



## Woodbine Family Health Team –Nurse Practitioner Job Description

**Title:** Part-Time Nurse Practitioner

**Reports to:** Executive Director or Designate

**Starting Salary:** TBD

### **POSITION SUMMARY**

The Nurse Practitioner will work in collaboration with physicians and allied health professionals as a member of the Family Health Team in the provision of primary health services. The Nurse Practitioner provided services to clients who include the individual throughout their life span, the family and the community, with a strong emphasis on health promotion, patient education and disease prevention.

The Nurse Practitioner provides primary care functions and participates in the development, implementation, monitoring and evaluation of programs and services of the Family Health Team for the individuals, families and Rexdale/Malton neighbourhoods and surrounding areas.

### **QUEALIFICATIONS**

The Nurse Practitioner 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)
- Council of Ontario University Program in Nursing Primary Health Care Nurse Practitioner Program Certificate (or recognized equivalent)
- Baccalaureate of Science in Nursing required, Master of Science in Nursing preferred
- Current registration with the College of Nurses of Ontario as an Nurse Practitioner required
- Current Membership with RNAO and evidence of liability insurance
- Current Ontario Driver's License
- Demonstrated experience in Community and/or Primary Care Setting
- Satisfactory Criminal Record and Vulnerable Person check

### **KNOWLEDGE AND ABILITIES REQUIRED TO SUCCESSFULLY PERFORM THE JOB**

- Knowledge and proficiency in current, evidence-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction
- Superior time management, communication and interpersonal skills
- Proficiency in the use of the computer hardware and software, particularly in Microsoft Word, Excel, Outlook and Powerpoint
- Prior experience and knowledge of electronic medical record is an asset



- 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-judgmental
- Knowledge of the goals and structure of the organization, the policies and procedures and the FHT programs
- Ability to communicate clearly, both in written and verbal form, to groups and individuals
- Proven team player
- Commitment to life-long learning
- Ability to work in a fast-paced environment and adapt to evolving program expectations
- Demonstrated flexibility to meet job requirements while maintaining healthy personal boundaries
- Ability to work with diverse population of staff, patients, students, visitors and volunteers

## **POSITION RESPONSIBILITIES**

### **Patient Care**

#### **Assessment**

- Working within the scope of practice of the Nurse Practitioner, performing a comprehensive health and/or symptom directed assessment
- Synthesize data from multiple sources to make a diagnosis as part of the health care team
- Spend adequate time with the patient to determine the presence of existing and potential health problems, with major focus on related lifestyle, psychological, sociocultural and environmental risk factors which may influence the patient's health status-deals with these personally or by referral to or in consultation with, mental health therapist, dietitians, family physicians, specialists, alternate allied health providers, specified programs/agencies
- In accordance with philosophy of primary health care, encourages clients and families to take responsibility for their own health by involving them in risk factor and health problem identification, goal setting and the choices of interventions for disease treatment and prevention, and health promotion
- Works collaboratively and in consultation with the Family Health Team physicians and specialists as defined in Nurse Practitioner scope of practice "Expectation for consultation with Physicians"
- Works within medical directives as established and approved by the Family Health Team
- Uses case management and care path model for chronic illnesses management in continuum of care



- Determines the need for orders from approved list and interprets the results of screening and diagnostic laboratory test, within the scope of practice
- Determines the need, orders and interprets reports of diagnostic imaging, diagnostic ultrasounds, CT Scans, MRI etc. within the scope of practice
- Keeps complete, accurate, legible and timely records of patient's visits, which will provide information to assist other practitioners in continuing the patient's care
- Sees patients at the clinic with scheduled, walk-in and urgent appointments during regular and extended hours
- Sees patients in the community through home visits during regular and extended hours

### **Treatment/Management/Planning**

- Provides advanced nursing care and treatment (including pharmacological complementary therapies and/or counseling interventions for health Problem
- Monitors ongoing therapy of patients with chronic stable illness by providing effective pharmacological, complementary or counseling interventions
- Prescribes medications included in the Schedules of the Regulations to treat disorders within the Nurse Practitioner scope of practice
- Collaboration with physicians, independently and with other allied health providers to develop and discuss appropriate individualized care plan with the patient's family/caregiver based on best practices
- Document using patient's health records, refer and arrange follow-up as necessary
- Implement strategies to promote health and prevent disease with individuals, families and groups
- Target strategies to foster independent and healthy lifestyles with the chronically ill medical population
- Synthesizes information from individual patients to identify broader implications for health within the community
- Assesses and manages the care of families, in collaboration with team members
- Uses community assessment data to identify community needs and resources and develops, implements and evaluates appropriate programming
- Ensures that encounter forms and other statistics have been recorded and participates in their analysis

### **Team Related**

- Supports the mission, vision and goals of the Family Health Team
- Participated in the development planning and evaluation of treatment, education, counseling and health promotion activities of the Family Health Team
- Promotes awareness of Woodbine Family Health Team's services and programs
- Actively participates in staff and team committee meetings as appropriate



- Provides leadership and mentorship to Nurse Practitioner students that enter the FHT on a placement
- Participates in the education of the other health professional students
- Uses community assessment data to identify community needs and resources to develop, implement and evaluate appropriate programming
- Ensures that encounter forms and other statistics have been recorded and participates in their analysis
- Adhere to FHT policies and procedures
- Acts as mentor and supporter to members of the FHT team and students
- Participate in clinical team meetings, task groups and community events

### **Community**

- Act as a representative for the FHT as a whole in all interactions in the community with permission from the Executive Director
- Promote the FHT's interest in the community
- Collaborate with other health care providers by participating in coordination of patient care planning and follow up

### **Administrative**

- Research and submit reports/outcomes as required
- Arranging priorities as necessary to perform tasks
- Knowing established work and administrative procedures
- Maintains confidentiality of team, personnel and patient information
- Ensures adherence to the freedom of information and protection of privacy
- Exercises reasonable care with caution in protecting confidential and sensitive information related to patients and staff
- Performs other duties as required

### **Professional Development**

- Maintains and develops professional competence through ongoing professional development. Fully participates in the Quality Assurance Program of the College of Nurses in Ontario
- Stay current and aware of opportunities to implement new, evidence-based methods of patient 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



## **WORKING CONDITIONS**

- Up to 17.5 working hours per week, between 9am and 8pm with one Saturday morning as required
- Work with staff, volunteers, students and members of the community from variety of educational backgrounds and approaches

*Note: The above is intended to describe the general nature of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities associated with this role. Nurse Practitioner may be assigned other related duties in consultation with the Executive Director.*