

# Algoma

## *Nurse Practitioner-Led Clinic*

### Job Description – Nurse Practitioner Lead

**Revised Date: February 2017**

**Reports to: Board of Directors**

**Position: 1 Full Time Equivalent**

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#### SUMMARY

The Nurse Practitioner Lead is responsible for the overall clinical aspects of operations related to the priorities of ensuring quality care, patient and provider satisfaction, and practice development. The Lead NP is an experienced clinical leader with exceptional communication and management skills who is committed to the highest level of patient care. In addition, the Nurse Practitioner Lead plans, implements and evaluates the delivery of primary care to clients of the Clinic, in collaboration with the interdisciplinary team of health care providers. She/he provides care in accordance with College of Nurses of Ontario standards of care for nurse practitioners.

#### QUALIFICATIONS

- Registration as an RN in the Extended Class, in good standing, with the College of Nurses of Ontario
- Bachelor degree in Nursing with a Master of Nursing preferred, or equivalent.
- Experience in health care administration would be an asset
- Current First Aid/CPR certification.
- Clear criminal reference check, including vulnerable sector.
- 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 preferred.
- Ability to work a flexible schedule.
- NPAO membership (for insurance), is recommended

#### SCOPE

The Nurse Practitioner 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

#### 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.

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- 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.
- Demonstrated ability to welcome change and manage it innovatively.

### DUTIES AND RESPONSIBILITIES

The Nurse Practitioner Lead will be responsible for the following:

- Provides direction and counseling regarding clinical practice issues.
- Responsible for working with the Administrative Lead to track and resolve quality of care infractions.
- Addresses clinical issues in conjunction with the Administrative Lead.
- Ensuring compliance and consistent approaches to develop and support quality assurance strategies, assist in, review and development of clinical policies and procedures.
- Participates, in conjunction with Administrative Lead, in annual performance evaluations on all clinical providers.
- Interviews, hires, orients, trains and supervises clinical providers in conjunction with the Administrative Lead, as required.
- Provides input to the Administrative Lead with respect to clinic budgets.
- Responsible for mentoring all providers.
- Responsible for the development and review of clinical services and programs in conjunction with the Administrative Lead.
- In collaboration with the Administrative Lead, the NP Lead will serve as liaison between the Clinic and external agencies, as well as building strong partnership and strategic alliances.
- Involved in meetings and committees as designated.

#### Clinical

- 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.

#### General

- Works effectively within the interdisciplinary team, in varied practice settings, to improve access to primary care for the clients of the Clinic.
- Promotes awareness of the services and programs.
- Actively participates in staff, team and committee meetings as appropriate.
- Maintains and develops professional competence through ongoing professional development. Fully participates in the Quality Assurance Program of the College of Nurses of Ontario.
- 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.

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- Facilitates appropriate in-house and external education sessions.

### 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.