

## 1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position
10-4298	Nurse Manager, OR/CSR	Director, Clinical Services

Department	Division/Region	Community	Location
Health & Social Services	Iqaluit Health Services	Iqaluit, Nunavut	Qikiqtani General Hospital

## 2. PURPOSE

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>The Nurse Manager, Operating Room/CSR is a member of the patient care team that coordinates and manages all OR/CSR nursing services provided in the Qikiqtani General Hospital, following standards guidelines and scope of professional nursing practice.</p>
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## 3. SCOPE

<p><b>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?</b></p> <p>The incumbent supervises four nursing and support positions in the OR/CSR at the Qikiqtani General Hospital. The incumbent reports to Manager, Patient Care Services (Hospital) and is responsible for supervising nursing services and collaborating with other health care professionals, para professionals, and others who may be involved in providing care. This position has direct impact on the delivery of services to patients. The incumbent's decisions and recommendations affect the services that are provided, and affect not only the provision of services, but the cost of the services provided.</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>Performs management duties by:</p> <ul style="list-style-type: none"> <li>Ensuring that the preparation, delivery and evaluation of OR/CSR nursing services are in accordance to accepted Nursing Practices and standards.</li> <li>Participates in the planning, implementing and managing of OR/CSR Care budget.</li> <li>Participates in employee selection, performance evaluation, scheduling and orientation of nursing and support staff.</li> </ul> <p>Ensures a system of skills and competency evaluation for staff, reflective of the practice requirements of their work area:</p> <ul style="list-style-type: none"> <li>Identifies training needs and coordinates courses, in-house training and development courses in order to ensure nursing and staff competency for the skills required.</li> </ul>
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Assigns preceptor or mentor for medical students, nursing student, graduate nurses, or Community Health Nurses taking ANSIP in order to obtain clinical skills and knowledge.  
 Coordinates the orientation and training of new staff.  
 Continually seeks and incorporates evidence based nursing knowledge and acquired skills into nursing practice.

Manages nursing practices adhering to the standards of the nursing profession:  
 Directs and practices in accordance with the Canadian Nurse Association, Code of ethics for Nursing (1991) and related Board policies and procedures.

When OR workload requires, the Nurse Manager will provide direct patient care nursing services in the Circulating Nurse role, Scrub Nurse role, PACU Nurse role and/or Day Surgery Nurse role.

Other Duties as required.  
 Participates in CQI activities focused on Hospital Patient Care Services  
 Participates in patient care related committee work.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

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

*Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

**These requirements are in reference to the job, not the incumbent performing the job.**

Knowledge and experience in nursing unit management.  
 Knowledge and experience with evidence based nursing practice.  
 Knowledge of nursing skills in direct patient care.  
 Interpersonal skills in a clinical setting.  
 Ability to participate in the delivery of certification programs and in-service in areas of expertise.  
 Knowledge of current nursing trends in disease prevention, practice and programs.  
 The required level of knowledge is most commonly acquired through a degree in nursing, a certificate in nursing unit administration or equivalent Health Management Course and 1 to 2 years of nursing management experience in an acute care setting.

## 6. TRAINING AND EDUCATION

Bachelors of Nursing from a recognized Canadian University or equivalent or a Nursing diploma from a recognized institution and a certificate in administration, preferably in nursing or equivalent.  
 Successful completion of a recognized Perioperative Nursing Certification Program.  
 Nursing registration in the NU.  
 Current CPR.  
 Cross cultural training an asset.

## 7. 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.

There can be the requirement for long periods of static posturing sitting at meetings and/or at a computer work station. These can cause physical stress and fatigue.

### 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.

There is little environmental hazards associated with this position. Some risk of exposure to biohazards.

### 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 though one or more of the incumbents' senses.

Multi-sensory attention during administrative work processes is required, including considerable sensory attention for reading, observing and focused listening.

### 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.

Incumbent is required to concentrate for long periods of time. The position routinely deals with a high degree of stress, time-limited decision-making, unforeseen circumstances, evolving and changing priorities. The role requires tactful interaction with patients, families, and staff. There is a need to handle several complex issues concurrently while maintaining significant attention to detail.

**7. CERTIFICATION**

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Employee Signature	Supervisor Title
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Printed Name	Supervisor Signature
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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.
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Deputy Head Signature	
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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”.**