

## **JOB DESCRIPTION**

**POSITION TITLE:** **Nurse Practitioner** (Full Time, Permanent), Lung Health Program

**REPORTS TO:** **Community Programs Manager**

**TEAM:** **Community Programs Team**

**SALARY RANGE:** **\$104,400 - \$122,178 Annually**, plus benefits, HOOPP, and 4 weeks' vacation

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### **ROLE & REPORTING RELATIONSHIP**

The Nurse Practitioner (NP) in the Lung Health Program provides a wide range of primary care services including comprehensive triage, screening, physical assessment, diagnosis and treatment as well as counseling, interpretation of test results, referral and follow-up, health education and preventative care to clients with varied health, social, cultural and economic needs. The NP works primarily with clients who have lung health conditions (including asthma, COPD, lung cancer, lung transplant recipients, long-COVID, etc.). The NP encourages individuals 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. The NP is responsible for establishing and maintaining strong communication pathways between clients, primary care providers, specialists, our local hospitals and other community resources. The NP must possess the ability to function independently and as a member of an inter-professional team in a culturally sensitive manner.

### **REPORTING RELATIONSHIP**

This position reports to the Community Programs Manager, who reports to the Executive Director.

### **POSITION REQUIREMENTS**

#### **Education**

- Baccalaureate in Nursing from a recognized university.
- Current and valid registration in the RN-Extended Class with the College of Nurses of Ontario.

#### **Professional Experience**

- 1-5 years of experience as an NP is preferred.
- Certified Respiratory Educator (CRE) or a willingness to complete in the first six months of employment
- A combination of education and nursing experience will also be considered.
- Experience and proficiency in current nursing physical assessment and treatment methods within the scope of practice of the Registered Nurse, Extended Class.
- Experience working in a primary health care setting or a combination of hospital and community settings and/or public health. Nursing experience working with priority populations and working within a multidisciplinary setting.

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*Reviewed by: S. Hemmerick, E. Killoran*

*Previous Review Dates: July 27th, 2015*

- Must possess strong diagnostic abilities, clinical and management skills for the respiratory client population.
- Experience in smoking cessation is considered an asset.
- Previous critical care and emergency nursing experience is an asset.
- Proficiency and experience working in a computerized environment.

#### Key Competencies

- Must possess strong organizational, communication and interpersonal skills.
- Strong inter-professional skills required and the ability to work well within in a team.
- Demonstrate effective time-management skills and strong decision-making skills
- Excellent interpersonal and organizational skills required.
- Understanding of issues of disadvantaged groups and of rural health needs.
- Valid driver's license and access to a vehicle required.

#### Linguistic Profile (SVCHC does not have a French Language Service Designation)

- Superior English skills (oral and written) are essential.
- French and/or other languages considered an asset.

#### Personal Suitability

- The candidate is a good fit with the interdisciplinary team and SVCHC culture.
- Sensitivity to the needs of marginalized and diverse clientele.
- Commitment to health promotion concepts, strategies, and philosophy.
- Commitment to community-based health care and social services, and strength-based philosophy and practices.

#### **POSITION RESPONSIBILITIES**

##### Accountabilities

- Provide primary health care services within the scope of the RN-EC including: physical assessments, treatment, diagnosis and interpretation of test results; therapeutics; health promotion/education/counselling; history taking, screening, referral, and follow up.
- Consult with physicians and/or other health care providers when client's condition requires care beyond the scope of practice (RN-EC).
- Participate in developing and maintaining nursing staff; supervising nursing staff as needed.
- Provide services during regular and extended hours on a scheduled basis, on a walk-in basis and on urgent basis in a variety of settings such as; within the clinic, in community locations, satellite offices, home visits, hospital visits. Share on-call duties with other providers.
- Work within a health care framework which emphasizes health promotion and education, disease prevention, and recognizes the special risk factors (social, physical, psychological, etc) which may affect the health of clients.
- Work in partnership with other members of primary care to share responsibility for planning, provision and coordination of client care.
- Ensure appropriate, comprehensive treatment is delivered by maintaining complete and accurate medical records, participating in chart reviews and discussions of problem cases and answering patient inquiries and directing them to the appropriate treatment/resource.

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- Ensure a fully equipped clinic is maintained by ordering medical supplies and maintaining the necessary medical/surgical supplies and inventory. Ensure equipment, procedure rooms and lab room are maintained and sterilize autoclaving equipment as required, monitor controlled substances.
- Participate in administrative activities of the health centre by: providing input into program development, delivery and evaluation; collecting statistical data as required by the centre; identifying areas of development with regards to policies, procedure and protocols; participating in staff, team and other committees; liaising with other institutions, organizations and health and social service professionals.
- Maintain and develop professional competence through appropriate continuing education (i.e., peer interaction, literature review, conferences, courses.)
- Supervise student nurses by providing orientation, setting up schedules, developing/implement training/learning plans and conducting individual teaching with shared client contract.

### **Standard CHC Employee Responsibilities**

As an employee of the Seaway Valley Community Health Centre, this position is responsible for the following:

#### **ADMINISTRATIVE:**

- Contributes to the Centre's activities to collect, analyse and report on data and relevant information and participate in research.
- Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data.
- Submits records of time worked and time off in a timely manner
- Maintains and develops professional competence, and where applicable, a professional licence to practice, through appropriate continuing education methods (e.g: peer interaction, literature review, conferences, courses, staff development leave, etc.)
- Complies and adheres to all applicable Centre policies and procedures.

#### **ORGANIZATIONAL RESPONSIBILITIES**

- Respects and values the diversity of the community and individuals.
- Supports the Centre's student placement programs.
- Contributes to the Centre's work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as inter-component committees and working groups, strategic planning, and the Canadian Centre for Accreditation.
- Contributes to the Centre's practices of hiring, orientation and training of new employees
- Participates actively in team meetings.
- Consults with and provides support to team members and other SVCHC employees regarding professional issues.
- Participates in the Centre's strategic planning process.
- Participates in the development of policies and procedures by providing feedback in the Centre's policy development process.
- Works in a manner that incorporates health promotion and recognizes the determinants of health.
- Participates in team and individual professional development opportunities.

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OCCUPATIONAL HEALTH AND SAFETY

This position must also work within the scope of all legislative and Centre policies related to occupational health and safety. In this capacity, the employee:

- Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational Health and Safety Act (Section 28)
- Must read and follow the Centre's occupational health and safety policies
- Works safely in consideration of the following job hazards: noise, workplace violence
- Uses the proper personal protective equipment (PPE) as required
- Participates in Occupational Health and Safety training as required:
  - Accessibility for Ontarians with Disabilities Act (AODA)
  - WHMIS including Globally Harmonized System of Classification
  - Workplace Violence Prevention Training
  - PHIPA – privacy legislation Training
  - Diversity and Cultural Sensitivity Training
  - CPR and First Aid
  - Other (as required)

I have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

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Employee signature

\_\_\_\_\_  
Date

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Witness