IDENTIFICATION

<table>
<thead>
<tr>
<th>Department</th>
<th>Position Title</th>
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<tr>
<td>Northwest Territories Health and Social Services Authority</td>
<td>Clinical Coordinator – Operating Room/Post Anesthesia Recovery Room</td>
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<tr>
<th>Position Number(s)</th>
<th>Community</th>
<th>Division/Region(s)</th>
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<tr>
<td>17-11206</td>
<td>Yellowknife</td>
<td>Patient Care Services/Stanton</td>
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PURPOSE OF THE POSITION

To provide nursing care to patients and supervise, co-ordinate and improve levels of patient care within the Operating Room/Post Anesthesia Recovery Room (OR/PARR). In accordance with established standards of nursing practice and the philosophy and objectives, encompassing the nursing goals and vision of the Northwest Territories Health and Social Services Authority (THSSA), to ensure that the nurses' training needs and the patient's physical, emotional, psycho-social, spiritual, educational and day to day living needs are met.

SCOPE

Stanton is an accredited facility, located in Yellowknife, Northwest Territories (NWT). Stanton is the referral center for approximately 43,000 NWT residents and 5,900 residents from the Kitikmeot Region of Nunavut. Stanton provides health care services to adults and children on an inpatient/outpatient and outreach basis in order to restore health with dignity. Stanton recognizes the health hazards associated with tobacco in the workplace, both to smokers and non-smokers alike. Therefore, Stanton maintains a tobacco free environment within the building and throughout the property.

Located within Stanton and reporting directly to the Manager, Surgical Services, the Clinical Coordinator, Operating Room/Post Anesthesia Recovery Room (CC) works from 07:30-15:30, Monday to Friday, and will be on call on a rotating basis to assist with emergency surgical procedures. The CC provides nursing services and supervises approximately 21 employees (Registered Nurses (RNs), Licensed Practical Nurses (LPNs), Nursing Aides (NAs), Unit Clerks, Coordinators, and/or OR Aides) who provide nursing care and assist physicians during surgical procedures in the operating theatres. The CC develops and delivers appropriate
training, arranges for external training, revises policies and procedures to meet current standards of practice where appropriate, ensures that the staffing levels meet patient acuity needs and has a direct care role.

The CC models and promotes excellence through the hands on delivery of nursing care to patients (when required) or by providing seasoned advice and/or recommendations to RNs, LPNs, NAs, the OR Booking Coordinator, OR Aides and OR Supply Coordinator when faced with difficult or unusual situations. As an educator, resource and mentor, in nursing care, the CC helps guide nurses from task orientation to more empowered analytical thinking and care giving approaches. These provisions have a direct impact on the quality of services delivered to clients and their families, and on the cost of the services provided.

Based on patient census and acuity throughout Stanton the CC may be required to provide standardized nursing care to any/or all of the nursing units within the scope of an RN's practice.

**RESPONSIBILITIES**

1. **Coordinates the delivery of nursing services within the OR/PARR**
   - Schedule (or delegate the scheduling of) all procedures and ensure that appropriate equipment, tools and supplies are available for the scheduled procedures.
   - Monitor staffing patterns of the unit to ensure staffing requirements are met (i.e. regular scheduling, calling in nurses to cover illnesses, approve overtime, etc.)
   - Ensure that the stock of unit supplies (medical and non-medical) is adequate and arrange for the ordering of supplies as required.
   - Collect unit statistics when required.

2. **Monitors the quality of nursing care within the OR/PARR and identifies training requirements of staff within the unit in order to effectively meet the health care needs of the patients:**
   - Conduct audits on the delivery of nursing services by individual nurses and identify learning needs, develop nurse specific training/learning plans and facilitate or arrange for the delivery of training identified within the specific training/learning plans.
   - Conduct unit audits to determine unit wide training requirements and arrange for the delivery of appropriate training accordingly.
   - Coordinate services with outside agencies/centers/institutions to facilitate a patient's return to optimal health.
   - Coordinate/provide off-unit consultations, requested by physicians.
   - Assist manager to revise and implement policies and standards of nursing care.
   - Ensure implementation and evaluation of Accreditation Canada Standards and Practices (i.e. Required Organizational Practices).
3. Advocates practice environments that have the organization and resource allocations necessary for safe, competent and ethical nursing care:
   - Provide coaching and leadership to peers, students and other members of the health care team (HCT) to develop skill levels necessary to achieve the standard of care.
   - Collaborate with nurses, peers and other members of the HCT to advocate health care environments that are conducive to the ethical practice and to the health and well-being of patients and staff.
   - Participates on committees, task forces, and research projects as related to the Operating Room and Post Anesthesia Recovery Room.

4. Develops and facilitates the delivery of a nursing orientation program and provides training and education sessions within the OR/PARR:
   - Develop, implement and evaluate orientation programs to ensure that the staff have the necessary resources to achieve optimal health care for their patients, and on other units as required.
   - Liaise with Aurora College to facilitate the clinical experience of nursing students and graduates.
   - Conduct and/or arrange for the delivery of orientation of new employees within the Operating Room and Post Anesthesia Recovery Room.
   - Develop and deliver training/professional development in-services based on individual/group needs.

5. Models excellence by providing direct nursing care to patients using a problem solving approach and in accordance with the standards, guidelines and scope of professional nursing practice to facilitate care of patients:
   - Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the patient.
   - Assist patients to achieve their optimum level of health in situations of normal health, illness, injury, or in 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 in 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.
   - Act in a manner consistent with their professional code of ethics, responsibilities and standards of practice.
6. **Models excellence by facilitating, implementing and modifying patient and family educational/teaching based on the needs of the patient:**
   - Use a holistic approach to facilitate individual learning of patients and their families upon admission and transfer or discharge in relation to patient's 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.
   - Coordinate the admission and transfer or discharge of patients. This includes explaining and ensuring that the patient understands the admission or discharge plan (established by the Health Care Team (HCT) for the patients care and treatment).

7. **Manages the human resources of the department to ensure effective staffing and staff development.**
   - Planning the human resource needs of the department.
   - Assisting with the recruitment and hiring of new staff.
   - Providing orientation to new staff including the teaching of aseptic theory, infection control and universal precautions.
   - Assist with review of job descriptions.
   - Conducting staff performance appraisals in accordance with hospital policies.
   - Initiating corrective and/or disciplinary actions with employees as appropriate.
   - Evaluating and recommending and facilitating the educational needs of the OR/PARR staff.
   - Holding regular staff meetings to review procedures, share information and deal with issues.
   - Manage the performance of staff (i.e. performance appraisals, progressive discipline, etc.)
   - Review and approve bi-weekly time entries.
   - Approve leave requests in accordance with the collective agreement
   - Monitor attendance.

**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.)*

**Physical Demands**

The incumbent’s day will be divided between direct patient care and operational administrative duties. In addition, the incumbent will be required to bend and stand in awkward position while performing patient assessment or care and sitting at a desk.
**Environmental Conditions**
During their shift (100% of time) the incumbent will be exposed to communicable diseases, blood and body fluid, hazardous materials (sharps, anesthetic gases, toxic cleaning and sterilizing solutions) that can result in potential health risk 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 Operating Room and Post Anesthesia Recovery Room and while auditing the delivery of nursing services.

**Mental Demands**
The incumbent may be exposed to emotionally disturbing experiences and 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.

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.

The incumbent is required to be motivated and innovative in the area of continuing education and practice to encourage professional growth of self and others.

**KNOWLEDGE, SKILLS AND ABILITIES**
- The Clinical Coordinator, OR/PARR must have advanced knowledge of the nursing process.
- Knowledge of education principles related to adult learners in order to develop and deliver subject-specific training and development.
- Knowledge and ability to use computers, operate word processing applications, send and receive electronic mail, and conduct research over the internet.
- An ability to educate patients and their families (where applicable) on appropriate self-care methods and techniques.
- Knowledge and ability to network resources within and outside Stanton (i.e. Social Services, Public Health, medevac teams etc.)
- An ability to operate and/or use standard and/or specialized medical equipment.
- Aware of and implements, monitors and audits patient and organizational safety initiatives.
Typically, the above qualifications would be attained by:

This level of knowledge is commonly acquired through the successful completion of a Nursing Degree, completion of a Certificate in Perioperative Nursing and five years of recent Operating Room experience, with one-year experience in program development, training and delivery.

**ADDITIONAL REQUIREMENTS**

**Stanton Territorial Requirements**

Within the Stanton Region all Registered Nurses must be registered with the Registered Nurses Association of the Northwest Territories and Nunavut and must be able to acquire within a reasonable time frame and remain current with the following mandatory certifications:

- Basic Cardiopulmonary Resuscitation
- Nursing Information Systems Saskatchewan (NISS)
- Blood Glucose Monitoring
- Fire Training
- Plum A Pumps
- FIT Testing
- Privacy and Confidentiality
- Infection Control
- Workplace Bullying/Respectful Workplace
- Intravenous Therapy
- Medication Administration
- Workplace Hazardous Materials Information System
- Non-Violent Crisis Intervention
- Wound Care

In addition the CC must have and remain current with the following training or certifications:

- Emergency Drugs
- Epidural pain management

Canadian Nursing Association Certifications are desirable.

**Position Security** (check one)

- ☑ No criminal records check required
- ☑ Position of Trust – criminal records check required
- ☑ High sensitive position – requires verification of identity and a criminal records check

**French language** (check one)

- ☑ French required
- ☑ French preferred
- ☑ French not required