

JOB DESCRIPTION

POSITION TITLE:	NURSE PRACTITIONER
PROGRAM:	Primary Health Care
REPORTS TO:	Primary Health Care Services Director

Job Summary

The Nurse Practitioner works with a multi-disciplinary primary care team in the provision of primary health care services, to the clients of the Centre with a strong emphasis on disease prevention and health promotion.

Job Specific Responsibilities

- Provides ongoing, comprehensive primary medical care to clients of all ages attending the Centre and community clinics at Carling Family Shelter and Woodroffe High school; within the scope of a nurse practitioner including appropriate assessments and diagnosis, counseling, screening, referral, education, treatment and follow-up; in consultation with physicians for medical diagnosis, treatment and referral, as necessary.
- Keeps complete, accurate and timely records of client care. Ensures community clinics have necessary supplies and is in readiness for client service.
- Sees clients at the Centre with scheduled and urgent appointments, and in the community through outreach, clinics and home visits, during regular and extended clinic hours.
- Provides appropriate support and consultation to other primary care staff.
- Helps to maintain the client reference library, and participates in the preparation of new materials for client education.
- Participates in regular chart reviews and case conferences.
- Provides health promotion activities as appropriate to the position.
- In consultation with the Health Services Manager and clinic staff, develops policies, procedures and protocols for client management and for quality care.
- Participates in the establishment and maintenance of a program for continuing staff education, in consultation with Centre health professionals.
- Participates actively in information sharing within the clinic team and other PQHCS programs.
- Acts as a health resource to staff and programs.
- Assists in the collection and analysis of relevant data for administration, planning and evaluation.
- Works with internal and external service providers and with relevant community groups.
- Participates in the development of primary care and health education programs based on client and community identified health needs.
- Participates in community outreach activities, related to primary health care.

Common Responsibilities

- Working in a manner that preserves confidentiality and seeks to minimize risk in keeping with Privacy and Confidentiality Policies and Procedures.
- Working in a manner that incorporates health promotion and recognizes the determinants of health.
- Incorporating and strengthening collaborative and interdisciplinary teamwork.
- Respecting and valuing the diversity of communities and individuals.
- Contributing to the Centre's activities to collect, analyse and report on data and relevant information, and participate in research.

- Maintaining competence, and where applicable, a professional licence to practice.
- Supporting the Centre's student and volunteer placement programs.
- Promoting awareness of and participation in Centre activities.
- Contributing to the Centre's work by participating in meetings and committees.
- Working during both regular and extended hours of operation in locations identified by the Centre.
- Contributing to the Centre's practices of hiring, orienting and training of staff.
- Contributing to the Centre's efforts to secure and maximize resources for current and new programs, services and activities.
- Participating in the Centre's efforts to enhance its capacity through staff development.
- Working in a manner that supports the Centre's Occupational Health and Safety Policies and Procedures.

Qualifications

- Baccalaureate Degree in Nursing.
- Registration in the Extended Class with the College of Nurses of Ontario.
- Two years of nursing practice in the Nurse Practitioner role in a primary care setting.
- Nursing experience working with low income families and multicultural communities.
- Fluency in both official languages is desirable.
- Basic computer skills an asset.

Revised: February 2004

Employee Signature