



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Northwest Territories Health and Social Services Authority	Community Mental Health Nurse	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
87-13123	Fort Good Hope	Mental Health and Addiction Services/Sahtu

## **PURPOSE OF THE POSITION**

To provide a comprehensive Community Mental Health Nursing Service (CMHN) to residents of Fort Good Hope in accordance with the Community Mental Health practices in the NWT, established standards of nursing practice and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to protect, restore and promote health under the supervision of the Regional Manager, Mental Health and Addiction Services. Services are provided in accordance with the NWT Mental Health Act, Access to Information and Protection of Privacy (ATIPP) and other applicable legislations.

## **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 Tłı̄ch̄o 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 Tłı̄ch̄o 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 Centers and 1 Community Health Station in the Sahtu Region with approximately 2,900 residents. The NTHSSA provides and supports the delivery of health care services to adults and children on an outpatient and outreach basis in order to enhance healthy communities' well-being through excellence, accountability and respect for regional diversity.

Located within the Fort Good Hope Health Centre and reporting directly to the Regional Manager, Mental Health and Addiction Services, the Community Mental Health Nurse (CMHN) is a member of the multidisciplinary Mental Health and Addiction Services team. She/he provides culturally sensitive care to referred clients at any given time. The Community Mental Health Nurse (CMHN) is responsible to individuals with chronic mental illnesses who are on specialized psychiatric medications (oral and injectable). Services are intended to promote compliances with medication, foster self-care and independence and stabilize health. The provision of these services allows clients to remain in their homes rather than being hospitalized, while allowing families and support systems to be directly involved in client care.

This position impacts on community health and well-being through increased awareness and treatment of mental health issues, reduction of suicides, therapeutic counseling, and crisis intervention. By being proactive in the delivery of mental health services within the community of Fort Good Hope, fewer individuals will require inpatient psychiatry.

The Community Mental Health Nursing (CMHN) position operates with a philosophy of prevention and assistance to clients in order to achieve and maintain the highest level of health, independence and autonomy that is possible for the individual. The incumbent works collaboratively with other disciplines within NTHSSA and The Sahtu i.e. Community and Social Services, Healthy Families, Mental Health and Addiction Services, Psychiatry nursing unit.

The Community Mental Health Nurse ensures that individual client mental health needs are correctly assessed and appropriate interventions planned. The incumbent provides direct nursing care to clients and acts as patient advocate, facilitating communication between patient family and the physician, specialists and other health care professionals. This will result in a holistic approach to planning organizing, teaching and relationship development that will best meet the needs of the patient.

## **RESPONSIBILITIES**

### **1. Act as a case manager for clients in the provision of comprehensive mental health nursing services in order to provide support to the client in the community, and to promote a healthy life style, autonomy and independence.**

- Assess the clients mental health status,
- Encourage clients to be compliant with taking their medication,
- Dispense weekly medication to clients,
- Liaise between the client, physician, drug store and drug company to ensure the best treatment for the clients,
- Facilitates a program for assessing lab work in regards to medication for clients,
- Identify community supports available to the client,
- Develop a nursing care plan including individual client needs support systems, nursing intervention and resources required,
- Access, plan, implement, document and evaluate care to ensure a coordinated holistic approach with best meets the needs of the clients,
- Advocate the dignity and self-respect of the client,
- 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 the 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 need,
- Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice,
- Make decisions regarding client management and facilitates referrals to other health care professionals to ensure early diagnosis and prompt intervention in the disease process,
- Prompt safe and healthy environments in client's homes.

### **2. Develop, facilitate, implement and modify health promotion based on the needs of the client.**

- Use a holistic approach to facilitate individual learning by clients and their families in relation to patient illness or injury (i.e. self-care, health promotion)
- Assess the patient for mental health needs, their knowledge of their health, disease process and learning needs,
- Research, develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients,
- Participate in program development for specialty program education and teaching,
- Develop and implement pamphlets, brochures or reading materials for client education i.e. coping with Schizophrenia.

**3. Perform administrative functions that contribute to the effective functioning of the mental health programs and enhance program development, delivery and continuity.**

- Obtain client medications as required,
- Provide ongoing evaluation of client's status and program efficiency,
- Collect and document demographic and statistical information,
- Communicate with other members of the health care team regarding the patient's health care to provide continuity of care and promote collaborative efforts directed toward quality patient 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,

**4. Facilitate and implement client and family education/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's physical and psychological needs, their knowledge of their health, disease process and establish learning needs, and
- Identify and use appropriate existing educational resources to support the client based on the assessment.

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

- Participate in the individualized Development Plan to identify initial learning needs, development and ongoing learning needs
- Collaborate with Nurse Educator Mentor, Supervisor 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 clients and staff, and

**Workplace Health and Safety**

- Employees of the NTHSSA 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, UNW and WSCC) need to ensure our Workplace Health and Safety Committee works effectively, with a shared purpose of continuous
- All Employees play an active role in Workplace Health and Safety through their daily activities identifying prevention risk 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**

The incumbent is expected to work at a computer for prolonged periods and simultaneously speak on the phone and make appointments, this predisposes to eyestrain, and muscle/joint problems. The incumbent is able to take a break from sitting to rest, and change activity when desired to meet other work requirements.

The incumbent will be required to bend and stand in awkward positions while performing patient assessment or care during home visits or in the clinic.

### **Environmental Conditions**

The incumbent could spend up to 50% of their day in client's home where the incumbent may be (and often is) exposed to unsanitary conditions, cigarette smoke, pets and loud noises that may make the incumbent sick (i.e. allergies) or post a safety risk.

In addition, the incumbent will be exposed to all weather conditions (ranging from -40 to +30) when driving to and from clients homes. The constant changes in temperature (office-vehicle-home-vehicle etc.) may make the incumbent sick.

An incumbent may exposed to communicable diseases (such as TB, whooping cough etc.), needle stick injuries, hazardous materials, blood and body fluid that may result in potential health risk to the incumbent.

There is uncertainty in knowing what to expect while at work, especially in uncontrolled setting (i.e. home visits). There is legitimate concern about risk of verbal or physical assault and unknown and unpredictable situations (i.e. Patient or family members under the influence of alcohol and/or non-compliant with medication thus rendering them unstable and potentially dangerous).

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**

Time will be spent providing direct patient care where the incumbent will be required to use the combined senses of touch, sight, smell and hearing during assessment and provision of care in an uncontrolled setting (i.e. client's home). Working within the client home may be extremely distracting and make normal assessment and diagnosis more difficult as these settings may be distraction for both the incumbent and the patient (noise level family interruptions, visual commotion etc.). The combined used of senses is critical to all assessments.

The Community Mental Health Nurse (CMHN) must be constantly aware of patients' physical and emotional needs (mood, hygiene, etc.) when making an assessment and recommending an

appropriate course of action that will recognize the clients' abilities, support systems and potential.

### **Mental Demands**

The Community Mental Health Nurse (CMHN) will develop relationships with the clients of the home care program. 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.

There can be significant lack of control over the work pace, with frequent interruptions that may lead to mental fatigue and stress.

The Community Mental Health Nurse (CMHN) 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**

- Knowledge of current nursing practice, primary health care, mental health care trends in health promotion and disease prevention;
- Knowledge of and an ability to apply advanced nursing processes (completing a bio-psychosocial assessment, formulate a diagnostic impression based on the DSM-V and initiating a treatment plan);
- An ability to educate patients, families, and/or primary care givers (where applicable) on the underlying disease process for mental illness & addictions, treatment options including medications, and other relevant aspects of the client's care plan including self-care techniques and more comprehensive care options for clients;
- Knowledge of biological, physical and behavioral sciences in order to recognize, interpret and prioritize findings and determine and formulate and implement a health care plan for clients with addictions and mental illness, based on accepted standards of practice;
- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Stanton, Social Services, Public Health, Community Health Centre's, CCP's, and NGO's etc.);
- An ability to operate and/or use medical equipment (such as but not limited to thermometers, sphygmomanometer, syringes, etc.);
- Ability to provide training, advice and assessment using specialized equipment, (i.e. Telehealth, Electronic Medical Record) medications, tools and techniques;
- An ability to perform pharmacy skills such as dispensing of medications under approved policies;
- An ability to communicate effectively (orally and in writing), including in the Electronic Medical Record, etc.;
- An ability to be self-directed, meet deadlines, prioritize own workload and manage several tasks at once;
- An ability to legally operate a motor vehicle in order to provide community outreach;

- 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.
- Working knowledge of the DSM-V (diagnostic criteria for psychiatric disorders).
- Knowledge of psychiatric medications specific to psychotic, anxiety, and mood disorders, and addictions.
- Knowledge of the different referral agencies/services available within the NWT for those individuals who require in-patient or alternative out-patient psychiatric assessment and care.
- Expertise in assessing mental health issues including suicidal ideation and co-occurring disorders.
- Awareness of and practice with, various standardized mental health and addictions assessment tools.
- Familiarity with best practices relating to mental health, addictions and issues facing individuals with these diagnoses such as: homelessness, unemployment, stigma and involvement in the justice system.
- Training and experience in completing bio-psychosocial intake assessments; re: psychiatric services.
- Expertise in triaging requests for psychiatric services;
- Expertise in mental health 'case management' with the seriously mentally ill and co-occurring disorders;
- Familiarity with all pertinent legislation impacting provision of clinical services;
- Self-confidence and an ability to take independent action when necessary and in appropriate circumstances;
- Experience working on a multi-disciplinary team.
- A team player with ability to collaborate across disciplines and build relationships across service providers;
- Knowledge of the community and its resources and ability to work in a multidisciplinary.

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

Baccalaureate degree in Nursing (BN or BScN) from a recognized university required, or an equivalent combination of education and experience will be considered, with additional training in psychiatric nursing.

Three years of recent Mental Health Nursing experience.

Post graduate psychiatric nursing course for RN's and/or Canadian Nurses Association certification program in psychiatry (Preferred).

The CMHN must be eligible to be registered with the RNANT/NU.

Must have a valid class 5 Drivers License

## **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 and TDG
- Cultural Training
- Non Violent Crisis Intervention
- Mental Health First Aid for Northerners (MHFAN)
- Applied Suicide Intervention Skills Training, (ASIST)
- Workplace Safety
- Hand Washing
- Standard First Aid and Certification in basic CPR, Level C and AED
- Training from Accreditation Canada

### **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



**CERTIFICATION**

**Title:** Community Mental Health Nurse

**Position Number(s):** 87-13123

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

**The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.**