



## POSITION DESCRIPTION

**POSITION TITLE:** Primary Care Nurse

**DEPARTMENT:** Primary Care

**CLASSIFICATION:** Nurse III

**APPROVED BY:** Regional Lead – Community  
& Continuing Care

**UNION:** Manitoba Nurses Union (MNU)

**DATE APPROVED:** April 5, 2022

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Director, Health Services – Primary Care, Manager, Health Services – Primary Care, Lead, and/or designate; Fee for Service Clinic partners in Interprofessional Team Demonstration Initiative (ITDI)/My Health Team positions in a matrix reporting structure.

**POSITIONS SUPERVISED:** None

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### POSITION PURPOSE

Reporting to the Director, Health Services or Manager, Health Services or Lead, the Primary Care Nurse (PCN) will be part of the multidisciplinary team that will maintain high quality service delivery within the primary care clinic. The incumbent will demonstrate the ability to establish and maintain positive working relationships within a collaborative, interdisciplinary health care team. The PCN will demonstrate an understanding of public health systems, principles of primary health care, population health and determinants of health in the delivery of primary health care services.

The PCN will demonstrate a proficiency in clinical assessment skills, care and treatment guidelines within the full scope of nursing practice. Must be adaptable and demonstrate the ability to use professional judgment applicable to triage, consultation, referral and liaison functions. The incumbent will demonstrate the ability to adapt quickly to changing situations, and function in a challenging environment. The PCN will also implement strategies to promote health and prevent illness, exercise proficiency in primary care settings.

The incumbent exercises 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.

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## ESSENTIAL FUNCTIONS AND BASIC DUTIES

The PCN is an integral member of the Primary Care team. Guided by the principles of primary health care, the PCN will promote health strategies and provide services that focus on optimal health, the prevention of disease and the promotion of health with individuals, families and communities. The PCN will perform clinical triage, assessment and intervention which are a core component of primary care practice, and are provided by in-person clinic visits or virtual health visits. The triage function assists in determining the right response at the right time and place for the client's presenting issue. Comprehensive assessment requires a holistic approach, attention to clinical and psychological risk and an intuitive capacity. Appropriate nursing interventions are based on knowledge of best practice, research and a complex understanding of health system resources and their availability. As a part of the health care team, they work as a navigator on behalf of the client to ensure the appropriate linkages and referrals to other services that would enable the client to achieve health goals.

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

- Applies recognized clinical guidelines and best practices to screening, monitoring and assessment of clients physical and emotional wellbeing.
- Conducts a comprehensive assessment, including a complete health history (medical, emotional, individual coping strategies, support systems, values systems), completes physical examination and obtains any other information relevant to the development of the health plan.
- Identifies and within the scope of practice, manages common developmental milestones (e.g. reproductive health, prenatal, childhood developmental stages), disease prevention (e.g. immunizations), acute and chronic illness related conditions (e.g. sexually transmitted infections, colds, arthritis, asthma, diabetes) affecting children and adults.
- In collaboration with the client and other service providers, conducts risk assessments related to the prevention of injury and/or disability, and develops appropriate health plans to reduce and prevent risks.
- Acquires and maintains expertise in the management of chronic diseases consistent with clinical practice guidelines.
- Acts as a resource to other members of the health care team with regards to the primary care management of chronic diseases.
- Identifies educational requirements and readiness of clients as a component of an overall health assessment.
- Employs health promotion, health education strategies, and harm reduction strategies to support behavioral changes conducive to health (e.g. tobacco cessation, physical activity, nutrition), jointly with the client defining and incorporating these strategies into the health plan.
- Acquires, develops and evaluates teaching materials and tools, with consideration for cultural, physical, intellectual and environmental factors.
- Provides supervision, mentorship, orientation and learning opportunities to students ensuring that program goals and objectives are met.
- Demonstrates leadership in primary care programs and services (e.g. chronic disease, reproductive health, shared care models, orientation).
- Participates in the planning and development of primary care policies, procedures and guidelines.
- Identifies and collects performance and quality improvement data and initiates corrective actions.
- Maintain productivity standards and practices, effective time management and prioritization of workload.
- Actively participates in relevant meetings and committees.

- Actively participates in the orientation and training of new staff.
- Advances primary care nursing through participation in professional development and practice development activities by participating in research and quality assurance initiatives.
- Acquires and maintains a comprehensive understanding of health and social services and referral processes including diagnostic services, specialist, hospital care, rehabilitation and support programs, educational programs and community health-based agencies.
- Refers clients to the most appropriate services in a timely and supportive manner.
- Establishes and maintains effective working relationships across programs and services within the region.
- Communicates effectively with clients, families, communities, primary care providers and health care team members; establishing and maintaining effective interpersonal relationship with all.
- Recognizes the ethical issues inherent in the delivery of health care and facilitates patients to make decisions about their own health.
- Applies a comprehensive understanding of the scope of nursing practices within a primary care setting.
- Maintains knowledge base of current literature and best practices in primary health care principles and maintains practice guided by these principles.
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- 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.

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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. Biennial performance appraisal.
3. Adherence to established standard practices through review of documentation and statistics.

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## **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.

### **KNOWLEDGE REQUIRED:**

- Knowledge of primary health delivery model.

- Knowledge of public health care systems.

**EXPERIENCE REQUIRED:**

- Minimum of 2 (two) years' experience in Primary Care Nursing preferably within a community setting with demonstrated competency in clinical assessments, care and treatment, community development, health education and promotion, illness prevention and chronic disease management.
- Experience in additional nursing areas such as acute care, emergency, surgical care, etc. would be an asset.
- Other suitable combinations of education and experience may be considered.

**SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Demonstrated effective oral and written communication skills.
- Demonstrated proficiency in clinical assessment skills, care and treatment guidelines within the full scope of nursing practice.
- Ability to adapt quickly to changing situations, and functions in a challenging environment.
- Demonstrated effective conceptual, organizational, interpersonal, critical thinking/problem solving and decision-making skills.
- Experience working across sectors and linking between programs/organizations considered an asset.
- Demonstrated ability to maintain positive interpersonal relationships.
- Demonstrated ability to work independently and as a team member.
- Demonstrated knowledge of computer software such as Microsoft Office.
- Experience with electronic medical records and electronic health records an asset.
- 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.

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**WORK CONDITIONS:**

- No hazardous or significantly unpleasant conditions.
  - May work occasionally evenings and weekends as necessary.
  - Will be required to travel to other regional facilities as the position duties may require.
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**SALARY SCALE:**

As per Manitoba Nurses Union (MNU) Collective Agreement Salary Scale.

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*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.*