

Job Class Profile: Community Health Registered Nurse II**Pay Level: NS-31 Point Band: 893-943**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	6	3	4	5	6	6	3	4	
Points	280	100	19	19	150	130	124	64	43	929

JOB SUMMARY

The Community Health Registered Nurse II provides advanced professional nursing work in co-ordinating and overseeing community health nursing work in an assigned region of the province. Provides assessment, planning, development, co-ordination, implementation and evaluation of community programs, and oversees the activities of community health registered nurses engaged in aspects of traditional public health and/or continuing care nursing programs.

Key and Periodic Activities

Performs all or some of the following activities:

- Plans, organizes, and co-ordinates a nursing health related program (i.e. community, communicable diseases, immunization, personal and long-term care placements, parent child health, home IV, vaccination clinics, etc.), and may oversee the activities of community health registered nurses engaged in aspects of the particular program.
- Provides lead direction on nursing health related program issues or investigations including surveillance and monitoring; identifies trends and issues regionally, provincially, and nationally through review and analysis of current research, health information, and community needs assessments; prepares proposals and/or budgets for overall program development; coordinates the distribution and promotion of regional, provincial, and national recommendations as they relate to program; represents the department or chairs interdisciplinary committees, focus groups, boards, networks and coalitions to provide expert advice on particular subject matter or clinical practice and programs; and chairs committees within the region and province.
- Co-ordinates the process of assessment, placement and access to service for a range of supportive long-term care and supportive services including professional and community support services including home support and respite, emergency placement, nursing and personal care home placement. Serves as a resource person for case consultation; completes required documentation and reports as required; advocates on behalf of applicants for services or placements; co-ordinates and approves financial subsidies. Maintains a placement and wait list database.
- Provides consultation and acts as a resource with expertise in a particular program area to various stakeholders; provides clinical consultation, direction, and consultation on complex and ethical cases, education, and health promotion including the purchase and development of educational materials; provides input into the development of local, regional, provincial, and national programs, documents, strategies and clinical guidelines, and advocates for community

Key and Periodic Activities

- health nursing and client services and programs.
- Collaborates with government departments and/or regional health authorities on planning for the program area including development of a work plan to oversee the revision, planning, implementation, and evaluation of community health nursing programs.
- Facilitates the development, revision, and implementation of relevant policies and guidelines related to program and advocates for same.
- Develops and facilitates workshops, in-services, training sessions, presentations on program activities for a variety of stakeholders including professionals, and community groups or organization; monitors health related provincial and national alerts, issues or develops educational material/resources for distribution in the community; assesses learning needs of population and plans, implements and evaluates professional development activities; coordinates and responds to media requests, if required, and writes articles for newspapers, newsletters for community groups; and develops educational materials for distribution to the community.
- Assesses, plans, evaluates, and implements orientation and continuing education programs for nursing staff in an assigned region or collaborates with other professionals to provide continuing education opportunities; arranges perceptorships for nursing students; and advocates staff clinical resources and educational opportunities.
- Conducts clinical reviews which involves reviewing current practices, policies and guidelines, best practices, observing practices, and develops plans to address issues.
- Co-ordinates and facilitates meetings within program area.
- Participates in health promotions in the community (i.e. health promotion days, safe kids week, national injury prevention, etc.)
- Performs site visits to program areas, reviews workload, education and equipment needs, and meets with staff to discuss issues.
- Collects, evaluates and analyzes programming statistical data.
- Participates in continuing education.

SKILL

Knowledge

General and Specific Knowledge:

- Public and Community Health Nursing programs.
- Vaccines, immunizations, and community groups and resources.
- Policies, procedures, standards of practice, and guidelines (i.e. regional, provincial, and national).
- Current knowledge of trends, and developments within nursing and specific program (i.e. communicable diseases).
- Research and evidence based practice.
- Health promotion.
- Adult learning principles.
- Assessment and treatment procedures.

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 and a Certificate in Public Health/Community Health Nursing; Registration with the Association of Registered Nurses of Newfoundland and Labrador (ARRNL); BLS certification; and possession of a valid Class 5 driver's license.

Years of Experience:

- Minimum: 4 - 5 years of experience.

Competencies:

- Effective oral and written communication skills.
- Facilitation skills.
- Problem solving abilities.
- Analytical and critical thinking.
- Proficiency in the use of various computer software packages to prepare budgets, proposals/grants, presentations, surveys, evaluations, etc.
- Ability to work in a multi-disciplinary team as well as independently.
- Ability to perform medical treatments and operate equipment.

Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listen, ask questions and gather information from healthcare employees, clients and their families, provide complex information and direction to staff, provide care/comfort/nurturing, coach and mentor, gain the co-operation of others, instruct/teach/train students, facilitate and make formal presentations to groups, provide expert advice and counselling, and occasionally deal with clients and their families who may be upset. Skills are most frequently used to listen and provide support and care to clients, make formal presentations to impart public health information to interested parties and teach nursing skills; facilitate group sessions; and deal with upset or angry people.
- Communications occur with employees within immediate work area and department for co-ordination, planning, and delivery of services. Communication also occurs with supervisor, community partners for consultation, direction or communicating program activities (i.e. Public Health Laboratories, Medical Health Officer, Home Administrators, Department of Health, Public Health Laboratories, regional health authorities, etc.), and providing supports and services. Other contacts are students and professional advisors.
- The most significant contacts are community health registered nurses to provide clinical support/consultation, assessing learning needs, monitoring practice, the interdisciplinary team and in some cases staff in personal care homes, and communicating with clients to provide nursing care.

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue, requiring the need for strength and endurance.
- Occasionally lifts or moves educational materials and nursing supplies up to 25 lbs. (i.e. boxes of resources (pamphlets, posters), files, textbooks, display boards, flip charts, refreshments, and demonstration materials) when conducting presentations.

- Constantly required to sit at a computer to input data, develop reports, do research, read and send emails, and respond to correspondence where there is no restriction of movement or sit to attend or facilitate meetings. Regularly stands to give presentations and occasionally drives between community nursing sites, and buildings. There is an occasional requirement to use tools or equipment that requires accurate control and steadiness.
- Fine finger movements when teaching nursing skills or when working with the computer mouse occurs on a regular basis.

Concentration

- **Visual** alertness is required when driving and when working on the computer for extended periods to review visual graphics (i.e. power point presentations, displays, etc.).
- **Auditory** alertness required on a regular basis to consult with stakeholders (i.e. clients, families, colleagues, etc.), on the telephone or conference calls.
- **Repetitive** tasks include compiling and reviewing statistics and assisting in administering vaccines in clinics.
- There is **lack of control over the pace of work** primarily when there are new procedures or products that require immediate education of nurses. There are also demands related to committee and administrative work.
- There are constant interruptions such as requests for information from staff, clients, and their families. Regularly subjected to **time pressures** when conducting emergency assessment for placements or home supports, when there are excessive referral volumes, when there are reports to be completed, and to respond to emails and calls of an urgent nature.
- **A higher than normal level of attentiveness is required for the health and safety of others** when providing new staff orientation to a variety of buildings, when discussing complex cases/situations such as when clients have been discharged without warning and there are not appropriate supports in place, and when addressing situations related to safety.
- There is a regular requirement for eye/hand coordination when assisting or teaching nurses procedures (i.e. injections, medications, etc.), when driving, and when performing work on the computer.
- **Exact results and precision** are required when demonstrating or teaching nurses skills and procedures, when writing, proof reading, and editing documents that are intended for public distribution

Complexity

- Tasks and activities are different/unrelated and require the use of a broad range of skills and a diversity of knowledge.
- Complexity often varies from tasks that are repetitive and well defined, to problems requiring creativity in problem definition, analysis and solution development. At times, a team setting is required to search for problem solution.
- Typical complexities include assessing and addressing complex client issues/situations and being able to problem solve by scanning available resources and making recommendations most appropriate to the situation. Some of these situations involve early discharge of clients in the community without proper resources, addressing issues regarding policy and procedure changes, determining and co-ordinating appropriate placements for clients into long term and personal care homes.
- Complexities tend to be resolved through the use of available supports such as consulting with

the manager, healthcare professionals, government departments; and following or reviewing standards, code of ethics, ARNNL guidelines, department/organization manuals, clinical textbooks, nursing and administrative policies and procedures, internet resources, and collective agreement.

RESPONSIBILITY

Accountability and Decision-Making

- Tasks are moderately prescribed and controlled based on professional standards, policies, and procedures, however, for the majority of tasks work is performed independently.
- Has the ability to decide on the schedule for orientation and education sessions; providing program information, updates, and giving clinical advice to nurses; approving leave, arranging relief staff, and giving and interpreting direction related to nursing policies and procedures; approving payroll and some education applications, travel requests, and equipment and office related expense claims up to an approved amount. Can also approve applications for personal care home placements and assign personal home subsidies to individuals who reside in a personal care home.
- Requires prior approval to order specific products for clients, purchase capital equipment and resources or supplies over an approved amount, approve overtime requests and attendance for professional development requiring funding for travel and accommodations, and to participate in projects requiring significant time commitments. Approval is also required for updates/development of clinical guidelines, changes to programming, and some committee work
- Has some discretion to exercise within predetermined limits and procedures when approving requests for leave and coverage of that leave, coordination of education for nurses, and advising nurses with clinical information such as medication administration. Exercises discretion and judgement to interpret directions and apply guidelines when answering inquiries, providing consultations and expert advice, providing clinical direction to other nurses and developing plans to address any issues, calling urgent meetings for urgent home placements, and case management of continuing care.
- Exercises a high degree of independent discretion and judgement in complex cases requiring co-ordination of services, committee work where there are modifications being suggested for programming/organizational initiatives, urgent circumstances, and in approving applications for personal care homes.

Impact

- Work performed generally has a wide ranging impact on the immediate work area, the department and clients.
- Resources impacted include equipment, information, finances, material and human resources, health and safety, and corporate image. The most significant impact is on the clients based on the treatment and information provided to them, and their health and safety.
- Work can either positively or negatively impact the quality of care provided to clients (i.e. inappropriate placements and providing incorrect recommendations/advice). Typical examples of mistakes or errors are incorrectly ordering or applying/removing personal protective

equipment used by clients, incorrectly recommending level of care for personal care home, documenting incorrectly, misinterpreting health related practices and giving incorrect in-services to staff, and giving incorrect direction related to procedures, administration of vaccines, and giving incorrect medication or vaccine. Requires licensure to practice and their professional activities are monitored through their professional association.

- Consequences and/or errors are difficult to identify and resolve and may have an impact beyond the short-term.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides on-the-job advice, guidance, orientation, and on the job training. Additionally, may co-ordinate and monitor clinical practice of new staff, provide feedback to manager, and co-ordinate and facilitate education sessions for staff.
- Provides team and project lead roles in that they give expert advice to other nurses, community groups, and manager related to programs. Works on committees/projects related to program area (i.e. standards of practice, pandemic planning, Safe Kids Week, Canada Health Day, etc.).

WORKING CONDITIONS

Environmental Working Conditions

- Occasionally, performs clinic activities requiring working with clients who may have communicable diseases, and are required to administer certain medications and perform procedures. During these occasions, uses protective equipment such as gloves/masks/gowns/goggles. Also required to practice universal precautions when necessary and dispose of needles in sharp containers.
- There is a limited likelihood of injury or illness, and no likelihood of partial or total disability, if safety precautions are followed.
- Occasionally exposed to glare from the computer monitor, and if performing clinic activities may be exposed to toxic or poisonous substances, bodily fluids and waste, infectious diseases, odours, physical dangers or threats, and sharp objects. May regularly travel, sometimes in adverse weather conditions.