



Family Health Team

Position Description:

Nurse Practitioner – RN(EC)

Status: Temporary Full Time (Maternity Leave Contract)

Accountable to: Executive Director

Date revised: Feb 2019

PURPOSE OF THE JOB:

The Nurse Practitioner ensures that high quality primary care is delivered, consistent with the philosophy and standards of the Powassan and Area Family Health Team 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 Powassan and Area Family Health Team (PAAFHT) 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 and in good standing with the College of Nurses in Ontario;
- Liability insurance coverage through CNPS or RNAO
- Experience in the Nurse Practitioner role an asset;
- Experience in primary care setting an asset;
- 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);
- Familiarity with Electronic Medical Records systems (the office uses Practice Solutions) as well as both Windows and Mac operating systems; and
- Bilingual (French/English) is an asset.

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 "Nurse Practitioner Practice Standard" (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 PAAFHT.

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, sociocultural, 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, social worker, RN or other IHPs 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 within the current scope of NP and interprets the results of screening and diagnostic laboratory tests and consults MDs as necessary.
- Determines the need for, orders and interprets reports of appropriate X rays and diagnostic ultrasounds.
- Keeps complete, accurate, legible and timely records of client visits, using the PAAFHT's EMR, which will provide information to assist other practitioners in continuing the client's care.
- Sees clients in PAAFHT medical clinic via scheduled and urgent appointments in addition to participation in specialty clinics.

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 team and Executive Director
 - Completes duties as assigned by FHT/FHO 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**
 - Participate 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. Powassan and Area Family Health Team Development**
 - Promotes awareness of PAAFHT services and programs.
 - Actively participates in staff, team and committee meetings as appropriate.
 - Provides leadership and mentorship to nursing students that enter PAAFHT on a placement. Participates in the education of other health professional students.
 - Participates in the development planning and evaluation of treatment, education, counseling and health promotion activities of the PAAFHT.

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.

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.

WORKING CONDITIONS:

Work is performed in a variety of settings both within and outside the FHT Medical Centre, the satellite location in Astorville and may include other community locations, including patient residences.

REPORTING RELATIONSHIPS:

The Nurse Practitioner reports and is accountable to the Executive Director. In clinical matters, the NP is clinically accountable to the Lead Physician.

PROBATIONARY PERIOD:

Three- month probationary period.

Vacation and CME opportunities.

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