



Hay River Health & Social Services Authority

3 Gaetz Drive, Hay River, Northwest Territories XOE 0R8

Job Description

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
04-32, 05-32, 07-32, 09-32, 11-32, 14-32, 15-32, 16-32, 24-32, 26-32R, 27-32R, 28-32R, 25-32G, 29-32G;CA-1230	Registered Nurse – Acute & Ambulatory Care	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Acute & Ambulatory Care	Manager, Acute & Ambulatory Care	H.H. Williams Memorial Hospital

PURPOSE OF THE POSITION

The Registered Nurse - Acute & Ambulatory Care is a member of the health care team who uses the nursing process (assessment, planning, implementation and evaluation), in keeping with the standards, and scope of nursing practice set by the Northwest Territories Registered Nurses Association of Northwest Territories and Nunavut (RNA NT/NU) and the policies, protocols, and guidelines of the Hay River Health & Social Services Authority to provide quality nursing care to all patients/residents that present to the H.H. Williams Memorial Hospital. The RN is a generalist who provides nursing care to patients/residents with acute, long-term, emergency, surgical, postoperative recovery, obstetrical, and palliative care needs.

SCOPE

This position is located at the Hay River Health and Social Services Authority (HRHSSA). The HRHSSA is an accredited, integrated Health Authority that includes a 29 bed Acute/Extended Care hospital, which also provides Ambulatory outpatient and emergency services and two Dialysis stations; Woodland Manor, a 15 bed long term care resident facility; Supportive Living Services, comprised of 3 residences and a skills development centre building; Diagnostic Imaging & Laboratory Services; Medical and

Specialty Clinic Services; Community Counselling Services; Child & Family Services; Community Health and Home Care Services; Rehabilitation Services and a full range of support services.

The RN - Acute & Ambulatory Care reports to the Manager, Acute & Ambulatory Care with clinical direction from the Patient Care Coordinator and works in collaboration with physicians, registered nurses, nurse practitioners, licensed practical nurses, social workers, counsellors, rehabilitation therapists and other health professionals to identify and meet the physical, emotional, psycho social, and spiritual needs of patients/residents. The RN - Acute & Ambulatory Care acts in the roles of direct care provider, patient educator, discharge planner, patient advocate, care coordinator, staff educator/mentor, and charge nurse.

The RN - Acute & Ambulatory Care provides 24/7/365 care to patients/residents on a 12-hour shift rotation basis. On the day shift, the incumbent is one of two RNs and two LPNs who provide nursing care to an average of 8-10 acute care in patients, eight extended care residents, and approximately 20 outpatients/emergencies. On the night shift, the incumbent is one of two RNS, and one LPN who provide nursing care to patients/residents.

The RN - Acute & Ambulatory Care provides direct nursing care to patients ranging from paediatric to geriatric, non-urgent to critically ill or requiring resuscitation where outcomes are often unpredictable and patients may be unstable. The RN acts as patient advocate and facilitates communication between the patient, family and other health care professionals. The RN also acts as a resource to staff and clients at Woodland Manor during evenings, nights and weekends when RN coverage is not available.

The RN - Acute & Ambulatory Care is responsible for triage, managing patients with life threatening conditions until the arrival of the physician, then assisting the physician in the continued management of patient care.

The RN is instrumental in the coordination of Med Flight transfer services, providing reports to flight staff as well as a liaison with the physician.

The RN ensures that all care for the client is maintained, usually at a tertiary level, until the Med Flight staff arrive to take over that care.

Acute & Ambulatory Care is responsible for monitoring the emergency/ambulance telephone line as well as the child protection emergency line. This requires the coordination of additional resources such as ambulance attendants and social workers.

The RN - Acute & Ambulatory Care also provides inter-operative and post-operative nursing care to clients based on HRHSSA policy and guidelines in keeping with ORNAC (Operating Room Nurses Association of Canada) standards. Day Surgical proceeds are usually performed one week each month.

RESPONSIBILITIES

1. **Provides direct patient care to patients/residents in keeping with the standards and scope of nursing practice set by the NWTRNA and the policies, protocols, and guidelines set by the HRHSSA.**

Main Activities:

- Collaborating and functioning as a part of a multi-disciplinary team to provide quality nursing care;
- Collecting data regarding the patients/resident's physical and psycho-social status at the time of admission and during their stay until discharge;
- Analyzing and interpreting data, based on knowledge of biological, physical and behavioural sciences, to formulate nursing diagnoses;
- Planning interventions based on actual and potential nursing diagnoses, in collaboration with other members of the health care team and physicians through meetings, rounds and phone calls to formulate the overall plan of care;
- Implementing plans of care as delineated through independent nursing functions, specialized nursing functions, transferred medical functions, standing orders and institutional policies/protocols, reflecting established priorities;
- Evaluating patient responses to interventions and compares data with expected patient outcomes. Making necessary revisions and communicating the revised plan of care;
- Documenting all medication/treatments, assessment data, plan of care, interventions and client responses or outcomes in a timely manner utilizing NISS charting system;
- Communicating/reporting significant differences between actual and expected responses to the appropriate team member and coordinates appropriate interventions;
- Explaining procedures, treatments, and other health related information to patients and/or families;
- Providing needed health teaching and counselling to patients and/or families;
- Preparing equipment and assists the physician as required during treatment and examination of patients;
- Administering medication and monitors patient/resident response;
- Initiating and monitoring intravenous therapy according to hospital policy;
- Maintaining good working knowledge of complex equipment, supplies and materials used in the work area;
- Ensuring that provisions are made for follow-up on discharge with community agencies, health centres, government offices and other health care providers as required;
- Providing escort duties when required to transfer patients to another facility;
- Ensuring fiscally prudent use of equipment, supplies and Human Resources.

- Dispensing, assessing, monitoring and evaluating prescribed medications and treatments. Providing advice and instructions to patients on medications as required;
- Providing care to patients inter-operatively and post-operatively in keeping with ORNAC Standards.
- Responding to ambulance calls and dealing with incoming emergencies.

2. Advocates for practice environments that have the resources necessary to provide safe, competent, and ethical nursing care.

Main Activities:

- Providing coaching and leadership to peers, students and other members of the health care team to develop skills necessary to ensure the provision of quality care;
- Collaborating with nursing colleagues and other interdisciplinary team members to advocate ethically based professional practice;
- Orientating new staff to unit specific policies and practices; and
- Participating on committees and projects to promote competent and ethical care.

3. In the absence of the Patient Care Coordinator, performs charge nurse duties in keeping with guidelines and policies of the HRHSSA.

Main Activities:

- Making decisions regarding patient care based on the Nursing Process and Physicians' orders;
- Coordinating the day-to-day operations of the unit working with the multi disciplinary team, other hospital departments', outside agencies and the community;
- Making recommendations about patient/resident care plan changes and participating in the implementation and evaluation of the modified care plan; and
- Making decisions, based on patient/resident census and acuity that may require calling in extra staff and/or reassigning duties to the existing staff.

4. Engages in professional development activities to ensure maintenance of competence in the provision of nursing care.

Main Activities:

- Obtaining and maintaining unit specific certifications, as required;
- Participating on internal and external committees;

- Identifying and completing continuing education courses/workshops;
- Demonstrating behaviours that reflect professional responsibility and accountability; and
- Practicing in an ethical manner consistent with the Canadian Nurses Association Code of Ethics.

Position Role in Client & Staff Safety:

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a health workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and ability to apply the Nursing Process (assess, plan, implement and evaluate).

Knowledge and ability to apply current nursing principles and practices.

Knowledge of trans-cultural nursing.

Knowledge of biological, physical, and behavioural sciences.

Good organizational skills.

Knowledge of fire, disaster, and cardiac arrest procedures.

Strong leadership skills.

Excellent written and oral communication skills.

Excellent interpersonal skills.

RN's in Combined Care are required to take and remain current in the following mandatory courses: WHIMIS; CPR

Additional recommended training includes: ACLS; TNCC; PALS; Non-Violent Crisis Intervention

This level of knowledge is commonly acquired through the successful completion of a Bachelor's Degree in Nursing or a Diploma in Nursing from an approved school of nursing. The incumbent must be registered with the RNA NT/NU. Nursing experience in a variety of clinical areas is desirable and experience in acute care/emergency is preferred.

WORKING CONDITIONS

Physical Demands

There are many physical demands required of the incumbent such as, transferring patients in and out of bed, to wheelchairs and/or stretchers, transporting patients and equipments. Standing for long periods to document in the chart and deliver client care. The incumbent is required to work in a limited and restrictive space around their patients' bedsides, and other areas of the facility. This leads to awkward bending or twisting, promotion of poor coordination and can lead to injury. They are required to perform heavy lifting and restrain combative or confused clients. The RN is unable to leave the premises during night shifts due to the limited RN's per shift and with the facility providing 24-hour emergency care. The incumbent carries out these activities in moderate to high intensity for the length of his/her shift (12 hours.)

Environmental Conditions

The Registered Nurse works in a hospital/clinic environment. The incumbent may be exposed to infectious diseases, biohazardous waste, body fluids, and sharps. The incumbent is also exposed, on a daily basis, to pharmacological agents that may be deleterious to health, including cytotoxic agents. The incumbent is also exposed to a busy work environment, including angry, screaming patients (children/adults) and noisy equipment. The incumbent is also at risk of injury from patients while assessing/providing treatment to intoxicated, mentally unstable, or emotionally distraught patients and their families. The incumbent is at risk of possible injury due to subduing and restraining clients in volatile situations.

Sensory Demands

Constant periods of high acuity demand long periods of concentration, accompanied by frequent interruptions and resulting in continually evaluating and shifting priorities. Most senses must be utilized in observing, assessing, and treating patients. Operating and monitoring medical equipment and troubleshooting require the concentrated use of multiple senses simultaneously. In an emergency situation, which happens quite frequently, the incumbent is required to be astute, responsive, and rapid in assessing and responding to the multiple needs of the patient.

Mental Demands

The environment is dynamic and constantly changing, resulting in continually re-evaluating and shifting priorities. Many phone calls are placed to the physicians to

review outpatients or to update physicians regarding inpatient conditions. Constant disruptions of a lifestyle, due to shift work schedules and overtime can create mental/emotional and physical fatigue and disruption of sleep patterns.

The incumbent is exposed on a daily basis to death/dying and other emotionally disturbing experiences. The Registered Nurse is expected to remain calm, controlled and professional, regardless of the situation and demonstrate care and compassion to the client, family, and other members of the health care team.

Incumbents are required to make medical/nursing judgements beyond the scope of their training, at times when medical/nursing resources are not readily available (i.e., defibrillating). Often the Registered Nurse is the first medical professional in contact with the clients when they come. They may be required to make split second decisions based on their skills and degree of assessment involved without any initial physician involvement.

High turnover rates and difficulty in recruiting qualified staff leads to mental anguish, stress and fatigue as a result of overtime.

CERTIFICATION

Position Number:

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Director/Chief Executive Officer Signature	_____ Date
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

July 29, 2004 – editorial changes
December 31, 2004 – update by Director, Patient & Diagnostic Services
November 2005 – updated by Manager, Combined Care
December 29, 2006 – editorial changes only
October 2009 – editorial-scope & client safety