

## **Nurse Practitioner (0.5 FTE)** **Primacy Clinic and Medicine Hat Women's Shelter - Medicine Hat, AB**

Salary Range: \$54.24 - \$62.59/Hour  
0.5 FTE (approximately 18.75 hours per week)

**Location** Medicine Hat, AB – Primacy Medical Clinic and Medicine Hat Women's Shelter Society

**Program Overview** Palliser Primary Care Network (PCN) health professionals work in collaboration with physician clinics and other health organizations to provide comprehensive health care to patients. Upon referral, the NP provides top of scope comprehensive health care to a family/all ages population.

The PCN offers a competitive salary, excellent hours of work, paid vacation, and a health flex spending account. Education and training are also high priorities.

**Position** **This is a permanent part-time position.**

**Reports To** Physician and PCN PMH Optimization Director

**Education** NP

**Experience** Starting salary dependent on nursing experience in chronic care management and an applicable Primary Care setting.

**Skills** Successful candidates will have a proven ability to work effectively within a team environment as well as independently, demonstrate empathy, provide continuity of care, possess excellent organizational skills and maintain a flexible schedule

**Application** Interested candidates are invited to send resume and cover letter to the attention of:

Hiring Manager  
Palliser Primary Care Network  
Suite 104 – 140 Maple Ave SE, Medicine Hat, AB T1A 8C1  
Tel: 403.580.3825 Fax: 403.580.3825  
Email: [careers@palliserpcn.ca](mailto:careers@palliserpcn.ca)

*Only those applicants selected for an interview will be contacted.  
All others are thanked in advance for their interest.*

# Job Description

## (A) Position Identification:

**Title:** Primary Care Nurse Practitioner

**Supervisor:** Primary Care Physician and Primary Care Network PMH Optimization Director

## (B) Position Summary:

The Nurse Practitioner will provide comprehensive health care to a family/all ages population. The NP adopts a patient-centred approach to client care consistent with the philosophy of building a health home.

Where feasible, care will be provided within the family physician clinic. For the frail, elderly, disabled and terminally ill, care may be best provided within the patient's home. For those people residing in continuing care or assisted living facilities medical rounds could be performed by the NP within the facility.

### Eligible referrals will include:

1. Comprehensive discharge follow-up.
2. Complex medication reconciliation.
3. Patient health status not being maintained or improving as expected by the medical home team.
4. Patient health status changing in an unpredictable manner.
5. Patient unable to access family physician in a timely manner.

### Eligible Activities:

**The NP should only perform activities that would be fee-for-service eligible if completed by a physician.** As NPs are unable to bill fee-for-service and clinics/physicians are unable to bill fee-for-service on behalf of the NP, the PCN will provide funding for the NP position. Eligible activities will include:

1. Autonomous assessment.
2. Differential medical diagnoses.
3. Ordering and interpreting tests.
4. Prescribing & Refilling Schedule 1 medications.
5. Treating complications and potential complications.
6. Referral to community resources when required (e.g. for ongoing nursing care).
7. Referral to specialists as required.
8. Other Services, including:
  - Upper respiratory infections
  - Urinary tract infections
  - Confirmation of pregnancy
  - Cast removal
  - Suturing & suture removal
  - Women's health exams
  - Wart removal
  - Viral infections
  - Assessment & treatment of minor injury

### Ineligible Activities

1. Patient events for which the physician will bill fee-for-service
2. Duplication of PCN RN/BHC duties including:
  - chronic disease specific education and management (e.g. asthma, diabetes, hypertension)
  - chronic disease risk assessment
  - life style counseling (individual or group)
  - mental health screening / counseling (e.g. MoCA, PHQ-9)
3. Duplication of AHS Services including:
  - Case management of patients in the home
  - Wound care
  - ABI for stocking fitting purposes
  - Starting and running IV for home infusion
  - Palliative care where the service is established
  - Therapy assessments (e.g. OT, PT, RT)

4. Duplication of Third Party Services
  - Nursing assessment of patients in long-term care or assisted living facilities

**(C) Key Duties & Responsibilities:**

- 1. Initial Assessment with Each New Client** **50%**
  - Receives referrals from the client's medical home.
  - Conducts advanced comprehensive initial client assessments on referred clients. Completes physical examination, and any other information relevant to the development of the clients' health plan within the context of the client's home.
  - Diagnose (including the ordering and interpreting of tests), treat (including the prescribing of medications) and manage health and illness conditions.
  - Assesses client needs by collecting, integrating and validating a wide range of complex information.
  - Acquires and maintains a comprehensive understanding of health/social services and referral processes, including diagnostic services, specialists, hospital care, rehabilitation and support programs, educational programs and community based health agencies. Refers to Alberta Health Services, PCN Program and other community programs as appropriate and acceptable to the client and Primary Care Physician.
  - Documents the assessment, intervention, and evaluation for client care in the clinic Electronic Medical Record.
- 2. Client Follow-up Visits** **35%**
  - As determined appropriate by the medical home team.
  - Assists and supports the client to follow through on prescribed medical interventions, diagnostic testing and other health care interventions. Informs and educates clients regarding the meaning and implications of test results and prescribed interventions.
  - Initiates or participates in client case conferences in order to ensure coordinated, comprehensive and holistic services.
  - Monitor client compliance with risk reduction plans and/or self-care. Deviations from the care plan and/or exacerbation in the clients' condition are reported to the medical home team.
- 3. Data Entry** **10%**
  - Using computerized systems, tracks client assessments and outcomes.
  - Completes monthly stats and reporting as outlined by the PCN Evaluation Analyst.
  - Prepares and completes client documentation via the Electronic Medical Records.
  - Ensures all documentation is in compliance with PCN Privacy Impact Assessment.
  - Schedules client appointments, enters statistics, and creates educational presentations.
  - Researches and develops PCN procedures and guidelines to reflect best practice and ensure client and staff safety.
- 4. Education**
  - Conducts, and participates in, continuing education of Primary Care Network staff.
  - Evaluate/participate in performance evaluations of other allied health professionals working on the team.
  - Trains and orientates other Primary Care Network staff, where requested.
  - To act as a resource to other primary care team members.
  - Acquire and maintain expertise in the assessment, diagnosis, treatment and management of adult diseases, consistent with professional guidelines and best practices.
- 5. Clinical Supervision** **5%**
  - Makes professionally autonomous decisions in managing patients and offering a complementary source of care to that offered by the medical home team.
  - Ensures safe practices as defined by NP practice standards and identified through the PCN Business Plan and PCN job description are carried out.
- 6. Health Professions Act**
  - Ensures nurse practitioner license is current, valid and entered on the NP roster under the HPA. Forwards a copy of license to the PCN yearly.
  - Maintains current active registration status throughout the duration of employment.
  - Maintains continuing competency as required by CRNA through ongoing professional development including participation in the PCN education programs, research and continuous quality activities.
  - Adheres to established Code of Ethics as applicable by the CNA and CRNA as well as the employers' directives, policies, protocols and procedures.
- 7. Restricted Activities**
  - Provides restricted activities and care within the full scope of practice as defined under the Health Professions Act.

**(D) Complexity and Independent Judgment:**

- Able to make professionally autonomous decisions in assessing, diagnosing, treating and managing patients.
- Under limited supervision, works collaboratively with primary health care team to receive scheduled appointments.
- Must be confident with knowledge, skills and abilities to ensure a safe environment for the client.
- Required to prioritize time, workload and clients to ensure efficient, effective care provided in a fast paced environment.
- Requires leadership, problem solving and conflict resolution skills.

**(E) Accountability/Consequence of Error:**

- Requires judgment/action which may impact health of the patient.
- Accountable for services provided.
- Bases treatment and care on best practice, target levels and aware of critical clinical values.
- Strives for optimal personal health and well-being.
- Takes responsibility for own actions and decisions.

**(F) Supervision:**

- Supervised by:
  - Primary Care Physician
  - Primary Care Network PHM Optimization Director

**(G) Regular Work Contacts:**

- Communicates verbally or in documentation with a variety of disciplines, programs or services to enhance patient care.
- Communicates with organizations, programs, other physician offices etc. to obtain, client information, program benchmark information, and education resources.

**(H) Working Conditions:**

- Independent with a high level of confidence and capable of effectively dealing with client, physician, and clinic staff.
- NP may be assigned a schedule of clinics which may change from time to time based on clinic utilization of NP resources.
- Physically capable of performing duties related to position; including assisting clients with physical and mental challenges during clinic visits, lifting a variety of clinical equipment and teaching materials.
- Maybe exposed to blood borne pathogens.
- Maybe exposed to infections and contagious diseases.

**(I) Qualifications / Specifications:** Contains personal requirements or qualifications that jobholder should possess.

**Formal Education**

- Nurse Practitioner, currently enrolled with CRNA extended practice roster.
- In accordance with the Health Professions Act, the NP must clearly identify to the PCN any work restrictions to the NP's license.
- NP must be licensed to work with the family/all age's patient population.
- Current BCLS certification required.
- Non-Violent Crisis Intervention Training Required

**Experience**

- Minimum of 3 years of directly related experience in a primary health care, community health nursing, northern nursing and/or ambulatory care nursing, with an emphasis on primary care services (primary and secondary prevention, intervention, and maintenance/support. Other nursing experience will be considered.
- Demonstrated commitment to interdisciplinary teamwork.

**Knowledge, Skills, Abilities**

- Must have excellent working knowledge of Microsoft Office products.
- Must be comfortable accessing multiple Electronic Medical Records and other data bases such as NetCare.
- Ability to be self-directed member of a multidisciplinary team who provides holistic patient care based on advanced clinical knowledge and skills using independent and collaborative problem solving and decision making techniques.
- Demonstrates good organizational skills in coordinating plan of care for individuals with other team members.
- Reliable and dependable.
- Excellent verbal, written and interpersonal communication skills.
- Ability to safeguard Primary Care Network information as private and confidential.
- Ability to follow and adhere to Palliser Primary Care Network, procedures, guidelines, goals and objectives.

**Other**

- Must have a recent (within the past three months) criminal record check/police information check (including vulnerable sector search) prior to the first day of hire.

**(J) Probationary Period:**

- Six months.