



## **MATAWA HEALTH CO-OPERATIVE**

# Travelling Registered Practical Nurse Job Description

## **PURPOSE OF THE POSITION**

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

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

## **SCOPE**

The Matawa Health Co-operative is one of the first Indigenous Health Co-operatives in Canada. Its purpose is to provide collaborative and accountable health service to member First Nations. As a co-operative, the members set the direction, and it reflects the unique nature of each First Nation. The MHC is flexible and how services are implemented must reflect the priorities, capacity and diversity of each First Nation.

The person must be committed to a community development philosophy, primary care model, and inter-disciplinary health practice, establishment of partnerships with other agencies, cultural competency and collaborative relationships with other staff.

## **RESPONSIBILITIES & DUTIES**

Under the direction of the Traveling Health Manager or their designate, the Travelling Registered Practical Nurse will provide a comprehensive range of core nursing functions and services in the Thunder Bay clinic site and in our Matawa First Nations communities. You will work independently and as a member of an interdisciplinary team. You will focus on promoting health, preventing disease and injury, protecting population health, as well as a focus on curative, rehabilitation, and supportive or palliative care.

The Travelling Registered Practical Nurse will:

- Provide primary health care and prevention to clients of the Matawa First Nations Tribal area as guided by the College of Nurses of Ontario.
- Provide telephone triage and client follow-up as needed.
- Perform nursing process through assessment, diagnosis, planning, intervention and evaluation of client health needs.
- Working as a team player and provide nursing health education and client care.

- Provide basic laboratory and phlebotomy procedures and treatment services (e.g. urine tests, glucometer readings, dressings, injections, immunizations, allergy treatments, etc.)
- Provide client screening and health education within the scope of practice.
- Order and maintain medical supplies, laboratory supplies and immunizations as needed.
- Contribute to and support quality improvement initiatives.
- Ensure infection control and occupational health and safety standards are followed in practice.
- Distribute and stock harm reduction supplies, including assembly of kits, and educate people about the use of supplies, tracking of use and proper assembly.
- Participate in chart reviews and case conferences.
- Completing all communicable disease reports and ensuring all data is submitted to the appropriate Health Centre.
- Assist with preparation with MHC service reports and document all services maintaining complete, accurate, legible, client files in the electronic medical records system following the CNO documentation standards.
- Completing and submitting an annual community prioritized workplan according to approved format; participating in the annual review and update.
- Ensuring safekeeping of over-the-counter medications and medical supplies.
- Participating in professional meetings, conferences, seminars, and reviewing professional literature for community development.
- Meeting and planning with the Matawa Health Co- operative health team.
- Performs other duties as requested.

### **QUALIFICATIONS AND REQUIREMENTS**

The applicant must have proficient knowledge in the following areas:

- Registered Practical Nurse, in good standing with the College of Nurses of Ontario.
- Two (2) years experience in a community setting or clinical nurse's role, family practice or primary health care setting preferred, but open to a new graduate.
- Must provide evidence of registration with the appropriate regulatory bodies (CNO & RNAO).
- Experience in program development, implementation, monitoring and evaluation, an asset.
- Ability to do basic foot care; advanced is an asset.

- Ability to display and support Matawa Health Co-operative's vision, mission, and goals in providing respectful and effective health care.
- Proficiency in the use of computers and relevant software applications including Electronic Medical Records.
- Current certificate in CPR and First Aid.
- Ability to satisfactorily pass a Tuberculin (TB) Skin Test and Criminal Records Check (including Vulnerable sector).
- Must be able to travel to the Matawa First Nation Communities frequently, as required.
- A valid driver's license and access to a vehicle and insurance to travel to communities.
- Ability to speak an Indigenous language an asset.

### **SKILLS & ABILITIES**

- Excellent leadership, organizational and communication and problem-solving 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 collaboration practice model.
- Strong health assessment/clinical skills.
- Capacity to adapt quickly to a dynamic work environment.
- High degree of accuracy and attention to detail including electronic documentation of health care records.
- Knowledge of various computer systems and applications (i.e. Microsoft Office, etc.).
- Ability to speak Oji-Cree or Ojibway an asset.
- Broad knowledge of the services provided Matawa First Nations and member First Nations. They must be familiar with the politics and health related trends in the area and able to translate that familiarity into social action to benefit the local health programs.

### **Other Requirements**

- Must be able to perform work duties with minimal supervision.
- Must be willing to work in a team like setting.
- Must be willing to travel frequently, as required.

## **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.

## **CERTIFICATION**

\_\_\_\_\_  
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.