

# Nurses' Provincial Collective Agreement

## Job Profiles

**Overview Statement:**

Nursing practice by nature includes collaboration with clients and other service providers. The continuum of care includes preventing disease, promoting the health of individuals and communities and providing acute, continuing, rehabilitative and palliative services. Clients may include individuals, families, groups, organizations or target populations.

The nursing roles and functions represented in this document are interdependent and may overlap. The job groups of educational activities (ED) and programs and services (PS) enhance the standards of care and provide the infrastructure and resources for activities found in the direct care (DC) and community health (CH) job groups.

Many job characteristics are universal to the nursing profession, including acting as client advocate, being responsible for professional practice and working under conditions of uncertainty, changing priorities, interruptions and multiple deadlines. Nursing jobs require effective verbal and written communication skills. These overlap with various human relations demands from clients, doctors, students and other disciplines and organizations.

Nursing knowledge and skill are utilized for assessment, implementation and evaluation regardless of job group or classification level. The combination of variables that must be considered across the continuum of care makes nursing work complex.

### Job Groups

Based on data received by the industry, nursing jobs have been categorized into four job groups. These are:

- Community Health Activities
- Direct Care Activities
- Educational Activities
- Program and Service Activities

Community Health Activities (CH)	Direct Care Activities (DC)	Educational Activities (ED)	Program and Service Activities (PS)
<ul style="list-style-type: none"> <li>• This group of jobs focuses on community health activities.</li> <li>• Jobs range from the delivery of direct nursing care or facilitation of community health services to supervising and/or administering the delivery of direct nursing care or facilitation of community health services.</li> </ul>	<ul style="list-style-type: none"> <li>• This group of jobs focuses on client care activities.</li> <li>• Jobs range from the delivery of direct client/patient/resident care to jobs that supervise and/or administer the delivery of direct client/patient/resident care.</li> </ul>	<ul style="list-style-type: none"> <li>• This group of jobs focuses on the formal development and teaching of educational programs for nursing staff and health care students.</li> <li>• Jobs range from program delivery to supervising and/or administering the delivery of educational programs.</li> </ul>	<ul style="list-style-type: none"> <li>• This group of jobs focuses on the development and/or implementation of programs and services in the support of direct client/patient/resident care.</li> <li>• Jobs range from program/service delivery to supervising and/or administering the delivery of programs and services.</li> </ul>

## Job Profile Level Community Health 1 (CH1)

The main purpose of jobs at this level is to deliver direct nursing care or facilitate community health services through nurse-client partnerships or collaboration with other service providers. Clients may include individuals, families, groups, organizations or target populations.

These jobs require the use of a significant body of nursing knowledge and skill to assess clients and establish priorities and action plans with various types of clients. Delivery or facilitation of community health services is provided through activities such as planning, implementing and evaluating care; developing individual and community capacity for action on behalf of self or others; teaching and counselling clients; and identifying and documenting client condition and needs using health related data from a variety of sources. Some jobs may coordinate the flow of care for clients by liaising with a range of health care and social services professionals and organizations.

Nurses at this level are responsible for completing their own work assignment. This means being accountable for the client/resident/patient within their care but not being accountable for the work performed by others. Nurses report observed problems to Nurse in-charge and/or immediate supervisor. Nurses may provide direction to other staff, such as:

- 7 the collegial sharing of information;
- 7 demonstrating and/or providing guidance on clinical/health related tasks;
- 7 providing incidental or ad hoc input into staff performance;
- 7 ensuring staff are aware of assignments developed by the Employer;
- 7 reassigning clinical/health related tasks if necessary.

The work is frequently performed under a variety of unpleasant or unpredictable working conditions including exposure to hazards, disease and inclement weather.

## Job Profile Level Community Health 2 (CH2)

### CH2A

The main purpose of jobs at this level is to coordinate and supervise others who deliver direct nursing care or who facilitate community health services. These jobs may involve some aspects of the provision of direct care or facilitation of services as noted in Level 1, but nurses at this level also have first-line supervisory responsibilities for other staff. These other staff may or may not formally report to another position in the organization.

First-line supervisory activities include:

- 7 ongoing responsibility for making or adjusting client/patient/resident assignments;
- 7 scheduling and coordinating the use of staff, equipment and other resources;
- 7 assigning the responsibility for care of clients/patients/residents to a subordinate where the staff member cannot refuse the assignment;

- 7 coordinating the care given by others in an area or a unit. The nurse is responsible for the active and ongoing monitoring and follow-up of the work of others and accountable for the outcomes of the care given by others.
- 7 responsibility for the ongoing evaluation of the work of others;
- 7 identifying and recommending training/skill enhancement for subordinate staff.

Work is performed under a variety of unpleasant hazardous or unpredictable working conditions, however, it may also be performed in an office environment.

## **CH2B**

The main purpose of jobs at this level is to formally advise other nursing staff or health care professionals in nursing practice, and/or teach nursing practice to staff. These jobs exist to provide information to other staff based on specialized theory and practice and/or intervene in direct client/patient/resident care provided by other nurses.

Typically, nurses at this level have a role in formally assessing the skills of others but may have little or no line supervisory responsibility.

Work may be performed under conditions characteristic of a teaching environment, however clinical consultation may include exposure to hazards and disease.

## **Job Profile Level Community Health 3 (CH3)**

The main purpose of jobs at this level is to administrate, oversee and coordinate the delivery of community health services for a unit or district. The work includes analysing and interpreting health related data to make decisions regarding the allocation of program and service resources. Nurses at this level are responsible for the effectiveness of the care or the program or the service being provided. These jobs carry overall responsibility for the supervision of staff within their assigned areas.

Jobs at this level include activities such as selecting and supervising staff; delegating work; conducting performance evaluations; administering the use of resources and interpreting, monitoring and changing policies/procedures/standards related to client or community care. Jobs also carry line responsibility for making training/staff development decisions for subordinate staff.

Work may be performed in an office environment or under a variety of unpleasant, hazardous or unpredictable working conditions.

## **Job Profile Level Community Health 4 (CH4)**

### **CH4A**

The main purpose of jobs at this level is to administrate, oversee and coordinate a full range of community health programs and services for a region. These programs and services are typically delivered through delegating responsibility to unit/district program supervisors and coordinators. Responsibility involves the development of new policies, programs and standards of practice. These jobs evaluate the overall effectiveness and modify programs and services.

Jobs at this level include activities such as exerting considerable influence over the allocation and utilization of regional community health care resources, formulating short term and long term plans for total community health care within a region, and overall accountability for nursing services and nursing practice within a region.

Work may be performed in an office environment or under a variety of unpleasant, hazardous or unpredictable working conditions.

**CH4B**

The main purpose of jobs at this level is to function as the most advanced practitioner integrated with the roles of educator, researcher and specialized resource to act as an authority on nursing practice. These jobs may involve some aspects of activities as noted in Level 3, however incumbents use comprehensive knowledge in one or more specialities to develop or modify nursing practice which impacts industry standards.

Work may be performed in an office environment or under a variety of unpleasant, hazardous or unpredictable working conditions.

## Job Profile Level Direct Care 1 (DC1)

The main purpose of jobs at this level is to provide direct nursing care to clients/patients/residents on a general unit or ward; on a special-purpose unit or ward, in a specialized clinic or program, or in a client's home, for assessment and follow up treatment.

These jobs require the use of a significant body of nursing knowledge and skill to assess and treat or care for clients/patients/residents and to teach clients/patients/residents and their families. Care is provided through activities such as planning, implementing and evaluating care; teaching and counselling clients/patients/residents; identifying and documenting client/patient/resident condition; and collecting data. Some jobs also coordinate the flow of care for clients/patients/residents by liaising with a range of health care professionals and organizations.

Nurses at this level are responsible for completing their own work assignment. This means being accountable for the patient/resident/client within their care but not being accountable for the work performed by others. Nurses report observed problems to Nurse in-charge and/or immediate supervisor. Nurses may provide direction to other staff, such as:

- 7 the collegial sharing of information;
- 7 demonstrating and/or providing guidance on clinical tasks or health related tasks;
- 7 providing incidental or ad hoc input into staff performance;
- 7 ensuring staff are aware of assignments developed by the Employer;
- 7 reassigning clinical/health related tasks if necessary.

The work is frequently performed under a variety of unpleasant or unpredictable working conditions including exposure to hazards, disease and inclement weather.

## Job Profile Level Direct Care 2 (DC2)

### DC2A

The main purpose of jobs at this level is to coordinate and supervise others who deliver direct client/patient/resident care. These jobs may involve some aspects of the provision of direct care as noted in Level 1, but nurses at this level also have first-line supervisory responsibilities for other staff. These other staff may or may not formally report to another position in the organization.

First-line supervisory activities include:

- 7 ongoing responsibility for making or adjusting client/patient/resident assignments;
- 7 scheduling and coordinating the use of staff, equipment and other resources;
- 7 assigning the responsibility for care of patients/residents/clients to a subordinate where the staff member cannot refuse the assignment;
- 7 coordinating the care given by others in an area or a unit. The nurse is responsible for the active and ongoing monitoring and follow-up of the work of others and accountable for the outcomes of the care given by others.
- 7 responsibility for the ongoing evaluation of the work of others;
- 7 identifying and recommending training/skill enhancement for subordinate staff.

Work is performed under a variety of unpleasant hazardous or unpredictable working conditions, however, it may also be performed in an office environment.

**DC2 B**

The main purpose of jobs at this level is to formally advise other nursing staff or health care professionals in nursing practice, and/or teach nursing practice to staff. These jobs exist to provide information to other staff based on specialized theory and practice and/or intervene in direct client/patient/resident care provided by other nurses.

Typically, nurses at this level have a role in formally assessing the skills of others but may have little or no line supervisory responsibility.

Work may be performed under conditions characteristic of a teaching environment or under a variety of unpleasant, hazardous or unpredictable working conditions.

**Job Profile Level Direct Care 3 (DC3)**

The main purpose of jobs at this level is to administrate, oversee and coordinate the delivery of direct patient/resident care. These jobs carry overall responsibility for the supervision of staff and for the effectiveness of care provided on the units or units.

Jobs at this level include activities such as selecting and supervising staff; delegating work; conducting performance evaluations; administering the use of resources and interpreting, monitoring and changing policies/procedures/standards related to patient care activities. Jobs also carry line responsibility for making training/staff development decisions for subordinate staff.

Work may be performed in an office environment or under a variety of unpleasant or hazardous working conditions.

**Job Profile Level Direct Care 4 (DC4)**

The main purpose of jobs at this level is to function as the most advanced practitioner integrated with the roles of educator, researcher and specialized resource to act as an authority on nursing practice for the organization. These jobs may involve some aspects of activities as noted in Level 3, however, incumbents use comprehensive knowledge in one or more specialities to develop or modify nursing practice which impacts industry standards.

Work may be performed in an office environment or under a variety of unpleasant or hazardous working conditions.

### **Job Profile Level Educational 1 (ED1)**

To date, data have not revealed jobs at this level. If jobs at this level within this group are found or established, a profile statement will be developed.

### **Job Profile Level Educational 2 (ED2)**

The main purpose of jobs at this level is to deliver nursing training/education to staff, including compiling course content and organization and modifying programs as required. These jobs typically include a role in developing programs, policies and standards and carry accountability for achieving program objectives. Nurses at this level may also act as a clinical resource using advanced theory and knowledge to intervene in the direct client/patient/resident care provided by other nurses.

Jobs at this level include activities such as responding to formal requests from others for instruction or demonstration; teaching to assist in resolving difficult clinical problems; and teaching and instructing clients/patients/residents.

Work is usually performed under conditions characteristic of a teaching environment, however clinical instruction/consultation may include exposure to a variety of unpleasant, hazardous or unpredictable working conditions.

### **Job Profile Level Educational 3 (ED3)**

The main purpose of jobs at this level is to administrate, oversee and coordinate the educational programs for the organization. These jobs carry overall responsibility for successful implementation and delivery of educational programs, conduct final evaluation of staff or nursing students, and/or carry accountability for successful program delivery by subordinate staff.

Jobs at this level included activities such as selecting and supervising staff; delegating work; conducting performance evaluations; the administration of the use of resources and interpreting, monitoring and changing policies/procedures/standards relating to educational activities. Jobs also carry line responsibility for making training/staff development decisions for subordinate staff.

Work is usually performed under conditions characteristic of a teaching environment, however clinical instruction/consultation may include exposure to a variety of unpleasant, hazardous or unpredictable working conditions.

### **Job Profile Level Educational 4 (ED4)**

Integrating the roles of advanced practitioner, administrator and educator, the main purpose of jobs at this level is to formulate and ensure the effective delivery of an educational program or range of courses associated with a post-secondary institution. Jobs at this level are accountable to the post-secondary institution as well as to the health care organization for evaluation of program standards and successful program outcomes.

Work is usually performed under conditions characteristic of a teaching environment, however clinical instruction/consultation may include exposure to a variety of unpleasant, hazardous or unpredictable working conditions.

### Job Profile Level Programs and Services 1 (PS1)

The main purpose of jobs at this level is to participate in the delivery of a program or to deliver a service in support of those jobs which provide direct patient/resident/client care. These jobs include activities such as scheduling for patient/resident/client or facility needs; compiling information and data in support of nursing care; and interviewing/liasing/advising a range of other health care providers.

Nurses at this level are responsible for completing their own work assignment. This means being accountable for the patient/resident/client within their care but not accountable for the work performed by others. Nurses report observed problems to Nurse in-charge and/or immediate supervisor. Nurses may provide direction to other staff, such as:

- 7 the collegial sharing of information;
- 7 demonstrating and/or providing guidance on clinical tasks or health related tasks;
- 7 providing incidental or ad hoc input into staff performance;
- 7 ensuring staff are aware of assignments developed by the Employer;
- 7 reassigning clinical/health related tasks if necessary.

Work may be performed in an office environment or under a variety of unpleasant, hazardous or unpredictable working conditions.

### Job Profile Level Programs and Services 2 (PS2)

The main purpose of jobs at this level is to assist in the development and monitoring of a program or service in support of those which provide direct patient/resident/client care. These programs may involve some aspects of program delivery as noted in Level 1, but also include first-line supervisory responsibility over other staff or also include accountability for development and effectiveness of policies, procedures and standards for an organization-wide support program.

First-line supervisory activities include:

- 7 ongoing responsibility for making or adjusting assignments;
- 7 scheduling and coordinating the use of staff, equipment and other resources;
- 7 assigning the responsibility for care of patients/residents/clients to a subordinate where the staff member cannot refuse the assignment;
- 7 coordinating the work performed by others in the program. The nurse is responsible for the active and ongoing monitoring and follow-up of the work of others and accountable for the outcomes of the work performed by others;
- 7 responsibility for the ongoing evaluation of the work of others;
- 7 identifying and recommending training/skill enhancement for subordinate staff.

Work is usually performed under a variety of unpleasant, hazardous or unpredictable working conditions, however, it may also be performed in an office environment.

**Job Profile Level Programs and Services 3 (PS3)**

The main purpose of jobs at this level is to administrate, oversee and coordinate the delivery of support programs or services which enhance direct patient/resident/client care. These jobs carry overall responsibility for the supervision of staff and for the effectiveness of the program or service.

Jobs at this level include activities such as selecting and supervising staff; delegating work; conducting performance evaluations; the administration of the use of resources; and interpreting, monitoring and changing policies/procedures/standards related to programs or services. These jobs also carry line responsibility for making training/staff development decisions for subordinate staff.

Work may be performed in an office environment or under a variety of unpleasant, hazardous or unpredictable working conditions.

**Job Profile Level Programs and Services 4 (PS4)**

To date, data have not revealed jobs at this level. If jobs at this level within this group are found or established, a profile statement will be developed.