



Position Description

Registered Nurse-Cardiac Care Program

Position:	Registered Nurse	Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Casual	
Date:	August 15, 2008 v. 2	Reporting To:	Executive Director	
Salary:	\$60,000-65,103 yearly	(37.5 hrs/wk)	Supervision:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes

PURPOSE

The Registered Nurse-Cardiac Care Program(RN-CC) will function in close collaboration with physicians and Interdisciplinary Healthcare Providers (IHPs) within the Georgian Bay Family Health Team (GBFHT). As a vital member of the patient focused team, he/she will provide clinical services in conjunction with all health care professionals.

The RN-CC will have an expanded scope of practice that includes providing the full range of assessment, treatment and counselling, education and consultative services, provision of health promotion and disease prevention strategies, telephone triage and monitoring, performing technical nursing interventions, case management and assisting in the completion of computerized health records.

A major role of the RN will focus on prevention and chronic disease management for the Cardiac Care Program. The specific role will vary according to patient needs; however, education, monitoring and self-management will be key components of the role.

Accountability:

The Registered Nurse is to practice within the scope and according to the standards of practice as outlined in the following documents:

- *The Regulated Health Professionals Act (1991)*
- *The Nursing Act (1991)*
- *The Public Hospitals Act (2003)*

DUTIES AND RESPONSIBILITIES	% PERFORMED
<p>1) <u>Cardiac Care Program-Clinical Care:</u></p> <ul style="list-style-type: none"> a) Assesses, monitors and implements treatment plans for patients at various stages within the continuum of health and illness (physical, emotional, psychological, and spiritual). The focus is on prevention and management of chronic stable cardiac disease with such conditions as diabetes, hypertension, and hyperlipidemia. b) Interprets patient health care records. c) Observes and records outcomes. d) Collects data through a therapeutic relationship with the patient. e) Provides nursing care and treatment (including complementary therapies and/or counselling) for health problems. f) Collaborates with and refers to physicians on management of complex patients. g) Supports and encourages patients/families to articulate their needs. h) Provides ongoing assessments and recommendations to the treatment team and patients/families for adjustments in the plan of care as required. i) Advocates on behalf of patients/families. j) Helps patients to identify and use health resources. k) Involves patients in decisions about their own health. l) Encourages patients to take action for their own health. m) Initiates health education and other activities that assist, promote, and support patients as they strive to achieve the highest possible level of health. n) Documents assessments, interventions, and plans including recommendations and goals, progress notes and discharge summaries. 	70%
<p>2) <u>Communication</u></p> <ul style="list-style-type: none"> a) Communicates effectively with the physician and other health care team members to create a cohesive team and seamless services to the community. b) Communicates effectively with all patients, families, peers, other health care professionals and community partners. c) Participates in interdisciplinary meetings as required. 	8%
<p>3) <u>Reporting</u> Prepares statistical reports monthly, or as required, for the GBFHT and the Ministry of Health and Long-Term Care and participates in their analysis.</p>	2%
<p>4) <u>Evaluation</u></p> <ul style="list-style-type: none"> a) Evaluates patient comprehension and compliance to the plan by reviewing clinical and learning outcomes. b) Identifies key performance indicators for nursing services, participates in the measurement of these indicators. c) Participates in workload measurement, evaluates results to identify trends in patient needs. 	5%

DUTIES AND RESPONSIBILITIES	% PERFORMED
<p>5) <u>Team Development</u></p> <ul style="list-style-type: none"> a) Promotes and actively participates in a multidisciplinary provider model. b) Works effectively within an interdisciplinary team, in varied practice settings, to improve access to primary care for the residents of the Georgian Bay area. The “patient” may be an individual, a family, a target group or a community. c) Collaborates with providers and patients to ensure that appropriate management, referral and responses to inquiries are provided. d) Participates in the development and evaluation of policies, protocols, procedures, and advanced directives to improve patient care and/or to promote efficient utilization of resources. e) Promotes awareness of the GBFHT’s services and programs. f) Actively participates in staff, team and committee meetings as appropriate. g) Participates in the development, planning and evaluation of treatment, education, counselling and health promotion activities of the GBFHT. 	10%
<p>6) <u>Professional Development</u></p> <ul style="list-style-type: none"> a) Maintains and develops professional competence through ongoing professional development. Fully participates in the Quality Assurance Program of the College of Nurses of Ontario. b) Stays current and aware of opportunities to implement new, evidenced-based methods of patient assessment and treatment. c) Participates in self-directed learning to ensure that his/her practice remains relevant by attending professional conferences, e-learning and journal reviews. d) Participates on interdisciplinary committees to promote professional / interpersonal development. 	5%
<p>7) <u>Related Duties</u></p> <ul style="list-style-type: none"> a) Models the values and philosophy of the GBFHT. b) Exhibits a commitment to life-long learning. c) Maintains confidentiality of team, personnel and patient information. d) Facilitates appropriate in-house and external education sessions. e) Assists with planning and attends special events. f) Performs other associated duties as required. 	

SPECIFICATIONS

8) EDUCATION / EXPERIENCE:

- a) Successful completion of a University degree, College diploma, or completion of an approved Registered Nursing Program (Baccalaureate in a health discipline preferred).
- b) Extensive experience with cardiology patients and programs.
- c) Current registration in good standing with the College of Nurses of Ontario.
- d) Current Ontario Drivers’ License.
- e) Two years experience in a primary health care setting preferred.
- f) RNAO membership preferred.

9) SKILLS / ABILITIES:

- a) Knowledge and proficiency in current, evidence-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction.
- b) Leadership, organization, research, evaluation, time management, communication and interpersonal skills.
- c) Proficiency in the use of the computers and information technology.
- d) Experience with Mac computers is beneficial but not required.
- e) Experience with an Electronic Medical Record (EMR) is beneficial but not required.
- f) Desire and ability to update knowledge and skills through various means including technology-based opportunities, courses, workshops and conferences.
- g) Sound organization, communication, teaching and leadership skills.
- h) Excellent verbal and written communication skills.
- i) Ability to be open-minded and non-judgmental.
- j) Demonstrated ability to welcome change and manage it innovatively.
- k) Knowledge of the goals; structure; policies and procedures, and programs of the GBFHT.

10) EQUIPMENT USED:

Various diagnostic and medical equipment, computer, printer, scanner, fax, photocopier, telephone, AV equipment (video projection), and a variety of teaching aids.

11) WORK ENVIRONMENT:

- a) ***GBFHT Clinic-Collingwood***
The work environment will be mostly in the main clinic which is well-lit, ventilated and furnished ergonomically but some work may be required in other locations which may be less than optimal. Personal office space may or may not be shared.
- b) ***GBFHT Satellite or Outreach Sites***
Environment may vary depending on location. Ergonomics, health and safety of the RN will be an important consideration when the location is furnished and equipped. It may be required to bring some requisite equipment and supplies when reporting to work in these environments.
- c) ***In Home Visits***
The RN may be required to provide primary care within the confines of a patient's home. These environments are not assessed before hand and it is the responsibility of the RN to assess the environment for health and safety risks. It is the policy of the GBFHT that no employee is exposed to second-hand smoke. Travel related to the fulfillment of this position description will be reimbursed.



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12) REPORTING RELATIONSHIPS:

The RN reports to the Executive Director. In clinical matters, the RN collaborates with physicians and other GBFHT members to provide the most efficient, appropriate primary care to a patient of the GBFHT. The RN collaborates with other community health partners to deliver appropriate services and programs to the community.

APPROVAL SIGNATURES:

Employee

Employer

Date

Date