



## SAULT COMMUNITY HEALTH CENTRE

### JOB DESCRIPTION

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<b>Job Title:</b>	Nurse Practitioner (NP)
<b>Department:</b>	Clinical Staff
<b>Classification:</b>	Nursing
<b>Reports to:</b>	Executive Director
<b>Supervises:</b>	Nursing students

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#### **A. POSITION SUMMARY**

The NP will practice in a collaborative practice within their full scope of practice as outlined by the College of Nurses of Ontario (CNO), providing care in a primary care setting.

#### **B. DUTIES AND RESPONSIBILITIES**

Sound clinical judgment and strong health assessment and diagnostic skills.  
Sound knowledge of health promotion, disease prevention and health maintenance and chronic disease management  
Complete physical and mental health assessments to patients  
Accurately diagnose and prescribe appropriate treatment  
Work effectively independently and in a team environment  
Excellent oral and written communication skills  
Able to function in a fast-paced environment

##### **1.0 Resource to staff and management**

The NP will be a resource to nursing staff, students, and management in the areas of clinical practice and the Standards of Practice as outlined by the CNO.

##### **2.0 Compliance with Legislation and Policy Requirements**

The NP will comply with all legislation and policies as they pertain to their position and requirements, including but not limited to the CNO's Standards of Practice and the Regulated Health Act.

##### **3.0 Risk Management**

The NP will identify and take appropriate action as necessary to reduce or avoid risk to patients and the organization.

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### **4.0 Operational Management**

Not applicable.

### **5.0 Management Priorities and Outcomes**

The NP will demonstrate competence in the management of priorities and outcomes as they pertain to patients, the organization, and their own practice.

### **6.0 Service Delivery Management**

The NP will demonstrate competency in the delivery of all clinical related services.

### **7.0 Human Resources Management**

The NP may be tasked with the supervision and/or training of nursing staff and/or healthcare learners.

### **8.0 Financial Management**

The NP will use clinic resources appropriately.

### **9.0 Information Management**

The NP will maintain confidentiality with all organization information and patient information, in accordance with all relevant legislation and the CNO's Standards of Practice. Exceptions include court orders or in the case of the potential for serious harm to a patient or a third party.

### **10.0 Physical Facilities Management**

All employees have a responsibility, along with management, to ensure that their environment is safe. Employees also have a responsibility for identifying potential risky situations to management.

### **11.0 Communications Management**

The NP will demonstrate excellent communication skills.

### **12.0 Representation of the Organization**

The NP will conduct themselves in a professional manner and will not engage in behaviours that put the organization at risk.

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### **13.0 Professional Development**

The NP will engage in ongoing professional development as required by the CNO.

### **C. AUTHORITY**

The Executive Director delegates authority to the Nurse Practitioner as required, excluding the Nurse Practitioner's authority over clinical practice as granted by the College of Nurses of Ontario.

### **D. ACCOUNTABILITY**

The Nurse Practitioner is accountable for the following:

- (i) Exercising leadership and demonstration that they can adapt to the changing needs of the patients served by the organization.
- (ii) Ensuring that legislation, regulations, policies, and procedures are not violated.
- (i) Ensuring that programs and services are delivered.
- (ii) Identifying areas requiring additional information or education to fulfill their duties.
- (iii) Ensuring a safe, healthy, and productive work environment.
- (iv) Maintaining a harmonious working relationship with staff.
- (v) Providing reliable and timely information to support the decision-making processes for both the patient and the organization.
- (vi) Developing and maintaining positive working relationships with health care and community organizations and governments.
- (vii) Ensuring that the organization is perceived by the community in a positive manner.

### **E. QUALIFICATIONS**

#### **1.0 Educational Requirements**

#### **2.0 Knowledge and Skills Requirements**

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### F. EMPLOYMENT CONDITIONS

#### E. QUALIFICATIONS

The minimum qualifications required for this position are:

##### 1.0 Education and Experience

- (i) Degree in nursing from an accredited university
- (ii) Registration with the College of Nurses of Ontario as an RN (EC) in good standing
- (iii) Nursing experience in a community primary healthcare setting
- (iv) Controlled Substances Certification
- (v) Current Police Check for Vulnerable Persons

##### 2.0 Knowledge, Skills and Abilities

- (i) Exceptional client service skills.
- (ii) Excellent verbal and written communication skills.
- (iii) Ability to work as part of a team with a variety of health service providers.
- (iv) Excellent interpersonal skills.
- (v) Strong organizational skills, good judgment, time management, attention to detail and priority setting abilities; multi-tasking skills
- (vi) Familiarity with Electronic Medical Records (EMR)
- (vii) Ability to conduct research via the internet and electronic health records program.
- (viii) Ability to work independently and as part of a team in a professional manner respecting patient confidentiality and program integrity
- (ix) Fluency in English.
- (x) The following skills would be considered an asset:

- Knowledgeable in Microsoft Word and Excel.
- Have experience working with a computerized patient database.
- Be flexible and adaptable to changes in duties, as required

##### 3.0 Competencies and Judgement

Demonstrated competence and good judgment to:

- (i) Handle emergencies, crises, and hostile behaviour.
- (ii) Maintain control in difficult and frustrating situations.

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- (iii) Use professional judgment daily within guidelines established by provincial legislation and within established policies and procedures.
- (iv) Provide support and supervision to directly supervised staff, as required
- (v) Accommodate competing demands.
- (vi) Communicate orally and in writing to physicians, staff, community agencies and the public.
- (vii) Make effective group presentations as required
- (viii) Maintain confidentiality.
- (ix) Exhibit an ability to be open and non-judgmental.

### **Reporting:**

- Assistance in preparing statistical reports as required by the SCHC Executive Director, Board of Directors and Lead Physician

### **Confidentiality Information**

- Ensure adherence to the freedom of information and protection of privacy
- Exercise reasonable care with caution in protecting confidential and sensitive information related to clients and personnel
- Observe and adhere to all relevant privacy legislation and clinic policy

### **Sault Community Health Centre Development**

- Participate in the development, implementation and evaluation of programs
- Promote awareness of Sault CHC services and programs
- Actively participates in staff, team and committee meetings as appropriate
- Provide leadership and mentorship to staff as required

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### **Professional Development**

- Assume full responsibility for own continuing professional development
- Participate in the Quality Assurance Program of his/her regulatory organization, if applicable
- Self-directed learning using appropriate resources, such as the internet, conferences and journal review, to access information related to resources for professional development and best practices
- Participate in clinical projects/studies as required
- Maintain general knowledge of the legislation with a strong knowledge about provisions in the legislation affecting the mandate of the Sault CHC.

### **Communication**

- Communicates effectively with health care team members to create a cohesive team and seamless services to the community
- Communicate effectively with all clients, families, peers, other health care professionals and community partners

### **Related Duties**

- Models the values and philosophy of the Corporation
- Exhibits a commitment to life-long learning
- Maintains confidentiality of team, personnel and client information
- Facilitates appropriate in-house and external education sessions
- Assists with planning and attends special events
- Performs other associated duties as required

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### SPECIFICATIONS

#### F: MAJOR CONTACTS

INTERNAL	EXTERNAL
Executive Director	Ministry of Health and Long-Term Care
Physicians associated with SCHC	Ontario Health
	North East LHIN
Employees, including Allied Health Professionals and Administration Staff.	Community Health and Social services agencies.
Contracted Administrative Support	Non-Government Organizations

#### WORKING CONDITIONS

The working conditions for the Nurse Practitioner are as follows:

(i) Work is generally performed in office and community settings.

(ii) Work hours are flexible.

#### 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 may involve exposure to persons with contagious or infectious illnesses and requires constant attention infection control procedures.

#### Mental Demands:

- The Nurse Practitioner must be able to make decisions based on the best information and evidence that is available. This position requires the Nurse Practitioner to exhibit creativity and exceptional problem-solving skills. The position may involve occasional exposure to highly emotional or violent patients and patients who are terminally ill.

#### Financial Responsibility:

- NA

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### **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.

### **Sault Community Health Centre 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 Nurse Practitioner 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.

### **Other**

Due to the collaborative nature of this position, the Nurse Practitioner will be required to attend meetings or provide services at other organizations offices. Travel may be required between sites. Travel related to the fulfillment of this position description will be reimbursed.

### **G. EMPLOYMENT CONDITIONS**

The Nurse Practitioner

- (i) Reports to the Executive Director but also collaborates with physicians and other Sault Community Health Centre members to provide the most efficient, appropriate primary care to a client of the Sault Community Health Centre Team.
- (ii) Maintains their license with the College of Nurses of Ontario in good standing.
- (iii) Carries liability insurance as required by the College of Nurses of Ontario. Proof of insurance is to be presented to the Executive Director annually.
- (iv) Will provide a current Vulnerable Persons Police Check.
- (v) Report to the Executive Director any errors or omissions that may result in harm.

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- (vi) Report to the Executive Director any complaints or investigations filed with the College of Nurses of Ontario.