.

2. Supervisory duties:

a) Number of positions supervised directly:

Permanent
 Aux/Casual

Number of positions supervised indirectly:

Permanent
 Aux/Casual

b) Nature of supervision:

- a) show colleagues how to do tasks
- b) train other employees in work procedures
- c) assign work and review for quality/quantity
- d) establish work priorities and schedules
- e) change duties and responsibilities
- f) participate with supervisor in employees' performance evaluation, or
 formally appraise employees' work performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments
- g) recommend appointment or rejection upon completion of probationary period
- h) interview employees with attendance or performance problems
- i) act as first formal step in the grievance procedure
- j) interview candidates for vacant positions in the unit

- _____ k) give opinion to supervisor on selection of new employees, or
- _____ make final decision on selection of new employees
- _____ l) other

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
Nurse-In-Charge	Work assignments/scheduling; problem solving; information exchange; coordination of activities.	Daily
Division/unit staff	Identify priorities; exchange information; provide support to programs/activities; coordination and integration of programs and activities	Daily
Clients/patients	Provide primary health services; provide information about programs/ services; answer inquires, make appointments; conduct clinics and classes; make home visits; conduct diagnostic tests; motivate and persuade individuals to change unhealthy lifestyles	Daily
General public	Motivate changes in lifestyle that will affect population health determinants; receive and answer inquires; provide information about programs/services; make appointments or referrals; provide health care information and training	Daily
Community organizations, groups, First Nations, other government departments, schools, doctors	Motivate, persuade and assist groups to take action on issues that affect the health of the community. including soliciting information on priorities, provide advice on program/service/ training needs and assist with community health planning	Weekly
Health & Social Services and other departmental units/staff members	Provide/exchange information on clients or client charts; exchange information on administrative matters	Daily
Professional colleagues	Maintain up-to-date knowledge; exchange information; discuss/ resolve problems of mutual interest	Weekly

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>What percentage of the time?</u>
Diagnostic testing and screening equipment such	Physical assessments	15%

as x-ray machines,
lab equipment,
audiometers, ECG,
otoscopes

Treatment equipment such as suction machines, I.V., pumps, suturing materials	Treatment procedures	10%
Microcomputer and applications programs	Process correspondence and reports; maintaining records and statistics; electronic mail	5%
Telephone/fax/radios	Daily communications and after hour, on call availability	10%
Motor vehicle	Home and residence visits throughout community; duty travel for meetings, conferences and in-service training	5%
Photocopier	Copy resource materials and classroom materials	<5%
Autoclave	Sterilizing equipment	<5%
Audio-visual equipment	Set up classroom and training sessions	<5%

H. Working Conditions

Describe any adverse conditions that are normal and expected in the job.

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>What percentage of the time?</u>
Clinic supplies, boxes of brochures, pamphlets and other program materials	10-15 kg	10%
Clinic and testing equipment	5-15 kg	5%
Lifting and moving patients (with assistance if available)	Up to 80 kg	<5%
Audio-visual equipment	10-20 kg	<5%

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?

<u>Type</u>	<u>What percentage of the time?</u>
Sitting	35%
Standing/walking	50%
Driving	5%
Lifting/bending	10%

c) Describe any physical hazards present:

<u>Type</u>	<u>What percentage of the time?</u>
Exposure to clients/patients who are ill or have communicable diseases, exposure to lab specimens and body fluids; exposure to needle punctures	90%
Occasional exposure to confused, combative or intoxicated patients	10%
Exposure to radiation (X-rays)	<5%
Exposure to chemical supplies which may be caustic, sharps and biological supplies which require careful handling of containers	5%
Driving in adverse weather and road conditions	<5%
Responding to medical emergencies which occur in a variety of settings outside the work place (highway, ditches, residences)	5%
Requirement to stock narcotics in the work place creates a potential hazard for theft and physical violence	100%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>What percentage of the time?</u>
Exposure to video display terminals for extended periods	<5%
Frequent on call responsibilities resulting in sleep deprivation	10%

e) Interpersonal Conditions Check any of the following conditions which are normal and expected in the job and give examples.

- high level of dissatisfied clients
- high level of emotional clients
- potential physical abuse from clients
- regular critical deadlines (e.g., seeing patients, preparing for and setting up clinics and classroom sessions, preparing monthly reports)
- high level of irregular critical deadlines (e.g. with medical emergencies or drop-in patients who need immediate attention)
- constant interruptions (e.g. of walk-in clients and telephone calls)
- instructions from more than one source (e.g. , doctors and other organizations/groups)
- Other: potential for verbal abuse from angry/upset client; patients may also be intoxicated, combative and/or distraught. Regular requirement to work alone.

Work is often required outside of regular working hours to cope with medical emergencies or care for in-patients. The incumbent is routinely scheduled to work a rotating on call schedule which may represent up to 100% of normal non-working hours. This places an extreme strain on personal life, far beyond the value of the required compensation. Working alone/in isolation can be stressful due to the concern for personal safety added to this is the stress of the incumbent constantly facing the possibility of the unknown major medical event.

f) Travel Required

a)	average number of trips annually	<u>1 - 3</u>
b)	average number of days per trip	<u>3</u>
c)	average distance per trip	<u>200-1000KM</u>
d)	most frequent mode of transportation	<u>Car</u>

In addition, extensive local travel is required to make home and residence visits, school visits, etc.

I. Organization Chart

- Complete portion above dashed line whether his position supervises others or not.
- Complete portion below dashed line if this position supervises others.

Title: Community Nursing Manager
Pos. No.: 101736
Classification:
Rating:

Title: Primary Health Care Nurse In-Charge
Pos. No.: 103317
Classification:
Rating:

SUPERVISOR'S POSITION

Title:
Pos. No.:
Classification:
Rating:

Title: Clerk Receptionist
Pos. No.: 15-826-845
Classification:
Rating:

Title: Primary Health Care Nurse
Pos. No.: 100215
Classification:
Rating:

Title:
Pos. No.:
Classification:
Rating:

PEER POSITIONS

SUBJECT POSITION

PEER POSITIONS

Title:
Pos. No.:
Classification:
Rating:

Title:
Pos. No.:
Classification:
Rating:

Title:
Pos. No.:
Classification:
Rating:

Title:
Pos. No.:
Classification:
Rating:

Title:
Pos. No.:
Classification:
Rating:

SUBORDINATE POSITIONS

Subordinate Summaries - N/A

PART II - Signatures

Supervisor:

I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

Incumbent (where applicable):

I have read the foregoing position description and understand that a general description of the duties assigned to the position occupied by me.

Immediate Supervisor or Branch Head

Incumbent's Signature

Date: _____

Date: _____

PART III - QUALIFICATIONS

(To be completed by Departmental Administrator in conjunction with this position's supervisor)

A. Knowledge and Skills Required

Knowledge of practices and principles of community health nursing, including community development principles.
Knowledge of advanced nursing practice, including physical assessment and treatment modalities.
Ability to perform "transfer medical functions" as defined in the Yukon "Scope of Practice".
Ability to provide a broad range of community health programs, relevant to client/community needs in a cross cultural setting.
Strong communication skills both orally and in writing.
Strong motivational skills.
Effective interpersonal skills in developing working relationships and dealing with staff, clients and the general public.
Initiative and professional judgment.
Strong problem solving skills.
Flexibility

B. Licenses, Certificates Required

(Give title and section of any legislation, regulations, or other authority where applicable)

A baccalaureate degree in nursing (e.g., BScN) from a Canadian university, OR a recognized equivalent OR a certificate or diploma in community health from a Canadian university, or a recognized equivalent approved by the Yukon Government

AND

- Completion of designated program(s) in clinical treatment and/or outpost nursing as approved by the Yukon Government
- Current registration (RN) as a member in good standing with the Yukon Registered Nurses Association
- Current BCLS certification

- Valid Yukon Class 5 driver's license

C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.

Knowledge of mandate, jurisdiction, services and activities of other organizations and agencies involved in development and delivery of related community and public health programs.

Departmental Administrator:

Comments:

Deputy Minister:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

Signature

Date: _____

Signature

Date: _____