



# Tehsakotitsén:tha

## Kateri Memorial Hospital Centre

P.O. Box 10, Kahnawake, QC J0L 1B0

Tel: (450) 638-3930 Fax: (450) 638-4634

www.kmhc.ca

### Internal/External Job Opportunity

*Kateri Memorial Hospital Centre is located in the vibrant Mohawk Territory of Kahnawake. We have a 73-bed inpatient facility in a homelike environment and extensive outpatient services. KMHC is dedicated to strengthening the health and well-being of Onkwehshon:'a (people) and providing quality health and preventative care services.*

#### POSITION

Nursing Advisor

Determinate Full-Time 37.5 hours per week

**Start:** August 5, 2024

**End:** April 5, 2026

#### JOB SUMMARY

Under the direction of the Manager of Quality, Risk Management and Innovation, the Nursing Advisor plays both the roles of clinical expert and change agent by supporting healthcare service teams in the process of problem solving, improving the quality of care and developing clinical excellence. As a pivotal resource person, the Nursing Advisor has the responsibility to ensure the clinical development and the standardization of practices within each service-program.

#### REQUIREMENTS

Bachelor's Degree in Nursing

Current licence with the Ordre des Infirmières et Infirmiers du Québec

Enjoys inquiry and development

Keen interest in and willingness to learn about Quality Improvement

Excellent computer skills, i.e. Microsoft Suite, Online Care Method, Up-To-Date, etc.

Team oriented and mature

English required and French an asset

Good interpersonal and communication skills

Comfortable with doing presentations and public speaking

Ability to respect confidential issues and act with discretion

Ability to identify opportunities for improvement in clinical and administrative practices

#### SALARY

In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 1913, Group 133:

Echelon 1 \$27.46 to Echelon 18 \$50.39 per hour, depending on experience

#### DEADLINE

**Wednesday, July 17, 2024 at 3:30pm**

#### APPLICATIONS

**Please submit the following documents:**

- ✓ Letter of Intent
- ✓ Resume
- ✓ Proof of Educational Requirements/Copy of Nursing License
- ✓ A signed **Privacy Waiver** along with a **photocopy of a valid photo Identification Card**

**Submit applications to:**

kmhc.hr.kahnawake@ssss.gouv.qc.ca

*Please note that preference will be given to Indigenous candidates.  
Incomplete submission packages will not be considered.*



|                        |  |
|------------------------|--|
| <b>TITLE:</b>          | Nursing Advisor<br>Code 1913 Group 133           |
| <b>DEPARTMENT:</b>     | Quality, Risk Management & Innovation Services   |
| <b>SUPERVISOR:</b>     | Manager of Quality, Risk Management & Innovation |
| <b>STATUS:</b>         | Determinate Full-Time                            |
| <b>EFFECTIVE DATE:</b> | September 2020                                   |
| <b>REVISION DATE:</b>  | September 2020                                   |

### **JOB SUMMARY**

Under the direction of the Manager of Quality, Risk Management and Innovation, the Nursing Advisor plays both the roles of clinical expert and change agent by supporting healthcare service teams in the process of problem solving, improving the quality of care and developing clinical excellence. As a pivotal resource person, the Nursing Advisor has the responsibility to ensure the clinical development and the standardization of practices within each service-program.

With a bachelor's degree in nursing, he/she sees to the guidance of the teams on issues relating to nursing care. This person is called upon to design, disseminate, evaluate and revise orientation, training and knowledge updating programs for nurses and trainees, as well as programs for improvement of the quality of care. With the rapid evolution of scientific knowledge and technology, professional development is at the heart of the nursing practice. It is therefore essential to inform staff about any new best practices, but also to guide them by proposing solutions to improve care.

In hospital, he/she contributes to the quality of care by advising teams on the optimal care to be provided. In community health, it can support local health promotion and prevention teams. As an integral member of the Quality Team, he/she will play a major role in coordinating the efforts related to the compliance of Accreditation Standards. He/she will participate as an advisor in the development of clinical policy and procedure and must have the ability to apply the rules of care, to refer and use clinical nursing support tools such as nursing protocols and the online care methods.

He/she is required to establish and maintain an effective working relationship amongst internal departments and with various agencies and external organizations. Participating in the risk management process, he/she will help develop and maintain the safety culture throughout the whole organization and support the healthcare services teams to provide quality and safe delivery of care and services. The Nurse Advisor will ensure a client and family centered approach and make client/patient safety a daily preoccupation.

## **RESPONSIBILITIES**

- Oversee nursing training and development for all services-programs
- Plan, design and implement new approaches, care and education programs as well as evidence-based clinical tools
- Enhance and level nursing skills
- Provide knowledge transfers of current best practices
- Ensure the provision and the planning of orientation of new employees and students and all educational initiatives associated in their scope
- Monitor and ensure the quality of care throughout the whole organization
- Promotes the safety culture throughout the whole organization
- Assess and develop organisational policies and nursing protocols and procedures
- Identify clinical education needs for the improvement of clinical practice with the Quality Improvement and Risk Management Manager and Director of Nursing
- Organizes and chairs Clinical Practice Document approval committees
- Provide support and be available to practitioners and contribute to their participation with respect to quality improvement
- Assist clinical managers in the development of orientation
- Participate in the determination of equipment used for clinical processes
- Participate and conduct KMHC client focus groups to review practice including policies and procedures to ensure and improve a client and family focus
- Has attitudes and behaviors which assure the provision of safe care and services
- Assist in the analysis of incidents and accidents with the view of improving the risk assessment plans
- Declares all risk situations, near misses or accidents that are witnessed or discovered on KMHC premises
- To foster an approach to care that is respectful, compassionate and culturally appropriate and competent, responsive to the needs, values, beliefs and preferences of clients and their family member, supporting mutually beneficial partnerships between clients, and health care providers
- Work in an environment that honours the wisdom of Indigenous beliefs, language, culture and traditions

## **DUTIES**

- Must have the ability to apply nursing rules of care, to refer and to use clinical nursing support tools such as the nursing protocols and the online care methods
- Reviews analysis and responses to incidents and accidents
- Participates and conducts audits specific to the meeting of leadership Accreditation Canada standards
- Participates in education development and provision, notably All Staff and Nursing Staff

## **QUALIFICATIONS/REQUIREMENTS**

### Education/Experience:

Bachelor's Degree in Nursing

Current licence with the Ordre des Infirmières et Infirmiers du Québec (OIIQ)

Enjoys inquiry and development

Keen interest in and willingness to learn about Quality Improvement

Excellent computer skills, i.e. Microsoft Suite, Online Care Method, Up-To-Date, etc.

Team oriented and mature

English required and French an asset

Good interpersonal and communication skills

Comfortable with doing presentations and public speaking

Ability to respect confidential issues and act with discretion

Ability to identify opportunities for improvement in clinical and administrative practices

Ability to identify opportunities for improvement with respect to his/her own performance and skills

### Language Skills:

Ability to write reports

Ability to respond to common inquiries from clients or members of the organization

Ability to effectively present information to management, public groups, and/or Board of Directors

Excellent verbal and written communication skills

### Mathematical Skills:

Ability to calculate figures and amounts using percentages, interest and ratios

Data entry skills

### Reasoning Ability:

Ability to define problem, collect data, establish facts, and draw valid conclusions

### Physical Demands:

While performing the duties of this position, the employee is frequently required to sit, stand, walk, talk and hear

The employee is required to use hands, fingers, handle or feel objects, tools, or controls

The employee maybe required to lift and/or move up to 25 pounds

The employee is frequently required to use hands and fingers to handle controls

The work environment is that of a health-care facility with air temperature control and moderate noise levels

May be exposed to infectious and contagious diseases/materials

Day-to-day work includes:

- desk and personal computer work
- interaction with clients, staff and physicians

**Other Qualifications:**

Ability to work with diverse groups of people with discretion and sensitivity

Ability to work independently and in a self-directed manner

Ability to manage and carry his/her projects to successful completion in accordance with agreed deadlines

Demonstrated ability to communicate effectively with Indigenous people, including sound knowledge and understanding of issues impacting mental, emotional, physical and spiritual health in contemporary society

The commitment to learn about Indigenous culture and language to better understand and serve the clients

*The employee shall perform the services outlined in the above job description, including any related or incidental duties and responsibilities that may be assigned to him/her at any given time.*

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager