

Effective communication between the WSCC and external health care professionals contributes to the recovery and rehabilitation of injured workers. Ineffective communication could result in process delays including adjudication, medical aid provision and rehabilitation services. Errors in advice could negatively impact WSCC clients and employers. Negative impacts could include emotional, physical and financial consequences.

RESPONSIBILITIES

1. Provides initial and routine nursing advisory services within the scope of their scope of nursing practice.

- Reviews and assigns requests for medical opinions and examinations from Claims and Review Committee staff regarding, but not limited to, 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.
- 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 drafts 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.

3. **Other related duties.**

- Assists with special Medical Services unit projects.
- Prepare and maintain statistics for the Medical Advisory Clinic activities.
- Co-ordinate and schedule the medical examination clinics and PMI clinics in house. Prepare claim files for clinics.
- 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.
- Good working knowledge to implement components of a health and wellness plan.
- Ability to develop and deliver presentations and training sessions.

Typically, the above qualifications would be attained by:

Successful completion of a Registered Nurse program (minimum three-year program), with a minimum of three years recent nursing experience in a relevant 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

Indigenous language: To choose a language, click here.

- Required
- Preferred