



*South East Toronto*

**Family Health Team**



## **JOB DESCRIPTION**

### **Nurse Practitioner (1 Year Contract Position)**

South East Toronto Family Health Team (SETFHT) is an academic Family Health Team (FHT) affiliated with the University of Toronto. Our FHT is comprised of a team that includes physicians, medical residents, nurse practitioners, registered nurses, dietitians, social workers, psychologists, care navigators, physician assistants and chiropractors, all supported by an exceptional administrative and clinical support team. SETFHT is also a partner in the new Health Access Taylor Massey (HATM) clinic that is under development. HATM is bringing new primary care and interprofessional resources to the Taylor Massey community, while leveraging existing supports and services in the community to improve access to comprehensive primary and social care for residents. This position is a mobile position serving the Taylor Massey and Oakridge neighbourhoods and adjoining areas of high need in East Toronto, including but not limited to the two SETFHT clinic locations, 840 Coxwell Avenue and 1871 Danforth Avenue, and the HATM clinic location, 4 The Market Place.

### **Position Profile**

As a key member of the South East Toronto Family Health Team (SETFHT), Health Access Taylor Massey (HATM) and an integral part of a quickly evolving interprofessional health care team that is associated with HATM, the Nurse Practitioner will deliver care in accordance with SETFHT policies and professional practice standards and according to regulations set out by the College of Nurses of Ontario. This position is split with on-site coverage of FHT primary care practice and supporting the Taylor Massey community.

### **Accountability**

The Nurse Practitioner reports to and is responsible to the SETFHT Executive Director. Clinical decision-making outside the Nurse Practitioner's scope must be done in consultation with the IPC Lead Physician and/or physicians.

### **Authority**

Does not direct the activities of staff or a function without the direction of FHT decision-makers.

### **Roles and Responsibilities**

The duties of the IPC Nurse Practitioner will be divided into two categories – clinical responsibilities and duties related to the health team.

The IPC Nurse Practitioner will be encouraged to operate within their full scope of practice. They are required to work cooperatively with all members of the health care team to promote patient health and prevention of disease.

The IPC Nurse Practitioner will work to improve outcomes for adults and/or family/caregivers in east Toronto priority neighbourhoods by:



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- Diagnose, treat and prescribe within the scope of Registered Nurse, Extended Class, while adhering to evidence-based practice;
- Monitor stable chronic illnesses;
- Order and interpret diagnostic imaging reports within the scope of RN, Extended Class;
- Implement appropriate health promotion and disease prevention strategies for patients and families;
- Gather and document patient and statistical information as required;
- Arrange physician consultation if illness or treatment is outside NP's scope of practice;
- Arrange specialist referrals and appointments in consultation with a physician;
- Liaise with community agencies as required;
- Participate actively in the care of patients with complex needs, including home visits and participation in Interprofessional case rounds;
- Assessing, planning, implementing, and evaluating the needs of patients in collaboration with the inter-professional team for east Toronto priority neighbourhoods;
- Being responsible and accountable for providing psycho-social assessments, service coordination, therapeutic and/or supportive counselling;
- Taking accountability and responsibility for making referrals to various clinical resources, liaising between hospital and specialists as the patient's advocate;
- Ensuring linkages to primary care, community outreach, and education support;
- Adhering to Occupational Health and Safety Legislation and SETFHT's Health and Safety Policies;
- Adhering to SETFHT's Policies and Procedures, including Incident Reporting Policy;
- Actively demonstrating the Mission and Values set forth by SETFHT;
- Demonstrated experience leading initiatives/projects with multiple partners and stakeholders;
- Demonstrated respect for diversity, equity and accessibility with the ability to work collaboratively and positively with others;
- Strong initiative with exceptional organizational skills to manage competing priorities and balance multiple projects;
- Strong change management and project management skills;
- Provides direction/leadership for the team as a coach and mentor; defines accountabilities while directing and supporting the achievement of performance goals within functional area of responsibility;
- Establish, organize and implement strategies and is responsible for the operations of its departments as well as the effective use of its resources (budget, staffing, etc.);
- Work collaboratively to support the work of the IPC with partners, community agencies;
- Work together with (organizations) to support the development of a comprehensive and equitable plan to support activities for increased primary care access, collaboration, and coordination;
- Support evaluation activities to determine strengths, opportunities, and future directions of the IPCs;
- Act as the first point of contact for membership questions;
- Work with team members to identify knowledge and training gaps and develop educational materials and learning opportunities as needed;
- Strong coordination and capacity building skills with demonstrated experience supporting interdisciplinary work;
- Excellent advocacy, communication, and negotiation skills;
- Commitment to the vision, goals, and work of the organization;
- Strong initiative with exceptional organizational skills to manage competing priorities and balance multiple projects;



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- Completing other duties as assigned.

### Qualifications

- Experience in a Nurse Practitioner role, preferably in a community setting
- Current registration with the College of Nurses of Ontario, RN (Extended Class)
- Strong knowledge and understanding of primary health care and chronic disease prevention and management, preferably in a community setting
- Demonstrated ability to work effectively and collaboratively in an interprofessional environment, including strong teamwork and communication skills
- Experience in identifying learning needs and adult education techniques
- Demonstrated leadership, critical thinking, organizational and communication skills
- Must possess a dependable, consistent and reliable work record
- Demonstrated ability to maintain confidentiality and impartiality
- Capacity to adapt quickly to a fast-paced, dynamic work environment

### Skills, Knowledge Requirements

- Excellent people management and interpersonal skills
- Strong communication skills, both oral and written
- Strong problem solving and organizational skills
- The high degree of accuracy and attention to detail
- Ability to prioritize, manage time effectively and be flexible in a very active work environment
- Exercises good judgment
- A high degree of professionalism, ethics and confidentiality
- Commitment to and knowledge of newcomer health, community-based health care, health promotion, harm reduction and community development
- Knowledge of the impact of the social determinants on health and wellbeing
- Competence with Microsoft Office suite of software
- Experience with clinical management system (CMS), preferably Practice Solutions' Suite.

The above responsibilities are not to be considered all inclusive; the individual may be assigned other related duties in the interest of efficient operations of the clinic.

Compensation is based on experience and will range from \$58.32 - \$63.28/ hour.

Thank you for your interest in the South East Toronto Family Health Team. Only those candidates selected will be contacted for an interview. **No telephone or email inquiries, please.** SETFHT supports a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. Accommodations are available on request for candidates taking part in all aspects of the selection process and candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.

**Applicants should quote Job:** Nurse Practitioner – SETFHT IPC

**Contact by:** e-mail only

**Job Contact Information**



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Human Resources

South East Toronto Family Health Team

e-mail: [humanresources@setfht.on.ca](mailto:humanresources@setfht.on.ca)

Please forward cover letter and resume by August 5, 2022