

**Job Class Profile: Registered Nurse IIC****Pay Level: NS-32 Point Band: 944-994**

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	5	6	5	6	4	
Points	280	100	19	14	150	130	103	129	43	968

**JOB SUMMARY**

The Registered Nurse IIC is responsible for providing supervision and coordination of professional standards of nursing care for a unit, program, or a specialized service. Work also involves administrative planning, organizing, and evaluating services, including participating in and implementing educational or promotional activities. May also perform some activities at the Registered Nurse I level.

**Key and Periodic Activities**

- Coordinates and organizes patient care assignments to other nurses; delegates and directs the completion of work tasks including ensuring that standards of care are appropriate, coordinates the transfers of patients into and out of the unit/facility or the scheduling of patient appointments, guides the working relationships amongst the staff, may conduct unit meetings, and troubleshoots day to day clinical and staffing issues.
- Facilitates the scheduling of staff and assignment of responsibilities including the review and in some areas approve leave requests and determine appropriate staffing levels, liaises with staffing or calling in staff for coverage, and provides input into staff performance appraisals.
- Coordinates conflicts or issues with patients, families, staff, physicians and other disciplines and promotes positive employee relations and cooperation among team members.
- Conducts safety inspections, investigates incidents and occurrences, monitors compliance with safe work practices, and ensures equipment and machines are working properly.
- Collaborates with manager, other staff, and physicians to develop, coordinate, and implement strategic programming for department/unit which includes developing, evaluating, and implementing clinical standards, policies, procedures, and research, and identifying capital equipment needs. Other areas include infection control, quality assurance, and the Medication Reconciliation Program.
- Provides input into the formulation of budget requirements for the unit/department, and monitors expenditures for services.
- Conducts chart audits, identifies discrepancies, investigates, and documents as appropriate. Completes workload measurement statistics.
- Collaborates with team members regarding clinical issues, in-services, and monitors, if applicable, waitlist for services.
- Liaises or coordinates with staff and other healthcare workers regarding areas such as infection control.
- Consults and coordinates with the multidisciplinary healthcare team to evaluate, plan, and implement patient care plans and Resident-Assessment Instrument - Minimum Data Set (RAI-MDS) which involves organizing, assessing, monitoring, treating, and advocating patients' plan

### Key and Periodic Activities

- of care.
- Admits/discharges patients, and collaborates with the healthcare team regarding bed utilization. Participates in family or case conferences, attends patient rounds, and carries out physician orders.
- Obtains patients' medical history, checks/assesses vital signs and symptoms, and provides basic care (i.e., feeding, bathing, toileting, and dressing change, etc.); performs/arranges, evaluates, interprets diagnostic tests and procedures (i.e. X-rays, EKG, blood work, etc.), and administers medications.
- Assesses changes in patients' condition, symptoms, needs, and concerns; reviews charts, documents and communicates pertinent information; and maintains accurate and detailed records.
- Assists physicians and other healthcare providers with medical procedures and tests, (i.e. check and prep patient for procedures, tests, and surgery, as well checks and prepares equipment, materials, and rooms). May perform some examinations independently (i.e. breast examination) and facilitates the referral process.
- Communicates, educates (provides health promotion, screening, and awareness information), and/or counsels patients and families regarding diagnoses, treatment and care, gives instructions on procedures, tests, etc. Facilitates or delivers educational topics to patients, families, health care professionals, and the public.
- Coordinates educational in-services and orientates new staff and students. Assesses educational competencies of staff, coordinates training as required and, maintains records of certifications, and acts as a resource person for a specialized area.
- Initiates and submits applications for funding/grants for equipment or educational requirements.
- May perform public education sessions, develops and implements community outreach strategies, consults with physicians, nurse practitioners, and manages the dissemination of promotional and educational material.
- Attends, represents, and/or chairs departmental meetings and committees.
- Acts as a regional resource for specialized services by providing advice, guidance, and support for specialized activities.
- Orders drugs, supplies, and stocks specialized medical carts for the department/unit.

### 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

### 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, to give direction and guidance to staff, to advocate, conduct a patient history, collect confidential information, provide care, comfort or nurturing to patients, instruct/teach or give formal presentations to students and other staff, counsel, resolve disputes, manage upset/angry people, or gain the cooperation of others.
- Communications occur with patients, families, public, students, manager, physicians, and other members of the interdisciplinary team. Interactions also occur with professional associations and advisors (i.e. Professional Practice, clinical educators), contractors, 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 and supplies between 10 - 25 lbs (i.e. charts, boxes of solutions, presentation material), and reposition/move and/or/lift patients (may use mechanical lifts or sliding board for assistance) over 50 lbs. When performing clinical activities, regularly pushes and pulls patients over 50 lbs on stretchers and wheelchairs.
- Work involves regular standing and walking to perform clinic work and to conduct presentations and sitting to perform work on a computer to document and prepare charts, prepare presentations, and to counsel or educate patients.
- Physical effort may include regularly performing fine finger/precision work with machines that require accurate control and steadiness such as when inserting IVs and catheters, or removing sutures, or work with the computer mouse.

### Concentration

- **Visual concentration** is required when performing clinic work and is used to organize and administer medications, conduct examinations, treatments or tests (i.e.), observe patients for their health and safety or their conditions for physical changes, complete charts/reports, read

equipment/monitors, transcribe physicians' notes, and to view or enter diagnostic test results on a computer.

- **Auditory concentration** is required to listen to patient(s) and other members of the healthcare team, to listen to questions, or to listen for understanding and reflecting back information that is being given. **Auditory concentration** is required when conducting assessments (i.e. listening to patients heart and lungs using stethoscopes, and dopplers, etc.), and to listen for call bells, machine alarms, fire alarms, and emergency codes.
- **Other sensory demands such as touch** are required to check patient(s) for changes in temperature, to palpate pulses, to feel physical abnormalities, to perform assessments, and to provide comfort and care. **Smell** is used to detect alcohol/drugs, illness (odours from wounds/breath/poor hygiene), or to detect possible allergens (perfumes, food).
- **A high level of concentration and alertness** is required when giving medications or observing a patient's reactions from medications and/or procedures, and when providing advice or guidance on a patient's condition or procedure.
- Often has **lack of control over the work pace**, as there are **time pressures and deadlines** due to unscheduled and emergency patient appointments, the number of admissions or new patients requiring treatment/services, the number of tests that have to be performed on a patient, and the changes in a patient's condition. Administratively, there are time pressures and deadlines to implement policies and prepare schedules.
- **Exact results and precision** is required when conducting assessments, teaching patients procedures or advising them regarding their medication, condition, symptoms, and treatments, documenting charts, administering or counting medications, setting up and using equipment (i.e. insulin pumps, mixing chemotherapy, etc), and scheduling.

### Complexity

- Work tasks and activities are different/unrelated and require a broad range of skills and a diversity of knowledge.
- Work involves the supervision and coordination of professional standards of nursing care for a unit, program or specialized service including administrative planning, organizing and evaluating services, implementing educational and/or promotional activities and some activities at the Registered Nurse I level. Collaborates with manager and other health care staff to develop, coordinate and implement strategic programming for a department/unit including developing, evaluating and implementing clinical standards, policies, procedures, research and quality assurance activities.
- Problems/challenges related to supervision and coordination of professional standards of nursing care range from simple with obvious solutions to limited opportunities for standardized solutions to tasks requiring creative problem definition and analysis.
- Typical complexities are assessing patients' diagnostic results and troubleshooting to solve issues with medications, developing and/or following a specific care plan for patients' individual needs, counselling and/or coaching patients on procedures, and changing the plan of care according to established parameters. Another complexity is related to staffing issues, i.e. ensuring there is an adequate coverage of staff for the department taking into consideration skill mix, patient requirements, etc.
- 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, collective agreements, organizational policies, procedures, directions, associations, and programs.

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— The structure of the work tasks and activities are moderately prescribed or controlled.</li> <li>— Works independently and as part of a multidisciplinary team and makes decisions regarding staffing such as assigning and delegating tasks, changing nursing assignments, calling in staff to work, may approve short term leave, and manages minor complaints from patient or family members. May also problem solve issues with clinic space or the building, orders smaller scale supplies, and may organize presentations, develop teaching material/manual, coordinates resources, changes patient schedules, and organizes student placements and evaluations.</li> <li>— Supervisory approval is required for capital supplies and equipment purchases, changes to policies and procedures, some commitments to external agencies, and travel expenses.</li> <li>— Has some discretion regarding staffing levels, reviewing and responding to patient test results, and ordering tests based on those results and/or assessment of the patient. When reviewing physicians' orders, there is some discretion and judgement used to interpret directions, apply guidelines to make decisions regarding a patient's medication or treatment, manage complaints from patients and visitors, and staff conflicts. There is a high degree of discretion and judgment used regarding clinical practices and patient issues, with patients care, protocols, and treatments including making adjustments to medication and treatment, and with staff nursing care functions.</li> <li>— Provides information, advice, and recommendations to the manager, members of the interdisciplinary team including the staff, patients, their families, and the community.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>— Work activities have a moderate impact on the patient, the immediate work area, within and outside the department/organization.</li> <li>— 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.</li> <li>— There are also some impacts on resources such as equipment, if it is not set up or used properly, processes and systems, information, (i.e. incorrect information could lead to increase in hospital admission), finances (i.e. wastage of supplies, etc), human resources (i.e. changes in staffing levels), and health and safety. Work tasks are evaluated through the documented process of the patient care plan and are based on professional standards, policies, and procedures.</li> <li>— The types of errors that could occur are staffing errors such as incorrect scheduling of staff, medication errors, and incorrect information documented or given to a patient; however, these are mitigated through the double-checking of medications being administered and physicians' orders, and 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.</li> </ul>
<b>Development and Leadership of Others</b>
<ul style="list-style-type: none"> <li>— Typically responsible for direct and ongoing bargaining unit supervisory activities for a large size work group of employees (&gt; 10 employees).</li> <li>— Also provides other 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. Additionally, may provide team lead responsibilities or participate in or represent the service on committees, act as a technical expert for the</li> </ul>

service/program, provide staff training, community education and health awareness, and participate in projects (i.e. nursing models, skill mix).

## WORKING CONDITIONS

### Environmental Working Conditions

- Required to use protective equipment such as gloves, goggles, masks and gowns when performing clinical activities and take preventative measures against the spread of diseases/infections (hand washing), and wear lead aprons when exposed to radiation. 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, 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 unusual or distracting noise, bodily fluids/waste, infectious diseases, odours, slippery floors, radiation, toxic or poisonous substances (i.e. chemotherapeutic agents), sharp objects (i.e. needles), lack of privacy when giving treatments, having discussions, and sharing confidential information, and physical danger and threats (i.e. from upset/aggressive patient and family members), and travel either to or with patients to other facilities, sometimes during adverse weather conditions.