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**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: \_\_\_\_\_

<b>Job Title</b>	Professional Practice Leader/ Nurse Practitioners
<b>Employee's Name</b>	
<b>Manager's Title</b>	
<b>Manager's Name</b>	
<b>Date Completed</b>	

## REASON FOR SUBMISSION

New Position	
Significant Change in Responsibilities (please specify below)	
Moderate Change in Responsibilities (please specify below)	
Minimal Change in Responsibilities (please specify below)	
Other (please specify below)	Yes
PPL is not a new position but a PPL for <i>Nurse Practitioners</i> as a combined role is new.	

## JOB SUMMARY

Nurse Practitioners (NPs) are Registered Nurses with additional education (Master's degree in Nursing) and experience that are registered in the "Extended Class" with the College of Nurses of Ontario. NPs have a legislated scope of practice that is beyond that of a Registered Nurse and are registered within one of the following specialties: Primary Health Care, Adult or Pediatrics. NPs at St. Michael's who have developed Collaborative Practice Agreements (CPAs) with their teams may practice to the extent of the autonomous scope of practice as defined within the CPA and their knowledge, skill and judgment with registered out-patients of St. Michael's. There are currently approximately 30 NPs at St. Michaels who are registered in one of the above 3 specialty classes and practice within inter-professional teams in various clinical areas.

**Summarize**

The Professional Practice Leader for NPs (PPL-NP) acts as a resource, advocate, facilitator, coordinator and role model for professional practice for all NPs at St. Michael's. The PPL-NP collaborates with stakeholders to create a vision for NP practice and excellence at St. Michael's.

The PPL NP focuses on enhancing NP practice to reflect Canadian Nurse Practitioner Competencies (2010), authorized scope of practice (including Collaborative Practice Agreements and/or authorizing mechanisms), inter-professional collaboration. In addition, the PPL-NP supports NPs to fulfill requirements for professional development and continuing competence and to articulate and clarify the role and autonomy of NPs at St. Michael's.

**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?"

<b>Responsibility</b>	Regulatory Requirements	<b>Percentage of Time:</b>	20%
<b>Activities:</b>			
<ul style="list-style-type: none"> <li>Remains current on regulatory trends and changes, and identifies educational needs in this area for NPs</li> <li>Acts as a liaison with the college of Nurses of Ontario (CNO) and (Nurse Practitioner Association of Ontario (NPAO)</li> <li>Interprets and advises on the impact on NP role and excellence in quality patient care outcomes at St. Michael's Hospital</li> </ul>			

<b>Responsibility</b>	Standards of Care, Quality Assurance and Quality Improvement	<b>Percentage of Time:</b>	
<b>Activities:</b>			
<ul style="list-style-type: none"> <li>Promotes the integration of the CNO standards of Practice (particularly the CNO Practice Standard-NP) into NP practice</li> <li>Promotes and supports evidence-based practice, including RNAO Best Practice Guidelines, and participation of NPs in program-based quality and risk management initiatives</li> <li>Participates in the development of quality and performance indicators and a quality monitoring system for NPs</li> <li>Supports NPs in meeting requirements of CNO Quality Assurance Program</li> </ul>			

Responsibility	Scope of Practice/Practice Leadership	Percentage of Time:	
<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Reviews current NP scope of practice and service and identifies issues to Advanced Practice Nurses Group and Nursing Advisory Council</li> <li>• Identifies opportunities to utilize legislated scope of practice</li> <li>• Evidence-based Practice: enhance capacity for evidence-informed practice implementation and evaluation. Provide leadership in the integration and sustainability of EBP</li> <li>• Acts as a resource for orientation/role developments and development of clinical competencies</li> <li>• Acts as a resource for the development of CPAs and to facilitate full scope of practice</li> <li>• Facilitates the development of clinical evaluative component to performance appraisal process/acts as a clinical reviewer</li> <li>• Sits in on interviews, advises on advertisements for NPs</li> <li>• Leads the integration of NPs into corporate initiatives to improve practice.</li> <li>• Identifies NP and inter-professional practice issues and concerns and directs them to APN group, as appropriate for corrective action plans.</li> <li>• Participates in performance appraisals of NPs as required</li> </ul>			

Responsibility	Policies, Procedures and Guidelines	Percentage of Time:	
<p><b>Activities:</b> Ensures integration of College of Nurses' standards of practice, Canadian Nurse's Association NP competencies, relevant legislation and best practice guidelines into NP policies and procedures</p>			

Responsibility	Academics	Percentage of Time:	
<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Identifies resource needs of NP students</li> <li>• Supports applications of NPs for university status appointments</li> <li>• Participates in the development of coaching and mentoring programs</li> <li>• Develops and implements a tracking system of continuing education and professional development of NPs</li> <li>• Acts as co-chair of APN group</li> </ul>			

**ACCOUNTABILITY/INITIATIVE:**

**Independent Decision Making**

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

**Consultative Decision Making**

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

Changes to scope of practice

**Decision Making Guidelines**

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

**Financial Accountability**

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

0

**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

0

**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).

**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.

**WORKING RELATIONSHIPS**

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

**Internal:**

NPs, Program Directors, CLMs, Director of Nursing Practice and Education, Chief Nursing Executive, Inter-professional PPLs and team members

**External:**

CNO, University of Toronto, NPAO

**EQUIPMENT**

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

Nil specific

**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.

Minimum of 5 years of experience as an NP  
Appointment with the University of Toronto  
Demonstrated commitment to continuous professional development  
Demonstrated willingness and ability to work collaboratively with intra- and inter-professional colleagues.  
Demonstrated knowledge of relevant legislation, regulations, CNO standards of practice  
Demonstrated excellent facilitation and communication skills  
Demonstrated ability to advocate for profession and articulate profession-specific issues in the context of an acute care hospital setting

**CREDENTIALS**

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

Registration with the CNO in the extended class in one of the NP specialties, Master's degree in Nursing

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**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	
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)	
Intensive visual concentration -Specify: reading reports, data analysis	
Intensive listening concentration - Specify: Consultation with PL, CL's, Financial Staff	
Intense mental concentration - Specify: Assessment, Diagnosis, Reporting, Problem solving, collaboration	

**Physical Effort**

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

**Physical Environment**

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

**Sensory Attention**

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

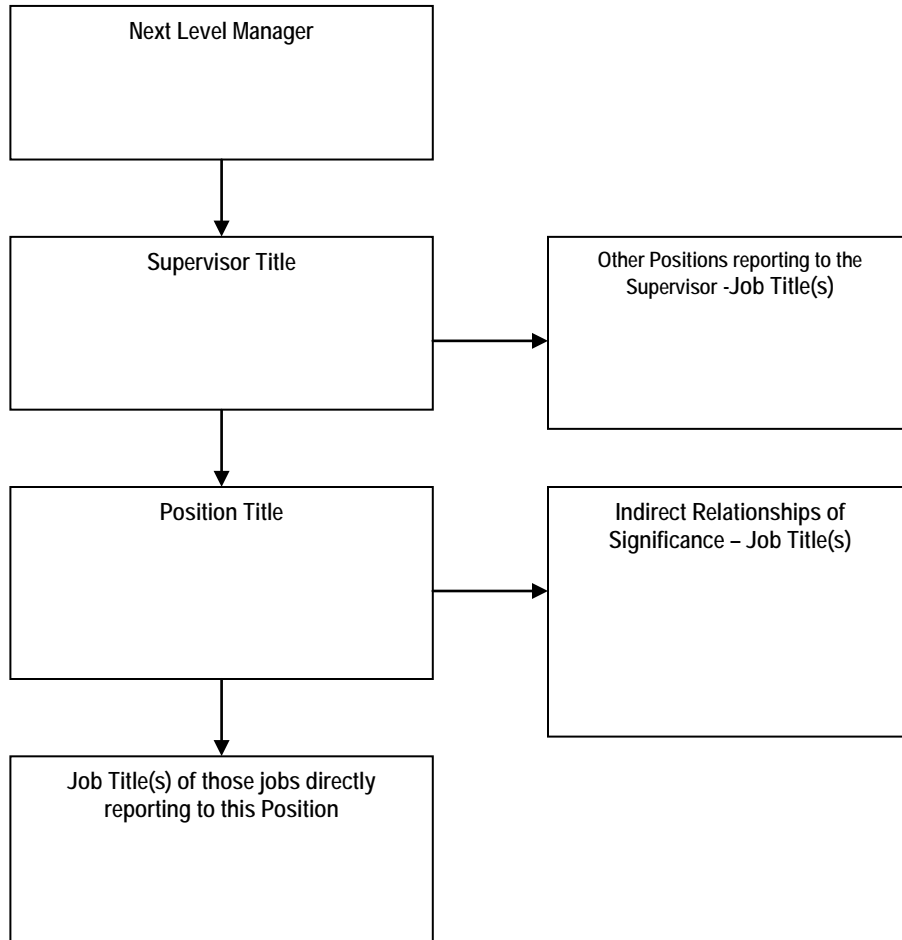
**Mental Stress**

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



**ORGANIZATION CHART**

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



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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:** \_\_\_\_\_