

POSITION DESCRIPTION

Position: Nurse Practitioner

Position Type: Part-Time

Reports To: Executive Director

Purpose

As part of a multi-disciplinary team, the Nurse Practitioner provides acute and primary health care to patients of the Kawartha North Family Health Team (KNFHT) within the scope of practice and standards of care outlined in the documents below. Care is provided within a health promotion framework, and may be delivered at the KNFHT clinic, or occasionally in the patient's home. The Nurse Practitioner collaborates and consults with the physicians, Nurses, and other staff health care providers.

DUTIES AND RESPONSIBILITIES

1. Patient Related

- Provides comprehensive primary care to patients of KNFHT assigned to him/her, including assessment, diagnosis, treatment, and planning for future care.
- Provides requested care to patients of the physicians of KNFHT.
- Incorporates health promotion and prevention in day-to-day practice, referring patients to the Registered Nurse for education, support, or counseling as indicated.
- Refers patients to external resources, for further treatment, counseling, and support when such resources are not available within KNFHT.
- Confers as appropriate with other members of the Team and with external providers.
- Provides a case management function for patients, where the Team has identified that the Nurse Practitioner is the primary practitioner.
- Keeps a record of treatment in patient's electronic charts daily, maintaining all patient records in strictest confidence.
- Acts in an ethical and professional manner in accordance with the standards of practice outlined in the following documents:
 - College of Nurses of Ontario's "Standards of Practice for Registered Nurses in Extended Class"
 - Expanded Nursing Services for Patients Act (1998)
 - Nursing Act (1991)
 - Regulated Health Professionals Act (1991)

2. Team/Process Related

- Collaborates with other Health Team staff to develop a process for the intake and triage of Health Team patients.
- Collaborates with other KNFHT staff, including the Medical Office Coordinator, to develop a process for assigning a primary care provider for each patient.

- Serves as a resource to other staff, developing appropriate consulting process with those involved.
- Works with physicians to ensure that appropriate Medical Directives are in place to govern the practice of the Nurse Practitioners.
- Provides input to the Executive Director re peer evaluations.
- Engages in conflict resolution when needed.
- Liaises with other members of the team in any way necessary to facilitate the delivery of patient care and referral.

3. Program Related

- Participates in case conferencing both for his/her own patients and those of the physicians, as requested.
- Participates in quality improvement initiatives including needs assessment, goal setting, action, and evaluation.
- Contributes to discussions of possible new program initiatives at KNFHT, and makes suggestions for program revisions.

4. Community Related

- Liaises with other community health providers to facilitate partnerships and to facilitate patient referrals.
- Sits on external committees, as agreed with the Executive Director.
- Provides educational opportunities for Nurse Practitioner students

All KNFHT employees have some fundamental responsibilities that go beyond the confines of their occupations. These include:

- Maintaining and developing professional competence through ongoing professional development. Fully participates in the “Reflective Practice of the College of Nurses of Ontario.”
- Staying current and aware of opportunities to implement new, evidenced-based methods of client assessment and treatment.
- Acting as an “Ambassador” for KNFHT by creating an awareness of KNFHT programs and promoting services offered.
- Compliance with all mandated legal/regulatory requirements related to working at KNFHT e.g. Employment Standards Act, Occupational Health and Safety, standards of professional conduct etc.
- Maintaining awareness of, and compliance with, KNFHT policies and procedures.
- Maintaining awareness of, and compliance with, Ministry of Health policies and procedures, and regulations.
- Keeping all information learned about staff, volunteers, and patients of the KNFHT strictly confidential.
- Attending staff and team meetings as required.

Essential Qualifications

- Certification as a Registered Nurse, Extended Class, from the College of Nurses of Ontario.
- Knowledge of and commitment to community-based health care.
- Commitment to working with other health care professionals as part of a team.
- Effective written and verbal communication skills.
- Proficient with Windows-based computer systems, in particular e-mail and MS Word.
- Strong interpersonal and organizational skills.
- Ability to work with diverse populations.
- Ability to communicate effectively, both orally and written, in English.