



**SASKATCHEWAN UNION OF NURSES
JOB DESCRIPTION**

NURSE PRACTICE OFFICER

PURPOSE OF THE POSITION:

Reporting to the Director of Government Relations, is responsible for addressing nursing practice issues, patient/client/resident and nurse safety and workload issues. Provides consultative, advisory, education and advocacy services in matters related to professional practice and the Nursing Advisory/Independent Assessment Committee process.

Conducts research and analysis into best nursing practices and provides leadership advice in respect of workplace initiatives. Works in collaboration with Employment Relations Officers to address workplace and nursing practice issues for members.

QUALIFICATIONS:

Education: Baccalaureate degree in nursing. Eligible for licensure with the SRNA or RPNAS.

Experience: Demonstrated clinical research experience. Five to seven years' experience in a variety of practice settings.

Other: All candidates must pass written testing requirements established for the position.

SKILLS AND ABILITIES:

Thorough knowledge of the working practices and environmental conditions of nursing.

Thorough knowledge of the Nursing Advisory/Independent Assessment Committee process.

Thorough knowledge of the *Saskatchewan Registered Nurses and Registered Psychiatric Nurses of Saskatchewan Acts* and other legislation affecting SUN members.

Working knowledge of labour relations and collective agreement administration.

Knowledge of advocacy practices.

Knowledge of the objectives, policies and constitution of SUN.

Demonstrated experience in developing and conducting surveys and studies.

Excellent written and oral communications skills, with the ability to present and explain detailed information, prepare correspondence, briefs and other forms of submissions on legal, factual and interpretive matters.

Ability to work co-operatively with colleagues and co-workers, exercise good judgement, exercise initiative, manage shifting priorities and to seek and take direction as required.

A commitment to the principles of trade unions and other collective endeavours is required.

DUTIES:

Under the supervision of the Director of Government Relations and leadership of the Nurse Research and Practice Advisor.

- Supports and helps define the role of nursing practice within the context of the SUN collective agreement.
- Provides individual, member, team, organizational and agency consultation and problem solving relevant to professional practice issues.
- Provides consistent information about practice issues.
- Conducts and analyzes research into best nursing practices and provides advice, direction and support regarding initiatives.
- Facilitates and assists in the development of workshops and educationals on professional practice issues.
- Provides technical expertise, advice and assistance to staff and members of the Union in matters related to Nursing Advisory Committees and the Nursing Advisory/Independent Assessment Committee process.
- Acts as an advocate at meetings with management where circumstances warrant, and as an advocate on behalf of the Union.
- Acts as an advocate on behalf of the Union and its members at Board and Independent Assessment Committee hearings; interviews complainants, witnesses; assembles evidence and develops arguments for presentation.
- Works in concert with Employment Relations Officers to support labour relations issues regarding professional practice.

- Works with the Nurse Research and Practice Advisor in the review and development of procedures for the processing of nursing practice issues and the dissemination of information to locals and members.
- Under the leadership of the Nurse Research and Practice Advisor ensures that SUN staff and members are kept informed of current issues, legislative changes, trends and developments regarding the practice of nursing.
- Maintains an up-to-date record of all SUN Work Situation Reports and Independent Assessment Committee decisions and provides reports as required.
- Maintains an up-to-date record of all nurse union decisions bearing on nursing practice or the Nursing Advisory/Independent Assessment Committee process.
- Other duties as assigned.

DECISION MAKING AUTHORITY:

Organizes workload and sets own priorities to meet deadlines on a number of concurrent activities.

Recommends action and procedural changes, as appropriate, and necessary to the Director of Government Relations and the Nurse Research and Practice Advisor.

Makes informed decisions, as appropriate, related to the above responsibilities.

SPECIAL CONDITIONS:

In accordance with operational needs this position is located in the Saskatoon and Regina office and requires frequent travel throughout the Province of Saskatchewan.

A valid driver's license is required.