

## 1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
10-4797	Community Health Nurse	Supervisor Community Health Programs	10609-01-2-250-1000000-01
Department	Division/Region	Community	Location
Health & Social Services	Nunavut	Pangnirtung	Health Centre

## 2. PURPOSE

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>The Community Health Nurse assists clients, who may be individuals, families or communities, in promotion, protection and restoration of health, in order to educate about, prevent and reduce the incidence of disease, disability and death. The Community Health Nurse provides a comprehensive community health service in conjunction with the health care team and works within the context of Primary Health care to improve the capacity of clients to “adapt to, respond to or control, life’s challenges and changes”.</p>
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## 3. SCOPE

<p><b>Describe in what way the position contributes to and impacts on the organization.</b></p> <p>Determination and provision of health interventions (health promotion, occupational health and safety, public health, community development and curative treatment) have a direct impact on the health status of clients and the community. This position contributes to the efficiency and effectiveness of the health center operations.</p>
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## 4. RESPONSIBILITIES

<p><b>Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.</b></p> <p><b>Provides professional nursing care to clients by:</b></p> <ul style="list-style-type: none"> <li>▪ applying the nursing process (assessment – including diagnosis, planning, implementation, evaluation) to intervene in the disease process and restore health</li> <li>▪ providing short-term inpatient care as required</li> <li>▪ performing nursing, sanctioned/transferred medical and related practice functions according to the Policies and Procedures established by the Department</li> <li>▪ conducting general treatment clinics and providing emergency treatment services</li> </ul>
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- making decisions regarding client management including crisis management and facilitating referral in consultation with supervisor and/or other professionals
- identifying and utilizing available support agencies and resource people
- arranging for safe client transport in consultation with the supervisor and/or other health care professionals as required and acting as a medical escort when required
- participating in individual/family case conferences with nursing, medical staff and/or other health care providers
- prescribing and dispensing pharmaceuticals in accordance with established regulations, policies and safety procedures
- participating in the delivery of health services to satellite communities, where applicable, by visits and through radio, radio-telephone or telephone consultations
- maintaining confidentiality of all client related information

**Plans, implements and evaluates community public health activities, specific health protection, surveillance, education and promotion activities by:**

- applying the nursing process to assess clients (individual, families, or community) to identify needs, develop programs/services, implement health promotion/disease prevention strategies including utilization of appropriate resources and methods of delivering information
- demonstrating awareness of Inuit culture and traditions and incorporating this knowledge into practice
- recognizing and reacting to cultural differences in the delivery of client education services
- as part of the Health Care team participates in ongoing evaluation of Community Health Programs/Services modifying programs for appropriateness
- conducting a wide variety of speciality public health clinics (e.g. prenatal, well child and well baby, TB)
- participating in communicable disease control, chronic disease surveillance, home visits, health education classes/sessions and school health programs
- acting as a resource to the Community Health Representative
- promoting a safe and healthy environment in homes, schools, day care centres, boarding homes, worksites and the community
- participating in occupational health and safety activities in the workplace (pre-employment physicals, WHMIS)
- noting any environmental safety hazards at worksite and advising supervisor
- maintaining an up to date knowledge of the working and community disaster plans and procedures and participating in disaster exercises
- participating in interagency meetings to plan, implement and evaluate joint projects related to health and well being of the community
- assisting the Community Health Representative in organizing, coordinating and facilitating health oriented workshops, seminars and health education classes/sessions for the community based upon identified needs (e.g., prenatal, postnatal, healthy lifestyles, child safety, parenting, AIDS)
- enabling communities to identify, take ownership and action for resolution of health issues/concerns
- maintaining confidentiality of work related information

**Performs administrative functions by:**

- participating in the orientation, support and guidance of new nurses and Community Health Representatives, Community Living Workers, physicians, health care students and other health and social service staff
- contributing to performance evaluations of staff as required
- delegating work assignments to appropriate community health staff (e.g., community health representative)
- performing regular maintenance checks of medical equipment
- handling personal, telephone or written inquiries from clients, administration, physicians and the general public
- performing delegated administrative functions, preparing reports, processing correspondence and reports, requisitions, processing and receiving supplies and equipment
- requisition, processing/handling and receiving pharmaceutical agents including narcotics, as delegated
- maintaining client and administrative records in concise, accurate and confidential manner within professional and legal guidelines
- attending and actively participating in staff meetings to exchange information and assist in ongoing program planning, implementation and evaluation
- following worksite safety and security rules
- planning for and assisting with physician, specialist and regional staff visits as required
- developing and maintaining good working relationships (e.g. team building) with other agencies, the community, colleagues and supervisor
- participating in Continuous Quality Improvement (CQI) and Risk Management activities

**Maintains a thorough and sound working knowledge of current primary health care and community health nursing practices, skills and knowledge by:**

- attending in-service sessions, conducting self-directed studies and pursuing professional development activities, reviewing current literature
- attending and participating in staff and committee meetings
- obtaining and maintaining certifications for required expanded role competencies
- maintaining a working knowledge of equipment, supplies and materials used in work

**Performs other duties, assignments and projects such as:**

- assuming supervisory functions when authorized
- providing nursing relief at other Health Centres as requested
- preparing and delivering health education material for radio, television, or newspaper in accordance with Policy on media contact
- participating in special projects (e.g., research)
- contributing to the development, editing and preparation of Health Education material
  - assisting with preceptor ship of nursing students enrolled in specific nursing programs.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

- Bachelor of Nursing or a Diploma in nursing with other equivalencies or related experiences such as, a certificate in Public health, Health Canada clinical skills course, an advanced practice course, experience in home care nursing.
- Ability to perform basic nursing, advanced nursing e.g., immunization, venipuncture, basic laboratory work (e.g., WBC, pregnancy tests, blood smears for CBC, hemoglobins), basic radiology (x-ray chest and extremities only), pharmacy (dispensing and prescribing within approved guidelines) and sanctioned/transferred medical functions (e.g., suturing).
- RNANT/NU registration.
- Basic CPR with annual re-certification is required.
- Knowledge of current trends in health promotion/disease prevention practices and programs.
- Well-developed skills in order to communicate/teach effectively on an individual or group basis within a cross-cultural setting.
- Incumbents must be willing to successfully complete all certification programs that are offered in work setting.
- Incumbent must be willing to work in a multi-faceted environment
- Possession of one or more of the following would be preferable but not required upon initial hiring : Basic Trauma Life Support (BTLS), Advanced Cardiac Life Support(ACLS) Neonatal Resuscitation (NALS) fetal monitoring, pelvic examination, labour and delivery experience with advanced obstetrical training
- Cross Cultural training and computer skills as asset

## 6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

### Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

- The incumbent will experience moderate physical fatigue or physical stress as he/she will be expected to perform their duties with minimal supervision. This increases the stress level as in addition to the situational demands; the incumbent must ensure he/she is operating within policy and legislative guidelines.
- The Community Health Nurse operates in a stress filled environment as health care emergencies are frequent.
- The fact that, once decisions are made, based upon the information at hand at the time; additional information may make the decision appear faulty, opening the worker or

supervisor to criticism. Given the nature and confidentiality of our work neither can explain publicly why decisions were made or what they were based upon.

### Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

- The incumbent will experience considerable physical discomfort or moderate risk of accident or ill health as he/she will occasionally be required to carry a variety of equipment and materials.
- Some travel will also cause additional stress as the weather conditions will often be harsh.

### Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.

- The incumbent will have to have considerable sensory attention as it is expected that the incumbent will be able to diagnose his/her patient's with the help of his/her peers and the designated physician.
- The incumbent's attention and exposure to the following will also require considerable sensory attention:
  - Exposure to blood and body fluids – risk can be minimized through use of universal precautions
  - Exposure to animal attacks while on home visits
  - Exposure to emotionally difficult or potentially violent situations at clinic or on home visits
  - Exposure to clients with contagious conditions - risk can be minimized by maintaining immunization status and using infection control measures.
  - Exposure to hazardous substances – risk can be minimized with application of WHMIS knowledge.

**Mental Demands**

<p><b>Indicate conditions that may lead to mental or emotional fatigue.</b></p> <ul style="list-style-type: none"> <li>▪ The need to act and react rapidly, in a focused and well-informed manner is mandatory in this position. The incumbent spends a significant amount of time counseling. This requires excellent communication and facilitation skills. The incumbent spends time at computer writing, reviewing materials, conducting research and communicating with staff, which can result in eyestrain and other physical discomforts.</li> <li>▪ The incumbent is exposed to competing priorities and demands. Dealing with various clients requires creativity, tact and diplomacy. All of which will lead to extreme mental stress.</li> </ul>
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**7. CERTIFICATION**

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p> <p>_____ Date I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.</p>	

## 8. ORGANIZATION CHART

Please Attach Organizational Chart indicating incumbent's position, peer positions, subordinate positions (if any) and supervisor position.

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