

Algoma
Nurse Practitioner-Led Clinic

443 Northern Ave.
Sault Ste. Marie, ON P6B 4J3
T 705-942-4717
F 705-942-9687

JOB DESCRIPTION: EXECUTIVE DIRECTOR-NP LEAD

Revised date: MAY 2020

Reports to: Board of Directors

Position: One (1) Full-Time Equivalent Position (Full-Time = 37.5 Hours per Week)

SUMMARY

The Executive Director-NP Lead is responsible for both the clinical and administrative leadership at the Algoma NPLC. Firstly, the ED-NP Lead oversees the clinical aspects of operations related to the priorities of ensuring quality care, patient and provider satisfaction. She/he provides care in accordance with College of Nurses of Ontario standards of care for nurse practitioners.

The ED-NP Lead is also responsible for the executive leadership of the Clinic, the liaison and reporting to the project funder, Ministry of Health and Long Term Care and the communication/relationship building with other health and social services in the community. The ED-NP Lead collaborates with the team to create an environment that provides clients with the best care. The ED-NP Lead is accountable to the Board of Directors for the operations of the clinic.

Algoma

Nurse Practitioner-Led Clinic

443 Northern Ave.
Sault Ste. Marie, ON P6B 4J3
T 705-942-4717
F 705-942-9687

SCOPE

The Executive Director-NP Lead is the primary point of contact in all legal and financial matters related to the Clinic. She/he is responsible to ensure compliance with all legal and legislative matters and represents the Clinic in all negotiations with the Ministry, financial institutions, the landlord and insurance company. The ED-NP Lead directly supervises the administrative positions.

The Executive Director-NP Lead is to practice within the scope and according to the standards of practice as outlined in the following documents:

- College of Nurses of Ontario – Practice Standards
- Nursing Act (1991)
- The Regulated Health Professionals Act (1991) and
- Any other applicable legislation

ED-NP Lead directly supervises the clinical positions

Algoma

Nurse Practitioner-Led Clinic

443 Northern Ave.
Sault Ste. Marie, ON P6B 4J3
T 705-942-4717
F 705-942-9687

Qualifications

- Formal education in healthcare administration, business administration, or a similar field (certificate, undergraduate, post-graduate) an asset. Registration as an RN in the Extended Class, in good standing, with the College of Nurses of Ontario Bachelor degree in Nursing, certification as Primary Care Nurse Practitioner, a Master of Nursing preferred, or equivalent.
- A minimum of one year in health care administration that includes supervision of administrative and health care professionals.
- Demonstrated ability to maintain successful working relationships; ability to meet and interact with people in a pleasant, professional, and reassuring manner, both in person and on the telephone
- Proficiency in English required and additional proficiency in French would be an asset.
- Ability to work a flexible schedule

Algoma

Nurse Practitioner-Led Clinic

443 Northern Ave.
Sault Ste. Marie, ON P6B 4J3
T 705-942-4717
F 705-942-9687

Executive skills and abilities

- Superior leadership, organization, research, evaluation, time management, communication and interpersonal skills. Knowledge of and skill in the application of leadership techniques.
- Skill in analytical problem solving and seeking innovative solutions.
- Skill in the principle and practices of effective interpersonal communication and the ability to maintain cooperative relationships with others.
- Proven ability to motivate and inspire staff to achieve excellence.
- Demonstrated ability to welcome change and manage it innovatively.
- Knowledge of the legislation, regulations, policies, and procedures governing the Clinic.
- Desire and ability to update knowledge and skills through various means including technology-based opportunities, courses, workshops and conferences.
- Ability to coordinate multiple tasks efficiently.
- Proficiency in the use of computers, particularly in Microsoft Word, Excel, and Outlook; experience with EMR would be an asset.
- Ability to initiate and maintain strong relationships with community stakeholders or partners.

Clinical skills and abilities

- Knowledge and proficiency in current, evidence-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction.
 - Superior leadership, organization, research, evaluation, time management, program development, communication and interpersonal skills.
 - Proficiency in the use of computers, particularly in Microsoft Word, Excel, Outlook and experience with electronic medical records.
- Multi-tasking skills related to the delivery of efficient primary care including the ability to share information and teach while treating clients.
- Excellent verbal and written communication skills.
 - Ability to be open-minded and non-judgmental.

Executive Duties and Responsibilities

- Collaborate with the Board of Directors to establish and maintain standards for the provision of health care services and evaluation systems to monitor the quality of health care given to clients.
- Development, implementation and evaluation of clinic policies, procedures, and operations.
- Ensure clinic services comply with legislation, regulations and policy and procedures.

Algoma *Nurse Practitioner-Led Clinic*

443 Northern Ave.
Sault Ste. Marie, ON P6B 4J3
T 705-942-4717
F 705-942-9687

- Oversee the preparation of regular reports on Clinic activity for staff, Board of Directors and the Ministry.
- Oversee the preparation of the Clinic's annual report in accordance with the Ministry template.
- Attend all meetings of the Board of Directors and provide support as required.
- Investigate and resolve complaints from clients and staff; report all complaints to the Board of Directors Executive Committee.
- Represent the Clinic at meetings with government officials, the public, the media and other organizations.
- Accountable for budget monitoring and compliance with Ministry funding.
- Ensure compliance with business and operational plans.
- Identify errors; take and report corrective action promptly and effectively.
- Responsible for the creation and implementation of the Quality Improvement Plan.
- Demonstrate respect and attentiveness to the clients and other team members.
- Monitor the use of services to ensure effective and efficient use of resources; develop and implement a process for evaluating and reporting on the performance of the Clinic.

Algoma *Nurse Practitioner-Led Clinic*

443 Northern Ave.
Sault Ste. Marie, ON P6B 4J3
T 705-942-4717
F 705-942-9687

- Ongoing assessment of clients' need and development of programs to meet those needs.
- Monitor the needs for additional resources whether material, equipment or human resources.
- Staff recruitment; Staffing recommendations are presented to the Board of Directors for approval.
- Supervise both the administrative and clinical staff.
- Work closely with the HR/Office administrator.
- Collaborate with the multidisciplinary team to plan, organize, implement and evaluate the delivery of health care services within the Clinic.
- Foster teamwork and commitment to excellence in the provision of client-focused care.
- Protect his/her own health and the health of others by adopting safe work practices, reporting unsafe conditions immediately, and following guidelines as legislated under the Ontario Occupational Health and Safety Act.
- Ensure measures are implemented to ensure adequate security of clinic equipment, including medical and technical equipment and EMR data.

Algoma

Nurse Practitioner-Led Clinic

443 Northern Ave.
Sault Ste. Marie, ON P6B 4J3
T 705-942-4717
F 705-942-9687

Clinical duties

- Supervises the whole clinical team.
- Initiates and manages the care of clients with diseases or disorders within their scope of practice and/or monitors the ongoing therapy of clients with chronic stable illness by providing effective pharmacological, complementary, or counseling interventions.
- Prescribes drugs, orders X-rays and laboratory tests within the RN(EC) scope of practice.
- Implements strategies to promote health and prevent disease with individuals, families and groups.
- Synthesizes information from individual clients to identify broader implications within the family.
- Evaluates client comprehension and compliance to the plan by reviewing clinical and learning outcomes.
- Stays current and aware of opportunities to implement new, evidenced based methods of client assessment and treatment.
- Model the values and philosophy of the Clinic.
- Ability to travel within the community.
- Adhere to all policies and procedures of the Algoma NPLC.
- Facilitates appropriate in-house and external education sessions.

Algoma

Nurse Practitioner-Led Clinic

443 Northern Ave.
Sault Ste. Marie, ON P6B 4J3
T 705-942-4717
F 705-942-9687

POSITION REQUIREMENTS

- The position requires minimal physical effort and the workday comprises roughly equal amounts of standing and sitting, with frequent position changes.
- The work environment will primarily be in a well-lit, well-ventilated clinic that is furnished ergonomically. Exam rooms are spacious, well equipped and supplied.
- There may be occasional need for attending offsite clinics to provide care to specific patient populations.

Hours of Work

The normal hours of work will be 37.5 hours per week but due to the leadership responsibilities of the position additional hours and flexibility will be required.

Algoma
Nurse Practitioner-Led Clinic

443 Northern Ave.
Sault Ste. Marie, ON P6B 4J3
T 705-942-4717
F 705-942-9687