

 NORTHERN HEALTH REGION	<i>Job Description</i>					
	Site:	The Pas / Thompson				
	Department:	Regional Community Cancer Program				
	Reports to:	Executive Director of Clinical Services				
	Code #:	JD-12-190	Employee Group:	MAHCP	WS#: (FAC)	NA
	Issue Date:	January 27, 2014		Last Edit Date:	September 3, 2015	
	Job Title:	Psychosocial Oncology Clinician				

Summary:	<p>Provides clinical assessment, treatment, referral and counseling services for regional cancer patients and families. Participates as a member of an interdisciplinary team providing comprehensive, person-centered regional cancer care to patients and their families all along the cancer continuum. Provides psychosocial oncology and supportive care education to patients/ families, staff and community groups as required. Recognizing the emotional impact of providing cancer care, the incumbent offers emotional support to oncology colleagues, identifying resources to help prevent compassion fatigue. Provides regional consultation to colleagues regarding psychosocial oncology. Maintains strong professional links with provincial psychosocial oncology practitioners and is aware of national practice standards. Ensures support to program evaluation as required and research as possible.</p> <p>The incumbent will exercise professional judgment in the completion of their duties and action to be taken on day-to-day matters.</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 (NHR) policies and procedures.</p>
Competencies / Requirements:	
Degrees, Certificates and Licenses:	<ul style="list-style-type: none"> • Minimum qualifications: Bachelor's Degree in Social Work or other appropriate clinical counselling profession and a clinical internship/ field placement from an accredited university program • Masters preparation preferred • Current active registration with the College of Social Workers of Manitoba • Possess, or be eligible for, licensure in the appropriate provincial licensing body • Must have a valid Manitoba Class V Driver's license and willingness to travel the region year round
Knowledge:	<ul style="list-style-type: none"> • Minimum of three (3) years clinical counseling and experience in a health care setting within the last five (5) years • Knowledge and familiarity with northern cultures and the population we serve • Demonstrated competence in clinical skills including psychosocial assessments and counseling intervention preferred • Comprehensive and current knowledge of MS Office (Word, Excel, Publisher & Power Point) required

Skills:	<ul style="list-style-type: none"> • Excellent written, verbal and presentation communication skills and ability to work effectively in a team environment • Demonstrates interpersonal skills through clear communication and positive behavior within the Respectful Workplace Policy • Ability to respect and promote cultural diverse population • Must possess a good employment record, including attendance at work
Duties:	<ol style="list-style-type: none"> 1. Advocates on behalf of the Northern Health Region as a whole 2. Promotes safety and health in the workplace 3. Directs service to patients and families 4. Program and service delivery 5. Regional Hub and CCMB Program participation 6. Clinical knowledge 7. Maintains professionalism within the Code of Conduct 8. Ensures ongoing Professional Development 9. Assists with resources and practical help for patients and families 10. Maintains documentation in ARIA and paper charts as required
Working Conditions:	<ul style="list-style-type: none"> • Office Environment and private counseling areas • Occasional travel throughout NHR which may include small aircraft and gravel or winter roads
Decision Making:	<ul style="list-style-type: none"> • Make decisions within the parameters of the position as assigned, and will function regionally and independently on a day-to-day basis, managing assigned duties accordingly
Key Working Relationships:	<ul style="list-style-type: none"> • Executive Director of Clinical Services • Administrative Clerk • Patient Navigator • Physician Leads for Regional Cancer Program hub • Rural Navigation Lead • Primary Care Providers • Diagnostic Imaging • Community Engagement Liaison • Patients/ Clients • Regional and provincial organizations and stakeholders
Direct Reports:	<ul style="list-style-type: none"> • None
<p><i>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.</i></p>	

Approved By:


 VP, Director or Manager

September 4, 2015
 Date

Reviewed by Human Resources:

Wanda Reader
VP Human Resources & Chief HR Officer

September 4, 2015
Date

JOB DUTY ACTIVITIES

PSYCHOLOGICAL ONCOLOGY CLINICIAN JD-12-190

Job Duties from Job Description	Performance Measures
1. Advocates on behalf of the Northern Health Region as a whole	1.1 Promotes the mission, values and goals of the NHR 1.2 Promotes and participates in the Health Planning, Strategic Planning, Risk Management, and Continuous Quality Improvement 1.3 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
2. Promotes safety and health in the workplace	2.1 Understands and ensures compliance with workplace safety and health requirements 2.2 Cooperates with the Workplace Safety & Health Committee 2.3 In collaboration with and under the supervision of the Nurse Manager/ Designate, ensures hazards are identified and proper steps are taken to control the risks, monitors work areas and corrects unsafe work acts and conditions, instructs/ coaches workers to follow safe work procedures and ensures necessary personal protective equipment is provided to workers and used properly 2.4 In collaboration with and under the supervision of the Nurse Manager/ Designate ensures equipment is properly maintained, ensures colleagues have the information, training, certification, supervision and experience to do their jobs safely and assists with safely handling, storage and disposal of chemical and biological substances in the workplace 2.5 Understands and implements emergency procedures 2.6 Reports and investigates incidents and near misses uses regional and facility process
3. Directs service to patients and families	3.1 Assists with the identification of patients requiring psychosocial oncology and supportive care services throughout the cancer continuum from pre-diagnosis to bereavement or survivorship/ rehabilitation 3.2 Meets with patient and family, as required, to assess psychosocial and supportive care needs 3.3 Develops a plan of care to address patient and family psychosocial and supportive care needs, in conjunction with the patient and family, interdisciplinary Community Cancer Program and CCMB teams and community resources 3.4 Provides psychosocial oncology care to patients and families through range of interventions, including individual, family and small group counseling, information sharing and referral to other resources as needed 3.5 Maintains timely verbal and written documentation in the

	<p>CCMB Electronic Health Record, of services provided. Regularly collaborates and communicates with other care providers.</p> <p>3.6 Provides consultation to other care providers and community groups regarding normal psychosocial and supportive care needs and resources</p> <p>3.7 Collaborating with Nurse Navigators, facilitates navigation through the system, advocating for patients and families, and guiding them to available programs and services at the CCP/ CCRSP, local communities and CCMB sites</p> <p>3.8 Maintains knowledge and awareness of current available psychosocial and supportive care services and resources</p> <p>3.9 Assists and supports the patients and families indirectly through collaboration/ consultation with primary care providers, CCP/ CCRSPs, CCMB colleagues and other resources</p> <p>3.10 Establishes and maintains effective interpersonal relationships with patients, families and members of the cancer care team. Initiates and participates in case conferences and staff meetings as needed.</p> <p>3.11 Contributes to patient and community engagement initiatives</p>
4. Program and service delivery	<p>4.1 Actively participates in the planning and delivery of educational and supportive care programs to patients, the public and other health care providers</p> <p>4.2 Acts as a clinical resource consultant to colleagues regarding psychosocial and supportive cancer care</p> <p>4.3 Participates with the interdisciplinary cancer care team in care planning</p> <p>4.4 Assumes regional Screening for Distress (COMPASS) leadership in collaboration with the CCPN and provincial COMPASS Leadership</p>
5. Regional Hub and CCMB Program participation	<p>5.1 Regularly attends departmental meetings, participates in departmental programs and on committees</p> <p>5.2 Maintains active membership and participation in:</p> <ul style="list-style-type: none"> • The development and quarterly meetings of The Rural Manitoba Supportive Cancer Network • Regular individual clinical mentorship via telephone with the Supportive Care Coordinator, CCPN, CCMB • Monthly Rural PSO Clinical Rounds via Telehealth • Monthly Cases & Issues, PSO , CCMB • Annual, provincial Community Cancer Conference • Additional professional development opportunities as available <p>5.3 Knowledgeable about national standards and guidelines of practice and committed to ensuring high quality oncology care</p>
6. Clinical knowledge	<p>6.1 Assumes responsibility for own ongoing education and compassion satisfaction in the face of complex and emotionally challenging work; enhancing own personal and professional development</p> <p>6.2 Actively participates in team meetings</p> <p>6.3 Performs other related functions within the scope of</p>

	accepted PSO practice
7. Maintains professionalism within the Code of Conduct	7.1 Demonstrates the ability to accept and adjust to change 7.2 Assumes responsibility for own actions 7.3 Maintains an acceptable state of health in accordance with the Attendance Support & Assistance Program (ASAP) 7.4 Appears professionally as described in NHR dress code policy 7.5 Exhibits confidence and initiative in the work environment 7.6 Adheres to all NHR policies
8. Ensures ongoing Professional Development	8.1 Maintains and updates professionals skills, certification(s), management skills and knowledge through continuing education programs, literature reviews, publications and conferences 8.2 Maintains knowledge of new developments in departmental areas through journal review, interest groups, lectures and committee work