

Sundridge & District Medical Centre

Position Description:

Nurse Practitioner – RN(EC)

Accountable to: Sundridge & District Medical Centre Committee

Status: Full Time

Date revised: August 2017

PURPOSE OF THE JOB:

The Nurse Practitioner ensures that high quality primary care is delivered, consistent with the philosophy and standards of the Sundridge & District Medical Centre and within the scope of practice of an RN(EC) as identified by the College of Nurses of Ontario.

The Nurse Practitioner will utilize his/her advanced knowledge and decision-making skills in assessment, diagnosis, and treatment of minor illnesses and injuries, managing and monitoring clients with stable chronic illnesses, providing health screening and assessment activities with an emphasis on health promotion and disease prevention. The Nurse Practitioner is part of the Sundridge & District Medical Centre providing comprehensive health services to patients. This incumbent is responsible for contributing to the quality of patient care through advanced practice, education, research and consultation.

POSITION QUALIFICATIONS:

The minimum requirements for this position are:

Education and Experience

- Baccalaureate degree in Nursing
- Registration in the Extended Class with the College of Nurses in Ontario;
- Member of the Registered Nurses Association of Ontario;
- Minimum of two years experience as a Registered Nurse;
- Current Basic First Aid and CPR Certification.

Skills and Abilities

- Demonstrated effective management, leadership, and interpersonal skills;
- Excellent verbal and written communication skills;
- Ability to work as part of a team with a variety of health service providers;
- Good judgment, time management, attention to detail and priority setting abilities;
- Flexible within an active work environment, and is able to work autonomously;
- Excellent computer skills and demonstrated proficiency with a variety of software programs including (Microsoft Word, Excel, Outlook, Power Point);

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- Familiarity with Electronic Medical Records systems (the office uses Practice Solutions) as well as both Windows and Mac operating systems; and

ACCOUNTABILITY:

1. The RN(EC) is to practice within the scope and according to the standards of practice as outlined in the following documents:
 - College of Nurses of Ontario's "Practice Standards" (www.cno.org)
 - Nursing Act (1991) and
 - Regulated Health Professions Act (1991)
2. As a Primary Care Provider, to the clients by maintaining confidentiality and acting in an ethical and professional manner.
3. The RN(EC) is required to maintain all the necessary and appropriate professional liability insurance that a prudent Nurse Practitioner carrying out the activities of the RN(EC) would maintain.

DUTIES AND RESPONSIBILITIES:

1. Health Assessment and Diagnosis

- Performs a comprehensive health or symptom directed assessment and synthesizes data from multiple sources to make a diagnosis of a disease or disorder within the scope of practice to diagnose.
- Spends adequate time with the client to determine the presence of existing and potential health problems, with a major focus on related lifestyle, psychological, socio-cultural, and environmental risk factors which may influence the client's health status, addresses these problems personally or by referral to or in consultation with team physicians, RN or other health professionals and may be in consultations with Hospital or Community specialists, programs or agencies as appropriate.
- In accordance with the philosophy of primary health care, encourages clients and their families to take responsibility for their own health by involving them in risk factor and health problem identification, goal setting and the choices of interventions for disease treatment and prevention, and health promotion.
- Determines the need for and orders from an approved list and interprets the results of screening and diagnostic laboratory tests.
- Determines the need for and orders and interprets reports of appropriate X-rays and diagnostic ultrasounds.
- Keeps complete, accurate, legible and timely records of client visits, using the Sundridge & District Medical Centre's EMR, which will provide information to assist other practitioners in continuing the client's care.
- Sees clients in Sundridge & District Medical Centre via scheduled and urgent appointments.

2. Treatment / Management / Planning

- Initiates and manages the care of clients with diseases or disorders within the scope of practice and/or monitors the ongoing therapy of clients with chronic stable illness by providing effective pharmacological, complementary, or counseling interventions.
- Prescribes drugs according to professional practice guidelines to treat diseases or disorders within the scope of practice.
- Documents data using EMR client health records, refers to and arranges follow-up as necessary.

3. Health Promotion and Disease Prevention

- Implements strategies to promote health and prevent disease with individuals, families and groups.

4. Family Health

- Synthesizes information from individual clients to identify broader implications within the family
- Assesses and manages the care of families

5. Team Responsibilities

- Promotes and participates in a multi-disciplinary team approach
- Collaborates with both providers and clients to ensure that appropriate management, referral and responses to inquiries are provided
- Participates in the development and evaluation of policies, protocols and procedures to improve client care and/or to promote co-operative and efficient staff functioning in cooperation with the Sundridge & District Medical Centre team
- Completes duties as assigned by Sundridge & District Medical Centre leadership

6. Organizational Role:

- Maintaining current knowledge of policy manuals, reading minutes of meetings and keeping up to date with organizational happenings.
- Contributing to the efficient functioning of the organization and the attainment of goals.
- Basing practice on sound theoretical knowledge and practical skills.
- Arranging priorities as necessary to perform tasks.
- Knowing established work and administrative procedures

7. Confidentiality of Information

- Ensures adherence to the freedom of information and protection of privacy
- Exercises reasonable care with caution in protecting confidential and sensitive information related to clients and personnel

8. Reporting

- Participates in the monthly, or as required, statistical reporting for the MOHLTC.

9. Population Health Planning

- Synthesizes information from individual clients to identify broader implications for health within the community
- Uses community assessment data to identify community needs and resources and develops, implements and evaluates appropriate programming

10. Sundridge & District Medical Centre Development

- Promotes awareness of Sundridge & District Medical Centre services and programs.
- Actively participates in staff, team and committee meetings as appropriate.
- Participates in the education of health professional students.
- Participates in the development planning and evaluation of treatment, education, counseling and health promotion activities of the Sundridge & District Medical Centre.

11. Communication

- Communicates effectively with health care team members to create a cohesive team and seamless services to the community.
- Communicates effectively with all clients, families, peers, other health care professionals and community partners.
- Participates in interdisciplinary meetings as required.
- Communicates with the Sundridge and District Medical Centre Committee through the Village of Sundridge Clerk Administrator or designate when requested.

12. Professional Development

- Maintains and develops professional competence through ongoing professional development.
- Stays current and aware of opportunities to implement new, evidenced-based methods of client assessment, treatment and programming.
- Participates in self-directed learning to ensure that practice remains relevant by attending professional conferences, e-learning and journal reviews.
- Participates on interdisciplinary committees to promote professional/interpersonal development.
- Participates in clinical projects/studies as required

13. Staff Management

- Manages a part time administrative assistant
- Ensures that the administrative assistant completes their duties as per their contractual obligations
- Supervises the administrative assistant in all duties
- Completes reports with respect to the administrative assistant, their work hours, holiday hours, and all other reporting needs to the Sundridge & District Medical Centre Committee

WORKING CONDITIONS:

The working conditions include the operation of electrical equipment and possible exposure to chemicals, both cleaning solutions and medications. Exposure to blood and body fluids is also expected and therefore the Nurse Practitioner must be familiar with universal precautions.

Exposure to latex will occur on a daily basis.

Work is performed at the Sundridge & District Medical Centre (SDMC), and may in the future also involve community outreach and home visits.

Work hours will be discussed on an individual basis and dependent on the current needs of the SDMC. There are potential opportunities for daytime work (8:30 to 4:30pm) as well as after-hours clinics (5:00-8:00pm).

Periodic attendance at evening meetings with the Sundridge and District Medical Centre Committee will be required.

REPORTING RELATIONSHIPS:

The Nurse Practitioner reports and is accountable to the Sundridge & District Medical Centre Committee. In clinical matters, the NP is clinically accountable to the Lead Physician.

EVALUATION:

An initial evaluation will be completed at 6 months, 12 months and annually thereafter.

The preceding described duties are representative and should not be construed as all-inclusive.