

Nor'West Co-Op Community Health Centre, Inc.

Position Description

<u>POSITION:</u>	Primary Care Nurse
<u>PROGRAM:</u>	Primary Health Care
<u>RESPONSIBLE TO:</u>	Primary Health Care Nurse Coordinator
<u>STATUS:</u>	part – time, CUPE <u>WRHA funded – Central Table</u>
<u>DATE:</u>	October 18, 1999

POSITION SUMMARY:

The overall purpose of this position is to deliver professional nursing care to clients within a primary care framework, which emphasizes health maintenance, disease prevention and promotion of a high level of wellness. The position is responsible for the delivery of primary care nursing and for assisting with the organization of the primary care area. The position functions under the provisions of the Registered Nurses Act, the philosophy, objectives, policies and procedures of Nor'West Co-Op Community Health Centre, Inc. and in accordance with the framework of MARN Standards of Nursing Care. The position utilized the nursing process and scientific knowledge in the delivery of care.

QUALIFICATIONS:

1. Bachelor of Nursing required.
2. Current active practicing registration with MARN.
3. Two years of experience in primary care in a community-based organization is preferred.
4. Current Basic Life Support Certificate.
5. Demonstrated commitment to/knowledge of community-based health care and resources.
6. Knowledge of nursing assessment skills.
7. Knowledge of health promotion and education.

8. Personal communication and counseling skills of individuals and families.
9. Ability to maintain positive working relationships with Nor'West staff/external agencies.

DUTIES:

1. Performs emergency triage and telephone triage.
2. Obtains complete psychosocial and health history and performs appropriate physical examination.
3. Assists physician with medical procedures/client health management.
4. Assists with health management, counseling, and maintenance/follow up of selected groups of clients (ie. prenatal clients, teens, well baby clients, clients with Diabetes, HBP and Asthma etc.)
5. Provides outreach home visits as needed for health management, maintenance and follow up of geriatric clients.
6. Administers medications/injections from stock drugs as per standing orders: i.e. Tetanus, vitamin B12, flu shots, immunizations, STD treatments, oral contraceptives, standing OTC medications and performs venipuncture.
7. Assists primary care nurse Coordinator in the organization of the primary care area including.
 - 7.1 collects monthly encounter statistics
 - 7.2 monitors supplies
 - 7.3 liaisons with laboratory
 - 7.4 sterilized equipment
 - 7.5 assists with organization of pharmacy
 - 7.6 ensures that adequate supply levels are maintained in examining rooms
 - 7.7 assists with management of client record
 - 7.8 preparation of medical specimens
8. Advocates the interests of individual clients and groups of clients including helping them to gain access to good health care.
9. Assists in the delivery of nursing education clinics as per identified community needs (i.e. Blood Pressure, well baby, flu shot)
10. Collaborates with members of the health care team at Nor'West and participates in client conferences as appropriate.

11. Engages in continuing education and in the upgrading of knowledge and skills relevant to nursing practice.
12. Holds confidential all information about a client learned in the health care setting except where release of information may be required in the course of duties and responsibilities and in accordance with corporate policy governing proper release of information.

Approved by:

Executive Director

Date: