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## POSITION DESCRIPTION

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| <b>POSITION TITLE:</b> | COMMUNITY ADDICTIONS HEALTH NURSE (RAAM) |
| <b>DEPARTMENT:</b>     | MENTAL HEALTH                            |
| <b>CLASSIFICATION:</b> | NURSE IV                                 |
| <b>UNION:</b>          | MNU                                      |

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## REPORTING RELATIONSHIPS

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| <b>POSITION REPORTS TO:</b>  | CLINICAL TEAM MANAGER, MENTAL HEALTH |
| <b>POSITIONS SUPERVISED:</b> | NOT APPLICABLE                       |

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## POSITION SUMMARY

The Community Addictions Health Nurse (CAHN) is an integral member of the RHA Rapid Access to Addictions Medicine (RAAM) clinic. The CAHN is part of an integrated inter-professional team. The CAHN provides nursing services within a co-occurring disorders (mental health & harm reduction) model to individuals seeking addictions assessment and treatment. The CAHN is responsible to coordinate the clinic operations. The CAHN works collaboratively with providers internal and external to the RHA, inclusive of but not limited to Addictions Foundation of Manitoba, primary care providers, psychiatrists, mental health services, community pharmacists, emergency departments, EMS, and a range of health and social agencies, to create and provide comprehensive & collaborative services. The CAHN acts as a resource and knowledge broker regarding harm reduction, addiction/mental health issues and interventions based on evidenced based research & practice.

The CAHN takes a lead role in the development and provision of promotional, prevention and education sessions/activities. The aim is to improve understanding about mental health & addiction issues in order to strengthen individual, family, group and community systems. In collaboration and partnership with other health care providers, clients, their families and community stakeholders, the CAHN focuses on supporting individuals in their personal recovery where they live, learn, work and socialize.

The position of Community Addictions Health Nurse functions in a manner consistent with, and supports the mission, vision and values of the Interlake- Eastern Regional Health Authority.

## **ESSENTIAL FUNCTIONS AND DUTIES**

Function and duties include but are not limited to the following:

The CAHN recognizes and fulfills professional responsibilities by practicing in a manner consistent with professional obligations as per the Canadian Nurses Association Code of Ethics for Registered Nurses (2008), the College of Registered Nurses of Manitoba Standards of Practice for Registered Nurses (2012) or the College of Registered Psychiatric Nurses of Manitoba Standards of Practice for Registered Psychiatric Nurses (2010), and the scope of practice as defined by applicable legislation, and other Provincial and Federal legislation.

### **A. RESPONSIBILITIES**

1. Leads the coordination of the RAAM clinic operations.
2. Provides client-centered assessments of health status and functional competence of the individual, inclusive of natural supports.
3. Identifies and implements a range of evidenced based interventions including health promotion, disease prevention and direct clinical care strategies including harm reduction along with short and long-term goals and outcomes according to the individual's recovery plan.
4. Develops a mutually agreed upon plan and priorities for care with the individual and family and/or substitute decision-maker.
5. Facilitates the management of specific medication protocols and practices.
  - 5.1. Provides ongoing medication assessment, administration and monitoring, inclusive of titrating dosages for specific substance misuse conditions.
  - 5.2. Provides medication teaching and support.
  - 5.3. Facilitates management of specific medication protocols. (Opioids, ETOH, Methamphetamines etc.)
  - 5.4. Liaises with community pharmacies for the management of RAAM patients on maintenance therapy or on other medications (e.g. addresses issues such as missed doses, requests for take-home doses or early renewal of medications etc.), communicates these with the most responsible primary care provider and maintains documentation standards of these in the EMR.
  - 5.5. Acts as resource to colleagues regarding medications and protocols, such as emergency departments etc.
6. Organizes and manages workload to perform job requirements, including verifying medication orders and placing orders according to policy.
7. Engages in clinical outreach and provides telephone consultation to patients who phone RAAM service in need of support or in crisis. Screens, assesses and arranges a follow up plan for RAAM patients which may include further physician care, consultation or referral to a community service.
8. Arranges for walk in patients to be sent to a nearby emergency department if medically necessary.
9. Establishes relationship for RAAM patients without a primary care provider to an appropriate care provider ASAP. Actively advocates and registers patients with Family Dr. Finder program as needed.
10. Uses harm reduction strategies to identify, reduce or remove risk factors in a variety of contexts.

11. Ensures documentation is complete and is consistent with regional and established RAAM policies including the health record, clinical hand-off, occurrence reports, etc.
12. Liaises with the inter-professional team and community service providers to meet the individualized needs of the client.
13. Provides case management responsibilities for clients enrolled to the RAAM Clinic and ensures follow up from a brief treatment perspective.
14. Collaborates on development and use of follow-up systems that ensure that the individual receives appropriate and effective service, including crisis planning and intervention for safety and protection.
15. Uses knowledge of the community to link with, refer to or develop appropriate community resources.
16. Assists in the response to and management of urgent client needs, inclusive of access to withdrawal management services and beds.
17. Understands and uses social marketing, media and advocacy strategies to raise awareness of addiction/mental health issues and to reduce stigma regarding addiction/mental health issues.
18. Practices in accordance with legislation relevant to community health practice (e.g. Mental Health Act including Public Guardian and Trustee legislation, Vulnerable Persons Act, Public Health Act, Child and Adult Protection Acts, Personal Health Information Act).
19. Works collaboratively with the client, family, community, other professionals and stakeholders to identify needs, strengths and available resources within a context of cultural safety.
20. Participates on committees, teams or working groups at the local, regional, provincial or national level.

#### **B. CONTINUOUS QUALITY IMPROVEMENT**

1. Participates in the region's Continuous Quality Improvement Program and Accreditation Program.
2. Leads the development and planning for evaluation of the RAAM Clinic.
3. Manages the collection of statistics for patient consults and new RAAM clinic visits, reviews and analyzes the data for evaluation purposes

#### **C. EDUCATION/ IN-SERVICE/ PROFESSIONAL DEVELOPMENT**

1. Develops and conducts educational session with RHA programs & services (such as primary care providers, ED's, mental health program staff etc.) on RAAM services and withdrawal management of alcohol/opioids etc.
2. Builds capacity by developing and conducting educational sessions on counselling patients with disorders such as alcohol/opioid use and connecting them with resources.
3. Collaborates with in-service education programs to identify, plan and facilitate implementation and evaluates orientation and staff development programs.
4. Maintains and updates knowledge of new developments in departmental areas through journal reviews, interest groups, lectures, and committee work.
5. Acts as a primary support for health care professionals by raising addiction awareness, promoting knowledge development in addiction treatment and recovery.
6. Develops strong partnerships with community resources to better coordinate the expectation for care and referrals for care for RAAM patients.
7. Provides mentorship for new staff and supports the learning of students.

8. Maintains and updates professional & management skills through continuing education programs, literature reviews, interest groups, and lectures.
9. Maintains professional and management linkages/networks with peers.

**D. COMMUNICATIONS**

1. Communicates with co-workers both individually and as a group to promote efficient operation and high morale.
2. Communicates with co-workers in achieving efficient operation of the department/program.
3. Communicates with co-workers in promoting inter-program, inter-departmental and regional operations.
4. Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**OTHER**

- Performs other duties as assigned.
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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Baccalaureate Degree in Nursing / Psychiatric Nursing.
- Current active registration with the College of Registered Psychiatric Nurses of Manitoba / College of Registered Nurses of Manitoba.
- Basic Cardiac Life Support and ASIST Certification.

**REQUIRED KNOWLEDGE:**

- Demonstrated clinical leadership & critical thinking skills.
- Demonstrated ability to work interdependently & autonomously.
- Demonstrated excellent crisis management skills.
- Demonstrated knowledge of addiction/mental health conditions and interventions, including withdrawal management and harm reduction.
- Demonstrated knowledge of adult clinical assessment, care and treatment, health education and promotion, illness prevention and chronic disease management.
- Demonstrated knowledge of relevant (addiction & psychiatric) medications and standard practices.
- Demonstrated knowledge of cultural safety.
- Demonstrated knowledge of inter-professional collaborative practice and service coordination across the continuum of health services.

**EXPERIENCE REQUIRED:**

- Three (3) years' experience, within the past five (5) years' of related clinical experience.
- Proficiency with Microsoft programs (Outlook, Word, Excel, and PowerPoint) as well as Internet applications and other Information Technology. Experience in EMR an asset.

**SKILLS/COMPETENCIES:**

- Ability to interpret and utilize best practice research data and to incorporate this information into clinical practice and education.

- Knowledge, competence and ability to demonstrate clinical nursing skills and concepts in accordance with approved nursing standards.
- Ability to make effective decisions regarding nursing care and autonomous practice.
- Demonstrated effective problem solving, organizational skills and the ability to work independently.
- Demonstrated communication skills and the ability to communicate in non-judgmental approaches which engage and foster trust with target populations.
- Demonstrated knowledge of adult learning principles.
- Ability to maintain positive working relationships with co-workers and clients.
- Province of Manitoba Class 5 Drivers License and access to a personal vehicle to provide service within Interlake Regional Health Authority.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

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#### **WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.

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#### **WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

#### **PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: October 2018  
Date

Revised: November, 2019  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Vice President, Human Resources Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*