



POSITION DESCRIPTION

POSITION TITLE: Public Health Nurse	DEPARTMENT: Public Health-Healthy Living
CLASSIFICATION: Nurse IV	APPROVED BY: Regional Lead – Community & Continuing Care
UNION: Manitoba Nurses' Union (MNU)	DATE APPROVED: December 12, 2016

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director, Health Services - Public Health-Healthy Living & Primary Care or Manager, Health Services - Public Health-Healthy Living

POSITIONS SUPERVISED: Public Health-Healthy Living Clerks, Families First Home Visitors, Immunization Nurses and URIS Direct Service Nurses as appropriate

POSITION PURPOSE

Reporting to the Director, Health Services or Manager, Health Services, the Public Health Nurse applies public health science and nursing theory to promote, protect and preserve the health of populations. The incumbent links the health and illness experiences of communities, families, and individuals to population health promotion practice. Overall, the Public Health Nurse strives to improve the health of all people and reduce inequities among populations by addressing determinants of health and promoting equitable health outcomes.

The incumbent will exercise the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

Public Health and Nursing Sciences:

Applies key knowledge and critical thinking skills related to the Public Health Sciences

- Applies knowledge about the health status of populations, inequities in health, the determinants of health and illness, principles of primary health care, strategies for health promotion, disease and injury prevention and health protection, as well as factors that influence delivery and use of health services.

- Applies knowledge about the history, structure and interaction of health care services at local, provincial/territorial, national and international levels and in particular as it relates to the Public Health Act and the role of Public Health-Healthy Living staff in the context of communicable disease outbreaks and disaster situations.
- Applies public health and nursing sciences to practice by synthesizing knowledge from a broad range of theories, models and frameworks.
- Uses evidence and research to inform health policies, programs and practice by maintaining and applying evidence-informed nursing and public health theory.
- Pursues lifelong learning opportunities in the field of public health as it relates to current nursing practice, new and emerging issues and the changing needs of the population.

Assessment and Analysis:

Applies skills to assess and to analyze information

- Recognizes when a health concern or issue exists by applying epidemiological principles, knowledge and management/prevention skills especially with respect to injuries, chronic and communicable diseases and environmental issues.
- Identifies relevant and appropriate sources of information, including community assets and resources.
- Collects, stores, retrieves and uses accurate and appropriate information about public health issues.
- Assesses the health status and functional competence of communities, families, and individuals, or population(s) within the context of their environmental and social supports across the lifespan.
- Analyzes information to determine appropriate implications, issues, gaps and limitations.
- Determines the meaning of information, considering the current ethical, political, scientific, socio-cultural and economic contexts.
- Recommends specific actions based on the analysis of information. This includes encouraging and supporting communities, families and individuals to balance choices with social responsibility to create a healthier future.

Policy & Program Planning, Implementation and Evaluation:

Plans, implements and evaluates policies, programs and/or practice in public health

- Describes selected policy and program options to address a specific public health issue as well as the roles and responsibilities of the Public Health Nurse and Medical Officer of Health as it relates to the Public Health Act.
- Describes the implications of each option, especially as they apply to the determinants of health and recommends or decides on a course of action.
- Develops a plan to implement a course of action taking into account relevant evidence, legislation, emergency planning procedures, regulations and policies.
- Implements a policy or program and/or takes appropriate action to address specific public health issues in communities, across communities and across the region.
- Provides care with all client levels using the nursing process: assessment, planning, implementation and evaluation, based on evidence-informed decision-making, including available service delivery standards and practice guidelines.
- Collaborates with and refers to other service providers and experts as needed.
- Accepts and responds to referrals from service providers and community members and groups.
- Conducts individual physical assessments and family assessments.
- Immunizes, tests, provides treatment/medication in accordance with standards and clinical practice guidelines and requirements as appropriate.

- Evaluates an action, policy or program.
- Sets and follows priorities and maximizes outcomes based on available resources.
- Develops a plan, implements and evaluates responses to a public health emergency or disaster.

Partnership, Collaboration and Advocacy:

Works with others to improve the health and wellbeing of the public through the pursuit of common goals

- Develops therapeutic relationships with clients.
- Identifies and collaborates with partners in addressing public health issues.
- Engages in inter-professional practice and collaborates with members of the multi-disciplinary health care team.
- Builds partnership, coalitions and networks by using community development approaches and skills, such as team building, negotiation, conflict management and group facilitation.
- Mediates between differing interests in the pursuit of health and wellbeing and facilitates equitable access to resources.
- Advocates for healthy public policies and services that promote and protect the health and wellbeing of individuals and communities.
- Uses client-centered approach involving individuals, families, groups and communities as active partners to identify assets, strengths and available resources and to take action to address health inequities, needs, deficits and gaps.

Diversity and Inclusiveness:

Interacts effectively with diverse individuals, groups and communities

- Addresses population diversity when planning, implementing, adapting and evaluating Public Health-Healthy Living services and policies.
- Applies culturally relevant and appropriate approaches with people from diverse cultural, socio-economic and educational backgrounds, sexual minorities, and persons of all ages, gender, health status and abilities.
- Integrates and applies a harm reduction approach.

Communication:

Communicates effectively with individuals, families, groups, communities and colleagues

- Interprets information from professional, non-professional and community audiences.
- Connects with individuals and communities by using professional and respectful communication skills, appropriate media, community resources, Health Behaviour Change concepts and contributes to social marketing projects.
- Facilitates groups, makes presentations and applies the principles of adult learning in education with the public and health care providers.
- Uses current technology to communicate effectively.

Leadership:

Provides leadership mainly in primary and secondary prevention health services in a variety of settings

- Contributes to developing key values and a shared vision in planning and implementing Public Health-Healthy Living programs and policies in the community.
- Contributes proactively to the quality of the work environment by identifying needs, issues and solutions, mobilizes colleagues and actively participates in team and organizational structures and mechanisms.
- Advocates for societal change in support of health for all.

- Systematically evaluates the availability, acceptability, quality, efficiency and effectiveness of Public Health-Healthy Living practices.

Professional Responsibility and Accountability:

Builds capacity, improves performance and enhances the quality of the working environment

- Applies the mission, vision, values and priorities of Southern Health-Santé Sud in practice.
- Uses health ethics to manage self, other, information, resources and practice in accordance with all relevant standards, legislation and codes of ethics.
- Contributes to maintaining organizational performance standards as well as a healthy and responsive workplace and organization.
- Builds capacity by sharing knowledge, through participation in professional development and practice development activities, mentoring students, orientating new staff, providing constructive feedback to colleagues and participating in research and quality assurance initiative, e.g. participation in regional working groups and program teams.
- Completes documentation as per regional and professional standards.
- Collects relevant statistical information related to services provided and client satisfaction.
- Coordinates and facilitates activities of staff, e.g. Families First Home Visitors, Immunization Nurses and volunteers.
- Assists in the effective provision of staff resources to meet client/community needs within the program, e.g. planning and implementing vacation and sick coverage, participates in problem solving related to staffing of flu and school based immunization clinics.
- Adheres to established policies and procedures.
- Takes preventive, as well as corrective action, individually or in partnership with others to protect individuals from unsafe, incompetent and unethical circumstances.
- Responsibly uses and maintains equipment and supplies.
- Supervises clerical staff and Families First Home Visitors as assigned.
- Provides coverage for the program as required.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Successful completion of probation.
 2. Biannual performance appraisal.
 3. Works within established guidelines and competencies as evidenced by reviews and audits.
-

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Active Practice Registration with the College of Registered Nurses of Manitoba and the scope of practice as defined by the Regulated Health Professions Act (RHPA).
- Baccalaureate Degree in Nursing.
- Basic Life Support (BLS) Certification.
- Introduction to Public Health in Canada (Skills Enhancement for Public Health).
- Introduction to Literature Searching (Skills Enhancement for Public Health).

REQUIRED KNOWLEDGE:

- Proficiency in Microsoft Office Applications and Email.
- Knowledge of the Public Health Act.

EXPERIENCE REQUIRED:

- Minimum of two (2) years full time equivalent experience in Public Health Nursing in the last five (5) years.
- Other suitable combinations of education and experience may be considered.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to work autonomously and independently in a variety of settings.
- Demonstrated ability to engage in inter-professional practice and collaborate with members of the multi-disciplinary health care team.
- Demonstrated ability to maintain both professional nursing standards and public health standards.
- Demonstrated ability to apply a population health promotion model while considering the social determinants of health.
- Demonstrated ability to integrate and apply both behavior change and harm reduction concepts.
- Demonstrated decision making and problem solving skills in complex situations.
- Demonstrated written and oral communication skills.
- Demonstrated effective collaboration, negotiation, and conflict resolution skills.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.

PROGRAM SPECIFIC REQUIREMENTS

PUBLIC HEALTH NURSE – GENERALIST POSITION PURPOSE

As a member of a multi-disciplinary team, the Public Health Nurse - Generalist works collaboratively with clients (communities, families and individuals), staff and partners to provide primary and secondary prevention, care and support. The incumbent develops, implements and evaluates processes to respond to community-specific health needs and initiatives.

ADDITIONAL QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of Education Program for Immunization Competencies (EPIC), or willingness to complete within twelve (12) months of employment.

PUBLIC HEALTH NURSE – COMMUNICABLE DISEASE & IMMUNIZATION POSITION PURPOSE

As a member of a multi-disciplinary team, the Public Health Nurse – Communicable Disease & Immunization works collaboratively with staff, partners and communities to develop, implement and evaluate processes to meet outcomes related to prevention, education, care, research and support for people with and at risk of contracting a communicable disease.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Liaise with Public Health-Healthy Living staff and management, Primary Care providers, Manitoba Health and the Regional Communicable Disease/Immunization Team.
- Coordinate communicable disease case/issue management in the community.
- Coordinate regional immunization practice.
- Provides guidance to public health nurses on communicable disease and immunization issues.
- Facilitate provision of education and training for staff, including acting as a resource for evidence-informed practice.
- Participate in policy and program development and communicable disease surveillance.

ADDITIONAL QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of the Basic Epidemiological concepts course (Skills Enhancement for Public Health) or willing to obtain within twelve (12) months of employment.
- Completion of the Outbreak Investigation & Management Course (Skills Enhancement for Public Health) or willing to obtain within twelve (12) months of employment.
- Completion of Education Program for Immunization Competencies (EPIC).

PUBLIC HEALTH NURSE – FAMILIES FIRST POSITION PURPOSE

As a member of a multi-disciplinary team, the Public Health Nurse – Families First works collaboratively with Home Visitors, Public Health Nurses, partners and communities to support strength-based family interactions. The incumbent provides reflective supervision for Home Visitors and support continuing education opportunities and program evaluation.

ADDITIONAL QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of Parent Survey Training.

EXPERIENCE REQUIRED:

- Minimum two (2) years experience utilizing Parent Survey Training.

- Minimum one (1) year experience providing reflective supervision.

PUBLIC HEALTH NURSE – SEXUALLY TRANSMITTED BLOOD BORNE INFECTION (STBBI) IN CORRECTIONS POSITION PURPOSE

As a member of a multi-disciplinary team, the Public Health Nurse – STBBI in Corrections works collaboratively with clients (youth and adults) who are incarcerated, staff, and Correctional facility community to provide primary and secondary prevention, care and support. The incumbent develops, implements and evaluates processes to respond to community-specific health needs and initiatives.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Liaise with Public Health-Healthy Living staff and management, Primary Care providers, Manitoba Justice, Manitoba Health and the Regional Harm Reduction and Healthy Sexuality Team.
- Coordinate STBBI case/issue management in the correctional facility.
- Facilitate provision of education and training for Corrections staff, including acting as a resource for evidence informed practice.
- Participate in policy development and STBBI surveillance.

ADDITIONAL QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of the Basic Epidemiological concepts course (Skills Enhancement for Public Health) or willing to obtain within twelve (12) months of employment.

REQUIRED KNOWLEDGE:

- Knowledgeable in Canadian Public Health Association's Core Competencies in STBBI Prevention.

PUBLIC HEALTH NURSE – UNIFIED REFERRAL AND INTAKE SYSTEM (URIS) POSITION PURPOSE

As a member of a multi-disciplinary team, the Public Health Nurse – URIS works collaboratively with staff, partners and community programs (schools, respite, child care centers, etc.) to develop and implement processes to support appropriate health care responses to children with identified needs in these settings.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Coordinates and implements URIS services meeting the needs of primary stakeholders of Manitoba Health, Education, Family Services (Inter-Departmental Steering Committee members) integrated within the RHA environment.
- Participates in the provincial URIS Nursing Practice Council.
- Acts as the regional liaison to the Provincial URIS Coordinator.
- Educates the direct service nurses on latest research and best practices.
- Provides daily clinical supervision and guidance to the URIS – Direct Service Nurse.

ADDITIONAL QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Two (2) years experience in care and treatment of children with chronic health conditions in the last five (5) years.
- One (1) year previous experience in a supervisory role.

PUBLIC HEALTH NURSE – PERINATAL POSITION PURPOSE

As a member of a multi-disciplinary team, the Public Health Nurse-Perinatal works collaboratively with staff, partners and communities to develop, implement and evaluate processes to meet outcomes related to prevention, education, care, research and support for families in the postpartum newborn stage of life.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Liaise with Public Health-Healthy Living staff and management, Primary Care providers, Manitoba Health and the Regional Perinatal team.
- Provide consultation for Postpartum Newborn case/issue management in the community.
- Provide service to postpartum and newborn referrals when a Public Health Nurse is not available to visit in person.
- Facilitate provision of education and training for staff, including acting as a resource for evidence-informed practice.
- Participate in policy and program development and perinatal surveillance.

ADDITIONAL QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of Parent Survey Training.
- Completion of a breastfeeding certificate.

EXPERIENCE REQUIRED:

- Minimum two (2) years experience in perinatal home visiting in the last five (5) years.
 - Minimum two (2) years experience utilizing Parent Survey Training.
-

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
 - Days, with some evenings and weekends as necessary.
 - Will be required to travel to other regional facilities as the position duties may require.
-

SALARY SCALE:

As per MNU Collective Agreement Salary Scale.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.