

1. IDENTIFICATION

Position No. See Appendix	Job Title Public Health Nursing Practice Consultant	Supervisor's Position See Appendix	
Department Health	Division/Region See Appendix	Community See Appendix	Location See Appendix
Fin. Code: See Appendix			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

Reporting to the Regional Manager Population Health, the regional Public Health Nursing Practice Consultant (Practice Consultant) ensures that individuals, families and communities in the region have access to high quality public health programs and services, including maternal child health, school health, sexual health, communicable disease surveillance, prevention and control.

The position adheres to regulated professional nursing standards and practises for public health while providing leadership and oversight for these programs to the regional management team and community health centre staff.

The position is the primary source of public health nursing expertise within the regional team. The Practice Consultant works in close collaboration with the Chief Nursing Officer, Chief Public Health Officer, Territorial Public Health Nursing Consultant, and Territorial TB program staff to ensure public health programming development and service delivery are evidence based, respectful of culture and in keeping with established GN program standards, policies and protocols; while providing direction, advice and support to regional management and community health centre staff.

The Practice Consultant is also a member of the Nursing Resource Program's territorial rapid deployment nursing team, which responds to unexpected surges in community health centres. When the position is deployed to the community health centre as part of the rapid deployment team, the Practice Consultant will be responsible for the provision of professional clinical nursing care to patients of all ages.

3. SCOPE

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?

The Practice Consultant, in collaboration with the regional management and the communities, establishes public health priorities in the region; provides leadership for program implementation, team building, and integration of services provided by multi-disciplinary teams of health professionals and community services across the region. This position oversees mandated public health programs and monitors compliance with territorial policies and standards for population health and health promotion. The Practice Consultant facilitates the cooperation and collaboration of population health staff and community health centre staff to attain the mutually agreed upon goals of the programs.

Together multiple responsibilities for statutory, policy and program requirements means this position plays a key role in Nunavut's public health system by leading initiatives which continually improve the quality of public health nursing in the region and ultimately contributes significantly to the execution of the Department of Health's vision "Health Nunavummiut".

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.

The Practice Consultant is responsible to:

Provide leadership for the implementation and evaluation of public health nursing services which are integrated, coordinated, and client-centered by:

- Working closely with the Regional Population Health Manager to analyze population health information, understanding the context and circumstances in each community and throughout the region as a whole to identify and understand emerging trends;
- Working with the Population Health Team to analyze information – epidemiological, financial, delivery measures- that will help to clarify emerging trends, patterns of determinants and identify strategies to address these trends and mitigate the impact of negative health determinants;
- Recommending and leading public health nursing quality improvement initiatives to reduce gaps and facilitate optimal use of resources across various program areas;
- Recommending changes in territorial approaches when suggested by data and experiences in regional practise;
- Actively participates in various committees and working groups as required.

Contributes to building strong local public health teams and supporting those teams in providing public health and health promotion initiatives in the region by:

- Working closely with the community managers and supervisors to clarify roles and responsibilities of the public health, community health and health promotion team members;
- Monitoring for emerging issues with the implementation of new public health nursing services and working with other managers and supervisors to effectively address any gaps or duplication in services;
- Actively working to develop cohesive population health teams within the communities and within the region;
- Working with staff to enhance community capacity and to facilitate grass-roots decision making;

- Identifying training and educational needs and addressing these as required.

Prepare for and respond to public health communicable disease outbreaks (such as Tuberculosis, pertussis) in communities throughout the Region by:

- Working with the Office of the Chief Public Health Officer, regional communicable disease coordinators and front line nursing staff to plan, organize and deploy material resources and staff;
- Supporting regional managers and staff to plan for and set up a response plan;
- Organizing resources, procedures and practises for an effective response;
- Providing opportunities for staff and management to acquire the skills and knowledge for effective practises to prepare for and respond to a public health crisis;
- Monitoring and providing reporting information (for example, in epidemiology, third party funding or business plans); and
- Travelling to communities experiencing a public health crisis and participating as a team member in providing front line services, as required.

Provide clinical and practice support to PHNs by:

- Working in collaboration with the PHN and nurse educator for the development and monitoring of individual learning and professional development plans;
- Providing and/or coordinating orientation and training of public health staff and community health nurses regarding programs, practises and standards for public health in the region;
- Participating in the development of professional practice, through the promotion of evidence-based practice;
- Participating in the development and utilization of tools and resources which support PHN best practices;
- Developing protocols, policies and procedures in collaboration with the Territorial Public Health Nursing Consultant;
- Coordinating, planning, arranging, and delivering in-services and training sessions to meet the professional development needs and priorities of PHNs;
- Providing clinical advice and assistance to PHNs;
- Participating in the development of scheduling tools to support efficient program management.

The Practice Consultant supports the Supervisor of Community Health Program in ensuring the PHN programs and services are operating in an effective manner by:

- Providing functional leadership to PHNs
- Participates in performance review process.
- Participating in the interview and onboarding process, including coordinating enrolment in PHN orientation
- Conducting PHN health record documentation and program audits; preparing and submitting reports to the SCHP;
- Preparing monthly, annual and special reports, and writing program proposals;
- Working with the SCHPs and PHNs to identify and address annual PH priorities and work plans;
- Monitoring service utilization demands and making recommendations to the Regional Manager of Population Health and Director of Health Programs concerning resource

allocation;

- Establishing and maintaining a database of PHN certification requirements;
- Acts as the regional lead for PHN program evaluation.

Serves as a member of the Rapid Deployment Team;

- The rapid deployment team is deployed to communities throughout the territory which require urgent clinical assistance to manage unexpected surges in workload and maintain safe health centre operations. Deployments are limited in time and are meant to provide relief to health centres until longer term solutions are identified.

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

- Current trends in public health, population health, health promotion/disease prevention practices and programs;
- Public Health Nurse clinical scope of practice;
- Theories, principles and practices of injury prevention and workplace health and safety in a variety of health care settings;
- Theories, principles and practices of emergency preparedness;
- Theories, principles and practices of program evaluation;
- Theories, principle and practices of adult learning;
- Applicable legislation, policies and procedures including knowledge of ATIPP and privacy best practices;
- Good understanding of Inuit culture and the unique conditions for serving the public in remote communities in Nunavut.

Skills and Abilities

- Negotiation and conflict management skills;
- Organizational and time management skills;
- Effective verbal and written communication skills;
- Team building and team development skills evidenced through previous accomplishments in a complex professional setting;
- Strong planning skills to be able to coordinate multiple players in responding to a public health emergency or other emergency and to organize a fluctuating work load to meet essential deadlines;
- Computer skills including Microsoft office;
- Ability to plan, coordinate, implement and evaluate a comprehensive public health nursing service appropriate to Inuit and northern community needs;
- Excellent ability to problem-solve and find creative solutions under unique conditions

or circumstances;

- Ability to work effectively in a multicultural setting;
- Ability to practice evidence-based public health nursing;
- Ability to teach effectively on an individual or group basis;
- Flexibility to shift between priorities in multiple differing responsibility areas (types of expertise, front line service, program leadership, program reporting) and to acquire new knowledge and learn quickly;
- Collating data and preparing reports in response to program needs and the Office of the Chief Medical Officer of Health;
- Persuasive abilities and enthusiasm are highly desirable in order to work with varying community, management and staff perspectives.

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

- An undergraduate degree in Nursing;
- Three years public health nursing experience;
- Current and active registration with the Registered Nursing Association of Northwest Territories and Nunavut;
- Basic CPR and annual re-certification required;
- The Nunavut Immunization Exam must be completed prior to hiring;
- A Master’s Degree in Public Health is an asset;
- The ability to communicate in more than one of Nunavut’s official languages is an asset.

This is a Highly Sensitive Position. Criminal Record Checks including Vulnerable Sector is 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.

- Transporting equipment to various locations in the region and in the community requires the ability to lift up to 30 pounds;
- Prolonged periods working seated at a computer terminal.

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.

- Works in a generally comfortable office environment;
- Community and health centre visits and deployments will result in possible exposure to communicable diseases, biological agents, etc.

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.

- Clinical assessment and review of test results require accurate assessment through use of all senses;
- Accurate and quick clinical judgement will often be required under pressure;
- Attention to detail is required when reviewing and preparing reports and compilation of data require concentration and visual acuity;
- Listening and communicating verbally and non-verbally form a key element of practise.

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.

- Long workdays may be expected and, in fact, are typical, particularly when travelling to remote communities and working intensively during a communicable disease outbreak;
- Travels regularly (at least monthly and occasionally more often) to communities in the region. May be required to work in another community for several days or even longer in an emergency or outbreak situation;
- Pressure to respond under crisis conditions;
- Working directly with the public will create stress in listening to issues, and meeting expectations to anxious and ill people;
- Pressure to meet deadlines for reporting to headquarters on multiple programs and reporting on results simultaneously with clinical demands may create conflict in priorities and result in long hours of overtime.

7. CERTIFICATION

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

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

Position	Supervisor	Community	Distribution Coding
10-15048	10-15045	Igloolik	10020-01-2-230-1000000-01
10-15084	10-15056	Baker Lake	10020-01-3-320-1000000-01
10-15060	10-15059	Cambridge Bay	10020-01-4-410-1000000-01