



## Position Summary

**Position Title:** Nurse Practitioner

**Reports to:** Program Manager

**Revision Date:** March 2024

### **Summary:**

The Nurse Practitioner is responsible for the provision of primary health care services in accordance with the Standards of Practice for Registered Nurses in the Expanded Class and the Expanded Services for Patients Act, and other clinical activities as set forth by the College of Nurses of Ontario.

The NP is responsible for ongoing health care, has a strong emphasis on health promotion, disease prevention and community capacity building, and works within a harm reduction and trauma-informed framework

The ideal candidate will maximize connections and use of existing community resources by acting as a catalyst who, together with community stakeholders, will facilitate the development and implementation of creative and efficient strategies to maximize health outcomes for our clients, while maximizing the use of community care plan.

### **Key Objectives:**

1. Provide primary health care services within the community health centre, in community locations, satellite offices, home and hospital, and within the scope of the RN-EC professional standards including: assessment, treatment, diagnosis, interpretation of test results, promotion of health education and counselling, history taking, screening, referral and follow up. This includes consultation with medical staff and other health care providers when the client's condition requires care beyond the scope of practice (RN-EC).
2. Ensure appropriate, comprehensive treatment is provided by maintaining complete and accurate charts and medical records and participate in chart reviews and case conferences.
3. Working in an interdisciplinary team to provide service delivery to support crisis stabilization on a short-term basis, including health care, housing, food, and other basic needs.
4. Complete intake and coordinate treatment plans.

5. Oversee activities required to ensure the clinic is fully equipped, adequately supplied and meets infection control standards and that controlled substances are monitored and accounted for.
  6. Supervise student nurses by providing competent leadership, orientation, developing and scheduling of training/learning plans including shared client contact.
  7. Act as part of an interdisciplinary team which assists with the development, analysis and implementation of policies and procedures for the benefit of improvement to the delivery of primary health care services.
  8. Participate in the Integrated Community Lead (ICL) Model, which includes participating in community meetings, organizing and hosting, and follow up for the ICL Model for complex care needs clients (eg. Health Links clients).
  9. Participate in and share responsibility for the on-call coverage offered by Quest CHC.
  10. Provide input for development of strategic plans and attend and participate in staff meetings and special projects as assigned.
  11. Conduct presentations, facilitate workshops and group meetings as well as participate in program planning and community initiatives.
  12. Participate in, and comply with, all health and safety processes and initiatives to ensure the organization remains a safe workplace.
  13. Promote the mission, vision, values and philosophy of care developed by Quest CHC.
  14. Develop and maintain strong ties to other professionals and community members.
  15. Work within the full scope of practice. Meet organizational quality and quantity of work standards. Comply with applicable medical directives, policies, regulations and legislation identifying any areas of non compliance.
  16. Maintain and develop professional competence through training or appropriate continuing education.
  15. Other duties may be assigned as required.
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### **Qualifications:**

#### Education

- A Master's degree in Nursing required, or a combination of education and experience as sanctioned by the College of Nurses of Ontario.
- Current and valid registration in the Extended Class with the College of Nurses of Ontario and current registration in good standing with the College of Nurses of Ontario.

#### Experience

- Experience supporting individuals without a healthcare provider who are also

experiencing mental health, addictions or concurrent disorders, street-involved populations (homeless, under-housed, sex trade workers), isolated seniors, sexually and gender diverse populations (2SLGBTQ+), at-risk children, youth and families.

- Experience in program development, implementation, monitoring and evaluation.
- Experience working with interdisciplinary teams is an asset.
- Experience in working with hazardous chemicals and materials and associated preventive measures outline/required by product Safety Data Sheets and WHMIS

### Skills and Abilities

- Awareness of, and sensitivity to, the health issues of the community.
- Familiar with Community Health Centre model of needs and wellbeing.
- Ability to provide compassionate, respectful, non-judgmental and culturally competent care to priority populations.
- Strong interview skills and ability to communicate effectively in English, both in writing and orally. Proficiency in other languages is an asset.
- Ability to function independently in potentially difficult situations and the ability to decide what presenting conditions are a priority.
- Ability to deal with disruptive behaviour, crisis management and de-escalation.
- Ability to plan and organize assigned duties.
- Ability to establish positive working relationships with multi-disciplinary team, clients and service providers.
- Ability to problem-solve and apply sound judgment.
- Proficiency in the use of computer software such as Microsoft Office and electronic medical records such as PS Suites.
- Knowledgeable with resources within the community and methods of access.

### Conditions of Employment

- Valid Ontario Driver's License, access to a reliable vehicle, and a Police Reference Check are required.
- Current certification or willingness to become certified in Non-Violent Crisis Intervention (NVCi).
- Maintain confidentiality in compliance with the Personal Health Information Protection Act (PHIPA), Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Information Protection and Electronic Documents Act (PIPEDA).
- Maintain and develop professional competency through training or appropriate continuing education.
- Current proof of COVID-19 vaccination.

### Physical Demands

The position requires fine motor movements and gripping, handling and/or lifting 10-25 pounds. It also requires sufficient mobility to allow sitting, standing and twisting to reach patients and equipment. The position also requires far and near vision, depth, spatial and form perception, feeling, reading, writing.

Speech and listening are critical aspects of the role to effectively communicate with the clients and colleagues, to give and receive information and to establish general rapport to relieve anxiety.

Working Conditions

The duties of this position are performed both inside and outside the health care centre including satellite locations and points of service. Work settings include community locations such as hospitals, homes, shelters and drop in centres where the potential for dangerous situations to occur is higher than in an office setting.

The candidate must be able to work varying work schedules, including evenings, and in multiple work locations.

*We are committed to workplace equity and diversity, and encourage submissions from equity-seeking groups who identify based on ability, cultural background, race, sexual orientation and/or gender.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_