



**IDENTIFICATION**

<i>Position Number</i>		<i>Position Title</i>
17-NEW 12998		Relief Registered Nurse - Medical Day Care
<i>Authority</i>	<i>Department/Unit</i>	<i>Location</i>
Stanton Territorial Health Authority	Patient Care Services / Surgical Services - Medical Daycare	Yellowknife

**PURPOSE OF THE POSITION**

Provides nursing care to outpatients of the Medical Daycare Unit in accordance with established standards of nursing practice and the philosophy and objectives of the Stanton Territorial Health Authority (STHA) to ensure that the patients' physical, emotional, psycho-social, spiritual and educational needs are met.

**SCOPE**

The Stanton Territorial Health Authority (STHA) is a 100 in-patient bed accredited facility in Yellowknife, and is a referral center for approximately 37,000 regional patients of the Western Arctic and Nunavut (Kitikmeot Region). The STHA provides health care services to adults and children on an inpatient/ outpatient and outreach basis in order to restore health with dignity.

Located within the STHA and reporting directly to the Manager, Ambulatory Services the Relief Registered Nurse, Medical Daycare is one of 3 RNs providing culturally sensitive care to outpatients of the Medical Daycare unit. Up to 20 outpatients are seen within the Medical Daycare Unit per day depending on the complexity of individual treatments or procedure.

The Relief Registered Nurse, Medical Daycare is a member of the nursing team who provides direct nursing care primarily to adult outpatients preparing for and receiving treatments or diagnostic tests (i.e. including but not limited to chemotherapy, allergy testing, endoscopy, biopsy etc.) and undergoing minor medical/surgical procedures. To avoid complications during treatment, testing or medical procedures the Relief RN, Medical Daycare assesses the patient pre-treatment and advises the physician if there is an issue



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(i.e. patient has cold, has eaten, irregular blood work, etc.) which may result in the rescheduling or cancellation of the procedure.

The Relief Registered Nurse, Medical Daycare acts as a patient advocate and facilitates communication between the patient, family and other health care professionals. Patients, family members and external caregivers (i.e. Community Health Nurses, physicians, etc.) of patients will often contact the Unit on a regular basis for advice or direction prior, during and/or after the procedure. This constant and continuing communication and support results in a holistic approach to planning, organizing, teaching, and relationship development that will best meet the short and long term needs of the patient.

Patients of the Medical Daycare Unit are admitted on an outpatient basis for a wide variety of medical treatments, tests or medical procedures. These patients' medical outcomes are somewhat predictable but may be of an unstable nature and normally require professional nursing services over the RNs 7.5 hour shift. The Relief RN, Medical Daycare will independently provide treatment to patients (i.e. including but not limited to Chemotherapy, Holter monitoring, palliative care, allergy testing, etc) as well as assist the physician while performing diagnostic and therapeutic testing or during other medical procedures (i.e. including but not limited to endoscopy, stress testing, the removal of toenails and warts, etc.). The physician will be either present or available during all procedures undertaken within the Medical Daycare. However, the Registered Nurse will still need to independently make decisions regarding individual nursing care plans based on delegated medical orders. The Registered Nurse may be responsible for multiple patients at any one time requiring the use of sound judgment to provide care through independent nursing interventions and delegated medical orders from the physician. The Relief RN, Medical Daycare may be required to take diagnostic equipment to other units in emergent situations such as to ICU, the OR or Emergency.

Based on patient census and acuity throughout the STHA the incumbent may be required to provide standardized nursing care to any and/or all of the nursing units within the scope of a RNs practice.

## **RESPONSIBILITIES**

1. The Relief Registered Nurse, Medical Day Care provides direct nursing care to inpatients and outpatients requiring medical treatment, testing or procedures using a problem solving approach and in accordance with the standards, guidelines and scope of professional nursing practice to facilitate individualized nursing care to patients of the Medical Day Care Unit.

### **Main Activities:**

- The Relief Registered Nurse will assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the



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needs of the patient.

- Assist patients to achieve their optimum level of health in situations of normal health, illness, injury, or through the process of dying,
- Advocate the dignity and self-respect of patients,
- Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services,
- Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health care team only with the patient's permission or as legally required,
- Apply and promote principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs, and
- Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.

2. The Relief RN, Medical Daycare facilitates, implements and modifies patient and family education/teaching based on the needs of the patient and family.

**Main Activities:**

- Use a holistic approach to facilitate individual learning for patients and their families upon admission and transfer or discharge in relation to patient illness or injury (i.e. self-care, health promotion, etc.),
- Assess the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs,
- Research, develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients, and
- Coordinate the admission or discharge of patients. This includes explaining and ensuring that the patient understands the admission or discharge plan (established by the Health Care Team for the patients care and treatment).

3. Advocate practice environments that have the organizational and resource allocations necessary for safe, competent and ethical nursing care.

**Main Activities**

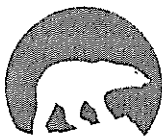
- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care,
- Collaborate with nursing colleagues and other members of the health care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of patients and others in the setting,
- Orientation of new employees to specific specialty programs, and
- Participates in committees, task forces, and research projects as related to the



Medical Daycare Unit and STHA (i.e. accreditation).

## **KNOWLEDGE, SKILLS AND ABILITIES**

- ✓ The Relief Registered Nurse, Medical Daycare must have knowledge of and an ability to apply standardized nursing processes (assessment, planning, implementation and evaluation) and current nursing practice to ensure that the patients' physical, emotional, psycho-social, spiritual, and educational needs are met.
- ✓ An ability to educate patients and their families (where applicable) on appropriate self-care methods and techniques.
- ✓ Knowledge of biological, physical and behavioral sciences in order to recognize, interpret and prioritize findings and determine and implement a plan of action based on accepted standards of practice.
- ✓ Knowledge of and an ability to network resources within and outside the STHA (i.e. Social Services, Public Health, etc.) in order to ensure support of patients and their families.
- ✓ An ability to operate desktop computer in order to send and receive electronic mail and conduct research over the Internet.
- ✓ As the STHA specialists in Medical Day Care the incumbent must be able to provide training, advice and assessment using specialized equipment, medications, tools and techniques (including but not limited to Holter Monitor, Endoscopes, Chemotherapy agents, etc.).
- ✓ An ability to operate and/or use standard medical equipment (such as but not limited to – peripheral IV pumps and lines, stretchers, ECG, thermometers, NG tubes, sphygmomanometer, blood glucose monitors, sharps, etc.)
- ✓ An ability to effectively operate non-medical equipment used during the care of Patients within Medical Daycare (these include but are not limited to lifts, wheel chairs, etc).
- ✓ Self Control (Responds Calmly) – Feels strong emotion in the course of conversation or other tasks, such as anger, extreme frustration, or high stress, controls emotions, and continues to talk or act calmly.
- ✓ Flexibility (Adapts Normal Procedures) – Alters normal procedures or ways of working to fit a specific situation to get the job done and/or to meet STHA goals, (i.e. performs co-workers' tasks when needed),
- ✓ Valuing Diversity (Monitors and Modifies Own Behaviour) – An ability to monitor and evaluate own beliefs and behaviours with regard to prejudices and personal bias, and practice new behaviour as appropriate,
- ✓ Initiative (Addresses Current Opportunities or Problems) – An ability to recognize and act upon present opportunities or address present problems (usually completed within a shift or two),
- ✓ Analytical Thinking (Sees Basic Relationships) – An ability to take apart a problem into pieces and link those pieces together (i.e. A leads to B leads to C) and an ability to sort into order of importance,



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- ✓ Conceptual Thinking (Sees Patterns) – When looking at information, sees patterns, trends, or missing pieces and notices when a current situation shows some similarities to a past situation, and identifies the similarities,
- ✓ Listening, Understanding & Responding (Listens responsively) – An ability to demonstrate objective and active listening. This includes an ability to behave in a helpful and responsive manner and an ability to seek out the facts and pertinent information before drawing conclusions,
- ✓ Patient Service Orientation (Addresses Underlying Needs) – An ability to seek information about the real, underlying needs of the patient, beyond those expressed initially, and matches these to available services,
- ✓ Teamwork & Cooperation (Cooperates) – An ability to participate willingly and support team decisions (i.e. is a good team player). This includes doing one own share of the work and sharing all relevant and useful information,
- ✓ Expertise (Answers Questions) – An ability to answer questions as an expert when asked. This includes informing people about the current understanding of technical issues,
- ✓ Developing Others (Gives Behavioural Feedback) – An ability to give specific positive or mixed feedback for developmental purposes. This includes giving negative feedback in behavioural rather than personal terms, and expresses positive expectations for future performance.

### **TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:**

This level of knowledge is commonly acquired through the successful completion of a Nursing Degree, certification in chemotherapy administration and one year nursing experience in endoscopy preferably in an ambulatory setting.

### **STANTON TERRITORIAL HEALTH AUTHORITY REQUIREMENTS**

Within the STHA Registered Nurses must be registered with the NWTRNA and have successfully completed a criminal record check.

Within the STHA all Registered Nurses must be able to acquire within a reasonable time frame and remain current the following mandatory certifications:

- Non-Violent Crisis Intervention,
- Blood Glucose Monitoring,
- WHMIS,
- Internet and e-mail applications,
- Fire training, and
- Certification in basic CPR.



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In addition, the Relief Registered Nurse, Medical Daycare must be able to acquire within a reasonable time frame and remain current with the following training or certification:

- Chemotherapy,
- Holter Monitoring,
- Cardiac Stress Testing,
- Endoscopy Techniques,
- IV Therapy,
- ECG and
- CVC.

Canadian Nursing Association Certifications are desirable.

### **WORKING CONDITIONS**

Working Conditions identify the ***unusual and unavoidable***, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, sensory demands and mental demands.

### **Physical Demands**

Between 25% and 50% of the incumbents day will be spent lifting, moving and supporting patients who are dependent on the nurses for support (i.e. turning, general mobility, etc.). Lifting of and physical support of patients within Medical Daycare may be done on an individual basis or as a group. In addition, the incumbent will be required to bend and stand in an awkward position while performing patient assessment or care. Moving furniture and equipment may be required to accommodate needs.

### **Environmental Conditions**

During their shift (100% of time) an incumbent will have significant levels of exposure to communicable diseases, blood, and body fluids, hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.

The Relief RN, Medical Daycare is responsible for administration of time sensitive drugs such as chemotherapy medications, which are highly toxic, where minimal levels of exposure to the incumbent are unavoidable. Prolonged exposure may result in serious health risks to the incumbent.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients within the



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Medical Daycare Unit. Many of the patients (i.e. Chemotherapy) within the Medical Daycare Unit are prone to complications arising from their treatment or procedure. Therefore, the Relief RN, Medical Daycare must be constantly alert (100% of the shift) to patients' physical, psychosocial, spiritual, educational and emotional needs.

### **Mental Demands**

The incumbents may be exposed to death/dying and other emotionally disturbing experiences. The Relief RN, Medical Daycare is expected to remain calm, controlled and professional, regardless of the situation, and demonstrate compassionate care to the client, family and other members of the health care team.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions that may lead to mental fatigue or stress.

The Relief RN, Medical Daycare is required to be motivated and innovative in the area of continuing education and practice to encourage the professional growth of self and others.

There is uncertainty in knowing what to expect while at work. There is legitimate concern about being responsible for the lives of patients and their families, risk of assault and unknown and unpredictable situations.



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**EXCLUSION/INCLUSION**

**Section A**

- This job should be included in the bargaining unit
- This job should be excluded from the bargaining unit (complete section B)

**Section B – Rationale for exclusion from the bargaining unit**

(Exclusion from the bargaining unit must meet the conditions outlined in section 306 of the GNWT's Human Resources Manual (HRM). Refer to Section 306 of the GNWT's HRM and outline the reason for the exclusion request below)

Comments:

**CERTIFICATION**

**Title – Relief Registered Nurse, Medical Daycare  
Position # - 17-11866**

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

**“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”.**