

1. IDENTIFICATION

Position No.	Job Title	Supervisor’s Position	
10-09932	Community Health Nurse Consultant	Director Professional Practice	
Department	Division/Region	Community	Location
Health	Professional Practice	Kugluktuk	Kugluktuk
Freebalance Coding: 10021-01-1-420-1000000-01			

2. PURPOSE

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

The Community Health Nursing Consultant reports to the Director Professional Practice and is accountable for leadership on territorial issues relating to community health nursing. Specifically providing strategic directions, vision and expertise to the development, implementation and evaluation of community health nursing standards and programs in Nunavut. The Consultant works collaboratively with the members within the office of the Chief Nursing Officer to ensure quality nursing practice and clinical standards are maintained. The Consultant accomplishes this through the provision of senior leadership, administrative and clinical expertise and strategic planning for CHN services delivered in community health centres throughout the territory.

The Consultant will enhance the role of nurses in corporate decision making affecting the health of Nunavummiut, particularly focussed on quality and safety; education, qualifications and roles of CHNs; and ongoing health system transformation. The Consultant will ensure that health programs are delivered in a primary health care framework respected cultural safety, Qaujimajatuqangit and the Social Determinants of Health.

As majority of primary healthcare services in the territory are delivered by Community Health Nurses, the Consultant plays a critical role in the Nunavut’s health system by improving the overall practice and quality of nursing and primary health care, and plays a key role in supporting effective territorial nursing recruitment and retention strategies.

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.

Working with partners and stakeholders as an effective leader, champion and communicator on health issues in Nunavut and specifically relating to community health nursing issues, the Consultant has a high public profile and significant influence on the health care system.

As a member of the nursing leadership team the Consultant is a senior nursing advisor who provides territorial leadership for the strategic planning, development and delivery of the community health nursing program as well as departmental leadership to the community health nurses (CHNs). The Consultant, in collaboration with the Directors of Health Programs, Regional Directors, Chief Nursing Officer and the Assistant Deputy Minister, is also accountable for ensuring that the wide range of community health programs provided by CHNs meet the needs of the client groups in the continuum of care. The incumbent works with health, nursing and community leaders to provide cohesive, comprehensive and evidence-based health care.

The Consultant supports health care excellence by defining the role of the community health nursing profession within Nunavut, developing and monitoring consistent standards and policies, maintaining professional development mechanisms, and advising on a wide range of professional practice issues. The Consultant ensures training and monitoring systems for CHNs are in place to effect competent and safe delivery of health care services.

Nurses are the largest group of health care providers in the Department of Health. They are a key component for the sustainability of quality and safe health care in Nunavut; therefore, the impact of this position in meeting key priorities of the Government of Nunavut is substantial.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

The Community Health Nursing Consultant is responsible for continuously monitoring and evaluating the community health nursing program to ensure that safe, effective and appropriate client care is being delivered throughout the territory from a client-centred, quality and primary health care framework. Success in this position will require close collaboration with the management team in the Chief Nursing Office, Directors of Health Programs, Regional Directors, and Assistant Deputy Minister of Operations.

The Consultant takes the lead or collaborates with a wide range of health professionals to ensure that community health nursing services are integrated, coordinated, client centred and culturally appropriate, and are delivered in an efficient and effective manner. This is achieved by:

- being familiar with community health services and programs being offered in Nunavut;
- being familiar with community and primary healthcare programs being offered in other jurisdictions;
- being familiar with community health nursing programs, standards and roles in Nunavut and other jurisdictions;
- remaining current and developing performance standards for CHNs relating to their role in primary healthcare, health promotion and disease prevention as outlined in the Community Health Nurse Administration Manual and Community Health Nurse Standards and Protocols Manual.

The above is achieved through execution of the following responsibilities:

Provides senior nursing leadership for community health nursing services/programming in Nunavut by:

- Providing expert advice for the consideration of the Chief Nursing Officer, Assistant Deputy Minister – Operations and Director Professional Practice on the design and delivery of community health nursing practice and programming in the health centre setting;
- Providing expert program and practice advice and guidance to senior regional nursing leaders on the interpretation of clinical program standards, policies and guidelines; the resolution of emerging program or clinical issues; on the integration and coordination of all health programs in the community; and the integration and collaboration with new classes of health workers;
- Contributing to the roll out of the Model of Care and the territorial nursing strategic plans and annual reports by collecting and analysing available data and current research and making recommendations for CHN practice and contribution;
- Raising care, practice and policy issues with the Director Professional Practice and Senior Management and offers solutions to the identified issues;
- Preparing briefing notes, business cases, reports, and presentations as required;
- Participating in research as required;
- Participating as an active member on the Nunavut Nursing Leadership Advisory Committee;
- Promoting a culture of continuous quality improvement;
- Establishing and maintaining collaborative working relationships with CHNs, NPs, PHNs, Health HR, CHRs, RNANTN – NU, Nunavut Arctic College, physicians, community stakeholders and other external working groups as required;
- Liaising with professional associations across Canada to remain current professional practice and educational trends relating to community health nursing and Primary healthcare;
- Participating in and/or leading various working groups or committees as assigned;
- Participating in the development and implementation of nursing recruitment initiatives.

Supports an organized and integrated primary health care system by:

- Collaborating with a wide range of health professionals to ensure services are integrated coordinated, client-centred and culturally appropriate and are delivered in an effective and timely manner;
- Leading and coordinating implementation strategies related to the integration of new classes of health care providers in the primary health care model;
- Working closely with other health care providers within the health care team to clearly communicate roles and responsibilities and resolve any barriers to care;
- Identifying issues relating to the Social Determinants of Health that affect health status and care provision;
- Identifying gaps and specific areas where improvements are required;
- Developing specific collaborative strategies for implementing improvements;
- Leading and coordinating standards of community health nursing to prepare for health system transformation;
- Understanding issues and opportunities within the health system, consulting and collaborating with senior nursing leaders, consulting other jurisdictions, reviewing current research and best practice, and applying these to the Nunavut context in CHN practice.

Leads the planning, monitoring, implementation and revisions of community health nursing programs, clinical policies and standards by:

- Collaborating with the CHNs, the Public Health Nursing Consultant, the Primary Health Care Nurse Practitioner, Directors of Health Programs, and the Continuous Quality Improvement staff to identify policy gaps and lead the creation of new policies, directives or guidelines to address those gaps;
- Creating and implementing mechanisms for the development, review and approval of CHN policies, directives and guidelines;
- Working closely with the Continuous Quality Improvement staff to ensure CHN nursing policies and program standards meet accreditation standards;
- Consulting with advocacy groups and organizations such as national and territorial nurse associations/organizations on the proposed standards;
- Developing a monitoring mechanism to ensure that approved standards of practice are adhered to in accordance with their intent;
- Collaborating with nursing educators to develop skill certification programs to support the nursing policies and directives;
- Ensuring CHN policies and program standards are kept up to date;
- Reviewing, revising and updating the Community Health Nursing Administration manual and CHN Programs Standards and Protocols Manual;
- Creating dissemination and communication plans for all new or revised policies, directives and guidelines.

Provides administrative and clinical leadership to the CHN program by:

- Maintaining open communications with the Director Professional Practice, directors of health programs, regional directors, managers and staff;
- Establishing and maintaining open communications with key internal and external stakeholders;
- Communicating as necessary with media;
- Reviewing internal and external communication documents such as newsletters, press releases etc;
- Participating on and contributing to national workgroups and advisory boards as required;
- Monitoring, evaluating and recommending a suite of basic competencies for CHNs in the community health centre setting;
- Coordinating with the Nurse Educators to lead the development of a competency-based orientation, training and professional development for new CHN hires;
- Leading the development, ongoing review and revisions of the CHN job description;
- Identifying and documenting the roles and responsibilities of the CHN within the context of the entire primary health care team;
- Working with the other clinical partners in the primary health care team to clearly define and communicate the roles and responsibilities of each member as it relates to the CHN role;
- Ensuring that clear medical directives and up to date policies that support the CHN's expanded scope of practice are created, evaluated and updated as needed;
- Exploring how CHNs can optimize telehealth to support their consultation, communication and collaboration with other providers, especially MDs.

Coordinates the development of a clear role definition for CHNs by:

- Developing terms of reference for a review of the role of CHN;
- Establishing working committee(s) of CHNs to share their practical experience and knowledge of the current health care system; to examine the functions of the CHNs in line with the Department of Health's mandate; and to implement the new Model of Care;
- Examining the resources needed to support increasing demands for services across Territory and assist in preparing operational budgets for the regions;
- Preparing and delivering presentations to a variety of audiences on the role and contribution of CHNs within the Nunavut health care system, as required;
- Ensuring the CHN program is aligned with the Department of Health's strategic plan, vision, mission and mandate.

Improves communication linkages within the Nunavut nursing profession and between the Department and the profession by:

- Liaising with professional associations across Canada to remain current on professional issues of concern to workers including professional and educational trends;
- Monitoring literature and professional publications to keep abreast of emerging international, national and territorial issues;
- Receiving feedback from CHNs on issues of concern to the Department and the profession;
- Identifying mechanisms for examining the mutual concerns of CHNs with a view towards finding a forum for airing the issues and resolving the problem through practical solutions acceptable within the profession and the Department;
- Acting as a catalyst on contentious issues to provoke discussion within the profession aimed at progressive solutions to evolving problems;
- Conveying the concerns of CHNs on politically sensitive issues requiring policy review and amendment;
- Participating on working committees established to review existing nursing program policies and legislation to bring the perspective of practicing CHNs into the process;
- Participating in nursing recruitment strategies;
- Participating as part of a team in the development of any new policies and programs with high impact on nursing.

Collaborates with nursing educators to increase opportunities for academic preparation of potential nursing candidates and ongoing professional development opportunities for nursing staff by:

- Identifying the learning needs and skill requirements of CHNs in the departmental workforce;
- Reviewing the existing mechanisms for improving the skill levels of existing CHNs;
- Identifying the gaps between the skill requirements and the education/training mechanisms;
- Establishing working committee(s) to assess current knowledge and skills of CHNs working in Nunavut;
- Developing, implementing and evaluating educational programs and learning strategies to meet these needs;
- Collaborating on the development of a CHN orientation program for delivery to all new nurses;
- Participating in the development of territorial and national community health nursing competencies;

- Collaborating with other health workers to coordinate with their scope of practice and identified community responsibilities;
- Recommending changes to existing training/education programs to make them more relevant to Nunavut needs;
- Recommending an array of professional development opportunities needed to develop and fine tune the skills of CHNs as part of a training continuum aimed at progressive career development and continuous quality improvement;
- Working with Directors of Health Programs to assist in the development of specialized or opportunistic training to strengthen program quality, consistency and flexibility;
- Identifying the supportive funding mechanisms needed by the Department to make the training continuum a reality and preparing supporting documents to assist in obtaining that funding;
- Collaborating with Nunavut Arctic College/Department of Human Resources on education programs and support of Inuit in health-related professions.

Maintains clinical competence as a CHN to participate in the Rapid Deployment Team, under the direction of the CNO by:

- Being mobilized to various communities to provide direct clinical care in the capacity of a Registered Nurse during times of community emergencies, outbreaks or other critical issues that lead to surges in workload that exceed the community health team's capacity to provide full primary health care services;
- Practicing in accordance with RNANTU scope of practice for RNs and GN policies and procedures;
- Performing nursing, transferred medical functions according to policies and procedures established by the department.

Respects, adapts and incorporates Inuit Societal Values into CHN practice and health care delivery.

5. KNOWLEDGE, SKILLS AND ABILITIES

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

Contextual Knowledge

- Knowledge of current trends in community health nursing, health promotion and primary health care in Nunavut and other jurisdictions;
- Theories, principles and practices of program development and evaluation;
- Theories, principles and practices of policy development;
- Theories, principles and practices of quality improvement and risk management;
- Clinical Community Health Nurse scope of practice;
- Theories, principles and practices of project management;
- Theories, principles and practices of adult learning;
- Applicable legislation, policies and procedures including knowledge of ATIPP and privacy best practices;
- Northern cultures and northern health care systems and structures;
- Inuit culture and societal values.

Skills and Abilities

- Leadership skills including the ability to inspire others and provide effective direction and delegation to team members;
- Negotiation and change management skills;
- Effective verbal and written communication skills;
- Research skills;
- Facilitation skills;
- Analytical skills;
- Ability to provide frontline nursing service when deployed;
- Ability to work effectively in a cross-cultural environment with a multidisciplinary team;
- Ability to plan, problem solve, to assess, evaluate and make changes as appropriate;
- Computer skills including MS Office.

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

- An undergraduate degree in nursing;
- A master's degree in nursing is an asset;
- Three years' experience of working in an expanded nursing role in a northern/remote and /or within an Indigenous health care delivery setting;
- Must be licensed and in good standing with RNANT/NU;
- The ability to communicate in more than one of Nunavut's official languages is an asset.

This is a Highly Sensitive Position. Criminal Record 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 occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

Physical Demands

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

- Long periods spent in front of a computer screen;
- Long periods of standing are required when providing front line nursing.

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 disrupt regular work schedules and travel requirements.

- Works in a generally comfortable office environment;
- Will work in a hospital setting and be exposed to blood, bodily fluids and communicable diseases when deployed to provide front line nursing.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.

- Prolonged attention to detail is required when reviewing and preparing documents and reports;
- Continuous use of all senses when providing front line nursing.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

- Heavy workload, tight timelines, political nature of work and shifting priorities;
- Will be required to travel by air to health centres in remote communities.

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p> <p>_____ Date 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.

From online job ad for Nunavut CHNs

“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”.