

 NORTHERN HEALTH REGION	Job Description			
	Job Title:	Vice-President Health Services Acute Care & Chief Nursing Officer		
	Department:	Administration		
	Section:	5 – Management		
	Employee Group:	OOS	WS#: (FAC)	NA
	Issue Date:	April 2013	Last Edit Date:	May 16, 2023
Approved by: Chief Executive Officer				
Reviewed by: VP Human Resources & Chief Human Resources Officer				

Summary:	<p>Provides overall leadership in nursing, clinical services, and inter-professional collaborative team strategies across the region.</p> <p>The VP/CNO is responsible for professional practice leadership for clinical services (directly or indirectly through Executive Directors of Clinical Services and Directors) in Acute Care, Clinical Education and Policy Administration, and the strategy for inter-professional practice which will promote evidence-informed, interdisciplinary policy and practice.</p> <p>Will integrate nursing philosophy and practices across the system into a unified practice. The position will strategically develop recruitment/ retention strategies, educational sessions, and nursing models to drive nursing within the organization.</p> <p>Works in a dyad leadership model with the Executive Directors of Clinical Services to ensure that nursing services and associated practices conducted by or on behalf of the Northern Health Region (NHR) are in compliance with the appropriate professional standards, scopes of practice, and codes of ethics.</p> <p>Will provide leadership on nursing issues provincially through effective relationships and collaborations with nursing leaders and educational institutions. This position will work closely with the Executive Leadership Council to promote evidence-informed professional practice, enhance the quality of care provided by the NHR, and help transform the work experience for professional staff.</p> <p>The incumbent must fulfill the requirements of the Criminal Records/Vulnerable Person, Child Abuse Registry check and Adult Abuse Registry check, and adhere to all Northern Health Region policies and procedures.</p>
Reports to:	Chief Executive Officer
Competencies / Requirements:	
Degrees, Certificates and Licenses:	<ul style="list-style-type: none"> • Master's degree required; If Masters is in a discipline other than Nursing, Baccalaureate degree in Nursing required • Current active practicing registration with College of Registered Nurses of Manitoba (CRNM) • Must have a valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel throughout the region year round
Knowledge:	<ul style="list-style-type: none"> • Five (5) years' senior leadership/managerial experience working in health service organizations • Working knowledge of regulated health professionals, standards, codes of ethics, and principles of an inter-professional, collaborative practice model of care • Knowledge or familiarity with Indigenous Health issues, population health, and health status of citizens in Northern Manitoba

	<ul style="list-style-type: none"> • Knowledge of the Manitoba health care system, provincial governance, and leadership models • Working knowledge of key professional and stakeholder organizations and structures within the province and region • Excellent knowledge of Windows based programs (Microsoft Word, Excel, PowerPoint, Outlook) and Internet
Skills:	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to speak an Indigenous language is an asset, preferably Cree, Dene or Michif • Respects and promotes a culturally diverse population • Ability to work effectively in a multi-disciplinary team and independently • Effective conflict resolution skills • Strong organizational skills and ability to meet deadlines • Ability to adapt quickly to changing situations • Proven record of success working in a collaborative, team-based environment • Demonstrated superior leadership in nursing and inter-professional health care environments, interpersonal and communication skills, and ability to maintain effective working relationships • In-depth and comprehensive knowledge of nursing regulation and profession, health care system culture and current issues • Demonstrated experience in program planning, development, and evaluation • Demonstrated experience in working effectively within a multi-jurisdictional and intersectoral environment • Demonstrated experience in working effectively with bargaining units, particularly in the nursing and professional-technical disciplines • Evidence of initiative as well as creative, innovative, problem solving • Demonstrated experience in the development of partnerships/collaboration involving communities or agencies, and federal and provincial governments • Demonstrated skill in managing sensitive information and situations in a spirit of respect and dignity
Duties:	<ol style="list-style-type: none"> 1. Advocates on behalf of the Northern Health Region 2. Contributes to a culture of safety and health in the workplace that is free from racism (Indigenous and all forms) 3. Contributes to a culture of client safety that is free from racism (Indigenous and all forms) 4. Promotes Employee Wellness in the workplace 5. Provides Leadership within nursing, allied health and at the Executive table 6. Provides Leadership to strategic and operational planning process 7. Represents the Northern Health Region locally, regionally, provincially and nationally 8. Develops an integrated approach to inter-professional, collaborative practice model of health care delivery within the NHR 9. Ensures that accessibility, availability, and appropriateness of care for those needing care is considered in all Regional planning, implementation, and evaluation of health services and programs 10. Manages Regional clinical services, working collaboratively with other related program areas and provincial clinical teams to ensure that services are delivered effectively, efficiently, and appropriately 11. Advises the CEO on issues that require consultation with leadership of stakeholder, regulatory, labour relations organizations, Manitoba Health, the First Nations and Inuit Health Branch, and other departments in the Federal and Provincial Governments to further the NHR's mission, representing the CEO as required and appropriate

	<ol style="list-style-type: none"> 12. Consults and acts as a resource within the Region regarding development of best practice, centers of excellence and clinical governance 13. Analyzes and determines the impact of all relevant legislation affecting the delivery of clinical services, the effect of same on the NHR, and advises CEO accordingly 14. Ensures consistent Human Resources practices that comply with collective agreements and NHR policy 15. Ensures responsible financial management that is consistent with NHR budget process and policy 16. Ensures effective communication within the portfolio and the organization 17. Ensures Continuous Quality Improvement 18. Demonstrates professionalism within the Code of Conduct 19. Demonstrates leadership qualities 20. Ability to recognize and pursue self-development opportunities 21. Ensures effective onboarding of new departmental employees
Working Conditions:	<ul style="list-style-type: none"> • Works mostly in an office environment • Travel, including gravel and winter roads and, where applicable, by small plane within the Region year round • Deals with a wide variety of complex issues and jurisdictional issues • Working in an environment that is not always receptive to change and innovative strategies, and sometimes lacking in understanding of, and commitment to, addressing inequities in access to health services and disparities in health status • Executive On-Call rotation
Decision Making:	<ul style="list-style-type: none"> • Operational and clinical decisions related to inter-professional practice and clinical services within approved NHR policies • Strategic planning and decisions are made in collaboration with staff, Executive Leadership Council, and pending approval of the CEO • Meetings and consultations with leadership of major stakeholder organizations such as the regulatory bodies (respective Colleges), Indigenous organizations, MMF, provincial government, Department Assistant Deputy Ministers (or higher), and federal government t Regional Directors (or higher) • Recruit staff within budget in conjunction with Human Resources, and according to staff planning • Decisions of a program/departmental nature, including human and financial resources with consultation where appropriate • Progressive discipline of staff; includes termination in consultation with Human Resources • Approval of purchases within NHR guidelines • Policy Development – recommendations of a policy nature to Executive Leadership Council
Key Working Relationships:	<ul style="list-style-type: none"> • Chief Executive Officer • Executive Leadership Council • Regional Management Team • Staff in portfolio • Regulatory and Professional bodies • Manitoba Health, Seniors and Active Living (MHSAL) • External Agencies (other Regions, Shared Health, professional and regulatory agencies, peers, and other health care professionals)
Direct Reports:	<ul style="list-style-type: none"> • Executive Directors of Clinical Services (2) • Executive Assistant, VP/CNO • Clinical Educators

	<ul style="list-style-type: none">• Policy Coordinator• Others to be determined
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It is understood that the duties and responsibilities contained in this job description are representative of those necessary to carry out the functions of the position, however they do not limit the incumbent from performing other related duties.



JOB DUTY ACTIVITIES FOR

NORTHERN VP HEALTH SERVICES ACUTE CARE & CHIEF NURSING OFFICER
HEALTH REGION

Job Duties from Job Description	Performance Measures
1. Advocates on behalf of the Northern Health Region	1.1 Promotes the mission, vision, values, and goals of the NHR 1.2 Maintains confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Privacy Protection Act (FIPPA), RHA policies and any other applicable legislation 1.3 Adheres to all NHR policies 1.4 Maintains an acceptable state of health in accordance with the Attendance Support & Assistance Program (ASAP) 1.5 Develops talent and builds a portfolio that actively contributes to organizational strategy and goals
2. Contributes to a culture of safety and health in the workplace that is free from racism (Indigenous and all forms)	2.1 Takes care to protect own health and safety 2.2 Takes all precautions necessary to protect the safety and health of other workers 2.3 Uses appropriate protective clothing/equipment 2.4 Understands and follows legislation and workplace safety and health requirements 2.5 Reports incidents and unsafe acts and hazards 2.6 Cooperates with the Workplace Safety and Health Committee and Employer on safety and health issues 2.7 Complies with the Respectful Workplace Policy 2.8 Embraces cultural safety in the workplace 2.9 Advises employees under their supervision of all known reasonably foreseeable risks to safety and health in the area where the employee is performing work 2.10 Ensures that an employee under their supervision works in accordance with the procedures and measures required by the Act and regulations and wears all clothing and personal protective equipment designated or provided by the Employer, or required to be used or worn by the Act or regulations 2.11 Ensures there is a current Job Safety Analysis completed for each job classification under their supervision
3. Contributes to a culture of client safety that is free from racism (Indigenous and all forms)	3.1 Reports any client safety concerns to the appropriate department lead and/or management 3.2
4. Promotes Employee Wellness in the workplace	4.1 Implements and monitors the Attendance Support and Assistance Program (ASAP) 4.2 Promotes return to work program and duty to accommodate situations 4.3 Establishes policies/programs that encourage wellness in the workplace 4.4 Monitors the effectiveness of the Employee Assistance Program
5. Provides Leadership and support to the nursing, allied health professions	5.1 Provides leadership to the Northern Health Region's Nursing Practice, Leadership Strategy, and health planning process in alignment with the NHR's vision, mission, and strategic directions 5.2 Implements best practice, legislative changes in nursing and allied health

	<p>5.3 Enables, advocates for maximum scope of practice for regulated disciplines in portfolio</p> <p>5.4 Provides advice to CEO, CMO and other members of Executive on practice issues</p>
<p>6. Provides Leadership to strategic and operational planning process</p>	<p>6.1 Provides leadership to the development of the NHR's leadership development framework, including staff education and development</p> <p>6.2 Provides leadership to the processes and structures that enable professional relationship building with stakeholder organizations to foster partnerships and collaboration</p> <p>6.3 Provides leadership in advocacy, working with CEO, peers and staff to identify issues and challenges in the availability, accessibility, and appropriateness of health services and programs with in the Region currently provided, and develops plans and strategies for improvement</p> <p>6.4 Collaborates with the appropriate Regional leaders, such as MOHs and population/public health leadership to ensure a focus on improving the health and wellbeing of the citizens and that this is included in the population/public health strategies and NHR health plan</p> <p>6.5 Advises on potential regional, provincial, and national networks beneficial to nursing and clinical services initiatives, and provides leadership in development as required</p>
<p>7. Represents the Northern Health Region locally, regionally, provincially and nationally.</p>	<p>7.1 Represents the NHR, as the senior nurse executive on provincial committees and planning processes with the health ministry, other RHAs, professional and regulatory organizations, and communities addressing Northern health issues and Northern clinical practice issues as appropriate</p> <p>7.2 Represents the Northern Health Region on appropriate provincial clinical teams</p>
<p>8. Develops an integrated approach to inter-professional, collaborative practice model of health care delivery within the NHR</p>	<p>8.1 Recognizes that the needs of all people in the Region need to be met</p> <p>8.2 Integrates culturally appropriate context in the delivery of clinical services and within the health care system in general.</p>
<p>9. Ensures that accessibility, availability, and appropriateness of care for those seeking care is considered in all Regional planning, implementation, and evaluation of health services and programs</p>	<p>9.1 Recognizes the key performance indicators required to measure access, availability and appropriateness.</p> <p>9.2 Develops nurse sensitive indicators to support the regional indicators and to give evidence of the role of nursing in clinical care</p> <p>9.3 Understands the connection between access and scope of practice</p> <p>9.4 Maximizes the scope of practice for nursing and allied health specifically as it pertains to access</p>
<p>10. Manages Regional clinical services, working collaboratively with other related program areas to ensure that services are delivered effectively, efficiently, and appropriately</p>	<p>10.1 Maximize scope of practice for regulated nursing designations and allied health professions</p> <p>10.2 Develops, implements an inter-professional collaborative model of care/framework</p>
<p>11. Advises the CEO on issues that require consultation with leadership of stakeholder,</p>	<p>11.1 Meets and communicates with CEO regularly</p> <p>11.2 Establishes regular interactions with stakeholder agencies</p>

<p>regulatory, labour relations organizations, Manitoba Health, the First Nations and Inuit Health Branch, and other departments in the Federal and Provincial Governments to further the NHR's mission, representing the CEO as required and appropriate</p>	<p>11.3 Participates in provincial nursing discussion, committees, councils 11.4 Develops close relationship with cross-jurisdictional agencies as it relates to nursing practice and clinical services as evidenced by regular communication and engagement 11.5 Acts as delegate to the CEO as requested, appropriate</p>
<p>12.Consults and acts as a resource within the Region regarding development of best practice, centers of excellence, and clinical governance</p>	<p>12.1 Analyzes all health service initiatives through an access, quality and risk lens, defining their impact on the NHR, and advises peers and CEO 12.2 Regularly brings to the attention of Executive practice, professional matters 12.3 Applies clinical experience, knowledge and leadership experience, knowledge, skills and judgement on a regular basis 12.4 Participates as guest lecturer, speaker, faculty at secondary and post-secondary educational institutions within and outside of the Region as opportunity to share knowledge of profession, of system and engage with future staff</p>
<p>13.Analyzes and determines the impact of all relevant legislation affecting the delivery of clinical services, the effect of same on the NHR, and advises CEO accordingly</p>	<p>13.1 Demonstrates knowledge, fluency in Regulated Health Professions legislation, regulation 13.2 Translates regulatory legislation into regional policies, practices 13.3 Advocates for legislative changes as deemed necessary to increase scope of practice, increase access</p>
<p>14.Ensures consistent Human Resources practices that comply with collective agreements and NHR policy</p>	<p>14.1 Ensures the availability of competent and proficient staff necessary to provide and support the highest quality of work possible within existing resources 14.2 Hires and selects staff, including responsibility for interviewing applicants and selecting the successful applicant and has authority to promote/select for internal positions 14.3 Evaluates and determines retention/ dismissal of staff 14.4 Supervises directly/ indirectly personnel in service area 14.5 Schedules staff consistent with operational needs and contractual requirements, within the limitations of the allocated staffing budget 14.6 Approves leave of absences, vacation allocations and authorizes overtime 14.7 Manages human resources and interprets and applies regional policies and collective agreements 14.8 Provides leadership, coaching, and mentoring to create an environment conducive to effective working relationships 14.9 Establishes standards for employee performance and monitors performance, including participation in conducting performance reviews of staff and responsible for follow-up thereafter 14.10 Identifies and implements remedial measures to correct performance or disciplinary issues and is responsible for applying discipline, including suspension/ dismissal 14.11 Ensures relevant, updated job descriptions for all staff reporting to the department</p>

	14.12 Encourages staff regarding committee involvement and professional development, and maintains an in-service program within the department
15.Ensures responsible financial management that is consistent with NHR budget process and policy	15.1 With the assistance of departmental staff, identifies areas of unnecessary expenditure of supplies and services, and devises and implements methods to reduce and/ or reallocate same 15.2 Monitors departmental staff to ensure supplies are utilized in a financially responsible manner 15.3 Maintains day-to-day records as necessary for scheduling payroll 15.4 Identifies opportunities for innovations that will enhance services and patient experience while being cost neutral or reducing costs
16.Ensures effective communication within the portfolio and the organization	16.1 Communicates and consults with the Chief Executive Officer 16.2 Ensures communication and responses to inquiries are addressed in a timely and effective manner 16.3 Communicates and works effectively with client, inter-professional team, and other stakeholders, using client-centered principles that address physical, cultural, or other barriers to communication and manages professional relationships
17.Ensures Continuous Quality Improvement	17.1 Is a lead and actively participates in Accreditation process and committee activities 17.2 Performs in a manner that minimizes risk and exposure to personal and/or corporate liability 17.3 Embraces LEAN methodology
18.Demonstrates professionalism within the Code of Conduct	18.1 Demonstrates the ability to accept and adjust to change 18.2 Assumes responsibility for own actions 18.3 Exhibits initiative in the work environment 18.4 Appears professionally as described in the NHR and department dress code policies 18.5 Reports for work as scheduled in a prompt manner 18.6 Displays a high level of emotional intelligence
19.Demonstrates Leadership Qualities	19.1 Demonstrates leadership competencies as outlined in the NHR Leadership Competency Framework 19.2 Completes on a regular basis, the Leadership Competency Self-Assessment – Leading in Positions: Executive Leadership
20.Ability to recognize and pursue self-development opportunities	20.1 Reviews and keeps up to date with policies and procedures of the NHR 20.2 Completes Absorb mandatory courses as required 20.3 Attends required staff training sessions, in-service programs, or seminars as required 20.4 Attends scheduled staff meetings and any other required meetings
21.Ensures effective onboarding of new departmental employees	21.1 Ensures there is an effective departmental orientation program in place 21.2 Ensures that each new hire fully completes the Department Orientation checklist 21.3 Ensures that a Probationary Evaluation is completed for each new hire 21.4 Ensures new hires attend New Hire Orientation (NHO) 21.5 Participates in orientation of new employees as necessary 21.6 Actively engages in new hire orientation

	21.7 Provides guidance to learners as required 21.8 Develops regular interactions with educational facilities, both secondary and post-secondary
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