## 1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>992887, 993082, 993446, 995270, 995817, 995818, 997681</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Registered Nurse</td>
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<tr>
<td>Department</td>
<td>University Health Services</td>
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<tr>
<td>Reports to</td>
<td>Director</td>
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| Number of Direct/Indirect Reports | Direct: 0  
Indirect: informal clinical direction |
| Classification Level     | SG13                                                   |
| Current Incumbent        |                                                        |

## 2. Department Summary

University of Victoria has a student enrolment of over 20,000 and is a destination university for more than 75% of this population. University Health Service (UHS) is a unit within the department of Student Services and part of the larger Division of Student Affairs. UHS is responsible for the overall delivery of primary health care, focused specialized medicine, urgent care for the campus community, and the coordination of population health planning and healthy student campus initiatives.

UHS operates a primary health care clinic at the Petersen Health Centre, with the expertise of an interprofessional team of physicians, nurses, office and administrative staff, and other specialized and allied practitioners. Clinical services address a continuum of care, from acute episodic needs, to disease/injury prevention, proactive treatment, chronic illness care, and palliative care. Clinical services comprise examinations, diagnostics, treatment modalities, monitoring of conditions, specialist and allied practitioner referral, health screening, health promotion, patient education, counseling and advocacy. UHS participates in the management of complex student situations (e.g. mental health/students at risk), provides clinical leadership and support to the campus community (e.g. major public health crisis), facilitates contracting of specialized campus services (e.g. psychiatry and orthopedics), and is the primary campus liaison with Island Health.

UHS also focuses on population health matters relevant to the young adult, such as mental health, public health, sports medicine, sexual health, chronic illness, and health and wellness. By collaborating with campus partners such as Counseling Services, the Resource Centre for Student with Disability, Athletics and Recreation, and other pertinent services and academic programs, UHS facilitates and promotes healthy student campus initiatives. Both clinical and population health are aligned with contemporary student development theory and the annual student life cycle to educate students in good health practices, and thereby enhance academic achievement.

UHS is accountable for the prudent management of key University and regional health authority (Island Health) resources in achieving the triple aims of quality client care, enhanced campus/population health, and service excellence and sustainability. UHS fosters service and program innovation and leads a number of strategic relationships with both internal university and external community stakeholders in order to deliver on departmental, divisional and institutional planning initiatives and goals.
3. Position Summary

The University of Health Services Registered Nurses contribute to the professional delivery of primary health services by providing clinical nursing practice, assuming leadership and coordination responsibilities for a population health focus, supporting clinical aspects of health programs established for targeted student populations, and providing health education and outreach to the campus community. Registered Nurses also contribute to a collaborative team climate, and provide a positive learning environment for colleagues and student placements.

4. Key Responsibilities and Expectations

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<th>Expectations</th>
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<tr>
<td><strong>1. Leadership Role:</strong></td>
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<tr>
<td>Clinical Nursing Practice &amp; Population Health for UHS (up to 15%)</td>
<td>• Responsible for clinical nursing and consistent nursing practices, including providing resource information to other nurses, offering constructive informal feedback and coaching, and support of collaborations and partnerships; • Responsible for coordinating nursing practices associated with population health programs, including program role development, evidence-informed decision-making, quality program improvements, program review and evaluation, and support of collaborations and interdepartmental partnerships. • Assist the Director in nursing recruitment, including job description development, candidate recruitment and screening, interviewing and hiring, and staff orientation. • Responsible for the ordering of medical supplies/clinical equipment; stocked medications • Responsible for ordering of vaccines and ensuring appropriate maintenance and storage; • Responsible for financially managing medical equipment supplies, as determined by annual budget allocations; financial interface with Clerk to reconcile p-card and medical supply invoices; respond to budget issues identified by the Director, and adjust priorities accordingly. • Meet regularly with the Director to advise on clinical operations and programs, and recommend policies and procedures for service and program improvement; • Assist the Director in representing UHS at committees as requested, and serve as the nursing contact person for internal and external clinical and program requests or questions; • Responsible for collecting patient care data for quarterly and annual reporting of clinical nursing, such as immunization profile, nursing care encounters and acute-care impact indicators; • Participate in the evaluation of UHS clinical services and programs, coordinate the review of nurse-value added indicators, and support opportunities for clinical and program research partnerships.</td>
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<td><strong>2. Clinical Nursing Practice (up to 75% at peak times):</strong></td>
<td>Desk Nurse function: • Triage assessment and care of walk-in patients requiring urgent care; respond to patient-specific health calls and questions, attend to calls from parents, faculty and staff regarding student concerns, respond to specialist offices, hospital and lab requests. • Provide patient follow-up for post-lab results with verbal education to patients for such conditions as Mono, Chlamydia, Strep, Anemia; carry out appointment notification for patient follow-ups, manage pap protocol and</td>
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colposcopy bookings including abnormal results, call backs, and overdue letters from Cancer Agency; process EMR and hard-copy requests from physicians, such as diagnostic tests, medical orders, physician letters and referrals.

- Advise, educate and support moa clinical functions, including moa diagnostic and referral bookings, cleaning and sterilizing medical instruments/equipment and maintaining aseptic conditions, ordering medication samples and non-medication supplies, and back-up coverage for Hub moa breaks.

**Nurse clinic function:**

- Provide clinical care for patients with booked appointments, walk-ins and day-bed patients, including, immunizations, TB testing, allergy shots, wound care, ear syringing, wart treatments, travel medicine advice, immunization reviews, dress lacerations and suture removal, splinting and wrapping of musculo-skeletal injuries, urgent response to allergic reactions, asthma attacks, intravenous initiation and monitoring, coordinate ambulance/fire/campus security response, and assist physician/psychiatrist with involuntary/voluntary admissions to hospital.

- Coordinate and provide care to patients during influenza clinics, and public health outbreaks; counsel emotional patients involving issues of depression, anxiety, eating disorders, sexual and relationship issues, educate patients about healthy living related to health conditions, occasionally assist with neighborhood nurse program and health promotion/ outreach activities.

- Provide assistance to physicians in the care of clinic patients, such as preparing patients for physical examinations and explaining procedures; carrying out patient assessments; administering stat medications and dispensing medications; splinting, cast removal, and crutch fittings; assisting with minor surgical and treatment procedures, wound care and dressing changes, processing specimens, urgent requests for lab reports and screening of lab results for patient follow-ups; responsible for checking crash cart, and discarding outdated medications and disposing of hazard wastes and sharps in conjunction with Occupational Health and Safety.

3. Registered Nurses are assigned leadership responsibility and coordination for a core specialty area, such as public health, mental health, sexual health or student health education, based on operational requirements and taking into consideration incumbents clinical expertise and experience. (10-50%)

**Core Specialty**

- Public Health Nursing

- Responsible for coordination of public health initiatives, such as flu immunization, TB testing, and communicable outbreaks; liaise with Director and Physician Lead Public Health on public health clinical and policy issues;

- Monitor information from Centre for Disease Control, Health Canada and other websites regarding disease outbreaks and Coordinate UHS response to disease outbreaks and with Physician Lead and Director;

- Respond to extraordinary public health issues on campus in consultation with Director, Physician Lead Public Health and other campus representatives (past examples include participating in organization and
interface implementation of campus response to the 2009 H1N1 Influenza outbreak, and the 2003 SARS screening of all students, staff and visitors from countries where the disease was present);

- Oversee UHS staff immunization updates and provide consultation to staff as requested;
- Coordinate and resource a CoP on Public Health, including facilitating campus partnerships and developing responsive initiatives, consulting with UVic Emergency Planner on Emergency Preparedness and assisting as needed with campus strategy to implement emergency medical supply and medication inventory;
- Meet regularly with the Director of UHS to advise on public health issues and needs of the campus community; recommend policies and procedures to improve public health strategies and initiatives.

**Core Specialty**

**Mental Health Nursing**

- Responsible for patient care coordination for mental health clinical programs, and liaise with patients experiencing mental distress or who have an enduring mental illness, including respond to and triage distressed patients, build patient relationships and assess concerns, access practitioners, develop care plans and provide therapeutic care;
- Facilitate and/or attend regular case meetings to review and monitor patient care plans;
- Participate in group and/or one-to-one education and therapy sessions, both individually and with other health professions;
- Mentor other nurses and staff in the provision of care for patients with mental health concerns; help to set up clinical in-services on mental health delivery;
- Meet regularly with the Director of UHS and Lead Physician Mental Health, to advise on mental health clinical programs and the mental health needs of the campus community; recommend policies and procedures to improve mental health strategies;
- Coordinate with the Director and Lead Physician, Mental Health, the planning, implementation, and evaluation of mental health clinics and partners, including Collaborative Eating Disorder program, MH Care Coordination program, and new programs as needed;
- Collaborate with on-site psychiatrists, campus counselors, UHS physicians and nurses, and others to deliver mental health clinic programs and care to the student population;
- Liaise with campus and community mental health partners, and represent UHS and/or attend meetings to address students of concern and campus mental health planning, as needed.

**Core Specialty**

**Sexual Health Nursing**

- Responsible for organizing, scheduling and planning of Well Women clinics including pap screening, IUD insertions, birth control consultation, in conjunction with physician-nurse treatment teams;
- Work collaboratively with designated physician(s) to develop, monitor, and report on sexual health clinical standards of care;
- Monitor information about sexual health, sexually transmitted diseases and products from resources and websites, such as the Cancer Agency, Island
Sexual Health and other, and coordinate UHS response with Physician Lead and Director;

- Coordinate ordering of BCCDC-STI medications and ensure appropriate maintenance and storage of same;
- Coordinate reporting of sexually transmitted disease patient results to Public Health, and follow-up and treatment regime for patient care;
- Coordinate in-services for birth control, STIs, new products and treatments for UHS practitioners, and approaches to sexual health diversity;
- Resource a CoP on Sexual Health, including facilitating partnerships to explore sexual health issues on campus and develop responsive programs;
- Link with the LBGTQ community/Positive Space and liaise/support practitioners in responsive care to patients with sexual diversity;
- Meet regularly with the Director of UHS to advise on sexual health clinical and campus issues; and recommend policies and procedures to improve sexual health care.

**Core Specialty**

**Student Health & Wellness Education**

- Responsible for student health education outreach and focused workshops, such as stress reduction, nutrition and exercise, sleep hygiene, lifestyle learning for targeted student groups (residence students, international students, indigenous students, academic units); conduct, assess, and report on presentations;
- Coordinate student-led initiatives to assist with the delivery of health education outreach, including supporting / developing student engagement program and mentoring nursing, medical and other student participation;
- Represent UHS as a student health educator on campus committees, including liaising with other student service representatives from Counseling Services, Resource Centre for Students with a Disability, Residence Services and University Food Services, Athletics and Recreation, Campus Security Services and others to facilitate the delivery of health and wellness programs on campus;
- Work with service unit partners on health and wellness activities, speaking to new students and their parents, participating in major institutional events such as orientation, and providing health information displays;
- Organize or participate in health related outreach activities, projects, and events on campus, such as PAP awareness week, Substance Awareness, and provide in-service education to student groups, such as Community Leaders, Peer Helpers, and Health and Wellness Centre (HAWC) in Residence;
- Organize student health education resources, including facilitating participation of campus partners in monthly installment of Student Health 101 e-magazine; initiating social media formats, maintaining up-to-date posters, academic articles and handouts for patient education, developing UHS promotional materials, special clinic and technology resources, and supporting website content;
- Support staff orientation and mentoring of campus health and wellness; act as a practicum preceptor for undergraduate students from academic units, eg. School of Nursing, Public Health School.

4. Contribute to a

- Provide confidential client-centered care, in which clients are served with a
Collaborative Team Climate

- caring, attentive and responsive team approach;
- Foster respect and trust with team members so as to cultivate a cooperative team spirit;
- Employ effective team communication to ensure sharing of relevant and timely information;
- Engage in informal team interactions and formal team meetings, in order to contribute to knowledge exchange, care coordination and team collaboration;
- Participate in learning and professional development and foster a positive learning environment for colleagues and student placements.
- Take part in program evaluation and quality improvement initiatives, so as to advance service effectiveness.

5. Classification Factors:

(a) Independence of action, authority and decision making:
- Coordination of assigned core specialty including development and delivery of related initiatives and programs, collaborating with key campus partners, and consulting with key community stakeholders (e.g., Centre for Disease Control, Island Health - Chief Medical Health Officers or Mental Health and Addiction program leaders);
- Leading knowledge sharing and increasing professional knowledge with other nurses and staff in care provision and customer service, advising and guiding direction of related clinical nursing standards and care protocols, contributing expertise in focused health planning and case reviews, liaising and with other practitioners or campus partners, and supporting evaluation of programs and initiatives;
- Independence of action for performing nursing practice in the primary health care centre according to professional standards as set by the College of Registered Nurses of BC;
- Provides clinical advice, education and support to staff, particularly for MOA’s in their clinical functions, and assists the Director in responding to the university community regarding health questions or concerns;
- Provide important education, coaching and consultation to students and other staff with regards to health care areas relevant to the university population;
- Liaise and collaborate with campus and community health partners, and represent UHS and/or attend regular meetings to address campus health planning related to core specialty or focused area; advise Director on clinical programs and student health needs;
- Is relied upon as someone who fosters meaningful client and staff relationships, is responsive to patient and campus concerns; is progressive and open to new ideas, has capacity in electronic programs, and is knowledgeable and resourceful in evidence-informed nursing practice and evaluation processes; and,
- Is a key position for establishing effective student-practitioner relationships, creates flexibility and responsiveness to health concerns and issues, and ensures continuity and comprehensiveness in care.

(b) Accountability – scope and impact:
- Is an independent nurse leader, client-service oriented communicator and team-player; able to work collaboratively with an interprofessional team and with campus partners; and able to make effective decisions in urgent health or program situations or on behalf of the Director in their absence;
- Responsible for coordination of clinical programming, including planning, implementation and evaluation; and collaborating with specialists, UHS physicians and nurses, and other campus and community partners;
- Scope of nursing expertise has considerable accountability and impact to patient care and population health responses and initiatives (e.g., for public health in regards to immunization protocols and during response to disease outbreaks, for mental health in regards to managing urgent situations/crisis responses and treatment planning, for sexual health in regards to early intervention and patient monitoring, for health and wellness in regards to health promotion and preventive strategies); and,
- Professionally responsible for providing and delivering health care excellence within the scope of nursing according to standards of practice and code of ethics set out by the CRNBC.
(c) **Supervision given and received:**
The Registered Nurse will receive general direction from the Director of Health Services and work within Health Services vision, goals and objectives. The Registered Nurse is responsible for day-to-day care delivery of public health, mental health, sexual health, and/or student health and wellness delivery and response, and direct provision of nursing care. The Registered Nurse provides indirect clinical advising and supervision as needed to medical office staff.

(d) **Budget, Financial & Material resources:**
May have responsibility for managing small budgets related to nursing and medical clinical supplies for the delivery of primary health care services. Related annual UHS budgets range from $2,000 to $30,000.

(e) **Problem-Solving**
Has independence in clinical problem solving for patient care, as well as program planning and problem solving for core specialty; supports the problem solving of other staff, including physicians, other nurses and especially medical office staff; and provides subject matter and professional expertise to assist the Director in problem solving for complex and critical health service and campus issues.

6. **Summary of qualifications:**
A minimum of a Bachelor degree in Nursing, current registration as a practicing member in good standing with the College of Registered Nurses of British Columbia and Up-to-date CPR certification-level C and AED certificate, as well as completion of the BCCDC Immunization Competency course.

5 years’ clinical nursing experience including familiarity with electronic medical records and standard office equipment and software is required. Professional practice must include:

- Demonstrated clinical knowledge and skills in the delivery of health care;
- Demonstrated leadership implementing initiatives and programs;
- Demonstrated coordination and facilitation in health programming via a variety of delivery modalities; and,
- Providing mentorship and sharing knowledge with other staff.

Experience and knowledge in a relevant core specialty may be required. Equivalent combinations of training, education and experience, may be considered where appropriate.

In addition:

- Knowledge of contemporary student development theory, annual student life cycle, and current preventative health care practices;
- Knowledge of PHC acute episodic and chronic health delivery, disease and injury prevention, and health promotion and education;
- Ability to be creative, resourceful, flexible, and able to take initiative, and display a professional, tactful and enthusiastic demeanor in representing UHS;
- Ability to provide significant flexibility in work hours to support the nature of the work;
- Ability to engage in excellent interpersonal relations with patients and team members;
- Ability to collaborate with team members and community partners on special projects and initiatives;
- Liaise well with Greater Victoria community partners e.g. VIHA, Public Health, CDC, others;
- Ability to relate well with the young adult population to effectively assess and initiate patient care;
- Ability to be culturally competent with a unique and diverse student community;
- Ability to effectively make decisions, embrace change and engage in service improvements;
The following may be considered an asset and given preference:

- Certification in community health nursing and/or related areas;
- Experience in primary health or community health nursing;
- Experience in a team-based post-secondary education health clinic or knowledge of young adult population; and/or,
- Knowledge of the UVic campus community.

Date of Submission: 

Signature of Responsible Manager: 