

This document was created and is owned by St. Michael's Hospital (the "**Hospital**"). The Hospital hereby authorizes non-profit organizations to use and reproduce this document (the "**Document**") solely for their internal, noncommercial purposes, provided that the Hospital is acknowledged as the source and owner of the Document wherever the Document is used and/or reproduced, in whole or in part. The Hospital hereby disclaims any responsibility for any use or reliance placed upon the Document by any third party.

St. Michael's
Inspired Care.
Inspiring Science.

Job Description Template



When completing this Job Description Template, it is very important to complete **all** sections. Please indicate N/A if a section does not apply to the position.

For Office Use Only

Position Code: _____

Approved Grade: _____

Total Points: _____

Job Title	Nurse Practitioner
Employee's Name	
Manager's Title	
Manager's Name	
Date Completed	

REASON FOR SUBMISSION

New Position	
Significant Change in Responsibilities (please specify below)	Redefinition
Moderate Change in Responsibilities (please specify below)	
Minimal Change in Responsibilities (please specify below)	
Other (please specify below)	

The recent changes in legislated scope, College of Nurses Standards of Practice (2011) and Canadian Nurses' Association Nurse Practitioner competencies (2010) define significantly more accountability for practice decisions and therefore require a revision in the generic job description of the Nurse Practitioner.

JOB SUMMARY

Summarize (2 – 3 lines) the primary role of the department or unit that this job works with.

- Nurse Practitioners work within collaborative teams in many Programs within St. Michael's Hospital to provide extended nursing care that optimizes patient outcomes and enhances safety, efficiency, effectiveness and accessibility to care for patients.
- Nurse Practitioners work with other Nurse Leaders to support the development of nursing staff and support the implementation of key nursing practice initiatives, including the development, implementation and evaluation of nursing best practice guidelines.
- Nurse Practitioners work with physician and other inter-professional partners to develop, implement and evaluate best practice guidelines in specific patient populations.
- Nurse Practitioners work with the inter-professional team to deliver holistic care to patients and families.

Summarize (2 – 3 lines) the primary role of the job.

(Example: *The primary role of a Clerical Assistant is to conduct the business support functions of a unit. This includes non-clinical secretarial, customer Service, communications, and computer support.*)

The Nurse Practitioner at St. Michael’s is a graduate-prepared nurse that is registered with the College of Nurses in the Extended Class as a Nurse Practitioner within one of the following specialties: Primary Health Care, Adult, or Pediatric. The Nurse Practitioner demonstrates advanced knowledge, skill and judgment in providing care to patients that is consistent with the College of Nurses of Ontario Practice Standards for Nurse Practitioners (2009) and the competencies defined by the Canadian Nurses Association Competencies for Nurse Practitioners (2010). At St. Michael’s, NPs

- Provide care patients within the legislated scope of practice for NPs as described in a collaborative practice agreement among the hospital, collaborating physician partners and the NP.
- Provide any care that that is beyond the legislated scope of practice as defined within authorizing mechanisms such as medical directives and delegation.

RESPONSIBILITIES & ACTIVITIES

List the job’s responsibilities in order of importance, and indicate the approximate percentage of time spent on the responsibility. (Percentages must add up to 100 %.) For each responsibility, list the activities involved in accomplishing the responsibility. When describing each responsibility, answer the question, “What are the main functions of this job?” When describing the activities for each responsibility, answer the question, “How is the responsibility accomplished?”

Responsibility	Clinical Domain	Percentage of Time:	(50-75%):
	<p>The provision of clinical care to patients and their families comprises the central part of the NP role. The NP works autonomously to <i>diagnose, order and interpret diagnostic tests, prescribe pharmaceuticals and perform procedures within the legislated scope of practice and defined collaborative practice agreement</i> to provide care to a defined population and demonstrates the following competencies:</p> <ul style="list-style-type: none"> • Advanced Health Assessment and Diagnosis • Therapeutic Management • Health Promotion and Prevention of Illness and Injury. <p>The NP collaborates in a respectful manner with physician partners and the inter-professional team to provide care to patients that reflect shared goals and features enhanced communication, compassion and continuity. Many NP roles provide integrated and comprehensive care to patients, while others provide consultative care. The NP explicitly consults physicians and the inter-professional teams for care concerns that are not within the scope of practice.</p>		

Responsibility	Professional Role, Responsibility and Accountability:	Percentage of Time:	(25-50%)

<p>The NP works collaboratively with the health care team and administrative partners to identify key responsibilities within the following domains: Knowledge Translation, Scholarship, and Leadership.</p>			

Knowledge Translation

- The NP analyzes, appraises and synthesizes nursing (and medical) research and best practices to use as a foundation for enhancing the delivery of quality patient care.
- The NP uses knowledge-transfer (knowledge translation) techniques in innovative ways to put research-based nursing and medical knowledge into daily practice and to support and educate other members of the health care team.

Scholarship

- The NP is a collaborative, innovative clinical practitioner that acts as leader to contribute to the culture of discovery at St. Michael's by advancing and/or appraising nursing research.
- The NP evaluates outcomes of practice, practice patterns and systems of care against local and national benchmarks to identify variances in practice outcomes and population trends.
- The NP identifies issues related to clinical practice and patient care and develops innovations to improve care and care delivery for patients, families, and communities.
- The NP may design, direct, and evaluate quality improvement methodologies to promote safe, timely, effective, efficient, equitable, and patient-centered care.

Leadership

- The NP acts as a change agent and supports the development of nursing staff and support the implementation of key nursing practice initiatives, including the implementation of nursing best practice guidelines.
- The NP acts as a mentor to staff RNs and student NPs
- The NP acts as a patient advocate by identifying system issues that could adversely affect patient care and making suggestions for change
- The NP acts as a transformational leader by using ideals, inspiration and intellectual stimulation to influence the behaviours and attitudes of others towards the goal of excellent patient care
- Works with Clinical Leader Managers to contribute to performance appraisal of RN staff and act as mentors to help facilitate professional growth.

ACCOUNTABILITY/INITIATIVE:

Independent Decision Making

List examples of decision made or duties performed without reference to your supervisor or subsequent checks.

Diagnosis, ordering and interpretation of diagnostic tests, prescription of pharmaceuticals, performance of procedures, and discharge of patients within the legislated scope of practice and defined collaborative practice agreement to provide care to a defined population.

Consultative Decision Making

List examples of decision made or duties performed which require consultative approval from your supervisor.

The NP consults with collaborating physician partners or physicians from other clinical services for areas outside the scope of practice. The NP consults with the inter-professional team for patient care concerns outside the scope of nursing or NP practice. The NP consults with CLMs or Program Directors, for issues related to scope and responsibilities and with the the Professional Practice Leader for NPs and/or the Director of Nursing Practice and Education for issues related to scope and practice.

Decision Making Guidelines

What guidelines, standards of practice, procedures manuals, etc. govern your decision making and actions.

Pertinent medical and nursing best practice guidelines, CNO standards of practice, St. Michael's Policies, Canadian Nurses Association Nurse Practitioner Competencies

Financial Accountability

State any financial responsibility held by this position and list amount (e.g. Budget responsibilities, petty cash, signing authority, etc)

Utilization of resources in the most fiscally responsible and efficient manner.

Supervisory

Include the number of staff the position directly supervises or for whom it is directly accountable. Indicate the total base annual payroll for the current fiscal year for which this position is responsible

Generally, none.

Impact of Errors

Describe examples of typical major errors that could reasonably occur in your major activities/responsibilities listed above, even with due care. Indicate the worst consequences (e.g., waste, delays, time lost, money lost, damage, effect on people).

Significant impact of clinical errors in knowledge, skill or judgment, the worst of which could result in deleterious patient outcomes.
Communication errors/failures could result in deleterious patient outcomes
Failure to communicate with team members effectively could result in poor team functioning.

MAJOR CHALLENGES/OBSTACLES

List the challenges and obstacles that the position is faced with on a regular basis and a brief explanation of how the situations are handled.

Multiple and varied stimuli
Complex decision making
Prioritization of clinical decisions
Difficulty protecting time for non-clinical responsibilities

WORKING RELATIONSHIPS

Indicate the position title and the nature and purpose of the relationship.

Internal:

Collaborating physician partners
CLM
Program Director
Risk Manager
ICP
RNs
Interprofessional team members
Professional Practice

External:

CCAC
Referring hospitals and physicians
Rehabilitation/long-term care facilities

EQUIPMENT

List the equipment that the position would use on a regular basis and its purpose.

Extensive patient monitoring equipment, computers

KNOWLEDGE & SKILLS

List the minimum requirements to perform this job (e.g., education, years of experience). Be specific and include as many points as necessary.

Please see CNA (2010) competencies.

CREDENTIALS

List all the required credentials and the name of the governing body that regulates this position.

Master's degree in Nursing
Registration with the College of Nurses of Ontario in the Extended Class

WORKING CONDITIONS

***Legend**

N/A = Not applicable **Occasional**= Up to 30% **Frequent** = Up to 80% **Constant** =Over 80%

DEMANDS	DURATION *
Minimal Exertion – a variety of sitting, standing, walking	C
Moderate Exertion – some climbing, extensive walking	
Heavy Exertion – constant standing and/or walking	
Lifting – weigh range = under 10 lbs.	
Heavy physical effort (other than lifting)	Lifting patients
Intensive visual concentration -Specify: reading reports, data analysis	F
Intensive listening concentration - Specify: Consultation with PL, CL's, Financial Staff	C
Intense mental concentration - Specify: Assessment, Diagnosis, Reporting, Problem solving, collaboration	C-all

Physical Effort

Describe the physical activities associated with the job (e.g., lifting, carrying, pushing, pulling, and stretching)

Patient lifting and carrying.

Physical Environment

Describe the environment in which the job works (e.g., noise, temperature extremes, dirt, dust, exposure to hazardous substances, equipment, or situations)

Nursing Units with high noise levels

Sensory Attention

Describe the extent of concentration required in the job (e.g., studying, listening closely, touching, smelling)

Multiple competing demands for attention

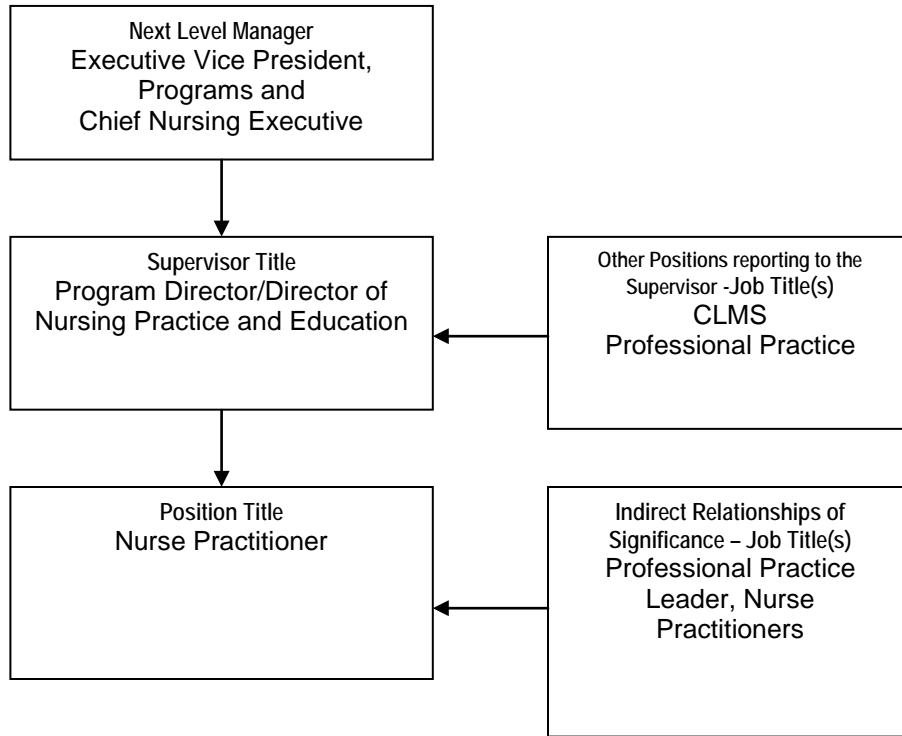
Mental Stress

Describe the potential for anxiety or tension (e.g., pace of work, lifestyle disruptions, monotony, and exposure to emotionally disturbing experiences)

Highly stressful at times; involving complex decision making with high levels of accountability in environments with multiple and varied competing demands on time.

ORGANIZATION CHART

List the reporting relationship of this position to others within the immediate department.



Once the job description has been completed, submit the description to the supervisor of the position for comment and approval. Once the supervisor has reviewed it, discuss any points and/or comment that have arisen, and make changes accordingly. Sign the questionnaire and return it to the Supervisor for signature.

Forward the final version, with all applicable signatures, to Human Resources for evaluation.

Incumbent's Approval: _____ **Date:** _____

Manager's Approval: _____ **Date:** _____