

**Job Class Profile: Registered Nurse II****Pay Level: NS-29 Point Band: 791-841**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	6	3	3	4	6	5	2	3	
Points	280	100	19	14	120	130	103	43	32	841

**JOB SUMMARY**

The Registered Nurse II is responsible for providing clinical nursing education, and consultation for a specialized service or program. Work involves development, implementation, and evaluation of a program of education, management and care by providing advice, assessment, and clinical expertise for educating patients on a specific condition.

**Key and Periodic Activities**

- Assesses, plans, develops, implements, and evaluates a comprehensive program of education, management, and standards of care in a specialized area.
- Reviews and prioritizes referrals on patients based on clinic information for a specialized area/condition (i.e. Diabetes, Cancer, etc).
- Meets and assesses patients regarding specific conditions which involves obtaining a patient history including medications, signs and symptoms of condition, reviewing patient records, blood work or diagnostic tests results, physical activity level, etc., and performing physical assessments (i.e. foot assessments). Physical assessment also involves taking vital signs or performing other checks such as blood pressure and weight checks.
- Develops individualized patient care plans which involves counselling, educating, and providing education information on condition based on assessment of needs, reviewing guidelines, protocols, etc., and referring patients to other health professionals as required.
- Provides patients, families, or caregivers with intensive education instruction on preparation and administration of their medication(s), usage of medical equipment (i.e. insulin pumps, dialysis machines), and their management and care of their condition. Follows patients in clinic or home visits and provides consultation to them on an as needed basis through telephone calls or clinic visits.
- Documents assessments on patient computer record and writes correspondence regarding consultation to referring physician.
- Analyzes patient diagnostic tests including blood work, troubleshoots concerns, issues, and may adjust medications through advice with patient as required or contact physician.
- May attend and participate in Intensive Management Clinics that involves using a team approach to review patients' diagnostic results, lifestyle, physical activity, etc. Makes adjustments or recommendations for lifestyle or medication regimen changes, and follows up with patients.
- Ensures day-to-day organization or maintenance of the clinic; this involves adjusting patient schedules, maintaining and organizing clinic charts, electronic documentation, and progress notes. Work also involves completing workload measurement statistics, ordering supplies, stocking shelves, maintaining inventory of patient education tools, developing and displaying educational posters, bulletin board displays, and tidying clinic rooms.
- May provide input into program development, which involves reviewing policies and procedures, program development, quality initiatives, accreditation activities, and education and

### Key and Periodic Activities

- promotional activities. May also participate in research, act as the resource on committees, and assist in long-range departmental plans for the specialized area.
- May act as a regional resource or consultant for a specialized area, which involves providing advice and guidance to healthcare professionals, community agencies, and organizations regarding speciality area.
- Provides orientation and mentoring to new staff and students, and training to multi-disciplinary students.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Nursing trends, research, developments, standards, and best practices
- Patient diagnoses, treatment and therapies
- Medication administration and side effects
- Organizational policies, procedures, and collective agreements
- Occupational Health and Safety
- Computers and internet research

#### Formal Education and/or Certification(s):

- Minimum: 3 year Diploma or Undergraduate Degree in Nursing
- Professional Designation of R.N. (Registration with the Association of Registered Nurses of Newfoundland and Labrador (ARNNL))
- Attends and receives continuous advanced training and education which may require recertification (BCLS, Advanced and Pediatric Cardiac Life Support (ACLS and PALS), Neonatal resuscitation (NRP), defibrillation, and EKG interpretation).
- May require certification, or post-basic courses in a nursing specialty practice area (i.e. Diabetes, Oncology, etc).

#### Years of Experience:

- Minimum: 4-5 years of experience with specific experience in a program/specialty area

#### Competencies:

- Professional responsibility and accountability
- Nursing practices, treatments, and modalities
- Ethical decision making
- Ability to communicate effectively
- Critical thinking

### Interpersonal Skills

- A range of interpersonal skills are used when communicating with patients, families, physicians, manager, and the interdisciplinary team. These skills are used to listen to information, ask questions, obtain or give expert advice, or to consult with others regarding complex information, provide routine information and direction to staff, conduct a patient history, collect confidential information, provide counselling, care, comfort, or nurturing to patients, instruct/teach or give formal presentations to patients, other staff, and community groups, and occasionally, deal with upset/angry people.

- Communications occur with patients, families, public, manager, physicians, and other members of the interdisciplinary team. Interactions also occur with professional associations and advisors (i.e. Professional Practice, clinical educators), suppliers, sales representatives, executives, and government employees.

## EFFORT

### Physical Effort

- Occasionally, the physical demands of the job result in considerable fatigue, requiring periods of rest.
- Occasionally moves or lifts equipment, supplies and books, medication, teaching material weighing between 10 – 25 lbs, and occasionally, may have to assist patients in clinic such as push or pull patients over 50 lbs in a wheelchair, help them stand on a weight scale, or move to a bed.
- When in clinic or seeing a patient, requires constant sitting to counsel patients, perform some clinical procedures, demonstrate equipment handling (i.e. pumps, glucose monitors, etc.), and to document information on the computer. Delivering presentations, conducting clinics, and consulting with patients in hospital require occasional walking or standing. In addition, occasionally drives to and from sites to deliver presentations.
- Physical effort may include regularly performing fine finger/precision work with machines that require accurate control and steadiness when demonstrating equipment, or procedures.

### Concentration

- **Visual concentration** is required during clinic activities to view and interpret patient test results and give medications (i.e. insulin, chemotherapy). Also, when performing assessments during clinics or counselling patients, **visual concentration** is required to observe patients physical condition, and body language.
- **Auditory concentration** is required to listen to patients during counselling and to listen to other members of the healthcare team. It is also required to listen for understanding and reflecting back information that is being given.
- **Other sensory demands such as touch** are regularly required to check patients for changes in temperature, to palpate pulses, to perform tests or procedures such as blood pressure or vital signs.
- **A high level of concentration and alertness** is required when teaching patients about their conditions, treatments, diagnostic results, equipment, and when documenting information on the computer.
- Often has **lack of control over the work pace**, as there are **time pressures and deadlines** due to the requirements to see emergency patients within certain timeframes and due to the unpredictable number of inpatient admissions or new outpatients requiring treatment/services.
- **Eye/hand coordination** is required to administer medication, use equipment (i.e. insert insulin pumps, use glucometers to check patients' blood sugar), and to check vital signs.
- **Exact results and precision** are required when conducting assessments, when calculating, drawing up or administering medications, counselling or teaching patients regarding procedures, the medications they have taken, their condition, symptoms, and treatments, or when documenting charts, setting up and using equipment (i.e. insulin pumps), and when completing assessment reports back to the referring physician.

### Complexity

- Work tasks and activities are similar/related in terms of the skills and knowledge used and the tasks are usually well-defined.
- Work involves providing clinical nursing education and consultation for a specialized service or program and involves developing, implementing and evaluating a program of education, management and care by providing advice, assessment and clinical expertise for educating patients on a specific condition. Develops individualized patient care plans which involves counselling, educating and providing educational information on a specific condition. Also provides intensive education instruction regarding the preparation and administration of medications and related medical equipment.
- Problems or challenges related to the provision of clinical nursing education and consultation for a specialized service or program range from being simple with obvious solutions to having a limited number of solutions that can be addressed by following policies, procedures, and guidelines to tasks which sometimes may require creative problem definition and analysis.
- Typical complexities are analyzing a patient's diagnostic tests and troubleshooting to solve issues with their medication or condition.
- Complexities tend to be solved by obtaining advice or through discussion with other nurses, physicians, clinical educators, manager, and collaborating with other members of the healthcare team. Other references include ARNNL standards/guidelines, clinical practice guidelines from associations of the specialty areas (i.e. Canadian Diabetes Association, Cancer Society), medical literature, physician specialties, and organizational policies and procedures.

## RESPONSIBILITY

### Accountability and Decision-Making

- The structure of the work tasks and activities are somewhat prescribed or controlled.
- Works independently and as part of a multidisciplinary team and makes decisions within specific guidelines for their practice. Able to make travel arrangements throughout the region to provide education, to organize student placements and complete evaluations. In some areas, can order blood work, perform tests, etc. as a directive for their speciality area, and can make recommendations for changes to a patients' medication, and referral services.
- Supervisory approval is required for capital supplies and equipment purchases, changes to policies and procedures, some commitments to external agencies, and some travel expenditures.
- There is some discretion and judgement used to interpret directions, apply guidelines to make decisions regarding a patient's medication or treatment, or teaching of the patient regarding their condition. There is a high degree of discretion and judgment used regarding patient counselling, treatment protocols, and patient scheduling.
- Provides clinic information, advice, and recommendations to patients and their families, physicians, the manager, members of the interdisciplinary team, students, and the community. Also provides administrative recommendations and input to the manager regarding policies, procedures, and program development for their speciality area.

### Impact

- Work activities have a moderate impact on the patient, the immediate work area, within and outside the department/organization.
- There are positive and negative impacts resulting from the decisions made on the quality of care provided to the patient, the specialized service, or department. The most significant impact is on the patient, their treatment and information they receive, and their health and safety.

- There are also some impacts on resources such as equipment, if it is not set up or used properly, information, (i.e. incorrect information could lead to increase in hospital admission), finances (i.e. wastage of supplies, etc), and health and safety. Work tasks are evaluated through the documented process of the patient care plan, chart audits, and are based on professional standards, guidelines, policies, and procedures.
- The types of error that could occur are medication errors or incorrect information documented or given to a patient; however, these are mitigated through the highly documented care plan. Problems are typically resolved within hours of identification. Work requires licensure to practice and their professional activities are monitored through their professional association.

#### **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, provide orientation and training to students and/or new co-workers, and formal classroom-type training to patients, their families, other healthcare professionals, and the community. Additionally, may provide team lead responsibilities or participates in or represent the speciality area on committees, acts as a technical expert for the service/program, community education and health awareness, and participates in organizing events for education and promotion of the service.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- When in clinic, required to use protective equipment such as gloves, goggles, masks, gowns, and take preventative measures against the spread of diseases/infections (hand washing).
- There is no likelihood of receiving minor cuts, or acquiring minor illnesses, fractures, or receiving a partial or total disability, if all safety precautions are undertaken.
- Work is performed in an environment where there is occasional exposure to bodily fluids/waste, infectious diseases, odours, sharp objects (i.e. needles) and travel either to or from other healthcare facilities for meetings and/or education sessions with staff, patients or the community, sometimes during adverse weather conditions.