

<b>POSITION TITLE: Public Health Nurse (PHN)</b>	<b>POSITION NUMBER:</b>
<b>SERVICE AREA:</b> Clinical Service, Family Health Service or Healthy Living Service as assigned	<b>PROGRAM AREA:</b> As assigned
<b>REPORTS TO: Program Manager</b>	<b>REVIEW DATE: May 27, 2011</b>
<p><b>PURPOSE OF POSITION:</b> The Public Health Nurse provides nursing expertise and leadership to assess, plan for, implement and evaluate programs and services provided to clients. Clients are defined as individuals, families, groups, communities, populations and systems. The PHN works with clients in episodic as well as a continuous process. This includes researching and using best practice recommendations; providing consultation broadly within the agency and the community; advocating at all levels for health-related change; building and sustaining effective community relationships; and building capacity with clients. PHNs integrate personal and clinical understanding and knowledge of the health and illness experiences of individuals, families, and communities into population health promotion practices. The programs and services that PHNs provide are defined in the “Ontario Public Health Standards” (OPHS) (current). Public health nursing practice is guided by the Canadian Community Health Nursing Standards of Practices (current) and Canadian Nurses Association’s (CNA) “Code of Ethics for Registered Nurses” (current) and College of Nurses Standards (current).</p>	
<p><b>POSITION SKILLS &amp; COMPETENCIES REQUIRED:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Baccalaureate Degree in Nursing (4 year).</li> <li>• Certificate of Registration as a Registered Nurse with the College of Nurses of Ontario which is renewed annually.</li> <li>• Certification in Community Health Nursing (Canada) is an asset.</li> <li>• Current CPR Level C, may require First Aid</li> </ul> <p><b>Related experience:</b></p> <ul style="list-style-type: none"> <li>• 1 – 3 years experience in nursing, experience in public health nursing is an asset.</li> <li>• New graduates will be considered.</li> </ul> <p><b>Specific knowledge, skills, abilities:</b></p> <ul style="list-style-type: none"> <li>• Advanced oral and written communication skills to present information in various formats relevant to the audience.</li> <li>• Intermediate ability to synthesize nursing theories and knowledge from the public health sciences, including the determinants of health, arts and humanities, and primary health care to develop nursing interventions with clients.</li> <li>• Intermediate knowledge of growth and development throughout the life span.</li> <li>• Intermediate knowledge of the etiology of communicable diseases, and outbreak control measures, and identification of factors contributing to injury and chronic disease and substance use.</li> <li>• Intermediate knowledge and application of epidemiological principles in using strategies such a screening, surveillance, immunization, communicable disease response and education.</li> <li>• Intermediate ability to critically assess and interpret health status data, trends in nursing and health-related research, and apply best practice knowledge to planning and implementation of program initiatives in a variety of settings and clients.</li> <li>• Intermediate skill in conducting comprehensive holistic health assessments with individuals, families, groups and communities to identify and provide appropriate interventions to build capacity for health.</li> <li>• Intermediate skill in providing health teaching, counseling, and clinical nursing care as appropriate in a variety of settings.</li> <li>• Intermediate ability to incorporate principles of telepractice related to a broad range of health issues.</li> <li>• Intermediate understanding of legislation, protocols and standards which are relevant to public health nursing practice.</li> <li>• Intermediate skill in application of health promotion and other relevant theories (e.g. change theory), to plan and implement health promotion strategies including policy development, community mobilization, community development, social marketing, community capacity building and advocacy, and harm reduction.</li> </ul>	

Simcoe Muskoka District Health Unit, **POSITION DESCRIPTION**  
**POSITION TITLE – PUBLIC HEALTH NURSE (PHN)**

**POSITION SKILLS & COMPETENCIES REQUIRED continued:**

- Intermediate knowledge and skill in planning and evaluating programming.
- Intermediate leadership skills including facilitation and team building skills; ability to model, support and serve as mentor for skills development.
- Intermediate skill in critical thinking, analysis and creative problem-solving.
- Intermediate time management and organization skills including priority setting.
- Intermediate skill in collaboration, negotiation and problem-solving.
- Intermediate skills in Microsoft Word, Excel, PowerPoint and Outlook and the ability to demonstrate the technological skills to support work with the program communication, information systems and databases required to support program delivery.
- Capacity to respond to rapidly redeploy to other program areas and responsibilities as needed in an actual or potential public health emergency/event, to protect, maintain and preserve the health of community residents, and mitigate the effects of the crisis.
- Demonstrate ability to work independently within established program parameters.
- Demonstrate diplomacy and political astuteness.
- Proof of valid driver's license, proof of valid insurance and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district.
- Fluency in a second language is an asset.

**KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):**

**Contributes nursing expertise to the achievement of overall program strategic goals as described in the OPHS (current) & the development, implementation and evaluation of the program operational plan and work plans.**

- Actively participate in setting overall program priorities and direction and the development of the program operational plan, logic models and work plans.
- Participate in identification of program budget needs and staffing requirements in the process of developing logic models.
- Researches and applies relevant, current theories and conceptual frameworks, to the planning, implementation, evaluation of program initiatives (e.g. stages of change theory, social change theory, nursing theories and framework, population health models).
- Apply evidence based decision-making and best-practice information in planning, implementation and evaluation of program initiatives and service delivery and utilizes this information in developing reports and communications for key stakeholders.
- Maintain current knowledge of research, best practice and health status information relevant to program content in order to effectively participate in program planning and identify current and emerging priorities.
- Consider ethical issues that arise in service planning and delivery.
- Initiate and conducts needs assessment with clients and key stakeholders as required.
- Identify opportunities for and collaborates with other health unit staff in planning, implementation and evaluation of cross- program initiatives.
- Research and prepares grant proposals to enhance programming as needed.
- Participate in public health and agency research activities.

**Provides public health nursing services to clients based on the principles of health protection, health promotion and disease and injury prevention as outlined in the Ontario Public Health Standards, Provincial Acts and Regulations and Service Area/Program policies and procedures.**

- Implement program activities as outlined in program standards, protocols, guidelines and operational plans.
- Build and maintain relationships with clients based on the principles of connecting and caring
- Act as a resource and support for internal and external stakeholders and partners related to public health services.
- Advocate as appropriate to meet individual/community needs and enhancing capacity for self-advocacy and self-determination.
- Develop, research and provide approved information, materials and resources to stakeholders and partners in the community to advance program plans and goals
- Prepare and conducts educational sessions, presentations and workshops) for internal and external stakeholders and partners.
- Compile, analyze, interpret and disseminate evaluation and research results.

Simcoe Muskoka District Health Unit, **POSITION DESCRIPTION**  
**POSITION TITLE – PUBLIC HEALTH NURSE (PHN)**

**KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) continued:**

- Contribute to the development of social marketing and health promotion campaigns including media interviews, press releases, health faxes, web site information, newsletters, and list serves.
- Participate in community groups/coalitions, locally and provincially as assigned to provide public health perspectives and supports.
- Advocate for healthy public policies.
- Promote the agency vision, mission, values and strategic plan goals of Public Health and the strategic directions of the agency on issues within the community and health care system as a whole.
- Demonstrate a strong customer service focus in dealing both internal and external partners.
- Facilitate client access to community resources and services and facilitates service coordination.
- Facilitate the coordination of public health services between key community stakeholders and partners.
- Coordinate the implementation of specially funded projects providing leadership to other staff and community volunteers; including preparation of required reports on the project implementation and expenses.
- Implement medical directives as required for program and service delivery.
- Document work with all clients according to agency, service area and program requirements, as well as standards of College of Nurses of Ontario.

**Provide support for staff.**

- Provide orientation and mentorship for new program staff.
- Provide training, guidance and support to volunteers, peer educators and students.
- Act as preceptor for nursing students.
- Provide public health nursing professional guidance to other health unit staff regarding client services.

**Participate in the development of and achievement of overall Service Area Strategic directions; Comply with Service area policies; Actively participate in cross program and service collaboration.**

- Participate in the development and implementation of service area mission statement.
- Collaborate with other service area personnel to achieve the service area mission.
- Participate in service area in-service days and update meetings.
- Participate in service area committees and initiatives as assigned.
- Develop a thorough understanding of service area policies and apply as directed.
- Participate in the identification and development of service area policies as appropriate.
- Utilize service area resources in an efficient and accountable manner.
- Provide public health nursing leadership and guidance in the planning, implementation and evaluation of cross-program initiatives as appropriate.

**Contribute to team and agency effectiveness.**

- Work collaboratively as a member of the team; contributes to positive team functioning.
- Assist service, program and functional units in carrying out their mandates.
- Demonstrate commitment to, and functions in a way that is consistent with, the agency mission, vision, values and strategic directions.
- Respect and ensures confidentiality in all work performed on behalf of the agency.
- Demonstrate a strong customer service focus in dealing both internally and externally.
- Participate on agency-related committees as assigned.
- Maintain a working knowledge of health unit emergency response plan and understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster.

**Actively works to meet professional standards in daily work.**

- Demonstrate growth by making changes in PHN nursing practice based on self-appraisal, ongoing feedback and guidance, mentoring, professional development, and performance appraisal.
- Demonstrate competent practice as required by the College of Nurses of Ontario professional standards and legislative requirements.
- Meet with assigned program management for communication, consultation and reporting purposes.

Simcoe Muskoka District Health Unit, **POSITION DESCRIPTION**  
**POSITION TITLE – PUBLIC HEALTH NURSE (PHN)**

<b>KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) continued:</b> <ul style="list-style-type: none"><li>• Identify goals and learning objectives and necessary supports to achieve professional, program and agency goals.</li><li>• Contribute to positive team functioning.</li><li>• Identify issues and actively works towards resolution.</li><li>• Consult with manager/supervisor on challenging client and/or community interactions as needed.</li><li>• Comply with legislative requirements in the course of service provision (e.g. Child and Family Services Act).</li><li>• Embrace the values and beliefs of caring, the principles of primary health care, and multiple ways of knowing (the art of nursing, the science of nursing, personal knowledge, ethics, experiential knowledge, sociopolitical) as described in the Canadian Community Health Nursing Standards of Practices (current) in practice.</li><li>• Specific duties will vary depending on program team and work assignment</li></ul> <p><b><i>Management has the right to change position requirements from time to time as Agency conditions dictate.</i></b></p>
<b>CONTACTS &amp; COMMUNICATION:</b> <p><b>Internal:</b> Medical Officer of Health/AMOH, Directors, Program Managers/Supervisors, program and administrative staff, Nursing Leadership Designate.</p> <p><b>External:</b> Health care and social service agencies and professionals, schools and school boards; residents/public, officials at other agencies, workplaces, MOHLTC/MHP/MCYS, other Ontario &amp; local government agencies, local and provincial coalitions, interest group organizations, municipal staff/officers, legal counsel, court staff, local/provincial politicians, individuals, families and groups.</p>
<b>RESPONSIBILITY FOR RESOURCES:</b> <p><b>Staff:</b> May provide professional guidance to other health unit staff regarding provision of client services; serves as student preceptor; contributes to new staff orientation to program.</p> <p><b>Financial:</b> Provides input into budget and resource requirements. May be required to monitor project expenses related to approved activities and program. Fills in supply requisitions for funds allocated to community initiatives, distributes cheques, vouchers once prepared. Participates in the development, implementation and evaluation of funding proposals to meet project/initiative goals. May monitor budget and expenditures allocated to projects.</p> <p><b>Information:</b> Responsible for accessing, collecting, documenting, analyzing, providing, generating information reports in accordance with agency policies and program guidelines. Drafts formal reports/presentations/procedures involving detailed information and recommendations for action. Prepares and provides presentations to a variety of audiences such as preparation of content of brochures and internet for public distribution, submissions to municipal, provincial and federal government; prepare and make deputations; grant and report writing; public speaking; speaking to the media; group facilitation and teaching; conducting focus groups. Identifies need for information systems e.g. electronic networks for distribution of newsletters and other program information. Documents client needs, interactions and services provided for clients.</p> <p><b>Materials &amp; Equipment:</b> Uses equipments such as computers, laptop, data projection monitors. Frequently transports and sets up equipment for presentations and displays.</p>
<b>EFFORT REQUIRED:</b> <p><b>Mental:</b></p> <ul style="list-style-type: none"><li>• Considerable attention to detail/audio concentration for significant number of meetings, telephone, and client interactions.</li><li>• Considerable attention to detail/visual concentration for computer/keyboarding, reading/critiquing materials and data analysis.</li><li>• Moderate analysis required to interpret research, better practice information, and evaluation findings.</li><li>• Considerable deadlines related to program requirements, timely responses.</li><li>• Considerable volume of work and varied workload.</li><li>• Considerable and multiple interruptions.</li><li>• Considerable negotiation, conflict and crisis management related to client interactions, team functioning, and service delivery</li></ul>

Simcoe Muskoka District Health Unit, **POSITION DESCRIPTION**  
**POSITION TITLE – PUBLIC HEALTH NURSE (PHN)**

<p><b>EFFORT REQUIRED (continued):</b></p> <ul style="list-style-type: none"> <li>Listening and assessing client concerns to determine appropriate interventions.</li> </ul> <p><b>Physical:</b></p> <ul style="list-style-type: none"> <li>Limited lifting/moving objects involving weight up to 20 pounds/9 kilos.</li> <li>Moderate sitting for computer and telephone work, meetings.</li> <li>Moderate manual dexterity for keyboarding.</li> </ul>
<p><b>WORKING CONDITIONS SPECIFIC TO POSITION:</b></p> <ul style="list-style-type: none"> <li>PHN work occurs in a number of settings ranging from standard office environment, to other office locations, schools, workplaces, community meeting rooms and private homes.</li> <li>Moderate overtime required due to general workload demands, including evening and weekend work.</li> <li>Moderate travel is required (based on program needs) and involves exposure to adverse conditions when traveling.</li> <li>Moderate risk of exposure to health or safety hazards, depending upon program activities.</li> <li>Moderate work in isolation, depending upon program activities.</li> </ul>

I have read the Position Description and understand the duties and responsibilities as assigned.

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MANAGER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Position Approvals:*

**DIRECTOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Director Healthy Living Service

**DIRECTOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Director Family Health Service

**DIRECTOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Director Clinical Service

**MOH/CEO SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**POSITION HISTORY:** \_\_\_\_\_

May 2011