



**MATAWA HEALTH
CO-OPERATIVE**

**Job Description
Nurse Practitioner**

PURPOSE OF THE POSITION

Matawa First Nations has established the Matawa Health Co-operative (MHC). This provincially incorporated Co-op consists of the nine Matawa member communities – Webequie, Neskantaga, Nibinamik, Eabametoong, Marten Falls, Aroland, Ginoogaming, Long Lake # 58 and Constance Lake First Nations.

The Nurse Practitioner is an integral part of the multi-disciplinary team and a key part of the patient's circle of care. The Nurse Practitioner will practice within the full scope of practice outlined in the Standards of Practice by the college of Nurses of Ontario.

With the support and guidance from the Executive Director of the Matawa Health Co-operative or their designate, the employee will provide services and care with emphasis on a holistic approach to support clients, communities, and families of the Matawa communities.

RESPONSIBILITIES & DUTIES

Clinical Practice

1. Assess and Plan care

- Performs comprehensive physical and mental health assessments, physical evaluations and synthesizes data from multiple sources to make a diagnosis of disease or disorder
- Determines the need for, order, and interpret the results of relevant screening and diagnostic laboratory, radiological and ultrasound tests
- Determines the presence of existing and potential health problems, with a major focus on related lifestyle, psychological, socio cultural, spiritual and environmental risk factors which may influence the client's health status
- Applies principles of pathophysiology and pathogenesis in diagnosis of commonly encountered acute illnesses and injuries and in the monitoring of chronic health problems.
- Use assessment techniques relevant to a client's condition, culture, and stage of development
- Communicates health findings and/or diagnoses of disease or disorder, and discuss prognoses and treatment options with clients
- Involves clients in decision-making and in taking responsibility for their health
- Initiates referrals and coordinates care with other health providers, and health and community agencies
- Accepts referrals from physicians and other health providers as required
- Synthesize information from individual clients to identify broader implications for health within a family
- Engage families, wherever possible, in participatory decision-making

- Develops the plan of care in collaboration with the family, nursing colleagues and other interprofessional team members
- Facilitates the development of the interprofessional plan of care
- Documents on the interprofessional plan of care

2. *Implement plan of care*

- Identifies, refers and manages the care of clients with diseases or disorders and or monitors the ongoing therapy of clients with chronic stable illness by providing effective pharmacological, complementary, or counseling interventions
- Selects and prescribes drugs included in the departmental formulary
- Determines the need for and performs additional procedures (i.e. suturing, lancing, pap smears)
- Provides anticipatory guidance and counseling on health promotion and illness prevention strategies according to clients' health status and needs
- Use strategies that address the broad range of health determinants in developing plans to promote health and prevent illness and injuries
- Provides direct, specialized, comprehensive care, emphasizing symptom management, and quality of life
- Forms strong collaborative working relationships with members of the interprofessional team to ensure comprehensive, individualized care
- Communicates internally and externally to facilitate client management in all settings, such as case reviews
- Identifies and implements creative strategies for managing complex client/family dynamics
- Provides bereavement support to families whenever possible
- Knows when to seek advice/consultation with physician's, other interprofessional colleagues when client's condition requires care beyond the NP scope of practice
- Documents health assessments, clinical data, findings, diagnoses, collaborations, communications, and conclusions in a timely, accurate and relevant manner
- Exchanges clinical and administrative information with physician(s) and other health care professionals, as required, to establish accurate diagnosis and facilitate appropriate treatment, follow-up and/or referral.

3. *Evaluate Care*

- Evaluates his/her own plan of care
- Provides primary nursing care throughout the delivery of care to ensure seamless continuity of practice
- Role models expert nursing practice

4. *Consultation*

- Collaborates with interprofessional teams and community members in identifying community health needs and resources, and in developing, implementing, and evaluating community health programs
- Collaborates with clinical nurses and other members of the healthcare team to augment primary health care and public health care, and to problem solve complex situations related to the identified population
- Provides analysis, advice, and consultation to health care workers regarding interpretation of practice guidelines.
- Provides advice on the application methods and procedures related to health care of identified population to ensure transfer of knowledge about proposed interventions and understanding of the results expected
- Collaborates with clients, interprofessional teams, and community members in assessing health promotion and illness prevention needs, building on community resources and linkages
- Provides informal/formal consultation to Senior Nursing representative, agency and other organizations relating to NP practice
- Provides consultation to the community to collaboratively develop standards, policies and procedures to ensure seamless care for clients and families.

5. *Research*

- Synthesizes information from individual and aggregates of clients to identify broader implications for health within the community
- Applies principles of epidemiology and demography to clinical practice
- Obtains information relevant to care of identified population (e.g. Specific to client, general health education material etc.) from individuals, families, community leadership or health practitioners and disseminates the information in a manner that will be easily understood
- Stimulates others to read and interpret research findings and examine their practice
- Provides leadership in identifying nursing research opportunities
- Develops and/or participates in, and promotes research
- Provides leadership regarding evidence-based nursing practice and integrates research into setting client care standards/guidelines/protocols
- Disseminates research and clinical finding through publications, presentations, seminars, etc.

6. *Education*

- Demonstrates reflective practice and participate in life-long learning for continued professional development

- Assists in the training and orientation of new staff, supervises nursing students and participates in the education of other students placed within the workplace
- Recommends, and if needed, research, and develops topics related to identified population for orientation, in-service or continuing education of community health nurses, other health providers, community members, community leadership, or other community resource staff
- Applies principles of teaching and learning when providing health education and counseling to individuals and groups
- Works in partnership with clients, interprofessional teams, and communities in developing and implementing health promotion and illness prevention programs
- Utilizes informal learning opportunities to educate nursing colleagues and health team members
- Promotes development, critical analysis and refinement of professional nursing practice
- Participates in the academic community by providing education, clinical supervision and mentorship through university cross-appointment

Leadership

- Provides leadership for establishing and implementing goals related to nursing practice
- Participates in decision-making process regarding decisions which impact on nursing practice at all levels
- Acts as a clinical mentor and role model
- Provides leadership and participates in professional organizations
- Contributes to strategic planning
- Participates and provides leadership in developing policies relevant to the coordination, delivery, and evaluation of health services
- Articulates the role of the nurse practitioner in primary care to the primary care organization, the community it serves, and more broadly within the nursing profession, to other health providers, and the public
- Demonstrates a high level of skill in interprofessional team building, conflict resolution, and collaboration
- Acts as a change agent for evidence-based nursing practice by sharing information with healthcare colleagues on emerging nursing issues and pertinent health care issues related to the identified population to support informed decision-making and to enhance health outcomes
- Ensures that health and safety rules are respected. Identify dangers and take preventative measures and/or make recommendations to the clinic manager. This is a shared responsibility
- Identifies human resource needs to maintain a safe, therapeutic environment. This is a shared responsibility

ORGANIZATIONAL RESPONSIBILITIES:

- Assists in the development and implementation of a structure to evaluate the effectiveness of the NP role. The information generated by these structures is used by management for priority setting and budget planning
- Collaborates with visiting health professionals in the treatment of identified population. Responsibility is shared
- Works toward development of innovative methods of dealing with work-site problems, writing of policy and procedures and program plans. This is a shared responsibility
- Contributes specialist knowledge to the development of policies, guidelines, and procedures to guide nursing practice or community health program delivery related to the identified population
- Informs management of potential political, media, health and safety issues affecting the delivery of services to identified population to ensure awareness of the situation and provides opportunity to take appropriate action to address the issues
- Is accountable to align activities and performance with strategic goals and objectives
- Adheres to agency standards, policies and procedures
- Participates in Quality Assurance Management activities
- Participates in the Performance Management program
- Participates on agency/departmental committees
- Anticipates future changes (needs, technology, standards) and recommends appropriate changes/implications
- Other activities may be assigned with the collaboration with the inter-professional team

KNOWLEDGE AND SKILLS REQUIREMENTS

The Nurse Practitioner is expected to have a commitment to continuous improvement of the knowledge requirements in accordance with the following:

- Leadership, critical thinking, organizational and communication skills
- Expertise in developing and maintaining excellent working relationships with all members of the health care team and partner organizations
- Ability to work in a collaborative practice model
- Strong health assessment/clinical skills
- Ability to prioritize, manage time effectively
- Capacity to adapt quickly to fast paced, dynamic work environment
- High degree of accuracy and attention to detail
- Electronic documentation of health records
- Knowledge of various computer systems and applications (ie. Microsoft Office, etc.)

Education and Specific Job Requirements

- Registered or eligible to register with the provincial College of Registered Nurses in an active practicing status, with a license to practice as a primary health care nurse practitioner or equivalent as defined by the regulatory body
- Able to provide documentation of successful completion of an approved nurse practitioner education program leading to a certificate or its equivalent
- Minimum of 2 years recent* experience as a primary care nurse practitioner, or a minimum of 3 years recent nursing experience in a primary care setting providing direct client/client care
- Recent: NP experience within the last five years
- Baccalaureate in nursing, post BN/BScN NP diploma/certification, Master's in advanced nursing practice preferred
- Knowledge of appropriate management and interpretation of diagnostic studies and tests
- Ability to conduct comprehensive and/or focused physical examinations for all systems as required, according to the physical and psychological development of the individual and the current health conditions.
- Knowledge of evidence-based practice and maintaining clinical currency within the medical and nursing field
- Knowledge of urgent care response
- Possesses highly developed interviewing and listening skills, problem solving skills, problem identification skills in areas of health/wellness, disease prevention and management to ensure proper management of clients
- Knowledge of occupational health medicine to ensure timely identification, management and return to work of clients

Other Requirements

- Must be able to perform work duties with minimal supervision
- Must be willing to work in a team like setting
- Must be “fully vaccinated” against COVID-19. (In Ontario, a “fully vaccinated individual” is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago.) Must provide Health Canada’s proof of vaccination (vaccine receipt or enhanced vaccine certificate);
- Must provide a current Criminal Record Check and Vulnerable Sector Search
- Ability to satisfactorily pass a Tuberculin (TB) Skin Test
- Current registration with the College of Nurses of Ontario
- Current membership in professional association (ex. RNAO, NPAO)
- Certification in CPR (BLS-C)

WORKING CONDITIONS

Physical Demands

The Employee may have to travel to the communities in all weather conditions. They may have to lift, carry, and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Employee may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The employee may have to manage a number of projects at one time and may be interrupted frequently. The employee may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

Mental Demands

The employee will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

Employee Signature

Printed Name

Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature

Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Executive Director's Signature

Date

I approve the delegation of 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 incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.