



**IDENTIFICATION**

Department	Position Title	
Tlcho Community Services Agency	Nurse in Charge	
Position Number(s)	Community	Division/Region(s)
27-00482	Gameti	Health & Social Program/ Tlcho

**PURPOSE OF THE POSITION**

The Nurse in Charge (NIC) manages the provision of community health programs in Gameti in accordance with established standards of nursing practice and the philosophy and objectives of the Tlcho Community Services Agency (TCSA) to ensure the provision of safe standardized health care to the residents of Gameti.

**SCOPE**

The TCSA administers all regional health and social programs delivered to a population of approximately 3,000 residents of the Tlcho region through 3 Community Health Centers, 1 Community Health Station as well as the residents of the Jimmy Erasmus Seniors Home. The TCSA provides and supports the delivery of health care programs to adults and children on an outpatient and outreach basis in order to enhance healthy communities' wellbeing through excellence, accountability and respect for regional diversity.

Located within the Gameti Health Centre and reporting directly to the TCSA Manager of Health Services in Behchoko, the Nurse in Charge (NIC) will manage how the community health programs are provided to a client population of approximately 300 residents. The Health Centre is the sole medical facility in the community.

Gameti Community Health Programs are provided by the NIC and 1 Community Health Nurse who reports directly to the NIC. Programs include but are not limited to providing non-emergency medical care; responding to medical crisis that requires decision making outside of the usual policies, procedures and standards of nursing care; providing emergency response in collaboration with the Medical Travel department 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 program, immunization programs, communicable disease surveillance and treatment, the home care program etc.). The provision of emergency services is supported by a physician via the telephone when communications links are available.

Services may be provided within the Health Centre, community halls, school, or 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. These services have a direct impact on the quality of programs delivered to clients and their families, and on the cost of the programs provided.

In addition, the NIC directly supervises: 1 Community Health Nurse, 1 Community Health Representative, 1 Clerk Interpreter, 1 Caretaker and 1 Homecare Worker.

The NIC manages a \$690,000 (approximate) budget allocated to provide standardized health care programs and services, as determined by the TCSA and the Department of Health and Social Services.

The Nurse in Charge will be required to provide standby coverage, along with the Community Health Nurse during the evening and weekends in order to provide emergency nursing care.

## **RESPONSIBILITIES**

### **1. Manage and coordinate the delivery of health care services through the Gameti Community Health Centre.**

- Monitor staffing patterns (all staff) of the health centre and organize the necessary human resources to meet operational requirements (i.e. regular scheduling, booking holidays, etc.),
- Review and approve bi-weekly People Soft input,
- Facilitate monthly staff meetings to share pertinent information, increase knowledge, and promote discussion and communication amongst the members of the health care team,
- Ensure that the stock of Health Centre supplies (medical and non-medical) is adequate and arrange for the ordering of supplies as required,
- Ensure that all medical equipment is in good working order and is repaired or replaced in a timely fashion for the purpose of quality assurance,
- Coordinate the performance review of staff including conducting performance appraisals, providing progressive discipline, etc.,
- Review monthly variance reports to ensure that the Health Centre remains within budget or to justify over expenditures. Also make recommendations to the Manager of Health Services as to where funds may be reallocated or savings achieved,
- Collect, interpret and submit program statistics for monthly reports and other reports. (CDC, CHIMIS etc.),

- Submit a month end report to the Manager of Health Services by the end of the first week of each month.
- 2. Monitor the quality of program delivery within the Gameti Health Centre and identify training requirements of staff to effectively meet the health care needs of the residents of that community**
- Conduct audits on the delivery of nursing programs by individual nurses and identify learning needs,
  - Develop nurse specific education plans and facilitate or arrange for the delivery of the education identified,
  - Conduct audits to determine Health Centre wide education requirements and arrange for the delivery of the appropriate programs,
  - Coordinate services with outside agencies/centres/institutions to facilitate a client's return to optimal health, including evaluation of the effectiveness of these plans,
  - Recommend revisions and implement policies and standards of nursing care within the Health Centre.
- 3. 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 knowledge and skill sets necessary to achieve an optimal 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 clients and staff,
  - The NIC or delegate participates in the Occupational Health & Safety committee meetings,
  - Participates in research (e.g., flu watch), special projects (e.g., new immunization programs) and monthly interagency meetings or committees to plan, implement and evaluate joint projects related to the community's health status.
- 4. Model excellence by providing comprehensive community health programs (i.e. including but not limited to well-child/woman/man clinics, pre- and post-natal clinics, school health program, home care program, chronic disease program, immunization programs, communicable disease surveillance and treatment) according to the GNWT Community 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.**
- Manage the delivery of a wide variety of standardized community health programs that may require some adjustments by the incumbent to meet community needs.
  - Assist in the arranging of, and participate in, specialty clinics with physician specialists or other health care providers (i.e. Dental Therapists, Occupational Therapist, Physiotherapist, Diabetic Team, Ophthalmic Technologists, etc.),
  - Evaluate community health programs on a continuing basis and modify programs for appropriateness in consultation with the Manager of Health Services,

- Act as a resource for other community based health care workers (NP, CHN, CHR, etc.),
- Promote a safe and healthy environment in homes, schools and throughout the community.

**5. Model excellence by providing direct nursing care to clients using a problem solving approach and in accordance with the standards, guidelines and scope of professional nursing practice to facilitate care of clients.**

- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the client (assessments may include taking x-rays of extremities and/or lungs in order to make appropriate diagnosis),
- Coordinate the admission and transfer (including medivac) of clients based on the identification of abnormal findings, critical nature of a client and In consultation with a physician in Yellowknife to ensure the patient receives appropriate care,
- Assist clients to achieve their optimum level of health in situations of normal health, illness, injury, or through the process of dying,
- Advocate the dignity and self-respect of clients,
- Promote the autonomy of clients 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 outside the health care team only with the client's permission or as legally required,
- Apply and promote principles of equity and fairness to assist clients in receiving unbiased treatment and a share of health services and resources proportionate to their needs, and
- Package and transport biological samples and pharmaceutical materials.

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

- Use a holistic approach to facilitate individual learning of clients and their families in relation to client 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,
- Develop, revise and evaluate on an ongoing basis, educational resources necessary to support clients in consultation with the Manager Health Services, and
- Act in a manner consistent with the professional code of ethics, responsibilities and standards of practice.

**WORKING CONDITIONS**

**Physical Demands**

The majority of the incumbent's time will be spent working within an office coordinating the operations of the Gameti Health Centre. However, on a daily basis (1 – 4 times per day at 10 minutes per incident) the incumbent will be required to lift, carry or support patients during the provision of client care. This includes incapacitated clients within the Health Centre and emergency clients coming to the Health Centre.

### **Environmental Conditions**

Working within a Health Centre 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 Stanton Territorial Health Authority's 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 as well as monitoring the provision of health care services.

### **Mental Demands**

The NIC may experience demands from residents within the community which could disrupt incumbent's family and social life. In addition, the incumbent is also subject to disruption in lifestyle due to scheduled periods of on call duties.

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 NIC must be able to provide guidance and intervention to subordinates without the availability of a physician in the community. This may occur after regular hours of operation (even when the incumbent is not on call).

From time to time the NIC may be required to provide nursing services to abusive clients, individuals under the influence of drugs or alcohol where the incumbent may be at risk of physical or verbal abuse. These incidents may occur while the incumbent is on duty as well as when off duty

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

- The NIC must have advanced 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 advanced biological, physical and behavioral sciences in order to recognize, interpret and prioritize findings, then determine and implement a plan of action based on accepted standards of practice.
- The NIC 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, immunization techniques and veni-puncture for all age groups

- Knowledge of and an ability to apply sanctioned transferable medical functions as outlined in 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, various swab specimens, the preparation of specimens for culture and sensitivity, ECGs and quality control of laboratory machinery.
- An ability to perform and evaluate radiological examinations (X-rays) of the chest and extremities.
- Knowledge of Pharmaceutical process and procedures.
- Knowledge of education principles related to adult learners in order to develop and deliver subject specific training and development.
- 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 correspondence and the internet in order to conduct on-line research.
- Knowledge of and an ability to network resources within and outside the TCSA (i.e. Social Services, Public Health, medivac teams etc.) in order to ensure support of clients and their families.
- An ability to apply and remove casts or splints.
- An ability to educate clients and their families (where applicable) on appropriate self-care methods and techniques.
- An ability to effectively supervise and support staff.
- 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.
- Flexibility (Adapts Tactics) – An ability to adapt to fit a situation or person and decide what to do based on the situation.
- Valuing Diversity (Monitors and Modifies Own Behavior) – An ability to monitor and evaluate own beliefs and behavior with regard to prejudice and personal bias and practice new behaviors as appropriate.
- Initiative– An ability to anticipate and prepare for a specific opportunity or problem that is not always obvious and take action to create an opportunity or avoid future crisis.
- Conceptual Thinking (Sees Patterns) – An ability to see patterns, trends, or missing pieces when looking at information and notices when a current situation shows some similarity to a past situation and identifies the similarities.
- Client Service Orientation (Takes Personal Responsibility) – An ability to take personal responsibility for correcting client service issues promptly and inoffensively.
- Presentation Skills (Presents)
- An ability to deliver clear, concise and effective presentations using content and style adapted to suit, and likely to influence, the intended audience.
- Team Leadership (Uses Authority Fairly) – An ability to use formal authority and power in a fair and equitable manner and make a personal effort to treat all group members (employees) fairly.
- Expertise (Volunteers Extra Help) – An ability to go beyond just answering a question, to

add extra knowledge, greater understanding, or to help influence an internal or external client.

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

A successful completion of a Bachelor of Nursing Degree is required, 5 years recent nursing experience with at least 1 year in a northern health centre and at least 1 year of supervisory experience.

Introductory to Advance Practice is an asset.

**ADDITIONAL REQUIREMENTS**

**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