

**1. IDENTIFICATION**

Position No.	Job Title	Supervisor’s Position	Fin. Code
See Appendix	Supervisor Health Programs	See Appendix	See Appendix
Department	Division/Region	Community	Location
Health	See Appendix	See Appendix	See Appendix

**2. PURPOSE**

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>The position exists to ensure effective leadership and management of the health center.</p> <p>The position ensures the provision of professional community health nursing care to clients in accordance with established standards of nursing practice and the philosophy and objectives of the Department of Health. The incumbent would support the provision of quality community health programming.</p> <p>The position promotes optimal health to the community and ensures continuity of care. The incumbent will administer a comprehensive community health program in conjunction with other members of the health care team. The position is also responsible for stimulating a healthy awareness at the levels of prevention (i.e., primary – health promotion and specific protection against diseases; secondary - early diagnosis and prompt treatment intervention in the disease process; tertiary – rehabilitative activities). This position would provide local leadership to front-line health workers to assure cohesion of the community teams.</p> <p>This is the senior position in the health center, which has responsibility for managing and providing direct clinical and administrative supervision and training for community health nurses at various levels of qualification and administrative coordination for supervision and training of support staff.</p> <p>The Supervisor Health Programs reports to the Director Health Programs.</p>
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**3. SCOPE**

<p><b>Describe in what way the position contributes to and impacts on the organization.</b></p>
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The supervisor provides leadership, direction and support to all Health employees located in the assigned community. The incumbent works with community health nurses, community health representatives and other health care professionals to provide health services to all community clients, such as: individuals, families, the hamlet, special interest groups and the community at large. Incumbents who are education and hired as nurse practitioners will also provide comprehensive health assessment and care to all community clients, individuals, families, groups, and the community at large, in addition to providing clinical support and guidance to the community health nurses and health care team in keeping with their education preparation and nurse practitioner scope of practice.

The incumbent manages a significant budget during each fiscal year for the provision of comprehensive health services in the community. Operating within a defined budget, the incumbent is required to use sound judgement in allocating funds in the most appropriate manner.

#### 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 position manages the program and administrative operation of the health centre by:

- Preparing monthly, annual, and special reports; processing correspondence and reports
- Requisitioning, processing, and receiving supplies/equipment/pharmaceutical and biological agents, collecting statistics, maintaining inventory.
- Handling personal, telephone or written inquires of clients, health care professionals and administration and the general public.
- Liaising developing and maintaining cooperative and effective relationships with physicians, other agencies, administration, native organizations, and the community.
- Participating in inter-agency meetings to plan, implement and evaluate joint projects related to health.
- Developing and recommending the annual measurable objectives and work plans
- Participating in the development of the annual Health Centre budget and monitoring expenditures
- Consulting with individuals/groups and compiling data to perform periodic needs assessments to establish program priorities.
- Planning, controlling, and coordinating the provision of community health programs/services in the designated service area.
- Monitoring demand and uses of programs/services provided.
- Adjusting resource allocation as a result of fluctuations in demand
- Recommending re-allocation or resources among programs delivered
- Analysing statistics (i.e., morbidity, mortality, immunization) to evaluate nursing services and health programs.
- Performing or arranging for regular maintenance check of medical-nursing equipment, arranging for repairs of equipment

Provides clinical and administrative supervision and training for Community Health Nurses and administrative supervision of clerical staff by:

- Assigning work schedules, evaluating program and service delivery
- Overseeing the activities of community health nurses, community health representatives, support staff, and others reporting to this position

- Reviewing and evaluating performance of health centre staff
- Using nursing skills and the nursing process to advise, instruct, guide, and supervise nursing staff.
- Ensuring that records, files, and documents are secure and maintained according to professional and legal guidelines.
- Assessing staff training and development needs
- Recommending training plans, providing orientation, guidance, support, and training as required
- Providing and/or ensuring occupational health and safety education and activities/services including a disaster plan for worksite
- Conducting staff meetings to disseminate information, interpret policies, problem solve and team build.
- Implementing and monitoring adherence to approved policies, procedures, and programs.
- Recommending changes and/or improvements as required
- Recommending and implementing approved activities related to the quality assurance program (e.g., audits).

Provides professional community health nursing service to clients in accordance with departmental policies and procedures by:

- Applying the nursing process (assessment, planning, intervention, and evaluation) to intervene in the disease process and restore, protect, and promote health.
- Performing nursing functions according to policies and procedures established by department in accordance with the nursing administrative manual; standards, policies, and guidelines and in accordance with the requirements of the registration body.
- Making decisions regarding client management and facilitating referral in consultation with other health care professionals
- Initiating and conducting individual/family case conferences with nursing/medical staff and or other health care workers
- Providing a community health service through visits and by telephone consultations
- Enabling communities to identify needs, accept ownership and take action for resolution of health issues/concerns.
- Participating in communicable disease control, chronic disease surveillance, home visits, health education classes/sessions and school health program
- Conducting specialty clinics
- Planning, coordinating, and facilitating health education and promotion activities based on needs assessment.
- Acting as are resource to school health program, community health representatives and or other health care provides.
- Promoting a safe and healthy environment in homes, schools, day care centres, boarding homes, worksite, and the community
- Collaborating with the Environmental Health Officer and others to address concerns of a public health nature.
- Maintaining an up-to date knowledge of worksite and community disaster plans and procedures
- Participating in disaster exercises
- Advocating for the disadvantaged to promote development of resources and equitable access to health-related services.
- Marketing healthy living skills

- Maintaining confidentiality of all work-related information

Maintains a thorough and sound working knowledge of current nursing practices, skills, and knowledge by:

- Attending in-service sessions, conducting self directed studies, and pursuing professional development activities, including participation on committees as appropriate
- Obtaining and maintaining certifications for required specialized competencies.
- Maintaining a working knowledge of complex equipment, supplies and materials used in work.

In addition to the above, the nurse practitioners will provide professional community health nursing service to clients in accordance with departmental policies and procedures by:

- working within the nurse practitioner scope set out by RNANT/NU and their Nurse Practitioner Standards of Practice
- performing comprehensive health assessments within the scope of the nurse practitioner
- working with patients to determine the presence of existing and potential health problems, with a major focus on related lifestyle, psychological, sociocultural, and environmental risk factors which may influence the patients' health status.
- demonstrating sound clinical judgement and diagnostic reasoning abilities in completing health assessments in order to identify a health problem or medical diagnosis within the Primary Health Care Nurse Practitioner or adult/Family-All Ages Nurse Practitioner scope of practice.
- diagnosing acute and chronic health conditions within the Nurse Practitioner scope of practice, collaborating with the physician as necessary
- obtaining medical data by determining the need for, ordering, and interpreting diagnostic and laboratory tests as set out by the RNANT/NU Standards of Practice for Nurse Practitioners
- consulting with physicians and other interdisciplinary team members as per the Nurse Practitioner Standards of Practice
- providing client education on preventative health care and other health issues in individual and group delivery models
- encouraging patients and their families to take responsibility for their own health by involving them in risk factors and health promotion identification, goal setting and intervention choices for illness prevention, disease treatment and health promotion.
- maintaining a level of care that meets cultural, holistic, and ethical standards based on the Standards of Practice for Nurse Practitioners
- Initiating and managing the care of patients with diseases and /or disorders within the Primary Health Care Nurse Practitioner / Adult-Family All Ages scope of practice and/or monitoring the ongoing therapy of patients with chronic illness by providing effective pharmacological, complementary, or counselling interventions.

Provides supervision and guidance to staff to ensure duties are performed as expected and to facilitate professional development by:

- Interviewing, selecting orienting, scheduling work time, approving overtime, assigning workloads, evaluating performance, and imposing progressive disciplinary action.
- Establishing and maintaining effective interpersonal relationships with staff
- Planning and implementing in orientation program for new staff.
- Conducting regular staff meetings to disseminate information, interpret policies, standardize procedures, and plan programs.
- Planning and implementing an in-service education program.

- Preparing in-service training materials
- Setting objectives for performance review
- Reading publications to keep current on developments in health promotion and prevention techniques and audio/visual material available.
- Maintaining current knowledge
- Applying the terms of the collective agreement

Other duties:

- Preparing and delivering health education materials for use on radio, television, or newspaper, in accordance with policy and media contact
- Participating in special projects (i.e., research)
- Assuming infectious disease control advisory functions on request
- Collaborating with health promotion officer, community health representative(s) and interpreters to develop, edit, prepare, and have translated health educational material.
- Preceptoring nursing students enrolled in specific nursing programs (e.g., post RN baccalaureate, ANSIP)
- Meeting with staff members individually and in groups to discuss their activities on a regular basis.
- Reviewing written materials prepared by staff members to ensure they conform to requirements.
- Conferencing cases which are particularly difficult to resolve
- Seeking out staff members' opinions on proposed changes to legislation, policies and procedures and ensuring appropriate persons are informed of these opinions.
- Fostering a team approach to problem solving where appropriate
- Preparing performance appraisals as required and encouraging staff to develop professionally in areas requiring attention.
- Ensuring casual time sheets are signed and submitted to H.R./Payroll for payment

Participates in the Department's management by:

- Advising supervisor on budget issues
- Preparing reports, file audits etc. on needs as a whole or individually
- Monitoring and reporting upon issues designed to assist in the development of programming.

**5. KNOWLEDGE, SKILLS AND ABILITIES**

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

Contextual Knowledge

- Applicable legislation, policies, and procedures including; Nursing Administration Manual;
- Current trends in health promotion/disease prevention practices and programs;
- Theories, principles and practices of HR and financial administration;
- Maintains knowledge of Inuit customs, history, cultural sensitivities, and local community characteristics.

Skills

- Excellent leadership skills;
- Computer skills including; MS office and health records software;
- Effective written and verbal communication skills;
- Effective teaching skills to staff, patients, and members of the community both one on one and in a group setting;

- Crisis intervention;
- Interpersonal and conflict resolution;
- Advanced assessment, basic treatment, referral, and case management skills;
- Counselling skills;
- Organizational and time management skills.

#### Abilities

- Ability to manage multidisciplinary functions in an engaging and respectful manner;
- Ability to perform basic and advanced nursing techniques as outlined by the Department of Health, Nursing Administration Manual; Standards, Policies and Guidelines; Administration Manuals;
- Plan, coordinate, control, implement and evaluate a comprehensive nursing service appropriate to the needs of Northern Communities;
- Ability to work effectively in a cross-cultural setting ensuring that Inuit Societal Values are acknowledged and maintained during patient and employee interactions;
- Ability to maintain a high degree of confidentiality.

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

- Bachelor's Degree in Nursing or Nursing diploma;
- 5 years of nursing experience with a minimum of 1 year of northern nursing and a minimum of 2 years supervisory experience;
- RNANTNU eligibility;
- First AID and BCLS certification with annual renewal;
- Possession of one or more of the following is considered an asset: Advanced cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) Neonatal Resuscitation Program (NRP), Advances in Labor and Risk Management(ALARM), Emergency Nursing Pediatric Course (ENPC), Trauma Nursing Core Course (TNCC);
- Nurse practitioner incumbents will maintain and display knowledge in keeping with their educational preparation and scope of practice set forth by the Standards of Practice for Nurse Practitioners under their license issued by the FNANT/NU.
- Nurse Practitioners must have completed a Primary Health Care NP (PHCPN) or Adult/Family All-Ages (AFAA) certification. For nurse practitioner's incumbents, a minimum of 1-year nurse practitioner experience would be an asset. Nurse Practitioners will be expected to practice within their advanced scope set out by the RNANT/NU Nurse Practitioners Standards;
- Ability to communicate in more than one of Nunavut's official languages is an asset.

This is a Highly Sensitive Position. Vulnerable Sector and Criminal Record 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.**

- The incumbent is expected to perform these duties with minimal supervision. This increases the stress level as in addition to situational demands, one needs to ensure they are operating within policy and legislative guidelines;
- The programs delivered and the staff who deliver them operate in a stress filled environment

as health care emergencies are frequent;

- The fact that once decisions are made, based upon the information at hand at the time; additional information may make the initial decision appear faulty, opening the worker or supervisor to criticism. Given the nature and confidentiality of our work neither can we explain publicly why particular decisions were made or what they were based upon.

### Physical Demands

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

- There are occasional requirements for carrying a variety of equipment and materials;
- Being on call over sustained periods can lead to sleep disruption.
- The daily tasks are demanding in this field and it is easy to feel physically and emotionally drained at the end of the day.

### 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.**

- Exposure to blood and body fluids – risk can be minimized through use of universal precautions;
- Exposure to animal attacks while on home visits;
- Exposure to emotionally difficult or potentially violent situations at clinic or on home visits;
- Exposure to clients with contagious conditions - risk can be minimized by maintaining immunization status and using infection control measures;
- Exposure to hazardous substances – risk can be minimized with application of WHMIS knowledge;
- Incumbent meets with patients/clients in their homes, etc.

### 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.**

- 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 consulting to determine needs and input.
- The incumbent spends time at a computer writing, reviewing materials conducting research and communicating with staff, which can result in eyestrain and other physical discomforts.

### Mental Demands

**Indicate conditions that may lead to mental or emotional fatigue.**

- The incumbent is exposed to tight deadlines and a heavy workload, with competing priorities and demands;
- Occasional travel;
- Dealing with various clients requires creativity, tact, and diplomacy;
- The incumbent is expected to work irregular and long hours and to work on weekends all of which can often place a high degree of stress on the incumbent's personal life.

- The incumbent will manage programs that often face public scrutiny.

**7. CERTIFICATION**

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date I certify that I have read and understand the responsibilities assigned to this position.	_____ Date 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 A – List of Positions and Corresponding Information**

Community	Position	Supervisor	Freebalance Code
Arctic Bay	10-04790	10-01732	10601-01-2-200-1000000-01
Arviat	10-05549	10-NEW	10613-01-3-300-1000000-01
Baker Lake	10-05550	10-09259	10614-01-3-305-1000000-01
Chesterfield Inlet	10-05546	10-09259	10615-01-3-310-1000000-01
Clyde River	10-04779	10-03866	10603-01-2-215-1000000-01
Coral Harbour	10-05548	10-09259	10616-01-3-315-1000000-01
Gjoa Haven	10-05528	10-12105	10622-01-4-415-1000000-01
Grise Fiord	10-04777	10-01732	10604-01-2-220-1000000-01
Igloolik	10-04786	10-03866	10606-01-2-230-1000000-01
Kimmirut	10-04784	10-NEW	10607-01-2-240-1000000-01
Kinngait	10-04785	10-NEW	10602-01-2-210-1000000-01
Kugaaruk	10-05530	10-12105	10623-01-4-425-1000000-01
Kugluktuk	10-05527	10-NEW	10624-01-4-420-1000000-01



Pangnirtung	10-04783	10-NEW	10609-01-2-250-1000000-01
Pond Inlet	10-04789	10-01732	10610-01-2-255-1000000-01
Qikiqtarjuaq	10-04782	10-03866	10611-01-2-205-1000000-01
Naujaat	10-05551	10-09259	10618-01-3-325-1000000-01
Resolute Bay	10-04788	10-01732	10612-01-2-260-1000000-01
Sanikiluaq	10-05547	10-NEW	10619-01-3-265-1000000-01
Sanirajak	10-04787	10-03866	10605-01-2-225-1000000-01
Taloyoak	10-05531	10-12105	10625-01-4-430-1000000-01
Whale Cove	10-05545	10-NEW	10620-01-3-330-1000000-01