



## **COMMUNITY HEALTH NURSE JOB DESCRIPTIONS**

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## IDENTIFICATION

| Department   | Position Title               |                             |
|--|------------------------------|-----------------------------|
| Northwest Territories Health and Social Services Authority | Community Health Nurse (CHN) |                             |
| Position Number(s)   | Community                    | Division/Region(s)          |
| 57-13156   | Lutsel K'e                   | Clinic Services/Yellowknife |

## PURPOSE OF THE POSITION

To provide community health services in Lutsel K'e in accordance with established standards of nursing practice and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of Lutsel K'e.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) administers all public health, home Care and general physician services throughout Yellowknife, Dettah and N'Dilo, as well as all regional health and social services delivered in Fort Resolution and Lutsel K'e. The NTHSSA provides and supports the delivery of community based health care services to adults and children in order to enhance the health and well-being of communities through excellence, accountability and respect for regional diversity.

Located within the Lutsel K'e Health Centre and reporting directly to the Nurse in Charge (NIC) the incumbent and the NIC deliver community health services to a client population of approximately 300+ residents. The Health Centre is the sole medical facility in the community.

Community Health Services include providing non-emergency medical care; responding to medical emergencies that require decision making outside of the usual policies, procedures and standards of nursing care; and delivering nursing programs designed to promote community health and well-ness (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment, etc.). The provisions of critical

incident services are supported by the local NIC and/or by a physician over the telephone when communications links are available.

Services may be provided within the Health Centre, community halls, schools and in a patient's home (i.e. elderly population) and are intended to promote a healthy way of life, and decrease the incidence of death and disease. Services may be provided on an individual basis or as part of a multi-disciplinary team.

Within the Lutsel K'e Health Centre the CHNs and the NIC will be required to provide on-call coverage on a rotational basis during the evening and weekends to provide emergency nursing care.

## **RESPONSIBILITIES**

**1. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment) according to the GNWT Health Standards in order to protect, prevent and reduce the incidence of communicable disease, to promote a healthy life style and to reduce the incidence of disability and/or death to all community members.**

- Deliver a wide variety of community health clinics (both pre-packaged and requiring development by the incumbent to fit community needs),
- Assist in the arranging of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, Dental Therapists, etc.),
- Evaluate community health programs on a continuing basis and modify programs for appropriateness,
- Act as a resource for other community based health care workers (CHR, Lay Dispensers, Home Support Workers, etc.), and
- Promote a safe and healthy environment in homes, schools and throughout the community.

**2. Provide direct nursing care to patients/clients using a problem solving approach and in accordance with the standards, guidelines and scope of expanded nursing practice to facilitate care of patients.**

- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient (assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate diagnosis),
- Coordinate the admission and transfer (including medivac) of patients based on the identification of abnormal findings, critical nature of a patient and consultation with the NIC, Physician in Yellowknife or other health care providers to ensure the patient receives appropriate care,
- Maintain client and administrative records following professional and legal guidelines in a confidential, concise and accurate manner,

- Assist patients to achieve their optimum level of health in situation of normal health, illness, injury, or through the process of dying
  - Advocate the dignity and self-respect of patients,
  - Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services,
  - Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required,
  - Apply and promote principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs,
  - Package and transport biological samples and pharmaceutical materials, and
  - Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.
- 3. Facilitate, implement and modify patient and family educational/teaching based on the needs of the patient.**
- Use a holistic approach to facilitate individual learning of patients and their families in relation to patient illness or injury (i.e. self-care, health promotion, etc.),
  - Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs, and
  - Develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients.
- 4. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**
- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care,
  - Collaborate with nurses, peers and other members of the health care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and staff, and
  - Participates in research (i.e. flu watch), special projects (new immunization programs) and monthly interagency meetings to plan, implement and evaluate joint projects related to the community's health status.

### **WORKING CONDITIONS**

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

#### **Physical Demands**

From time to time (1-2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes

incapacitated patients within the Health Centre and emergency patients coming to the Health Centre.

### **Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. drawn from patients in sick clinic and during the processing of body fluids for transportation to the IRH Laboratory), body fluid and hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent may be required to travel on small planes and on ice or winter roads when traveling to or from the community.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients within the Health Care Centre.

### **Mental Demands**

The CHN experiences constant demands from residents within the community who may require nursing care at any time (day or night), which may cause a significant disruption to the incumbent's family and social life. In addition, the incumbent is also subject to disruption in lifestyle due to 15+ days on-call per month. It is normal for the individual on standby to be called back into work (almost every day), which causes significant stress on the incumbent's family and social life.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors) that may lead to mental fatigue or stress.

From time to time Community Health Centres may be required to provide nursing services to abusive patients, individuals under the influence of drugs or alcohol and RCMP escorts. The CHN may be kicked, pushed, grabbed or verbally assaulted. These incidents may occur while the incumbent is on duty as well as when off duty (within a small community it is difficult to separate the individual from the position) As a result, there is a very real concern for safety and well-being which may cause extreme levels of stress on the incumbent both during and after working hours.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- The CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (including public health) to ensure that the patients' physical, emotional, psychosocial, spiritual and educational needs are met.
- Knowledge of biological, physical and behavioral sciences in order to recognize, interpret and prioritize findings and determine and implement a plan of action based on accepted standards of practice.
- The CHN must have an ability to provide emergency care and treatment as the position is required to perform transferred medical functions beyond normal hospital training. This includes an ability to perform advanced nursing functions such as but not limited to: suturing, venipuncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears).
- An ability to legally operate a motor vehicle in order to drive to and from client's homes.
- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, etc.)
- An understanding of and an ability to perform basic laboratory functions such as but not limited to: ESR, WBC, HGB, blood smears, pregnancy tests, microscopic exam of specimens, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery.
- An ability to perform radiological examinations (X-rays) of the chest and extremities.
- An ability to remove casts or splints.
- Knowledge of and ability to operate word processing applications (i.e. Microsoft Word) in order to complete training materials and presentations, electronic mail to send and receive mail and the internet in order to conduct on-line research.
- An ability to educate patients and their families (where applicable) on appropriate self-care methods and techniques.
- Knowledge of and an ability to network resources within and outside the DCHSSB (i.e. Social Services, Public Health, medivac teams etc.) in order to ensure support of patients and their families.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times.

### **Typically, the above qualifications would be attained by:**

This level of knowledge is commonly acquired through the successful completion of a Nursing Degree, 2 years recent nursing experience in an acute care setting or within a northern health center.

## **ADDITIONAL REQUIREMENTS**

### **Yellowknife Region Requirements**

Within the Yellowknife Region health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHMIS,
- Fire training, and
- Certification in basic CPR.

Within a NTHSSA Community Health Centres nurses must be able to acquire and remain current with the following training:

- Transportation of Dangerous Goods,
- Standard X-ray processing (chest and extremities),
- Pharmaceutical process and procedures, and
- General laboratory functions.

BTLS and PALS would be an asset.

Training in emergency response would be an asset.

Canadian Nursing Association Certifications are desirable.

Within the Yellowknife Region nurses must be registered with the NWTRNA and have completed a satisfactory criminal record check.

A valid class 5 driver's license is required.

### **Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

### **French language (check one)**

- ☐ French required
- ☐ French preferred
- ☒ French not required



## IDENTIFICATION

| Department   | Position Title               |                             |
|--|------------------------------|-----------------------------|
| Northwest Territories Health and Social Services Authority | Community Health Nurse (CHN) |                             |
| Position Number(s)   | Community                    | Division/Region(s)          |
| 57-95104   | Fort Resolution              | Clinic Services/Yellowknife |

## PURPOSE OF THE POSITION

To provide community health services in Fort Resolution in accordance with established standards of nursing practice and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of Fort Resolution.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) administers all public health, home Care and general physician services throughout Yellowknife, Dettah and N'Dilo, as well as all regional health and social services delivered in Fort Resolution and Lutsel K'e. The NTHSSA provides and supports the delivery of community based health care services to adults and children in order to enhance the health and well-being of communities through excellence, accountability and respect for regional diversity.

Located within the Fort Resolution Health Centre and reporting directly to the Nurse in Charge (NIC) the incumbent and the NIC deliver community health services to a client population of approximately 500+ residents. The Health Centre is the sole medical facility in the community.

Community Health Services include providing non-emergency medical care; responding to medical emergencies that require decision making outside of the usual policies, procedures and standards of nursing care; and delivering nursing programs designed to promote community health and well-ness (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment, etc.). The provision of critical



incident services is supported by the local NIC and/or by a physician over the telephone when communications links are available.

Services may be provided within the Health Centre, community halls, schools and in a patient's home (i.e. elderly population) and are intended to promote a healthy way of life, and decrease the incidence of death and disease. Services may be provided on an individual basis or as part of a multi-disciplinary team.

Within the Fort Resolution Health Centre the CHNs and the NIC will be required to provide on-call coverage on a rotational basis during the evening and weekends to provide emergency nursing care.

## **RESPONSIBILITIES**

**1. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment) according to the GNWT Health Standards in order to protect, prevent and reduce the incidence of communicable disease, to promote a healthy life style and to reduce the incidence of disability and/or death to all community members.**

- Deliver a wide variety of community health clinics (both pre-packaged and requiring development by the incumbent to fit community needs),
- Assist in the arranging of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, Dental Therapists, etc.),
- Evaluate community health programs on a continuing basis and modify programs for appropriateness,
- Act as a resource for other community based health care workers (CHR, Lay Dispensers, Home Support Workers, etc.), and
- Promote a safe and healthy environment in homes, schools and throughout the community.

**2. Provide direct nursing care to patients/clients using a problem solving approach and in accordance with the standards, guidelines and scope of expanded nursing practice to facilitate care of patients.**

- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient (assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate diagnosis),
- Coordinate the admission and transfer (including medivac) of patients based on the identification of abnormal findings, critical nature of a patient and consultation with the NIC, Physician in Yellowknife or other health care providers to ensure the patient receives appropriate care,
- Maintain client and administrative records following professional and legal guidelines in a confidential, concise and accurate manner,

- Assist patients to achieve their optimum level of health in situation of normal health, illness, injury, or through the process of dying
  - Advocate the dignity and self-respect of patients,
  - Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services,
  - Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required,
  - Apply and promote principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs,
  - Package and transport biological samples and pharmaceutical materials, and
  - Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.
- 3. Facilitate, implement and modify patient and family educational/teaching based on the needs of the patient.**
- Use a holistic approach to facilitate individual learning of patients and their families in relation to patient illness or injury (i.e. self-care, health promotion, etc.),
  - Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs, and
  - Develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients.
- 4. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**
- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care,
  - Collaborate with nurses, peers and other members of the health care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and staff, and
  - Participates in research (i.e. flu watch), special projects (new immunization programs) and monthly interagency meetings to plan, implement and evaluate joint projects related to the community's health status.

### **WORKING CONDITIONS**

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

#### **Physical Demands**

From time to time (1-2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes

incapacitated patients within the Health Centre and emergency patients coming to the Health Centre.

### **Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. drawn from patients in sick clinic and during the processing of body fluids for transportation to the IRH Laboratory), body fluid and hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent may be required to travel on small planes and on ice or winter roads when traveling to or from the community.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients within the Health Care Centre,

### **Mental Demands**

The CHN experiences constant demands from residents within the community who may require nursing care at any time (day or night), which may cause a significant disruption to the incumbent's family and social life. In addition, the incumbent is also subject to disruption in lifestyle due to 15+ day's on-call per month. It is normal for the individual on standby to be called back into work (almost every day), which causes significant stress on the incumbent's family and social life.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors) that may lead to mental fatigue or stress.

From time to time Community Health Centres may be required to provide nursing services to abusive patients, individuals under the influence of drugs or alcohol and RCMP escorts. The CHN may be kicked, pushed, grabbed or verbally assaulted. These incidents may occur while the incumbent is on duty as well as when off duty (within a small community it is difficult to separate the individual from the position) As a result, there is a very real concern for safety and well-being which may cause extreme levels of stress on the incumbent both during and after working hours.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- The CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (including public health) to ensure that the patients' physical, emotional, psychosocial, spiritual and educational needs are met.

- Knowledge of biological, physical and behavioral sciences in order to recognize, interpret and prioritize findings and determine and implement a plan of action based on accepted standards of practice.
- The CHN must have an ability to provide emergency care and treatment as the position is required to perform transferred medical functions beyond normal hospital training. This includes an ability to perform advanced nursing functions such as but not limited to: suturing, venipuncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears).
- An ability to legally operate a motor vehicle in order to drive to and from client's homes.
- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, etc.)
- An understanding of and an ability to perform basic laboratory functions such as but not limited to: ESR, WBC, HGB, blood smears, pregnancy tests, microscopic exam of specimens, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery.
- An ability to perform radiological examinations (X-rays) of the chest and extremities.
- An ability to remove casts or splints.
- Knowledge of and ability to operate word processing applications (i.e. Microsoft Word) in order to complete training materials and presentations, electronic mail to send and receive mail and the internet in order to conduct on-line research.
- An ability to educate patients and their families (where applicable) on appropriate self-care methods and techniques.
- Knowledge of and an ability to network resources within and outside the DCHSSB (i.e. Social Services, Public Health, medivac teams etc.) in order to ensure support of patients and their families.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times,

**Typically, the above qualifications would be attained by:**

This level of knowledge is commonly acquired through the successful completion of a Nursing Degree, 2 years recent nursing experience in an acute care setting or within a northern health center.

**ADDITIONAL REQUIREMENTS**

**Yellowknife Region Requirements**

Within the Yellowknife Region health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHMIS,
- Fire training, and
- Certification in basic CPR.

Within a NTHSSA Community Health Centres nurses must be able to acquire and remain current with the following training:

- Transportation of Dangerous Goods,
- Standard X-ray processing (chest and extremities),
- Pharmaceutical process and procedures, and
- General laboratory functions.

BTLS and PALS would be an asset.

Training in emergency response would be an asset.

Canadian Nursing Association Certifications are desirable.

A valid class V driver's license is required.

Within the Yellowknife Region nurses must be registered with the NWTRNA and have completed a satisfactory criminal record check.

**Position Security** (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one)

- ☐ French required
- ☐ French preferred
- ☒ French not required



## IDENTIFICATION

| Department   | Position Title               |  |
|--|------------------------------|--|
| Northwest Territories Health and Social Services Authority | Community Health Nurse (CHN) |  |
| Position Number(s)   | Community                    | Division/Region(s)                           |
| 37-10581   | Fort Providence              | Community Programs / Health Services/Deh Cho |

## PURPOSE OF THE POSITION

To provide community health services in Fort Providence, in accordance with established standards of nursing practice and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of Fort Providence.

## SCOPE

The NTHSSA administers all regional health and social services delivered through 3 Community Health Centers, 6 Community Health Station and 1 Long Term Care facility in the Deh Cho Region. The NTHSSA provides and supports the delivery of health and social services to adults and children on an outpatient and outreach basis as well as to residents of the Long Term Care facility in order to enhance healthy communities', and well-being through excellence, accountability and respect for regional diversity. Furthermore, the Authority works with the communities to promote healthy lifestyles.

Located within their specific health center and reporting directly to the Nurse in Charge (NIC) the incumbent will provide; Community Health Services include providing non-emergency medical care; responding to medical crisis that requires decision making outside of the usual policies, procedures and standards of nursing care; and delivering nursing programs designed to promote community health and wellness (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment, etc.). The provision of critical incident services is supported by the local NIC and/or by a physician over the telephone when communications links are available.

Services may be provided within the Health Centre, community halls, schools and in a patient's home (i.e. elderly population) and are intended to promote a healthy way of life, and decrease the incidence of death and disease. Services may be provided on an individual basis or as part of a multi-disciplinary team.

Within the Fort Providence Health Centre the two CHNs and the NIC will be required to provide on-call coverage on a rotational basis during the evening and weekends to provide emergency nursing care in Fort Providence.

## **RESPONSIBILITIES**

**1. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment) according to the GNWT Health Standards in order to protect<sup>1</sup> prevent and reduce the incidence of communicable disease, to promote a healthy life style and to reduce the incidence of disability and/or death to all community members.**

- Deliver a wide variety of community health clinics (both pre-packaged and requiring development by the incumbent to fit community needs),
- Assist in the arranging of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, Dental Therapists, etc.),
- Monitor and deliver care to people returning from medical treatment from other communities (i.e. post-surgical),
- Evaluate community health programs on a continuing basis and modify programs for appropriateness,
- Act as a resource for other community based health care workers (CHA, Community Health Workers, Home Support Workers, etc.), and
- Promote a safe and healthy environment in homes, schools and throughout the community.

**2. Provide direct nursing care to patients/clients using a problem solving approach and in accordance with the standards, guidelines and scope of expanded nursing practice to facilitate care of patients**

- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient (assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate diagnosis)
- Coordinate the admission and transfer (including medevac) of patients based on the identification of abnormal findings, critical nature of a patient and consultation with the NIC, Physician in Yellowknife or other health care providers to ensure the patient receives appropriate care,
- Maintain client and administrative records following professional and legal guidelines in a confidential, concise and accurate manner,
- Assist patients to achieve their optimum level of health in situation of normal health,

- illness, injury, or through the process of dying
  - Advocate the dignity and self-respect of patients,
  - Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services, Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required,
  - Apply and promote principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs,
  - Package and transport biological samples and pharmaceutical materials, and Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.
- 3. Facilitate, implement and modify patient and family educational/teaching based on the needs of the patient.**
- Use a holistic approach to facilitate individual learning of patients and their families in relation to patient illness or injury (i.e. self-care, health promotion, etc.),
  - Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs, and
  - Develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients.
- 4. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**
- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care,
  - Collaborate with nurses, peers and other members of the health and social services care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and staff, and
  - Participates in research (i.e. flu watch), special projects (new immunization programs) and monthly interagency meetings to plan, implement and evaluate joint projects related to the community's health status.

### **WORKING CONDITIONS**

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

### **Physical Demands**

From time to time (1 - 2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes incapacitated patients within the Health Centre and emergency patients coming to the Health Centre.



### **Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. drawn from patients in sick clinic and during the processing of body fluids for transportation to the IRH Laboratory), body fluid and hazardous materials (sharp, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent may be required to travel on small planes and on ice or winter roads when traveling to or from the community.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during assessment and observation of patients.

### **Mental Demands**

The CHN experiences constant demands from residents within the community who may require nursing care at any time (day or night), which may cause a significant disruption to the incumbent's family and social life in addition, the incumbent is also subject to disruption in lifestyle due to 10+ day's on-call per month. It is normal for the individual on standby to be called back into work (almost every day), which causes significant stress on the incumbent's family and social life.

In addition, within the health and social services setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors) that may lead to mental fatigue or stress.

From time to time the CHN may be required to provide nursing services to abusive patients, individuals under the influence of drugs or alcohol and RCMP escorts where the incumbent may be at risk of physical and/or verbal assault. These incidents may occur while the incumbent is on duty as well as when off duty (within a small community it is difficult to separate the individual from the position) As a result, there is a very real concern for safety and well-being which may cause extreme levels of stress on the incumbent both during and after working hours.

The incumbent is required to be motivated and innovative in the area of continuing education and practice to encourage the professional growth of self and others.

### **KNOWLEDGE, 'SKILLS AND ABILITIES**

- The CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (including public health) to ensure that the patients' physical, emotional, psychosocial, spiritual and educational needs are met.
- Knowledge of biological, physical and behavioral sciences in order to recognize interpret

and prioritize findings and determine and implement a plan of action based on accepted standards of practice.

- The CHN must have an ability to provide emergency care and treatment as the position is required to perform transferred medical functions beyond normal hospital training. This includes an ability to perform advanced nursing functions such as but not limited to: suturing, venipuncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions (diagnosis and treatment) as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears).
- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, etc.)
- An understanding of and an ability to perform basic laboratory functions such as but not limited to: HGB, blood smears, pregnancy tests, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery.
- An ability to perform radiological examinations (X-rays) of the chest and extremities.
- An ability to apply and remove casts or splints
- Knowledge of and ability to operate word processing applications (i.e. Microsoft Word) in order to complete training materials and presentations, electronic mail to send and receive mail and the internet in order to conduct on-line research.
- An ability to educate patients and their families on appropriate self-care methods and techniques
- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of patients and their families.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times.

**Typically, the above qualifications would be attained by:**

This level of knowledge is commonly acquired through the successful completion of a Nursing Degree, 2 years recent nursing experience in an acute care setting or within northern health banner.

## **ADDITIONAL REQUIREMENTS**

### **Deh Cho Region Requirements**

Within the NTHSSA health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHMIS,
- Standard First Aid, and
- Certification in basic CPR

Within a NTHSSA Community Health Centre nurses must be able to acquire and remain current with the following training:

- Transportation of Dangerous Goods,
- PALS,
- ACLS,
- BTLS,
- Standard X-ray processing (chest and extremities),
- Pharmaceutical process and procedures, and
- General laboratory functions.
- Training in emergency response as well as a Class 5 driver's license would be an asset.
- Canadian Nursing Association Certifications are desirable.

Within the NTHSSA nurses must be registered with the NWTRNA and have completed a satisfactory criminal record check.

### **Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

### **French language (check one)**

- ☐ French required
- ☐ French preferred
- ☒ French not required



## IDENTIFICATION

| Department   | Position Title               |  |
|--|------------------------------|--|
| Northwest Territories Health and Social Services Authority | Community Health Nurse (CHN) |  |
| Position Number(s)   | Community                    | Division/Region(s)                             |
| 37-5600  | Fort Simpson                 | Community Programs/<br>Health Services/Deh Cho |

## PURPOSE OF THE POSITION

To provide community health services in Fort Simpson, in accordance with established standards of nursing practice and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of Fort Liard.

## SCOPE

The NTHSSA administers all regional health and social services delivered through 3 Community Health Centers, 6 Community Health Station and 1 Long Term Care facility in the Deh Cho Region. The NTHSSA provides and supports the delivery of health and social services to adults and children on an outpatient and outreach basis as well as to residents of the Long Term Care facility in order to enhance healthy communities', and well-being through excellence, accountability and respect for regional diversity. Furthermore, the Authority works with the communities to promote healthy lifestyles.

Located within their specific health center and reporting directly to the Nurse in Charge (NIC) the incumbent will provide; Community Health Services include providing non-emergency medical care; responding to medical crisis that requires decision making outside of the usual policies, procedures and standards of nursing care; and delivering nursing programs designed to promote community health and wellness (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment, etc.). The provision of critical incident services is supported by the local NIC and/or by a physician over the telephone when communications links are available.

Services may be provided within the Health Centre, community halls, schools and in a patient's home (i.e. elderly population) and are intended to promote a healthy way of life, and decrease the incidence of death and disease. Services may be provided on an individual basis or as part of a multi-disciplinary team.

Within the Fort Simpson Health Centre the two CHNs and the NIC will be required to provide on-call coverage on a rotational basis during the evening and weekends to provide emergency nursing care in Fort Simpson.

## **RESPONSIBILITIES**

**1. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment) according to the GNWT Health Standards in order to protect<sup>1</sup> prevent and reduce the incidence of communicable disease, to promote a healthy life style and to reduce the incidence of disability and/or death to all community members.**

- Deliver a wide variety of community health clinics (both pre-packaged and requiring development by the incumbent to fit community needs),
- Assist in the arranging of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, Dental Therapists, etc.),
- Monitor and deliver care to people returning from medical treatment from other communities (i.e. post-surgical),
- Evaluate community health programs on a continuing basis and modify programs for appropriateness,
- Act as a resource for other community based health care workers (CHA, Community Health Workers, Home Support Workers, etc.), and
- Promote a safe and healthy environment in homes, schools and throughout the community.

**2. Provide direct nursing care to patients/clients using a problem solving approach and in accordance with the standards, guidelines and scope of expanded nursing practice to facilitate care of patients**

- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient (assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate diagnosis)
- Coordinate the admission and transfer (including medevac) of patients based on the identification of abnormal findings, critical nature of a patient and consultation with the NIC, Physician in Yellowknife or other health care providers to ensure the patient receives appropriate care,
- Maintain client and administrative records following professional and legal guidelines in a confidential, concise and accurate manner,
- Assist patients to achieve their optimum level of health in situation of normal health,

- illness, injury, or through the process of dying
- Advocate the dignity and self-respect of patients,
  - Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services, Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required,
  - Apply and promote principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs,
  - Package and transport biological samples and pharmaceutical materials, and Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.
- 3. Facilitate, implement and modify patient and family educational/teaching based on the needs of the patient.**
- Use a holistic approach to facilitate individual learning of patients and their families in relation to patient illness or injury (i.e. self-care, health promotion, etc.),
  - Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs, and
  - Develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients.
- 4. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**
- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care,
  - Collaborate with nurses, peers and other members of the health and social services care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and staff, and
  - Participates in research (i.e. flu watch), special projects (new immunization programs) and monthly interagency meetings to plan, implement and evaluate joint projects related to the community's health status.

### **WORKING CONDITIONS**

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

### **Physical Demands**

From time to time (1 - 2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes incapacitated patients within the Health Centre and emergency patients coming to the Health Centre.

### **Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. drawn from patients in sick clinic and during the processing of body fluids for transportation to the IRH Laboratory), body fluid and hazardous materials (sharp, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent may be required to travel on small planes and on ice or winter roads when traveling to or from the community.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during assessment and observation of patients.

### **Mental Demands**

The CHN experiences constant demands from residents within the community who may require nursing care at any time (day or night), which may cause a significant disruption to the incumbent's family and social life in addition, the incumbent is also subject to disruption in lifestyle due to 10+ day's on-call per month. It is normal for the individual on standby to be called back into work (almost every day), which causes significant stress on the incumbent's family and social life.

In addition, within the health and social services setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors) that may lead to mental fatigue or stress.

From time to time the CHN may be required to provide nursing services to abusive patients, individuals under the influence of drugs or alcohol and RCMP escorts where the incumbent may be at risk of physical and/or verbal assault. These incidents may occur while the incumbent is on duty as well as when off duty (within a small community it is difficult to separate the individual from the position) As a result, there is a very real concern for safety and well-being which may cause extreme levels of stress on the incumbent both during and after working hours.

The incumbent is required to be motivated and innovative in the area of continuing education and practice to encourage the professional growth of self and others.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- The CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (including public health) to ensure that the patients' physical, emotional, psychosocial, spiritual and educational needs are met.
- Knowledge of biological, physical and behavioral sciences in order to recognize interpret

and prioritize findings and determine and implement a plan of action based on accepted standards of practice.

- The CHN must have an ability to provide emergency care and treatment as the position is required to perform transferred medical functions beyond normal hospital training. This includes an ability to perform advanced nursing functions such as but not limited to: suturing, venipuncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions (diagnosis and treatment) as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears).
- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, etc.)
- An understanding of and an ability to perform basic laboratory functions such as but not limited to: HGB, blood smears, pregnancy tests, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery.
- An ability to perform radiological examinations (X-rays) of the chest and extremities.
- An ability to apply and remove casts or splints
- Knowledge of and ability to operate word processing applications (i.e. Microsoft Word) in order to complete training materials and presentations, electronic mail to send and receive mail and the internet in order to conduct on-line research.
- An ability to educate patients and their families on appropriate self-care methods and techniques
- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of patients and their families.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times.

**Typically, the above qualifications would be attained by:**

This level of knowledge is commonly acquired through the successful completion of a Nursing Degree, 2 years recent nursing experience in an acute care setting or within northern health banner.



## **ADDITIONAL REQUIREMENTS**

### **Deh Cho Region Requirements**

Within the NTHSSA health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHMIS,
- Standard First Aid, and
- Certification in basic CPR

Within a NTHSSA Community Health Centre nurses must be able to acquire and remain current with the following training:

- Transportation of Dangerous Goods,
- PALS,
- ACLS,
- BTLS,
- Standard X-ray processing (chest and extremities),
- Pharmaceutical process and procedures, and
- General laboratory functions.
- Training in emergency response as well as a Class 5 driver's license would be an asset.
- Canadian Nursing Association Certifications are desirable.

Within the NTHSSA nurses must be registered with the NWTRNA and have completed a satisfactory criminal record check.

### **Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

### **French language (check one)**

- ☐ French required
- ☐ French preferred
- ☒ French not required



## IDENTIFICATION

| Department   | Position Title               |  |
|--|------------------------------|--|
| Northwest Territories Health and Social Services Authority | Community Health Nurse (CHN) |  |
| Position Number(s)   | Community                    | Division/Region(s)                             |
| 37-5455  | Fort Liard                   | Community Programs/<br>Health Services/Deh Cho |

## PURPOSE OF THE POSITION

To provide community health services in Fort Liard, in accordance with established standards of nursing practice and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of Fort Liard.

## SCOPE

The NTHSSA administers all regional health and social services delivered through 3 Community Health Centers, 6 Community Health Station and 1 Long Term Care facility in the Deh Cho Region. The NTHSSA provides and supports the delivery of health and social services to adults and children on an outpatient and outreach basis as well as to residents of the Long Term Care facility in order to enhance healthy communities', and well-being through excellence, accountability and respect for regional diversity. Furthermore, the Authority works with the communities to promote healthy lifestyles.

Located within their specific health center and reporting directly to the Nurse in Charge (NIC) the incumbent will provide; Community Health Services include providing non-emergency medical care; responding to medical crisis that requires decision making outside of the usual policies, procedures and standards of nursing care; and delivering nursing programs designed to promote community health and wellness (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment, etc.). The provision of critical incident services is supported by the local NIC and/or by a physician over the telephone when communications links are available.

Services may be provided within the Health Centre, community halls, schools and in a patient's home (i.e. elderly population) and are intended to promote a healthy way of life, and decrease the incidence of death and disease. Services may be provided on an individual basis or as part of a multi-disciplinary team.

Within the Fort Liard Health Centre the two CHNs and the NIC will be required to provide on-call coverage on a rotational basis during the evening and weekends to provide emergency nursing care in Fort Liard.

## **RESPONSIBILITIES**

**1. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment) according to the GNWT Health Standards in order to protect<sup>1</sup> prevent and reduce the incidence of communicable disease, to promote a healthy life style and to reduce the incidence of disability and/or death to all community members.**

- Deliver a wide variety of community health clinics (both pre-packaged and requiring development by the incumbent to fit community needs),
- Assist in the arranging of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, Dental Therapists, etc.),
- Monitor and deliver care to people returning from medical treatment from other communities (i.e. post-surgical),
- Evaluate community health programs on a continuing basis and modify programs for appropriateness,
- Act as a resource for other community based health care workers (CHA, Community Health Workers, Home Support Workers, etc.), and
- Promote a safe and healthy environment in homes, schools and throughout the community.

**2. Provide direct nursing care to patients/clients using a problem solving approach and in accordance with the standards, guidelines and scope of expanded nursing practice to facilitate care of patients**

- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient (assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate diagnosis)
- Coordinate the admission and transfer (including medevac) of patients based on the identification of abnormal findings, critical nature of a patient and consultation with the NIC, Physician in Yellowknife or other health care providers to ensure the patient receives appropriate care,
- Maintain client and administrative records following professional and legal guidelines in a confidential, concise and accurate manner,
- Assist patients to achieve their optimum level of health in situation of normal health,

- illness, injury, or through the process of dying
  - Advocate the dignity and self-respect of patients,
  - Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services, Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required,
  - Apply and promote principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs,
  - Package and transport biological samples and pharmaceutical materials, and Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.
- 3. Facilitate, implement and modify patient and family educational/teaching based on the needs of the patient.**
- Use a holistic approach to facilitate individual learning of patients and their families in relation to patient illness or injury (i.e. self-care, health promotion, etc.),
  - Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs, and
  - Develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients.
- 4. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**
- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care,
  - Collaborate with nurses, peers and other members of the health and social services care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and staff, and
  - Participates in research (i.e. flu watch), special projects (new immunization programs) and monthly interagency meetings to plan, implement and evaluate joint projects related to the community's health status.

### **WORKING CONDITIONS**

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

### **Physical Demands**

From time to time (1 - 2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes incapacitated patients within the Health Centre and emergency patients coming to the Health Centre.

### **Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. drawn from patients in sick clinic and during the processing of body fluids for transportation to the IRH Laboratory), body fluid and hazardous materials (sharp, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent may be required to travel on small planes and on ice or winter roads when traveling to or from the community.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during assessment and observation of patients.

### **Mental Demands**

The CHN experiences constant demands from residents within the community who may require nursing care at any time (day or night), which may cause a significant disruption to the incumbent's family and social life in addition, the incumbent is also subject to disruption in lifestyle due to 10+ day's on-call per month. It is normal for the individual on standby to be called back into work (almost every day), which causes significant stress on the incumbent's family and social life.

In addition, within the health and social services setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors) that may lead to mental fatigue or stress.

From time to time the CHN may be required to provide nursing services to abusive patients, individuals under the influence of drugs or alcohol and RCMP escorts where the incumbent may be at risk of physical and/or verbal assault. These incidents may occur while the incumbent is on duty as well as when off duty (within a small community it is difficult to separate the individual from the position) As a result, there is a very real concern for safety and well-being which may cause extreme levels of stress on the incumbent both during and after working hours.

The incumbent is required to be motivated and innovative in the area of continuing education and practice to encourage the professional growth of self and others.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- The CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (including public health) to ensure that the patients' physical, emotional, psychosocial, spiritual and educational needs are met.
- Knowledge of biological, physical and behavioral sciences in order to recognize interpret

and prioritize findings and determine and implement a plan of action based on accepted standards of practice.

- The CHN must have an ability to provide emergency care and treatment as the position is required to perform transferred medical functions beyond normal hospital training. This includes an ability to perform advanced nursing functions such as but not limited to: suturing, venipuncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions (diagnosis and treatment) as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears).
- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, etc.)
- An understanding of and an ability to perform basic laboratory functions such as but not limited to: HGB, blood smears, pregnancy tests, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery.
- An ability to perform radiological examinations (X-rays) of the chest and extremities.
- An ability to apply and remove casts or splints
- Knowledge of and ability to operate word processing applications (i.e. Microsoft Word) in order to complete training materials and presentations, electronic mail to send and receive mail and the internet in order to conduct on-line research.
- An ability to educate patients and their families on appropriate self-care methods and techniques
- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of patients and their families.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times.

**Typically, the above qualifications would be attained by:**

This level of knowledge is commonly acquired through the successful completion of a Nursing Degree, 2 years recent nursing experience in an acute care setting or within northern health banner.

## **ADDITIONAL REQUIREMENTS**

### **Deh Cho Region Requirements**

Within the NTHSSA health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHMIS,
- Standard First Aid, and
- Certification in basic CPR

Within a NTHSSA Community Health Centre nurses must be able to acquire and remain current with the following training:

- Transportation of Dangerous Goods,
- PALS,
- ACLS,
- BTLS,
- Standard X-ray processing (chest and extremities),
- Pharmaceutical process and procedures, and
- General laboratory functions.
- Training in emergency response as well as a Class 5 driver's license would be an asset.
- Canadian Nursing Association Certifications are desirable.

Within the NTHSSA nurses must be registered with the NWTRNA and have completed a satisfactory criminal record check.

### **Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

### **French language (check one)**

- ☐ French required
- ☐ French preferred
- ☒ French not required



Government of  
Northwest Territories

**IDENTIFICATION**

| Department   | Position Title         |                                |
|--|------------------------|--------------------------------|
| Northwest Territories Health and Social Services Authority | Community Health Nurse |                                |
| Position Number(s)   | Community              | Division/Region(s)             |
| 87-5735  | Norman Wells           | Community Health Centres/Sahtu |

**PURPOSE OF THE POSITION**

To provide community health services in Norman Wells, NT in accordance with established standards of nursing practice, and the values, philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of the community.

**SCOPE**

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̨chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłı̨chǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.



Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA administers all regional health and social services delivered to 4 Community Health Centres and 1 Community Health Station, in the Sahtu Region of the NWT. The NTHSSA provides and supports the delivery of health care services to adults and children on an short term observation, outpatient and outreach basis, in order to enhance healthy communities well-being through excellence, accountability and respect for regional diversity

Located within the Health Centre, and reporting directly to the Nurse in Charge (NIC), the Community Health Nurse (CHN), delivers core community health services to residents in Norman Wells. The Health Centre is the sole health and social services facility in the community. The Monica Loomis Health Centre also provides services to a visiting transient population and out of territory clients.

Community Health Services include providing non-emergency medical care; responding to medical emergencies, within & outside the community, that may require decision making outside of the usual policies, procedures and standards of community health nursing care; and deliver core community health programs designed to promote community health and wellness (i.e. including but not limited to Well-Child/Adult clinics, pre and post-natal clinics, school health program, chronic disease clinic (non-communicable disease), immunization programs, communicable disease surveillance, treatment (emergency & sick clinic), and Home Care). The provisions of critical incident services are supported by other CHNs/NIC and physician/NP over the telephone or in person, with further assistance of other health centre staff Mental Health and Addictions Counsellor; Child Protection Worker, Home Support Worker, Healthy Family and Community Wellness Worker and Community Health Representative.

Services may be provided within the Health Centre, via Tele-health, at the community hall, schools or client's home (i.e. Home Care) and are intended to promote a healthy lifestyle, and a decrease in the incidence of disease, injury, and death. Services may be provided on an individual basis or as part of a multi-disciplinary team. The CHN is a member of the Primary Community Care Team (PCCT), as per the Integrated Service Delivery Model (ISDM).

In Norman Wells, the CHN/NIC will be required to provide on-call coverage, on a rotational basis, during the evening and weekends to provide emergency nursing care. Nurses also provide emergency transportation as per policy within the community.

## **RESPONSIBILITIES**

- 1. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Adult clinics, pre and post-natal clinics, school health program, chronic disease management (non-communicable disease), immunization programs, home care, communicable disease surveillance, non-urgent care (sick clinic) and Emergencies. By following the GNWT Health Standards, the core community health programs serve to protect, prevent and reduce the incidence of communicable and non-communicable diseases to promote a healthy life style; and to reduce the incidence of disability and/or death to all community members.**
  - Deliver a wide variety of core community health clinics and may require development by the incumbent to fit community needs, by utilizing best practices, GNWT Dept. of Health standards of practice and policies, CNA code of ethics and NTHSSA policies.
  - Assist in the arrangement of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, , OT, PT, SLT, Dietician),
  - Evaluate core community health programs on a continuing basis and make recommendation to modify the programs for appropriateness to community needs but still maintain core programming,
  - Act as a resource for other community based health care workers (Healthy Families and Community Wellness Worker, Community Health Representative, Home Support Workers, Community Social Services Worker, Mental Health and Addictions Counsellor, etc.), and
  - Promote a safe and healthy environment in homes, schools and throughout the community.
  
- 2. Provide direct nursing care to clients using a critical thinking approach and in accordance with the GNWT Dept. of Health and RNANT/NU standards, guidelines and scope of expanded nursing practice to facilitate care of client.**
  - Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach that best meets the needs of the client which include the individual, the family and the community (i.e. assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate assessment & treatment),
  - Coordinate the admission and transfer (including medevac) of clients based on the identification of abnormal findings, critical nature of a patient and in consultation with a physician in the Sahtu or, as per protocol, to ensure the client receives appropriate care,
  - Maintain client and administrative records following professional and legal guidelines in a confidential, concise, timely and accurate manner,
  - Assist clients to achieve their optimum level of health in wellness, illness, injury, & through the process of dying, by providing health promotion and disease prevention, screening diagnostics and palliative care
  - Advocate the dignity and self-respect of the client,

- Promote the autonomy of the client and help them to express their health needs and values to obtain appropriate information and services,
- Safeguard the trust of clients that information learned, in the context of a professional relationship, is shared with the health care team only, and with the client's permission, or as legally required,
- Apply and promote principles of equity and fairness, to assist the client, in receiving unbiased treatment, and a share of health services, and with resources proportionate to their needs,
- Package and transport biological samples and pharmaceutical materials in accordance with practice standards (I.E. TDG, WHMIS, Control Drug Act), and,
- Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice, for a Registered Nurse, and Community Health Nurse.

**3. Model excellence by facilitating, implementing, documenting and modifying client and family educational/teaching based on the needs of the client, family and community.**

- Use a holistic approach to facilitate individual learning of the client and their family in relation to client's illness or injury (i.e. self-care, health promotion, etc.),
- Assess the client for physical and psychological needs, their knowledge of their health, disease process and learning needs, and
- Develop, revise and evaluate on an ongoing basis, educational resources necessary to support clients.

**4. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**

- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care,
- Collaborate with nurses, peers and other members of the health care team, to advocate health care environments that are conducive to ethical practice and to the health, well-being and safety of clients and staff, and
- Participates in research (i.e. flu watch), special project (new immunization programs) and monthly community interagency meetings to plan, implement and evaluate joint projects related to the community's health status,
- Reports to supervisor any breach in standards of care.

**5. Assist the Nurse in Charge and/or Senior Management as requested.**

- Follow-up on client concerns, provide time lines and information feedback to Nurse in Charge and/or Senior Management to be able to handle the client concern.
- Acquire more information on a particular incident, report the findings to the Nurse in Charge and/or Senior Management.
- May be called upon to travel to another Sahtu community to provide backfill, assist with operations of another Health Centre, orientate and provide knowledge/expertise in a particular field to other regional staff.
- May be requested to participate and represent the NTHSSA on regional and territorial committees.

## **Workplace Health and Safety**

### **Main Activities:**

- Employees of the NTHSSA – Sahtu Region are committed to creating and maintaining a safe and respectful workplace for employees and patients/clients. Building a safe and respectful workplace is everyone's responsibility.
- All Employees have a professional and personal responsibility to perform their duties to health and safety regulations, standards, practices and procedures.
- All stakeholders --management, staff, Union of Northern Workers (UNW) and Workers' Safety and Compensation Commission (WSCC) -- need to ensure our Joint Workplace Health and Safety Committee works effectively with a shared purpose of continuous quality improvement in health and safety.
- All Employees play an active role in Workplace Health and Safety through their daily activities in identifying risk, prevention and accidents, and applying timely corrective measures.
- A healthy workplace, where employees can provide quality service under safe conditions, is the right thing to do.

## **WORKING CONDITIONS**

### **Physical Demands**

From time to time (1 - 2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes incapacitated patients within the Health Centre, emergency patients coming to the Health Centre and emergency patients who need emergency transportation. You may be required to lift, carry or support the patient into a vehicle, boat or aircraft. Other physical demands are stocking shelves, moving equipment and performing CPR, being on your feet or sitting for long periods.

### **Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. vena-puncture, and during the processing of body fluids for transportation), body fluid and hazardous materials (sharps, toxic cleaning, biological and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent will be required to travel on small planes, on ice or winter roads when traveling to or from the community. The incumbent may be required to travel on helicopter or boat for an emergency transportation of a patient. Some communities have limited modern amenities.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients within the Health Care Centre.

### **Mental Demands**

The CHN experiences constant demands from residents within the community who may require nursing care at any time (day or night), that may cause a significant disruption to the incumbent's family and social life. In addition, the incumbent is also subject to disruption in lifestyle due to 7+ days on-call per month. It is normal for the individual on standby to be called back into work (several times a day and night), which causes significant stress on the incumbent, the family and social life. May be called back to work when not on call to assist in emergency situations.

In addition, within the health care setting there can be significant lack of control over the work place, with frequent interruptions (work is often dictated by external factors of the community, both emergent & non-urgent) that may lead to mental & physical fatigue or stress. Concentration and the ability to remember details are important aspects of the job.

From time to time Community Health Centres may be required to provide nursing services to abusive patients, individuals under the influence of drugs or alcohol and RCMP escorts. The CHN may be kicked, pushed, grabbed, spit on, bit, or verbally assaulted. These incidents may occur while the incumbent is on duty as well as when off duty (within a small community it is difficult to separate the individual from the position). As a result, there is a very real concern for safety and well-being which may cause extreme levels of stress & physical harm, on the incumbent, both during and after working hours.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- The CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (community health nursing, including public health and home care) to ensure that the client's physical, emotional, psychosocial, spiritual and educational needs are met.
- Knowledge of biological, physical and behavioral sciences in order to recognize, interpret, and prioritize findings; and determine and implement a plan of care based on accepted standards of practice, in the GNWT Dept. of Health.
- The CHN must have an ability to provide emergency care and treatment as the position is required to perform transferred health functions beyond normal hospital training. This includes an ability to perform advanced nursing functions such as but not limited to: suturing, vena-puncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears).

- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, x-ray machine, etc.).
- An understanding of and an ability to perform basic laboratory functions such as but not limited to: ESR, HGB, blood smears, pregnancy tests, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery, in accordance to Canadian Laboratory Standards.
- An ability to perform radiological examinations (X-rays) of the chest and extremities and transmit for reading via Di-Pacs computerization.
- An ability to apply and remove casts or splints, emergency stabilization equipment.
- Knowledge of and ability to operate computer applications (i.e. Microsoft Word, Excel and electronic medical records) in order to complete training materials and presentations, electronic GNWT email, scheduling of appointments and maintenance of health records (iEHR and EMR, Di-Pacs), Share Point NTHSSA for internal messages, forms, links, and the internet in order to conduct on-line research and People Soft (employment records).
- An ability to educate clients and their families (where applicable) on appropriate self-care methods and techniques.
- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of clients and their families.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times and in accordance to Access to Information legislation & Public Health, WSCC, etc. mandatory reporting.

**Typically, the above qualifications would be attained by:**

A Degree in Nursing, 2 years of recent nursing experience with one year in a Community Health Centre, as a Community Health Nurse.

Equivalency Knowledge & Experience: Registered Nurse Diploma Program, 4 years of recent nursing experience with one year in a Community Health Centre, as a Community Health Nurse.

Recent nursing experience is defined as a total of full time hours in the past 5 years.

Community Health Centre is defined in the NWT as a level A, B or B/C facility or equivalency for other provinces and territories.

Valid Class 5 Driver's License is mandatory.

## **ADDITIONAL REQUIREMENTS**

### **NTHSSA - Sahtu Regional Requirements:**

Within the Sahtu Region all health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHMIS & Transportation of Dangerous Goods
- Certification in CPR & AED
- Airside Vehicle Operator's Permit (AVOP)
- Canadian Triage and Acuity Scale (CTAS)
- Immunization Certificate
- Other internal certification programs (IO's, Lab, Pharmacy, x-ray)
- Non-violent Crisis Intervention, or similar (or willing to obtain)
- Cultural Training
- Hand Washing Certificate
- Mental Health First Aid
- Applied Suicide Intervention Skills Training (ASIST)
- Training as required by Accreditation Canada

Within a NTHSSA Community Health Centre the following training and/or certification would be definite assets:

- Canadian Nursing Association Certification in Community Health Nursing
- PALS, NRP, ITLS,
- Nursing Advance Practice Certification is highly recommended
- Advanced Cardiac Life Support (ACLS)
- Trauma Nursing Core Course (TNCC)
- Pre-Transportation Patient Preparation Certification (PACKAGING)
- Airside Vehicle Operator's Permit (AVOP)

### **Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

### **French language (check one if applicable)**

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

#### **ORAL EXPRESSION AND COMPREHENSION**

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

#### **READING COMPREHENSION:**

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

#### **WRITING SKILLS:**

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

**Aboriginal language:** To choose a language, click here.

☐ Required

☐ Preferred





#### **IDENTIFICATION**

| Department   |           | Position Title                 |  |
|--|-----------|--------------------------------|--|
| Northwest Territories Health and Social Services Authority |           | Community Health Nurse         |  |
| Position Number(s)   | Community | Division/Region(s)             |  |
| 87-5737  | Tulita    | Community Health Centres/Sahtu |  |

#### **PURPOSE OF THE POSITION**

To provide community health services in Tulita, NT in accordance with established standards of nursing practice, and the values, philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of the community.

#### **SCOPE**

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłıchǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA administers all regional health and social services delivered to 4 Community Health Centres and 1 Community Health Station, in the Sahtu Region of the NWT. The NTHSSA provides and supports the delivery of health care services to adults and children on an short term observation, outpatient and outreach basis, in order to enhance healthy communities well-being through excellence, accountability and respect for regional diversity

Located within the Health Centre, and reporting directly to the Nurse in Charge (NIC), the Community Health Nurse (CHN), delivers core community health services to residents in Tulita. The Health Centre is the sole health and social services facility in the community. The Harriet Gladue Health Centre also provides services to a visiting transient population and out of territory clients.

Community Health Services include providing non-emergency medical care; responding to medical emergencies, within & outside the community, that may require decision making outside of the usual policies, procedures and standards of community health nursing care; and deliver core community health programs designed to promote community health and wellness (i.e. including but not limited to Well-Child/Adult clinics, pre and post-natal clinics, school health program, chronic disease clinic (non-communicable disease), immunization programs, communicable disease surveillance, treatment (emergency & sick clinic), and Home Care). The provisions of critical incident services are supported by other CHNs/NIC and physician/NP over the telephone or in person, with further assistance of other health centre staff Mental Health and Addictions Counselor; Child Protection Worker, Home Support Worker, Healthy Family and Community Wellness Worker and Community Health Representative.

Services may be provided within the Health Centre, via Tele-health, at the community hall, schools or client's home (i.e. Home Care) and are intended to promote a healthy lifestyle, and a decrease in the incidence of disease, injury, and death. Services may be provided on an individual basis or as part of a multi-disciplinary team. The CHN is a member of the Primary Community Care Team (PCCT), as per the Integrated Service Delivery Model (ISDM).

In Tulita, the CHN/NIC will be required to provide on-call coverage, on a rotational basis, during the evening and weekends to provide emergency nursing care. Nurses also provide emergency transportation as per policy within the community.

## **RESPONSIBILITIES**

- 1. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Adult clinics, pre and post-natal clinics, school health program, chronic disease management (non-communicable disease), immunization programs, home care, communicable disease surveillance, non-urgent care (sick clinic) and Emergencies. By following the GNWT Health Standards, the core community health programs serve to protect, prevent and reduce the incidence of communicable and non-communicable diseases to promote a healthy life style; and to reduce the incidence of disability and/or death to all community members.**
  - Deliver a wide variety of core community health clinics and may require development by the incumbent to fit community needs, by utilizing best practices, GNWT Dept. of Health standards of practice and policies, CNA code of ethics and NTHSSA policies.
  - Assist in the arrangement of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, , OT, PT, SLT, Dietician),
  - Evaluate core community health programs on a continuing basis and make recommendation to modify the programs for appropriateness to community needs but still maintain core programming,
  - Act as a resource for other community based health care workers (Healthy Families and Community Wellness Worker, Community Health Representative, Home Support Workers, Community Social Services Worker, Mental Health and Addictions Counselor, etc.), and
  - Promote a safe and healthy environment in homes, schools and throughout the community.
- 2. Provide direct nursing care to clients using a critical thinking approach and in accordance with the GNWT Dept. of Health and RNANT/NU standards, guidelines and scope of expanded nursing practice to facilitate care of client.**
  - Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach that best meets the needs of the client which include the individual, the family and the community (i.e. assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate assessment & treatment),
  - Coordinate the admission and transfer (including medevac) of clients based on the identification of abnormal findings, critical nature of a patient and in consultation with a physician in the Sahtu or, as per protocol, to ensure the client receives appropriate care,
  - Maintain client and administrative records following professional and legal guidelines in a confidential, concise, timely and accurate manner,
  - Assist clients to achieve their optimum level of health in wellness, illness, injury, & through the process of dying, by providing health promotion and disease prevention, screening diagnostics and palliative care
  - Advocate the dignity and self-respect of the client,

- Promote the autonomy of the client and help them to express their health needs and values to obtain appropriate information and services,
- Safeguard the trust of clients that information learned, in the context of a professional relationship, is shared with the health care team only, and with the client's permission, or as legally required,
- Apply and promote principles of equity and fairness, to assist the client, in receiving unbiased treatment, and a share of health services, and with resources proportionate to their needs,
- Package and transport biological samples and pharmaceutical materials in accordance with practice standards (i.e. TDG, WHMIS, Control Drug Act), and,
- Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice, for a Registered Nurse, and Community Health Nurse.

**3. Model excellence by facilitating, implementing, documenting and modifying client and family educational/teaching based on the needs of the client, family and community.**

- Use a holistic approach to facilitate individual learning of the client and their family in relation to client's illness or injury (i.e. self-care, health promotion, etc.),
- Assess the client for physical and psychological needs, their knowledge of their health, disease process and learning needs, and
- Develop, revise and evaluate on an ongoing basis, educational resources necessary to support clients.

**4. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**

- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care,
- Collaborate with nurses, peers and other members of the health care team, to advocate health care environments that are conducive to ethical practice and to the health, well-being and safety of clients and staff, and
- Participates in research (i.e. flu watch), special project (new immunization programs) and monthly community interagency meetings to plan, implement and evaluate joint projects related to the community's health status,
- Reports to supervisor any breach in standards of care.

**5. Assist the Nurse in Charge and/or Senior Management as requested.**

- Follow-up on client concerns, provide time lines and information feedback to Nurse in Charge and/or Senior Management to be able to handle the client concern.
- Acquire more information on a particular incident, report the findings to the Nurse in Charge and/or Senior Management.
- May be called upon to travel to another Sahtu community to provide backfill, assist with operations of another Health Centre, orientate and provide knowledge/expertise in a particular field to other regional staff.
- May be requested to participate and represent the NTHSSA on regional and territorial committees.

## **Workplace Health and Safety**

Employees of the NTHSSA – Sahtu Region are committed to creating and maintaining a safe and respectful workplace for employees and patients/clients. Building a safe and respectful workplace is everyone's responsibility.

- All Employees have a professional and personal responsibility to perform their duties to health and safety regulations, standards, practices and procedures.
- All stakeholders --management, staff, Union of Northern Workers (UNW) and Workers' Safety and Compensation Commission (WSCC)-- need to ensure our Joint Workplace Health and Safety Committee works effectively with a shared purpose of continuous quality improvement in health and safety.
- All Employees play an active role in Workplace Health and Safety through their daily activities in identifying risk, prevention and accidents, and applying timely corrective measures.
- A healthy workplace, where employees can provide quality service under safe conditions, is the right thing to do.

## **WORKING CONDITIONS**

### **Physical Demands**

From time to time (1 - 2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes incapacitated patients within the Health Centre, emergency patients coming to the Health Centre and emergency patients who need emergency transportation. You may be required to lift, carry or support the patient into a vehicle, boat or aircraft. Other physical demands are stocking shelves, moving equipment and performing CPR, being on your feet or sitting for long periods.

### **Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. vena-puncture, and during the processing of body fluids for transportation), body fluid and hazardous materials (sharps, toxic cleaning, biological and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent will be required to travel on small planes, on ice or winter roads when traveling to or from the community. The incumbent may be required to travel on helicopter or boat for an emergency transportation of a patient. Some communities have limited modern amenities.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients within the Health Care Centre.

## **Mental Demands**

The CHN experiences constant demands from residents within the community who may require nursing care at any time (day or night), that may cause a significant disruption to the incumbent's family and social life. In addition, the incumbent is also subject to disruption in lifestyle due to 7+ days on-call per month. It is normal for the individual on standby to be called back into work (several times a day and night), which causes significant stress on the incumbent, the family and social life. May be called back to work when not on call to assist in emergency situations.

In addition, within the health care setting there can be significant lack of control over the work place, with frequent interruptions (work is often dictated by external factors of the community, both emergent & non-urgent) that may lead to mental & physical fatigue or stress. Concentration and the ability to remember details are important aspects of the job.

From time to time Community Health Centres may be required to provide nursing services to abusive patients, individuals under the influence of drugs or alcohol and RCMP escorts. The CHN may be kicked, pushed, grabbed, spit on, bit, or verbally assaulted. These incidents may occur while the incumbent is on duty as well as when off duty (within a small community it is difficult to separate the individual from the position). As a result, there is a very real concern for safety and well-being which may cause extreme levels of stress & physical harm, on the incumbent, both during and after working hours.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- The CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (community health nursing, including public health and home care) to ensure that the client's physical, emotional, psychosocial, spiritual and educational needs are met.
- Knowledge of biological, physical and behavioral sciences in order to recognize, interpret, and prioritize findings; and determine and implement a plan of care based on accepted standards of practice, in the GNWT Dept. of Health.
- The CHN must have an ability to provide emergency care and treatment as the position is required to perform transferred health functions beyond normal hospital training. This includes an ability to perform advanced nursing functions such as but not limited to: suturing, vena-puncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears).
- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, x-ray machine, etc.).
- An understanding of and an ability to perform basic laboratory functions such as but

not limited to: ESR, HGB, blood smears, pregnancy tests, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery, in accordance to Canadian Laboratory Standards.

- An ability to perform radiological examinations (X-rays) of the chest and extremities and transmit for reading via Di-Pacs computerization.
- An ability to apply and remove casts or splints, emergency stabilization equipment.
- Knowledge of and ability to operate computer applications (i.e. Microsoft Word, Excel and electronic medical records) in order to complete training materials and presentations, electronic GNWT email, scheduling of appointments and maintenance of health records (iEHR and EMR, Di-Pacs), Share Point NTHSSA for internal messages, forms, links, and the internet in order to conduct on-line research and People Soft (employment records).
- An ability to educate clients and their families (where applicable) on appropriate self-care methods and techniques.
- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of clients and their families.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times and in accordance to Access to Information legislation & Public Health, WSCC, etc. mandatory reporting.

**Typically, the above qualifications would be attained by:**

A Degree in Nursing, 2 years of recent nursing experience with one year in a Community Health Centre, as a Community Health Nurse.

Equivalency Knowledge & Experience: Registered Nurse Diploma Program, 4 years of recent nursing experience with one year in a Community Health Centre, as a Community Health Nurse.

Recent nursing experience is defined as a total of full time hours in the past 5 years.

Community Health Centre is defined in the NWT as a level A, B or B/C facility or equivalency for other provinces and territories.

Valid Class 5 Driver's License is mandatory.

**ADDITIONAL REQUIREMENTS**

**NTHSSA - Sahtu Regional Requirements:**

Within the Sahtu Region all health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHMIS & Transportation of Dangerous Goods

- Certification in CPR & AED.
- Airside Vehicle Operator's Permit (AVOP)
- Canadian Triage and Acuity Scale (CTAS)
- Immunization Certificate
- Other internal certification programs (IO's, Lab, Pharmacy, x-ray)
- Non-violent Crisis Intervention, or similar (or willing to obtain)
- Cultural Training
- Hand Washing Certificate
- Mental Health First Aid
- Applied Suicide Intervention Skills Training (ASIST)
- Training as required by Accreditation Canada

Within a NTHSSA Community Health Centre the following training and/or certification would be definite assets:

- Canadian Nursing Association Certification in Community Health Nursing
- PALS, NRP, ITLS,
- Nursing Advance Practice Certification is highly recommended
- Advanced Cardiac Life Support (ACLS)
- Trauma Nursing Core Course (TNCC)
- Pre-Transportation Patient Preparation Certification (PACKAGING)

**Position Security** (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

**Aboriginal language:** To choose a language, click here.

- ☐ Required
- ☐ Preferred





#### **IDENTIFICATION**

| Department   |                | Position Title                 |  |
|--|----------------|--------------------------------|--|
| Northwest Territories Health and Social Services Authority |                | Community Health Nurse         |  |
| Position Number(s)   | Community      | Division/Region(s)             |  |
| 87-5738  | Fort Good Hope | Community Health Centres/Sahtu |  |

#### **PURPOSE OF THE POSITION**

To provide community health services in Fort Good Hope, NT in accordance with established standards of nursing practice, and the values, philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of the community.

#### **SCOPE**

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̨chʼı̨ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłı̨chʼı̨ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA administers all regional health and social services delivered to 4 Community Health Centres and 1 Community Health Station, in the Sahtu Region of the NWT. The NTHSSA provides and supports the delivery of health care services to adults and children on an short term observation, outpatient and outreach basis, in order to enhance healthy communities well-being through excellence, accountability and respect for regional diversity

Located within the Cassien Edgi Health Centre, and reporting directly to the Nurse in Charge (NIC), the Community Health Nurse (CHN), delivers core community health services to residents in Fort Good Hope. The Health Centre is the sole health and social services facility in the community. The Cassien Edgi Health Centre also provides services to a visiting transient population and out of territory clients.

Community Health Services include providing non-emergency medical care; responding to medical emergencies, within & outside the community, that may require decision making outside of the usual policies, procedures and standards of community health nursing care; and deliver core community health programs designed to promote community health and wellness (i.e. including but not limited to Well-Child/Adult clinics, pre and post-natal clinics, school health program, chronic disease clinic (non-communicable disease), immunization programs, communicable disease surveillance, treatment (emergency & sick clinic), and Home Care). The provisions of critical incident services are supported by other CHNs/NIC and physician/NP over the telephone or in person, with further assistance of other health centre staff Promotion & Health Prevention Worker; Mental Health and Addictions Counselor; Child Protection Worker, Home Support Worker.

Services may be provided within the Health Centre, via Tele-health, at the community hall, schools or client's home (i.e. Home Care) and are intended to promote a healthy lifestyle, and a decrease in the incidence of disease, injury, and death. Services may be provided on an individual basis or as part of a multi-disciplinary team. The CHN is a member of the Primary Community Care Team (PCCT), as per the Integrated Service Delivery Model (ISDM).

In Fort Good Hope, the CHN/NIC will be required to provide on-call coverage, on a rotational basis, during the evening and weekends to provide emergency nursing care. Nurses also provide emergency transportation as per policy within the community.

## **RESPONSIBILITIES**

- 1. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Adult clinics, pre and post-natal clinics, school health program, chronic disease management (non-communicable disease), immunization programs, home care, communicable disease surveillance, non-urgent care (sick clinic) and Emergencies. By following the GNWT Health**

**Standards, the core community health programs serve to protect, prevent and reduce the incidence of communicable and non-communicable diseases to promote a healthy life style; and to reduce the incidence of disability and/or death to all community members.**

- Deliver a wide variety of core community health clinics and may require development by the incumbent to fit community needs, by utilizing best practices, GNWT Dept. of Health standards of practice and policies, CNA code of ethics and NTHSSA policies.
- Assist in the arrangement of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, OT, PT, SLT, Dietician),
- Evaluate core community health programs on a continuing basis and make recommendation to modify the programs for appropriateness to community needs but still maintain core programming,
- Act as a resource for other community based health care workers (Healthy Families and Community Wellness Worker, Community Health Representative, Home Support Workers, Community Social Services Worker, Mental Health and Addictions Counselor, etc.), and
- Promote a safe and healthy environment in homes, schools and throughout the community.

**2. Provide direct nursing care to clients using a critical thinking approach and in accordance with the GNWT Dept. of Health and RNANT/NU standards, guidelines and scope of expanded nursing practice to facilitate care of client.**

- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach that best meets the needs of the client which include the individual, the family and the community (i.e. assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate assessment & treatment),
- Coordinate the admission and transfer (including medevac) of clients based on the identification of abnormal findings, critical nature of a patient and in consultation with a physician in the Sahtu or, as per protocol, to ensure the client receives appropriate care,
- Maintain client and administrative records following professional and legal guidelines in a confidential, concise, timely and accurate manner,
- Assist clients to achieve their optimum level of health in wellness, illness, injury, & through the process of dying, by providing health promotion and disease prevention, screening diagnostics and palliative care,
- Advocate the dignity and self-respect of the client,
- Promote the autonomy of the client and help them to express their health needs and values to obtain appropriate information and services,
- Safeguard the trust of clients that information learned, in the context of a professional relationship, is shared with the health care team only, and with the client's permission, or as legally required,
- Apply and promote principles of equity and fairness, to assist the client, in

receiving unbiased treatment, and a share of health services, and with resources proportionate to their needs,

- Package and transport biological samples and pharmaceutical materials in accordance with practice standards (I.E. TOG, WHMIS, Control Drug Act), and,
- Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice, for a Registered Nurse, and Community Health Nurse.

**3. Model excellence by facilitating, implementing, documenting and modifying client and family educational/teaching based on the needs of the client, family and community.**

- Use a holistic approach to facilitate individual learning of the client and their family in relation to client's illness or injury (i.e. self-care, health promotion, etc.),
- Assess the client for physical and psychological needs, their knowledge of their health, disease process and learning needs, and
- Develop, revise and evaluate on an ongoing basis, educational resources necessary to support clients.

**4. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**

- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care,
- Collaborate with nurses, peers and other members of the health care team, to advocate health care environments that are conducive to ethical practice and to the health, well-being and safety of clients and staff, and
- Participates in research (i.e. flu watch), special project (new immunization programs) and monthly community interagency meetings to plan, implement and evaluate joint projects related to the community's health status,
- Reports to supervisor any breach in standards of care.

**5. Assist the Nurse in Charge and/or Senior Management as requested.**

- Follow-up on client concerns, provide time lines and information feedback to Nurse in Charge and/or Senior Management to be able to handle the client concern.
- Acquire more information on a particular incident, report the findings to the Nurse in Charge and/or Senior Management.
- May be called upon to travel to another Sahtu community to provide backfill, assist with operations of another Health Centre, orientate and provide knowledge/expertise in a particular field to other regional staff.
- May be requested to participate and represent the NTHSSA on regional and territorial committees.

**Workplace Health and Safety.**

**Main Activities:**

- Employees of the NTHSSA – Sahtu Region are committed to creating and

maintaining a safe and respectful workplace for employees and patients/clients. Building a safe and respectful workplace is everyone's responsibility.

- All Employees have a professional and personal responsibility to perform their duties to health and safety regulations, standards, practices and procedures.
- All stakeholders --management, staff, Union of Northern Workers (UNW) and Workers' Safety and Compensation Commission (WSCC)-- need to ensure our Joint Workplace Health and Safety Committee works effectively with a shared purpose of continuous quality improvement in health and safety.
- All Employees play an active role in Workplace Health and Safety through their daily activities in identifying risk, prevention and accidents, and applying timely corrective measures.
- A healthy workplace, where employees can provide quality service under safe conditions, is the right thing to do.

## **WORKING CONDITIONS**

### **Physical Demands**

From time to time (1 - 2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes incapacitated patients within the Health Centre, emergency patients coming to the Health Centre and emergency patients who need emergency transportation. You may be required to lift, carry or support the patient into a vehicle, boat or aircraft. Other physical demands are stocking shelves, moving equipment and performing CPR, being on your feet or sitting for long periods.

### **Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. vena-puncture, and during the processing of body fluids for transportation), body fluid and hazardous materials (sharps, toxic cleaning, biological and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent will be required to travel on small planes, on ice or winter roads when traveling to or from the community. The incumbent may be required to travel on helicopter or boat for an emergency transportation of a patient. Some communities have limited modern amenities.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients within the Health Care Centre.

### **Mental Demands**

The CHN experiences constant demands from residents within the community who may require nursing care at any time (day or night), that may cause a significant disruption to the

incumbent's family and social life. In addition, the incumbent is also subject to disruption in lifestyle due to 7+ days on-call per month. It is normal for the individual on standby to be called back into work (several times a day and night), which causes significant stress on the incumbent, the family and social life. May be called back to work when not on call to assist in emergency situations.

In addition, within the health care setting there can be significant lack of control over the work place, with frequent interruptions (work is often dictated by external factors of the community, both emergent & non-urgent) that may lead to mental & physical fatigue or stress. Concentration and the ability to remember details are important aspects of the job.

From time to time Community Health Centres may be required to provide nursing services to abusive patients, individuals under the influence of drugs or alcohol and RCMP escorts. The CHN may be kicked, pushed, grabbed, spit on, bit, or verbally assaulted. These incidents may occur while the incumbent is on duty as well as when off duty (within a small community it is difficult to separate the individual from the position). As a result, there is a very real concern for safety and well-being which may cause extreme levels of stress & physical harm, on the incumbent, both during and after working hours.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- The CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (community health nursing, including public health and home care) to ensure that the client's physical, emotional, psychosocial, spiritual and educational needs are met.
- Knowledge of biological, physical and behavioral sciences in order to recognize, interpret, and prioritize findings; and determine and implement a plan of care based on accepted standards of practice, in the GNWT Dept. of Health.
- The CHN must have an ability to provide emergency care and treatment as the position is required to perform transferred health functions beyond normal hospital training. This includes an ability to perform advanced nursing functions such as but not limited to: suturing, vena-puncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears).
- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, x-ray machine, etc.).
- An understanding of and an ability to perform basic laboratory functions such as but not limited to: ESR, HGB, blood smears, pregnancy tests, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery, in accordance to Canadian Laboratory Standards.
- An ability to perform radiological examinations (X-rays) of the chest and extremities

and transmit for reading via Di-Pacs computerization.

- An ability to apply and remove casts or splints, emergency stabilization equipment.
- Knowledge of and ability to operate computer applications (i.e. Microsoft Word, Excel and electronic medical records) in order to complete training materials and presentations, electronic GNWT email, scheduling of appointments and maintenance of health records (iEHR and EMR, Di-Pacs), Share Point NTHSSA for internal messages, forms, links, and the internet in order to conduct on-line research and People Soft (employment records).
- An ability to educate clients and their families (where applicable) on appropriate self-care methods and techniques.
- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of clients and their families.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times and in accordance to Access to Information legislation & Public Health, WSCC, etc. mandatory reporting.

**Typically, the above qualifications would be attained by:**

A Degree in Nursing, 2 years of recent nursing experience with one year in a Community Health Centre, as a Community Health Nurse.

Equivalency Knowledge & Experience: Registered Nurse Diploma Program, 4 years of recent nursing experience with one year in a Community Health Centre, as a Community Health Nurse.

Recent nursing experience is define as a total of full time hours in the past 5 years

Community Health Centre is define in the NWT as a level A, B or B/C facility or equivalency for other provinces and territories

Valid Class 5 Driver's License is mandatory

**ADDITIONAL REQUIREMENTS**

**NTHSSA - Sahtu Regional Requirements**

Within the Sahtu Region all health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHMIS & Transportation of Dangerous Goods
- Certification in CPR & AED.
- Airside Vehicle Operator's Permit (AVOP)
- Canadian Triage and Acuity Scale (CTAS)
- Immunization Certificate
- Other internal certification programs (IO's, Lab, Pharmacy, x-ray)

- Non-violent Crisis Intervention, or similar (or willing to obtain)
- Cultural Training
- Hand Washing Certificate
- Mental Health First Aid
- Applied Suicide Intervention Skills Training (ASIST)
- Training as required by Accreditation Canada

Within a NTHSSA Community Health Centre the following training and/or certification would be definite assets:

- Canadian Nursing Association Certification in Community Health Nursing
- PALS, NRP, ITLS, Air Medical Training Program (CAMATA)
- Nursing Advance Practice Certification is highly recommended
- ADVANCED CARDIAC LIFE SUPPORT (ACLS)
- TRAUMA NURSING CORE COURSE (TNCC)
- PRE- TRANSPORTATION PATIENT PREPARATION CERTIFICATION (PACKAGING)

**Position Security** (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

**Aboriginal language:** To choose a language, click here.

- ☐ Required
- ☐ Preferred





Government of  
Northwest Territories

**IDENTIFICATION**

| Department   | Position Title         |                                |
|--|------------------------|--------------------------------|
| Northwest Territories Health and Social Services Authority | Community Health Nurse |                                |
| Position Number(s)   | Community              | Division/Region(s)             |
| 87-5736  | Deline                 | Community Health Centres/Sahtu |

**PURPOSE OF THE POSITION**

To provide community health services in Deline, NT in accordance with established standards of nursing practice, and the values, philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of the community.

**SCOPE**

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchʔ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłıchʔ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA administers all regional health and social services delivered to 4 Community Health Centres and 1 Community Health Station, in the Sahtu Region of the NWT. The NTHSSA provides and supports the delivery of health care services to adults and children on an short term observation, outpatient and outreach basis, in order to enhance healthy communities well-being through excellence, accountability and respect for regional diversity

Located within the Dora Gully Health Centre, and reporting directly to the Nurse in Charge (NIC), the Community Health Nurse (CHN), delivers core community health services to residents in Deline. The Health Centre is the sole health and social services facility in the community. The Dora Gully Health Centre also provides services to a visiting transient population and out of territory clients.

Community Health Services include providing non-emergency medical care; responding to medical emergencies, within & outside the community, that may require decision making outside of the usual policies, procedures and standards of community health nursing care; and deliver core community health programs designed to promote community health and wellness (i.e. including but not limited to Well-Child/Adult clinics, pre and post-natal clinics, school health program, chronic disease clinic (non-communicable disease), immunization programs, communicable disease surveillance, treatment (emergency & sick clinic), and Home Care). The provisions of critical incident services are supported by other CHNs/NIC and physician/NP over the telephone or in person, with further assistance of other health centre staff Promotion & Health Prevention Worker; Mental Health and Addictions Counselor; Child Protection Worker, Home Support Worker.

Services may be provided within the Health Centre, via Tele-health, at the community hall, schools or client's home (i.e. Home Care) and are intended to promote a healthy lifestyle, and a decrease in the incidence of disease, injury, and death. Services may be provided on an individual basis or as part of a multi-disciplinary team. The CHN is a member of the Primary Community Care Team (PCCT), as per the Integrated Service Delivery Model (ISDM).

In Deline, the CHN/NIC will be required to provide on-call coverage, on a rotational basis, during the evening and weekends to provide emergency nursing care. Nurses also provide emergency transportation as per policy within the community.

## **RESPONSIBILITIES**

- 1. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Adult clinics, pre and post-natal clinics, school health program, chronic disease management (non-communicable disease), immunization programs, home care, communicable disease surveillance, non-urgent care (sick clinic) and Emergencies. By following the GNWT Health**

**Standards, the core community health programs serve to protect, prevent and reduce the incidence of communicable and non-communicable diseases to promote a healthy life style; and to reduce the incidence of disability and/or death to all community members.**

- Deliver a wide variety of core community health clinics and may require development by the incumbent to fit community needs, by utilizing best practices, GNWT Dept. of Health standards of practice and policies, CNA code of ethics and NTHSSA policies.
- Assist in the arrangement of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, OT, PT, SLT, Dietician),
- Evaluate core community health programs on a continuing basis and make recommendation to modify the programs for appropriateness to community needs but still maintain core programming,
- Act as a resource for other community based health care workers (Healthy Families and Community Wellness Worker, Community Health Representative, Home Support Workers, Community Social Services Worker, Mental Health and Addictions Counselor, etc.), and
- Promote a safe and healthy environment in homes, schools and throughout the community.

**2. Provide direct nursing care to clients using a critical thinking approach and in accordance with the GNWT Dept. of Health and RNANT/NU standards, guidelines and scope of expanded nursing practice to facilitate care of client.**

- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach that best meets the needs of the client which include the individual, the family and the community (i.e. assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate assessment & treatment),
- Coordinate the admission and transfer (including medevac) of clients based on the identification of abnormal findings, critical nature of a patient and in consultation with a physician in the Sahtu or, as per protocol, to ensure the client receives appropriate care,
- Maintain client and administrative records following professional and legal guidelines in a confidential, concise, timely and accurate manner,
- Assist clients to achieve their optimum level of health in wellness, illness, injury, & through the process of dying, by providing health promotion and disease prevention, screening diagnostics and palliative care,
- Advocate the dignity and self-respect of the client,
- Promote the autonomy of the client and help them to express their health needs and values to obtain appropriate information and services,
- Safeguard the trust of clients that information learned, in the context of a professional relationship, is shared with the health care team only, and with the client's permission, or as legally required,
- Apply and promote principles of equity and fairness, to assist the client, in

receiving unbiased treatment, and a share of health services, and with resources proportionate to their needs,

- Package and transport biological samples and pharmaceutical materials in accordance with practice standards (I.E. TDG, WHMIS, Control Drug Act), and,
- Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice, for a Registered Nurse, and Community Health Nurse.

**3. Model excellence by facilitating, implementing, documenting and modifying client and family educational/teaching based on the needs of the client, family and community.**

- Use a holistic approach to facilitate individual learning of the client and their family in relation to client's illness or injury (i.e. self-care, health promotion, etc.),
- Assess the client for physical and psychological needs, their knowledge of their health, disease process and learning needs, and
- Develop, revise and evaluate on an ongoing basis, educational resources necessary to support clients.

**4. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**

- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care,
- Collaborate with nurses, peers and other members of the health care team, to advocate health care environments that are conducive to ethical practice and to the health, well-being and safety of clients and staff, and
- Participates in research (i.e. flu watch), special project (new immunization programs) and monthly community interagency meetings to plan, implement and evaluate joint projects related to the community's health status,
- Reports to supervisor any breach in standards of care.

**5. Assist the Nurse in Charge and/or Senior Management as requested.**

- Follow-up on client concerns, provide time lines and information feedback to Nurse in Charge and/or Senior Management to be able to handle the client concern.
- Acquire more information on a particular incident, report the findings to the Nurse in Charge and/or Senior Management.
- May be called upon to travel to another Sahtu community to provide backfill, assist with operations of another Health Centre, orientate and provide knowledge/expertise in a particular field to other regional staff.
- May be requested to participate and represent the NTHSSA on regional and territorial committees.

**Workplace Health and Safety.**

**Main Activities:**

- Employees of the NTHSSA – Sahtu Region are committed to creating and

maintaining a safe and respectful workplace for employees and patients/clients. Building a safe and respectful workplace is everyone's responsibility.

- All Employees have a professional and personal responsibility to perform their duties to health and safety regulations, standards, practices and procedures.
- All stakeholders --management, staff, Union of Northern Workers (UNW) and Workers' Safety and Compensation Commission (WSCC)-- need to ensure our Joint Workplace Health and Safety Committee works effectively with a shared purpose of continuous quality improvement in health and safety.
- All Employees play an active role in Workplace Health and Safety through their daily activities in identifying risk, prevention and accidents, and applying timely corrective measures.
- A healthy workplace, where employees can provide quality service under safe conditions, is the right thing to do.

## **WORKING CONDITIONS**

### **Physical Demands**

From time to time (1 - 2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes incapacitated patients within the Health Centre, emergency patients coming to the Health Centre and emergency patients who need emergency transportation. You may be required to lift, carry or support the patient into a vehicle, boat or aircraft. Other physical demands are stocking shelves, moving equipment and performing CPR, being on your feet or sitting for long periods.

### **Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. vena-puncture, and during the processing of body fluids for transportation), body fluid and hazardous materials (sharps, toxic cleaning, biological and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent will be required to travel on small planes, on ice or winter roads when traveling to or from the community. The incumbent may be required to travel on helicopter or boat for an emergency transportation of a patient. Some communities have limited modern amenities.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients within the Health Care Centre.

### **Mental Demands**

The CHN experiences constant demands from residents within the community who may require nursing care at any time (day or night), that may cause a significant disruption to the

incumbent's family and social life. In addition, the incumbent is also subject to disruption in lifestyle due to 7+ days on-call per month. It is normal for the individual on standby to be called back into work (several times a day and night), which causes significant stress on the incumbent, the family and social life. May be called back to work when not on call to assist in emergency situations.

In addition, within the health care setting there can be significant lack of control over the work place, with frequent interruptions (work is often dictated by external factors of the community, both emergent & non-urgent) that may lead to mental & physical fatigue or stress. Concentration and the ability to remember details are important aspects of the job.

From time to time Community Health Centres may be required to provide nursing services to abusive patients, individuals under the influence of drugs or alcohol and RCMP escorts. The CHN may be kicked, pushed, grabbed, spit on, bit, or verbally assaulted. These incidents may occur while the incumbent is on duty as well as when off duty (within a small community it is difficult to separate the individual from the position). As a result, there is a very real concern for safety and well-being which may cause extreme levels of stress & physical harm, on the incumbent, both during and after working hours.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- The CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (community health nursing, including public health and home care) to ensure that the client's physical, emotional, psychosocial, spiritual and educational needs are met.
- Knowledge of biological, physical and behavioral sciences in order to recognize, interpret, and prioritize findings; and determine and implement a plan of care based on accepted standards of practice, in the GNWT Dept. of Health.
- The CHN must have an ability to provide emergency care and treatment as the position is required to perform transferred health functions beyond normal hospital training. This includes an ability to perform advanced nursing functions such as but not limited to: suturing, vena-puncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears).
- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, x-ray machine, etc.).
- An understanding of and an ability to perform basic laboratory functions such as but not limited to: ESR, HGB, blood smears, pregnancy tests, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery, in accordance to Canadian Laboratory Standards.
- An ability to perform radiological examinations (X-rays) of the chest and extremities

and transmit for reading via Di-Pacs computerization.

- An ability to apply and remove casts or splints, emergency stabilization equipment.
- Knowledge of and ability to operate computer applications (i.e. Microsoft Word, Excel and electronic medical records) in order to complete training materials and presentations, electronic GNWT email, scheduling of appointments and maintenance of health records (iEHR and EMR, Di-Pacs), Share Point NTHSSA for internal messages, forms, links, and the internet in order to conduct on-line research and People Soft (employment records).
- An ability to educate clients and their families (where applicable) on appropriate self-care methods and techniques.
- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of clients and their families.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times and in accordance to Access to Information legislation & Public Health, WSCC, etc. mandatory reporting.

**Typically, the above qualifications would be attained by:**

A Degree in Nursing, 2 years of recent nursing experience with one year in a Community Health Centre, as a Community Health Nurse.

Equivalency Knowledge & Experience: Registered Nurse Diploma Program, 4 years of recent nursing experience with one year in a Community Health Centre, as a Community Health Nurse.

Recent nursing experience is define as a total of full time hours in the past 5 years

Community Health Centre is define in the NWT as a level A, B or B/C facility or equivalency for other provinces and territories

Valid Class 5 Driver's License is mandatory

**ADDITIONAL REQUIREMENTS**

**NTHSSA - Sahtu Regional Requirements**

Within the Sahtu Region all health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHMIS & Transportation of Dangerous Goods
- Certification in CPR & AED.
- Airside Vehicle Operator's Permit (AVOP)
- Canadian Triage and Acuity Scale (CTAS)
- Immunization Certificate
- Other internal certification programs (IO's, Lab, Pharmacy, x-ray)

- Non-violent Crisis Intervention, or similar (or willing to obtain)
- Cultural Training
- Hand Washing Certificate
- Mental Health First Aid
- Applied Suicide Intervention Skills Training (ASIST)
- Training as required by Accreditation Canada

Within a NTHSSA Community Health Centre the following training and/or certification would be definite assets:

- Canadian Nursing Association Certification in Community Health Nursing
- PALS, NRP, ITLS, Air Medical Training Program (CAMATA)
- Nursing Advance Practice Certification is highly recommended
- Advanced Cardiac Life Support (ACLS)
- Trauma Nursing Core Course (TNCC)
- Pre- Transportation Patient Preparation Certification (PACKAGING)

**Position Security** (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

**Aboriginal language:** To choose a language, click here.

- ☐ Required
- ☐ Preferred





## IDENTIFICATION

| Department   | Position Title         |   |
|--|------------------------|---|
| Northwest Territories Health and Social Services Authority | Community Health Nurse |   |
| Position Number  | Community              | Division/Region                             |
| 47-5746  | Fort McPherson         | Community Health Centres/<br>Beaufort Delta |

## PURPOSE OF THE POSITION

To provide community health services in Fort McPherson, in accordance with established standards of nursing practice and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of Fort McPherson.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchʔ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłıchʔ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA administers all regional health and social services delivered through the Inuvik Regional Hospital (IRH), a 47 in-patient bed accredited facility, 7 Community Health Centers; and seventeen other sites, including social services and dental therapy offices, public health clinics, elder's facilities, and various group homes. The NTHSSA provides and supports the delivery of health care services to adults and children on an inpatient, outpatient and outreach basis in order to enhance healthy community's well-being through excellence, accountability and respect for regional diversity.

Located within the Fort McPherson Health Centre and reporting directly to the Nurse in Charge the Community Health Nurse (CHN) is one of three CHNs who deliver community health services. The Health Centre is the sole medical facility in the community and supports approximately 5,600 individual encounters per year.

Community Health Services include providing non-emergency medical care; responding to medical emergencies that require decision making outside of the usual policies, procedures and standards of nursing care; and delivering nursing programs designed to promote community health and well-ness (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment, etc.). The provision of critical incident services is supported by the NIC and a physician over the telephone when communications links are available.

Services may be provided within the Health Centre, community halls, schools or in a patients home (i.e. elderly population) and are intended to promote a health way of life, and decrease the incidence of death and disease and injury. Services may be provided on an individual basis or as part of a multi-disciplinary team.

In Fort McPherson the CHN and the NIC will be required to provide on-call coverage on a rotational basis during the evening and weekends to provide emergency nursing care.

## **RESPONSIBILITIES**

- 1. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment) according to the GNWT Health Standards in order to protect, prevent and reduce the incidence of communicable disease, to promote a healthy life style and to reduce the incidence of disability and/or death to all community members.**
  - Deliver a wide variety of community health clinics (both pre-packaged and requiring development by the incumbent to fit community needs).

- Assist in the arranging of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, Dental Therapists, etc.).
- Evaluate community health programs on a continuing basis and modify programs for appropriateness.
- Act as a resource for other community based health care workers (CHR, Lay Dispensers, Home Support Workers, etc.).
- Promote a safe and healthy environment in homes, schools and throughout the community.

**2. Provide direct nursing care to patients/clients using a problem solving approach and in accordance with the standards, guidelines and scope of expanded nursing practice to facilitate care of patients.**

- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient (assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate diagnosis).
- Coordinate the admission and transfer (including medevac) of patients based on the identification of abnormal findings, critical nature of a patient and consultation with a physician in Inuvik to ensure the patient receives appropriate care.
- Maintain client and administrative records following professional and legal guidelines in a confidential, concise and accurate manner.
- Assist patients to achieve their optimum level of health in situation of normal health, illness, injury, or through the process of dying.
- Advocate the dignity and self-respect of patients.
- Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services, Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required.
- Apply and promote principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs.
- Package and transport biological samples and pharmaceutical materials.
- Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.

**3. Facilitate, implement and modify patient and family educational/teaching based on the needs of the patient.**

- Use a holistic approach to facilitate individual learning of patients and their families in relation to patient illness or injury (i.e. self-care, health promotion, etc.).
- Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs.
- Develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients.

**4. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**

- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care.
- Collaborate with nurses, peers and other members of the health care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and staff.
- Participates in research (i.e. flu watch), special projects (new immunization programs) and monthly interagency meetings to plan, implement and evaluate joint projects related to the community's health status.

**WORKING CONDITIONS**

**Physical Demands**

From time to time (1 - 2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes incapacitated patients within the Health Centre and emergency patients coming to the Health Centre.

**Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. drawn from patients in sick clinic and during the processing of body fluids for transportation to the IRH Laboratory), body fluid and hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent may be required to travel on small planes and on ice or winter roads when traveling to or from the community.

**Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients within the Health Care Centre.

**Mental Demands**

The CHN experiences constant demands from residents within the community who may require nursing care at any time (day or night) that may cause a significant disruption to the incumbent's family and social life. In addition, the incumbent is also subject to disruption in lifestyle due to 7+ day's on-call per month. It is normal for the individual on standby to be called back into work (several times a day and night), which causes significant stress on the incumbent's family and social life.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors) that may lead to mental fatigue or stress.

The incumbent works in a secure environment and interaction with clients who may become agitated, potentially hostile and unpredictable behavior could result in exposure to high-risk situations. As a result, there is a real concern for safety and well-being, which may cause extreme levels of stress & physical harm, on the incumbent.

The role requires tactful interaction with patients, families and staff and the need to handle several complex issues concurrently while maintaining attention to detail. The incumbent is expected to remain calm, controlled and professional, regardless of the situation and demonstrate compassionate care to the client, family and other members of the health care team.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- The CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (including public health) to ensure that the patients' physical, emotional, psychosocial, spiritual and educational needs are met.
- Knowledge of biological, physical and behavioral sciences in order to recognize interpret and prioritize findings and determine and implement a plan of action based on accepted standards of practice.
- The CHN must have an ability to provide emergency care and treatment as the position is required to perform transferred medical functions beyond normal hospital training. This includes and ability to perform advanced nursing functions such as but not limited to: suturing, venipuncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears) .
- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, etc.)
- An understanding of and an ability to perform basic laboratory functions such as but not limited to: ESR, WBC, HGB, blood smears, pregnancy tests, microscopic exam of specimens, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery.
- An ability to perform radiological examinations (X-rays) of the chest and extremities.
- An ability to apply and remove casts or splints.
- Knowledge of and ability to operate word processing applications (i.e. Microsoft Word) in order to complete training materials and presentations, electronic mail to send and receive mail and the internet in order to conduct on-line research.
- An ability to educate patients and their families (where applicable) on appropriate self-care methods and techniques.

- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of patients and their families.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times.

**Typically, the above qualifications would be attained by:**

This level of knowledge is commonly acquired through the successful completion of a Nursing Degree, 2 years recent nursing experience in an acute care setting or within a northern health center.

An ability to obtain satisfactory criminal records check is mandatory.

**ADDITIONAL REQUIREMENTS**

**Beaufort-Delta Regional Requirements**

Within the Beaufort-Delta region all health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications.

- WHMIS.
- Back Logic.
- Fire training, and Certification in basic CPR.

Within the Community Health Centre all nurses must be able to acquire and remain current with the following training.

- Transportation of Dangerous Goods.
- Standard X-ray processing (chest and extremities).
- Pharmaceutical process and procedures.
- General laboratory functions.

Training in emergency response would be an asset. Canadian Nursing Association Certifications are desirable.

**Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

- ☐ French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
☐ French preferred

**Indigenous language:** To choose a language, click here.

☐ Required  
☐ Preferred



## IDENTIFICATION

| Department   | Position Title         |   |
|--|------------------------|---|
| Northwest Territories Health and Social Services Authority | Community Health Nurse |   |
| Position Number  | Community              | Division/Region                             |
| 47-5734  | Aklavik                | Community Health Centres/<br>Beaufort Delta |

## PURPOSE OF THE POSITION

To provide community health services in Aklavik, in accordance with established standards of nursing practice and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of Aklavik.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłıchǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.



Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA administers all regional health and social services delivered through the Inuvik Regional Hospital (IRH), a 47 in-patient bed accredited facility, 7 Community Health Centers; and seventeen other sites, including social services and dental therapy offices, public health clinics, elder's facilities, and various group homes. The NTHSSA provides and supports the delivery of health care services to adults and children on an inpatient, outpatient and outreach basis in order to enhance healthy community's well-being through excellence, accountability and respect for regional diversity.

Located within the Aklavik Health Centre and reporting directly to the Nurse in Charge the Community Health Nurse (CHN) is one of three CHNs who deliver community health services. The Health Centre is the sole medical facility in the community and supports approximately 5,200 individual encounters per year.

Community Health Services include providing non-emergency medical care; responding to medical emergencies that require decision making outside of the usual policies, procedures and standards of nursing care; and delivering nursing programs designed to promote community health and well-ness (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment, etc.). The provision of critical incident services is supported by the NIC and a physician over the telephone when communications links are available.

Services may be provided within the Health Centre, community halls, schools or in a patients home (i.e. elderly population) and are intended to promote a health way of life, and decrease the incidence of death and disease and injury. Services may be provided on an individual basis or as part of a multi-disciplinary team.

In Aklavik the CHN and the NIC will be required to provide on-call coverage on a rotational basis during the evening and weekends to provide emergency nursing care.

## **RESPONSIBILITIES**

- 1. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment) according to the GNWT Health Standards in order to protect, prevent and reduce the incidence of communicable disease, to promote a healthy life style and to reduce the incidence of disability and/or death to all community members.**
  - Deliver a wide variety of community health clinics (both pre-packaged and requiring development by the incumbent to fit community needs),

- Assist in the arranging of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, Dental Therapists, etc.),
- Evaluate community health programs on a continuing basis and modify programs for appropriateness,
- Act as a resource for other community based health care workers (CHR, Lay Dispensers, Home Support Workers, etc.), and
- Promote a safe and healthy environment in homes, schools and throughout the community.

**2. Provide direct nursing care to patients/clients using a problem solving approach and in accordance with the standards, guidelines and scope of expanded nursing practice to facilitate care of patients.**

- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient (assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate diagnosis),
- Coordinate the admission and transfer (including medevac) of patients based on the identification of abnormal findings, critical nature of a patient and consultation with a physician in Inuvik to ensure the patient receives appropriate care,
- Maintain client and administrative records following professional and legal guidelines in a confidential, concise and accurate manner,
- Assist patients to achieve their optimum level of health in situation of normal health, illness, injury, or through the process of dying,
- Advocate the dignity and self-respect of patients,
- Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services, Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required,
- Apply and promote principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs,
- Package and transport biological samples and pharmaceutical materials, and
- Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.

**3. Facilitate, implement and modify patient and family educational/teaching based on the needs of the patient.**

- Use a holistic approach to facilitate individual learning of patients and their families in relation to patient illness or injury (i.e. self-care, health promotion, etc.),
- Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs, and
- Develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients.

**4. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**

- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care,
- Collaborate with nurses, peers and other members of the health care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and staff, and
- Participates in research (i.e. flu watch), special projects (new immunization programs) and monthly interagency meetings to plan, implement and evaluate joint projects related to the community's health status.

**WORKING CONDITIONS**

**Physical Demands**

From time to time (1 - 2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes incapacitated patients within the Health Centre and emergency patients coming to the Health Centre.

**Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. drawn from patients in sick clinic and during the processing of body fluids for transportation to the IRH Laboratory), body fluid and hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent may be required to travel on small planes and on ice or winter roads when traveling to or from the community.

**Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients within the Health Care Centre.

**Mental Demands**

The CHN experiences constant demands from residents within the community who may require nursing care at any time (day or night) that may cause a significant disruption to the incumbent's family and social life. In addition, the incumbent is also subject to disruption in lifestyle due to 7+ day's on-call per month. It is normal for the individual on standby to be called back into work (several times a day and night), which causes significant stress on the incumbent's family and social life.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors) that may lead to mental fatigue or stress.

The incumbent works in a secure environment and interaction with clients who may become agitated, potentially hostile and unpredictable behavior could result in exposure to high-risk situations. As a result, there is a real concern for safety and well-being, which may cause extreme levels of stress & physical harm, on the incumbent.

The role requires tactful interaction with patients, families and staff and the need to handle several complex issues concurrently while maintaining attention to detail. The incumbent is expected to remain calm, controlled and professional, regardless of the situation and demonstrate compassionate care to the client, family and other members of the health care team.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- The CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (including public health) to ensure that the patients' physical, emotional, psychosocial, spiritual and educational needs are met.
- Knowledge of biological, physical and behavioral sciences in order to recognize interpret and prioritize findings and determine and implement a plan of action based on accepted standards of practice.
- The CHN must have an ability to provide emergency care and treatment as the position is required to perform transferred medical functions beyond normal hospital training. This includes and ability to perform advanced nursing functions such as but not limited to: suturing, venipuncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears) .
- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, etc.)
- An understanding of and an ability to perform basic laboratory functions such as but not limited to: ESR, WBC, HGB, blood smears, pregnancy tests, microscopic exam of specimens, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery.
- An ability to perform radiological examinations (X-rays) of the chest and extremities.
- An ability to apply and remove casts or splints.
- Knowledge of and ability to operate word processing applications (i.e. Microsoft Word) in order to complete training materials and presentations, electronic mail to send and receive mail and the internet in order to conduct on-line research.
- An ability to educate patients and their families (where applicable) on appropriate self-care methods and techniques.

- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of patients and their families .
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times.

**Typically, the above qualifications would be attained by:**

This level of knowledge is commonly acquired through the successful completion of a Nursing Degree, 2 years recent nursing experience in an acute care setting or within a northern health center.

An ability to obtain satisfactory criminal records check is mandatory.

**ADDITIONAL REQUIREMENTS**

**Beaufort-Delta Regional Requirements**

Within the IRH all health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHMIS,
- Back Logic,
- Fire training, and Certification in basic CPR.

Within the Community Health Centre all nurses must be able to acquire and remain current with the following training:

- Transportation of Dangerous Goods,
- Standard X-ray processing (chest and extremities),
- Pharmaceutical process and procedures, and
- General laboratory functions.

Training in emergency response would be an asset. Canadian Nursing Association Certifications are desirable.

**Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

- ☐ French required (must identify required level below)  
 Level required for this Designated Position is:  
 ORAL EXPRESSION AND COMPREHENSION  
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
 READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
☐ French preferred

**Indigenous language:** To choose a language, click here.

☐ Required  
☐ Preferred



## IDENTIFICATION

| Department   | Position Title         |   |
|--|------------------------|---|
| Northwest Territories Health and Social Services Authority | Community Health Nurse |   |
| Position Number  | Community              | Division/Region                             |
| 47-5733  | Tuktoyaktuk            | Community Health Centres/<br>Beaufort Delta |

## PURPOSE OF THE POSITION

To provide community health services in Tuktoyaktuk, in accordance with established standards of nursing practice and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of Tuktoyaktuk.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchʔ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłıchʔ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA administers all regional health and social services delivered through the Inuvik Regional Hospital (IRH), a 47 in-patient bed accredited facility, 7 Community Health Centers; and seventeen other sites, including social services and dental therapy offices, public health clinics, elder's facilities, and various group homes. The NTHSSA provides and supports the delivery of health care services to adults and children on an inpatient, outpatient and outreach basis in order to enhance healthy community's well-being through excellence, accountability and respect for regional diversity.

Located within the Tuktoyaktuk Health Centre and reporting directly to the Nurse in Charge the Community Health Nurse (CHN) is one of three CHNs who deliver community health services to a client population (predominantly Inuvialuit and Gwich'in). The Health Centre is the sole medical facility in the community and supports approximately 6,600 individual encounters per year.

Community Health Services include providing non-emergency medical care; responding to medical emergencies that require decision making outside of the usual policies, procedures and standards of nursing care; and delivering nursing programs designed to promote community health and well-ness (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment, etc.). The provision of critical incident services is supported by the NIC and a physician over the telephone when communications links are available.

Services may be provided within the Health Centre, community halls, schools or in a patients home (i.e. elderly population) and are intended to promote a health way of life, and decrease the incidence of death and disease and injury. Services may be provided on an individual basis or as part of a multi-disciplinary team.

In Tuktoyaktuk the CHN and the NIC will be required to provide on-call coverage on a rotational basis during the evening and weekends to provide emergency nursing care.

## **RESPONSIBILITIES**

- 1. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment) according to the GNWT Health Standards in order to protect, prevent and reduce the incidence of communicable disease, to promote a healthy life style and to reduce the incidence of disability and/or death to all community members.**
  - Deliver a wide variety of community health clinics (both pre-packaged and requiring development by the incumbent to fit community needs),



- Assist in the arranging of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, Dental Therapists, etc.),
- Evaluate community health programs on a continuing basis and modify programs for appropriateness,
- Act as a resource for other community based health care workers (CHR, Lay Dispensers, Home Support Workers, etc.), and
- Promote a safe and healthy environment in homes, schools and throughout the community.

**2. Provide direct nursing care to patients/clients using a problem solving approach and in accordance with the standards, guidelines and scope of expanded nursing practice to facilitate care of patients.**

- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient (assessments may involve taking x- rays of extremities and/or lungs in order to make appropriate diagnosis),
- Coordinate the admission and transfer (including medevac) of patients based on the identification of abnormal findings, critical nature of a patient and consultation with a physician in Inuvik to ensure the patient receives appropriate care,
- Maintain client and administrative records following professional and legal guidelines in a confidential, concise and accurate manner,
- Assist patients to achieve their optimum level of health in situation of normal health, illness, injury, or through the process of dying,
- Advocate the dignity and self-respect of patients,
- Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services, Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required,
- Apply and promote principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs,
- Package and transport biological samples and pharmaceutical materials, and
- Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.

**3. Facilitate, implement and modify patient and family educational/teaching based on the needs of the patient.**

- Use a holistic approach to facilitate individual learning of patients and their families in relation to patient illness or injury (i.e. self-care, health promotion, etc.),
- Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs, and
- Develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients.

**4. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**

- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care,
- Collaborate with nurses, peers and other members of the health care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and staff, and
- Participates in research (i.e. flu watch), special projects (new immunization programs) and monthly interagency meetings to plan, implement and evaluate joint projects related to the community's health status.

**WORKING CONDITIONS**

**Physical Demands**

From time to time (1 - 2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes incapacitated patients within the Health Centre and emergency patients coming to the Health Centre.

**Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. drawn from patients in sick clinic and during the processing of body fluids for transportation to the IRH Laboratory), body fluid and hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent may be required to travel on small planes and on ice or winter roads when traveling to or from the community.

**Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients within the Health Care Centre.

**Mental Demands**

The CHN experiences constant demands from residents within the community who may require nursing care at any time (day or night) that may cause a significant disruption to the incumbent's family and social life. In addition, the incumbent is also subject to disruption in lifestyle due to 7+ day's on-call per month. It is normal for the individual on standby to be called back into work (several times a day and night), which causes significant stress on the incumbent's family and social life.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors) that may lead to mental fatigue or stress.

The incumbent works in a secure environment and interaction with clients who may become agitated, potentially hostile and unpredictable behavior could result in exposure to high-risk situations. As a result, there is a real concern for safety and well-being, which may cause extreme levels of stress & physical harm, on the incumbent.

The role requires tactful interaction with patients, families and staff and the need to handle several complex issues concurrently while maintaining attention to detail. The incumbent is expected to remain calm, controlled and professional, regardless of the situation and demonstrate compassionate care to the client, family and other members of the health care team.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- The CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (including public health) to ensure that the patients' physical, emotional, psychosocial, spiritual and educational needs are met.
- Knowledge of biological, physical and behavioral sciences in order to recognize interpret and prioritize findings and determine and implement a plan of action based on accepted standards of practice.
- The CHN must have an ability to provide emergency care and treatment as the position is required to perform transferred medical functions beyond normal hospital training. This includes and ability to perform advanced nursing functions such as but not limited to: suturing, venipuncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears) .
- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, etc.)
- An understanding of and an ability to perform basic laboratory functions such as but not limited to: ESR, WBC, HGB, blood smears, pregnancy tests, microscopic exam of specimens, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery.
- An ability to perform radiological examinations (X-rays) of the chest and extremities.
- An ability to apply and remove casts or splints.
- Knowledge of and ability to operate word processing applications (i.e. Microsoft Word) in order to complete training materials and presentations, electronic mail to send and receive mail and the internet in order to conduct on-line research.
- An ability to educate patients and their families (where applicable) on appropriate self- care methods and techniques.

- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of patients and their families.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times.

**Typically, the above qualifications would be attained by:**

This level of knowledge is commonly acquired through the successful completion of a Nursing Degree, 2 years recent nursing experience in an acute care setting or within a northern health center.

An ability to obtain satisfactory criminal records check is mandatory.

**ADDITIONAL REQUIREMENTS**

**Beaufort-Delta Regional Requirements**

Within the IRH all health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHMIS,
- Back Logic,
- Fire training, and Certification in basic CPR.

Within the Community Health Centre all nurses must be able to acquire and remain current with the following training:

- Transportation of Dangerous Goods,
- Standard X-ray processing (chest and extremities),
- Pharmaceutical process and procedures, and
- General laboratory functions.

Training in emergency response would be an asset. Canadian Nursing Association Certifications are desirable.

**Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

- ☐ French required (must identify required level below)  
 Level required for this Designated Position is:  
 ORAL EXPRESSION AND COMPREHENSION  
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
 READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
☐ French preferred

**Indigenous language:** To choose a language, click here.

☐ Required  
☐ Preferred



## IDENTIFICATION

| Department   | Position Title         |   |
|--|------------------------|---|
| Northwest Territories Health and Social Services Authority | Community Health Nurse |   |
| Position Number  | Community              | Division/Region                             |
| 47-5851  | Paulatuk               | Community Health Centres/<br>Beaufort Delta |

## PURPOSE OF THE POSITION

To provide community health services in Paulatuk, in accordance with established standards of nursing practice and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of Paulatuk.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchʔ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłıchʔ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA administers all regional health and social services delivered through the Inuvik Regional Hospital (IRH), a 47 in-patient bed accredited facility, 7 Community Health Centers; and seventeen other sites, including social services and dental therapy offices, public health clinics, elder's facilities, and various group homes. The NTHSSA provides and supports the delivery of health care services to adults and children on an inpatient, outpatient and outreach basis in order to enhance healthy community's well-being through excellence, accountability and respect for regional diversity.

Located within the Paulatuk Health Centre and reporting directly to the Nurse in Charge the Community Health Nurse (CHN) works with the NIC and delivers community health services. The Health Centre is the sole medical facility in the community and supports approximately 2,700+ individual encounters per year.

Community Health Services include providing non-emergency medical care; responding to medical emergencies that require decision making outside of the usual policies, procedures and standards of nursing care; and delivering nursing programs designed to promote community health and well-ness (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment, etc.). The provision of critical incident services is supported by the NIC and a physician over the telephone when communications links are available.

Services may be provided within the Health Centre, community halls, schools or in a patients home (i.e. elderly population) and are intended to promote a health way of life, and decrease the incidence of death and disease and injury. Services may be provided on an individual basis or as part of a multi-disciplinary team.

In Paulatuk the CHN and the NIC will be required to provide on-call coverage on a rotational basis during the evening and weekends to provide emergency nursing care.

## **RESPONSIBILITIES**

**1. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment) according to the GNWT Health Standards in order to protect, prevent and reduce the incidence of communicable disease, to promote a healthy life style and to reduce the incidence of disability and/or death to all community members.**

- Deliver a wide variety of community health clinics (both pre-packaged and requiring development by the incumbent to fit community needs),

- Assist in the arranging of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, Dental Therapists, etc.),
- Evaluate community health programs on a continuing basis and modify programs for appropriateness,
- Act as a resource for other community based health care workers (CHR, Lay Dispensers, Home Support Workers, etc.), and
- Promote a safe and healthy environment in homes, schools and throughout the community.

**2. Provide direct nursing care to patients/clients using a problem solving approach and in accordance with the standards, guidelines and scope of expanded nursing practice to facilitate care of patients.**

- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient (assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate diagnosis),
- Coordinate the admission and transfer (including medevac) of patients based on the identification of abnormal findings, critical nature of a patient and consultation with a physician in Inuvik to ensure the patient receives appropriate care,
- Maintain client and administrative records following professional and legal guidelines in a confidential, concise and accurate manner,
- Assist patients to achieve their optimum level of health in situation of normal health, illness, injury, or through the process of dying,
- Advocate the dignity and self-respect of patients,
- Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services, Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required,
- Apply and promote principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs,
- Package and transport biological samples and pharmaceutical materials, and
- Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.

**3. Facilitate, implement and modify patient and family educational/teaching based on the needs of the patient.**

- Use a holistic approach to facilitate individual learning of patients and their families in relation to patient illness or injury (i.e. self-care, health promotion, etc.),
- Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs, and
- Develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients.



**4. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**

- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care,
- Collaborate with nurses, peers and other members of the health care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and staff, and
- Participates in research (i.e. flu watch), special projects (new immunization programs) and monthly interagency meetings to plan, implement and evaluate joint projects related to the community's health status.

**WORKING CONDITIONS**

**Physical Demands**

From time to time (1 - 2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes incapacitated patients within the Health Centre and emergency patients coming to the Health Centre.

**Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. drawn from patients in sick clinic and during the processing of body fluids for transportation to the IRH Laboratory), body fluid and hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent may be required to travel on small planes and on ice or winter roads when traveling to or from the community.

**Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients within the Health Care Centre.

**Mental Demands**

The CHN experiences constant demands from residents within the community who may require nursing care at any time (day or night) that may cause a significant disruption to the incumbent's family and social life. In addition, the incumbent is also subject to disruption in lifestyle due to 7+ day's on-call per month. It is normal for the individual on standby to be called back into work (several times a day and night), which causes significant stress on the incumbent's family and social life.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors) that may lead to mental fatigue or stress.

The incumbent works in a secure environment and interaction with clients who may become agitated, potentially hostile and unpredictable behavior could result in exposure to high-risk situations. As a result, there is a real concern for safety and well-being, which may cause extreme levels of stress & physical harm, on the incumbent.

The role requires tactful interaction with patients, families and staff and the need to handle several complex issues concurrently while maintaining attention to detail. The incumbent is expected to remain calm, controlled and professional, regardless of the situation and demonstrate compassionate care to the client, family and other members of the health care team.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- The CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (including public health) to ensure that the patients' physical, emotional, psychosocial, spiritual and educational needs are met.
- Knowledge of biological, physical and behavioral sciences in order to recognize interpret and prioritize findings and determine and implement a plan of action based on accepted standards of practice.
- The CHN must have an ability to provide emergency care and treatment as the position is required to perform transferred medical functions beyond normal hospital training. This includes and ability to perform advanced nursing functions such as but not limited to: suturing, venipuncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears).
- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, etc.)
- An understanding of and an ability to perform basic laboratory functions such as but not limited to: ESR, WBC, HGB, blood smears, pregnancy tests, microscopic exam of specimens, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery.
- An ability to perform radiological examinations (X-rays) of the chest and extremities.
- An ability to apply and remove casts or splints.
- Knowledge of and ability to operate word processing applications (i.e. Microsoft Word) in order to complete training materials and presentations, electronic mail to send and receive mail and the internet in order to conduct on-line research.
- An ability to educate patients and their families (where applicable) on appropriate self- care methods and techniques.

- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of patients and their families.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times.

**Typically, the above qualifications would be attained by:**

This level of knowledge is commonly acquired through the successful completion of a Nursing Degree, 2 years recent nursing experience in an acute care setting or within a northern health center.

An ability to obtain satisfactory criminal records check is mandatory.

**ADDITIONAL REQUIREMENTS**

**Beaufort-Delta Regional Requirements**

Within the Beaufort-Delta region all health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- WHMIS,
- Back Logic,
- Fire training, and Certification in basic CPR.

Within the Community Health Centre all nurses must be able to acquire and remain current with the following training:

- Transportation of Dangerous Goods,
- Standard X-ray processing (chest and extremities),
- Pharmaceutical process and procedures, and
- General laboratory functions.

Training in emergency response would be an asset. Canadian Nursing Association Certifications are desirable.

**Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

- ☐ French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
☐ French preferred

**Indigenous language:** To choose a language, click here.

☐ Required  
☐ Preferred



## IDENTIFICATION

| Department   | Position Title         |   |
|--|------------------------|---|
| Northwest Territories Health and Social Services Authority | Community Health Nurse |   |
| Position Number  | Community              | Division/Region                             |
| 47-13890   | Sachs Harbour          | Community Health Centres/<br>Beaufort Delta |

## PURPOSE OF THE POSITION

To provide community health services in Sachs Harbour, in accordance with established standards of nursing practice and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of Tuktoyaktuk.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłıchǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA administers all regional health and social services delivered through the Beaufort-Delta. NTHSSA provides and supports the delivery of health care services to adults and children on an inpatient, outpatient and outreach basis in order to enhance healthy community's well-being through excellence, accountability and respect for regional diversity.

Located within the Sachs Harbour Health Centre and reporting directly to the Nurse in Charge the Community Health Nurse (CHN) is one of three CHN. The Health Centre is the sole medical facility in the community and supports approximately 6,600 individual encounters per year.

Community Health Services include providing non-emergency medical care; responding to medical emergencies that require decision making outside of the usual policies, procedures and standards of nursing care; and delivering nursing programs designed to promote community health and well-ness (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment, etc.). The provision of critical incident services is supported by the NIC and a physician over the telephone when communications links are available.

Services may be provided within the Health Centre, community halls, schools or in a patients home (i.e. elderly population) and are intended to promote a health way of life, and decrease the incidence of death and disease and injury. Services may be provided on an individual basis or as part of a multi-disciplinary team.

In Sachs Harbour, the CHN and the NIC will be required to provide on-call coverage on a rotational basis during the evening and weekends to provide emergency nursing care.

## **RESPONSIBILITIES**

**1. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment) according to the GNWT Health Standards in order to protect, prevent and reduce the incidence of communicable disease, to promote a healthy life style and to reduce the incidence of disability and/or death to all community members.**

- Deliver a wide variety of community health clinics (both pre-packaged and requiring development by the incumbent to fit community needs).
- Assist in the arranging of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, Dental Therapists, etc.).
- Evaluate community health programs on a continuing basis and modify programs for appropriateness.

- Act as a resource for other community based health care workers (CHR, Lay Dispensers, Home Support Workers, etc.).
  - Promote a safe and healthy environment in homes, schools and throughout the community.
- 2. Provide direct nursing care to patients/clients using a problem solving approach and in accordance with the standards, guidelines and scope of expanded nursing practice to facilitate care of patients.**
- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient (assessments may involve taking x- rays of extremities and/or lungs in order to make appropriate diagnosis).
  - Coordinate the admission and transfer (including medevac) of patients based on the identification of abnormal findings, critical nature of a patient and consultation with a physician in Inuvik to ensure the patient receives appropriate care.
  - Maintain client and administrative records following professional and legal guidelines in a confidential, concise and accurate manner.
  - Assist patients to achieve their optimum level of health in situation of normal health, illness, injury, or through the process of dying.
  - Advocate the dignity and self-respect of patients.
  - Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services, Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required.
  - Apply and promote principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs.
  - Package and transport biological samples and pharmaceutical materials.
  - Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.
- 3. Facilitate, implement and modify patient and family educational/teaching based on the needs of the patient.**
- Use a holistic approach to facilitate individual learning of patients and their families in relation to patient illness or injury (i.e. self-care, health promotion, etc.).
  - Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs.
  - Develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients.
- 4. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**
- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care.

- Collaborate with nurses, peers and other members of the health care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and staff.
- Participates in research (i.e. flu watch), special projects (new immunization programs) and monthly interagency meetings to plan, implement and evaluate joint projects related to the community's health status.

## **WORKING CONDITIONS**

### **Physical Demands**

From time to time (1 - 2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes incapacitated patients within the Health Centre and emergency patients coming to the Health Centre.

### **Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. drawn from patients in sick clinic and during the processing of body fluids for transportation to the IRH Laboratory), body fluid and hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.

As a result of living in an isolated, northern community, the incumbent may be required to travel on small planes and on ice or winter roads when traveling to or from the community.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients within the Health Care Centre.

### **Mental Demands**

The CHN experiences constant demands from residents within the community who may require nursing care at any time (day or night) that may cause a significant disruption to the incumbent's family and social life. In addition, the incumbent is also subject to disruption in lifestyle due to 7+ day's on-call per month. It is normal for the individual on standby to be called back into work (several times a day and night), which causes significant stress on the incumbent's family and social life.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors) that may lead to mental fatigue or stress.



The incumbent works in a secure environment and interaction with clients who may become agitated, potentially hostile and unpredictable behavior could result in exposure to high-risk situations. As a result, there is a real concern for safety and well-being, which may cause extreme levels of stress & physical harm, on the incumbent.

The role requires tactful interaction with patients, families and staff and the need to handle several complex issues concurrently while maintaining attention to detail. The incumbent is expected to remain calm, controlled and professional, regardless of the situation and demonstrate compassionate care to the client, family and other members of the health care team.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- The CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (including public health) to ensure that the patients' physical, emotional, psychosocial, spiritual and educational needs are met.
- Knowledge of biological, physical and behavioral sciences in order to recognize interpret and prioritize findings and determine and implement a plan of action based on accepted standards of practice.
- The CHN must have an ability to provide emergency care and treatment as the position is required to perform transferred medical functions beyond normal hospital training. This includes an ability to perform advanced nursing functions such as but not limited to: suturing, venipuncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears) .
- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, etc.)
- An understanding of and an ability to perform basic laboratory functions such as but not limited to: ESR, WBC, HGB, blood smears, pregnancy tests, microscopic exam of specimens, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery.
- An ability to perform radiological examinations (X-rays) of the chest and extremities.
- An ability to apply and remove casts or splints.
- Knowledge of and ability to operate word processing applications (i.e. Microsoft Word) in order to complete training materials and presentations, electronic mail to send and receive mail and the internet in order to conduct on-line research.
- An ability to educate patients and their families (where applicable) on appropriate self-care methods and techniques.
- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of patients and their families .

- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times.

**Typically, the above qualifications would be attained by:**

This level of knowledge is commonly acquired through the successful completion of a Nursing Degree, 2 years recent nursing experience in an acute care setting or within a northern health center.

An ability to obtain satisfactory criminal records check is mandatory.

**ADDITIONAL REQUIREMENTS**

Beaufort-Delta Regional Requirements

Within the Beaufort-Delta region all health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications.

- WHMIS.
- Back Logic.
- Fire training, and Certification in basic CPR.

Within the Community Health Centre all nurses must be able to acquire and remain current with the following training.

- Transportation of Dangerous Goods.
- Standard X-ray processing (chest and extremities).
- Pharmaceutical process and procedures.
- General laboratory functions.

Training in emergency response would be an asset. Canadian Nursing Association Certifications are desirable.

**Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

**Indigenous language:** To choose a language, click here.

☐ Required

☐ Preferred



## IDENTIFICATION

| Department   | Position Title         |   |
|--|------------------------|---|
| Northwest Territories Health and Social Services Authority | Community Health Nurse |   |
| Position Number  | Community              | Division/Region                             |
| 47-1181  | Ulukhaktok             | Community Health Centres/<br>Beaufort Delta |

## PURPOSE OF THE POSITION

To provide community health services in Ulukhaktok, in accordance with established standards of nursing practice and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure the provision of safe standardized health care to the residents of Ulukhaktok.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchʔ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłıchʔ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA administers all regional health and social services delivered through the Inuvik Regional Hospital (IRH), a 47 in-patient bed accredited facility, 7 Community Health Centers; and seventeen other sites, including social services and dental therapy offices, public health clinics, elder's facilities, and various group homes. The NTHSSA provides and supports the delivery of health care services to adults and children on an inpatient, outpatient and outreach basis in order to enhance healthy community's well-being through excellence, accountability and respect for regional diversity.

Located within the Ulukhaktok Health Centre and reporting directly to the Nurse in Charge the Community Health Nurse (CHN) works with the NIC and delivers community health services. The Health Centre is the sole medical facility in the community and supports approximately 3,600 individual encounters per year.

Community Health Services include providing non-emergency medical care; responding to medical emergencies that require decision making outside of the usual policies, procedures and standards of nursing care; and delivering nursing programs designed to promote community health and well-ness (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment, etc.). The provision of critical incident services is supported by the NIC and a physician over the telephone when communications links are available.

Services may be provided within the Health Centre, community halls, schools or in a patients home (i.e. elderly population) and are intended to promote a health way of life, and decrease the incidence of death and disease and injury. Services may be provided on an individual basis or as part of a multi-disciplinary team. In Ulukhaktok the CHN and the NIC will be required to provide on-call coverage on a rotational basis during the evening and weekends to provide emergency nursing care.

## **RESPONSIBILITIES**

**1. Provide comprehensive community health programs (i.e. including but not limited to Well-Child/Woman/Man clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment) according to the GNWT Health Standards in order to protect, prevent and reduce the incidence of communicable disease, to promote a healthy life style and to reduce the incidence of disability and/or death to all community members.**

- Deliver a wide variety of community health clinics (both pre-packaged and requiring development by the incumbent to fit community needs).
- Assist in the arranging of, and participate in specialty clinics with physician specialists or other health care providers (i.e. Ophthalmic Technologists, Dental Therapists, etc.).

- Evaluate community health programs on a continuing basis and modify programs for appropriateness.
  - Act as a resource for other community based health care workers (CHR, Lay Dispensers, Home Support Workers, etc.).
  - Promote a safe and healthy environment in homes, schools and throughout the community.
- 2. Provide direct nursing care to patients/clients using a problem solving approach and in accordance with the standards, guidelines and scope of expanded nursing practice to facilitate care of patients.**
- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient (assessments may involve taking x-rays of extremities and/or lungs in order to make appropriate diagnosis).
  - Coordinate the admission and transfer (including medevac) of patients based on the identification of abnormal findings, critical nature of a patient and consultation with a physician in Inuvik to ensure the patient receives appropriate care.
  - Maintain client and administrative records following professional and legal guidelines in a confidential, concise and accurate manner.
  - Assist patients to achieve their optimum level of health in situation of normal health, illness, injury, or through the process of dying.
  - Advocate the dignity and self-respect of patients.
  - Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services, Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required.
  - Apply and promote principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs.
  - Package and transport biological samples and pharmaceutical materials.
  - Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.
- 3. Facilitate, implement and modify patient and family educational/teaching based on the needs of the patient.**
- Use a holistic approach to facilitate individual learning of patients and their families in relation to patient illness or injury (i.e. self-care, health promotion, etc.).
  - Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs.
  - Develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients.
- 4. Advocate practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care.**
- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care.

- Collaborate with nurses, peers and other members of the health care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and staff.
- Participates in research (i.e. flu watch), special projects (new immunization programs) and monthly interagency meetings to plan, implement and evaluate joint projects related to the community's health status.

## **WORKING CONDITIONS**

### **Physical Demands**

From time to time (1 - 2 times per week at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of patient care. This includes incapacitated patients within the Health Centre and emergency patients coming to the Health Centre.

### **Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. drawn from patients in sick clinic and during the processing of body fluids for transportation to the IRH Laboratory), body fluid and hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent. As a result of living in an isolated, northern community, the incumbent may be required to travel on small planes and on ice or winter roads when traveling to or from the community.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients within the Health Care Centre.

### **Mental Demands**

The CHN experiences constant demands from residents within the community who may require nursing care at any time (day or night) that may cause a significant disruption to the incumbent's family and social life. In addition, the incumbent is also subject to disruption in lifestyle due to 7+ day's on-call per month. It is normal for the individual on standby to be called back into work (several times a day and night), which causes significant stress on the incumbent's family and social life.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors) that may lead to mental fatigue or stress.

The incumbent works in a secure environment and interaction with clients who may become agitated, potentially hostile and unpredictable behavior could result in exposure to high-risk

situations. As a result, there is a real concern for safety and well-being, which may cause extreme levels of stress & physical harm, on the incumbent.

The role requires tactful interaction with patients, families and staff and the need to handle several complex issues concurrently while maintaining attention to detail. The incumbent is expected to remain calm, controlled and professional, regardless of the situation and demonstrate compassionate care to the client, family and other members of the health care team.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- The CHN must have a working knowledge of and an ability to apply and assess the nursing process (assessment, planning, implementation and evaluation) and current nursing practice (including public health) to ensure that the patients' physical, emotional, psychosocial, spiritual and educational needs are met.
- Knowledge of biological, physical and behavioral sciences in order to recognize interpret and prioritize findings and determine and implement a plan of action based on accepted standards of practice.
- The CHN must have an ability to provide emergency care and treatment as the position is required to perform transferred medical functions beyond normal hospital training. This includes and ability to perform advanced nursing functions such as but not limited to: suturing, venipuncture for all age groups and immunization techniques.
- A knowledge of and an ability to apply sanctioned transferable medical functions as outlined in the Nursing Administration Manual's standards, policies and guidelines (i.e. pap smears) .
- An ability to operate and/or use standard medical equipment (such as but not limited to - ECG, peripheral IV pumps and lines, stretchers, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, suction tubes, sharps, pulse oximeter, etc.)
- An understanding of and an ability to perform basic laboratory functions such as but not limited to: ESR, WBC, HGB, blood smears, pregnancy tests, microscopic exam of specimens, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery.
- An ability to perform radiological examinations (X-rays) of the chest and extremities.
- An ability to apply and remove casts or splints.
- Knowledge of and ability to operate word processing applications (i.e. Microsoft Word) in order to complete training materials and presentations, electronic mail to send and receive mail and the internet in order to conduct on-line research.
- An ability to educate patients and their families (where applicable) on appropriate self- care methods and techniques.
- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, medevac teams etc.) in order to ensure support of patients and their families .
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times.



**Typically, the above qualifications would be attained by:**

This level of knowledge is commonly acquired through the successful completion of a Nursing Degree, 2 years recent nursing experience in an acute care setting or within a northern health center.

An ability to obtain satisfactory criminal records check is mandatory.

**ADDITIONAL REQUIREMENTS**

**Beaufort Delta Regional Requirements**

Within the Beaufort-Delta region all health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications.

- WHMIS.
- Back Logic.
- Fire training, and Certification in basic CPR.

Within the Community Health Centre all nurses must be able to acquire and remain current with the following training.

- Transportation of Dangerous Goods.
- Standard X-ray processing (chest and extremities).
- Pharmaceutical process and procedures.
- General laboratory functions.

Training in emergency response would be an asset. Canadian Nursing Association Certifications are desirable.

**Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

**Indigenous language:** To choose a language, click here.

- ☐ Required
- ☐ Preferred