

## POSITION DESCRIPTION

### PART I - IDENTIFYING DATA

09-OG-11

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<b>Position No.:</b> 15-864	<b>Division:</b> Community Nursing
<b>Working Title:</b> General Duty Nurse	<b>Unit:</b> Watson Lake Hospital
<b>Incumbent:</b> Vacant	<b>Location:</b> Watson Lake
<b>Supervisor's Name:</b> Sue Rudd	
<b>Title:</b> Nurse-in-Charge, Watson Lake Hospital	<b>Date Position</b>
<b>Position No.:</b> 15-609	<b>Description Completed:</b> January 30, 2001

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### PART II

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#### **SUMMARY (broad statement of why position exists):**

Reporting to the Nurse-in-Charge, the incumbent administers and implements the medical and therapeutic programs ordered by the physician. As a team member, through the provision of treatment services, and health education the incumbent fosters an environment in which clients can achieve and maintain optimal health. Duties include; providing inpatient and outpatient/emergency care for the patient; assisting with planning, implementing and evaluating a comprehensive family service and performing other related duties which contribute to the optimal functioning of the unit. Acts as charge nurse as required.

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#### **A. Duties and Responsibilities**

**1a. Major function - the single most important activity or responsibility required (describe what is done, why it is done, and how it is done):**

Provides nursing care utilizing nursing history and written care plans, and applying the nursing process, prepares and implements individual nursing care plans in order to stabilize or maximize client status for both outpatients and inpatients by:

- assessing and determining the patient's physical, psychosocial and rehabilitation needs;
- determining actions to be taken to carry out the physician's orders and to attain the nursing goals;
- communicating plans to other nurses and hospital care attendants;
- evaluating effectiveness of the care plan and revising the care plan as required;
- initiating therapeutic treatments including dispensing medications, dressing wounds, venipuncture, taking and developing x-rays and IV therapy, as per physicians orders and nursing care plans;
- providing emergency care for stabilization of multiple trauma or critically ill medical/obstetrical patients until medical evacuation can be arranged;
- receiving ambulance requests, assessing the nature of the request, and dispatching appropriate personnel i.e. ambulance personnel and nursing staff when required;

- liaising with ambulance personnel from Yukon or other jurisdictions to arrange medevacs and transfers to secondary or tertiary care facilities;
  - collecting monies from clients and issuing receipts;
  - consulting with Nurse-in-Charge and physicians when diagnosis, care or treatment required is equivocal and/or beyond the nurses personal or professional scope.
- 1.b.** Assists in the planning, implementing and evaluation of a comprehensive family centered service for inpatients and outpatients, based on the needs of the client, in order to motivate and persuade clients to change unhealthy lifestyles and prevent further disease by:
- assessing health status of client and working with the client, deciding on and initiating action to meet health needs;
  - promoting maintenance of health and safety in homes;
  - motivating individuals of all age groups to change unhealthy lifestyles by providing counseling and health education, and including such topics as nutrition, growth and development, child care, etc;
  - liaising with, making referrals to public health, home care or other appropriate agencies;
  - evaluating effectiveness of health teaching and revising strategies as required; and referring complex problems or issues beyond the nurse's personal or professional scope of practice to the Nurse-in-Charge and/or physician.

**Approximate percentage of job time major function is performed: 85%**

- 2. Other principal activities in order of importance (for each, describe what, why, how, and approximate percentage of job time rounded off to the nearest 5%; e.g., 20%):**

Assists in program management and administration of the hospital, to ensure effective, efficient operation of the hospital by:

- planning, as part of the health care team, to provide the appropriate type and amount of care to meet patient needs;
- maintaining medical and drug supplies inventory and processing requisitions as needed according to need and departmental policies, protocols, standards and procedures;
- maintaining client health records, files, and statistics in accordance with Yukon Government policy;
- ensuring client confidentiality of client information and records;
- monitoring maintenance and security of facility and reporting problems to supervisor;
- maintaining safe custody and records of drugs and narcotics;
- initiating and or preparing correspondence, reports, documents and forms according to need and Department policies, protocols, standards and procedures;
- assisting the Nurse In Charge with assessment and evaluation of programs and services by providing oral and written feedback;

- maintaining hospital equipment in a 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;
- conducting professional and unit affairs in a manner that maintains optimum client services and departmental image;
- packaging/receiving and shipping of dangerous goods including biological, oxygen, lab specimens, sharps etc. according to TDG guidelines;
- providing support and direction to support staff and dealing with emergent administrative issues during nights, weekends, statutory holidays and in the absence of the Nurse in Charge;
- reporting extraordinary incidents and unusual situations to the responsible supervisor.

**Approximate percentage of job time : 10%**

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

- participating in meetings, conferences, courses and professional in-service training sessions.
- evaluating nursing care, nursing service policies and procedures;
- testifying in court as required;
- acting as the Nurse-in-Charge as requested when Nurse In Charge incumbent is absent;
- mentoring nursing students and relief staff;
- escorting patients to and from the hospital by air, road ambulance, etc. as required;
- participating in hospital activities (i.e. health awareness week) related to the community;
- keeping informed about current trends and new nursing techniques through reading of periodicals, reference texts, etc. and by attending educational conferences, seminars, as circumstances permit; and
- informing the Nurse-in-Charge of safety issues and following safety rules and procedures in the workplace
- other related duties and special projects as needed

**Approximate percentage of job time : 5%**

**4. Approximate length of time required for a fully qualified employee from outside the work unit to reach the full working level of the position is:**

Six months to one year if the incumbent has previous nursing experience.

**B. Problem-solving and decision-making**

1. a) **Acts, regulations, and/or policies/procedures with which the incumbent must be fully familiar in order to perform the functions of the position include:**

Yukon Coroners Act (relevant sections)  
Mental Health Act (relevant sections)  
ATIPP (Access to Information Protection of Privacy Act)(relevant sections)  
YRNA/CNA Code of Ethics and Standards of Conduct (relevant sections)  
YGEU Collective Agreement (relevant sections)  
Yukon Drug Formulary and Narcotic Policy  
WHMIS regulations  
Yukon Immunization Guidelines (relevant sections)  
Yukon Territorial Government Policy and Procedure Manual  
Watson Lake Hospital Policy and Procedure Manual  
Accreditation Standards (relevant sections)  
Medical Professions Act (relevant sections)

- b) **If the position is responsible for interpreting, administering, or enforcing any of the above, 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 patient rights and ensuring confidentiality of client information. The incumbent is responsible for interpreting and enforcing various sections of the above regulations and policies as they relate to the services they provide.

2. a) **The kinds of recommendations the incumbent is regularly required to make and to whom:**

From observations of patient's reactions to treatment, makes recommendations to doctors or provides suggestions for changes in nursing care plans, e.g. changes in medication, treatment procedures, and diagnostic tests; general recommendations on training needs, patient safety, dietary recommendations, contact support groups. Recommends and motivates clients to change lifestyles to promote improved health- to clients and their families. Recommends equipment purchase and changes to policies and procedures, services, and activities to the Nurse-in-Charge or Community Nursing Manager.

- b) **Who normally makes the final decisions with respect to those recommendations?**

The recipient(s) of the recommendations, as noted in section B. 2a) above.

3. a) **Describe the kinds of final decisions regularly made for which the incumbent is held accountable.**

Decisions on emergency care for critically ill patients, including intervention in life saving circumstances prior to a physician being called; determining patients readiness to assume self care.

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

Decisions made in the course of daily assessments impact on patient recovery. Inappropriate decisions could result in death or serious medical consequences for the client. Inappropriate decisions could result in major unnecessary costs and professional practice liability up to ten million dollars.

**C. Freedom to Act**

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

Specific direction is provided by the Nurse-in-Charge and direction is provided by doctors regarding medical care. Incumbents function independently in providing patient care and are accountable for their actions. 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?**

Directly by Nurse-in-Charge during rounds; feedback from physicians and others on health care team; medication audits; medical records review of charts; feedback from patients and patients families; and annual performance evaluation.

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

Any change in patients' condition (i.e. illness requiring one on one nursing, death of patient). Need for additional staff to deal with high workload. 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:** N/A

Annual Budget for Fiscal year:

Annual Payroll:

O&M Budget (excluding payroll):

Capital Budget (excluding payroll):

Revenues:

Recoveries:

The budget is prepared by:

The position's accountability for the budget, once allotted is:

b) The position's authority/ability to reallocate resources is: N/A

c) Signing Authority Levels: None

2. Other expenditures or revenues influenced by this position include:  
None

E. Management/Supervision of Human Resources

1. No direct supervisory responsibilities.

2. Supervisory responsibilities: (Note these duties are only provided during nightshift by Night nurse on duty. Supervision is restricted to giving instructions)

a) Number of positions supervised directly:

Permanent

2 Term (Hospital Care Attendants)

Casual

b) Number of positions supervised indirectly:

Permanent

Term

Casual

c) 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 evaluations; or

formally appraise employees' work performance and discuss appraisals 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**

<b><u>Who (what positions or groups)</u></b>	<b><u>Purpose</u></b>	<b><u>Frequency</u></b>
Patients and families	Care, teaching and counseling, motivate and persuade individuals to change unhealthy lifestyles	Daily
Nurse-in-Charge	Exchanging info, solving problems, work schedules	Daily
Coworkers	Exchanging info, solving problems	Daily
Doctors	Direction, info exchange on patients	Daily
Community Agencies	Arranging follow-up care for patients being discharged	As required
School Counselors, Teachers, Social Workers	Info exchange, case conferences	As required
Public Health	Exchange patient information	Once per week

**G. Tools, Equipment or Machinery Used**

<b><u>Name</u></b>	<b><u>Purpose</u></b>	<b><u>% of Time</u></b>
Diagnostic testing and screening equipment such as x-ray machines, x-ray processor, lab equipment, ECG, otoscopes, oxygen saturation, blood pressure cuffs, stethoscope	Physical assessments	50%
Treatment equipment such as suction machines, I.V. pumps	Treatment procedures	25%
Patient lift	Lifting heavy patients	<5%

**H. Working Conditions**

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

a) **Weights lifted:**

<b><u>Type</u></b>	<b><u>How Heavy</u></b>	<b><u>% of Time</u></b>
Daily lifting of patients from stretcher to bed, to baths, wheelchairs, etc.( with assistance )	100 too 250 pounds	20%
Various equipment	10 to 50 pounds	10%

b) **Physical Effort:**

<b><u>Type</u></b>	<b><u>% of Time</u></b>
Sitting (highly variable)	10%
Standing and walking	60%
Bending and lifting	30%

c) **Physical Hazards:**

<b><u>Type</u></b>	<b><u>% of Time</u></b>
Exposure to confused, combative, alcoholic and psychiatric patients	15%
Continuous exposure to infectious diseases	100%
Exposure to needle punctures	10%
Exposure to chemical supplies (cleaning & lab solutions) which may be caustic, sharps and biological supplies which require careful handling of containers	40%
Requirement to stock narcotics in the work place creates a potential hazard for theft and physical violence	100%
Autoclaving	10 %
Exposure to X-rays	5%

d) **Physical conditions leading to discomfort:**

<b><u>Type</u></b>	<b><u>% of Time</u></b>
Requirement for hospital building to be warm for patient comfort	100 %

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

- high level of irregular critical deadlines
- constant interruptions
- instructions from more than one source
- other: potential for verbal abuse from angry/upset client; patients may also be intoxicated, combative and/or distraught. Regular requirement to work alone on most nights.

f) Travel Required

- a) average number of trips annually            1        in Yukon
- b) average number of days per trip            5
- c) average distance per trip                    500 km one way
- d) most frequent mode of transportation      car

**I. Organizational Chart**

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

Title: Community Nursing Manager
Pos'n No.: 15- 542
Classification: ST-19
Rating:
Title: Nurse-in-Charge , Watson Lake Cottage Hospital
Pos'n No.: 15- 609
Classification: ST-17
Rating:

**SUPERVISOR'S POSITION**

Title: General Duty Nurse	Title: General Duty Nurse	Title: General Duty Nurse	Title: General Duty Nurse	Title: General Duty Nurse
Pos'n No.: 15- 610/612/839	Pos'n No.: 15- 613/619/621/622	Pos'n No.: 15- 800/801/802/803/805	Pos'n No.: 100810/100896/100923	Pos'n No.: 15-850/864 873/880/806/793
Class'n: ST-15	Class'n: ST-15	Class'n: ST-15	Class'n: ST-15	Class'n: ST-15
Rating:	Rating:	Rating:	Rating:	Rating:

**SUBJECT POSITION**

Title:	Title:	Title:	Title:	Title:
Pos'n No.:	Pos'n No.:	Pos'n No.:	Pos'n No.:	Pos'n No.:
Class'n:	Class'n:	Class'n:	Class'n:	Class'n:
Rating:	Rating:	Rating:	Rating:	Rating:

**SUBORDINATE POSITIONS**

**Subordinate Summaries**

1. Position Title:  
Position No.:  
No. of Employees Supervised:  
Major Duties:

2. Position Title:  
Position No.:  
No. of Employees Supervised:  
Major Duties:

**PART II - Signatures**

**1. Supervisor:**

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

**2. Incumbent (where applicable):**

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

\_\_\_\_\_  
Immediate Supervisor or Branch Head

\_\_\_\_\_  
Incumbent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**PART III - QUALIFICATIONS**

**A. Knowledge and Skills Required**

- Knowledge of general practices and procedures of hospital nursing care.
- Knowledge of trends and developments in the nursing field.
- Ability to provide professional nursing care in a cross cultural environment
- Ability to instruct patients and their families in health and rehabilitation practices.
- Ability to communicate effectively orally and in writing.
- Ability to provide a wide range of hospital nursing services
- Ability to work as an interdisciplinary team member
- Ability to use initiative and good judgment
- Problem solving skills
- Effective interpersonal skills

**B. Licences, Certificates Required  
(Give title and section of any legislation, regulations or other authority, where applicable.)**

A degree in Nursing from a Canadian university or a recognized equivalent or a diploma from a recognized school of nursing or recognized equivalent.

Current Registration and a member in good standing with the Yukon Registered Nurses Association

Current BCLS certification.

Security Clearance is required.

A Medical Clearance is required.

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 include:**

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**Director, Personnel Services:  
(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**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**