



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	PRIMARY CARE NURSE
<b>DEPARTMENT:</b>	PRIMARY HEALTH CARE
<b>CLASSIFICATION:</b>	NURSE IV
<b>UNION:</b>	MANITOBA NURSES UNION
<b>STD GRP. #</b>	

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	CLINICAL TEAM MANAGER, PRIMARY HEALTH CARE
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

Following the IERHA Primary Health Care Framework, the Primary Care Nurse is a partner in the delivery and coordination of health care services. S/he is willing to assume new responsibilities, being not only highly motivated but self-motivated, paying attention to detail, a willingness to be flexible, demonstrating compassion, clinical expertise, critical thinking and problem solving skills and a total commitment to ensuring that clients receive timely and high quality care in an environment that utilizes the skills of the inter-professional staff. The Primary Care Nurse will play a key role in achieving the RHA's and government commitment that all Manitobans will have access to a primary care provider. The incumbent will work with their Primary Care colleagues including the Family Doctor Finder program, to connect clients with the inter-professional team.

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

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## ESSENTIAL FUNCTIONS AND DUTIES

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

- Applies recognized clinical guidelines and best practices to screening, monitoring and assessment of clients physical and emotional well being.

- Conducts a comprehensive assessment, including a complete health history (medical, emotional, individual coping strategies, support systems, values systems), completes physical examination and obtain any other information relevant to the development of the health plan.
- Identifies and within the scope of practise, manages common developmental milestones (ex. reproductive health, prenatal, childhood developmental stages), disease prevention (ex. Immunizations, sexual practices), acute and chronic illness related conditions (ex. Sexually transmitted infections, colds, arthritis, asthma, diabetes) affecting children and adults.
- In collaboration with the client and other service providers, conducts risk assessments related to the prevention of injury and/ or disability, and develops appropriate health plans to reduce prevent risks.
- Acquires and maintains expertise in the management of chronic diseases consistent with clinical practise guidelines.
- Acts as a resource to other members of the health care team with regards to the primary care management of chronic diseases.
- Identifies educational requirements and readiness of clients – as a component of an overall health assessment.
- Employs health promotion, health education strategies, and harm reduction strategies to support behavioural changes conducive to health (ex. Smoking cessation, physical activity, nutrition diet), jointly with the client defining and incorporating these strategies into the health plan.
- Acquires, developments and evaluates teaching materials and tools, with consideration for cultural, physical, intellectual, and environmental factors.
- Provides supervision, mentorship, orientation and teaching opportunities to students ensuring that program goals and objectives are met.
- Demonstrates leadership in primary care programs and services (ex. Chronic disease management, reproductive health, shared care models, orientation).
- Participates in the planning and development of primary care policies, procedures and operations.
- Identifies and collects performance and quality improvement data and initiates corrective actions.
- Maintain productivity standards and practices, effective time management and prioritization of workload.
- Actively participates in relevant meetings and committees (ex. team, program, community).
- Participates in the orientation and training of new staff.
- Participates in relevant staff wellness related initiatives at the worksite or region.
- Advances primary care nursing through participation in professional development and practise development activities by participating in research and quality assurance initiatives.
- Acquires and maintains a comprehensive understanding of health/ social services and referral processes including diagnostic services, specialist, hospital care, rehabilitation and support programs, educational programs and community health based agencies.
- Refers clients to the most appropriate services in a timely and support manner and provides support to the nurse practitioner and other members of the team to access services on behalf of the client.
- Establishes and maintains effective working relationships across programs and services within the region.

- Communicates effectively with clients, families, communities, family physicians, and health care team members; establishing and maintaining effective interpersonal relationship with all.
- Recognizes personal attitudes, beliefs, feelings and values about health in interactions with clients and their families.
- Applies a comprehensive understanding of the scope of nursing practices within a primary care setting.
- Maintains knowledge base of current literature and best practices in primary health care principles and maintains practise guided by these principles.
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- 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.
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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Bachelor's Degree in Nursing required.
- Current, active Registration with the College of Registered Nurses of Manitoba and a member in good standing.

**REQUIRED KNOWLEDGE:**

- Thorough knowledge of the health care system at the regional health authority level and within the Province of Manitoba required, including knowledge of: processes and structure of regional health care programs and services; cultural and other demographic influences on regional program and service needs; structures, daily processes, challenges and issues in a primary care clinic-based environment; available internal, external and community resources, with the ability to effectively utilize resources to meet organizational objectives.
- Familiar with the following models and/or concepts: primary health care model, client attachment, self-managed care, change management, program evaluation and community outreach.

**EXPERIENCE REQUIRED:**

- Minimum of four (4) years in the last six (6) years of direct related experience in a PHC Clinic, community health nursing, northern nursing and/or ambulatory care nursing setting with an emphasis on primary care services (primary and secondary prevention, intervention, maintenance/support and palliation) required.
- Experience working with Electronic Medical Records, such as Accuro preferred.
- Demonstrated work experience in supervision and training of nursing and support staff.
- Experience working with diverse populations

**SKILLS/COMPETENCIES:**

- Proficient clinical skills in physical examinations and nursing procedures / interventions.

- Demonstrated leadership in working with Indigenous communities, including appreciation of historical and current cultural context and its impacts on health and wellbeing.
- Demonstrated appreciation of the various communities of those served and be sensitive in dealing with culturally related issues.
- Ability to work, problem solve, and make decisions both interdependently and independently as part of multi-professional team.
- Effective oral and written communications skills.
- Skill in setting priorities and organizing workload.
- Ability to maintain good working relationships in an inter-professional team setting, across various health disciplines as required.
- Demonstrated ability to plan and conduct patient education on a variety of health prevention, promotion and management topics.
- Demonstrated ability to work collaboratively with other disciplines to develop evidence-informed policies, procedures, protocols, in order to strengthen the inter-professional team.
- Plan, develop and implement and evaluate programs and services such chronic disease management, education, health promotion activities.
- Strong facilitation skills and knowledge of principles of adult learning
- Ability to network across community agencies and other community organizations.
- Ability to work with minimal supervision.
- 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.

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#### **WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- 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.

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#### **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: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
March 2020  
Date

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

Approved by: \_\_\_\_\_  
Vice President/ CEO \_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_  
Vice President, 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.*