

POSITION DESCRIPTION

POSITION TITLE:	PRACTICE CONSULTANT
REPORTING TO:	DIRECTOR, POLICY, PRACTICE AND LEGISLATION SERVICES
SERVICE AREA:	POLICY, PRACTICE AND LEGISLATION

A. POSITION SUMMARY

Provides individual and group consultation and education services to nurses and others and maintains the education and consultation databases. Identifies and analyzes evolving trends and developments in nursing and the health system and develop policy documents /guidelines or recommendations for policy direction relevant to professional nursing practice. Uses project and change management methods to develop resources that support quality and effective nursing practice. Builds strong networks within the profession and linkages with individual and groups across the health sector to advance and promote professional nursing practice. Contributes to the achievements of the Policy, Practice and Legislation Services Team in meeting CRNNS' Mission and Ends.

Responsible for achieving all of the behaviours for the identified competencies listed in CRNNS' Competencies Model 2010, at the level identified in the Competency Matrix attached to this Position Description.

B. MAJOR RESPONSIBILITIES (BY PERCENTAGES)

1) Consultation (30 %)

- a)** Provides individual and group consultation and education services to nurses, managers, external organizations or the public.
- b)** Apply knowledge of practice consultation issues and trends to influence policy development and outcomes in the health system.
- c)** Plan, implement and evaluate research for practice consultation, CRNNS projects and committees as required.
- d)** Use project and change management methods to develop resources that support quality and effective nursing practice.
- e)** Build strong networks within the profession and with individual and groups across the health sector to advance and promote professional nursing practice.
- f)** Maintains and revises the practice consultation database to enhance efficiency and accurately capture current and relevant trends and issues.
- g)** Integrates and analyzes database information to identify practice issues and trends that impact nursing practice and recommend policy direction.

- h) Report regularly on practice issues and trends and prepares quarterly and annual reports on consultation services, trends and issues.

2) Education Services (15%)

- a) Develops implements and evaluates educational information and programs related to regulation for nurses to increase their understanding of safe, effective and ethical practice.
- b) Develop, implement and evaluate educational information related to the nurse role and scope of practice for members of Arthur professional groups and members of the public.
- c) Develops guidelines, policy or position statements and resources that support evidenced based practice and professional nursing care.

3) Policy Development and Research (15%)

- a) Identifies and analyzes evolving trends and developments in nursing and the health system to guide policy direction, planning and evaluation relative to the regulatory mandate and strategic direction.
- b) Plans, implements and evaluates research for practice consultation, CRNNS projects and committees as required.
- c) Develops policy briefs with potential options and recommendations on strategic issues within the profession, the health system and external environment that impact on nursing practice.
- d) Briefs Director, Policy, Practice and Legislation Services on emerging nursing and health practice issues that impact on nursing practice and recommend CRNNS policy direction.

4) Project Management (20%)

- a) Assess, plan, manage and evaluate innovative projects and resources that engage nurses in and supporting in promoting quality nursing practice.
- b) Contribute to development of CRNNS priorities and strategic plans.
- c) Develops implements and evaluates programs and projects relative to CRNNS priorities.

5) Stakeholder Management (10%)

- a) Interpret CRNNS' policies to registrants, individuals and groups across the health sector and represents CRNNS on relevant external committees.
- b) Establish effective working relationships and strategic partnerships with individuals and groups within the profession, across the health sector and counterpart organizations to support nursing practice and CRNNS' policy directions.
- c) Establish effective relationships with Policy, Practice and Legislation Services team and CRNNS staff to achieve organizational goals and priorities.

6) Committee Support (10%)

- a) Participates in Committees to support achievement of organization goals.
- b) Act as a resource to statutory, standing and ad hoc committees.
- c) Assist in preparing agenda and collates relevant information for assigned committee meetings; prepares committee reports and follows up to ensure committee business is accomplished.

C. MINIMAL FORMAL EDUCATION

Master's degree in nursing

D. CERTIFICATES / REGISTRATIONS / LICENCES

Holds a current nursing licence to practice or eligible to register with CRNNS.

E. EXPERIENCE

Minimum of 5 years recent and relevant experience, in a formal nursing leadership and/or systems policy role. Experience in multiple areas of practice is preferred.

F. JOB SPECIFIC SKILLS / CHARACTERISTICS / REQUIREMENTS

(over and above the level's competencies)

- 1) Methodological, statistical and research skills
- 2) Excellent communication and interpersonal skills with ability to work in teams.
- 3) Superior analytical and writing skills
- 4) Project management skills.
- 5) Technical proficiency in the use of computers and programs.
- 6) Demonstrated knowledge of and experience in the health system.
- 7) Strong organizational skills including an ability to meet deadlines while working concurrently on multiple projects.
- 8) Holds a current Nova Scotia driver's license and have the ability to operate a motor vehicle.

G. JUDGEMENT AND INITIATIVE

- 1) Must be able to make relatively independent decisions related to assigned projects and job accountabilities.
- 2) Informs the Director of PP and LS of any issues or potential risks as a results of their work that may impact the organization.

H. TYPE AND LEVEL OF SUPERVISION EXERCISED

None

I. KEY RELATIONSHIPS

- 1)** CRNNS President and Council members
- 2)** Legal Counsel for CRNNS
- 3)** NSGEU and NSNU staff and legal Counsel
- 4)** CRNNS members
- 5)** Members of the public
- 6)** Managers and other health care practitioners working in the health system
- 7)** National Counterparts in Regulatory organizations
- 8)** Provincial counterparts in other health professional regulatory organizations
- 9)** NS Department of Health, and Work force Planning and Development
- 10)** CEO and Registrar, CRNNS

J. DEGREE OF RESPONSIBILITY FOR DECISIONS ON FINANCIAL, HUMAN AND MATERIAL RESOURCES

- 1)** Seeks and incorporates stakeholder input in his/her decision making.
- 2)** Develops and monitors relevant program budgets.
- 3)** Independently decides and acts on specific projects, critical paths and budgets once approved by the Director.
- 4)** Discusses with the Director changes to the approved strategic plan or inability to meet priorities.
- 5)** Submits vacation requests, expense claims, contracts and changes in staffing requirements or budget to the Director.

K. PHYSICAL, MENTAL AND VISUAL DEMANDS

- 1)** Ability to function in a high-pressure environment and to meet stringent deadlines for completing tasks.
- 2)** Ability to cope with the stress of nursing practice environment.
- 3)** Ability to walk, stand, and sit for moderate periods of time.
- 4)** Normal motor skills and eye-hand coordination.
- 5)** Long periods of viewing data on a computer screen and/or on paper are a necessity.
- 6)** Must have manual dexterity to operate computer keyboard and standard office equipment.
- 7)** Possess normal to correctable vision and hearing.
- 8)** Ability to read, write and speak English at the level equal to or greater than the national standards for a college graduate.
- 9)** Computer proficiency i.e. MS Office, Internet and e-mail.
- 10)** Ability to work independently.
- 11)** Proficiency in interviewing/ writing reports/ summaries of interviews.
- 12)** Proficiency in the principles of decision-making and assisting people with decision-making skills.
- 13)** Ability to adjust positively to multiple demands and shifting priorities.
- 14)** Air and vehicle travel is required. Candidates must hold a valid Nova Scotia driver's licence.

L. WORKING ENVIRONMENT AND UNAVOIDABLE HAZARDS

The College of Registered Nurses of Nova Scotia is committed to providing employees, members and other stakeholders with a work environment that is safe, secure, free of harassment, bullying, threats, intimidation or violence. CRNNS adheres to provincial Occupational Health and Safety Standard.

M. POSITION DESCRIPTION COMPETENCIES MATRIX

The position requires that the incumbent be responsible for achieving all of the behaviours for all of the identified competencies with respect to Core, Leadership, and Higher Level Leadership areas listed in the CRNNS Competencies Model 2010 (described in Appendix A), and at the level identified in the Competency Matrix below.

Core Competencies:

	L4	L3	L2	L1
CC1 – Stakeholder orientation and relationship management		x	x	x
CC2 – Interpersonal skills		x	x	x
CC3 – Negotiation & Conflict Resolution		x	x	x
CC4 – Problem Solving		x	x	x
CC5 – Business Acumen		x	x	x

Leadership Competencies:

	L4	L3	L2	L1
LC1 – Customer Orientation		x	x	x
LC2 – Team work		x	x	x
LC3 – Strategic Orientation		x	x	x
LC4 – Project Management		x	x	x
LC5 – Engagement		x	x	x

Higher Level Leadership Competencies:

	L4	L3
HLLC1 – Strategic Leadership		x
HLLC2 – Talent management		x

Revised: December 7, 2018