

# **CITY OF KAWARTHA LAKES FAMILY HEALTH TEAM**

## **POSITION DESCRIPTION FAMILY HEALTH REGISTERED NURSE**

<b>POSITION:</b> FAMILY HEALTH NURSE <b>STATUS:</b> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>	
<b>DEPARTMENT:</b> PRIMARY CARE <b>REPORTING TO:</b> EXECUTIVE DIRECTOR	
_____	_____
<b>EMPLOYEE NAME</b>	<b>DATE</b>
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<b>APPROVAL SIGNATURES</b>	
_____	_____
<b>EXECUTIVE DIRECTOR</b>	<b>DATE</b>

### **PURPOSE**

The Family Practice Nurse is responsible for delivering comprehensive nursing care as established by the standards of the College of Nurses of Ontario. The nurse will assess, plan, implement and evaluate the nursing care for clinic patients. The nurse will perform nursing duties as a part of the inter-professional team. It is expected that the nurse will seek opportunities to improve levels of service, recognizing the needs and expectations of the patient and the clinic.

The Family Health Nurse may have a specialty focus such chronic disease management, wound care, well woman/well baby, or geriatrics. Working in collaboration with an interdisciplinary team, the Family Health Nurse will share expertise and knowledge with the patients and other members of the team.

### **Accountability:**

The Family Health Nurse is to practice within the scope and according to the standards of practice as outlined in the following documents:

- College of Nurses of Ontario's "*Practice Standards*" ([www.cno.org](http://www.cno.org))
- *Nursing Act* (1991) and
- *Regulated Health Professions Act* (1991)

## **DUTIES AND RESPONSIBILITIES**

### **Assessment**

- Screens, prioritizes and processes client referrals.
- Coordinates the assessment of client health status.
- Reviews client clinical information obtained through physician referral, laboratory reports and health records.
- Conducts consultations with clients to obtain relevant information and assess client health learning needs.
- In partnership, conducts assessments of a community, group or population in relation to their health needs and capacity using appropriate tools and resources.
- Continually updates assessments as patient status changes.

### **Planning**

- In collaboration with Family Physician and/or NP develops and discusses appropriate individualized care plan with the client / family / caregiver based on best practices.
- Develops and discusses appropriate individualized health care plan with the client based on best practices.
- Based on evidence and best practice and in partnership with other community partners, collaborates in development of goals and objectives, services and activities, outcome measures and evaluation for individual, group or population programming.
- Reviews current literature / resources to support preparation of education materials and tools.

### **Implementation**

- Works in collaboration with interdisciplinary team to safely and effectively provide appropriate primary care to clients.
- Provides health education, health promotion and disease.
- Provides health information and counselling to patients and families across the continuum of health care, including immunization, chronic disease management, well woman/well baby and family care.
- Performs technical nursing interventions including injections, changing Dressings, wart treatment, ear syringing, ECGs, 24 hour BP monitoring,
- Recommends and adapts teaching to the client's identified health needs, revising treatment protocols as required.
- Facilitates group educational sessions and activities using the principles of child, youth, adult or older adult learning.
- Participates in community capacity building activities as opportunities arise or are created.
- Documents using client health record, refers to other resources and arranges follow-up as necessary.
- Co-ordinates with other agencies.
- Provides communication with other team members, the hospital and community as required to ensure smooth transition for care between care sites.

**Evaluation**

- Evaluates client comprehension and compliance to the care plan by reviewing clinical and learning outcomes.
- Participates in the evaluation of outcomes of group, population or community programming and its effectiveness.

**Reporting**

- Participates in preparing statistical reports for the CKLFHT and the Ministry of Health and Long-Term Care.

**Team Development**

- Works effectively within an interdisciplinary team, in varied practice settings, to improve access to primary care for the residents of the City of Kawartha Lakes. The “client” may be an individual, a family, a target group or a community.
- Provides case study healthy living consultation, conducts in-services and workshops for team members, other health professionals and community partners as appropriate.
- Promotes awareness of the FHT’s services and programs.
- Actively participates in staff, team and committee meetings as appropriate.
- Participates in the development, planning and evaluation of treatment, education, counselling and health promotion activities of the FHT.

**Professional Development**

- Maintains and develops professional competence through ongoing professional development. Fully participates in the Quality Assurance Program of the College of Nurses of Ontario.
- Stays current and aware of opportunities to implement new, evidenced-based methods of client assessment, treatment and programming.
- Participates in self-directed learning to ensure that practice remains relevant by attending professional conferences, e-learning and journal reviews.
- Participates on interdisciplinary committees to promote professional / interpersonal development.
- Participates in clinical projects / studies as required.

**Communication**

- Communicates effectively with health care team members to be a part of a cohesive team and seamless services to the community.
- Communicates effectively with all clients, families, peers, other health care professionals and community partners.
- Participates in interdisciplinary meetings as required.

**Related duties**

- Models the values and philosophy of the FHT.
- Exhibits a commitment to life-long learning.
- Maintains confidentiality of team, personnel and client information.
- Facilitates appropriate in-house and external education sessions.
- Assists with planning and attend special events.
- Performs other associated duties as required.

## **SPECIFICATIONS**

### **EDUCATION / EXPERIENCE**

- Baccalaureate of Science in Nursing required or equivalent experience.
- Current registration with the College of Nurses of Ontario required.
- Current membership with Registered Nurses Association of Ontario preferred.
- Basic CPR certification.
- Current Ontario Drivers' License.
- Demonstrated experience in Community and/or Primary Care Setting.
- Demonstrated experience in the area of specialty as appropriate.

### **SKILLS / ABILITIES:**

- Knowledge and proficiency in current, evidenced-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction.
- Superior skills in organization, research, evaluation, time management, communication and interpersonal skills.
- Proficiency in the use of the computer hardware and software, particularly in Microsoft Word, Excel, Outlook.
- Desire and ability to update knowledge and skills through various means including technology-based opportunities, courses, workshops and conferences.
- Multi-tasking skills related to the delivery of efficient primary care including the ability to share information and teach while treating a patient.
- Excellent verbal and written communication skills.
- Exhibit an ability to be open and non-judgemental.
- Knowledge of the goals and structure of the organization, the policies and procedures and the programmes.

### **EQUIPMENT USED:**

Computer, printer/scanner/fax, photocopier, telephone, AV equipment including multi-media projection unit, hand-held, some assessment tools such as scales, various teaching aids.

**CONTACTS:**

<b>INTERNAL</b>	<b>EXTERNAL</b>
Executive Director	Ministry of Health & Long-Term Care
Family Health Team Physicians and Administrators of the FHT	Central East Local Health Integration Network
Contracted Professional Staff (specialists such as internist, cardiologist, orthopedic specialist...)	Community health and social services agencies
Employees, including interdisciplinary health professionals and clerical staff	Non-Government Organizations
Contracted administrative support	RNAO
Clients / Families	College of Nurses of Ontario
Groups, Target Populations	Peers, other FHT CDM Coordinators
	Service Providers and Vendors
	General Public

**PHYSICAL DEMANDS:**

Moderate to High: The position requires minimal physical effort and the workday comprises roughly of equal amounts of standing and sitting, with frequent position changes. This position may involve routine exposure to persons with contagious or infectious illnesses and requires constant attention to infection control procedures

**MENTAL DEMANDS:**

The Family Health Nurse must be able to make decisions based on the best information and evidence that is available. This position requires the RN to exhibit creativity and exceptional problem solving skills. The RN may be exposed to circumstances, which include unpredictable emotions and behaviours, as clients are dealing with new diagnoses, changes to lifestyle and self-management.

**FINANCIAL RESPONSIBILITY:**

The Family Health Nurse must be able to give input into the development of a budget And work effectively within the parameters of a given budget.

**IMPACT OF ERRORS IN JUDGEMENT:**

Poor decisions and/or omissions can impact harmfully on client health. The level of impact could range from very low to extremely high.

Poor interpersonal skills could impact negatively on relations with staff, community partners, clients and public. The level of impact could range from very low to moderate

**WORK ENVIRONMENT:**

***FHT Clinic – City of Kawartha Lakes***

The work environment will primarily be in well-lit, well-ventilated clinical and educational spaces that are furnished ergonomically. Exam rooms are spacious, well equipped and supplied. Personal office space may or may not be shared.

***FHT Satellite or outreach sites***

Environment may vary depending on location. Ergonomics, health and safety of the RN will be an important consideration when the location is furnished and equipped. It may be required to bring some requisite equipment and supplies when reporting to work in these environments.

***Other***

Due to the collaborative nature of this position, the RN will be required to attend meetings at other organizations offices. Travel may be required between sites, client homes and elsewhere. Travel related to the fulfillment of this position description will be reimbursed.

**REPORTING RELATIONSHIPS**

The Family Health Nurse reports to the Executive Director. In clinical matters, the RN collaborates with physicians and other FHT members to provide the most efficient, appropriate primary care to a client of the FHT. The RN collaborates with other community health partners to deliver appropriate services and programs to the community.

**APPROVAL SIGNATURES:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Mike Perry, Executive Director  
CKL Family Health Team

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date