



POSITION DESCRIPTION

POSITION TITLE:	URIS NURSE (UNIFIED REFERRAL AND INTAKE SYSTEM)
DEPARTMENT:	PUBLIC HEALTH
CLASSIFICATION:	NURSE II
UNION:	MNU

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	PUBLIC HEALTH CLINICAL TEAM MANAGER
POSITIONS SUPERVISED:	N/ A

POSITION SUMMARY

Under the leadership of the Clinical Team Manager – Public Health, the URIS Nurse provides support to children with health care needs in the community in collaboration with their families and community programs. Group B URIS eligible children are identified; health care plans are developed; and associated training provided to community program staff. The URIS Nurse functions in accordance with the College of Registered Nurses (CRNM) Standards of Practice, and is bound by the Registered Nurse Act and the Registered Nurse Regulation, and the Canadian Nurses' Association Code of Ethics. The position of URIS 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

Assessment, Planning, Implementation and Evaluation

- Receives and prioritizes URIS Group B applications for service.
- Develops and reviews health care plans for URIS Group B eligible children in partnership with parents/guardians.

- Provides resources/referrals for students/families to access health care and community programs as needed.
- Provides annual training and monitoring of knowledge and skill of community program staff.
- Maintains an accurate service and administrative log and maintains required statistics.
- Attends regular provincial URIS network meetings.
- Consults with Provincial URIS Coordinator as required.

Participates as Member of the Multidisciplinary Team

- Demonstrates and participates in Primary Health Care principles and initiatives in relationship to the client, facility and/or community.
- Communicates effectively with clients, families and the multidisciplinary team.
- Establishes and maintains effective interpersonal relationships with clients, families and members of the multidisciplinary team.
- Actively participates in client care conferences, team meeting, staff meetings and other facility and regional activities as required.
- Participates in health promotion activities as they relate to the facility or community of practice.

Maintains Professional Accountability

- Provides employer with proof of registration annually in accordance with CRNM regulations.
- Assumes accountability for own nursing actions within a legal and ethical framework.
- Recognizes own level of professional competency and seeks appropriate direction or assistance.
- Works within the limitations of the position and follows position description.
- Adheres to established policies and procedures of the Interlake-Eastern Regional Health Authority, including:
 - *Personal Health and Information Act (PHIA)*
 - Standards of dress and grooming
 - Lines of communication
 - Attendance management
 - Suspected reporting of abuse
- Documents nursing care according to IERHA guidelines and legal requirements.

Education and Development

- Pursues continuing education opportunities to maintain competence relevant to current practice.
- Identifies own learning needs and participates in goal setting to enhance work performance.
- Participates in facility, regional or provincial level training sessions as available.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS:

- Position performance appraisals annually and as needed.
-

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Baccalaureate degree in nursing preferred.
- Current active registration in good standing with the College of Registered Nurses of Manitoba (CRNM) required.
- Current CPR certification.

REQUIRED KNOWLEDGE:

- Ability to work with computer software applications (Microsoft Word, Excel and Access) an asset.
- Demonstrates an understanding of URIS policy.

EXPERIENCE REQUIRED:

- Experience delivering services in a community setting.

SKILLS/COMPETENCIES:

- Demonstrates ability to work effectively as part of a multi-disciplinary team.
 - Demonstrates ability to be flexible, self-motivated and work independently.
 - Excellent oral and written communication skills.
 - Excellent problem-solving and organizational skills.
 - Physical and mental ability to meet the demands of the position required
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment 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.
 - Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
 - 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.

Created: _____
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Executive Director, Human Resources Date

Job 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.