

1. IDENTIFICATION

Position No. 10-4791, 4792, 9612	Job Title: Public Health Nurse	Supervisor's Position Manager of Public Health	
Department Health and Social Services	Division/Region Public Health	Community Iqaluit	Location Public Health Office
Freebalance Coding: 10550-01-1-235-1000000-01			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
Under the direction of the Manager of Public Health Programs, assist clients in protection, restoration and promotion of health to prevent and reduce the incidence of disease, disability, and death by providing a comprehensive Community Public Health Service in conjunction with the Health Care Team, in accordance with the established standards of nursing practice in Nunavut and the philosophy and the objectives of the Department of Health and Social Services of the Government of Nunavut.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?
The effective and efficient functioning of a comprehensive Public Health Nursing service directly impacts the demands for service in other areas of the organization and the determinants of overall population health in Nunavut.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers <i>why</i> the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.
Plans, implements and evaluates Community Public Health activities including health protection, surveillance, education and promotion by:
<ul style="list-style-type: none"> Applying the nursing process (assessment, planning, implementation, evaluation) to assess clients (individuals, families, aggregates or community) to identify needs, develop

programs/services, implement health promotion/disease prevention strategies including utilization of appropriate resources and methods of delivering information.

- Recognizing and reacting to cultural differences in the delivery of client education services.
- Evaluating community health programs on a continuing basis and modifying programs for appropriateness.
- Conducting a wide variety of specialty Public Health Clinics and programs: Well Woman, Well Men, Child Health, Diabetes Education, Immunization, International Travel, Sexually Transmitted Diseases and the TB Program.
- Participating in communicable disease control, chronic disease surveillance, home visits, health education classes/sessions, school health programs.
- Acting as a resource to the Nunavut School Health Programs, CHR's, other health care providers and other services agencies/facilities/committees.
- Promoting a safe and healthy environment in homes, schools, day cares centres, boarding homes, work sites and the community.
- Participating in occupational health and safety activities.
- Noting any environmental safety hazards at work sites and notifying the Public Health Supervisor.
- Collaborating with the Environmental Health Officers and others to address concerns of a Public Health nature.
- Maintaining an up-to-date knowledge of work sites 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.
- Organizing, coordinating and facilitating health oriented workshops, seminars and health education sessions/classes for the community based upon identified needs (e.g. prenatal, postnatal, healthy lifestyles, child safety, parenting, AID's, etc.).
- Enabling communities to identify, take ownership and action for resolution of health issues/concerns.
- Advocating for the disadvantaged to promote development of resources and equitable access to health and related service.
- Marketing healthy living skills.
- Maintaining confidentiality of all work and client related information in accordance with policy on confidentiality.

Provides professional nursing care to clients in accordance with established policies and procedures of the Department of Health and Social Services:

- Applying the nursing process to intervene in the disease process and restore health.
- Performing nursing and sanctioned/transferred medical functions according to the established Policies and Procedures in accordance with Department of Health Nursing Services Division; Standards, Policies and Guidelines Administrative Manual.
- Making decisions regarding client management including crisis management and facilitating referral in consultation with the Public Health Supervisor and/or other health care professionals.
- Identifying and utilizing available support agencies and resource people.
- Dispensing pharmaceuticals in accordance with established regulations, policies,

practices and safety procedures.

- Participating in individual/family case conferences with nursing, medical staff and/or other health care professionals.
- Participating in the delivery of health services to satellite communities where applicable through teleconferences and liaison with the CHC NIC's.
- Maintaining confidentiality of all client related information.

Performs administrative functions which may include:

- Participating in the orientation, support and guidance of new nurses, physicians, students and support staff.
- Contributing to performance evaluations of staff as required.
- Delegating appropriate work assignments to Public Health Assistant and support staff.
- Performing regular maintenance checks of equipment.
- Handling in person, telephone or written inquiries from clients, administration, physicians and the general public.
- Performing delegated administrative functions, preparing reports, processing correspondence and reports, requisitioning, processing and receiving supplies and equipment.
- Ordering, processing, handling, receiving and monitoring the storage of pharmaceutical/biological agents as delegated.
- Maintaining client and administrative records in a concise, accurate and confidential manner.
- Attending and actively participating in staff meeting to exchange information and assist in ongoing program planning, implementation and evaluation.
- Following work sites safety and security rules.
- Planning for and assisting with specialist regional staff visits as required.
- Developing and maintaining good working relationships with colleagues, supervisors, other agencies and the community.
- Participating in Continuous Quality Improvement activities.

To maintain a thorough and sound working knowledge of current public health and primary health care nursing practices, skills and knowledge by:

- Assuming Public Health Supervisor functions on request.
- Preparing and delivering health education material for the media in accordance with Department guidelines for media contact.
- Participating in special projects (e.g. research).
- Contributing to the development, editing, preparation and translation of Health Education material.
- Assisting with preceptorship of nursing students enrolled in specific nursing programs (e.g. post RN baccalaureate, ANSIP).

5. KNOWLEDGE, SKILLS AND ABILITIES

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

Training and Education:

- Bachelor of Nursing or approved equivalent plus a minimum of 1-2 years application of

nursing theory and the nursing process in a public health setting or related environment.

- Registration with the NWTRNA or the ability to become registered with this professional body.
- Current CPR certification and a valid Driver's License.

Specific skills and abilities:

- Knowledge of current trends in health promotion/disease prevention practice and programs.
- Ability to perform basic nursing, advanced nursing (e.g. immunization, venopuncture) and sanctioned/transferred medical functions e.g. Pap smear as outlined in the Nursing Administration Manual: Standards, Policies and Guidelines.
- Requires basic computer skills.

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 each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

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

This position demands that the nurse be physically mobile in the community, capable of lifting and carrying equipment and standing for long periods of time.

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 increase the risk of accident, ill health, or physical discomfort.

Requires travelling in the community in adverse winter weather conditions.

Low light levels in the winter months.

Exposure to blood and bodily fluids, infectious materials and hazardous substances.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

Requires the use of all five senses.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

Conflicting priorities, high demands for service and the need to constantly teach and motivate clients leads to job related stress.

Requires that the nurse be capable of focusing on detailed and highly complex client care issues on a regular basis.

Regularly required to use good judgement and common sense while making decisions outside the normal parameters.

7. CERTIFICATION

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

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”.