

Job Class Profile: Nurse Practitioner (Primary Health Care)**Pay Level: NS-35 Point Band: 1097-1147**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	7	4	6	7	7	7	2	5	
Points	327	117	25	29	210	152	144	43	54	1101

JOB SUMMARY

Responsible to provide comprehensive health assessment and care to patients. Works independently in diagnosing conditions, prescribing medications, performing or ordering diagnostic tests and treatments, evaluating treatments, and providing follow-up care. Work may be performed in a specialty based advanced nursing practice or stand-alone clinics with positions functioning as part of a multi-disciplinary team, performing activities autonomously within the nurse practitioners scope of practice. Work may involve health promotion, education, prevention, rehabilitation and support in a number of clinical specialities and/or participation in research initiatives, integrating research into nursing practice and recommending policy changes related to health issues and therapeutic regimes based on evidence based practice.

Key and Periodic Activities

- Provides a comprehensive health assessment on patients which involves completing a comprehensive health history and physical examination, ordering and interpreting laboratory or diagnostic tests, diagnosing medical conditions, performing treatments including delegated/shared medical functions and advanced nursing skills, monitoring of a patient's condition, prescribing and administering medications, and educating/counselling patients/families regarding preventative and follow up care. Makes appropriate referrals to other healthcare providers, as determined by the patient's needs and requirements for care.
- Collaborates with designated physician on certain patient care issues, or refers patients to physicians if care is outside the scope of practice. If within scope of practice, researches treatment options and once identified, consults with the appropriate physician regarding patients' condition and treatment, follows guidelines identified by the physician, then treats, counsels, or performs procedure on patient. Facilitates communication and collaboration among interdisciplinary team members including promoting continuity of care and advocating to improve and enhance care.
- Receives, interprets, organizes, and communicates results of investigations and consultations to patients, families, and primary care providers. Sends referrals and requests for additional consults and examinations to specialists. Collaborates with other health professionals to facilitate patient access to services.
- Provides support and counseling to patients and their families regarding both health and lifestyle conditions related to chronic disease management.
- Identifies learning needs of patients, families, nurses, and others and provides education regarding treatments and conditions. Provides education opportunities to students through

Key and Periodic Activities

- mentorship and preceptorship. Functions as the subject matter expert and a clinical resource for the specialty area.
- Attends multi-disciplinary rounds where patients, their treatment plans, and response to care are discussed, and plans are evaluated and modified, if necessary. Represents the specialty areas on intra and interdisciplinary committees for the development of health planning initiatives, policies and procedures, and education initiatives.
 - Documents patient information including discharge summaries, clinic reports, examinations, plan of care, etc.
 - Identifies, develops, plans, coordinates, implements, and evaluates health promotion/wellness activities, community capacity building initiatives, and health related services or resources. This involves working with community groups, or collaborating with an interdisciplinary team to educate patients, their families, and communities on these activities.
 - Monitors the healthcare environment and identifies opportunities for change including change in clinical practice, applies strategies to facilitate change, and then designs, implements and evaluates programs to improve quality of care and health outcomes.
 - Examines current nursing practices and guidelines, utilizes research to evaluate outcomes of care, performs research of current practice guidelines, and communicates research findings to members of the healthcare team.
 - Provides group education sessions on health lifestyles, and the prevention of chronic disease, including delivering presentations, conducting formal education sessions and other health promotional activities.
 - Schedules patient appointments for clinics.
 - Participates in continuing education to keep abreast of current developments in nursing.
 - Mentors and provides preceptorship to nursing students.
 - Conducts and participates in research activities as appropriate.
 - Conducts performance and program evaluation activities.
 - May attend and participate in various meetings and conferences, i.e. case and discharge planning, intake, etc.
 - Orders supplies for clinics, and completes statistical reports related to workload.
 - Provides after hours consultations as needed.

SKILL

Knowledge

General and Specific Knowledge:

- Patient diagnoses, assessment, and treatment
- Nursing and related policies, procedures
- Equipment and technology as it relates to field
- Current knowledge of trends, research and developments within nursing and related field
- Evidence based practices and protocols
- Pharmacotherapeutics and pharmacology

- Medication preparation, administration, and side effects
- Organization policies and procedures

Formal Education and/or Certification(s):

- Minimum: 3 year Diploma in Nursing, Undergraduate Degree or Graduate Degree in Nursing supplemented by a Nurse Practitioner Program (2-year full-time program).
- Professional Designation of RN and NP (Registration with the Association of Registered Nurses of Newfoundland and Labrador (ARNNL)).
- Continuous education and training of advanced practitioner skills which may include recertification (i.e. PALS, trauma, ACLS, BCLS, SANE, Wound and Diabetes Care, etc).
- May require a valid driver's license.

Years of Experience:

- Minimum: 2 – 3 years of experience, may require considerable clinical experience in the field of expertise (2-3 years).

Competencies:

- Critical thinking, time management, and computer skills
- Ability to work in a multi-disciplinary team and independently
- Professional responsibility and accountability
- Ethical decision making
- Ability to communicate effectively

Interpersonal Skills

- A range of interpersonal skills are used to listen to information, ask questions, communicate complex information, provide support, education, and care, comfort, and nurturing to patients and/or their families. Interpersonal skills are also required to instruct/train/teach and mentor students and staff, make formal presentations, facilitate meetings, conduct formal interviews, provide expert advice or counselling, promote the service and ideas to health care professionals to foster changes in practices/program, resolve disputes (conflicting relations between patients and family or external agencies), deal with upset/angry people and gain the cooperation of others. Skills are most frequently used to listen to patients, ask questions, and collect information (i.e. patient history) and to provide information to patients and families.
- Communications occur with patients, healthcare professionals including physicians, pharmacists, and physician's offices, managers, and professional advisors. Interactions may also occur with students, suppliers, sales representatives, professional associations and advisors, and internal and external department executives.

EFFORT

Physical Effort

- Occasionally, the demands of the job result in considerable fatigue requiring periods of rest.
- Constantly moves, lifts, or operates equipment/machinery up to 10 lbs and regularly is required to lift/move equipment, books, supplies, and sometimes children up to 25 lbs. Occasionally, may have to reposition a patient over 50 lbs (may use mechanical lifts or sliding board for assistance).
- Physical effort also includes regular sitting to conduct patient histories, performing work on the

computer and when assessing patients, regularly stands or walks.

- When performing procedures, regularly uses fine finger/precision work and hand tools (i.e. medical instruments, computer mouse, stethoscope, dopplers, etc.) requiring accurate control and steadiness. Gross motor skills are utilized when conducting various assessment techniques and treatments or to assist patients to mobilize.

Concentration

- **Visual concentration** is required when performing physical assessment and procedures, completing charts/reports, observing patients, reading equipment/monitors, and completing work-related correspondence on the computer (i.e. preparing presentations, entering research information).
- **Auditory concentration** is required to perform physical assessments (i.e. auscultate heart and lungs sounds), to identify or interpret symptoms, conditions, and to listen to monitors and equipment. **Auditory concentration** is also required to listen to information in order to ask appropriate follow up questions, give direction, and solicit a patient's history and to listen to physicians during patient rounds.
- **Other sensory demands such as touch** are required to perform physical assessments, detect temperature changes in patients, or to palpate for masses, deformities, etc. **Smell** is required to detect abnormal odours that may indicate a medical condition (i.e. wounds, alcohol or drug use).
- **Tasks that are repetitive requiring alertness** include administering medications and injections, performing procedures and risk assessments, reviewing diagnostic results, performing patient rounds, and when promoting or educating people in group discussions regarding health issues. Concentration effort is also required when conducting assessments, entering information into reports/charts, conducting immunizations, and providing patient care.
- **A higher level of concentration and alertness** is required when performing physical assessments/examinations on patients, in order to ensure identification of correct diagnosis and treatments.
- Work is subject to **time pressures and deadlines** when performing assessments (some of which can be court ordered or urgent depending on the acuity of the patient), caring for emergency patients, diagnosing and developing timely treatment plans, completing admission profiles and discharge records and administrative work such as time sheets and workload reports.
- **Lack of control over the pace of work** occurs when there are time pressures and deadlines due to emergencies or crisis situations, or when patient presents with complex problems. Other time pressures include unusual number of clinic appointments, having to see patients who drop in without appointments, or due to the unpredictable number of patient admissions.
- **Eye/hand coordination** is required for such skills as the operation of equipment, suturing cuts, taking blood, administering injections, using surgical instruments, and when using the computer mouse.
- **Exact results and precision** is required when conducting physical examinations to ensure health issues are identified, to ensure proper ordering of diagnostic testing and when reading and interpreting diagnostic tests. Other tasks, which require **exact results**, are when performing procedures, interpreting data to determine treatment options, and prescribing and administering prescriptions.

Complexity

- Tasks and activities are different/unrelated (advanced nursing skills, education/counselling, program development) and require a broad range of skills and a diversity of knowledge.
- Problems have a limited opportunity for standardized solutions, require creative problem definition and analysis, the development of complex solutions, and are highly technical and unique. Complexities are typically solved by following direction, guidelines and/or procedures, developing new solutions, or in a team setting. Regularly, tasks have strategic or policy significance, and have a limited number of guidelines or procedures.
- Typical complexities include consulting patients regarding their medical conditions and/or in some cases assist them with other issues such as referrals to social workers, housing, etc. Consultation involves comprehensive health assessment check, identification, development of a treatment choice based on the health assessment. Typical complexities also include assessing, diagnosing and treating patients during a period of acute medical illness and, in some situations, providing urgent medical intervention.
- Complexities tend to be solved by following clinical guidelines, protocols and using screening tools (laboratory findings, diagnostic reports, Framington Scales, etc.). There is also collaboration available with designated physician regarding treatment choices and consultation with clinical educators and members of the interdisciplinary team. Other references include review of medical journals/textbooks, policies and procedures, ARNNL standards/guidelines, Canadian Nurses Association code of ethics, the Nurse Practitioner's regulatory framework and legislative authority guidelines.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are highly autonomous and are somewhat prescribed and controlled.
- Works independently in terms of patient assessment, formulation of treatment plans, patient education, intervention (i.e. ordering further investigative screenings, writing prescriptions within the legislated prescriptive authority, and under the Mental Health Act, commit a patient to hospital), and re-evaluation of treatment. Can also order routine medical supplies without the approval of the manager, determine the number of patients to be booked in the clinic, and if applicable, delegate tasks to support staff.
- Requires approval from the manager for extra resources to provide constant care to patients, attendance at continuing education events/conferences, travel expenses, overtime, ordering of large-scale office expenditures, initiation of new medical policies, or changes to existing policy, and issues of an ethical nature. From a clinical perspective, there is collaboration with a designated physician to discuss interpretation of screenings, physical exam abnormalities, and interventions outside the Nurse Practitioner's scope of practice.
- Has discretion to exercise within the legislated scope of practice, and the guidelines of the ARNNL, to order screening investigations (diagnostic testing), provide various types of treatment, and change or prescribe medications. In addition, if working in a clinic, has discretion regarding the routine day-to-day operation including the clinic working hours. A high degree of independent discretion and judgment is made regarding a patient's plan of care. Discretion and judgment are used to interpret evidence-based research and to make clinical decisions within scope of practice.

Impact

- Work activities have a significant impact on patients, the immediate work area (treatment plans, interventions), department (increase of staff, discharge decisions affects bed utilization) and outside the organization.
- Work activities could negatively or positively impact on the quality of care provided to patients and their families. A positive impact is when patients receive medical care in a timely manner, often in their community setting, which adds to the satisfaction level, and less wait time in emergency departments and possibly shorter length of stay in hospital; however, if treatment and care are inappropriate, this could negatively affect the patients (longer stay in hospital, additional treatments), the profession, organization, and public image. In addition, health promotion activities have a positive impact in that they add to the quality of care and knowledge of the patient and increases public awareness.
- Work activities have a moderate or a significant impact on resources such as equipment, processes and systems (treatment and care decisions affect the flow of patients through the hospital), information, finances, material and human resources (decisions can increase or decrease the amount of testing or staffing required), corporate image, and health and safety.
- The types of errors that could occur are in administering medications and judgment such as failure to identify state of illnesses, proper choice in interventions, or failure to alert designated physician regarding issues outside scope of practice. These errors are mitigated, as the tasks are somewhat prescribed and controlled based on professional standards set out by the Nurse Practitioner framework, and the ARNNL. Work requires licensure to practice and their professional activities are monitored through the professional association.
- Errors are typically identified by incumbents, physicians, health care professionals (nurses, pharmacists), or families, and are typically resolved within hours of identification.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides development and leadership responsibilities such as on-the-job advice, guidance, direction, feedback, orientation and delegates tasks to staff (if applicable) and students. Also, may mentor or provide one on one teaching of students in various disciplines, including medical students and other nurse practitioners. In addition, provides team or project lead activities such as formal/classroom type training, may organize guest speakers for learning opportunities, and is responsible for a leadership role in medical matters, emergency situations, and acts as a subject matter expert. Also performs project leader activities by organizing health fairs, and promoting health awareness to community groups. May occasionally lead a research project.

WORKING CONDITIONS**Environmental Working Conditions**

- Required to use protective cautions such as the wearing of gloves, masks, gowns, and to take preventative measures against the spread of diseases/infections through proper hand washing techniques. Also, there is a requirement to practice safety techniques, (i.e. Back Injury Prevention Program (BIPP), to use mechanical lifts, and/or sliding board for lifting or moving patients).

- There is a limited likelihood of receiving minor cuts, bruises or acquiring minor illnesses (i.e. flu's, chicken pox, stress, etc.), fracture or other injuries, and receiving a partial or total disability, if all safety precautions are undertaken.
- There is regular exposure to conditions such as bodily fluids/waste, infectious diseases, odours, unusual/distracting noise, sharp objects (i.e. needles), awkward or confining spaces, and lack of privacy when giving treatments, having discussions, and sharing confidential information. Occasionally, there is exposure to physical danger and threats (i.e. from upset/aggressive patient and family members), dirt/dust/filth, radiation from portable x-rays and glare from monitors or computers. Occasionally required to drive to or between sites for clinics, sometimes in adverse weather conditions.