

SUPERVISOR HEALTH PROGRAMS

JOB DEFINITION WORKSHEET

Draft

Name: _____ **Location:** _____ **Sheet #** 1

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

Task	Standards	Goal / Objective	Authority / Decision Level
Performs general duties	<ul style="list-style-type: none"> • Follows policies and procedures established by Kitikmeot Health and Social Services Board and 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 		
4. Takes X Rays	<ul style="list-style-type: none"> • Have working knowledge of all X ray protocols including basic interpretation • Provide adequate protection by following Universal Precaution Protocols • X ray limbs and chest only and others as directed by a MD • All X rays must be read by a radiologist • Ensure follow up where required • Maintain equipment as per protocols 		

Name: _____ **Location:** _____ **Sheet #** 2

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Task	Standards	Goal / Objective	Authority / Decision Level
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 • Complete lab work as per Doctor's established 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 		
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 		

Name: _____ **Location:** _____ **Sheet #** 3

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Task	Standards	Goal / Objective	Authority / Decision Level
9. 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 		
10. 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 		

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Sheet # 4

Responsibility: Community Involvement

Task	Standards	Goal / Objective	Authority / Decision Level
1. Establish good relationships and professional liaison	<ul style="list-style-type: none"> • Ensure that the community is involved and informed at all times with services provided by the Health Center • Work with all other health partners and agencies in the community for the benefits of the community by becoming an involved and supportive partner, attending scheduled inter-agency meetings and participating in co-operative ventures, initiatives and information sessions • Provide professional health advice, and participate in community programs • In representing the Health Center in general and handling comments and complaints from both staff and the general public, ensure that they are handled in a professional and dignified manner • Solicit recommendations and support from staff and general public 		
2. Health Promotion and Education	<ul style="list-style-type: none"> • Participate in special projects such as research, preparation of health education materials for radio, television or newspaper in accordance with policy on media contact 		
3. 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 • 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 #** 5

Responsibility: Supervision of Staff

Task	Standards	Goal / Objective	Authority / Decision Level
1. Supervise staff	<ul style="list-style-type: none"> • Oversee the activities of community health nurses, community health representatives, dental therapist, and lay pharmacy dispense people • Assist Administrator to conduct performance appraisals on Health Program staff • Conduct disciplinary interviews as required • Use nursing skills and nursing process to advise, instruct, guide and supervise nursing staff 		
2. Resource Development	<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 • Identify competency development requirements • Arrange In-service sessions • Performance reviews • Provide staff development through on and off site training opportunities • Assist preceptoring nursing students, ANSIP nurses and medical students 		
3. Team Building	<ul style="list-style-type: none"> • Conduct staff meetings to disseminate information, interpret policies and procedures, problem solve, continuously improve and team build for Health program staff • Develop and maintain good working relationships with colleagues, supervisors, professional and support staff 		

Name: _____

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Sheet # 6

Responsibility: Administrative Duties

Task	Standards	Goal / Objective	Authority / Decision Level
1. Oversee Health Programs	<ul style="list-style-type: none"> • Plan, control, co-ordinate and evaluate the provision of community health programs and services • Analyze statistics (i.e. morbidity, mortality, immunization) to evaluate nursing services and health programs 		
2. Responsible for medical, pharmaceutical and center supplies	<ul style="list-style-type: none"> • Submits purchasing requests for the Health Center • 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 		
3. Co-ordination of Specialist Visits	<ul style="list-style-type: none"> • Co-ordinate physician, specialist and other visits as requested by Supervisor of Health Programs 		
4. Budget	<ul style="list-style-type: none"> • Work with Center Administrator to develop and track to Center budget 		
5. Quality Control and Assurance	<ul style="list-style-type: none"> • Health Program files complete • Lab work done properly • Evaluate program and service delivery • Ensure that records, files and documents are secure and maintained according to professional and legal guidelines and protocols • Recommend and implement approved activities related to quality assurance 		

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Sheet # 7

Responsibility: Administrative Duties

Task	Standards	Goal / Objective	Authority / Decision Level
6. Perform related duties, assignments and work on projects	<ul style="list-style-type: none"> • Travel to other communities to assist as required • Perform duties of Supervisor, Health Programs as requested 		
8. 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 • Factual and empathetic • Listens effectively 		
9. Maintains client and administrative records	<ul style="list-style-type: none"> • Maintains all Health Program records in a 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 		
4. Administration and Procedures	<ul style="list-style-type: none"> • Ensures that proper medical, procedures are followed • Ensures that Health Program reports and documentation are done accurately and on time • Implements and monitors adherence to improved policies, procedures and programs • Recommends changes or improvements to policies, procedures and programs as required 		

Name: _____ **Location:** _____ **Sheet #** 8

Responsibility: Professional Qualifications and Related Duties

Task	Standards	Goal / Objective	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 		

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