



# Tehsakotitsén:tha

## Kateri Memorial Hospital Centre

P.O. Box 10, Kahnawake, QC J0L 1B0

Tel: (450) 638-3930 Fax: (450) 638-4634

www.kmhc.ca

### SUMMER STUDENT EMPLOYMENT OPPORTUNITY

Are you a First Nations or Inuit student currently registered full-time at a University or College in a health related field such as nursing or physiotherapy, planning to return to school in the fall and completing your program? If so, you are eligible to apply to work at Kateri Memorial Hospital Centre as a Summer Student through the Quebec First Nations and Inuit Summer Student Employment Program.

**POSITION(S):** Summer Student(s) in Health Related Field – Determinate Full-Time  
Maximum 12 weeks from May – August, 2018  
*Conditional upon the availability of funds through Indigenous Services Canada*

**JOB SUMMARY:** KMHC will provide work experience related to the academic field of the student (for example Nursing or Physiotherapy)

*Example nursing job description available on kmhc.ca - Careers section*

**REQUIREMENTS:**

- First Nations or Inuit Student currently registered full-time at a University or College in a health related field
- Must be planning to return to school in the fall and complete the health related program
- Master's and doctoral students are not eligible
- At the end of employment, must complete a written evaluation of work experience and submit it to the Department of Indigenous Services Canada

**SALARY:** In accordance to the Quebec First Nations and Inuit Summer Student Employment Program:

Years Completed	1	2	3	4	5
Cegep/College	\$13.69/hr	\$14.52/hr	\$15.40/hr	\$16.35/hr	\$17.31/hr
University	\$15.42/hr	\$16.49/hr	\$17.64/hr	\$18.91/hr	\$20.19/hr

**APPLICATIONS:** Please drop-off the following documents to the Human Resources Department (or e-mail them to dawn.marquis@rrsss16.gouv.qc.ca):

- A letter of intent indicating your field of study
- An up-to-date resume
- A copy of your last official transcript
- Written confirmation of enrolment in a full-time program in the health or social services field at a federally recognized post-secondary institution for the last and next session
- A written confirmation of First Nations or Inuit ancestry
- A completed and signed student application form (found at kmhc.ca - Careers section)

*Incomplete submission packages will not be considered.*

**DEADLINE:** Friday, March 9<sup>th</sup>, 2018 3:30 PM

*KMHC is an expanding hospital centre located on the vibrant Mohawk Territory of Kahnawake; we have a 42-bed inpatient facility in a homelike environment and extensive outpatient services. KMHC is dedicated to strengthening the health and well-being of Onkwehshon:'a (people) and providing quality health and preventative care services.*



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## Kateri Memorial Hospital Centre

<b>TITLE:</b>	Extern Nursing Student
<b>DEPARTMENT:</b>	Nursing Department
<b>SUPERVISOR:</b>	Nurse Manager
<b>STATUS:</b>	Determinate Full-Time
<b>EFFECTIVE DATE:</b>	May 9, 2005
<b>REVISION DATE:</b>	February 16, 2018

### **JOB SUMMARY:**

The Extern Nursing Student participates in a team aimed at providing good quality nursing care and meeting the immediate and rehabilitative or supportive needs of a group of long term care residents or other low-acuity short term care inpatients. The Extern will benefit from a 3-week orientation program and will be eligible to work after demonstrating their competence to a designated preceptor. After the orientation program, the Extern will report directly to a nurse and he/she will receive assistance and or supervision as needed in order to achieve high standards of nursing that are based on sound knowledge of scientific and professional ethics. A preceptor will remain available to the Extern throughout their experience at KMHC for consultation regarding any aspect of professional development. The Extern will not be left on the ward alone, nor make any decisions using a standing order, or perform delegated medical acts without the client being assessed by a nurse beforehand and in the case of a procedure, being directly supervised by a nurse.

### **RESPONSIBILITIES:**

- Work under the supervision of a nurse, with an assigned patient group.
- Provide total care for a group of patient which includes:
  - Assessment of resident ADLs and provide assistance where necessary, keeping in the forefront client dignity and promotion of autonomy.
  - Administer and document medications for their group of patients.
  - Provide treatments for their group of patients, e.g. dressings.
  - Carry out the actions within a resident's nursing care plan, which are permitted by the Order of Nurses of Quebec (attached).
  - Participation in the development of written therapeutic nursing plans and in daily team conferences.
  - Maintenance of accurate daily nursing care records.
  - Assisting with long-term care resident and family teaching.
- Promoting the economical and safe use of equipment and supplies.
- Assisting with provision of a safe, comfortable environment for long term care residents and visitors.
- Assisting doctors or nurses as needed.
- Attendance and participation in in-service education programs.

- Declares all risk situations, near misses or accidents that are witnessed or discovered on KMHC premises.
- Have attitudes and behaviors which assure the provision of safe care and services.
- Assumes responsibility in ensuring the environment is exempt of risks for clients and employees.

Records and Reports Used as Required:

- Patient charts
- Narcotic records
- Daily nursing office report
- Incident reports
- Infection reports

Equipment, Supplies and Machines Used:

- Good working knowledge of all equipment and supplies used on the nursing unit and where applicable including:
  - Patient lifters
  - Therapeutic bath
  - Tube feeding infusion pump
  - Gomco suction
  - Glucometer
  - Cardiac resuscitation cart
  - Therapeutic mattresses and beds

**QUALIFICATIONS/REQUIREMENTS**

Educational Professional and Technical Requirements:

- A student who has successfully completed his/her second year in nursing and is hired as an Extern by an establishment to which the order confirms their admissibility to Extern status. The student must have successfully completed all of the courses in his/her second year of collegial studies or 60 credits of a baccalaureate within the last 18 months.
- Extern Licensure by the Order of Nurses of Quebec

Training Time:

- Three week on-the-job orientation as per outlined program
- Additional training required for specialized areas

Complex Aspects:

- Relationships with other personnel and departments

Timeframe for Externship:

- Maximum of 12 weeks from May – August 2018

Other Qualifications

- Knowledge of Mohawk language, culture and history an asset

The employee shall perform the services outlined in the above job description, including any related or incidental duties and responsibilities that may be assigned to him/her at any given time.

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

## **CONDITIONS FOR PRACTICE**

- PLACE** Extern can only practice in hospital centers of both general and specialized care and centers for long term care.
- EXCLUSIONS** Extern cannot practice in intensive care, operating room recovery room, emergency, hemodialysis, neonatology, ambulatory care, and short-term psychiatry.
- ORIENTATION** The organization must provide an orientation program of a minimum of 3 weeks permitting the Extern to:
- Acquire knowledge and abilities needed to practice nursing acts, given the care methods that he/she will need to apply
  - Demonstrate his/her capacity to exercise professional activities
  - Familiarize himself/herself with the policies and procedures of the establishment
- KNOWLEDGE** The Extern must assure himself/herself before practicing a professional act that he/she possesses sufficient knowledge and abilities to practice that act.
- RESPONSIBILITY** His/her designate assumes responsibility and must designate for each Extern, a nurse who he/she can refer to the length of the externship in order to facilitate his/her integration into the clinical setting and to consolidate his/her learning.
- SURVEILLANCE** The Extern must act under the surveillance of a nurse who is on the unit, who possess the pertinent experience, who is responsible for the user and who the Extern is paired with for execution of an act. The care unit must not be situated on more than one site or more than 1 floor of the building.
- DOCUMENTATION** The Extern must chart his/her interventions in the client's file and sign his/her name with the accompanying abbreviation 'Ext.Soins.Inf.'

### ***RESPONSIBILITY INSURANCE OFFERED BY THE ONQ***

The Extern is covered by professional responsibility insurance retained by the order.

**PROFESSIONAL ACTS OF THE EXTERN ACCORDING TO THE LAW**

The Extern can exercise only the professional acts below, respecting the prescribed conditions as well as the conditions described above.

<b>PROFESSIONAL ACTS WHICH CAN BE PERFORMED UNDER THE SUPERVISION OF A NURSE ON SITE</b>	<b>OTHER PRESCRIBED CONDITIONS</b>
<ol style="list-style-type: none"><li>1. Take vital signs</li><li>2. Monitor neurological signs:<ol style="list-style-type: none"><li>2.1 Papillary reflexes</li><li>2.2 Response to pain</li><li>2.3 Level of consciousness</li></ol></li><li>3. Capillary blood glucose</li><li>4. Verify O2 saturation with saturometer</li><li>5. Administer oxygen by nasal canula or mask</li><li>6. Collect specimens:<ol style="list-style-type: none"><li>6.1 Urine</li><li>6.2 Stool</li><li>6.3 Secretions from the eyes, nose, ears, throat, anus, umbilicus</li><li>6.4 Vaginal secretions</li></ol></li><li>7. Measure intakes and outputs</li><li>8. Empty closed wound drainage system</li><li>9. Promote mobility of clients (mobilizing with a walker, active and passive exercises)</li><li>10. Help client with respiratory exercises</li><li>11. Give oral hygiene care</li></ol>	

<p>12. Administer a medication:</p> <p>12.1 Oral, bucal and sublingual</p> <p>12.2 By naso-gastric tube and gastrostomy if the tube is in place</p> <p>12.3 By nasal, ophthalmic or optic route</p> <p>12.4 By topical route</p> <p>12.5 By vaginal and rectal route</p> <p>12.6 By intra-dermal, sub-cutaneous or intra-muscular route</p> <p>13. Administer a controlled drug or a narcotic given orally, intradermally sub-cutaneous and intra-muscular.</p> <p>14. Insert a butterfly for intermittent sub-cutaneous injection or for sub-cutaneous perfusion.</p> <p>15. Monitor an intravenous perfusion and the site of insertion of the perfusion.</p> <p>16. Remove an intravenous profusion if in a peripheral vein with a needle or catheter of less than 12 cm.</p> <p>17. Do a simple aseptic dressing.</p> <p>18. Administer a tube feeding if the tube is in place.</p> <p>19. Inset, change or remove a urinary bladder catheter.</p>	<p>12. Given the directions of the nurse responsible for the client, notably in terms of surveillane of secondary effects.</p> <p>Except for vaccines, serums, allergy tests, research medications, and chemotherapeutic agents, anesthetizing agents.</p> <p>Evaluation of the state of the client beforehand by the nurse to administer PRN medications and all medications requiring an adjustment of the doses depending on diagnostic tests.</p> <p>12.6 Under the supervision of the nurse for intra-dermal, sub-cutaneous and intra-muscular.</p> <p>13. An evaluation of the state of the client by the nurse must be done beforehand. Under supervision of the nurse for intra-dermal, sub-cutaneous, and intra-muscular injections.</p> <p>14. Under the supervision of the nurse. The nurse must determine the indication and the choice of site beforehand.</p> <p>15. Except for all perfusions needing an adjustment of the rate according to the client's condition. Except for perfusion with chemotherapeutic medications or cardiovascular medications. Except for blood transfusions or blood derivatives.</p> <p>17. Under the supervision of a nurse when there is a drain or a packing.</p> <p>19. Except for renal transplant client. Except for post-operative urology or gynecology patients.</p>
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<p>20. Do a bladder catheterization.</p> <p>21. Give an enema.</p> <p>22. Apply a dressing to prevent and treat pressure sores (Stage 1 and 2).</p> <p>23. Remove staples and sutures.</p> <p>24. Irrigate the naso-gastric tube already in place.</p> <p>25. Venous phlebotomies.</p>	<p>20. Except for renal transplant client. Except for post-operative urology or gynecology patients.</p> <p>22. Given the nurse indications.</p> <p>23. Evaluation beforehand by the nurse.</p> <p>25. Under the supervision of a nurse.</p>
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APPLICATION FOR STUDENT

QUÉBEC FIRST NATIONS AND INUIT SUMMER STUDENTS EMPLOYMENT PROGRAM

QUÉBEC FIRST NATIONS AND INUIT HEALTH CAREERS PROGRAM UNDER THE ABORIGINAL HEALTH AND HUMAN RESOURCES INITIATIVE (AHHRI)

□

PLEASE TYPE OR PRINT USING BLACK INK

NAME OF STUDENT

TELEPHONE NUMBER

E-MAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS/PERMANENT HOME ADDRESS (STREET, APT. No., R.R. No., CITY OR TOWN, PROVINCE, POSTAL CODE)

ARE YOU A FULL TIME STUDENT PURSUING STUDIES IN A HEALTH FIELD? PLEASE PROVIDE DETAILS ON YOUR STUDY FIELD

HOW DID YOU HEAR ABOUT THE SUMMER EMPLOYMENT PROGRAM?

WHAT DO YOU WISH TO GAIN FROM THIS WORK EXPERIENCE?

PLEASE PROVIDE THE EMPLOYER DETAILS (NAME, ADDRESS, E-MAIL ADDRESS AND TELEPHONE NUMBER) PLEASE ENSURE THAT THE EMPLOYER COMPLETES THE APPLICATION FOR EMPLOYER FORM.

Kateri Memorial Hospital Centre  
P.O. Box 10 Kahnawake, QC J0L 1B0  
450-638-3930

IF YOU EVER HAVE BEEN EMPLOYED THROUGH THE PROGRAM, PLEASE PROVIDE THE DETAILS (NAME OF EMPLOYER, POSITION AND DATES OF EMPLOYMENT).

- I have attached my last official transcript
- I have attached written confirmation of enrolment in a full time program pursuing studies in the health field at a post-secondary institution
- I have attached a copy of an up-to-date curriculum vitae as outlined in the Conditions and guidelines.
- I have attached a written confirmation of my aboriginal ancestry.

I HAVE READ, I UNDERSTAND, I AGREE TO ACCEPT THE CONDITIONS AND THE GUIDELINES OF THE PROGRAM AS LISTED ON THE REVERSE SIDE OF THE APPLICATION.

IF SELECTED, I AGREE TO COMPLY WITH THE GUIDELINES IMPOSED BY THE EMPLOYER AT THE END OF THE TERM, COMPLETE A WRITTEN EVALUATION OF THE WORK EXPERIENCE FOR THE QUEBEC REGIONAL COORDINATOR AT HEALTH CANADA.

I SOLEMNLY SWEAR THAT THE BEST OF MY KNOWLEDGE, THE INFORMATION CONTAINED IN THIS APPLICATION IS COMPLETE AND ACCURATE. I UNDERSTAND THAT PRIORITY WILL BE GIVEN TO STUDENTS WHO HAVE NOT YET BENEFIT FROM THIS PROGRAM.

SIGNATURE OF THE STUDENT

DATE

**See Conditions and Guidelines on Reverse**

## QUÉBEC FIRST NATIONS AND INUIT SUMMER STUDENTS EMPLOYMENT PROGRAM

### QUÉBEC FIRST NATIONS AND INUIT HEALTH CAREERS PROGRAM UNDER THE ABORIGINAL HEALTH AND HUMAN RESOURCES INITIATIVE (AHHRI)

The Summer Student Employment Program is now a component of the Aboriginal Health and Human Resources Initiative (AHHRI). The purpose of the program is to provide work-related experience to aboriginal students pursuing full-time studies at a federally recognized post-secondary institution in a field related to health. In order to be considered, students and employers wishing to participate in the Program must complete the application forms.

#### CONDITIONS – GENERAL

Priority will be granted to eligible students who have never applied to the Program. Master's or doctoral students are not eligible under the Program. The work term may vary according to the students' school holidays and the needs of the employer but it cannot exceed a maximum of 12 weeks (from May to August). The salary of the student is based on the Public Services salary scale by that reflects years of schooling completed. Travelling, lodging and meal cost are not covered under the Program. The presentation of an application does not guarantee placement. With exceptions, the Program will not provide more than two students per community or organisation per year.

**\*\* Funding conditional upon availability of funds\*\***

#### CONDITIONS FOR STUDENTS

To be eligible for employment under the Health Careers Program, the student must be registered full-time at a University or College and must be planning to return to school in the fall. To be eligible, the student must have the intention to complete their studies and receive a diploma which qualifies them for employment in a field related to health such as: nursing, psychology, optometry, pharmacy, social work, etc. Master's or doctoral students are not eligible under the Program. If selected for this program, the student will be required to comply with the guidelines set by the employer. **At the end of the employment, the student will have to complete a written evaluation of his/her work experience and submit it to the Department of Indigenous Services Canada.**

##### The students must include the following with their application:

- A copy of the student's last official transcript.
- Written confirmation of enrolment in a full-time program in the health or social services field at a federally recognized post-secondary institution for the last and next session
- An up-to-date curriculum vitae
- A written confirmation of aboriginal ancestry
- The completed and signed student form

#### CONDITIONS FOR EMPLOYERS

To be eligible under the Program, the employer must be a Québec Aboriginal community or a non-profit Aboriginal organization providing direct services to First Nations and Inuit of Quebec. The employer must provide work experience related to the academic studies of the student. If selected for this Program, the employer will be required to: introduce and orient the student in the work environment: provide guidelines regarding security, safety, policies and procedures; ensure that the student receives a copy of the job description and provide appropriate ongoing supervision. **At the end of the employment, the employer will be required to complete a written evaluation of the student's experience and submit it to the Department of Indigenous Services Canada.**

**\*\* Funding conditional upon availability of funds\*\***

##### The employers must include the following with their application:

- A **job description** outlining the following information: Position Title – Name, Title and Telephone No. Of Supervisor – Duration of the placement – Start and end dates – Daily Working Hours – Start and End Times – Total Number of Hours – Relationship between the job and the academic studies of the student, Objectives and Scope of the Job – Education, abilities, skills, personal qualities, other requirements for the job – Duties, tasks, assignments and responsibilities to be undertaken by the student – Plan for Supervision – Working conditions – Equipment to be Used – Qualifications Requested.
- A **written proof** that the employer will assume the liability of the student through the organisations' liability insurance plan and worker's compensation.
- **When the employer is sending an application form for the first time**, he has to give a copy of his **charter** and indicate to the Department of Indigenous Services Canada (by the presentation of his **financial statements** or the description of his financial structure) what part of his income is provided by the provincial government.
- A **budget proposal**
- The completed and signed employer form

[REDACTED]