#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Registered Nurse

**Job Number:** X-298 | VIP: 1047

**Band:** EXEMPT-6

**Department:** Student Health Services

**Supervisor Title:** Manager, Student Health Services

**Last Reviewed:**  October 19, 2023

#### **Job Purpose:**

Reporting to the manager of Student Health Services, the role of the Registered Nurse (RN) at Trent University Student Health Services contributes to effective collaborative primary health care for students and works within the greater Student Wellness Centre consisting of Health Counselling and Accessibility Services. The registered nurse works directly with a team of nurses, primary care physicians, psychiatrist, and medical office assistants to follow the client through degrees of wellness and illness throughout their time as a student at Trent University. The RN uses their professional skills to provide assessment, screening, healthy lifestyle support, education, and disease management with a goal of improving health outcomes and facilitating access to services. The RN supports students to create linkages within the Student Wellness Centre, and between other campus services and community resources. The RN is an essential worker and is required to be on campus to assist students during declared public health outbreaks to attend to students’ physical and mental health needs.

#### Key Activities:

##### Health Assessment

* Each interaction with a client offers an opportunity to complete a comprehensive assessment of the presenting problem as well as a complete assessment of the health status, risks and opportunities that can affect long-term health.
* The Registered Nurse:
  + Obtains a history of the presenting health issue(s).
  + Performs a comprehensive and focused health assessment that includes health history and physical evaluation; considers the client’s psychosocial, emotional, ethnic, cultural, and spiritual dimensions of health, including their own understanding of their health/illness experience and how their daily life is affected.
  + Documents health assessment and clinical data in the Electronic Medical Record in compliance with legislated and professional standards of practice.
  + Synthesizes health assessment information and uses critical thinking and clinical reasoning skills to identify health concerns and potential screening issues.
  + Applies recognized clinical practice guidelines and best practices for screening, monitoring, and assessment of client’s physical, mental, and emotional well-being.
  + Makes clinical decisions, using evidence-based knowledge, knowledge of clients’ unique responses and experiential knowledge as the basis for the decision.
  + Applies knowledge and sensitivity to the diverse needs of the student body including but not limited to sexual orientation, gender identity, cultural belief systems, socioeconomic status, disabilities, etc.

##### Therapeutic Interventions

* The RN provides care and management for clients with a wide range of health issues. As an integral member of the health team, the RN provides care for clients and assists the physician.
* The Registered Nurse:
  + Provides triage supports to the medical office assistants when medical knowledge is required to ensure appropriate care delivery for the client (e.g. the RN may speak with a client looking to make an appointment to obtain a brief health history and then decide as to how urgent the client needs to be seen or if they should go to Emergency).
  + Encourages maximum independence and accountability for self-care.
  + Provides in-person, telephone, and virtual care, follow-up and consultation, and documents in the Electronic Medical Record
  + Informs and educates clients regarding the meaning and implications of test results and interventions.
  + Co-ordinates services and care with the client to ensure continuity and follow-up.
  + Documents accurate and pertinent client information in a timely manner, including maintaining a comprehensive health summary.
  + Prepares lab requisitions and diagnostic requisitions.
  + Collects in-office samples for tests and prepares them for laboratory pick-up or in-office use as indicated (swabs, urine).
  + Assists physician with medical procedures (intrauterine device insertion, biopsies, PAP tests, etc.) if necessary.
  + Provides wound care, dressing changes, suture removal, packing, etc.
  + Maintains their own client load and provides assessment, testing, treatment and interventions with use of Medical Directives for specified appointments.
  + Administers allergy injections, immunizations, B12, etc.
  + Provides accurate Tuberculosis testing and reading: Reports positive TB results to clinic physician, gives client requisitions for further testing, records any symptoms on file, arranges follow up with physician
  + Provides sexual health care with the use of medical directives, including sexually transmitted infection testing, treatment and prevention education, pregnancy testing and counselling, and emergency contraception. May provide brief birth control extension in specific circumstances.
  + Communicates with Public Health regarding positive sexually transmitted infection results.
  + Uses knowledge, skill, and experience to attend to emergency situations in the clinic (e.g. anaphylaxis).
  + Connects students with sexual violence prevention and response manager as needed.

##### Health Education and Promotion

* The RN provides point-of-care education that is responsive to the needs of the client to optimize health, enhance understanding of health status, and engage the client in managing their own health while anticipating challenges and barriers.
* The Registered Nurse:
  + Assesses current knowledge, literacy levels, social supports, culture, and other factors that may affect the health education approach and plan.
  + Acquires resources, materials, and tools, with consideration for cultural, verbal, physical, intellectual, and environmental factors.
  + Employs health education strategies and motivational interviewing skills to support behaviour changes to enhance health (e.g., smoking cessation, physical activity, and healthy eating).
  + Provides education related to healthy living, prevention of injury, illness and communicable diseases, care and treatment, individual and family adjustments, and support systems as appropriate to the client situation.
  + Utilizes all health-care encounters as an opportunity to identify educational needs and provide health education.
  + Liaise with Manager of sexual violence prevention and response on best resources, education, and processes for students.

##### Mental Health Nursing

* The registered nurse provides specific mental health nursing care on assigned days by managing the Mental Health Nurse-Led clinics. The RN completes clinical intake and assessments, both in person and virtually.
* The Registered Nurse:
  + Determines risk and facilitates safety plans.
  + Triages mental health care needs in collaboration with the health and wellness team.
  + Completes intake appointments for mental health appointments new to Student Health Services. Completes follow-up appointments as indicated.
  + Supports medication management for a variety of mental illnesses. Completes 7-14 day medication start follow-up as indicated by physician. Explains physician’s instructions to clients, explains medication use, monitors side effects, and reiterates direction on daily medication use.
  + Uses mental health nursing expertise and participates in care planning with the client. Promotes allied mental health services and makes referrals.
  + Engages in supportive counselling, health education and developing coping strategies in relation to many types of mental illnesses.
  + Maintains collaborative working relationships with all members of the Student Wellness Centre interdisciplinary team (Health, Counselling, Accessibility Services).
  + Responds to crisis needs including; receiving referrals from other departments, completing risk assessments and safety planning, and arranging transportation to and communicating with hospital as needed. Arranges and provides appropriate follow-up. Collaborates with the Student Crisis Response Coordinator.
  + Provides follow-up to missed mental health appointments when indicated.

##### Health Care Management

* The registered nurse plays a key role in managing clinic flow and ensuring appropriate stock and use of medical equipment and supplies. The registered nurse uses nursing knowledge related to medication handling, infection control, and point-of-care client flow to ensure effective clinical operations.
* The Registered Nurse:
  + Facilitates the ordering, storing and supply management of medications and medical supplies such as test kits, and samples. Collaborates with public health for pick-up of sexually transmitted infection medications, and other resources. Meets with drug representatives and procures physician signature.
  + Responsible for appropriate vaccine procurement, handling, storage, and maintenance of cold chain protocols. Responsible for picking up vaccines from public health and maintaining cold storage. Works with manager and public health to respond in the case of a cold chain break.
  + Contributes to daily clinic operations based on the clinic needs including but not limited to; calling/faxing prescriptions to pharmacy of client’s choice, booking student appointments, prepping and cleaning exam rooms, and troubleshooting technology issues with Electronic Medical Records/printing/faxing.
  + Make recommendations to the Health Services Manager regarding health care needs and preventions based on observed trends (e.g. increase in positive STI testing).
  + Contributes to clinical policy development and review.
  + Assists with training of new nursing staff.
  + Regularly assumes preceptor role for nursing students from Trent Fleming School of Nursing.
  + Participates in nursing group of Ontario College and University Health Association.

##### Infection Disease and IPAC Management

* Has knowledge of, monitors, and maintains infection control practices according to IPAC requirements outlined by Ontario Public Health.
* Responsible for in-office sterilization and reprocessing (autoclaving) of medical equipment as per clinic policy and protocol.
* Ensures proper disposal of biohazardous waste (expired medications, sharps containers, bodily fluids, etc.). Communicates with Facilities Management when needed.
* In collaboration with the Manager, keeps up to date on local outbreaks and infectious diseases of concern (e.g. COVID-19, MPox) and seeks appropriate resources (e.g. Public Health) about how to prepare clinic (I.e. new PPE protocols, new testing requirements, new isolation requirements).
* Is an expert in PPE donning and doffing and aids physicians in this regard as needed.
* Ensures clinic is stocked will all necessary PPE including fitted N95 for all staff as directed by Manager.
* Keeps up to date on best practices regarding testing for infectious diseases and routinely performs tests (e.g. COVID-19).

#### Education Required:

* University bachelor's degree in nursing

#### Experience/Qualifications Required:

* Minimum of 5 years’ experience in a diverse health care environment (e.g. Emergency, ICU, Critical Care, Community Clinic), practicing a wide array of health service delivery within a frame of independent practice (I.e. triaging, medical directive implementation, health teaching, preventative care).
* Sound knowledge and experience in mental health nursing practice.
* Knowledge of campus health and student populations an asset.
* Experience using EMRs. Experience with Accuro, Medeo, and Ocean is considered an asset.
* Demonstrated ability to make autonomous decisions regarding patient care within scope of practice.
* Demonstrated ability to work collaboratively in an inter-disciplinary team-based model.
* Demonstrated strong critical thinking and clinical decision-making skills.
* Ability to work in a fast-paced environment while maintaining clinical accuracy, establishing therapeutic relationships, and providing direction when needed to medical office assistants regarding triage.
* Experience with/lived experience of oppression, racism, homophobia, transphobia and/or ableism and/or personal connection to queer or trans communities of color, including newcomer and disability communities will be an asset

#### Experience/Qualifications Required:

* Current registration as a Registered Nurse in good standing with the College of Nurses of Ontario, with no restrictions to practice
* Membership in professional association preferred (Registered Nurses’ Association of Ontario and/or Canadian Nurses’ Association)
* Current CPR certification, or ability to obtain
* Current Mask Fit test, or ability to obtain
* Up to date immunization record and Tuberculosis skin test
* A current and original copy of a satisfactory Criminal Records and Vulnerable Sector Search is required upon the start of your employment.

**Job Evaluation Factors:**

Managers are requested to fill out the section below for job evaluation purposes.

##### Analytical Reasoning

*The Registered Nurse is routinely required to interpret and analyze the information provided by clients to determine appropriate level of care required. The Nurse must assess, plan, implement, and re-evaluate using their knowledge, skill, and judgement to integrate information collected from client history and physical assessment to determine if the intervention will fall under nursing care or medical directions, or if the interventions required fall outside of the Nurse’s scope of practice. The nurse must be able to interpret and analyze the information while managing multiple interruptions consistent with a healthcare clinic environment.*

##### Decision Making

*The Registered Nurse is frequently making decisions concerning client care. The Nurse must use their experience, standards of practice, clinic policies, and medical directives to make informed decisions. The nurse can also seek guidance from physicians when appropriate. Every client is unique and therefore every decision the nurse makes must be tailored to that client’s needs (taking into consideration health history and intersectionality). The nurse must draw upon their knowledge and experience each time they make a decision concerning client care.*

##### Impact

*The decisions made by the Registered have a high impact on students. For example, medication errors or performing a procedure (e.g. TB testing) can have significant impact on the student health in the short term and/or long term. Likewise, failure to accurately assess urgency of students’ complaints can negatively impact health (by delaying testing/diagnosis/referral/treatment). Poor experience by students with nurse interactions could negatively impact the image of Health Services and of the larger institution if the student shares their experience with other students/the public.*

##### Responsibility for the Work of Others

*Supervision of nursing students completing their placements.*

*Indirect supervision of student clinic assistant.*

##### Communication

##### *The Registered nurse frequently communicates sensitive information to several stakeholders.*

##### *Internal:*

##### *• Students (Frequent)*

##### *• Physicians, Medical Office Assistant, Registered Dietician, Sexual Violence Prevention and Response team (Frequent)*

##### *• Members of the Student Wellness Centre, Counselling and Accessibility Services (Occasional)*

##### *• University staff, academic advisors (Occasional)*

##### *External:*

##### *• Physicians, including specialists (Frequent)*

##### *• Peterborough Regional Health Centre (Occasional)*

##### *• Community organizations such as CMHA, Public Health, Sexual Health Clinic (Frequent)*

##### *• Laboratories and Diagnostic Imaging centres (Frequent)*

##### Motor/ Sensory Skills

*• High level of precision required particularly with the administration of medications, applying dressings, removing sutures, in office laboratory tests, eye examinations, handling cultures and specimens, and throat swabs. Must use all senses to provide thorough assessment, treatment, and intervention.*

*• The clinic environment is busy and can be loud. Must don appropriate PPE frequently which can be uncomfortable (hot, irritating to skin). Manual dexterity and coordination required to perform common assessments.*

*• Excellent computer and electronic documentation skills.*

##### Effort

*Mental:*

*• Sustained attention and high comprehension for written and verbal information.*

*• Able to prioritize and respond to many varied demands for advice, interpretation, and response in areas of clinical decision making.*

*• Ability to mentally transition from one task to another rapidly and accurately. Clients are booked as frequently as every 10 minutes with the nurse and there may be interruptions from physicians and medical office assistants requiring change of task less than every 10 minutes.*

*• Ability to solve complex challenges.*

*Physical:*

*• Sitting, lifting, walking, with potential for rapid change from one physical task to the next.*

*• Frequent computer use*

##### Working Conditions

*Increased exposure to contagious illness, disease spread through contact with body fluids, needle stick/puncture wounds/airborne, droplets. The Nurse is often the first close contact at the clinic for a student exhibiting sign of illness thereby increasing the risk of exposure to potentially contagious and new/unknown illnesses. During infectious disease outbreaks, the nurse is required to continue to be on campus to facilitate testing. Potential for exposure to biomedical waste. Psychological stress from dealing with crisis situations and/or students with complex mental health needs. Repeat exposure to psychological stress over time leads to increased risk of burnout.*