

RESPONSIBILITIES

1. Provides initial and routine Medical Advisory services within the scope of the nursing practice.

- Reviews and assigns requests for medical opinions and examinations from Claims and Review Committee staff regarding work relatedness, necessity of medical aid, anticipated recovery periods, and medical terminology. Evaluates requests by priority and established criteria.
- Performs file reviews and provides Medical Advisory reports within the nursing level of expertise.
- Reviews, evaluates, and explains medical reports to provide sufficient medical information to ensure the “best” course of action is taken to return the worker to the workforce.
- Identifies core medical information and prepares client file medical summaries for external third parties, if necessary.
- Develops and presents educational sessions to Claims Services staff, and Review Committee staff.
- Investigates and prepares literature searches in response to emerging medical issues.
- Schedules appointments for medical consultation, investigation, and treatment with health care service providers, and prepares client referrals containing medically relevant information and questions.
- Schedules client examination appointments for the Medical Advisor (or designates) including necessary arrangements and liaisons to conduct such examinations in Yellowknife and other designated communities.
- Completes required Diagnostic Imaging Requisitions

2. Determines eligibility for entitlement on all Industrial Disease and Hearing Loss Claims

- Investigates whether or not an accident has occurred, the circumstances, the compatibility of the injury to the accident, to the employment duties, etc. Interviews the worker, the employer and witnesses as required.
- Determines whether the industrial disease can be attributed to work history.
- Denies entitlement on those claims not eligible for compensation once the investigation is complete.
- Prepares timely, efficient and accurate initial decisions on all claims according to Unit standards.
- Calculates Permanent Medical Impairment impairments for acceptable Hearing Loss claims and refers them to the Pensions Division for Administration.
- Determines the appropriateness of initial medical services provided by health professionals to the injury.
- Establishes and maintains contact with workers and their families, employers, health professionals, union representatives, worker / employer advocates and other interested parties to review the claim progress, resolve areas and ensure the on-going administration of the claim.

- Liaises with Return to Work Specialist, employer, workers and health care / occupation professionals to determine appropriate workplace, or work modifications to assist workers with progressive injuries to remain on the job.

3. **Other related duties.**

- Assists with special Medical Services unit projects.
- Prepare and maintain statistics for the Medical Advisory Clinic activities.
- Arrange and maintain schedule, and list of claimants, for visiting specialists. Coordinate and schedule the medical examination clinics, visiting specialist clinics and program assessment clinics for PMI clinics in the communities. Prepare claim files for clinics; and arrange venue where exams will take place.
- Liaises with and acts as a resource for other community-based health care professionals.
- May provide administration support to the Medical Advisor and visiting specialists by proofreading out-going correspondence, medical summaries, doctors' examinations and advisory reports.
- Prepares copies and scans reports, orders supplies, processes correspondence and maintains correspondence to hard drive.
- Maintains client administrative records.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

Considerable amounts of time reading and communicating (verbal and written).

Mental Demands

Volume and pace of job tasks and workload is variable and unpredictable.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the health care system and health care service providers, including scope and access to service.
- Familiarity with the *Workers' Compensation Acts*, and the ability to interpret and apply acts, policies and procedures to make recommendations.
- Knowledge of biological, physical and behavioral sciences in order to recognize interpret and prioritize findings and determine and implement a plan of action based on accepted standards of practice
- Excellent written and verbal communication skills.
- Excellent computer skills, including word processing, spreadsheets and presentation

- software.
- Excellent organizational and interpersonal skills combined with the ability to function independently and as part of a team.
 - The ability to conduct information searches and extract core medical issues from large volumes of medical information along with the ability to use the information in forming timely advisory reports.
 - Additional knowledge in the areas of rehabilitative medicine and disability management is desirable.
 - Ability to develop and deliver presentations and training sessions.

Typically, the above qualifications would be attained by:

Successful completion of Registered Nurse program (minimum three year program), with a minimum of three years, recent nursing experience, in a clinical setting. The Nurse Advisor must be registered with the Registered Nurses Association of the Northwest Territories and Nunavut (RNANT/NU).

Occupational Health and Safety nursing experience or rehabilitative/disability management nursing experience would be considered an asset.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: To choose a language, click here.

- Required
- Preferred

CERTIFICATION

Title: Nurse Advisor

Position Number(s): 97-1509

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Manager</p> <p>_____ Senior Manager</p> <p>_____ President & CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<p>_____ Date</p> <p>_____ Date</p> <p>_____ Date</p>
<p>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</p>	

Reviewed by Human Resources: _____