

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00360	Pay Grade:	11
JD Title:	Nurse Practitioner	JD FTE Hours:	35
Job Family:	Healthcare		

General Description

Responsible for the provision of healthcare services as outlined by the scope of practice as a registered nurse in the extended class RN (EC). Provide hospital rounds and discharge planning and monitoring of health for patients in the hospital.

Representative Duties & Responsibilities

- Determine the need to involve other agencies with issues at the centre such as the security company, police, or Children's Aid.
- Treat and diagnose patients within the legal scope of the profession.
- Observe and monitor patient symptoms, and initiate identification of patient needs for further testing,
- Analyze patient test results and determine any necessary follow-up visits.
- Oversee new patient appointments and assess the need for referrals and consults.
- Perform specialized observations while assessing the needs of triage patients in order to determine when and where they should be seen.
- Perform crisis interventions when determining needs prior to involving other agencies with issues at the centre.
- Chart medical conditions and progress of patients including medical treatments and plans.
- follow up, referral, or immediate consultation with medical specialists.
- Read, process, interpret, and enter all medical reports and charts recorded at the centre on all patients.
- Document and compose medical letters for patients consulting with specialists as necessary.
- Complete literature and web searches on patient symptoms.
- Phone consultants for opinions and expertise.
- Complete various medical procedures including, but not limited to, ultrasounds and blood work.
- Calculate medication doses for prescriptions for various illnesses that can legally be prescribed by a nurse practitioner.
- Resolve office conflicts or problems as it may pertain to upset patients or emotional family members.
- Listen to patients regarding their concerns of medical complaints.
- Work collaboratively with other health professionals in the clinic including, but not limited to, social workers, public health, physicians, residents, interns, lactation consultants, nursing and nurse practitioner students, and co-op students.
- Handle complaints, greet visitors and provide them with literature about the center.
- Liaise with outside agencies to form community partnerships that will benefit patient needs.
- Instruct and monitor medical students, interns, residents, and nurse practitioner students.
- Complete presentations to outside agencies as requested.
- Oversee therapeutic counselling for patients who are dealing with varying issues.
- Communicate the results of tests or ultrasounds that may be traumatic and provide appropriate consulting.
- Provide professional health related medical advice to patients.
- Work with patients who are unhappy with their care and resolve conflicts.
- Facilitate regular staff meetings within the department.

Supervision

- Ongoing responsibility for supervising up to 9 casual employees at any one time.

Qualifications

- Bachelor's degree in Nursing and a Nurse Practitioner Post Graduate degree.
- Registered with the College of Nurses, Registered Nurses Association of Ontario.
- Cardiac Life Support Certification required.
- Requires a minimum of 2 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding when documenting and creating medical letters.
- A typical work day occasionally requires moderate physical effort for activities such as:
 - Prolonged periods of standing during shifts.
- A typical work day consists of up to 2 hours of high physical effort for activities such as:
 - Assisting large patients in lying down and sitting up.
 - Performing head to toe examinations.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Processing routine documents and medical letters for patients.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Advising patients on best course of action for their overall health.
 - Listening to patients regarding their concerns and medical complaints.
 - Completing various medical procedures including, but not limited to, ultrasounds and blood work.
 - Instructing and monitoring medical students, interns, residents, and nurse practitioner students.
 - Completing presentations to outside agencies as requested.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
 - Treating and diagnosing patients within the legal scope of the profession.
 - Analyzing patient test results and determining treatments and necessary follow-up visits.
 - Performing specialized observations while assessing the needs of triage patients in order to determine when and where they should be seen.
 - Performing crisis intervention when determining needs prior to involving other agencies with issues at maternity centre.
 - Overseeing therapeutic counselling for patients who are dealing with varying issues.
 - Communicating the results of tests or ultrasounds that may be traumatic and providing appropriate consulting.
 - Facilitating regular staff meetings within the department.

Working Conditions

Physical Environment:

- Frequently exposed to unpleasant odours from patients and body fluids.
- Frequently exposed to biological or repulsive substances from patient body fluids.
- Frequently required to adopt complicated preventive measures or wear protective equipment such as gloves and masks.

Psychological Environment:

- Occasionally advises clients of fetal demise, sexually transmitted disease, or need to contact Child Protective Services or the result of a call to CAS.
- Occasionally deals with emotionally charged situations that require listening, assistance, or support when speaking with immigrants that do not qualify for OHIP coverage or clients expecting immediate services.
- Occasionally required to carry out patient bookings.

Health & Safety:

- Risk associated with handling bodily fluids.
- Exposed to infectious diseases daily.
- Risk of back injury from moving large patients.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00360	Pay Grade:	11
JD Title:	Nurse Practitioner	Total Points:	681
Job Family:	Healthcare		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	6.0	128
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.5	17
	4. Interpersonal Skill	4.0	54
	5. Education and Experience	F3	123
	6. Dexterity and Coordination	3.0	21
Effort	7. Physical Effort	3.0	18
	8. Mental Effort	4.0	78
Responsibility	9. Planning and Coordination	2.5	37
	10. Responsibility for Others	3.0	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	4.0	93
Working Conditions	12. Physical Environment	3.0	18
	13. Psychological Environment	2.0	10
	14. Health and Safety	2.0	16