

Job Class Profile: Community Health Registered Nurse I**Pay Level: NS-30 Point Band: 842-892**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	6	3	6	4	5	5	2	5	
Points	280	100	19	29	120	108	103	43	54	856

JOB SUMMARY

The Community Health Registered Nurse I provides all aspects of public health nursing and/or continuing care nursing programs within an assigned region of the province. Promotes and assists the community in maintaining a healthy lifestyle and treating and preventing illness. Work may include client assessment, intervention, and delivery of nursing care and services, health education, delivery and promotion. Within the Continuing Care Program the client population primarily covers individuals recovering from acute episodes of illness or surgery, individuals with chronic diseases and debilitating conditions, and individuals at the end of life stage. Within the Public Health Program the client population is primarily children and their parents.

Key and Periodic Activities

For those focusing on Continuing Care:

- Conducts home and clinic based treatments and reviews. This includes accepting and managing referrals from the health care system and client self referral, conducting client assessments (i.e. evaluating eligibility of clients for personal care homes, long term care, home support services and health supply and equipment needs), developing a plan of care to educate, teach care-givers select nursing functions, conduct intervention (i.e. wound care and medication administration, counselling) and support for clients, review immunization records, provide telephone advice to clients not active on existing programs.
- Maintains client records, maintains assessment and session notes, records/submits reports and statistics, discusses client care in a health care team environment to ensure complete client care is provided.
- Monitors client care levels in Personal Care Homes for compliance with Provincial Standards.
- Manages the community health nursing office and functions as the contact person for any office related issues. Orders and maintains supplies.
- Preceptors and mentors student nurses.
- Attends education in-services.
- Provides community outreach which includes conducting education sessions and flu and immunizations clinics.
- Educates staff of Personal Care Homes and Home Support Workers in medication administration and wound care.

For those focusing in Public Health:

Key and Periodic Activities

- Works with individuals and community groups to plan, develop, implement and evaluate client-focused wellness programs.
- Provides nursing services to a variety of clinics such as Child Health/Immunization, Pre-school Health Checks, Adult Immunization/Foreign Travel, etc. Provides vision and hearing screening to schools and health facilities upon request.
- Provides educational sessions or home visits to inform clients on issues such as prenatal care (breastfeeding, labour and delivery), postnatal care (care of self and child on discharge), communicable diseases, women's health, diabetes and heart health.
- Assesses babies from birth to 18 months for weight, length, physical abnormalities, etc.
- Targets identified needs of communities and delivers educational sessions, or advocates for health resources.
- Performs administrative duties including maintaining statistics, and ordering supplies.
- Attends education in-services.
- Liaises with other health professionals on Individual Support Service Plans.

SKILL

Knowledge

General and Specific Knowledge:

- Public and Community Health nursing.
- A variety of patient care, assessment and treatment procedures, and operation of equipment necessary to administer treatments.
- In-home treatment programs and caregiver/client education.
- Public Health issues and training/education delivery techniques.
- Current knowledge of trends, research and developments within nursing and related field.

Formal Education and/or Certification(s):

- Minimum: Completion of an Undergraduate Degree in Nursing from an approved college or university, or graduation from a School of Nursing with a Diploma/Certificate in Public Health/Community Health Nursing; Registration with the Association of Registered Nurses of Newfoundland and Labrador; BLS Certification; possession of a valid Class 5 Driver's License in the Province of Newfoundland and Labrador.

Years of Experience:

- Minimum: Up to 3 years experience.

Competencies:

- Ability to provide in-patient and out-patient client care, including assessment, program development and treatment.
- Ability to work in a multi-disciplinary team as well as independently.
- Ability to operate medical equipment such as IV pumps, audiometer, etc.
- Ability to communicate clearly in writing to document client files.
- Effective communication skills to actively listen and explain treatments/programs to clients.
- Proficiency in use of various computer software packages for documentation purposes.

Interpersonal Skills

- Interpersonal skills are used for collaborating on client care with employees in the immediate work area, the department, the interdisciplinary team and in some cases staff in Personal Care Homes, and communicating with clients to provide nursing care.
- Communication is required for effective listening, interviewing and developing collaborative relationships to gain client's trust thus enabling the client to feel comfortable and disclose their issues and problems so proper care can be provided; the ability to communicate with people with varying levels of comprehension; to provide nurturing and caring to deal with upset client and family members; making formal presentations to impart public health information to interested parties and teach nursing skills; facilitating group sessions; and dealing with upset or angry people who are not eligible for certain services.
- The most significant contacts are clients, care-givers and supervisor/manager.

EFFORT

Physical Effort

- The demands of the job occasionally results in fatigue, requiring periods of rest.
- Occasionally required to lift or move educational materials, nursing supplies up to 25 lbs. and occasionally helping to reposition patients or lift children up to 50 lbs.
- Regularly is required to sit at a computer to input data, stand and/or walk during client visits and clinics and to drive motor vehicles to visit client homes and Personal Care Homes. There is an occasional requirement to work in awkward or cramped positions when administering needles.
- Fine finger movements requiring precision and the use of hand tools when inserting needles and removing sutures is required on a regular basis.

Concentration

- **Visual** alertness is required when completing computerized charting, assessing wound beds, performing physical assessments and mixing medication.
- **Auditory** alertness is required when listening to information from clients, co-workers and physicians.
- Other sensory demands such as **smell**, is used to identify infected wounds, and **touch** is used for land marking injections and lumps.
- **There is alertness required to ensure the health and safety** of clients; and concentration is required when driving to visit clients and when administering immunizations to large crowds.
- Higher than normal levels of attentiveness is needed when mixing and administering medications.
- **Time pressures and interruptions** are experienced when conducting emergency assessment for placements or home supports, and when there are excessive referral volumes and when giving school immunizations. There is occasional **lack of control over the pace of work** primarily when unscheduled clients arrive.
- There is a need for **eye/hand co-ordination** when providing wound care, driving to appointments, administering medications, and performing computer work.
- **Exact results and precision** is required when entering client data in the computer, giving injections and taking blood pressure

Complexity

- Complexity varies. On a regular basis tasks vary between being repetitive and well defined, to problems where limited guidelines or procedures exist, and occasionally there is limited opportunity for standardized solutions requiring problem definition, analysis and solution development. At times, a team setting is required to search for problem solution.
- Typical complexities include assessing individual client needs and determining the optimal solution to ensure the client has a good positive feeling after the session, or determining how best to manage a wound to promote health and healing. Another typical complexity is lack of or breakdown in caregiver supports where immediate action is required of the interdisciplinary team to develop a plan of care. From the public health perspective, the complexities revolve around educational sessions where each participant has their own challenges and the incumbent must try to target each different challenge to make the session beneficial for all participants. From an immunization perspective, a complexity arises when students are absent from school on immunization day and the nurse must be aware of this and maintain accurate records for follow up immunization.
- Complexities tend to be resolved through use of available supports such as obtaining advice from co-workers, following guidelines, manuals, policies and procedures, referring to training/experience, and working with a client/team to develop an optimal solution for clients.

RESPONSIBILITY

Accountability and Decision-Making

- Tasks and activities are generally prescribed and controlled, however, independent action is required for the majority of tasks/duties.
- Has the ability to decide on the schedule and frequency for clients/patients visits, the type of services to provide a client and adjustments to treatment, implement short term home support and palliative care services, and arrange personal schedules to allow for flex time and night time home visits, determine which clinics to offer and the services to provide to the clients.
- Requires prior approval to implement long-term home support, request extra staff, and accept a referral that falls outside of program guidelines.
- Exercises a high degree of independent discretion and judgement in determining appropriate wound care, and the actions taken when visiting a client in their home (i.e. admitting to the Emergency Department based on presenting conditions, engaging Child, Youth and Family Services to work with the client), and when to vaccinate clients living in remote clinical areas and geographic locations where the incumbent is the only health professional for the area.

Impact

- Work performed has impact on the immediate work area, the department and clients.
- Resources impacted include equipment, information, finances, material and human resources, health and safety, corporate image and the client. The most significant impact is on the clients based on the treatment and information provided to them, and their health and safety.
- There can be both positive and negative impacts on the quality of care provided to clients (i.e. providing proper treatment and medication) with any errors or mistakes usually detected and corrected within hours of problem identification.
- Tasks are generally prescribed and controlled based on professional standards, policies, and procedures. A typical example of a mistake or error would be administration of incorrect

medication or vaccine which would generally be detected by the employee, client or the next nurse assigned to the client.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides some on-the-job advice, guidance, direction, feedback, orientation and training on occasion, when, based on workload, other employees are brought in. Additionally, is required to preceptor nursing students by delegating/allocating tasks, and organizing and co-ordinating work, may provide advice and training to staff in areas of expertise,
- Occasionally assumes a team lead role in organizing various activities (i.e. school health living); or on ISSP team as intake lead for new referrals.
- Occasionally assumes a project leader role for school activities such as safe kids committees, organizing activities such as healthy heart day, and co-ordinating annual clinics.

WORKING CONDITIONS

Environmental Working Conditions

- Required to use protective equipment such as gloves/masks/gowns/goggles, when dealing with communicable diseases, and during administration of certain medications, as well as carry containers to dispose of needles and biohazard bags.
- Generally there is a limited likelihood of injury or illness if safety precautions are followed.
- Work is typically performed in a medical clinic, at client's homes or in a Personal Care Home setting. When working directly with the client there is exposure to bodily fluids and waste when giving immunizations, changing wound dressings and during child clinics (urine/blood/feces) and to driving when commuting to client visits.
- There is regular exposure to sharp objects such as needles when giving injections and scissors when removing sutures.
- There is occasional exposure to noise during side by side clinics, dirt/dust/filth/garbage in client homes, glare of computer monitors, hazardous chemicals when administering home chemotherapy programs, infectious diseases when having contact with clients, odours from wound drainage and bodily fluids, lack of privacy when clinics are in close proximity, isolation when working alone at night and during night commutes to visit clients, awkward or cramped positions when many family members are in a small space when working with babies during clinics, physical threats from violent home situations, unfriendly pets, and adverse weather conditions when travelling to meet clients.