

Job Class Profile: Public 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 Public Health Registered Nurse I provides all aspects of public health and/or continuing care nursing programs within an assigned region of the province. Positions promote and assist the community in maintaining a healthy lifestyle, treating and preventing illness, and delivering professional supportive and curative nursing care to clients recovering from childbirth, acute episodes of illness or surgery, with chronic diseases and debilitating conditions, and who are at the end of life stage. Work may include client assessment, intervention, delivery of nursing care and services, health education, delivery and promotion. Work is performed in schools, clients' homes, clinics, and other community settings.

Key and Periodic Activities

- Plans, develops, implements, and evaluates client-focused programs (i.e. first aid, BLS); works with individuals and community groups to determine community needs and plans/delivers education activities to meet those needs or delivers education sessions to reflect monthly health promotion themes; researches information for education presentations and prepares and delivers same.
- Travels to various communities and schools as required to deliver public health programs and provides nursing services in a variety of clinics such as Child Health/Immunization, Pre-school Health Checks, Healthy Lifestyle/Preventative Illness, Adult Immunization/Foreign Travel, etc.).
- Delivers school health programs (i.e. immunization) and acts as a resource person for schools; provides health education sessions as requested/organized by teachers, or other disciplines; keeps school immunization/health records up to date; completes hearing and vision screening for students referred by teachers; provides delegation of function duties to student assistants caring for physically/mentally challenged children; and participates in the Model for Coordination of Services for Children and Youth.
- Provides childbirth education through individual counselling, group teaching, and involvement with activities such as the Healthy Baby Club; interviews all prenatal clients upon referral; provides opportunity for child birth education to meet the needs of prenats, through one on one sessions, or group classes; partners with the Family Resource Centre Programing for activities, (i.e. Healthy Baby Club, Baby Steps in delivering childbirth education, parenting programs etc.). Provides health assessment, immunizations, counselling/advice to parents, makes referrals to appropriate disciplines, if required, and documents client information.
- Provides support/counselling for new parents in either the clinic setting and/or through home

Key and Periodic Activities

- visits; uses screening tools to identify children with high risk factors, monitors children through regular follow up, their growth and development, and makes referrals to other disciplines, if necessary (i.e. speech language pathologist, etc.)
- Provides adult health promotion activities through delivery of lifestyle clinics and performs communicable disease control activities; receives referrals from health disciplines or client self-referrals, provides counselling and education (i.e. reproductive health, sexually transmitted diseases, cholesterol and diabetes issues, weight management, hypertension, etc.); collects samples for tests or performs tests (i.e. hearing screening for adults, cervical screening, pap tests, tuberculin, etc.), tracks statistics, and follows up with clients regarding results.
- Offers adult vaccination programs and provides international travel health services.
- Delivers professional nursing service to clients who are discharged from hospital, or referred from the community who require nursing care; visits clients, administers medications, performs venipuncture, wound, foot, or palliative care, health maintenance, and continuing care assessments.
- Participates in research, work related committees, and policy development.
- Performs administrative duties (i.e. maintains statistics, files charts, and orders office and education tools and supplies).
- Maintains continuing education; attends teleconferences, workshops-regional and provincial, self-learning modules, reading articles, and journals.
- Acts as a preceptor for nursing students and assists with orientation of new staff.

SKILL

Knowledge

General and Specific Knowledge:

- Public and Community Health nursing
- A variety of client care, assessment and treatment procedures, vaccines, immunizations, and operation of equipment necessary to administer treatments.
- Department policies and protocols
- 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: 1 – 2 years of experience

Competencies:

- 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.
- Effective oral and written communication skills
- Proficiency in use of various computer software packages for documentation purposes.

Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listen, ask questions, gather information from clients and their families, and provide routine information. Also, skills are used to provide education and expert counselling, care/comfort/nurturing to clients and to instruct/teach/train clients, students, and the community on health related issues. Also uses skills to facilitate and make formal presentations to groups, and deal with clients and their families who may be upset.
- Communications occur with a range of contacts including employees within the immediate work area and department for coordination, planning, and delivery of services, manager, internal/external departmental executives, government departments, and professional advisors.

EFFORT

Physical Effort

- The demands of the job occasionally require the need for strength and endurance resulting in considerable fatigue requiring periods of rest.
- Constantly lifts objects/clients less than 10 lbs (i.e. supplies, scales, charts, infants, etc.), regularly lifts, moves objects or children up to 25 lbs (i.e. nursing instruments, tools, and equipment, educational materials, nursing supplies, furniture, etc.), and occasionally helps to reposition clients or lift toddlers/children weighing up to 50lbs.
- Regularly required to sit at a computer to input data or read client records and to drive motor vehicles to visit client and Personal Care Homes, and stand and/or walk performing nursing functions during client visits and clinics. There is an occasional requirement to work in awkward or cramped positions when working in clinics or performing vaccinations or medication administration.
- Regularly requires fine finger movements requiring precision and the use of hand tools when inserting needles and removing sutures.

Concentration

- **Visual alertness** is required to administer injections, observe clients after injections for side affects, read pharmacological packages for vaccines, to work on the computer to document work, to research or to communicate via email, perform physical assessments, mix medications, and for driving purposes.
- **Auditory concentration** is required to listen to information from clients, co-workers and physicians, and to listen to audiometers or other tools to check clients hearing or respiratory rate. **Other sensory concentrations include touching** clients to perform injections, weights, measurements, etc. **Smell** is required to detect infected wounds, and for the assessment of babies' umbilical cord or bowel condition.
- **Repetitive tasks requiring alertness** include administration of mass vaccinations, immunizations, drawing up medications, typing client notes, and driving. There is **lack of**

control over the pace of work due to emergency programs that have to be implemented (i.e. H1N1, meningitis vaccination), unpredictable nature of clients situation/condition requiring extra time, and when there are unscheduled service needs. There is a **higher level of attentiveness or alertness for the health and safety of others** when there are high-risk clients who require complex services, during home visits, to mix and administer medications, and to ensure the health and safety of clients.

- Subjected to **time pressures and deadlines** to complete documentation, and to schedule home and clinic appointments. Telephone calls and drop in clients wishing to be seen are examples of **interruptions**.
- **Exact results and precision** is required when entering client data in the computer, giving injections, taking blood pressure rates, and reading the results of tests.
- **Eye/hand coordination** is required when performing nursing procedures, testing, physical assessments, driving to appointments, administering vaccines and medications, and performing computer work.

Complexity

- Tasks and activities are different/unrelated and require the use of a broad range of skills and a diversity of knowledge.
- Complexity of the position varies but relates to the provision of public health and/or continuing care nursing programs including promoting and assisting the community in maintaining a healthy lifestyle, treating and preventing illness, and delivering professional supportive and curative nursing care to clients recovering from childbirth, acute episodes of illness or surgery, with chronic diseases and debilitating conditions, and who are at the end of life stage. Work may include client assessment, intervention, delivery of nursing care and services, health education, delivery and promotion.
- Typical complexities include assessing individual client needs and determining the optimal solution, coordinating work in a widespread geographic area, addressing issues, education, and counselling parents regarding their child's health and development, counseling and giving advice to clients around their health concerns (i.e. diabetes, hyperlipidemia, etc.), and providing nursing care in rural areas often without the availability of peers or other professionals.
- Complexities tend to be resolved through use of available supports such as obtaining advice from co-workers, nurse coordinator, advisors/consultants and other healthcare professionals; following guidelines, manuals, nursing standards, clinical practice guidelines, policies and procedures, referring to training/experience, and reviewing professional journals and websites.

RESPONSIBILITY

Accountability and Decision-Making

- Works independently in performing the majority of their tasks/duties. Has the ability to decide on the schedule and frequency for clients visits, the type of services to provide a client and adjustments to treatment, arrange personal schedules to allow for flextime and night time home visits, determine which clinics to offer and the services to provide to the clients, order routine day-to-day supplies for office and clinic activities, admit new clients to the caseload, and follow up on new referrals.
- Requires prior approval to purchase nonroutine supplies and equipment, for travel expenses,

attendance at education sessions, and for overtime.

- Exercises a high degree of independent discretion and judgment in clinical situations in determining the right treatments and protocols to follow. Has discretion and judgment within predetermined limits and procedures not to travel in poor weather, to see ambulatory client's in their home versus the clinic, to defer immunizations and vaccination depending on the situation, and professional judgments related to referrals to other healthcare providers. Discretion and judgment are used to interpret directions and apply guidelines in situations requiring information regarding communicable disease control guidelines, travel immunizations/information, sexually transmitted infections tracking, and discretion, and judgment regarding response to vaccine reactions.

Impact

- Work performed generally has an impact on the immediate work area, within and outside the department, and on clients. Resources typically impacted are equipment, information, community health processes and systems, finances, material and human resources, health and safety, and corporate image. The most significant impact is on clients based on the treatment and information provided to them, and their health and safety.
- Can either negatively or positively impact on the quality of care provided to clients (i.e. providing proper information, treatment, vaccination, injections, and medications). Tasks are somewhat 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 to the wrong person, wrong body part, and giving injections or vaccine at the wrong date. Requires licensure to practice and their professional activities are monitored through their professional association. While tasks and activities are moderately prescribed and controlled, problems are typically identified within hours of detection by incumbents or another nurse assigned to the client.

Development and Leadership of Others

- Does not have full time bargaining level supervisory responsibilities.
- Provides other development and leadership responsibilities such as on-the-job advice, guidance, orientation, and on the job training. Additionally, monitor clinical practice of new staff, provide feedback to manager and delegate and act as a technical mentor or advisor to students in their preceptorship training.
- Does provide team and project lead roles in that they give expert advice to other nurses and community groups, work on ISSP teams as intake lead for new referrals, and coordinate and facilitate education sessions for the community. May participate on committees, organization teams, and represent their work areas and take the lead on projects such as organization of health fairs, senior days, youth retreats, etc.

WORKING CONDITIONS

Environmental Working Conditions

- Required to use protective equipment such as gloves/masks/gowns/goggles and follow universal precautions (i.e. carry containers to dispose of needles), when performing clinical nurse activities, dealing with communicable diseases, and during administration of certain medications.

- Generally, considering the work environment there is a moderate degree of likelihood of receiving an injury from needle sticks and motor vehicle accidents and a limited likelihood of receiving a partial or total disability, if safety precautions are followed.
- When performing nursing activities there is regular exposure to bodily fluids and waste from giving immunizations, changing wound dressings, bodily fluids and waste, and odours from wound drainage. There is also exposure to sharp objects such as needles when giving injections, wet or slippery surfaces, and exposure to adverse weather conditions when commuting to a client's home. There is occasional exposure to noise during clinics, dirt/dust from client visits, glare of computer monitors, infectious diseases when having contact with clients, 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 or when working with babies during clinics, physical threats from home situations, unfriendly pets, and working in dangerous neighbourhoods.