

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.

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|-------------|-------------------------|---------------|-----------|
| JD #: | JD00363 | Pay Grade: | 10 |
| JD Title: | Registered Nurse | JD FTE Hours: | 35 |
| Job Family: | Healthcare | | |

General Description

Responsible for optimizing students' physiological and psychological health and well-being through the administration of various health initiatives and procedures. Provides a supportive and nurturing environment to counsel and advise patients on options available in accordance with the respective code of ethics.

Representative Duties & Responsibilities

- Complete annual immunizations of students who will be entering clinical settings. Responsible for the safe assessment and administration of allergy serum.
- Complete minor and major dressing changes to patients after an injury or surgery.
- Collaborate with the Public Health Department with contract tracing and treatment of various communicable diseases including, but not limited to, meningitis, tuberculosis, and sexually transmitted infections.
- Provide first line support counselling to students who are experiencing a crisis and screen for risk of suicide.
- Deliver health teaching on a wide range of topics which requires knowledge of community resources and clinics and the ability to refer individuals to the appropriate areas.
- Remain current with new medical and nursing research findings in the field.
- Read pharmaceutical literature on new drugs in order to obtain information on adverse reactions, drug interactions, and standard dosage calculations.
- Meet with pharmaceutical representatives and arrange delivery for large inventories of drug samples.
- Assist in the review of, and make recommendations on, nursing policies for orientation of new staff including, but not limited to, guidelines for assessment of triage patients, phone advice, and allergy injection protocols.
- Assist with writing health teaching guidelines to ensure consistency of health teaching provided by registered nurses to students.
- Calculate doses by weight of medications to determine amount of medication to administer to patients.
- Dispense birth control medications to students at the Student Wellness Centre.
- Transfer prescriptions to and from pharmacies, when needed, and provide emergency extensions of prescriptions when appropriate.
- Independently assess, advise, treat, and transfer all overflow patients requiring care that day by triage with or without the presence of a physician.
- Assess and probe for information to determine the true nature of the patient's problems.
- Ensure confidential, accurate and concise documentation of patient information.
- Maintain and safeguard confidential patient information and discern the authenticity of requests for medical information and chart transfers.
- Persuade patients to agree to transportation into the clinic for further care, assessment, and counselling by a nurse.
- Provide individual or personal counselling to patients in a crisis sometimes requiring skills of negotiation and mediation and encourage patients to receive the appropriate health care.
- Extend common courtesy to parents and significant others of patients when they call or visit, while maintaining patient confidentiality.
- Explain and educate patients' specific medical conditions and treatment in terms that they will understand.
- Instruct and train new staff during orientation to the clinic for both computerized health records and clinic policies and procedures.
- Train and teach nursing students when precepting their clinical placements. Complete clinical evaluations and meet

Representative Duties & Responsibilities

with student's tutor to review.

- Advise patients on continuing treatment at home and liaise with pharmacies to ensure the timely initiation of patients' medications.
- Advocate to patients to live a healthy lifestyle which includes promoting proper nutrition, exercise, stress management, sexual health, healthy relationships, and mental health.
- Assess the psychological well-being of patients and determine if security measures are needed to avoid violent confrontations in the facility.
- Provide nursing treatment and care such as administering injections, dressing wounds, suture removal, ear syringing, and monitoring patient vital signs. Initiate appropriate specimen testing and proper gowning to prepare for medical assessment.
- Ensure safe and accurate collection of laboratory specimens and completion of necessary requisitions.
- Track all outgoing cytology specimens, ensuring quality control and receipt of results.
- Collaborate with physicians and other staff to facilitate the appropriate provision of primary care.
- Arrange and organize appropriate patient information for transfers to tertiary care centres.

Supervision

- Ensure adherence to quality standards and procedures for short-term staff, nursing students on clinical placement, and volunteers.
- Provide orientation and show procedures to others.

Qualifications

- Bachelor's degree in Nursing.
- Requires 3 years of relevant experience.
- Must be a member in good standing with the College of Nurses of Ontario.

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 completing forms and patient documentation.
- A typical work day consists of greater than 3.5 hours of moderate physical effort for activities such as:
 - Prolonged periods of standing and walking during shifts.
- A typical work day occasionally requires high physical effort for activities such as:
 - Assisting patients from wheelchairs and occasionally transferring patients.
 - Catching and supporting the weight of patients who faint.
 - Bending over to give injections and monitoring vital signs of patients on low lying cots.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting routine information, filing documents, and responding to routine inquiries.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Delivering health teaching on a wide range of topics.
 - Monitoring and observing patients.
 - Persuading patients to agree to transportation into the clinic for further care, assessment, and counselling by a nurse, as required.
 - Advising patients on continuing treatment from home.
 - Instructing and training new staff during orientation to the clinic for both computerized health records and clinic policies and procedures.
 - Training and teaching nursing students when precepting their clinical placements.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
 - Assessing and probing for information to determine the true nature of the patient's problems.
 - Providing first line support counselling to students who are experiencing a crisis and screening for risk of suicide.

Working Conditions

Physical Environment:

- Frequently exposed to unpleasant odours from bodily waste.
- Frequently exposed to biological or repulsive substances from bodily fluids.
- Frequently required to personal protective equipment such as goggles, masks, gloves and gowns when caring for patients.

Psychological Environment:

- Occasionally required to deal with threats to safety from patients in crisis.
- Occasionally required to deal with patients suffering from the death of a family member or other trauma.
- Frequently required to counsel distressed patients who may not receive the service they desire.
- Frequently required to deal with multiple requests, communications, and simultaneous deadlines.

Health & Safety:

- Exposed to infectious disease while giving injections, completing dressing changes, or providing first aid to potential high risk HIV, Hep C, and MRSA patients, and also exposed to other communicable diseases through handling bodily fluids.
- Exposed to airborne respiratory infections.
- Exposed to toxic chemicals such as disinfectants containing phenyl phenol, ethanol, isopropanol, and benzalkonium chloride.
- Risk of needle stick injuries and possible cross-contamination.
- Occasionally required to lift patients from wheelchairs, or to try to support patients who have fainted.
- Pour and handle liquid nitrogen.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

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|-------------|-------------------------|---------------|------------|
| JD #: | JD00363 | Pay Grade: | 10 |
| JD Title: | Registered Nurse | Total Points: | 610 |
| Job Family: | Healthcare | | |

| Factor | Subfactor | Level Rating | Points |
|---------------------------|--|--------------|--------|
| Skill | 1. Applied Reasoning and Analytical Skills | 5.5 | 116 |
| | 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 | E3 | 100 |
| | 6. Dexterity and Coordination | 3.0 | 21 |
| Effort | 7. Physical Effort | 3.0 | 18 |
| | 8. Mental Effort | 3.0 | 55 |
| Responsibility | 9. Planning and Coordination | 3.0 | 46 |
| | 10. Responsibility for Others | 2.0 | 33 |
| | 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 |