



COMMUNITY HEALTH NURSE

JOB DEFINITION WORKSHEET



Name: _____ **Location:** _____ **Sheet 1 of 7**

Responsibility: Performs nursing and sanctioned/transferred medical and related practice functions to ensure patient well being

| Task | Standards | Targets / Expectations | Authority / Decision Level |
|-------------------------|--|------------------------|----------------------------|
| Performs general duties | <ul style="list-style-type: none"> • Follows regional policies and procedures established by Kitikmeot Region Health and Social Services • Follows policies and procedures established by Kitikmeot Health and Social Services Board in accordance with the Department of Health and Social Services • Follows Nursing Administration Manual policies and guidelines • Follows safety and security rules • Participates in Quality Assurance activities | | |
| 2. Makes Assessments | <ul style="list-style-type: none"> • Ensure accurate patient history including original complaint (includes charts and records on file) • Perform primary base line physical assessment against the norms • Perform secondary comprehensive physical assessment in area specific to primary complaint | | |
| 3. Makes Diagnoses | <ul style="list-style-type: none"> • Follow diagnosis guidelines and expanded role protocols • Performing diagnoses at competency level commensurate with experience/competencies as described in performance management manual | | |



Name: _____ **Location:** _____ **Sheet 2 of 7**

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| Task | Standards | Targets / Expectations | Authority / Decision Level |
|------------------------|---|------------------------|----------------------------|
| 4. Takes X Rays | <ul style="list-style-type: none"> • Have working knowledge of all X ray protocols including basic interpretation • Provide adequate protection from radiation as per protocols • X ray limbs and chest only and others as directed by an MD • All X rays must be read by a radiologist • Ensure follow up where required • Maintain equipment as per protocols | | |
| 5. Takes EKG's | <ul style="list-style-type: none"> • Follow EKG protocols • All EKG's must be sent out to be read | | |
| 6. Performs Lab Work | <ul style="list-style-type: none"> • Perform lab work as per lab manuals, protocols and MD's protocols • Provide adequate protection by following Universal Precaution Protocols • Follow up on all abnormal results • Familiar with operation of all lab equipment | | |
| 7. Provides Counseling | <ul style="list-style-type: none"> • Follows medical protocols for medical counseling e.g. STD's, abortion • Refer patient or situation to appropriate counseling agencies when assessment indicates a need beyond basic medical counseling as per protocols • Provides mental health counseling as required | | |



Name: _____ **Location:** _____ **Sheet 3 of 7**

Responsibility: Performs nursing and sanctioned/transferred medical and related practice functions to ensure patient well being

| Task | Standards | Targets / Expectations | Authority / Decision Level |
|--------------------------------------|--|------------------------|----------------------------|
| 8. Provides Treatment and Procedures | <ul style="list-style-type: none"> • Follow all treatment guidelines and protocols • Provides treatment at competency level commensurate with experience/competencies as described in performance management manual • Establish a follow up regime as per guidelines and protocols • Follow expanded role protocols • Refer patient to physician or appropriate medical agencies when assessment indicates a need beyond basic medical counseling | | |
| 9. Provide Pharmacy Services | <ul style="list-style-type: none"> • Follow regional and local Formulary Protocols and delegated authority in requisitioning, processing/handling, receiving stocking and dispensing pharmaceutical agents • Adheres to Narcotic Act of Canada • Ensure patient personal medications are refilled on time | | |



Name: _____ Location: _____ Sheet 4 of 7

Responsibility: Performs nursing and sanctioned/transferred medical and related practice functions to ensure patient well being

| Task | Standards | Targets / Expectations | Authority / Decision Level |
|----------------------------|---|------------------------|----------------------------|
| 10. Provide Emergency Care | <ul style="list-style-type: none"> • Available when on call • Provide professional support to patients on regular schedule or medivacs until transferred to another health care professional or facility • Possess a valid drivers license • Notify appropriate internal personnel and external agencies when required • Follow local crisis intervention procedures and disaster plans • Follow Medivac procedures • Ensure patients are transferred safely to other medical facilities • Travel on in light aircraft, auto, snowmobile and ATV under all weather conditions as required, but with right of refusal • Have survival training • Serve on a rotational basis as only emergency care for community for long hours with limited availability of relief personnel • Knowledgeable of WHMIS and radiation protection measures | | |



Name: _____

Location: _____

Sheet 5 of 7

Responsibility: Performs Administrative Functions

| Task | Standards | Targets / Expectations | Authority / Decision Level |
|---|---|------------------------|----------------------------|
| 1. Provides support and supervision | <ul style="list-style-type: none"> • Participates in the orientation, support and guidance of new nurses, Community Health Representatives, physicians, health care students and support staff • Contributes to the performance evaluations of staff as required • Delegates work assignments to Health Center staff • Plans for and assists physician, specialists and Regional staff visits as required • Develop and maintain good working relationships with colleagues, supervisors, professional and support staff | | |
| 2. Handles telephone or written inquiries from clients, administration, physicians and the general public | <ul style="list-style-type: none"> • Demonstrates a professional manner • Documents all phone calls received after hours as per log book protocol • Assertive, but not aggressive • Factual and empathetic • Listens effectively | | |
| 3. Maintains client and administrative records | <ul style="list-style-type: none"> • Maintains all records in a concise, accurate, detailed and confidential manner within professional and legal guidelines • Charts must be accurate and complete in S.O.A.P. format, legible and completed during visit or immediately after seeing client • List anecdotal information in appropriate descriptive detail on chart and highlight in red as per protocol e.g. no shows, narcotics, referred appointments • Complete all Flow Sheets and reports • Ensure charts are organized and in proper order • Operates all office equipment effectively | | |



Name: _____ **Location:** _____ **Sheet 6 of 7**

Responsibility: Community Involvement

| Task | Standards | Targets / Expectations | Authority / Decision Level |
|--|---|------------------------|----------------------------|
| 1. Establish good relationships and professional liaison | <ul style="list-style-type: none"> • Develop and maintain good working relationships with other agencies and the community • Provide professional health advice, and participate in community programs • Represent the Health Center in a professional manner • Attend scheduled inter-agency meetings and participate co-operative ventures, initiatives and information sessions • Provide leadership and co-ordination to assist in making Inter-agency initiatives work | | |
| 2. Deliver Public Health Programs | <ul style="list-style-type: none"> • Deliver Public Health Programs as set out by GNWT and Regional Physician updates. • Follow protocols set out for response to communicable disease incidents • Assume delegated duties to provide specific program leadership and liaison • Conduct formal and informal needs assessments to determine program needs • Attends and actively participates in staff meetings to exchange information and assist in ongoing program planning, implementation and evaluation | | |



Name: _____ **Location:** _____ **Sheet 7 of 7**

Responsibility: Professional Qualifications and Related Duties

| Task | Standards | Targets / Expectations | Authority / Decision Level |
|---|--|------------------------|----------------------------|
| 1. Maintain a thorough and sound working knowledge of current nursing practices, skills and knowledge | <ul style="list-style-type: none"> • Attend in-service sessions • Conduct self-directed studies • Pursue professional development activities including participation on committees • Obtain and maintain specialized competency certificates • Maintain a working knowledge of complex equipment, supplies and materials used in work | | |
| 2. Perform related duties, assignments and work on projects | <ul style="list-style-type: none"> • Contribute to the development, editing and preparation of Health education materials for radio, television, newspaper or use in the community in accordance with policy and media contact protocol • Perform duties of Supervisor, and Health Programs as requested • Travel to other communities to assist as needed and as directed • Assist preceptoring nursing students, ANSIP nurses and medical students | | |