

## 1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code
See Appendix	Public Health Nurse	See Appendix	See Appendix
Department	Division/Region	Community	Location
Health	See Appendix	See Appendix	See Appendix

## 2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>The Public Health Nurse (PHN) provides a full continuum of public health services to individuals in the community in accordance with the public health program standards set by the Chief Medical Officer of Health (CMOH). The position exists to protect, restore and promote health and reduce the incidence of disease and disability through health promotion, health protection and disease/injury prevention activities.</p> <p>The PHN practices within the context of the Departments Model of Care and, is responsible for the public health programs as determined by the needs of the community with a focus on maternal child health, school health, communicable diseases and immunizations. The PHN works with others in the community on a range of public health issues as determined by community priorities to empower Nunavummiut to live healthy lives.</p>

## 3. SCOPE

Describe in what way the position contributes to and impacts on the organization.
<p>The PHN focuses primarily on maternal/child health, school health, communicable disease and immunization programs in order to improve the health of the population and assist the territory in meeting its public health goals.</p> <p>The PHN serves as a resource for individuals and groups within the community, providing a public health perspective to community initiated health promotion strategies.</p> <p>The PHN works as part of the regional population health team, to assist the community in defining and implementing their vision of a healthy community.</p> <p>The PHN also works in collaboration with the primary health care team to improve the health of the community. The PHN will work regularly scheduled evening and weekend shifts in communities where applicable.</p>

#### 4. RESPONSIBILITIES

**Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.**

**Provides Public Health programming by:**

- Providing care within the guidelines outlined by College and Association of Nurses of the NWT and Nunavut (CANN) scope of practice, Code of Ethics by the Canadian Nurses Association, NEU collective agreement and Government of Nunavut policies;
- Assessing the health of the population and identifying priority health needs;
- Providing maternal child health programming to pregnant women and families of infants and young children. This may include reproductive health for adolescents, prenatal classes and home visits to pregnant/postpartum families as well as child care to five years of age and preschool screening;
- Delivering and evaluating childhood and school-age immunization programs in accordance with the Nunavut Immunization Manual;
- Providing direct client care and carrying out population health initiatives by using the Nursing Process (assessment, planning, implementation and evaluation);
- Providing best practices in health education to parents and guardians regarding children in their care using a culturally sensitive and culturally inclusive approach;
- Promoting the autonomy of clients by empowering them to express their health needs and values and guiding them to obtain appropriate information and services;
- Acting in a manner consistent with professional nursing code of ethics, responsibilities and standards of practice; and
- Collaborating with a variety of health professionals and organizations at the community, regional and territorial level.

**The PHN will participate in Health Protection activities and respond to Public Health emergencies by:**

- Receiving notification from the RCDC of reportable communicable diseases in the community and conducting public health case and contact management as per the Nunavut Communicable Disease Manual;
- Providing health education and support to families and the community in the event of communicable diseases;
- Delivering the TB program as appropriate for the TB epidemiology in the community under the direction of the SCHP, RCDC and CMOH;
- Collaborating and liaising with CMOH, DCMOH, and other territorial, regional, and health centre staff in outbreak management;
- Participating in public health surge capacity; and
- Maintaining up-to-date knowledge and acting in a defined role in community health emergency management plans.

**Provides public health nursing services to communities based on relevant Department of Health policies and protocols by:**

- Conducting community and client assessments and interventions within the scope of public health nursing and according to policies of the GN, and participating in a reciprocal referral process with other health professionals;

- Maintaining confidentiality of all client related information; and
- Maintaining professional competence in public health and population health by attending in-service sessions, conducting self-directed studies, pursuing professional development activities, and reviewing current public health literature and evidence based best practices.

**As the Team Lead the PHN works to build community capacity by:**

- Acting as a resource to health centre staff in public health programs and initiatives by providing public health expertise;
- Acting as a resource to the CHRs in delivering community health promotion initiatives; and
- Acting as a resource and providing support to individuals and community groups in providing community or GN initiated health promotion and health education programs.

**Performs other functions which may include:**

- Participating in the orientation of new nurses, physicians, students, CHRs, and support staff to provide a population health and public health programs perspective;
- Traveling to other communities to assist with PH program delivery as required; and
- Serving on community, regional and territorial committees to assist in developing public health programming or to provide public health expertise.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

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

**Contextual Knowledge**

- Theories, principles and practices of core competencies for public health in Canada and community development and health promotion;
- Theories, principles and practices of public health nursing theory;
- Theories, principles and practices of Community Health Nurses of Canada (CHNC) public health nursing competencies, standards of practice, and professional practice model;
- Best practices and resources related to current trends in health promotion/disease prevention practices and programs as well as communicable disease control practices and procedures;
- Knowledge of evidence informed nursing practice related to normal growth and development of relevant populations and appropriate screening and referral processes;
- Knowledge of outbreak management processes;
- Knowledge of engagement drivers as they relate to team effectiveness;
- Applicable legislation, policies and procedures; and
- Understanding of cultural safety in public health for an Inuit population.

**Skills/Abilities**

- Ability to communicate effectively both orally and in writing with co-workers, physicians, other health care staff, clients and their families and outside agencies;
- Ability to deal sensitively and tactfully with clients and provide culturally sensitive nursing services, ensuring that Inuit Societal Values are integrated, acknowledged and

maintained during client and employee interactions;

- Ability to work independently and collaboratively with others to make evidence informed decisions;
- Ability to plan, organize and prioritize work;
- Facilitation, mediation and conflict resolution skills;
- Effective verbal and written communication skills;
- Computer literacy to operate a computerized client care information system as well as applicable word processing, spreadsheet and database software applications;
- Crisis and conflict resolution skills; and
- Case management skills.

The above knowledge, skills and abilities are typically acquired through;

- Bachelor Degree of Nursing, or Diploma in Nursing with Certificate in Public Health;
- A minimum of two years public health nursing experience or related is required;
- Registration with the College and Association of Nurses of the NWT and Nunavut (CANNN) prior to the start date of employment is required;
- Current CPR Level Certification;
- Requires annual registration with a professional government body in good standing adhering to all legal and ethical standards; and
- A valid driver's license.

The following experience and certifications are considered assets:

- Experience working in remote and isolated communities;
- Public Health Agency of Canada (PHAC) Skills Online courses;
- Canadian Nurse Association (CAN) and Canadian Health Nurses of Canada (CHNC) certification; and/or
- Ability to communicate in more than one of Nunavut's official languages.

Within one month of hire, the successful candidate will be required to obtain the relevant certifications including NU immunization.

Candidates that have graduated from the Nunavut Arctic College nursing program within the previous six months and have been accepted into the Graduate Nursing Residency Program will be considered for positions that have been identified as part of the program.

This is a highly sensitive position. Criminal Record Check and Vulnerable Sector Checks are required.

## 6. WORKING CONDITIONS

### Physical Demands

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

- Frequent long working hours;
- Frequently called upon during off-hours to deal with health issues, crisis, or critical incidents;
- Frequent sitting for extended periods of time, during consultations and report writing;
- Exposure to infections and communicable diseases;
- Requirement for lifting heavy objects and climbing stairs;
- May be in contact with bodily fluids; and
- Must respond to and manage potentially violent/unstable individuals which may result in physical injury.
- May be required to travel by car and to other communities.

### 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 is exposed on a daily basis to unpredictable situations involving potentially aggressive and violent clients;
- Inconsistent work environment;
- The possibility to be exposed to unsanitary, smoke, and unpleasant surroundings in individual residences is high;
- Requirement to work alone on a regular basis;
- High crime, high stress, high trauma environment; and
- May be required to live in shared accommodation with transient GN staff.

### 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 position is required to have, and to constantly use well developed sensory acuity and powers of observation to detect subtle mental or physical changes in a client, or heightened anxiety;
- This position requires intensive concentration on a regular basis in order to understand clients. This requires listening for verbal cues and observing and interpreting non-verbal communication in a multicultural context;
- May spend long periods of visual concentration (reading, writing, working at a computer); and
- Heightened awareness of surroundings and safety factors.

**Mental Demands****Indicate conditions that may lead to mental or emotional fatigue.**

- Function effectively when confronted with unavoidable ongoing exposures to traumatic events and situations;
- As required, support family members after a critical incident resulting in exposure to deceased individuals with whom there may have been a professional relationship;
- Due to high rates of suicide, violence and accidents in Nunavut, there is a high probability of losing clients which may have an emotional impact/affect stress levels;
- Professional and personal isolation;
- Consistently high volume of work and conflicting priorities resulting in additional pressure;
- The PHN will work regularly scheduled evening and weekend shifts in communities where applicable;
- Frequently changing workload, priorities and deadlines; and
- Demands for access to confidential/sensitive information by community members without authorization.

**7. CERTIFICATION**

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>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</p> <p>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</p> <p>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”.**

**9. APPENDIX A – List of Positions and Corresponding Information**

Community	Position	Supervisor	Freebalance Code
Arviat	10-13966	10-05549	10613-01-3-300-1000000-01
Arviat	10-12091	10-05549	10613-01-3-300-1000000-01
Baker Lake	10-14834	10-05550	10614-01-3-305-1000000-01
Cambridge Bay	10-10170	10-05526	10540-01-4-410-1000000-01
Chesterfield Inlet	10-14835	10-05546	10615-01-3-310-1000000-01
Clyde River	10-13844	10-04779	10603-01-2-215-1000000-01
Coral Harbour	10-14689	10-05548	10616-01-3-315-1000000-01
Gjoa Haven	10-13967	10-05528	10622-01-4-415-1000000-01
Igloolik	10-14219	10-04786	10606-01-2-230-1000000-01
Iqaluit	10-14690	10-04572	10541-01-2-235-1000000-01
Iqaluit	10-04792	10-04572	10541-01-2-235-1000000-01
Iqaluit	10-12306	10-04752	10541-01-2-235-1000000-01
Iqaluit	10-09612	10-04752	10541-01-2-235-1000000-01
Iqaluit	10-13401	10-04752	10541-01-2-235-1050025-01
Iqaluit	10-04791	10-04752	10541-01-2-235-1000000-01
Iqaluit	10-15067	10-04752	10541-01-2-235-1000000-01
Kinngait	10-13290	10-04785	10602-01-2-210-1000000-01
Kugluktuk	10-14754	10-05527	10624-01-4-420-1000000-01
Nauyasat	10-14553	10-05551	10618-01-3-325-1000000-01
Pangnirtung	10-13913	10-04783	10609-01-2-250-1000000-01
Pangnirtung	10-13938	10-04783	10609-01-2-250-1000000-01
Pond Inlet	10-13842	10-04789	10610-01-2-255-1000000-01
Pond Inlet	10-13843	10-04789	10610-01-2-255-1000000-01
Qikiqtarjuaq	10-13845	10-04782	10611-01-2-205-1000000-01
Rankin Inlet	10-09258	10-09300	10540-01-3-320-1000000-01
Rankin Inlet	10-14836	10-09300	10540-01-3-320-1000000-01
Sanirajak	10-14832	10-04787	10605-01-2-225-1000000-01
Taloyoak	10-14740	10-05531	10625-01-4-430-1000000-01
Whale Cove	10-15063	10-05545	10620-01-3-330-1000000-01