

Timmins

**Family Health Team  
Équipe Santé familiale**

200-123 Third Ave.

Timmins, ON P4N 1C6

Tel: 705-267-1993 Fax: 705-267-1796

**POSITION DESCRIPTION  
NURSE PRACTITIONER**

**POSITION:** PRIMARY REGISTERED NURSE EXTENDED CLASS

**STATUS:**  FULL TIME,  PART TIME,  CASUAL

**DEPARTEMENT:** ALLIED HEALTH

**REPORTING TO:** EXECUTIVE DIRECTOR

**SUPERVISION:**  NO  YES

**APPROVAL SIGNATURES**

  
APPROVED BY EXECUTIVE DIRECTOR

  
DATE

**PURPOSE**

The RN(EC) will function as a member of the primary care team in the provision of primary health care services in the Timmins Family Health Team. The RN(EC) provides services to clients who include the individual throughout their life span, the family, and the community, with a strong emphasis on health promotion, patient education and disease prevention.

The RN(EC) provides primary care functions and participates in the development, implementation, monitoring and evaluation of programs and services of the Timmins Family Health Team for the individuals, families and the Timmins community.

**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](http://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, in accordance with the professional code of ethics and in accordance with the policies of the TFHT.

**Duties and Responsibilities:**

| DUTIES AND RESPONSIBILITIES  | PERCENTAGE % |
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| <p><b><u>Assessment</u></b></p> <ul style="list-style-type: none"> <li>• Working within the scope of practice of the RN(EC), performs a comprehensive health or symptom directed assessment and synthesizes data from multiple sources to make a diagnosis, as part of the health care team</li> <li>• Spend adequate time with the client 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 client’s health status, deals with these personally or by referral to or in consultation with, social workers, dietitians, home care providers, family physicians, specialists, alternate allied health providers, specified programs services/agencies</li> <li>• In accordance with the philosophy of primary health care, encourages clients and 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</li> <li>• Works collaboratively and in consultation with the WPFHN physicians and specialists as defined in the RN(EC) scope of practice “Expectation for consultation with physicians”</li> <li>• Works within medical directives as established and approved by the WPFHN/TFHT</li> <li>• Uses case management and a care path model for chronic illnesses management in the continuum of care</li> <li>• Determines the need for and orders form an approved list and interprets the results of screening and diagnostic laboratory tests, within the scope of practice</li> <li>• Determines the need for and orders form an approved list and interprets the results of screening and diagnostic laboratory tests, within the scope of practice</li> <li>• Determines the need for and orders and interprets reports of diagnostic imaging and diagnostic ultrasounds within the scope of RN(EC) practice</li> <li>• Keeps complete, accurate, legible and timely records of client’s visits, which will provide information to assist other practitioners in continuing the client’s care</li> <li>• Sees clients at the clinic with scheduled and urgent appointments, and in the community through home visits, during regular and extended hours</li> </ul> |              |

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| <p><b><u>Treatment/Management/Planning</u></b></p> <ul style="list-style-type: none"> <li>• Provides advanced nursing care and treatment (including pharmacological complementary therapies and/or counseling interventions for health problem.</li> <li>• Monitors the ongoing therapy of clients with chronic stable illness by providing effective pharmacological, complementary, or counseling interventions</li> <li>• Prescribes drugs included in the Schedules of the Regulations to treat diseases or disorders within the RN(EC) scope of practice</li> <li>• Collaboration with physicians, independently and with other allied health develop and discuss appropriate individualized care plan with the client/family caregiver based on best practices</li> <li>• Documents using client health records, refers to and arranges follow-up as necessary</li> <li>• Implements strategies to promote health and prevent disease with individuals, families and groups</li> <li>• Targets strategies to foster independent and healthy lifestyles with the chronically ill medical population</li> <li>• Synthesizes information from individual clients to identify broader implications within the family</li> <li>• Assesses and manages the care of families, in collaboration with team members</li> <li>• Synthesize information from individual clients to identify broader implications for health within the community</li> <li>• Uses community assessment data to identify community needs and resources and develops, implements and evaluates appropriate programming</li> <li>• Ensures that encounter forms and other statistics have been recorded and participates in their analysis</li> </ul> |                   |
| <p><b><u>Education/Advisory</u></b></p> <ul style="list-style-type: none"> <li>• Help clients to identify and use health resources</li> <li>• In Involve clients in decisions about their own health</li> <li>• Encourage clients to take action for their own health</li> <li>• Initiate health education and other activities that assist, promote and support clients as they strive to achieve the highest level of health</li> <li>• Develop learning resources for clients</li> <li>• Develop and deliver health education program for patients and communities</li> <li>• Implements strategies to promote health and prevent disease for both primary and secondary prevention</li> </ul>   | <p><b>75%</b></p> |
| <p><b><u>Referrals/Collaboration</u></b></p> <ul style="list-style-type: none"> <li>• Collaborate with other health care providers</li> <li>• Coordinate client care</li> </ul>   |                   |

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| <p><b><u>Organizational Role:</u></b></p> <ul style="list-style-type: none"> <li>• Maintaining current knowledge of policy manuals, reading minutes of meetings and keeping up to date with organizational happenings</li> <li>• Contributing to the efficient functioning of the organization and the attainment of goals</li> <li>• Basing practice on sound theoretical knowledge</li> <li>• Arranging priorities as necessary to perform tasks</li> <li>• Knowing established work and administrative procedures</li> </ul>  | <p><b>5%</b></p>  |
| <p><b><u>Confidentiality Information</u></b></p> <ul style="list-style-type: none"> <li>• Ensures adherence to the freedom of information and protection of privacy</li> <li>• Exercises reasonable care with caution in protecting confidential and sensitive information related to clients and personnel</li> </ul>   |                   |
| <p><b><u>Timmins Family Health Team Development</u></b></p> <ul style="list-style-type: none"> <li>• Participates in the development planning and evaluation of treatment education, counseling and health promotion activities of the Timmins Family Health Team</li> <li>• Promotes awareness of Timmins Family Health Team services and programs</li> <li>• Actively participates in staff, team and committee meetings as appropriate</li> <li>• Provides leadership and mentorship to Nurse Practitioner registered nurse students that enter Timmins Family Health Team on a placement</li> <li>• Participates in the education of other health professional students</li> <li>• Uses community assessment data to identify community needs and resources and develops, implements and evaluates appropriate programming</li> <li>• Ensures that encounter forms and other statistics have been recorded and participates in their analysis</li> </ul> | <p><b>15%</b></p> |
| <p><b><u>Communication</u></b></p> <ul style="list-style-type: none"> <li>• Communicates effectively with health care team members to create a cohesive team and seamless services to the community</li> <li>• Communicates effectively with all clients, families, peers, other health care professionals and community partners</li> <li>• Participates in interdisciplinary meetings as required</li> </ul>   |                   |

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| <p><b><u>Professional Development</u></b></p> <ul style="list-style-type: none"> <li>• Maintains and develops professional competence through ongoing professional development. Fully participates in the Quality Assurance Program of the College of Nurses of Ontario.</li> <li>• Stays current and aware of opportunities to implement new, evidenced-based methods of client assessment, treatment and programming</li> <li>• Participates in self-directed learning to ensure that practice remains relevant by attending professional conferences, e-learning and journal reviews</li> <li>• Participates on interdisciplinary committees to promote professional/interpersonal development</li> <li>• Participates in clinical projects / studies as required</li> </ul> | <p><b>5%</b></p> |
| <p><b><u>Related Duties</u></b></p> <ul style="list-style-type: none"> <li>• Models the values and philosophy of the Corporation</li> <li>• Exhibits a commitment to life-long learning</li> <li>• Maintains confidentiality of team, personnel and client information</li> <li>• Facilitates appropriate in-house and external education sessions</li> <li>• Assists with planning and attends special events</li> <li>• Performs other associated duties as required</li> </ul>   |                  |

## **SPECIFICATIONS**

### **EDUCATION / EXPERIENCE:**

- Council of Ontario University Program in Nursing Primary Health Care Nurse Practitioner Program Certificate (or recognized equivalent)
- Baccalaureate of Science in Nursing required, Master of Science in Nursing preferred
- Current registration with the College of Nurses of Ontario as an RN(EC) required
- Current Membership with RNAO and evidence of liability insurance
- Current Ontario Driver's License
- Demonstrated experience in Community and/or Primary Care Setting

**SKILLS / ABILITIES:**

- Knowledge and proficiency in current, evidenced-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction
- Superior leadership, organization, research, evaluation, time management, communication and interpersonal skills
- Proficiency in the use of the computer hardware and software, particularly in Microsoft Word, Excel, Outlook
- Prior experience and knowledge of electronic medical record
- Desire and ability to update knowledge and skills through various means including technology-based opportunities, courses, workshops and conferences
- Multi-tasking skills related to the delivery of efficient primary care including the ability to share information and teach while treating a patient
- Excellent verbal and written communication skills
- Exhibit an ability to be open and non-judgmental
- Knowledge of the goals and structure of the organization, the policies and procedures and the programs

**EQUIPMENT USED:**

- Computer, printer/scanner/fax, photocopier, telephone, AV Equipment including Video projection unit, hand-held, assessment tools, various teaching aids

**CONTACTS:**

| <b>INTERNAL</b>  | <b>EXTERNAL</b>                                |
|--|--|
| Executive Director   | Ministry of Health and Long Term Care          |
| Director of Allied Health Professional Lead                                | North East LHIN                                |
| Contracted Professional Staff  | Community Health and Social services agencies. |
| Employees, including Allied Health Professionals and Administration Staff. | Non-Government Organizations                   |
| Contracted Administrative Support  | Professional Association                       |
| Clients / Families   | College of Nurses of Ontario                   |
| WPFHN Physicians   |  |

**PHYSICAL DEMANDS:**

Moderate: The position requires minimal physical effort and the workday comprises roughly of equal amounts of standing and sitting, with frequent position changes. This position requires the RN(EC) to exhibit creativity and exceptional problem solving skills.

### **FINANCIAL RESPONSIBILITY:**

- Planning of the programs and services for the organization
- May participate in the expenditure of resources as planned.

### **IMPACT OF ERRORS IN JUDGEMENT:**

Poor decisions and/or omissions can impact harmfully on client health. The level of impact could range from very low to extremely high.

Poor interpersonal skills could impact negatively on relations with staff, community partners, clients and public. The level of impact could range from very low to moderate.

### **WORK ENVIROMENT:**

#### **Timmins Family Health Team Clinics:**

The work environment will primarily be in well-lit, well-ventilated clinic areas that are furnished ergonomically. Exam rooms are spacious, well equipped and supplied. Personal office space may or may not be shared. Environment may vary depending on location. Ergonomics, health and safety of the RN(EC) will be an important consideration when the location is furnished and equipped. It may be required to bring some requisite equipment and supplies when reporting to work in these environments.

### **WORK ENVIROMENT:**

#### **In Home Visits**

The RN(EC) may be required to provide primary care within the confines of a client's home. These environments are not assessed before hand and it is the responsibility of the RN(EC) to assess the environment for health and safety risks. It is policy of the Timmins Family Health Team that no employee is exposed to second-hand smoke.

#### **Other**

Due to the collaborative nature of this position, the RN(EC) will be required to attend meetings at other organizations offices. Travel may be required between sites and client homes. Travel related to the fulfillment of this position description will be reimbursed.

### **REPORTING RELATIONSHIPS:**

The Registered Nurse reports to the Executive Director through the Director of Allied Health Professional. In clinical matters, the RN(EC) collaborates with physicians and other Timmins Family Health Team members to provide the most efficient, appropriate primary care to a client of the Timmins Family Health Team. The RN(EC) collaborates with other community health partners to deliver appropriate services and programs to the community.

### **Reporting:**

- Prepare monthly or as required statistical reports for the Ministry of Health and Long Term Care or as required by the Timmins Family Health Team.