

## NURSE PRACTITIONER (NP) JOB DESCRIPTION

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**Approved by:** Executive Director

**Effective Date:** May 2012  
**Reviewed Date:** July 2024

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### Position Summary

The Nurse Practitioner (NP) provides primary health care services as a member of the Timmins Academic Family Health Team (TAFHT). The NP works with individuals, families, and the community, focusing on health promotion, patient education, disease prevention and treatment. This role involves developing, implementing, monitoring, and evaluating programs for the patient population.

### Reporting Relationship

This position reports directly to the Clinical Director.

### DUTIES & RESPONSIBILITIES

#### Assessment:

- Conduct thorough health assessments and use data to make diagnoses.
- Encourage patients and families to take charge of their health by involving them in identifying risks, setting goals, and choosing interventions.
- Consult with TAFHT physicians and specialists as needed.
- Use evidence-based resources for managing chronic illnesses.
- Order and interpret diagnostic tests within NP scope.
- Maintain accurate and timely patient records.
- Assess patients in clinics or at home, if applicable.

#### Treatment/Management/Planning:

- Use pharmacological and complementary therapies for health problems.
- Manage chronic conditions.
- Prescribe medications and order tests as needed.
- Develop and implement individualized care plans based on evidence-based guidelines.
- Promote health and prevent disease for individuals, families, and groups.
- Use community data to address health needs and create programs.
- Ensure proper documentation of patient encounters and analyze statistics.

#### Education/Advisory:

- Help patients find and use health resources.
- Engage patients in their health decisions and motivate them to act.
- Initiate and lead health education activities and create/provide resources for patients.
- Develop and deliver health education programs for patients and communities.

#### Referrals/Collaboration:

- Work with other healthcare providers to coordinate care.
- Refer patients to specialists in collaboration with physicians.

### Other Responsibilities

- Stay updated on evidence-based primary care practices with a focus on health promotion and risk reduction.
- Demonstrate strong leadership, organizational, research, and interpersonal skills.
- Effectively multitask and manage patient care while teaching and sharing information.
- Ensure compliance with PHIPA and other applicable laws and legislation.
- Promote TAFHT services.
- Prepare reports as required and requested.
- Communicate effectively with team members, patients, families, and community partners.
- Knowledge and proficiency in current, evidenced-based methods and practices in primary care.

- Engage in professional development and quality assurance activities.
- Actively participate in meetings, clinical projects, committees, research and special events as needed.
- Demonstrated ability to be open and non-judgmental.
- Perform other associated duties as required.

### **CORE COMPETENCIES**

- Results-oriented and accountable.
- Strong problem-solving and organizational skills.
- Adaptable and collaborative team player.
- Maintains confidentiality and demonstrates effective communication.
- Knowledgeable in primary care, health promotion, and disease prevention.
- Proficient in assessment, therapy, and counseling techniques.
- Ability to manage, perform and follow through on all work-related responsibilities.
- Preferably strong written and spoken communication skills in both official languages.

### **EDUCATION & EXPERIENCE**

- Current registration as a Nurse Practitioner with the College of Nurses of Ontario.
- Certificate in Primary Health Care Nurse Practitioner Program (or equivalent) preferred.
- Experience in community or primary care settings.
- Knowledge of Microsoft Office (Word, Excel, Outlook) and electronic medical records (EMR).
- Valid Ontario Driver's License.

### **WORK ENVIRONMENT**

#### **TAFHT – Sites**

TAFHT strives to provide well-lit, well-ventilated clinic areas that are furnished ergonomically. Personal office space may be shared. The environment may vary depending on location. Ergonomics, health and safety will be a priority.

#### **In Home Visits**

This position may be required to provide primary care within a patient's home. These environments are not assessed beforehand, and it is the responsibility of the employee to assess the environment for health and safety risks. It is policy of the TAFHT that no employee has to work in an environment they feel is detrimental to their health and/or safety.

#### **Other Locations**

This position may require you to work at multiple sites or be transferred between sites. Due to the collaborative nature of this position, the employee will be required to attend meetings at other locations. Travel may be required between sites and patient homes. Travel related to this job description will be reimbursed.

#### **Equipment Used**

Computer, printer/scanner/fax, photocopier, telephone, AV Equipment including video projection unit, hand-held, assessment tools, various teaching aids.

#### **Other Reporting Relationships**

This position collaborates with the TAFHT leadership team, physicians and other TAFHT employees and members to provide efficient, appropriate primary care to TAFHT patients. Collaboration with other community health partners is required.