

<b>POSITION TITLE: Registered Nurse (RN)</b>	<b>POSITION NUMBER:</b>
<b>SERVICE AREA: Clinical Service,</b>	<b>PROGRAM AREA: Vaccine Preventable Diseases (VPD)</b>
<b>REPORTS TO: Program Manager, VPD</b>	<b>REVIEW DATE: March 2010</b>
<p><b>PURPOSE OF POSITION:</b> The RN promotes, protects and preserves the health of clients across the life span, through a broad range of strategies identified within recognized immunization competencies. The programs and services which RNs provide are defined in the “Ontario Public Health Standards” (OPHS) and protocols (current) which are related to Vaccine Preventable Diseases (VPD). Clients are defined as individuals, families, groups, communities, populations and systems, in Simcoe Muskoka. The RN works with clients in mainly episodic but at times in a continuous process. The RN conducts health assessments with clients and communities to determine appropriate immunization needs and service provision, and recognizes that a community’s well being is linked with the health of its constituent members. RNs integrate personal and clinical understanding and knowledge of the health and illness experiences of individuals, families, and communities related to the prevention and control of VPD into population health promotion practices. The RN embraces the values and beliefs of caring, the principles of primary health care, and multiple ways of knowing with a focus to VPD. The practice of the RN 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>	
<b>POSITION SKILLS &amp; COMPETENCIES REQUIRED:</b>	
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Diploma from a recognized school of Nursing (3 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 and First Aid.</li> </ul> <p><b>Related experience:</b></p> <ul style="list-style-type: none"> <li>• 1-3 years experience in nursing,</li> <li>• experience in public health is an asset.</li> </ul> <p><b>Specific knowledge, skills, abilities as applicable to VPD programs:</b></p> <ul style="list-style-type: none"> <li>• Advanced knowledge of immunization and publicly funded vaccines.</li> <li>• Advanced knowledge of the guidelines and recommendations for the storage and handling of vaccines as determined by the OPHS and related protocol.</li> <li>• Intermediate oral and written communication skills to present information in various formats relevant to the audience</li> <li>• Intermediate ability to incorporate principles of telepractice related to immunization issues.</li> <li>• Intermediate understanding of nursing theories and public health sciences.</li> <li>• Intermediate knowledge of growth and development throughout the life span.</li> <li>• Intermediate knowledge of the etiology of communicable diseases.</li> <li>• Basic knowledge and application of epidemiological principles in using strategies such a screening, surveillance, immunization, communicable disease response and education</li> </ul>	

**POSITION TITLE - Registered Nurse**

**POSITION SKILLS & COMPETENCIES REQUIRED: (continued)**

- Intermediate ability to analyze and interpret health status data, trends, best practice guidelines and research related to immunization programming, and their application to a variety of practice settings.
- Intermediate skill in conducting comprehensive health assessments with individuals, families, groups and communities in relation to the prevention and control of VPDs.
- Intermediate skill in providing health teaching, counseling, and clinical nursing care related to immunization practice.
- Intermediate understanding of legislation, protocols and standards which are relevant to nursing practice within the VPD program (e.g.: the Immunization of School Pupils Act and Day Nurseries Act and related protocols).
- Basic knowledge of health promotion and other relevant theories (e.g. change theory).
- Basic knowledge and ability to plan and implement health promotion strategies including policy development, community development, social marketing, community capacity building and advocacy.
- Basic 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, Outlook, Excel and PowerPoint and the ability to demonstrate the technological skills to support work with the program communication, information systems and databases required to support program delivery.
- Demonstrate ability to work independently within established parameters.
- Demonstrate diplomacy and political astuteness.
- Valid driver's license 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):**

**Participates in the development, implementation and evaluation achievement of overall VPD program strategic goals & the development of the program operational plans.**

- Provide approved information, materials and resources to stakeholders and partners in the community to advance program plans and goals.
- Actively participate in setting overall program priorities and direction and the development of the program operational plan to provide services to clients as described in the OPHS (current).
- Assist in application of research, relevant, current theories and conceptual frameworks, to the planning, implementation, evaluation of program initiatives.
- Apply evidence-based decision-making and best-practice information in planning, implementation and evaluation of program initiatives and service delivery and utilizes this information to assist in report preparation.
- Apply current knowledge of research, best-practice and health status information as it related to VPD relevant to program content in order to effectively participate in program planning, implementation
- Consider ethical issues that arise in service planning and delivery.
- Initiate and conduct needs assessment with VPD clients and key stakeholders as required.

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

**Provides registered 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.**

**Ave.% of time**

- Implement program activities as outlined in program standards, protocols, guidelines and operational plans.
- Act as a resource and support for internal and external stakeholders and partners related to immunization.
- Build and maintain relationships with clients based on the principles of connecting and caring.
- Inspection of all premises which store and handle publicly funded vaccines.
- Interpretation of current storage and handling guidelines for vaccines.
- Administer vaccine in a variety of settings to all eligible persons.
- Receive reports of Adverse Events Following Immunization (AEFI), document these according to VPD Guidebook and provides recommendations, as per AMOH guidelines for subsequent immunizations.
- Store and handle vaccine according to MOHLTC protocols and guidelines.
- Follow safe work place guidelines and procedures at all clinics.
- Implement program activities as outlined in program standards, protocols, guidelines and operational plans.
- Advocate as appropriate to meet individual/community needs and enhancing capacity for self-advocacy and self-determination, in relation to prevention and control of VPDs.
- Assist in the preparation, conduct and evaluate education sessions for internal and external stakeholders and partners.
- Assist in the compilation, and dissemination of evaluation and research results.
- Provide input and participate in the development and implementation of social marketing and health promotion campaigns.
- Facilitate client access to community resources and services related to prevention and control VPD.
- 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.
- Update immunization records into the provincial data bases IRIS as provided by parents and health care providers.
- Interprets various immunization schedules and determines the category of a child immunization history in terms of being at risk, eligible, due for or completed, for a specific vaccine.

**Provide support for staff**

- Participate in the orientation and mentorship of new staff.
- Provide training, guidance and support to volunteers and students.
- Act as preceptor for RPN nursing students.
- Provide professional guidance to other health unit staff regarding immunization and client services.

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

- Promotes the agency vision, mission and values in daily work
- Promotes the agency strategic plan on issues related to VPD within the community.
- Participates in the development and implementation of service area mission statement
- Collaborates with other service area personnel to achieve the service area mission.

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

- Actively participate in service area committees and initiatives as assigned.
- Participate in service area in-service days and update meetings.
- Develop a thorough understanding and comply with service area policies, procedures and guidebook and apply as directed.
- Participate in the identification and development of service area and program policies as appropriate.
- Utilize service area resources in an efficient and accountable manner.
- Assist in the preparation of and conducts educational sessions, presentations for internal and external stakeholders and partners.
- Follow CNO guidelines for Nursing Telepractice.

Activities and service provision may be on an individual, one to one, or on a community wide population health basis, specific duties will vary depending on work assignment.

**Contribute to team and agency effectiveness**

- Work collaboratively as a member of the team; contribute 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 ensure 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 understand 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 RN nursing practice based on self-appraisal, ongoing feedback and guidance, mentoring, professional development, and performance appraisal.
- Demonstrate competent practice as required by professional standards and legislative requirements.
- Meet with assigned program management for communication, consultation and reporting purposes.
- Consult with manager/supervisor on challenging client and/or community interactions as needed.
- Identify goals and learning objectives to achieve professional, program and agency goals.
- Identify necessary supports for achievement of professional, program and agency goals.
- Contribute to positive team functioning.
- Identify issues and actively work towards resolution.
- Comply with legislative requirements in the course of service provision (e.g. Child and Family Services Act, ISPA, Day Nursery Act, HPPA).
- 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) into practice.
- Specific duties will vary depending upon work assignment

***Management has the right to change position requirements from time to time as Agency conditions dictate.***

Simcoe Muskoka District Health Unit, **POSITION DESCRIPTION**

**POSITION TITLE - Registered Nurse**

<b>CONTACTS &amp; COMMUNICATION:</b>
<p><b>Internal:</b> Medical Officer of Health, Associate Medical Officer of Health, Directors, Program Managers/Supervisors, program and administrative staff, program staff in other service areas (e.g. Health Connection), Nursing Leadership Designate.</p> <p><b>External:</b> Health care agencies and professionals, physicians, schools and school boards; residents/public, officials at other agencies, workplaces, MOHLTC, local government agencies, 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 immunization client services; may serve as student preceptor; contributes to new staff orientation to program</p> <p><b>Financial:</b> Responsible for monitoring vaccine cold chain in clinic settings and responding to fridge failures to minimize loss of vaccine. Interpret MOHLTC Vaccine Stability guidelines to minimize vaccine wastage.</p> <p><b>Information:</b> Documents client personal health information and immunization service provision. Responsible for accessing, collecting, documenting, providing, generating information reports in accordance with agency policies and program guidelines. Aware of agency/service area/program policy and legislative requirements. Assists in the preparation of and provides presentations to a variety of audiences. Provides safe and secure transportation of confidential client records/database,</p> <p><b>Materials &amp; Equipment:</b> Participates in the development of materials and resources (e.g. displays, fact sheets, pamphlets, posters, promotional giveaways) for service delivery (e.g. workshops, presentations). Uses equipments such as computers, laptop and data projection monitors. Frequently transports and sets up equipment for immunization clinics and occasionally for presentation and displays. Provides safe and secure transportation of immunization supplies and vaccines.</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, telephone, and client interactions.</li><li>• Considerable attention to detail/visual concentration for computer/keyboarding, reading/critiquing materials (e.g. product monographs), selecting vaccines for administration.</li><li>• Considerable attention to individual health assessment related to immunization needs and eligibility.</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>• Moderate negotiation, conflict and crisis management related to client interactions, team functioning, and service delivery.</li><li>• Considerable listening and assessing of client concerns to determine appropriate interventions</li><li>• Considerable analysis required to determine the response to crisis situation e.g. adverse reactions to vaccines, need to call 911.</li></ul> <p><b>Physical:</b></p> <ul style="list-style-type: none"><li>• Moderate lifting/bending and moving objects involving weight up to 20 pounds/9 kilos</li><li>• Considerable sitting for computer and telephone work, meetings</li><li>• Considerable manual dexterity for keyboarding and administering injections.</li></ul>

Simcoe Muskoka District Health Unit, **POSITION DESCRIPTION**

**POSITION TITLE - Registered Nurse**

<b>WORKING CONDITIONS SPECIFIC TO POSITION:</b>
<ul style="list-style-type: none"><li>• RN work occurs in a number of settings ranging from standard office environment (HU office), school or community clinic settings, 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 i.e. community acquired infections, potential for needle stick injuries.</li><li>• Minimal work in isolation, depending upon program activities</li><li>• Moderate exposure to adverse conditions i.e. noise, temperature (hot, cold), and odours particularly in community settings.</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 Clinical Service \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

<b>POSITION HISTORY:</b>
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May 08

**Advanced:** ability to produce work with minimal supervision and guidance or need for revision.

**Intermediate:** ability to produce work with moderate input from manager, minor revisions required

**Basic:** ability requires considerable guidance and supervision to complete the work.

**Beginning level practitioner** has theory but little practical experience in producing work