

1. IDENTIFICATION

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|---------------------|---------------------------|------------------------------|-----------------|
| Position No. | Job Title | Supervisor's Position | |
| See Appendix | Nurse Practitioner | See Appendix | |
| Department | Division/Region | Community | Location |
| Health | See Appendix | See Appendix | See Appendix |

2. PURPOSE

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| Main reason why the position exists, within what context and what the overall end result is. |
| <ul style="list-style-type: none"> The Nurse Practitioner (NP) provides and autonomously manages health assessment, diagnosis, intervention and follow-up care to the residents of their community in accordance with Nurse Practitioner Acts, regulations, policies, standards, mission and the objectives of the Department of Health and the Government of Nunavut. The position ensures clients receive timely health assessment and diagnosis optimum support and continuity of care. The NP provides a comprehensive community health service in conjunction with the health care team and works within the context of Primary Health Care to improve the capacity of clients and communities. |

3. SCOPE

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| Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact? |
| <ul style="list-style-type: none"> Through the provision of health interventions (health promotion, occupational health and safety, public health, community development and curative treatment) this position has a direct impact on the health status of clients, families and the community; and contributes to the efficiency and effectiveness of the health centre operations. The focus of the NP is to assist the client achieve and maintain optimal health, within the context of the client's psychosocial and physical well-being. Particular emphasis is on community development and health promotion. The NP will provide advanced clinical practice, education, health promotion and leadership within the community in all areas including but not limited to the following: health promotion, illness and injury prevention, supportive, curative, rehabilitative, and palliative and where and when emergency care is required. The incumbent will also be required to collaborate with communities and other community providers to increase the capacity for self-care and provide direction as an educator, leader, researcher and advanced clinical practitioner. Services will primarily be provided within the Community Health Centre/Clinics, but |

may also extend into public settings, schools or in the client's home and are intended to promote a healthy way of life, and decrease the incidence of death, disease and injury.

- The NP will work regularly scheduled evening and weekend shifts. In Communities, where applicable, within an overlapping area of practice with the Community Health Nurse the NP-PHC will be required to provide on-call coverage on a rotational basis during the evenings and weekends to provide emergency nursing care to the community.
- The NP practices autonomously and is solely accountable for his/her actions while practising in accordance with the CANN Practice Guidelines for Primary Health Care Nurse Practitioners, the Nursing Profession Act, and the Bylaws, Code of Ethics and Standards of Practice for Nurse Practitioners.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

- Provide professional nursing care and community health services to clients (individuals, families and groups) on a routine and emergency basis to promote a healthy lifestyle, to prevent and/or reduce incidence of disease, disability and death, to support rehabilitation and to restore health and palliation.
- Apply the nursing process (collecting a complete health history, advanced physical assessment, ordering and interpreting of diagnostic tests, formulating nursing and medical diagnosis, establishing a plan of care).
- Implement a comprehensive care plan, which may include independent prescribing and dispensing of pharmaceuticals and /or medical supplies in accordance with established Acts, regulations, policies, practices and safety procedures as well as non-pharmacological interventions.
- Refer clients to other members of the primary care team or to specialists and/or other facilities for diagnostic testing as determined by the client's needs and the nurse practitioner's scope of practice and employer policies. Communicate and plan ongoing care with other members of the primary care team and other professional services as assessed necessary.
- Conduct family assessments to identify the broader implications for health within the family in a way that is culturally appropriate.
- Provide periodic review and monitoring to assist clients, with stable conditions, to manage their health status.
- Evaluate with the client the effectiveness of the outcome of the plan of care and interventions
- Recognize need for crisis intervention and counselling for common, emergent or urgent psychosocial conditions/situations and take the necessary action.
- Recognize the culturally diversity of the community and incorporate this into the planning and delivery of services
- Advocate for and respect 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.
- Apply and promote principles of equity and justice to assist clients in receiving unbiased treatment and a share of health services and resources proportionate to their needs.
 - Act in a manner consistent with their professional responsibilities and standards of practice.
 - Develop, facilitate, implement and modify client and family education/teaching based on the needs of the client.
 - In participation with community members and the primary care team, assess need, develop and implement a variety of programs to address client and community needs to promote health and well being and meet identified areas of health care concerns which may include the provision of programs such as: adult health clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs and communicable disease surveillance.
 - Participate in the delivery of care in established programs such as: adult health clinics, pre and post-natal clinics, school health program, chronic disease clinic, immunization programs and communicable disease surveillance.
 - Facilitate the continuity and sustainability of care by involving other members of the primary care team, other departments (i.e. education) family and community members as appropriate.
 - Use a holistic and culturally appropriate approach to facilitate learning of client 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 collaboration and partnership with clients and other primary care team members and agencies, conduct health surveillance and preventative activities that may improve the health of the population.
 - Conduct and participate in community needs assessment and based on the results, and in collaboration with stakeholders, prioritize and develop culturally sensitive health promotion / prevention strategies.
 - Understand, support and promote community participation in decision-making and ownership of constructive changes to enhance the community's health.
 - Promote healthy public policy.
 - Evaluate and modify community health programs in partnership with community members.
 - Provide expert and specialized knowledge of primary health care related to nursing in Nunavut and also provide functional direction and leadership for enhancing the integrated service delivery model.
 - Articulate the role of the NP-PHC to clients, general public and primary community health care team.
 - Provide coaching and clinical leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care (i.e. including but not limited to being a preceptor or mentor for nursing staff, students or

other members of the primary community care team.)

- Collaborate with family physicians, nursing colleagues and other members of the primary care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of clients and others in the setting.
- Facilitate and foster active communication, collaboration and linkages between key stakeholders, within and outside the community.
- Orientation of new employees to health centre specific programs and mandate as required.
- Participate in research and special project initiatives that contribute to evidence-based practice. This includes reviewing literature on current clinical practice, recommending changes to clinical practice standards, protocols and procedures based on an assessment of evidence and analysis of resources to implement change.
- Participates in committees and task forces and projects related to the role of the NP-PHC and the health of Nunavummiut as requested.

5. KNOWLEDGE, SKILLS AND ABILITIES

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

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

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

- Contextual Knowledge
- Knowledge of and an ability to apply advanced nursing processes (assessment, planning, implementation and evaluation) and advanced nursing as defined within the NP registration requirements by CANNN;
- Knowledge of and an ability to network resources within and outside the Department of Health to ensure support of the clients and their families;
- Knowledge of best practices in primary health care and particularly public/community health;
- Conceptual understanding of the model of integrated community care delivery, and the application of nurse practitioner competencies to multidisciplinary practice settings;
- Must maintain current knowledge and enhance competencies relevant to primary community care practices through professional developmental activities, peer review and other continuing competency strategies;
- Theories, principles and practices of adult learning;
- Applicable legislation, policies and procedures including knowledge of ATIPP and privacy best practices
- Inuit culture and societal values.

- Skills and Abilities
- Effective verbal and written communication skills;
- Ability to teach effectively on an individual or group basis within a cross-cultural setting;
- Where applicable, an ability to provide emergency care and treatment in accordance with standards, policies and guidelines of the Department of Health and CANNN;
- An ability to effectively triage client's health care needs;
- An ability to work effectively in a cross-cultural setting, ensuring that Inuit Societal

- Values are acknowledged and maintained during patient and employee interactions;
 - An ability to critique research studies and apply to practice where applicable/appropriate;
 - Ability to contribute to the satisfaction and goodwill of clients, colleagues and c-workers is essential to the position;
 - Ability to deal with caregivers and health care workers in situations of extreme stress and cope with these situations diplomatically and with empathy;
 - An ability to facilitate creative problem solving using a situational approach incorporating conceptual, analytical, interpretive, evaluative and constructive thinking skills;
 - Must always be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential;
 - Proficient Computer Skills.
- The above knowledge, skills and abilities are typically acquired through:
 - Completion of a Graduate Level Advanced Nursing Practice degree or a Certificate in Advanced Nursing Practice or Nurse Practitioner- Primary Health Care Diploma. Consideration will be given to candidates who have successfully completed a Nurse Practitioner competency challenge process through a Nursing Regulatory-Licensing body and are eligible for license by the CANNN in the NP registration category.
 - Must be eligible to register as an NP College and Association of Nurses of the NWT and Nunavut (CANNN)
 - 2 years NP experience preferred but will consider new NPs graduates who have 5 years recent RN experience in acute care setting.
 - BLS with annual recertification
 - Ability to communicate in more than one of Nunavut's official languages is an asset.
 - Possession of one or more of the following would be preferable but not required upon initial hiring: Basic Trauma Life Support (BTLS), Advanced Cardiac Life Support (ACLS) Neonatal resuscitation (NRP), ALARM, STABLE, Fetal Monitoring, pelvic examination, labour and delivery experience with advanced obstetrical training
- This is a Highly Sensitive Position. Criminal and Vulnerable Sector Checks are required.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

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

The incumbent will experience moderate physical fatigue or physical stress due to the following:

- There is, from time to time, physical effort required for this position as the incumbent works in the health centre, clinic and home/community environments. There will be physical demands on the incumbent as she/he will be required to assist in the transferring of patients or do other heavy lifting on their own and perform patient assessment when she/he may be required to stand in awkward position for extended periods of time.

- In addition, the incumbent may be required to lift or move medical equipment and the other supplies (may be excess of 10 kg)
- The incumbent will experience moderate physical fatigue or physical stress as he/she will be expected to perform duties without supervision and make independent decisions that affect a client's health care needs.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Working with the identified areas and providing direct patient assessment, diagnosis and treatment the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood, body fluids and hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.
- Potential exposure to emotionally difficult or potentially violent situations at clinic or on home visits.
- Extended periods of time at computer terminal.
- Some travel will cause additional stress as the weather conditions will often be harsh and extreme.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- The incumbent will have to have considerable sensory attention as it is expected that the incumbent will be able to combine sense of touch, sight, smell and hearing during assessment and provision of care to his/her client.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- The need to act and react rapidly, in a focused and well-informed manner is mandatory in this position. The incumbent spends a significant amount of time counselling and may be exposed to challenging and difficult client situations. The incumbent is exposed to competing priorities and demands. Dealing with various clients requires creativity, tact and diplomacy. All of which will lead to extreme mental stress.
- The NP will work regularly scheduled evening and weekend shifts. Also being on call and handling emergent and urgent health care needs after hours may cause significant disruption to the incumbent family and social life resulting in stress.
- The incumbent spends significant time at computer writing, reviewing materials, conducting research and communicating with staff, which can result in eyestrain and other physical discomforts.

7. CERTIFICATION

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

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

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

9. APPENDIX A – List of Positions and Corresponding Information

| Community | Position | Supervisor | Freebalance Code |
|---------------|----------|------------|---------------------------|
| Arviat | 10-14128 | 10-05549 | 10616-01-3-315-1000000-01 |
| Baker Lake | 10-13935 | 10-05550 | 10614-01-3-305-1000000-01 |
| Cambridge Bay | 10-14468 | 10-5526 | 10646-01-4-410-1000000-01 |
| Clyde River | 10-13750 | 10-04779 | 10603-01-2-215-1000000-01 |
| Coral Harbour | 10-13936 | 10-05548 | 10616-01-3-315-1000000-01 |
| Gjoa Haven | 10-13864 | 10-05528 | 10622-01-4-415-1000000-01 |
| Igloolik | 10-13863 | 10-04786 | 10606-01-2-230-1000000-01 |
| Iqaluit | 10-10701 | 10-11275 | 10600-01-2-235-1000000-01 |
| Iqaluit | 10-10713 | 10-11275 | 10600-01-2-235-1000000-01 |
| Iqaluit | 10-14024 | 10-11275 | 10600-01-2-235-1000000-01 |
| Iqaluit | 10-14719 | 10-11275 | 10600-01-2-235-1000000-01 |
| Kinngait | 10-13749 | 10-10475 | 10602-01-2-210-1000000-01 |
| Nauyasat | 10-13934 | 10-05551 | 10618-01-3-325-1000000-01 |
| Pangnirtung | 10-13748 | 10-04783 | 10609-01-2-250-1000000-01 |
| Pond Inlet | 10-13765 | 10-04789 | 10610-01-2-255-1060000-01 |
| Rankin Inlet | 10-11567 | 10-05552 | 10046-01-3-320-1000000-01 |