POSITION DESCRIPTION FORM (PDF)

Part-time Support Staff

Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.

- Complete each section as accurately and ***succinctly*** as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.

  Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

CPT Tier I - Cover Page and Part 1 only

- Casual part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months). For temporary assignments within this category which are recurring year-over-year within specific business cycles (e.g. start-up), please follow the directions below for Tier II.

CPT Tier II - Cover Page and Parts 1 & 2 only

- Casual part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to four academic semesters (more than 4 months up to 16 months).

RPT only - Cover Page and Parts 1, 2 & 3

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.

POSITION DESCRIPTION FORM (PDF)

Regular Part-time Support Staff

Position Title: Campus Nurse

Position Number: PT0256 Pay Band: 13 (Pay Equity Rate Applies)

Reports To: Manager, Health Services

Appointment Type: 12 Months **"Other" Hours Details:** Click here to enter text.

Scheduled Weekly Hours (maximum 24 hours per week): 24

PDF Completed By (Manager Name): Click here to enter text.

Effective Date: January 7, 2025 Last Revision: Click here to enter text.

SIGNATURES

Incumbent: _____ Date: _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ Date: _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

The Campus Nurse provides on-campus health care to students in a walk-in Health Centre setting, in collaboration with the health services team. The Campus Nurse also provides health education and promotes healthy lifestyles to students and the entire campus community.

The incumbent facilitates:

- nursing services in cases of non-emergency, episodic illness and health counselling
- support for the physician's clinics,
- the maintenance of confidential health records
- the organizational and supply needs of the medical office

The incumbent participates in internal and external committees, representing health services and/or the college, where appropriate.

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	**PRIMARY SELF-REGULATED NURSING CARE** **Assessment, triage and emergencies** • Assesses patient needs by taking a medical history and making an assessment of the nature and urgent need of the clients' problem(s) • Provides appropriate treatment or referrals for medical, surgical and psychological conditions within scope of practice. • Responds to emergency conditions within the health services office. **Counselling** • Offers confidential counselling for prevention of illness, contraception, nutrition, mental health issues, exercise programs, hypertension, communicable diseases, and other health needs as required. • Provides interpretation and planning for: immunization and screening requirements, health and wellness issues, laboratory results in relation to symptoms present or immunization requirements **Delegated Acts and Medical Directives**; based on his/her client-	70

	Summary Details	Percentage %
	specific assessment • Administers/ dispenses oral medication and emergency medical drugs • Administers injectable medications, vaccines, allergy shots, etc. The incumbent assesses clients for reactions and may be required to adjust doses, provide emergency care in response to reactions, and initiate follow-up screening or testing accordingly. • Initiates and performs diagnostic lab procedures. Records and interprets results. **Immunization assessment** • Obtains and analyses client specific immunization / medical records to ensure compliancy with program specific requirements • Using the Canadian Immunization Standards/Acts and in consultation with academic program coordinators, the incumbent updates/ revises immunization forms and consent forms to ensure compliancy. • Organizes and implements immunization clinics • Utilizes Canadian Standards of Practice regarding Tuberculosis testing and acts as a college liaison and resource for related issues involving Public Health**.**	
2	**ADMINISTRATIVE DUTIES (complies with legislated and other required documentation standards)** • Maintains accurate, detailed, confidential health records of student clients, in compliance with accepted practices and legislation. • Maintains and purchases appropriate and current medical supplies. • Arranges collection and disposal of hazardous materials in accordance with the Provincial standards • Maintains sterility of equipment for minor surgical procedures. • Maintains appropriate, safe vaccine storage including twice daily monitoring as per Public Health Department requirements • Internal and external committee member • Maintains contact with pharmaceutical representatives to replenish drug samples and to remain current with new treatment protocols.	15%

	Summary Details	Percentage %
	• Compiles statistics for Health Services activity daily, monthly and annually. Assists to produce report for distribution. • Arranges scheduling of part time nurse and assists with reception duties in the absence of the administrative assistant	
3	**HEALTH EDUCATION AND AWARNESS** • Promotes health and wellness awareness through classroom presentations, information venues, and visual displays • Refers and assists clients with access to community resources. • Collaborates with other student service areas in the creation of promotional literature and activities with the aim of enhancing the health and wellness of the college student community. • Represents the college to community partners and liaises with community agencies for education purposes. • Acts as a Traumatic Event Response Team (TERT) member in conjunction with other College designated members.	10%
3	Other Duties As Assigned *(do not amend this section)*	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:
An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:
Completion of a four (4) year university degree or more.

Field(s) of Study:

BScN
Certificate of Competence through registration with the College of Nurses of Ontario

Other Vocational Certifications and/or Apprenticeships:
Current training/certification for First-Aid, CPR, AED required at time of hire due to clinical nature of work and requirement to act as lead in emergency medical situations.

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:
More than five years up to eight years.

Additional Skills & Abilities:
Minimum of five (5) years progressive, relevant nursing experience with a preference for experience in Family Practice, Adolescent Health, Public Health, Sexual Health, and Emergency nursing. Experience working independently. Experience with crisis management. Experience with electronic medical record (EMR), computer-based operations, proficient use of word processing, data bases, spread sheets, e-mail and internet. Incumbent must maintain current training/certification for First-Aid, CPR, AED, TB Screening, and mask fit testing. Recommended that incumbent is member of RNAO and has obtained professional liability insurance.

PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis**, **problem-solving** and **reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Triage/treatment of student requires the nurse to implement appropriate level of care.
Description Assessment of need through verbal interaction as well as physical assessment. Determine if appropriate care is within scope of nursing practice with "delegated medical acts" as legally defined, or if client must see a physician. Collects and interprets data in relation to the student issue in order to provide appropriate level of care. Data may need to be communicated to other health care professionals as per communicable disease protocol.

Example #2

Task / Activity
Abnormal diagnostic result; which requires the nurse to interpret and carryout appropriate treatment and or follow up
Description Interpretation of abnormal results will determine if further assessment is required and the urgency of action. The nurse must identify solution options which will ultimately dictate further course of action. The nurse may be required to refer patient to a community resource, carry out a medical directive, or consult with the campus physician.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?
Non-routine.

How would you describe the complexity of the work?
Some duties are varied and complex.

Describe the business processes used by the position.
Processes are specialized.

JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
A potential liability risk is identified on review of an incomplete immunization form prior to the student participating in clinical placement
Description
The Campus Nurse formulates recommendations based on interpretation of a combination of documentation, verbal history, laboratory evidence and risk factors. Must assess and determine if significant relevant data needs to be communicated to program coordinator in reference to a placement.

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:
Interpretation of complex data or refinement of work methods.

In determining a solution for problems, the incumbent has discretion to:
Choose from a range of existing options.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Prepare and administer immunizations and medications
Description Administration of vaccines, allergy serums, TB skin testing, and measurement of precise doses of medication.

Example #2

Task / Activity Maintains sterility of equipment for minor surgical procedures.
Description Use equipment to sterilize and decontaminate surgical and patient-care equipment

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:
Speed is a major consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Administer immunizations and medications	15%
Maintain sterility of equipment	5%

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Task / Activity Assisting during a patient assessment
Description The Campus Nurse assists with procedures such as internal exam, urine testing, blood pressure monitoring and, wound dressing. This could involve sitting or standing during assessment, stooping, bending and reaching. It could also involve awkward positioning during procedures.

Example #2

Task / Activity Documenting in the patient's electronic medical record
Description Sitting at computer and documenting patient care services by charting in students' electronic medical record.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Assisting during a patient assessment	20%
Documenting in the patient's electronic medical record	10%

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Patient Assessment/ Referral of a student for further treatment.
Description Assessment of illness requires speed and accuracy. Staffing levels demand that assessments are made with speed and accuracy which increase the difficulty. Medical condition of student must be relayed accurately based upon physician's documentation and directives and an appointment date and time that is mutually suitable must be ascertained. Often many different specialists must be contacted to ensure the best treatment for the patient. Appointment information and procedure instructions must be relayed to the patient.

Example #2

Task / Activity Completion of medical paperwork and charting
Maintains accurate, detailed, confidential health records of student clients, in compliance with accepted practices and legislation. Must ensure information is accurate for physician review, accurate referral information etc.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?
Frequent/Regular

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Patient assessment	40%
Completion of detailed medical paperwork and charting	10%

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Planning physician clinics
Description Supporting a busy clinic setting while ensuring adequate inventory of medical supplies, appropriate equipment, cleaning, access to medical laboratories, and supply of emergency drugs and equipment including epinephrine and oxygen.

Example #2

Task / Activity Responding to students in medical distress
Description Focus on immediate urgent cause of distress which requires immediate independent decision making. Collect and interpret data, general survey of subjective and objective data, appearance, behaviour, cognitive function, physical symptoms Need to analyze if problem can be dealt with within the clinic setting or activate EMS, FAST team or 911

Key Considerations:
With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?
Deadlines are tight OR may periodically change or conflict.

How would you describe the existence of critical deadlines in this role?
Frequent critical deadlines.

How would you describe the level of interruptions this position faces?
Interruptions occur regularly but tend to be predictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
Planning physician clinics	20%	UP (Usually Predictable)
Responding to students in medical distress	5%	NP (Not Predictable)

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Assessing student need for medical care
Description Often the nurse practices independently with minimal consultation with the physician as physician is on site 1 - 3 days per week. The nurse independently assesses the situation and initiates the appropriate patient specific treatment or course of action.

Example #2

Task / Activity
Health promotion to the College community
Description The nurse exercises creativity and initiative in deciding what health promotion programming, workshops, health fairs, newsletters, e-mails, and web-based interaction is necessary to support the direction of the department.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?
Works within established operational practices.

What degree of supervision is typically provided to the incumbent?
Most work is completed independently; supervisory input provided upon request.

How is the work typically checked and verified?
Output is self-reviewed.

How frequently is the work checked?
Mostly reviewed at point of task completion.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Exchanging routine information, extending common courtesy to students, staff and visitors to Health Services	Providing general information about clinic and services provided	Daily
Explanation and interpretation of information or ideas to students, physicians, labs, pharmacies and community agencies	Shares relevant client information when referring clients to community partners Imparts confidential medical information to physicians and specialists by fax, mail or verbally Through consultation with Pandemic Planning Committee and PCCHU, the nurse works to meet the needs of the College community.	Daily
Imparting technical information and advice to students	Provides detailed complex explanations/interpretations for: • Immunization and screening requirements (TB screening) • Health and Wellness Issues • Laboratory results in relation to symptoms and/or immunization requirements Informed consent requires that the client be informed prior to the initiation of treatment. There is also a need to secure an understanding of the complex instructions or information.	Daily
Obtaining cooperation or consent from students	Gaining cooperation & consent from students regarding recommended treatment. Requires skills to convince & move individuals from one perspective to another. (i.e Mental Health issue left	Daily

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
	untreated could have serious consequences	

Key Considerations:
With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:
Providing explanation or interpretation, empathize with the needs of others.

What type of involvement does this position have with confidential information?
Regular involvement; disclosure implications could include adverse publicity or litigation.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Triage/treatment of patients
Description
Triage and treatment of patients requires the nurse to implement appropriate level of care. Assessment of need through verbal interaction as well as physical assessment. Determine if appropriate care is within scope of nursing practice with "delegated medical acts" as legally defined, or if client must see a physician. The nurse independently decides appropriateness of treatment and consultation of information;, knowing the risks and benefits, expected outcomes and potential outcomes.

Example #2

Task / Activity
Planning, co-ordinating and promoting health information events
Description
The nurse takes the lead when co-ordinating any such type of college event related to health services. The nurse determines deadlines based on the timeline or process plan that is created; taking into consideration the needs of other departments and the academic cycle. The nurse is responsible for appropriate problem solving and modification of activity as things change. Last minute additions and deletions, may impact workload of facilities staff.

Key Considerations:
With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?
Errors usually detected through verification and review processes.

What is the typical scope of impact to the organization for errors in this position?
Results in significant waste and negative impacts to operational effectiveness.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment Yes	100
Outdoor work; seasonal conditions No	
Other (please specify) Occasionally dealing with distraught and/or angry clients	5%
Other (please specify) Regular handling of hazardous substances ie. blood, body fluids, soiled linens and live vaccine	15%

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:
Moderately disagreeable

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?
Recurring

If this position is required to engage in business related travel, what is the frequency of the travel?
Infrequent (less than 10% of their time in transit)

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.
Click here to enter text.