Position Description

Position Title: Lynx E.P.I. Nurse

Program Name: Lynx Early Intervention Program

Position Classification: 8 R.P.N.

Reports To: Program Manager

Effective Date: July 2016

Review Date: July 2017

Position Summary:
The Early Psychosis Intervention (E.P.I.) program delivers public education, assessment, and treatment services for individuals experiencing the early stages of psychosis, and their families.

The Lynx E.P.I. Nurse (R.P.N. or R.N.) is a member of an interprofessional team and works collaboratively with all Lynx E.P.I. team members including Psychiatrists, Case Managers, Peer Support Workers, Family Education Support Workers, and the Public Educator. The Nurse also collaborates with primary care providers connected to Lynx clients. Working primarily out of Peterborough, the Lynx E.P.I. Nurse also supports clients in Northumberland county.

The Lynx E.P.I. Nurse is responsible for physical assessments of clients, and from a holistic perspective works closely with Clinical Case Managers and Psychiatrists to improve overall health, wellness, and recovery, including mental health, of clients and their families. The Nurse regularly participates in the E.P.I. clinic and is responsible for physical health monitoring and consultation regarding medical aspects of recovery. The Nurse assists with medication management, monitoring of symptoms, physical health monitoring, consultation, crisis intervention, and public education. In addition the Lynx E.P.I. Nurse provides metabolic monitoring services and assists clients with nutrition education and health lifestyle opportunities. The Nurse applies recovery principles and empowerment oriented philosophies and practices.

Key Responsibilities

1. Client Services
   - Regularly visits with Lynx clients (at clinic, the office, or community) who have identified needs for physical health and lifestyle assessment/monitoring/intervention
• Assessment and monitoring of physical health of Lynx E.P.I. clients to promote physical well-being and healthy lifestyle as an essential component of recovery
• Provide mental health intervention as required, in collaboration with the Clinical Case Managers
• Individual and family consultation, including health teaching regarding diet, nutrition, exercise, and lifestyle issues related to recovery
• Complete Lynx E.P.I. Nurse duties as per the E.P.I. protocol, such as lipid protocol, blood pressure, weight, health assessment, and medication management
• Provide assessment, education, and follow-up care to individuals at risk of developing or experiencing symptoms of metabolic syndrome
• Consultation with Lynx treatment team via participation in regular Psychiatry clinics
• Consultation regarding Lynx clients with other professionals including family physicians and specialists in a variety of fields
• Provide long acting medication administration to clients of Lynx as directed by their Psychiatrist
• Facilitate or co-facilitate health-related groups for clients and families

2. Documentation

• Complete all required documentation/statistical activities for both C.M.H.A. H.K.P.R. and the Lynx E.P.I. program, including monthly submission of Lynx statistics
• Complete Nursing assessment with appropriate follow-up
• Metabolic monitoring forms
• Medication Reconciliation and Best Possible Medication History summaries
• Accurate and timely completion of progress notes, as per agency policy, on client record keeping systems at each site of service
• Accurate and timely completion of all other administrative documentation including time sheets, expense claims, vacation and time-off requests, and training requests

3. Other Activities

• Contribute to the overall development of Nursing program and healthy living programs for Lynx clients
• Participate as an active member of a client’s treatment team
• Working both individually and as part of a multi-disciplinary team to coordinate health services for clients and families of the Lynx program
• Actively participate in Lynx Clinical Team meetings as well as CMHA HKPR meetings

4. Performance Management and Professional Development

• Participate cooperatively in the agency performance management process/system
• Stay current on relevant legislation and best practices, current research, policies and procedures
• Participate in ongoing professional development and mandatory training
• Actively engage and participate in supervisory process

5. Health and Safety – Worker Responsibilities

• Work in compliance with the Occupational Health And Safety Act, applicable regulations and all organizational health and safety requirements and procedures to ensure the health and safety of clients, staff/colleagues, volunteers and students
• Actively participate in workplace, departmental and job-specific health and safety orientation, education and training
• Use or wear any equipment, protective devices or clothing required by the employer
• Operate any equipment and work in a way that does not endanger oneself or any other worker
• Comply with established policies, procedure and work practices regarding health and safety
• Identify and report workplace and job hazards, defects and contraventions of the Act to your supervisor or employer
• Report health and safety problems to your supervisor or employer
• Notify your supervisor if clarification of a policy, procedure or safe work practice is needed
• Use initiative to reduce risk and apply discretion to solve problems, within scope of authority
• Work co-operatively with co-worker, supervisor, J.H.S.C. members and others

6. Client Safety

Adhere to C.M.H.A. H.K.P.R. client safety programs including program policies as well as infection control and prevention procedures. In partnership with clients, family members, and fellow staff, maintain open lines of communication to assist the
organization in identifying and achieving quality outcomes for client safety. Report client safety incidents and suggested improvements to manager or delegate.

7. Quality Assurance Measures

- Q.A.M does not apply to this position

8. Other Duties as Assigned

- Attend, participate in team/staff meetings, and all-staff meetings as required
- Participate in agency quality improvement activities, e.g. accreditation projects, committee work, special events, etc.
- Participate in quality improvement activities at the team/program level
- Participate in external committees as required
- Duties may change from time to time

Requirements of the Position:

A: Education and Training

Successful completion of an approved degree Nursing program (RPN/RN). Must be a licensed Registered Nurse or Registered Practical Nurse, and a Member in good standing with the College of Nurses of Ontario.

We recognize that mandatory training before hire is an asset, however, successful completion of the training applicable to this role shall be requirements for continued employment in this position:

- Health and Safety Training (including but not limited to the following):
  - G.H.S.
  - I.P.A.C.
  - Workplace Violence
  - A.O.D.A.
- A.S.I.S.T.
- N.V.C.I.
- C.R.M.S
- First Aid/C.P.R.
- Any training required to maintain good standing with the college of Nurses
Assets with regard to this position:

- Designation as a Registered Nurse
- Completing of post-secondary education in the social/health sciences disciplines in addition to nursing diploma/degree (e.g. Psychology)
- Additional Nursing certifications, especially Mental Health Nursing

B: Related and Relevant Experience

Mandatory experience

- Three or more years of experience fulfilling the duties of a registered nurse/registered practical nurse within the hospital or community
- Experience with administration, injection, side effects, and iatrogenic manifestations of psychotropic medications, especially neuroleptics
- Solid health assessment skills, sound clinical judgment and decision-making skills
- Demonstrated knowledge of computer applications (Outlook, MS Office, databases)

Preferred experience

- Four or more years of experience fulfilling the duties of a registered nurse/registered practical nurse in the mental health field
- Experience working with youth and young adults experiencing psychosis for the first time
- Experience in Community Nursing is an asset

C: Competencies

See Appendix A.

D: Other

- Valid driver’s license
- Automobile in good repair and insurance coverage as required by agency policy
- Satisfactory police records search and vulnerable sector screening
- Satisfactory references
Working Conditions:

- Works primarily in an office/clinic setting with occasional community appointments, including meetings in clients’ homes
- Regularly works in an office setting (C.M.H.A.- administrative offices) and in satellite locations, this role includes considerable travel time between work locations
- Works directly with individuals living with serious mental illness and/or dual diagnosis and/or addictions, individuals who are experiencing emotional and/or mental health issues and are working towards recovery
- Works directly with families of individuals living with serious mental illness, or who are experiencing symptoms of early psychosis
- Flexible hours to meet needs of clients at clinic
- Transports clients in personal vehicle
- There are multiple competing demands which require time management skills, the ability to be flexible and to prioritize

Approval/Revised Approval Dates:

Program Manager __________________________ Date __________________________

Program Director(s) ______________________ Date __________________________

Human Resources Manager __________________ Date __________________________

I have read and understood the above position description.

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Employee Signature Date