



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	HBO Nurse
CLASSIFICATION	
DEPARTMENT	
LOCATION	HBOIERC
REPORTS TO	
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

The Nurse shall practice Nursing as defined by the Registered Nurse Act and in Compliance with the College of Registered Nurses of Manitoba Standards of Practice and the Canadian Nurses Association Code of Ethics by caring for and directing the overall care of students. The Nurse must be able to function effectively in a dynamic and demanding environment utilizing the nursing process of assessment, planning, implementation, and evaluation. The Nurse advocates for, provides information to, educates and supports the student ensuring that the highest possible standard of service is provided. The Nurse will actively be involved in health promotion and education coordination, health protection and injury prevention, management of chronic illness and clinical services.

QUALIFICATIONS

Education

- Registered Nurse Diploma, or Baccalaureate Degree in Nursing
- Eligibility for registration with the College of Registered Nurses of Manitoba
- Current CPR and First Aid Certification
- Valid Manitoba driver’s license

Experience

- Two years (recent) direct experience in identified area of community health and/ or Primary Health Care. (Other combinations of education and health care experience may be considered.)
- Experience in specific areas such as, Communicable Diseases, Teen Growth & Development, preventative health screening tools, Immunizations and other Social Factors.
- Experience in counseling in female/male reproductive health issues within the most current clinical guidelines.
- Experience in Phlebotomy.

Knowledge, Skills and Abilities

- Knowledge and skills in implementing the Nursing Process in providing client services.

- Knowledge and familiarity with First Nations people and understanding their customs and traditions.
- Basic knowledge of computer operations.
- Excellent organizational and planning skills.
- Commitment to continuing self-development and continuing quality improvement.
- Ability to work independently using own initiative and clinical judgment.
- Ability to work effectively in an intra-disciplinary team setting.
- Ability to network with other health care partners in the region.

DUTIES AND RESPONSIBILITIES

Implements care compatible with the Registered Nurse's Act

- Assessment: ensures that a pertinent and comprehensive database is collected in a timely manner and maintained.
- Planning: plans and provides holistic nursing care to meet the identified health needs of the student.
- Implementation: ensures the plan of care is implemented.
- Evaluation: ensures the provision of nursing care and ascertains that the expected outcomes are evaluated with the student as an active participant.
- Maintains confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Freedom of Information and Protection of Privacy Act (FIPPA), Division Policies and any other applicable legislation.

Performs other duties as assigned.

CONTACTS

Clinics
 Primary Health Nurse
 Regional Health Authority Resources
 Parents
 Addictions Foundation of Manitoba

WORKING CONDITIONS

General office conditions
 General infirmary

PHYSICAL AND VISUAL REQUIREMENTS

Light to moderate lifting and bending

EQUIPMENT USED

General office equipment
 Standard infirmary medical equipment

APPROVED

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date