

## **JOB DESCRIPTION**

### **POSITION TITLE: Nurse Practitioner (Full-Time, Permanent)**

REPORTS TO: Manager of Primary Care

TEAM: Primary Care Team

SALARY \$122,178 ANNUAL SALARY, plus Group Benefits and HOOPP

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### **ROLE & REPORTING RELATIONSHIP**

Reporting to the Manager of Primary Care, the Nurse Practitioner (NP) works as part of the inter-professional team with physicians, nurse practitioners, nurses, social worker, dietitians, and other staff in the delivery of high-quality Primary Health Care services to SVCHC clients. The NP provides 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. The NP consults with physicians and/or other health care providers when a client's condition requires care beyond the scope of practice (RN-EC).

### **POSITION QUALIFICATIONS**

#### Education

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

#### Professional Experience

- 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.
- Proficiency and experience working in a computerized environment.

#### Key Competencies

- Strong communication skills in oral and written required.
- Strong inter-professional skills required and the ability to work well within in a team.
- Excellent interpersonal and organizational skills required.
- Understanding of issues of disadvantaged groups and of rural health needs.

#### 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.

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- 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.
- 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.
- Ensure a fully equipped clinic is maintained by ordering medical supplies and maintaining the necessary medical/surgical supplies and inventory. Ensure equipment, procedures room and lab room is 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).

### **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

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- 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.
- Works in a manner that incorporates health promotion and recognizes the determinants of health.
- Participates in team and individual professional development opportunities.

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.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

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