

Job Class Profile: Public Registered Health 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	2	4	
Points	280	100	19	19	150	130	124	43	43	908

JOB SUMMARY

The Public Health Registered Nurse II provides advanced professional nursing work in coordinating and overseeing public/community health nursing work in an assigned region of the province. Work involves providing assessment, planning, development, coordination, implementation and evaluation of community programs, and may oversee the activities of community health nurses engaged in aspects of traditional public health and/or continuing care-nursing programs.

Key and Periodic Activities

- Plans, organizes, and coordinates a nursing health related program (i.e. discharge planning, reproductive health, cervical screening, community support, etc.), and may oversee the activities of community health nurses engaged in aspects of a particular program.
- 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, treatment, procedures, education, and health promotion including the evaluation, purchase, and development of educational materials; collaborates with health care professionals and community partners to facilitate work plans related to program; provides input into the development of local, regional, provincial, and national programs, documents, strategies and clinical guidelines, and advocates for community health nursing and client services and programs. Completes needs assessment of program area, evaluates priority areas, and makes recommendations on program and service needs.
- Provides lead direction on nursing health related program issues; 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 program related committees within the region and province.
- Coordinates the process of discharge planning and community based resources (i.e. home oxygen, home supports, home IV therapy, specialized dressings); assesses client needs through liaising with interdisciplinary teams, client, and family; ensures the transfers of appropriate information to ensure continuity of care; implements multiple community resources to ensure a safe and timely discharge plan; implements and evaluates the discharge plan; responds to inquiries related to a client's discharge; and acts as a resource to provide information regarding community based services in the province and liaises with external agencies for client supports

Key and Periodic Activities

- as required.
- 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. Participates, implements, and evaluates quality assurance processes within the program area.
- Develops and facilitates workshops, in-services, training sessions, presentations on program activities for a variety of stakeholders including professionals, and community groups or organizations; monitors health related provincial and national alerts, issues, or develops educational materials/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.
- Coordinates and facilitates meetings within program area.
- Participates in health promotion activities in the community, conferences, and continuing education.

SKILL

Knowledge

General and Specific Knowledge:

- Public and Community Health Nursing programs
- Community groups and resources
- Medical conditions and nursing interventions
- Policies, procedures, standards of practice, and guidelines (i.e. regional, provincial, and national)
- Current knowledge of trends, and developments within nursing and specific program
- 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.
- Work in a multi-disciplinary team as well as independently.
- Perform medical treatments and operate equipment

Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listen, ask questions, provide clinical direction, and gather information from healthcare employees, clients and their families; provide complex information to peers within the region or across the province to plan, develop, implement, and evaluate programs; give media interviews; provide care/comfort/nurturing to clients; coach and mentor staff and students; gain the cooperation of others, instruct/teach/train staff, caregivers, or health providers; facilitate and chair meetings; make formal presentations to groups; provide expert advice and counselling to all stakeholders, and deal with clients and their families who may be upset. Skills are most frequently used to provide expert advice to stakeholders, make formal presentations to impart public health information to interested parties, and facilitate meetings or group sessions.
- Communications occur with a range of contacts including clients and their families, health care groups and employees within the immediate work area and department for coordination, planning, and delivery of services, supervisor, government representatives, community partners for consultation, direction or communicating program activities, and providing supports and services, suppliers, sales representatives, students and professional advisors/associations.

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue requiring periods of rest.
- Constantly lifts or moves objects up to 10 lbs (i.e. supplies, paper, equipment, laptop, projectors) and occasionally lifts or moves objects up to 25 lbs. (i.e. boxes of resources (pamphlets, posters), files, textbooks, display boards, flip charts, refreshments, and demonstration materials) when doing presentations.
- Constantly is 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. Occasionally is required to drive between community nursing sites, and buildings. There is an occasional requirement to use tools or equipment that requires accurate control and steadiness.
- Occasionally required to do home visits and perform procedures on clients, sometimes in awkward or cramped body positions, and to use fine finger movements when performing nursing treatments/procedures.

Concentration

- **Visual concentration** is constantly required when driving and when working on the computer for extended periods to review visual graphics (i.e. power point presentations, displays, etc.),

- prepare minutes and agendas for meetings, develop reports and communications related to updates in practices or services, analyze information, complete reports, and to assess clients.
- **Auditory** concentration is constantly required to consult with stakeholders (i.e. clients, families, colleagues, etc.) in person, on the telephone or conference calls, and to be able to provide appropriate feedback; and to give presentations and be able to listen to and answer questions.
 - **Repetitive tasks requiring alertness** include compiling and reviewing statistics and preparing for presentations such as putting together displays and resources.
 - There is **lack of control over the pace of work** primarily when requests for referrals require quick responses, when **interruptions** in services occur, when there is an unpredictable volume of client admissions or discharges requiring urgent services, and when there are requests for urgent reports and statistics. Regularly subject to **time pressures** when there are requests for advice and guidance, as the information is often requested urgently, when there are reports to be completed, and to respond to emails and calls of an urgent nature. Constantly has **interruptions** such as requests for information from a variety of stakeholders (i.e. government departments, physicians, staff, clients, and their families).
 - **Exact results and precision** are required when analyzing medical documentation and doing comparisons, in order to make decisions related to programming or problem solving information, when performing nursing skills and procedures, when reviewing patient's medications and conditions and giving appropriate information, when entering and tracking statistics, performing audits, and documenting client charts. A **higher than normal level of attentiveness** is required when assessing patient's condition, medical records, performing procedures, and when reviewing and developing education material for distribution.
 - **Eye/hand coordination** is required when performing procedures (i.e. debridement of wounds, flushing of wounds, etc.), when driving, and when performing work on the computer.

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 work varies but relates to the provision of advanced professional nursing work in coordinating and overseeing public/community health nursing work. Work involves providing assessment, planning, development, coordination, implementation and evaluation of community programs.
- Typical complexities include researching best practices, evidence based solutions and coming up with creative ideas for health programming, development of resources, and promotion of services. Other challenges involve getting short notice to respond to urgent requests to provide critical supports to clients and their families on discharge; and researching evidence based information to develop promotional and educational material to suit the target audience.
- Complexities tend to be resolved through the use of available supports such as consulting with the manager, healthcare professionals, government and community departments; and following or reviewing standards of practice, guidelines, code of ethics, ARNNL guidelines, department and organization manuals, clinical or procedural textbooks; and program/nursing/administrative policies and procedures.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Works independently for the majority of tasks. Tasks are moderately prescribed and controlled based on professional standards, policies, and procedures. — Has the ability to purchase some equipment or supplies, develop manuals/pamphlets, and make clinical decisions involving other staff, direct administrative support, if applicable, and to meet with stakeholders regarding program areas. — Would require prior approval to purchase capital equipment, resources, or supplies over an approved amount, make policy or program changes, approval to extend services outside of regular guidelines, media contact, and to attend professional development activities. — Exercises a high degree of independent discretion and judgment in all clinical activities including providing appropriate supports, treatments and conditions to clients, supervising the activities of students in terms of granting time off, etc., and when discussing confidential information, especially as it is related to a client's medical condition. Exercises discretion and judgement to interpret directions and apply guidelines when developing programs and manuals, and approving supportive resources. Has some discretion to exercise within predetermined limits and procedures when making clinical decisions, arranging home supports, developing promotional/educational materials or giving presentations, and there is some flexibility of scheduling around a client's schedule and program activities.
Impact
<ul style="list-style-type: none"> — Work generally has a wide ranging impact on the immediate work area, the department and clients, as well as on equipment, processes and systems, information, finances, material and human resources, health and safety, and corporate image. The most significant impacts are on the clients' (public) based on the treatment and information, programs, and services provided to them. — Work activities could either negatively or positively impact on the quality of care provided to clients, as well as the programs and services that are offered. — Typical examples of mistakes or errors are giving incorrect information to a client and errors in providing services (i.e. support services). 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
<ul style="list-style-type: none"> — Does not have full time bargaining level supervisory responsibilities. — Does provide other development and leadership responsibilities such as on-the-job advice, guidance, orientation, and on the job training. Additionally, may coordinate and delegate work of office support staff, or students, and provide advice, guidance and mentoring to staff. — Does provide team and project lead roles in that they give expert advice to health professionals, government agencies, community groups, and the manager related to program area. Works on committees/projects related to program area (i.e. standards of practice, 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 or perform procedures. During these occasions, uses protective equipment such as gloves/masks/gowns/goggles. Also required to practice universal precautions such as hand washing and disposing of needles in appropriate sharps containers. Also, when driving, travels only when it is safe to do so and required to carry a cell phone.
- There is a limited likelihood of injury or illness, and no likelihood of partial or total disability, if safety precautions are followed.
- May regularly travel, sometimes in adverse weather conditions. Occasionally is exposed to glare from the computer monitor, and if performing clinic activities, may be exposed to toxic or poisonous substances, hazardous chemicals, wet or slippery surfaces, bodily fluids and waste, infectious diseases, odours, physical dangers or threats, and sharp objects.