



POSITION DESCRIPTION

POSITION TITLE:	REGIONAL SKIN INTEGRITY & WOUND CARE COORDINATOR
DEPARTMENT:	HOME CARE PROGRAM
CLASSIFICATION:	NURSE IV
UNION:	MNU

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	CLINICAL TEAM MANAGER – PALLIATIVE CARE & HOME CARE NURSING PROGRAMS
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Reporting to the Clinical Team Manager – Palliative Care & Home Care Nursing Programs, the Regional Skin Integrity & Wound Care Coordinator assumes leadership responsibility for the ongoing management and strategic growth of the Skin Integrity & Wound Care program. This includes quality management relating to client outcomes and efficiencies, performance improvement and standardization of best practices, education needs of clients and staff, product monitoring, evaluation/procurement, and research for the Skin Integrity & and Wound Care Program within the Interlake-Eastern Regional Health Authority.

The Regional Skin Integrity & Wound Care Coordinator works closely with all clinical, quality, infection prevention and control programs as well as the regional Wound Care Steering and Best Practice Committees, to support programs in the development, implementation, coordination, evaluation of wound care prevention and management strategies. Responsibilities include acting as a resource internally and externally; providing education and recommendations for wound care and ultimately achieving program metrics demonstrating the value of implementing prevention and best management practices for wounds. The incumbent is an active member of the multidisciplinary regional wound care team.

The Regional Skin Integrity & Wound Care Coordinator works within a variety of settings including Primary Health Care Clinics, Home and Palliative Care, Personal Care Homes and Acute Care within the Interlake-Eastern RHA. The position of Regional Skin Integrity & Wound Care Coordinator 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:

Program Development/Administration:

- Involved in formulating and operationalizing a region wide program for the prevention of skin breakdown and wound care management and ensures its integration into clinical practice in accordance with the Interlake-Eastern Regional Health Authority's vision, mission, policies and procedures.
- Participates in the ongoing development, implementation and evaluation of the regional Skin Integrity & Wound Care Program as it relates to prevention and leading wound care best practices.
- Participates and provides leadership in research initiatives relevant to prevention and wound management.
- Develops, monitors & evaluates program and client care indicator outcomes and follows – up and shares with clinical programs.
- Develops and implements customized regional policies and procedures in accordance with prevention and wound care best practices, federal and provincial regulations, standards and guidelines.
- Initiates contacts to develop key relationships and acts as a resource/program liaison, providing direction to multi-disciplinary staff and physicians, other programs and services and agencies as required.
- Evaluates the appropriateness of new equipment and supplies related to skin and wound therapy.
- Monitors trends, interprets data and makes recommendations for continuous improvement.
- Contributes to the development, delivery and evaluation of the region's orientation and ongoing prevention and wound care education to ensure the transfer of knowledge and evidence-informed best practices to both the bedside and the community.
- Receives requests for and assists with the coordination of staff education in collaboration with Regional Education Services, as required.
- Mentors undergraduate nursing students as requested.
- Undertakes organizational development activities and special projects as directed by the Clinical Team Manager – Palliative Care & Home Care Nursing.
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- Supports an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services.
- Develops communication methods to facilitate the flow of information to maximize effective communication of best practices throughout Interlake-Eastern RHA.
- Develops and co-chairs an effective Best Practice Team by motivating and influencing staff to excel.
- Monitors client satisfaction.
- Participates in regional and provincial meetings and committees and other partnerships to promote skin integrity and wound care management as indicated.

- Maintains current knowledge base of skin and wound care practice through professional activities and continuing education.

Prevention Maintaining Skin Integrity:

- Acts as a resource; educates and works with clinical teams to ensure best practices are standardized and implemented in order to promote and maintain skin integrity e.g. assessment protocols related to client nutritional status and early identification of skin integrity risks in order to implement known prevention strategies.

Management of Wounds:

- Assists with the coordination/consultation with wound care clinicians/experts regarding complex skin and wound care (acute and chronic).
- In collaboration with programs and the Skin and Wound Care Steering Committee develops and/or implements and maintains a wound care manual inclusive of client care protocols, documentation tools, policies and procedures, etc.
- Provides wound care consultation in Interlake-Eastern RHA facilities and community programs, especially related to the appropriate use of products with focused action on using advanced wound care products as applicable.
- Prioritizes and responds to referrals accordingly.
- Documents and maintains accurate records.
- Participates in the selection and recommendation/procurement of appropriate wound care products in consultation with the clinical programs, regional best practice committee, materials management, and external vendors.
- In cooperation with programs, provides leadership in wound care audits to evaluate the provision of care according to established standards and expected outcomes.
- Works collaboratively with the Infection Control Program in the communication and development of protocols related to wound care.
- Participates in investigation and response to critical incidents related to wounds or wound care.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Baccalaureate Degree in Nursing required.
- Current active registration with the College of Registered Nurses of Manitoba and a member in good standing required.
- Completion of Certificate of International Inter-professional Wound Care Course (IIWCC): Advanced Knowledge required.

REQUIRED KNOWLEDGE:

- Current knowledge of skin prevention practices and wound care principles and demonstrated ability to integrate this knowledge into practice.
- Ability to teach at an individual and group level.

- Knowledge of current evidence based practice relevant to wound care.
- Ability to make safe and effective decisions regarding nursing care and standards, both independently but also within the context of the broader health care team.
- Evidence of ongoing professional development.

EXPERIENCE REQUIRED:

- Minimum of five years recent nursing experience.
- Minimum of four years recent clinical nursing experience in advanced wound care management.
- Minimum of two years recent clinical experience in performing ankle brachial index (ABI/ABPI).

SKILLS/COMPETENCIES:

- Effective verbal and written communication skills, with individuals and groups.
- Demonstrated ability to practice in a consultative/collaborative method with a focus on family and client centered care.
- Demonstrated organizational and time management skills and the ability to deal with competing demands.
- Strong advocacy skills for adherence to clinical, evidence based practice.
- Ability to work within a multidisciplinary team environment spanning multiple program areas.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated advanced practice knowledge, skills, and judgment in skin and wound care.
- Proficiency with MS Windows and all MS Office applications.
- Effective leadership skills, including problem solving & organizational skills.
- Ability to adapt and apply knowledge/skills in a variety of environments.
- Ability to meet the physical and mental demands of the job.
- Valid Class 5 drivers' license and access to a vehicle.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record including a good attendance record.

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.

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. Follows 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: _____
Date

Revised: _____
January, 2016
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 job 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.