



## **POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	CLINICAL MENTOR
<b>DEPARTMENT:</b>	CLINICAL PROGRAMS
<b>CLASSIFICATION:</b>	NURSE III
<b>UNION:</b>	MNU

---

## **REPORTING RELATIONSHIPS**

<b>POSITION REPORTS TO:</b>	MANAGER HEALTH SERVICES
<b>POSITIONS SUPERVISED:</b>	None

---

## **POSITION SUMMARY**

Under the direction of the Clinical Manager(s), and in collaboration with Clinical Educators and Clinical Resource Nurses, the primary function of the Clinical Mentor will be to act as a guide, role model, and advisor who facilitates debriefings, and shares practical, day to day, applied knowledge with other nurses. Clinical Mentors will primarily be responsible for providing rapid, just in time clinical mentorship on the unit, department, or program. They will also work in conjunction with nurse educators to provide on-going guidance to ensure competence in the area of practice. The Clinical Mentor supports nurse(s) through a mentoring process that promotes the delivery of high-quality nursing care. The Clinical Mentor orientates, supports and promotes education and develops staff to ensure competence and ability to fulfill specified responsibilities. They support nurses to ensure a smooth transition into new areas or levels of practice and the work environment. The Clinical Mentor integrates knowledge, skills and experience to meet the clinical needs and social adjustment needs of all team members. They serve as a positive role model of excellence in professional practice, demonstrating a positive attitude and a commitment to the vision, values, and goals of the unit/facility/region, and promote an interprofessional, patient-centered approach to care based on best available research evidence. The incumbent fosters growth of the new or developing staff member within an effective mentoring relationship while supporting self-learning objectives.

The position of Clinical Mentor functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

---

## **ESSENTIAL FUNCTIONS AND DUTIES**

Function and duties include but are not limited to the following:

### **Patient Care / Clinical Practice**

- Provides safe and effective patient care.
- Promotes principles of interprofessional team practice by engaging team members with mutual respect, shared values and collaborating with all team members relative to patient care.
- Provides guidance for interactions within the interprofessional team in the development of individualized patient care plans and coordination of care.
- Demonstrates effective communication skills with colleagues, patients, and families.
- Demonstrates ability to problem-solve in complex situations and effectively manage rapidly changing situations.
- Demonstrates effective collaboration, negotiation, and conflict resolution skills.
- Demonstrates an approachable and welcoming demeanor.
- Demonstrates accountability and effective decision-making in the delivery of patient care and support of colleagues.
- Assists staff to develop clinical skills and develop comfort within the team.
- Communicates with staff, educator, and clinical manager to promote staff development and safe functioning.
- Demonstrates ability to facilitate effective debriefing following difficult or challenging clinical situations.
- Promotes adherence to facility/unit policies, procedures, protocols and guidelines including documentation of occurrences/patient safety events.

### **Facilitator / Mentor**

- Works alongside the nurses who are either new to the unit or those who are progressing their skills, sharing the management of their patient assignment, and mentoring them to consolidate their skills and develop confidence and independence in their clinical practice.
- Utilizes adult education principles to reinforce educational material presented during clinical orientation and supports practice and development of proficiency.
- Supports evidence informed, reflective practice and skill development.
- Works to develop and implement nursing practice standards to support safe, quality care on a consistent basis, focusing on nursing assessment, care planning, interventions, documentation, and evaluation of care as a nursing professional and in collaboration with professional colleagues.
- Monitors nurses' development through mentoring.
- Provides feedback to all stakeholders related to onboarding, continuing education/training and competency development/assessment of nursing staff.

### **Department Staff Member and Member of Hospital Team**

- Works as a professional nurse within an interprofessional team.
- Demonstrates a positive attitude, effective communication and team relationships, and serves as a positive role model of nursing professionalism.

### **Professional Nursing Leadership**

- Actively address patient safety risks and escalates concerns or issues to their supervisor.
- Displays respect, patience, and active listening skills.
- Demonstrates a positive attitude, enthusiasm, optimism, commitment, and energy about the work environment, the profession of nursing, and the process of mentoring.
- Expresses belief in the value and potential of others.
- Demonstrates the ability to inspire a shared vision, a commitment to the goals of the team, a willingness to challenge process, and the ability to act as a positive change agent within the workplace.
- Actively engages in personal and professional growth through self-directed learning and professional development.
- Ability to respect and promote a culturally diverse population.

### **Education**

- In collaboration with the Clinical Manager(s), plans and coordinates the clinical activities of staff in a manner that promotes optimal patient care while supporting the transition of the staff member through a new role or skill level.
- In collaboration with the Clinical Manager(s), identifies and supports strategies to meet ongoing educational needs of all unit staff members.
- Demonstrates strong coaching skills to foster growth of the new staff member while providing honest and constructive feedback.
- Promotes and supports the unit staff who are in preceptor or mentorship relationships with students or new staff.
- Promotes participation of all unit staff members in educational and professional development opportunities.

### **Research**

- Participates in the ongoing evaluation of the Clinical Mentor role, based on established outcome criteria.
- Contributes to the research process by supporting and promoting the implementation of research projects.

### **Quality Improvement**

- Promotes and participates in quality improvement activities and projects within the unit.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

### **OTHER**

- Performs other duties as assigned.
-

## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Graduate from an approved Registered Nursing Program or approved Registered Psychiatric Nursing program required.
- Baccalaureate Degree in Nursing or Psychiatric Nursing preferred.
- Certification in Adult Education an asset.
- Responsible to maintain and provide proof of active registration with the College of Registered Nurses of Manitoba (CRNM), or College of Registered Psychiatric Nurses of Manitoba (CRPNM) and be a member in good standing.
- Active participation in professional associations e.g. Association of Regulated Nurses of Manitoba (ARNM) preferred.
- Current Basic Life Support (BLS) certification in accordance with Employer policies.

### **REQUIRED KNOWLEDGE:**

- Knowledge of computer systems and proficiency in the use of word processing, email and internet software required.

### **EXPERIENCE REQUIRED:**

- A minimum of three (3) years of recent applicable clinical nursing experience specific to the unit/program required.
- For specialty areas, a minimum of five (5) years of recent applicable clinical nursing experience specific to the unit/program required.
- Demonstrated clinical competence required.
- Demonstrated excellent interpersonal communication skills required.
- Experience as a preceptor, facilitator or mentor within the last three (3) years preferred.
- Demonstrated experience with effective collaboration within and between programs, agencies and services preferred.

### **SKILLS/COMPETENCIES:**

- Scope of practice as documented in the Regulated Health Professions Act (RHPA).
- Demonstrates commitment to ongoing personal and professional growth.
- Demonstrates effective verbal and written communication skills.
- Demonstrates ability to prioritize care for an individual patient or group of patients.
- Demonstrates ability to respond to a variety of simultaneous demands.
- Demonstrates ability to establish collegial, professional working relationships with superiors and peers.
- Demonstrates ability to create an environment conducive to learning and team building.
- Demonstrates leadership ability.
- Demonstrates ability to function independently with minimal direction.
- Demonstrates effective organizational, interpersonal, critical thinking, creative problem solving and decision-making skills.
- Demonstrates ability to initiate, support and implement change.
- Valid Manitoba driver's license.
- Mental and physical ability to meet the demands of the position.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.

- Proficiency of both official languages is essential for target and designated bilingual positions.
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
- 

**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Moderate to heavy physical effort required.
  - May be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
- 

**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.


**PATIENT SAFETY**

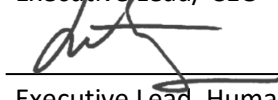
- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
- 

Created: January 2025  
Date

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by:  \_\_\_\_\_ January 20, 2025  
Executive Lead/ CEO \_\_\_\_\_ Date

Reviewed by:  \_\_\_\_\_ January 20, 2025  
Executive Lead, Human Resources \_\_\_\_\_ Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*