



Hay River Health & Social Services Authority | Administration des services de santé et des services sociaux de Hay River
37911 MacKenzie Highway | 37911, route MacKenzie
Hay River, NT X0E 0R6

Job Description

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
U-30-32	Medical Surgical Registered Nurse	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Acute and Ambulatory Care	Manager, Acute & Ambulatory Care	Hay River Health and Social Services Authority

PURPOSE OF THE POSITION

As a member of the Acute/Ambulatory Services team, the Medical Surgical RN provides general and advanced nursing care to clients of the Hay River Health and Social Services Authority.

SCOPE

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, Supportive Living Services and/or H.H. Williams Memorial Hospital (HHWMH). The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling, Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

The Medical Surgical RN reports to the Manager, Acute & Ambulatory with clinical direction available from the Patient Care Coordinator during regular working hours. Dialysis care and treatment is provided to clients under the technical direction of the Dialysis Clinical Coordinator. The incumbent works in collaboration with other members of the Acute/Ambulatory team, physicians, registered nurses, nurse practitioners, social

workers, counsellors, rehabilitation therapists and other health professionals to identify and meet the health care needs of clients in a culturally sensitive environment.

The Medical Surgical RN is a member of the health care team who uses the Nursing Process (assessment, planning, implementation, and evaluation) in accordance with the Registered Nurses Association NT/NU Standards of Nursing Practice, the Canadian Nurses Association (CNA) Code of Ethics, the Operating Room Nurses Association of Canada, and the policies, protocols, and guidelines of the HRHSSA in providing care to clients.

To ensure full time hours, the Medical Surgical RN is scheduled to provide duties on a regular rotation. However, the position is utilized to relieve Registered Nurse, Acute and Ambulatory Care positions within the RN's scope of practice. The Medical Surgical RN may be assigned to provide services in various units of the hospital on this basis including but not limited to: Acute and Ambulatory Care, Endoscopy, Operating Room, Recovery Room, and Dialysis.

The Medical Surgical RN provides direct nursing care to clients ranging from pediatric to geriatric, non-urgent to critically ill, requiring specialized care (within the RN's scope of practice), or resuscitation where outcomes are often unpredictable and patients may be unstable.

The incumbent maintains clinical competency and ensures consistent practices by providing direct teaching of OR Nurses and assisting with dental surgeries and endoscopy procedures as required.

In collaboration with appropriate health team members, the position assists in developing, implementing, monitoring and evaluating infection control and communicable disease control programs for the HRHSSA. This includes monitoring the occurrence of nosocomial infections, identifying the source of infections, and advising department heads on the management of infections.

RESPONSIBILITIES

1. Supervises the daily activities of the Ambulatory Care Department.

Main Activities:

- Reviews the daily workloads and develops schedules to ensure work is completed in a timely and effective manner.
- Develops and monitors departmental goals and objectives to ensure their consistency with the goals of the hospital.
- Develops and implements departmental specific quality management programs and standards in coordination with the hospital Quality and Risk Management Program.
- Ensures that standards of the department meet those of Accreditation Canada.
- Ensures that department supplies are adequate and ordered as required.
- Ensures that manuals and reference materials are available and current.
- Represents the department on the Infection Control Committee.
- Collects departmental workload statistics.

- Assists staff with the day to day activities.
- Providing orientation to new staff including the teaching of aseptic theory, infection control and universal precautions.
- Assists with the review of job descriptions.
- Evaluating, recommending and facilitating the educational needs of the Ambulatory Care staff.

2. As part of a multi-disciplinary health care team the Medical Surgical RN provides general and advanced nursing care to clients in keeping with the standards and scope of nursing practice set by the RNANTNU and the policies, protocols, and guidelines set by the HRHSSA to ensure that clients receive optimum care to aid in their treatment, recovery, or to support end of life decisions.

Main Activities

- Collaborating and functioning as a part of a multi-disciplinary team to provide quality nursing care related to acute care, outpatients and emergency/trauma services and operating room;
- Collecting data regarding the client's physical and psycho-social status at the time of admission and during their stay until discharge;
- Assisting with surgical procedures based on level of training and monitors client's recovery from surgery;
- Assisting the Medical Internist in performing specialized endoscopy examinations;
- Providing dialysis treatment to clients under the direction of the Dialysis Clinical Coordinator.
- Providing specialty care to clients undergoing stress testing procedures.
- Analyzing and interpreting data, based on knowledge of biological, physical and behavioral 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;
- Evaluating client responses to interventions and compares data with expected patient outcomes;
- 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;
- 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 clients and/or families;
- Preparing equipment and assisting the physician or nurse practitioner as required during the treatment and examination of clients;
- Administering medication and monitoring client response and providing advice and instructions to clients on medications as required;
- Initiating and monitoring intravenous therapy according to hospital policy;

- Testing, calibrating and troubleshooting dialysis equipment (i.e. dialysis machines, water purifier, etc.) on a regular basis and initiating required maintenance in consultation with the Dialysis Clinical Coordinator.
 - Maintaining good working knowledge of complex equipment, supplies and materials used in the work area;
 - Responding to ambulance calls and dealing with incoming emergencies;
 - Participates with the acute and ambulatory care services team in the coordination of emergency med flight transfers, including the care of the client at a tertiary level until med flight personnel arrive to assume care responsibility.
- 3. The Medical Surgical RN facilitates, implements and modifies client and family education/teaching based on the needs of the client. (i.e.: self-care, health promotion, nutrition, emotional support and encouragement) and facilitates a team approach to the provision of nursing care.**

Main Activities:

- Use a holistic approach to facilitate individual learning of clients and their families upon admission and transfer or discharge (i.e. self-care, health promotion, etc.);
- Assess the client 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 clients;
- Providing needed health teaching and counselling to clients and/or families;
- Coordinate the admission and transfer or discharge of clients. This includes explaining and ensuring that the client understands the admission or discharge plan (established by the Health Care Team for the client's care and treatment);
- Provide continuous emotional support and encouragement through developing therapeutic rapport.
- Collaborating with nursing colleagues and other interdisciplinary team members to advocate ethically based professional practice;
- Providing 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;
- Provides orientation to new employees in specific specialty programs;
- Participates in committees, task forces, and research projects, as required;
- Communicates with nurses and other members of the health care team regarding the client's health status and care plan in order to provide continuity of care and promote a collaborative effort directed toward quality client care;
- Reprioritizing on a continuous bases based on client and technical needs and rapid pace;
- Performs charge nurse duties in keeping with the guidelines and policies of the HRHSSA; making decisions, based on client 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;
- Identifying and completing continuing education courses/workshops;

- Demonstrating behaviours that reflect professional responsibility and accountability;
- Practicing in an ethical manner consistent with the Canadian Nurses Association Code of Ethics.

5. Develops, implements, and evaluates guidelines, policies, protocols and strategies to prevent and manage nosocomial infections and communicable diseases.

Main Activities:

- Develops reports and maintains infection control/communicable disease policies and protocols;
- Educates staff regarding infection control/communicable disease principles and practices;
- Guides and advises department heads on infection control/communicable disease prevention and management;
- Develops, implements and maintains systems for surveillance, monitoring, collation, analysis and reporting of nosocomial infections/communicable diseases;
- Identifies potential and actual risk factors for nosocomial infection occurrence and spread and implements strategies to minimize the risk of infection spread to clients/residents, staff and visitors;
- Consults and liaises with laboratory, public health, and health protection personnel to prevent and control the occurrence and spread of nosocomial infections/communicable diseases;
- Consults and liaises with laboratory, public health, and health protection personnel at HRHSSA and GNWT to prevent and control the occurrence and spread of communicable diseases;
- Maintains current and evidence-based infection control/communicable disease control policies and protocols;
- Provides advice and guidance within and outside the HRHSSA on issues related to infection control/communicable disease control;
- Represents the HRHSSA on internal and external committees related to infection control/communicable disease prevention, control, and management;
- Engages in continuing education and professional development to keep abreast of new and emerging trends in the prevention, control, and management of nosocomial infections/communicable diseases;
- Provides timely reports to appropriate HRHSSA and GNWT departments.

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 healthy 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.

Commitment to Client Centered Care

Recognizing that our clients are the experts for their own lives, the Hay River Health & Social Services Authority (HRHSSA) is committed to support our clients as leaders to accomplish the goals that they have set out for us in their personal care. The (HRHSSA) will endeavor to provide client centered care through the following:

- Involving clients in their care by reducing barriers that may inhibit our ability to help them.
- Providing a culture that will ensure clients have a voice and participate in their own personal care.
- Empowering clients through improving client satisfaction, enhancing the quality of care and ultimately the quality of life for our clients.
- Focusing on the experience of the client from their perspective and listening to their needs.
- Fostering collaboration between the client and organization by working together to achieve our goals.
- Providing continuous dialogue with the clients to ensure that each and every client is seen as a unique individual.
- Ensuring staff are provided with the training and tools required to complete the best job possible.

Criminal Record Check

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of infection control.
- Extensive knowledge of OR Nurses Association of Canada standards.
- Ability to operate desktop computers in order to produce written documents (word processing), to develop complex spreadsheets, to send and receive electronic mail and conduct research over the internet.
- Knowledge and ability to apply current nursing practices and the Nursing Process (assess, plan, implement and evaluate).
- Knowledge of trans-cultural nursing.

- Knowledge of biological, physical and behavioral sciences are required in order to provide competent care, recognize and interpret findings and make decisions about priority of care.
- Ability to provide a safe and caring environment for patients, their families and other members of the health care team.
- Good organizational skills.
- Knowledge of fire, disaster, and cardiac arrest procedures.
- Strong leadership skills.
- Good written and oral communication skills. Including a good working knowledge of how to use a desktop computer and basic software applications.
- Good interpersonal skills.

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 RNANT/NU. Nursing experience in a variety of clinical areas is desirable and experience in acute care/emergency is preferred.

Incumbents of the Medical Surgical RN are required to take and remain current in the following mandatory courses:

- Formal Dialysis Training
- WHIMIS
- CPR

In addition, the Medical Surgical RN must be able to acquire within a reasonable time frame and remain current with the following training and certification:

- CTAS
- PALS
- ACLS
- Formal/On-the-job Training in Endoscopy procedures
- On-the-job training – Dental Surgery
- Blood Glucose Monitoring
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- Non-Violent Crisis Intervention
- Infection Control
- Spirometry
- FIT Testing

Additional recommended training includes: TNCC, ENPC

WORKING CONDITIONS

Physical Demands

There are many physical demands required of the incumbent such as, transferring clients in and out of bed, to wheelchairs and/or stretchers, transporting clients and equipment. 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 clients' 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 lifting following BIPP (Back Injury Prevention Program) guidelines and restrain combative or confused clients.

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 clients (children/adults) and noisy equipment. The incumbent is also at risk of injury from clients while assessing/providing treatment to intoxicated, mentally unstable, or emotionally distraught clients and their families. The incumbent is at risk of possible injury due to subduing and restraining clients in volatile situations. During surgical and scope procedures the incumbent is exposed to potential communicable diseases, blood and other body fluids, and other hazardous materials (sharps, anesthetic gases, toxic cleaning and sterilizing agents) that results in significant risk to health and well-being.

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 clients. 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 client.

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 clients 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.

Incumbent is required to make medical/nursing judgments beyond the scope of their training, at times when medical/nursing resources are not readily available (i.e., defibrillating). Often the RN 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:

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

March 2007 – Editorial changes only
February 2010 – Editorial; scope & client safety
September 2012 – minor editorial & reports to changes
June 2017 - scope, logo, editorial