

(ii)

Kebaowek First Nation

Health Plan 2019-2024

APPENDICES SECTION



December, 2018

Appendices

***Kebaowek First Nation
Community Health Plan
2019-2024***

This document is the complementary section of the Kebaowek First Nation Health Plan
2019/2024

Appendix 1	3
KFNHC Job Descriptions.....	3
Appendix 2	34
PROTOCOL CONCERNING THE CONFIDENTIALITY AND MANAGEMENT OF CLIENT FILES AT THE KEBAOWEK HEALTH CENTRE.....	34
Appendix 3	42
NURSING SUPERVISION	42
Appendix 4	46
KEBAOWEK HEALTH & WELLNESS CENTRE INVENTORY CHECK LIST (MARCH 2018)	46
Appendix 5	55
LIABILITY.....	55
Appendix 6	62
SUBJECT: INVENTORY CONTROL ORDERING PROCEDURE.....	62
SUBJECT: POLICIES & PROCEDURES OF EXPIRED/DISCARDED MEDICATIONS AND BIO-HAZARD MATERIAL.....	63
SUBJECT: POLICIES & PROCEDURES FOR IMMUNIZATION PRODUCTS	65
Appendix 7	66
TRAINING PLAN.....	66
Appendix 8	71
EMERGENCY PREPAREDNESS PLAN	71

APPENDIX 1

KFNHC Job Descriptions

JOB DESCRIPTION

March 2018

TITLE: Clinical Programs Manager

SUPERVISOR: Director of Health & Social Services

SUMMARY: The Clinical Programs Manager provides professional support in nursing practice related to the care of the patients of Kebaowek First Nation. This position supervises the quality of nursing care given in the community including the coordination of nursing and training programs as well as all supervisory work related to staff and nursing departmental operations. The CPM also serves a direct replacement of any nursing position under her supervision. This position is accountable for the development of, review and adherence to all nursing policies and practices. The CPM is also responsible for developing and submitting proposals pertaining to all public health and early childhood development matters. The clinical programs manager will collaborate with other department managers in the delivery of prevention, promotion and screening activities.

SUMMARY OF DUTIES:

- Supervises and supports registered nurses and licensed practical nurses to ensure quality of care and services.
- Supervises service delivery given by personal support workers, home support workers, medical clerk or Medical Archivist and other related professional (ST, RDH) and non-professional personnel as directed by the Health Director.
- Work with Community Health Nurse to determine the optimal allocation of human resources according to programs and clinic hours.
- Ensures a good coordination in the care of residents/clients served by the Health Center.
- Serve as administrative support for the smooth function of all clinical related activities.
- Notify Director of urgent concerns stemming from clinical programs or services.
- Receive employee, resident and family grievances and relate the information to the appropriate person.
- Assist RNs in completing risk assessments and investigations of injuries.
- Assist in survey compliance, quality assurance and staff development duties, as assigned.

- Notify Director of identified learning needs required to ensure optimum care.
- Complete evaluations for employees and present evaluations to Director.
- Assist with annual budget preparation by identifying supply and equipment needs.
- Assure adequate staffing at all times and can serve as actual nursing replacement.
- Perform visits at least twice per week to monitor the conditions and care of acutely ill residents/clients and at a minimum, twice monthly for chronic illness.
- Supervise staff and assure survey compliance on a daily basis.
- Provide guidance and support for work flow management.
- Assist RNs and RNA's in assessing residents who are experiencing acute changes.
- Provide clinical expertise in the management of medical emergencies.
- Provide clinical expertise in medical management, crisis and behaviour management techniques.
- Audit charts and provide clinical expertise in documentation of MDS, acute illness charting and care planning.
- Prepares and submits regular activity reports to the Health Director and provides all information required by Management or Government Ministries or Agencies
- Participates in the development, elaboration, implementation and evaluation of community health programs.
- Contributes to the development and maintenance of a cooperative and stimulating work environment to enhance a team approach.
- Performs all other related duties assigned by Management.

REQUIREMENTS: Post Secondary Degree or Diploma in Nursing
 CFNHM would be an important asset
 Demonstrated planning and organization skills.
 High degree of confidentiality and discretion.
 Advanced computer skills (Windows, Microsoft Word).
 Good communication skills in English (French would be an asset).
 Knowledge of the Algonquin language and culture will be an important asset.
 Skills in leadership and group animation
 First Aid and CPR and AED certified.

JOB DESCRIPTION

March 2018

TITLE: Community Health Nurse

SUPERVISOR: Clinical Programs Manager

SUMMARY: Under the supervision of the Clinical Programs Manager, the incumbent will participate in the planning, organization and provision of health and homecare services in accordance with the programs and policies adopted by the Kebaowek First Nation Council in order to instill healthy living habits with a view to preventing and reducing the incidence of disease, complications and mortality. The goal always being to allow our community members at the very least, the same level of health and homecare services as other Canadians. The incumbent is also responsible for the case management of clients so as to ensure that each client receives the care and services according to their specific needs.

Duties:

- Participates in the planning, organization and provisions of professional health services at the Kebaowek Health Centre and may participate in providing health services in the homes of elders and patients who do not have sufficient mobility
- Evaluates the client's needs, plans the types of services to be dispensed and assures the service delivery;
- In the absence of the homecare worker, administers bedside and personal care to clients such as aid in ambulation, bathing and personal hygiene
- Plans and delivers courses in prenatal and postnatal care, organizes clinics, participates in consultations and examinations according to client needs
- Organizes and participates in all aspects of immunization; infant, school aged, and adult immunization accordingly to provincial public health guidelines.
- Upon request or in conjunction with the school nurse, instructs parents and teachers on school health programs, acts as a resource person in the area of health and education

Submit, update and record all patient information correctly and in a timely fashion

- Maintains immunization records and medical records of individuals according to national standards, protocols and guidelines

- Participates in prevention and reportable programs such as TB, STD's, epidemiological investigations, smoking, alcohol and drug abuse, and keeps a record on elders, chronically sick, disabled and high risk patients
- Acts as a resources for patient information on issues such as sanitary conditions, hygiene, use or handling of prescribed medication as per physician instructions etc.
- Provides first line treatment care in the absence of a physician by assessing the patient's condition and establishing a nursing diagnosis, by providing first aid and emergency care according to protocols established by treating physician and ensuring follow-up and surveillance
- When needed, participates in periodic assessments of a clients overall health evaluating the required nursing services (including homecare services within the community) in order to set out clients Plan of Care.
- Administers therapeutic programs according the medical treatment plan, uses sound and proper nursing techniques when treating patient in compliance with all procedures and policies or as directed by medical professionals.
- Participates in the administration of the Health Centre so that sufficient and adequate health services and materials are provided to the community by working in close cooperation with the local health and social services workers, by participating in meetings and workshops with other community workers and educators, by writing reports as requested by management, by organizing information and educational sessions for the community, and by having a cooperative attitude and behavior in dealing with the other employees of the Kebaowek Health Centre
- Recommends to the clinical programs manager the implementation of, modifications or amendments to policies, systems or procedures that could improve the quality and effectiveness in the delivery of services to the members of the community
- Uphold all patient confidentiality laws and regulations both in and outside of the Health Center at all times.
- Contributes to the development and maintenance of a cooperative and stimulating work environment
- Performs all other related duties assigned by Management or the treating medical doctor

Requirements:

University or College degree in nursing;

Capable of obtaining permit from "L'Ordre des infirmières et infirmiers du Québec";
Nursing experience in a First Nation community would be an important asset;
Demonstrated planning and organization skills that includes time management;
High degree of confidentiality and discretion;
Good communication skills in English (French would be an asset);
Possesses creative and innovative thinking combined with ethics and integrity.
Knowledge of the Algonquin culture will be an asset.
Be of good and trustworthy character.

JOB DESCRIPTION

January 2014

TITLE: Homecare & Special Programs Nurse - LPN

SUPERVISOR: Clinical Programs Manager

SUMMARY: Under the direction of the clinical programs manager, and in accordance with the Home & Community Care Service delivery Plan and policies adopted by the Eagle Village First Nation Council, the incumbent delivers in conjunction with the other health professionals, the provision of ongoing and short-term home nursing support services for individuals and families during periods of incapacity, convalescence or family disruption, or to elderly persons who are in loss of autonomy. The incumbent may also be responsible for supporting several specific programs according to needs of the community.

DUTIES:

- Administers the therapeutic plan within their scope of practice as directed by medical professionals.
- Identifies and reports to the C.P.M. or C.H.N. the needs of clients and families to be considered for optimum service delivery.
- Care for individuals and families during periods of incapacities, convalescence or family disruption.
- In the absence of the (PSW) homecare worker, administers bedside and personal care to clients such as aid in ambulation, bathing, and personal hygiene.
- Participates in the planning, organization, coordination & provision of professional health services of the Eagle Village First Nation Home Care clientele.
- Ensures that the facilities and equipment are readily available and in good operating condition and that a client database is properly maintained.
- Provides support of the personal support workers, visits the clients and

their families to better appreciate their needs and assess their level of satisfaction.

- Keeps abreast of new developments in the area of homecare.
- Prepares and submits regular activity reports to the clinical programs manager, and any other report requested by Management.
- Actively participates in meeting with other health and social services professionals and employees.
- Recommends to the clinical programs manager the implementation of, modifications or amendments to policies, systems, programs or procedures that would improve the quality and effectiveness in the delivery of services to the members.
- Plan and organize target specific prevention programs according to health plan or national objectives.
- Contributes to the development and maintenance of cooperative and stimulating work environment.
- Performs all other related duties assigned by Management.

REQUIREMENTS:

University or College degree in nursing or LPN
Capable of obtaining permit from "L'Ordre des infirmières et infirmiers du Québec";
Capable of obtaining permit from "L'Ordre des infirmières et infirmiers Auxiliaires of QC
Nursing experience in a First Nation community would be an important asset;
Demonstrated planning and organization skills that includes time management;
High degree of confidentiality and discretion;
Good communication skills in English (French would be an asset);
Possesses creative and innovative thinking combined with ethics and integrity.
Knowledge of the Algonquin culture will be an asset.

JOB DESCRIPTION

August 2018

TITLE: Maternal Child Health & Headstart Program Worker (MCH/HS)

SUPERVISOR: Clinical Programs Manager

SUMMARY: Under the supervision of the Clinical Programs Manager the incumbent, in conjunction with the Health and Wellness Team and in accordance to the Community Health Plan, the MCH /HS Coordinator is responsible for the development, coordination, implementation and evaluation of maternal and child health programs and related activities. Therefore, is the person responsible for administering programs in support of families and their children's development. Provides information on the importance of maternal child health by early screening/detection, good child stimulation and generally living a healthy lifestyle that will have a positive effect on their future learning and development of every child member of KFN. He or she will promote and encourage community and cultural links by incorporating social activities within the realm of Algonquin culture.

SUMMARY OF DUTIES:

- Fully participates in the development of the Community Health Plan with an emphasis on Maternal Child Health / Headstart, CPNP and brighter futures concepts.
- Plans, organizes and facilitates programming sessions on topics that will address maternal and child health / Headstart programs and related activities. This may involve working outside of normal working hours.
- Inconjunction with other programs, the MCH/ HS worker will coordinate and implement programming for Child Development and its related services.
- Review educational materials to assess for cultural competency and educational level required for understanding
- Assist management in program evaluation through quality assurance reviews
- Writing reports, submissions and applications for funding

- Prepare statistical and narrative reports
- Implement screening and assessment protocols within the programs
- Provide one-on-one evaluation sessions for clients who require support and guidance to help them develop and maintain a healthy and stimulating lifestyle.
- Obtain up-to-date resource material, publications and documentation on child development and distribute to all members accordingly.
- Through the community newsletter, social media and workshops, provide valuable child development information emphasizing parental bonding.
- Is a key resource person in the area of child development and evaluation (ASQ)
- Work in conjunction with other Health and Wellness Program workers by providing support and assistance for activities that share a common objective.
- Work in conjunction with other Health and Wellness Program workers and Managers to plan and coordinate efficient program delivery through the established annual program and activity calendar /schedule.
- Promote the recognition of National or Regional Health topics according to program objectives.
- Prepares and submits regular activity reports to the Clinical Programs Manager and provides all information required by Management or Government Ministries or Agencies.
- Contributes to the development and maintenance of a cooperative and stimulating work environment to enhance a team approach.
- Prepares and submits regular activity reports to the Clinical Programs Manager and provides all information required by management for government ministries or agencies.
- Performs all other related duties assigned by Management.
- Working knowledge of the social determinants of health and incorporate it into annual programming and coordinating with the appropriate resources.
- Participate in community, regional and national meeting, trainings and conferences as required/ assigned.

REQUIREMENTS: Post Secondary Diploma or Certificate in Early Childhood Education.
Demonstrated planning and organization skills.
High degree of confidentiality and discretion.
Basic computer skills (Windows, Microsoft Word).
Good communication skills in English (French would be an asset).
Demonstrates ethics and integrity and can be viewed as a role model
Skills in group animation with creative and innovative thinking.
Knowledge of the Algonquin language and culture will be an important asset.
First Aid and CPR.

JOB DESCRIPTION

March 2018

TITLE: **Community Wellness Programs Manager – CWPM**

SUPERVISOR: Director of Health & Social Services

SUMMARY: Under the authority of the Health & Social Services Director, the Community Wellness Programs Manager will ensure service delivery of all aspects related health prevention and promotion programs in accordance to the Health Plan and needs of the community of Kebaowek First Nation. The C.W.P.M. will work in collaboration with the Clinical Programs Manager and all other Wellness Program Coordinators in the delivery of prevention and promotion activities. Will be responsible for the Health sector's contributions to the community newsletter.

DUTIES:

- In collaboration with community wellness program coordinators, the CWPM oversees the planning, organizing, and implementation of workshops and information sessions in accordance to the goals and objectives of set priorities of the community Health Plan.
- Ensures that community wellness program coordinators organize and facilitate information sessions and workshops for all age levels of the community in the area of nutrition, communicable and chronic diseases, injury prevention, wellness & addictions and all other health related topics as identified by the community health plan needs assessment.
- Coordinate with Clinical Programs Manager all nursing support needed in the delivery of community wellness prevention programs.
- Work in collaboration with other internal and external community departments such as Daycare, Elders club, Police department, recreation, Wolf Lake First Nation, CISSST-K, G.Theberge School and Ecole G. Theberge to name a few, as a resource potential according to our mandate.

- Ensures compliance of all aspects of the Community Based Water Monitoring Program.
- Ensures that program coordinators obtain and distribute up-to-date resource material, publications and documentation concerning health, prevention and promotion.
- Ensure the distribution of the monthly community newsletter and flyers that provides valuable health information and notices to both our on and off reserve band members.
- Ensures that the recognition of National Health topics is promoted according to Health Canada's calendar, through activities, information sessions, displays and publications.
- Actively participates in developing proposals for targeted related programs ensuring that they meet acceptance criteria.
- Manage community wellness program budgets assigned which include all variance and activity reports.
- Ensure that all activity reports are timely submitted to the Health & Social Services Director and provide all other additional supporting documents required by Band Administration or Government Agencies.
- Contribute to the development and maintenance of a cooperative and stimulating work environment.
- Will provide supervisory support in the absence of the Director of Health and Social Services.
- Perform all other related duties assigned by the Health & Social Services Director.

REQUIREMENTS: Post Secondary Certificate or Diploma in health related field with a preference as a certified FNHM
 5 years experience working in the health field
 Experience in group facilitation and communication along with
 Demonstrated planning and organization skills.
 High degree of confidentiality and discretion.
 Good communication skills in both English and French.
 Knowledge of the Algonquin language and culture will be an asset.
 Hi level of computer skills
 First Aid and CPR

**JOB DESCRIPTION
2018**

TITLE: Personal Support Worker

SUPERVISOR: Clinical Programs Manager

SUMMARY:

- Under the direction of the **Clinical Programs Manager**, the incumbent is responsible for the professional personal care of clients as identified through the “multi-clientele” evaluation. They will provide personal hygiene and care for clients while respecting their dignity.

Duties will consist of:

- Assist in the administration of medications
- Assist in personal hygiene and basic care
- Provide attendant care services including transferring, lifting, bathing, feeding, and personal care
- Maintain records
- Implement established programs as directed
- Maintains a professional manner at all times in the performance of duties
- Protect and promote the welfare, dignity, and individual rights of our clients at all times

Requirements:

- Graduate of an accredited school for Personal Support Worker or nursing assistant
- 5 year experience as a health care aide or orderly may be considered
- Customer focus and quality oriented
- Reliable and team work oriented
- Possess a strong degree of ethics and integrity
- Knowledge of Algonquin culture is an important asset

JOB DESCRIPTION

HSW – Home Support Worker

SUMMARY: Under the supervision of the Clinical Programs Manager, the incumbent is responsible for the Home support services to clients as identified through the “multi-clientele” evaluation. They will provide services in the area of house hold duties, meal preparation and support for clients in a professional manner, respecting their dignity while working towards decreasing social isolation.

Duties will include but are not limited to :

- Meal planning and preparation
- Accompaniment to social programming
- Short term respite services for the primary caregiver
- Laundry
- Ironing and mending
- Small area shovelling (stoops , stairs and ramps)
- Home management and cleaning; making beds, dusting, dishes, sweeping, vacuuming, garbage, washing floors, walls, counters and carpets
- Minor home maintenance; fixing knobs, handles, change light bulbs – small jobs
- Assist with coordination of medical transportation and appointments
- Assist with larger recycling and garbage bins
- Assistance with access to basic needs ie. Food bank

...not exclusive to but according to the Care Plan.

Requirements:

- High school diploma or equivalent
- Experience as a Health Care Aide, Home Support Worker or Janitorial services is an asset
- Experience in working with the elderly, disabled, or the vulnerable
- Customer focus client oriented and quality oriented
- Reliable and team work oriented
- Have a high degree of Confidentiality and discretion
- Possess a strong degree of ethics and integrity
- Knowledge of Algonquin culture is an important asset

JOB DESCRIPTION

2018

TITLE: Wellness & Addictions Worker

SUPERVISOR: Community Wellness Programs Manager

SUMMARY: Under the supervision of the Community Wellness Programs Manager the wellness and addiction worker in collaboration with other health and wellness program workers will be responsible for planning, organizing, and facilitating mental wellness and addiction programming, promotion and encouragement of healthy lifestyles free of addictions to all target groups in the community through prevention workshops and cultural activities. Assist and refer community members thru all aspects of their treatment process and plan.

SUMMARY OF DUTIES:

- Plan, organize and facilitate programming aimed at preventing and reducing addictions, and promotion of mental wellness, this will include working outside of normal working hours.
- Plan and organize information sessions concerning addictions including alcohol, drugs, tobacco, gambling and prescription drugs. This will include ways to identify a problem, impacts on family, health, finances etc., and treatment options.
- Coordinate with internal and / or external resources to include cultural and spiritual events and activities for members of the community, including, workshops, teachings, ceremonies and outings to serve as a support in countering addictions.
- Coordinate and assist members seeking help for their addiction problems, including referrals, one-on-one sessions and support for client and family.
- Provide aftercare support to community members including counselling referrals, client follow ups, one-on-one sessions, support groups and sharing circles.
- Obtain up-to-date resource materials, publications and documentations on addictions and mental wellness and distribute to all community members accordingly thru the community newsletter and social media.
- Provide support for family members who live with a person struggling with addiction.

- Work in conjunction with other Health and wellness program workers to plan and coordinate efficient program delivery thru establishing an annual program/ activity calendar and schedule.
- Prepares and submits required reports to the community wellness programs manager and provides all information and necessary documents requested by management for government authorities or agencies.
- Contributes to the development and maintenance of a cooperative and stimulating work environment to enhance a team approach.
- Is the key resource person in the area of addictions with external organizations such as other First Nation communities, Social Services, CISSS-TK and Treatment Centers.
- Performs all other related duties assigned by Management.
- Working knowledge of the social determinants of health and incorporate it into annual programming and coordinating with the appropriate resources.
- Participate in community, regional and national meeting, trainings and conferences as required/ assigned.

REQUIREMENTS: Post secondary degree in Addictions or Social Work or other related field.
A combination of education and experience maybe considered.

Excellent interpersonal and communication skills to work with clients.

Basic computer skills (Windows, Microsoft Word).

Good interpersonal skills both within and outside the organization.

Good communication skills in English (French would be an asset).

Knowledge of the Algonquin language and culture is an important asset.

First Aid and CPR.

Available to travel

Experience in group animation and intervention

Must maintain a level of professionalism (attire, social media accounts and when representing our organization)

Can be viewed as a positive role model within the community.

Must be able to work independently and or in a team setting .

High degree of confidentiality and discretion.

Experience in outreach approaches and programming

JOB DESCRIPTION

2018

TITLE: Diabetes and Chronic Disease Coordinator

Hours : 35 hours per week - flexible work schedule

SUPERVISOR: Community Wellness Programs Manager

SUMMARY: Under the supervision of the Community Wellness Programs Manager the incumbent, in conjunction with other Health and wellness program workers and in accordance to the Community Health Plan, coordinates and implements programs related to prevention in the field of diabetes, chronic diseases, cancer and other related health related issues. In conjunction with all health and wellness program workers delivers pertinent and up to date information and support concerning prevention, early detection and treatment. Provides information on the importance of living a healthy lifestyle that will have a positive effect on diabetes, chronic diseases, cancer and mental wellness. Promotes and encourages community and culturally appropriate social activities within the prevention strategies.

SUMMARY OF DUTIES:

- Fully participates in the development of the Community Health Plan with an emphasis on diabetes, chronic diseases and mental wellness.
- Plans, organizes and facilitate programming on topics that will address diabetes, chronic diseases and mental wellness.
- Plans and coordinates with other health and wellness program workers the Diabetes Clinics, Screening Clinics and Retinopathy Program.
- Coordinates one-on-one sessions for clients who require support and guidance to help them develop and maintain a healthy lifestyle.
- Obtain up-to-date resource material, publications and documentation on diabetes, chronic diseases, mental wellness to distribute to all members accordingly.
- Through the community newsletter and social media provide valuable healthy lifestyle information emphasizing diabetes, chronic disease, and mental wellness prevention to the community members.
- Is a key resource person in the area of diabetes, chronic illness, and mental wellness focusing on prevention strategies including nutrition, physical activities, lifestyles and

early detection.

- Work in conjunction with other Program Coordinators by providing support and assistance for activities that share a common objective such as culture and physical activity.
- Work in conjunction with other members of the Health team to plan , coordinate efficient program and services thru the established annual program activity calendar/Schedule.
- Promote the recognition of national health topics according to program objectives.
- Prepares and submits regular activity reports to the Community Programs Manager and provides all information required by Management or Government Ministries or Agencies.
- Contributes to the development and maintenance of a cooperative and stimulating work environment to enhance a team approach.
- To encompass programming to include all target groups identified in the community health plan programs and service delivery.
- Performs all other related duties assigned by Management.
- Working knowledge of the social determinants of health and incorporate it into annual programming and coordinating with the appropriate resources.
- Participate in community, regional and national meeting, trainings and conferences as required/ assigned.

REQUIREMENTS: Post Secondary Diploma or Certificate in diabetes or other health related field.
Demonstrated planning and organization skills.
High degree of confidentiality and discretion.
Basic computer skills (Windows, Microsoft Word).
Good communication skills in English (French would be an asset).
Skills in group animation with creative and innovative thinking.
Knowledge of the Algonquin language and culture will be an important asset.
First Aid and CPR.

JOB DESCRIPTION

2018

TITLE: Sports, Leisure and Mentoring Coordinator

SUPERVISOR: Community Wellness Programs Manager

SUMMARY: Under the supervision of the Community Health Programs Manager the incumbent is responsible for organizing and coordinating sport and leisure activities and programs within the community. They will promote and encourage a healthy lifestyle through physical activities and targeting the youth in a mentorship role. They will also find means of motivating our older population to continue being active and good role models

DUTIES:

- Coordinate and manage the sporting and leisure activities for all age categories in the community, this will include working outside of normal working hours.
- Work in conjunction with other Program Coordinators by providing support and assistance for activities that share a common objective such as diabetes and front line services.
- Prepare project grant and proposals for sports and leisure activities as required.
- Prepare and coordinate summer activities for all age groups with a special focus on the youth of the community. This will include the organization of summer camps and sporting competitions etc.
- Assist and help coordinate training for community members who need to prepare for and complete physical requirements or tests.
- Participate in community and regional meetings to gather information to implement and promote fitness campaigns.
- Develop and maintain a Mentoring Program for youth in the community. Work with front line services and other program coordinators to establish and strengthen bonds between youth and positive role models and healthy influences.
- Is the key resource person in the area of sports and leisure with external organizations such as other First Nation communities, local school and sports organizations in

Temiscaming. Develop links to share resources, promote activities and access to various sporting events and programs.

- Recommend the purchase of sporting equipment and supplies required for activities, including keeping an up-to-date inventory list and maintenance.
- Contributes to the development and maintenance of a cooperative and stimulating work environment to enhance a team approach.
- Coordinate court ordered community service hours assigned to cooperative community members.
- Work in conjunction with other Program Coordinators and Managers to plan and coordinate efficient program delivery through staff meetings, calendar planning and sharing of ideas.
- Manage and coordinate schedule and for ice rink attendants.
- Performs all other related duties assigned by Management.
- Prepares and submits regular activity reports to the community wellness programs manager and provides all information required by management for government ministries or agencies.

REQUIREMENTS: Post secondary degree in Physical Education, Psycho-education or any other related field.
Solid experience in community organization and working with youth in particular.
Structured and well organized person capable of working autonomously.
High degree of confidentiality and discretion.
Can be viewed as a positive role model within the community
Good interpersonal skills both within and outside the organization.
Basic computer skills (Windows, Microsoft Word).
Good communication skills in English (French would be an asset).
Good physical condition.
First Aid and CPR.

JOB DESCRIPTION (term project) 2018

TITLE: Kebaowek Youth & Cultural Worker
HOURS PER WEEK: 35 hours per week
SALARY: In accordance to qualifications and experience
SUPERVISOR: First-Line Services Supervisor

SUMMARY:

Under the direction of the First-Line Services Supervisor, the Youth & Cultural Worker will work alongside Kebaowek Health Centre Staff and other community services departments to incorporate programs and services for youth and community members at large in accordance with the health plan and facilitate group discussions to address their needs within the Kebaowek Community. The Youth & Cultural worker Worker will support and advocate on behalf of our young people. He or she may offer guidance and support on both individual and group basis, thus helping them to develop skills that lead to positive changes in their lives and in their mental health.

The Youth & Cultural Worker will plan and facilitate culturally appropriate programs to all target age groups. He or she will also be a valuable resource in terms of developing their self-worth through working on projects as a group, by volunteering and by incorporating culture in all activities.

Working hours of a Youth Worker:

Youth Workers may work in a variety of settings including schools, hospitals, community or youth centres. Youth Workers may also carry out outreach or street-based work by interacting with young people in places within the community.

Youth Workers often work outside of regular business hours, including nights, weekends or shift work, in order to be available to young people at critical times. Group sessions or activities for young people may also be held during evenings or weekends.

Duties (Included but not limited to):

The role of a Youth & cultural Worker is varied and involves a mix of interpersonal, administrative and advocacy work. Depending on the setting, daily duties may include:

- Meeting with young people to provide mentorship.
- Providing support and resources in a one-on-one or group setting.
- Proving Focus Groups with community members.
- Assessing risks and providing crisis counseling to young people experiencing trauma.
- Referring clients to appropriate specialists or community agencies.
- Acting as an advocate and raising issues with government departments.
- Providing information about services and resources available locally.
- Planning and conducting programs focused on the specific needs of young people, such as training and employment, self-development and education.

- Organizing and supervising group activities.
- Be a liaison with teachers, social workers, local authorities, health professionals and parents.
- Outreach work
- Provide coordination and assistance for other community programs and services.
- To offer culturally appropriate program and services for Kebaowek First Nation community.
- Disseminate information and resources to Kebaowek community members.
- Prepares and submits regular activity reports to the community wellness programs manager and provides all information required by management for government ministries or agencies.
- Performs all other related duties assigned by Management.
- Working knowledge of the social determinants of health and incorporate it into annual programming and coordinating with the appropriate resources.
- Participate in community, regional and national meeting, trainings and conferences as required/ assigned.

Requirements:

- Post Secondary diploma in social work, child & youth worker diploma
- Experience in engaging youth and completing youth animation
- Experience in outreach approaches and programming
- A combination of education and experience may be considered
- Experience in group animation and intervention
- Extensive experience working with youth.
- Must be able to work alone and/or in a team setting.
- Have a high degree of confidentiality and discretion.
- Good communication skills in English with French being an important asset.
- First-Aid & C.P.R
- Valid driver's license
- Capable of working flexible hours including weekends

KEBAOWEK FIRST NATION

JOB POSTING

September 2017

Title: Early Learning Childhood Educator/Women's Support Group
Coordinator

Hours Per Week: 35 hours per week,
24 month contract

Salary: In accordance to qualifications and experience

Supervisor: First-Line Services Supervisor B.S.W.

Summary: Under the Supervision of the First Line Services Supervisor, and in accordance with programs and policies adopted by the Kebaowek First Nation Council, the incumbent will act as an important resource in the construction, implementation and final reporting of a Kebaowek Avenir D'Enfant & Victim of Violence Program. He will collaborate with the professionals in his work setting, which will be, but not limited to First Line Services building or the Health Centre, to ensure optimum development cohesion.

Duties (Included but not limited to):

- To create and facilitate parent child groups on a regular basis
- Work in a large group setting or one-on-one with children in a child care setting.
- Promote positive interactions between families
- Encourage families to be confident & independent.
- Helping children understand instruction.
- To work toward reduction of family violence within the Kebaowek Community.
- To offer support services and/or referrals for victims of violence.
- To establish links between women/families and the community.

EAGLE VILLAGE FIRST NATION

JOB DESCRIPTION

September 2013

Title: Social Services Technician

Supervisor: Firstline services Coordinator B.S.W.,

Summary:

Under the direction of the Firstline Services Coordinator, the First line Youth & Family Worker in collaboration with other Health Professionals will act as a key resource person in the implementation of the EVFN First line services action plan and in accordance to the Quebec Law of Health and Social Services. He or she will also apply social work values, principles and techniques to help people obtain the services they need such as counseling, psychotherapy services, access to government funds, programs, education or medical attention.

Duties:

Offer Firstline services to the Youth (0 -18) of the community and their families.

Promote personal and social skills to the entire family support system;

Participates in the development and implementation of prevention programs focusing on the prevention of child placement.

Participates in multidisciplinary teams and meetings regarding, for example, child protection or mental health and addictions

Will identify strengths, resources, and challenges of individuals and families to assist them in achieving their goals.

Offer emergency crisis intervention support services to the youth, their families and extended families;

Act as a reference for families and youth towards accessing services both on and off the community according to their needs.

Facilitates and co-facilitates and animate group meetings and workshops.

TITLE: Medical Transport & NIHB Coordinator

SUPERVISOR: Health and Social Services Director

SUMMARY: Under the direction of the Director of the Health Center, the incumbent is responsible for the coordination of medical transport and accommodations according to Health Canada national framework and serves as key resource person for all aspects of the NIHB program. He or She will be responsible in managing all full-time and contractual medical drivers and will ensure their compliance to the SAAQ laws and continued trustworthiness.

SUMMARY OF DUTIES:

- Make travel arrangement for all clients that are referred to local and out-of-town locations for medical appointments;
- Complete mileage claims to ensure reimbursement for clients who use their own vehicle for medical appointment;
- Account and file claims for all clients who went to their medical appointment by band own vehicle for accountability purposes;
- Coordinates medical transportation between clients and drivers according to established policies and procedures;
- Ensures that all supporting documents are provided after trips.
- Establish repayment plan for collecting overpayments on modified trips
- Ensures that all medical transportation driver-reporting forms are completed and handed in;
- Collaborates in the establishment of work calendars for regular and special work activities and carries out related follow ups in regards to medical transportation.
- May participates in the planning and coordinating of projects and programs under the responsibility of management, including research and development programs;

- Provides administrative and logistical support for the holding of events and or meetings in support of communicating the Medical Transportation Framework;
- May participate from time to time in working groups pertaining to medical transportation or NIHB

REQUIREMENTS:

- Post-secondary diploma or certificate in administration.
- Solid experience in secretarial organizational skills;
- Structured and well organized, capable of working autonomously;
- Strong Knowledge of computers: Microsoft Office, Windows and Excel programs;
- Good interpersonal and leadership skills and empathetic.
- High degree confidentiality, ethics and integrity
- Good communication and writing skills in English with French being an important asset;
- Knowledge of the Algonquin language and culture would be an asset.
- First Aid CPR

JOB DESCRIPTION

2018

TITLE: Secretary Receptionist

SUPERVISOR: Clinical Programs manager

SUMMARY: Under the supervision of the Clinical programs Manager, the incumbent will act as the focal point or communication hub for the entire Health & Wellness Center staff and services. The secretary receptionist will be responsible for providing a consistently high standard of secretarial support to the Director, Clinical Programs Manager and to all the staff in general. In undertaking the role of Secretary Receptionist, the incumbent will, by their constant presence at the reception area during operating hours, ensure courteous and polite greetings of all clients in person or on the phone and they will direct them to the appropriate person in a timely and efficient manner. The secretary / receptionist will conduct a high degree of confidentiality, discretion and courtesy.

SUMMARY OF DUTIES:

- Greet all visitors and or clients entering our workplace. Contacts all staff prior to directing visitors and or clients to the designated office.
- Answer all calls entering the Health Center. Contact all staff prior to transferring calls or record messages as needed.
- Acts in a professional manner with all visitors, suppliers, and other interactions.
- Directs both verbal and written inquiries to the appropriate resource person.
- Responsible for Newsletter mail outs and coordinates on-reserve delivery.
- Keeps stock of office supplies and proceeds with orders as required according to established protocol.
- Will be asked to compile statistics, prepare letters, memos and agendas.
- Consult with managers every morning and record daily schedules of their respective staff.
- Responsible for staff room for meetings and events
- Replacement for medical archives and filing
- Maintain appointment list and schedule for medical professionals . Contacts clients with designed appointments in the absence of medical secretary.
- Assist in communication to participants for all programs and services as requested.
- Maintain an accurate and confidential filing system when required in the absence of the medical secretary.
- Prepare information requests, follow ups, reminders, file reviews and other general correspondence as appropriate or as directed by the CPM

- Assist MT Coordinator by receiving completed medical attestations and distribution of travel checks weekly.
- Responsible for forms and documents for all Health and Wellness Center programs and services.
- Complete data entry and ensure filing is up to date.
- Maintains confidential files and records when required.
- Responsible for meeting logistic such as but no limited to; room preparation/setup, documents, refreshments and minutes as requested.
- Contribute as a team member to ensure administration support is available in all departments.
- Consult with program workers and the newsletter to be informed of all upcoming activities and events. Maintain a calendar for consultation when needed.
- Responsible for the registration for participation in programming when requested.(includes collecting consent forms)
- Other duties and tasks as required or assigned by the CPM.

REQUIREMENTS:

- College diploma (secretarial program or business college equivalent)
- Ability to communicate and work effectively on a multidisciplinary team.
- Superior telephone manners and strong interpersonal skills
- Very dependable and is client oriented.
- Strong computer skills: Word, Excel, PowerPoint, Outlook, Calendar
- Strong knowledge of general office procedures involving procurement, travel arrangements, budget management, reports, and so on
- Superior typing skills at 65 to 70 words per minute
- Able to write and format moderately complex correspondence, including memos, letters, etc.
- Excellent writing skills, including proper spelling, grammar, and punctuation
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- High level of sound and independent judgment, reasoning, and discretion
- Professional, responsive, and positive work attitude is essential
- Resourcefulness and flexibility
- Able to maintain filing systems and basic databases
- Meticulous records maintenance skills
- Knowledge of French (spoken) is an important asset
- Knowledge of the Algonquin culture is an asset

TITLE: Medical Transportation driver

SUPERVISOR: Medical Transportation Coordinator

SUMMARY: Under the supervision of the Medical Transportation Coordinator, the medical transportation driver will: drive band members to and from their designated medical appointment in a timely manner; provide secure and punctual medical transportation; ensure that the vehicle is, at all times, clean and in good mechanical condition; assist clients to and from the vehicle to their appointment place when required; perform other related duties.

DUTIES INCLUDE:

- Receive trip plans from medical transportation coordinator.
- Ensure clients arrive at least 15 minutes prior to his or her appointment.
- Assists the clients who require help to and from vehicle and during their trip.
- The driver is also responsible to keep their assigned vehicle clean at all times.
- Maintains a daily vehicle and trip logbook.
- Report to management any problems with the vehicle or disgruntled clients.
- Ensures that approved policies, laws, procedures and service standards are followed and respected.
- Ensure that all supporting documentation (medical attestation) is obtained and securely kept and given to clerk upon return or at any time as asked by the Coordinator
- May be required to stay overnight when assigned to a lengthy trip (+ 8Hrs)
- May be required to pick up prescriptions from service providers and deliver to clients.
- May be required to work on a weekend when the client has an early out of town appointment.
- Performs all other related duties assigned by Management.

Special Note The purpose of medical transportation is to provide reliable and quality service to our clients. Under no circumstance will the vehicles be used for personal use by the driver or clients.

The medical transportation vehicles are to be picked up from the Health Center premises at the beginning of every shift and returned thereafter unless authorized differently by coordinator.

Drivers must be courteous, and present a good appearance at all times. They will also abide by the code of ethics that govern all employees of Eagle Village First Nation according the Human resource policy in place.

For health purposes, smoking or allowing clients to smoke is strictly prohibited. The use of fragrance materials (fabreeze, pine trees, etc) other than those authorized by the supervisor is also prohibited.

EAGLE VILLAGE FIRST NATION HEALTH CENTER

PROFESSIONAL SOCIAL WORKER (FIRST LINE PROGRAM SUPERVISOR)

Under the supervision of the Director - Health and Social Services the incumbent, in conjunction with the other health professionals, acts as the main resource person who is responsible for the implementation of programs and services related to first line services under the Quebec law of Health and Social Services.

Salary: According to Provincial Rates and Experience

Duties:

- Primarily providing first line services to youth aged 0 – 18 and their families.
- Promoting better social and lifestyle skills by supporting the youth and their families.
- Participate in the development and implementation of prevention programs focusing on the prevention of placement.
- Providing psychosocial support to the youth, the families, and their extended families.
- Will participate in providing psychosocial services to other age groups.
- To develop and maintain partnerships with other workers and/or establishments for the purpose of providing the best possible services.

Requirements:

- Bachelor of Social Work or Psycho Education
- Must be a standing member of his/her Professional Order
- Must be able to work alone and/or in a team setting.
- Experience in a group animation and counseling.
- Selected candidate must be a good listener and possess a high degree of confidentiality and discretion.
- Good communication skills in English.
- Knowledge of French, written/spoken, will be an asset.
- Good understanding and appreciation of the Eagle Village community values, culture and needs would be considered an asset.

APPENDIX 2

PROTOCOL CONCERNING THE CONFIDENTIALITY AND MANAGEMENT OF CLIENT FILES AT THE Kebaowek Health Centre

Revised version May, 2013

1. General

1.1 This protocol concerning the confidentiality and management of the client file seeks to ensure the quality of services and the respect of confidentiality for all information concerning clients using services of the Kebaowek Health Centre.

1.2 The population of Kebaowek will be informed of the content of this protocol and the rights and duties it involves.

1.3 All employees of the Kebaowek Health Centre are bound by the rules of this protocol concerning the confidentiality and management of the client file.

2. Basic principles concerning the client file

2.1 The client file is made up of a confidential, exact, precise written report that is as complete as possible of the client's former and current physical, psychological, and social conditions. The main purpose of this work instrument is to help the Kebaowek Health Centre steadily provide an appropriate service to its clients.

2.2 The client is defined as any person or group to whom the services are provided within the Algonquin health services of Kebaowek.

2.3 The health worker is defined as any person who, carrying out functions within the Algonquin health services of Kebaowek, takes professional action of a social, medical, psychological, paramedical or nursing nature.

2.4 All of the information concerning a client, all required by a legal or quality requirement, is recorded in a (medical or social) file.

2.5 Kebaowek Health Centre is required to open and hold a file in the name of the client receiving services there.

2.6 The file belongs to the client and Kebaowek Health Centre has custody of it.

2.7 Any person working for Kebaowek Health Centre and having access to information concerning the clients is bound by professional secrecy.

3. The file's content

3.1 In order to respect the law and guarantee the efficiency of our system, the client will be correctly identified on the sheet upon registration. This information is found on the "information sheet" recorded in the file.

3.2 To register at the Kebaowek Health Centre, a person must supply the following information: his name and surname, address, postal code, birthplace, the names and surnames of his father and mother, birth date, sex and RAMQ card number. During subsequent visits to the former, this basic information will be updated.

4. Documents required by the Act

4.1 The file must correctly reflect the state of the client's situation in order to properly inform the decisions and recommendations that the files health workers must make. To this effect, all meaningful interventions made by Kebaowek Health Centre health workers must be recorded in his file.

4.2 The file held by the Kebaowek Health Centre namely includes:

4.2.1 A summary sheet;

4.2.2 The medical, psychosocial or beneficiary-autonomy assessment;

4.2.3 The diagnostic reports;

4.2.4 The orders;

4.2.5 The progress notes written by the nurses, doctors and all members of the clinical staff.

4.3 In accordance with the services provided and the elaborated procedures, forms can be developed and added to the preceding list.

4.4 The various formulas to be used concerning the file are determined in accordance with the operational needs of each program or in virtue of laws and regulations in force. The creation of a new form must be entered into the procedure described in section 14 of this protocol.

5. Refusal of treatment

5.1 A client can sign a refusal form after having been informed of the eventual consequences of his refusal and once the health worker has ensured the client's full understanding.

6. Client file access policy

6.1 An Act respecting Access to documents held by public bodies and the Protection of personal information proclaims as follows:

Article 9: "Every person has a right of access, on request, to the documents held by a public body.

The right does not extend to personal notes written on a document or to sketches, outlines, drafts, preliminary notes or other documents of the same nature."

Article 10: "The right of access to a document may be exercised by examining it on the premises during regular working hours or by remote access.

The applicant may also obtain a copy of the document, unless reproducing it would endanger its preservation or raise serious practical difficulties owing to its form.

At the request of the applicant, computerized documents must be communicated in the form of a written and intelligible transcript."

6.2 The client file is subject to the strictest confidentiality as indicated by the legislator in the Act respecting health services and social services and An Act respecting Access to documents held by public bodies and the Protection of personal information: Article 19 (AHSSS): "The record of a client is confidential and no person may have access to it except with the consent of the client or the person qualified to give consent on his behalf, on the order of a court or a coroner in the exercise of his functions, where

this Act provides that an institution may be required to release information contained in the record or where information is communicated for the purposes of the Public Health Act" (AHSSS, Article 19).

Nonetheless, a professional can look into a file for the purposes of study, teaching and research, with the authorization of the Health & Social Services Director.

6.3 According to Article 83 of An Act respecting Access to documents held by public bodies and the Protection of personal information and Article 17 of the Act respecting health services and social services the client has direct access to his file and can obtain a copy of it.

Article 83: "Every person has the right to be informed of the existence of nominative information concerning him in a personal information file.

Every person has the right to obtain any nominative information kept on him.

Notwithstanding the foregoing, a minor under fourteen years of age is not entitled to be informed of the existence of or to obtain nominative information of a medical or social nature which concerns him, contained in the record established by a health or social services institution referred to in the second paragraph of section 7."

Article 17, AHSSS: "Every client 14 years of age or over has right of access to his record. However, the institution may deny him access to it temporarily if, on the advice of his attending physician or the physician designated by the executive director of the institution, communication of the record or any part thereof would likely be seriously prejudicial to the client's health. In that case, the institution, on the recommendation of the physician, shall determine the time at which the record or the part thereof to which access has been denied can be communicated to the client, and notify him thereof."

7. Client files access by health worker

7.1 In order to preserve confidentiality at the Kebaowek Health Centre, the client files are kept in an office that remains locked in the absence of the receptionist or all other persons authorized to have access to it. This office is safe from a confidentiality point of view (accessibility and control) and protection (against fire, theft, etc.). Here we find all the material necessary for the conservation, handling and consultation of client files.

7.2 Only a member of the professional staff of the Kebaowek Health Centre can have access to a client file in the exercise of his functions.

7.3 The consultation of a file by a professional is only done for strictly professional reasons. (AHSSS, article 7).

7.4 A professional can pick up a file for study, research or teaching purposes, with the written authorization of the health services director.

7.5 A professional who is not part of the Kebaowek Health Centre staff can pick up a file for study, research or teaching purposes, only after obtaining the written authorization of the Kebaowek health services director.

7.6 The client files must be consulted on the spot, meaning in the offices of the Kebaowek Health Centre.

7.7 If important file outputs are necessary, a specific agreement must be made with the health services director. This agreement should seek to guarantee the keeping of confidential information and the physical integrity of files.

7.8 The other persons authorized to have access to client files are the receptionist and her replacement, who have functions that oblige them to handle files. Nonetheless,

these persons do not have access to the file content. They have access to files for filing, organization and consultation, for the purpose of planning an appointment, a lab or a consultation with a health professional or to ensure the application or the renewal of a prescription.

In all cases these persons are held to the same strict confidentiality obligations as the Centre's medical staff.

7.9 The members of the Kebaowek Health Centre other than health professionals who can have limited access to client files have signed a corporeal oath where it is mentioned that they commit themselves to respecting professional secrecy and to not disclose at any time information on beneficiaries and or the content of their files.

7.10 Considering the practice of all persons working for the Kebaowek Health Centre, each person is required to respect confidentiality.

This confidentiality applies to information of any nature brought to their attention (voluntarily or by chance) and which concerns the client's private life and identity. As a result, all persons working within the Kebaowek Algonquin health services team are required to sign a corporeal oath in which it is mentioned that they agree to respect professional secrecy and to not disclose at any time information on beneficiaries and or the content of their files.

8. Client access

8.1 In compliance with Articles 17 and 23 of the Act respecting health services and social services and Article 83 of An Act respecting Access to documents held by public bodies and the Protection of personal information; the following persons have access to the client file:

8.1.1 The client (including a minor aged 14 years and over),

8.1.2 The holder of parental authority,

However, according to the Act respecting health services and social services:

"However, an institution shall refuse to give the holder of parental authority access to the record of a client who is a minor where

1) The client is under 14 years of age, an intervention within the meaning of section 2.3 of the Youth Protection Act (chapter P-34.1) has been made in his regard or a decision respecting him has been made under the said Act, and the institution, after consulting the director of youth protection, determines that communication of the record of the client to the holder of parental authority will or could be prejudicial to the health of the client;

2) The client is aged 14 years or over and, after being consulted by the institution, refuses to allow his record to be communicated to the holder of parental authority and the institution determines that communication of the record of the client to the holder of parental authority will or could be prejudicial to the health of the client."

9.1.3 The heirs and legal representatives of client (executor, testamentary, curator, guardian),

9.1.4 A professional for the purposes of study, research or teaching with authorization from the health services director.

8.2 By access we mean the possibility of becoming aware of or picking up and/or authorizing a third party to receive a copy or summary of the file.

8.3 When an access request to a client file is made, Kebaowek Health Centre must ensure that it meets the legal requirements as soon as possible.

8.4 Nonetheless, according to Article 18 of the Act respecting health services and social services, a client does not have the right to be informed of the existence nor receive communication of information concerning him and the content of his file which was supplied about him by a third party and of which the communication of the information's existence would allow for the identification of the said third party, unless the latter has consented in writing that this information and its origin be revealed to the client. Nonetheless, this does not apply when the information was supplied by a health or social services professional or an employee of the establishment in the exercise of his functions.

8.5 Any client or client representative of good standing who has been provided information of a medical or social nature in a client file has the right to request and obtain assistance to fully understand the nature and the implications of the provided information.

9. Information requests over the phone by the client

9.1 Information requests by telephone must be processed carefully. No medical information may be disclosed by telephone except in the event of an emergency. It is important to ensure oneself of the caller's identity and conserve his coordinates for future reference.

10. Access by a third party with the client's explicit authority

10.1 The client aged 14 years and over and his representative have the right to have the establishment forward to another institution or to a professional designated by him, a copy, excerpt or summary of his file as soon as possible (AHSSS, art. 24; volume "Legal access to client health files", Rule 17).

11.1.1 The authorization must be written and include the original signature of the client or his representative. The authorization must specify to whom the information can be forwarded.

11.1.2 This information must also include its period of validity.

11.1.3 The client can at any time verbally revoke such an authorization.

11.1.4 A third party cannot become acquainted with information that are subject to an exclusion of access because they were supplied by a third party other than health and social services professionals.

10.2 Article 21 (AHSSS): "At the request of a client, an institution must send a copy or summary of, or an extract from, the client's record as soon as possible to another institution or to a professional.

However, where the request of the client is made for study, teaching or research purposes, the institution may require consent in writing as provided for in section 19.1."

11. Third-party access without client authorization

11.1 Considering the requirements of certain acts, communication of and access to the client file can be carried out without the client's authorization if the physical and moral persons are the following:

11.1.1 Professional (study, teaching, research). A professional with the authorization of the health services director, for study, teaching or research purposes (AHSSS, art. 19, 2nd paragraph; volume "Legal access to client health files", Rule 39);

11.1.2 Public organization in the exercise of a mandate or during the implementation of a program managed by the organization. These communications must be carried out within a written agreement (volume "Legal access to client health files", Rule 58);

11.1.3 Professional orders. Professional orders in cases allowed by the Professional Code (volume "Legal access to client health files", Rule 44);

11.1.4 Court order. Any person holding a court order (volume "Legal access to client health files", Rule 63). One must ensure that the applicant is the same person as the one mentioned in the order and a copy of the order must be kept in the file;

11.1.5 Councils and committees. The members of councils and committees that perform a function of quality-assessment for the actions taken by the health workers, within the limits of their mandate (volume "Legal access to client health files", Rule 51);

11.1.6 *Commission de la protection des droits de la jeunesse* and the Youth Protection director. A member of the *Commission de la direction des droits de la jeunesse* has access to any pertinent file for a child, even in the event of an adult's file, provided that knowledge of this file appears pertinent to the committee in charge of studying the child's case (volume "Legal access to client health files", Rule 47);

11.1.7 Holder of parental authority. The holder of parental authority unless he is refused access to the file in virtue of Article 21 of the AHSSS (volume "Legal access to client health files", Rules 13 and 14);

11.1.8 Holder of a search warrant. The holder of a search warrant (volume "Legal access to client health files", Rule 53). The holder of a warrant must prove his identity and a copy of the warrant must be kept in the file;

11.1.9 Coroner. The coroner in cases allowed by the act (volume "Legal access to client health files", Rule 80);

11.1.10 Spouse, ancestors, direct descendants of a deceased client. The spouse, ancestors, direct descendants of a deceased client have the right to receive information relating to his cause of death, unless the deceased client has recorded in writing his refusal to grant this right of access. (AHSSS, art. 23, 2nd paragraph; volume "Legal access to client health files", Rule 68).

12. Distribution of client files

12.1 The control of the distribution of client files is ensured by the person in charge of the health centre's reception (the receptionist). Only this person, her replacement, the Kebaowek Health Centre nurses or a professional authorized by the health services director are authorized to take a file out from the archives.

12.2 Saving all exceptions, all the files must be returned to the archives every day before the closing of the health centre.

12.3 It is strictly forbidden for a health worker to transport or hold a file or a copy of a file or part of a client file in his residence.

12.4 When a duly authorized person must transport a file outside the establishment, he must do so in a manner ensuring the protection, integrity and absolute confidentiality of the document.

12.5 It is to be noted that the AHSSS concerning the confidentiality of files ends in mentioning the preponderance of this one:

Article 28: "Sections 17 to 27 apply notwithstanding the Act respecting Access to documents held by public bodies and the Protection of personal information (chapter A-2.1)."

13. Creation of client forms

13.1 The team of professionals at the Kebaowek Health Centre can create forms for writing reports, exams, assessments or follow-ups that meet local needs. These new forms will always be elaborated in teamwork involving at least two (2) health workers.

13.2 A new form before becoming part of the tools to be included in the files must receive the approval of the health services director to whom the authors were to have submitted a report presenting the *raison d'être* of this form, its functions, its purposes. In addition, it would be desirable for the authors to obtain the recommendations of an archivist before integrating any new form.

13.3 When a form is approved and designed according to procedure, the health services director sees to it that the health workers are informed of the availability of this new form.

13.4 The establishment procedure of forms for client files will be subsequently defined with more precision. Until then, any new client file form must present:

- In the upper left-hand corner: The identification of the Kebaowek Health Centre;
- In the upper right-hand corner: a space to identify the client by addressograph or handwriting;
- In the lower left-hand corner: the date of the design or revision of the form and its identification number;
- At the top, centre: The title of the form.
- At the bottom, centre: The title of the form.

CONFIDENTIALITY AGREEMENT

During my association with the Kebaowek Health and Wellness Center, I will have access to information and material relating to clients, medical staff, employees, and other individuals of Kebaowek First Nation, which is of a private and confidential nature.

I agree to respect the confidentiality of matters dealt with in the course of my time spent at the Kebaowek Health and Wellness Center and I shall respect the privacy and dignity of the organization's clients, employees, and all associated individuals. I agree that the terms outlined in this agreement will remain in force even if I cease to have an association with the Kebaowek Health and Wellness Center.

I will treat all Kebaowek Health and Wellness Center client, administrative, contract, human resources, statistical, educational, research, cultural and financial information as confidential information, and I will protect all information to ensure full confidentiality. This obligation applies to information in any form (e.g. written, electronic or oral).

I understand that during my association with the Kebaowek Health and Wellness Center, I may be sharing facilities and databases with employees of other Health Departments. Access to the personal health information in the custody of each Department will be restricted to its own employees and other authorized individuals, except where there is express consent from a client to share information or where it is necessary to provide health care to a particular client.

I agree to respect the following rules regarding the treatment of confidential information:

- I will only access confidential information that I need to know to perform my job duties or to meet my responsibilities with the Kebaowek Health and Wellness Center.
- I will not search for or access any client or employee information for any reason not related to the performance of my job duties.
- Where I am sharing facilities and databases with employees of other departments, I will abide by my responsibilities to ensure the confidentiality of information for clients of the Kebaowek Health and Wellness Center.
- I will not engage in discussions about confidential information in public areas either inside or outside the Kebaowek Health and Wellness Center.
- I shall ensure that confidential information is not inappropriately accessed, used, or released either directly by me, or by virtue of my signature, security pass or username and password, under any circumstances.
- I will only access, process, and transmit confidential information using authorised hardware, software and other equipment provided by the organization.
- I understand that I cannot remove or disclose confidential records or material, either on a permanent or temporary basis, from the Kebaowek Health and Wellness Center, unless authorized to do so by the organization's Administration or as required by law.
- I will keep all confidential and/or personal health information to which I have access secure from unauthorized access, use, disclosure, copying, modification or disposal and I will follow all steps required to do so.
- I will immediately report the fact that confidential information in my possession has been stolen or lost as well as any other violations of the above rules to the Kebaowek Health and Wellness Center Direction without threat of penalty for doing so.

I understand that the organization will conduct regular audits to ensure confidential information is protected against unauthorized access, use, disclosure, copying, modification or disposal.

I have read this Agreement. I understand and agree that if I fail to comply with the conditions outlined in this agreement, I may be subject to corrective action, up to and including termination of my employment, termination of a contract, legal action, or any similar action as determined by the Council of Kebaowek First Nation.

APPENDIX 3

NURSING SUPERVISION

Nursing Competency framework

Implementation Plan

- | |
|---|
| <ul style="list-style-type: none">○ <u>Mandate:</u>○ Implementation of the competencies framework in First Nation communities in order to support the nurses' specific practice |
| <ul style="list-style-type: none">○ <u>Community:</u>○ KEBAOWEK FIRST NATION○ <u>Data on strengths and current challenges of the mandate:</u><ul style="list-style-type: none">○ <u>Strengths</u><ul style="list-style-type: none">● Good communication, established relationship between Nursing, Management and staff● Small nursing staff● Performance evaluation tool available (no Impl't for nsg dept prior) therefore use this framework as a beginning and introduce both as same time○ <u>Challenges</u><ul style="list-style-type: none">● No formal process in place currently● Time● Time/planning phase (at beginning with Director, HR, Council)○ <u>Completion stages:</u><ul style="list-style-type: none">● For Nurses #3 Vague awareness● For Leaders NIC/Managers/H. Director #3 & #4, leadership (Council) #1,● Community #1 |

<ul style="list-style-type: none"> ○ OBJECTIVE #1 ○ Acquiring the specific knowledge base on nursing competency and the established framework to be able to assess the current situation and identify the needs /gaps within our Nursing department/ Health Centre organization 				
○ Strategy	○ Intended for	○ Activity	○ Person in charge	○ Timeline
<ul style="list-style-type: none"> ○ Increasing self knowledge with resources team on board ○ (HC resources. Ie.HD, HR-Mgrs-Council and possibly with neighboring communities) 	<ul style="list-style-type: none"> ○ Clinical Programs Manager 	<ul style="list-style-type: none"> • Attend Training session on Msg competency in FN communities • Acquire framework for Nsg competency • Acquire additional /supportive information and HResources within our establishment • Develop working relationship and plan with resources (set the guidelines /policy in house) 	<ul style="list-style-type: none"> ○ Clinical nursing manager and Health Director 	<ul style="list-style-type: none"> ○ 2018

<ul style="list-style-type: none"> ○ Objective #3 ○ Between local group or internally HDirector and M'gmt ,set up role out -Implementation steps for framework to staff 				
○ Strategy	○ Intended for	○ Activity	○ Person in Charge	○ Timeline
<ul style="list-style-type: none"> ○ Breakdown of role out by competency. Include in a monthly meeting with nurses (1 competency per month) ○ Concept intro to self assessment together over 1 year 	<ul style="list-style-type: none"> ○ Clinical manager ○ + ○ Direction 	<ul style="list-style-type: none"> ● Role out of the concepts to Nursing staff ● Review transmission of framework and its application within our health centre ● Set /divide framework into workable # of sessions ● Hold sessions ● Review /role out of self assessments tool ● Staff to complete self assessments exercise ● Followup meeting to discuss according to areas of development that need support ● Evaluate process of role out, the tool, make changes where necessary ● Training/ Professional development plan 	<ul style="list-style-type: none"> ○ Nsg Manager ○ (Co-Resp/support: Health Director initially and then as needed) 	<ul style="list-style-type: none"> ○ Monthly meetings ○ over 7-12 months (2019)

APPENDIX 4

KEBAOWEK HEALTH & WELLNESS CENTRE INVENTORY CHECK LIST (MARCH 2018)

○	ARCHIVES	○ "GLOBAL" 4 DRAWER FILING CABINET	○ 1
○		○ "MONTEL" FILING CABINET	○ 1
○		○ SHELF TABLE W/ WHEELS	○ 1
○		○ CHART HOLDERS W/ WHEELS	○ 2
○		○ 5 SHELF BOOKCASE	○ 1
○		○ "SENTRY" SAFE	○ 1
○		○ TABLE WITH WHEELS	○ 1
○		○ INDUSTRIAL PAPER SHREDDER	○ 1
○		○	○
○	RECEPTION	○ "EPSON 3520" FAX MACHINE	○ 1
○	(JENNIFER K)	○ "JABRA" HEADSET PHONE	○ 1
○		○ "WHEELWRITER 3" IBM TYPEWRITER	○ 1
○		○ "ACER" COMPUTER & MONITOR	○ 1
○		○ "HP COMPAQ" COMPUTER & "ACER" MONITOR	○ 1
○		○ 4 SHELF BOOKCASE	○ 1
○		○ 2 DRAWER DESK	○ 1
○		○ CHAIRS WITH WHEELS	○ 2
○		○ DYMO LABEL WRITER 450	○ 1
○		○ COAT RACK	○ 1
○		○ 2 DOOR TABLE DESK	○ 1
○		○	○
○	WAITING AREA	○ CHAIRS	○ 4
○		○ 3 SLOT WALL PAMPHLET HOLDER	○ 1
○		○ FLOOR MODEL PAMPHLET HOLDER	○ 1
○		○ 4 SHELF BOOKCASE	○ 1
○		○ FRAMED EAGLE PRINT	○ 1
○		○ "SKY POLSON" ART WORK	○ 1
○		○ SM COFFEE TABLE	○ 1
○		○ WALL CALENDAR	○ 1
○		○ DISPLAY TABLE	○ 1
○		○ SMALL PHOTO PRINTS	○ 6
○	STORAGE (BEHIND KITCHEN)	○ COMPUTER NETWORK	○ 1
○		○ KITCHEN SUPPLIES	○ 1

○	○ 3 DRAWER PLASTIC BINS	○ 3
○	○ 7 SHELF BOOKCASE	○ 1
○	○	○
○ HOMECARE NURSE	○ "GLOBAL" 4 DRAWER FILING CABINET	○ 1
○ (BONNIE)	○ 4 SHELF BOOKCASE	○ 1
○	○ WALL MOUNTED OTO/OPHOLMOSCOPE	○ 1
○	○ CHAIRS	○ 2
○	○ OFFICE CHAIR W/ WHEELS	○ 1
○	○ 2 DRAWER DESK	○ 1
○	○ DESK LAMP	○ 1
○	○ "HP" COMPUTER & "ACER" MONITOR	○ 1
○	○ COAT HOOK	○ 1
○	○ BULLETIN BOARD	○ 1
○	○ MEDICAL SUPPLY BAG	○ 1
○	○ "FELLOWES" SHREDDER	○ 1
○	○ CLOCK	○ 1
○	○ ELECTRIC SCALE	○ 1
○	○ HAND ANEROID SPHYGMOMANOMETER MULTI-CUFF KIT	○ 1
○	○ STETHOSCOPE CLASSIC 11 LITTMAN	○ 1
○	○ CLIP/STAPLE REMOVER	○ 1
○	○ O ₂ SAT MONITOR	○ 1
○	○ ABDOMINAL PADS (5X9)	○ 16/box
○	○ LISTER BANDAGE SCISSORS	○ 1
○	○ SPENCER STITCH SCISSORS	○ 1
○	○ DIAGNOSTIC SET OTO/OPHTALMOSCOPE	○ 1
○	○ TAPE MEASURE 60" VINYL	○ 1
○	○ LATEX GLOVES NON-STERILE	○ 100/box
○	○ LATEX GLOVES STERILE	○ 100/box
○	○ ANTISEPTIC HAND GEL	○ 118 ml
○	○ GAUZE PADS STERILE 2X2	○ 50/box
○	○ GAUZE PADS STERILE 4X4	○ 50/box
○	○ ALCOHOL WIPES	○ 200/box
○	○ TELFA PADS 2X3	○ 100/box
○	○ TELFA PADS 3X4	○ 100/box
○	○ PAPER BAGS	○ 100/box
○	○ SHARPS COLLECTOR	○ 1
○	○ TAPE MICROPORE 1"	○ 12/box
○	○ TAPE TRANSPORE 1"	○ 12/box
○	○ STRETCH GAUGE 2"	○ 12/box

○	○ STRETCH GAUGE 3"	○ 12/box
○	○ STRETCH GAUGE 4"	○ 12/box
○	○ STRETCH GAUGE 6"	○ 6/box
○	○ NORMAL SALINE FOR IRRIGATION	○ 100ml
○	○ ACCUTREND GC	○
○	○ CONTOUR GLUCOMETER	○
○	○ CONTROUR TEST STRIPS	○
○	○ SYRINGES 10ML	○
○	○ SYRINGES 3ML	○
○	○ NEEDLES 25GAUGE 1"	○
○	○ HYPAFIX 5CMX10M	○
○	○ HYPAFIX 10CMX10M	○
○	○ SYRINGE 20CC	○
○	○ SYRINGE 60ML	○
○	○ TWEEZERS	○
○	○ EYE PATCH	○
○	○ STERI-STRIP ½"X4	○
○	○ STERI-STRIP ¼"X3	○
○	○ TEGADERM 4"X4 ¾"	○
○	○ TEGADERM 2 ¾"X2 ¾"	○
○	○ JELONET 5CMX5CM	○
○	○ GAUZE PADS 3X3	○
○	○ SKIN PREP	○
○	○ ADHESIVE REMOVER	○
○	○ EMERGENCY BLANKET	○ 1
○	○ PIQUE	○ 2
○	○ 3 DRAWER LOCK CABINET ON WHEELS	○ 1
○	○ ROUND CHAIR STOOL ON WHEELS	○ 1
○	○ FOOTCARE/DENTAL CHAIR	○ 1
○	○ FOOT STOOL	○ 1
○	○ FOOTCARE VACUUM	○ 1
○	○ UTENSIL STERILIZER CONTAINER	○ 1
○	○ 5 DRAWER PLASTIC BIN ON WHEELS	○ 1
○	○ SCALE	○ 1
○	○ DREMEL	○ 1
○	○ FOOTCARE SUPPLIES	○ 1
○	○ WALL MOUNTED OTO/OPHOLMOSCOPE	○ 1
○	○ WALL MOUNTED SPYMANOMETTE	○ 1
○	○ DREMEL	○ 1
○	○ FOOTCARE SUPPLIES	○ 1
○	○ WALL MOUNTED OTO/OPHOLMOSCOPE	○ 1

○	○	WALL MOUNTED SPYMANOMETTE	○	1	
○	○		○		
○	MEDICAL TRANSP.	○	"HP" COMPUTER & MONITOR	○	1
○	(PRISCILLIA)	○	SAFE	○	1
○		○	TV STAND	○	1
○		○	3 SHELF BOOKCASE	○	2
○		○	SMALL BOOKCASE	○	2
○		○	2 DRAWER DESK	○	1
○		○	HP LASER SCANNER PRINTER	○	1
○		○	4 DRAWER FILING CABINET	○	1
○		○	2 DRAWER FILING CABINET	○	1
○		○	SHOPVAC	○	1
○		○	OFFICE CHAIR WITH WHEELS	○	1
○		○	CHAIRS	○	2
○		○	CLOCK	○	1
○		○	FILING CART	○	1
○		○	KEY SAFE	○	1
○		○	LAMP	○	1
○		○	CORK BOARD	○	1
○		○	DESK	○	2
○		○		○	
○	BIOMEDICAL	○	MFC 13M3BWO FREEZER	○	1
○		○	BIO-WASTE SUPPLIES	○	1
○		○		○	
○	HALL CLOSET	○	"RICOH MP C4501" PRINTER	○	1
○		○	SCALE	○	
○		○		○	
○	DATA ENTRY CLERK	○	CHAIRS	○	2
○	(DONNA)	○	"GLOBAL" 4 DRAWER FILING CABINET	○	1
○		○	COMPUTER & MONITOR	○	1
○		○	4 SHELF BOOKCASE	○	1
○		○	PRINTER HP LASERJET 2600D	○	1
○		○	COAT RACK	○	1
○		○	BACK-UP SAVER	○	1
○		○	OFFICE CHAIR WITH WHEELS	○	1
○		○	FILING CART WITH WHEELS	○	1
○		○	CLOCK	○	1
○		○	CORK BOARD	○	2
○		○		○	
○	DIABETES &	○	4 SHELF BOOKCASE	○	2

○ SPORTS LEISURE	○ "DELL" COMPUTER & MONITOR	○ 2
○ (VIRG & MITCH)	○ "GLOBAL" 4 DRAWER FILING CABINET	○ 2
○	○ DESK LAMPS	○ 2
○	○ COAT RACK	○ 1
○	○ CHAIRS	○ 3
○	○ LARGE 6 SHELF WIRE RACK	○ 1
○	○ "HP" PRINTER	○ 1
○	○ "CANON" PRINTER	○ 1
○	○ "SHRED MASTER" SHREDDER	○ 1
○	○ "SWINGLINE" SHREDDER	○ 1
○	○ 12" DIGITAL FRAMES	○ 2
○	○ BULLETIN DISPLAY BOARDS	○ 3
○	○ OFFICE CHAIR WITH WHEELS	○ 2
○	○ 2 DRAWER FILING CABINET	○ 1
○	○ CLOCK	○ 1
○	○	○
○ CPM	○ CHAIRS	○ 2
○ (TINA)	○ "ACER" COMPUTER & MONITOR	○ 1
○	○ 4 SHELF BOOKCASE	○ 1
○	○ "GLOBAL" 3 DRAWER FILING CABINET	○ 1
○	○ COAT RACK	○ 1
○	○ DESK LAMP	○ 1
○	○ "HP LASERJET 1020" PRINTER	○ 1
○	○ CORK BOARD	○ 1
○	○ OFFICE CHAIR WITH WHEELS	○ 1
○	○	○
○ HEADSTART	○ 2 DRAWER DESK WITH HUTCH	○ 1
○ DENTAL HYGIENIST	○ DESK	○ 1
○ (LYNN & NAOMI)	○ CHAIR	○ 1
○	○ "ACER" COMPUTER & MONITOR	○ 1
○	○ LAPTOP	○ 1
○	○ SIRIUS RADIO	○ 1
○	○ OFFICE CHAIR WITH WHEELS	○ 1
○	○ TABLET	○ 1
○	○ PAPER SHREDDER	○ 1
○	○ 4 SHELF METAL SHELF	○ 1
○	○ 4 SHELF BOOKCASE	○ 3
○	○	○

○ JANITOR ROOM	○ CLEANING SUPPLIES	○ 1
○	○ CLEANING SUPPLY CART W/ WHEELS	○ 1
○	○	○
○ EHO LAB	○ MODEL 1545 INCUBATOR	○ 1
○	○ QUANTI-TRAY SEALER MODEL 2X	○ 1
○	○ MODEL-B-160 BLACK LIGHT LAMP	○ 1
○	○ CHAIR	○ 1
○	○ FOOT STOOL	○ 1
○	○ EXAMINATION BED/TABLE	○ 1
○	○	○
○ RESOURCES	○ FLIP CHART	○ 2
○	○ TV STAND, TOSHIBA TV, SONY VCR	○ 1
○	○ "EPSON" SCANNER	○ 1
○	○ 4 SHELF BOOKCASE	○ 1
○	○ OFFICE SUPPLIES	○
○	○	○
○ KITCHEN	○ SMART BOARD	○ 1
○	○ CHAIRS	○ 16
○	○ TABLE SHELVES	○ 2
○	○ "GE" FREEZER	○ 1
○	○ TIM HORTONS COFFEE MAKER	○ 1
○	○ TABLES	○ 5
○	○ WATER COOLER	○ 1
○	○ "BLACK & DECKER" TOASTER OVEN	○ 1
○	○ "PROCTOR" COFFEE MAKER	○ 1
○	○ 1100 WATT MICROWAVE OVEN	○ 1
○	○ "MCCLARY" FRIDGE	○ 1
○	○ "MCCLARY" STOVE	○ 1
○	○ "PHILIPS" ELECTRIC KETTLE	○ 1
○	○ BULLETIN BOARD	○ 1
○	○ CUTLERY (SET FOR 8 PEOPLE)	○
○	○ DISHWARE (SET OF 8 PEOPLE)	○
○	○ POTS & PANS (SET OF SIX)	○
○	○ "BRAUN" PROCESSOR	○ 1
○	○ HAND MIXER	○ 1
○	○ MICROWAVE STAND	○ 1
○	○ SMALL ART PRINTS	○ 2
○	○ COFFEE GRINDER	○ 1
○	○ "DELL" LAPTOP	○ 1
○	○ FLIP CHART	○ 1
○	○	○

○ COMMUNITY HEALTH	○ "GLOBAL" 4 DRAWER FILING CABINET	○ 1
○ NURSE	○ 4 SHELF BOOKCASE	○ 1
○ (HELENE)	○ CHAIRS	○ 2
○	○ DESK	○ 1
○	○ COMPUTER	○ 1
○	○ MONITOR	○ 1
○	○ COAT RACK	○ 1
○	○ DESK LAMP	○ 1
○	○ BULLETIN BOARD	○ 2
○	○ "FELLOWES" PAPER SHREDDER	○ 1
○	○ "DYMO" LABEL MAKER	○ 1
○	○ "SIRIUS" RADIO	○ 1
○	○ OFFICE CHAIR WITH WHEELS	○ 1
○	○ CLOCK	○ 1
○	○ FILING CHART TABLE	○ 1
○	○	○
○ HEALTH DIRECTOR	○ CHAIRS	○ 2
○	○ TABLE	○ 1
○	○ "GLOBAL" 4 DRAWER FILING CABINET	○ 1
○	○ 2 SHELF 2 DOOR FILING CABITER	○ 1
○	○ COAT RACK	○ 1
○	○ COMPUTER	○ 1
○	○ MONITOR	○ 2
○	○ "FELLOWES" PS70-2 PAPER SHREDDER	○ 1
○	○ DESK LAMP	○ 1
○	○ "HP OFFICEJET 6700" PRINTER	○ 1
○	○ DESK (L SHAPE)	○ 1
○	○ DESK HUTCH (2 DRAWER-2 DOOR SHELF)	○ 1
○	○ OFFICE CHAIR WITH WHEELS	○ 1
○	○	○
○ CLINICAL MNGR	○ DESK (L SHAPE)	○ 1
○ (JENNIFER P)	○ COMPUTER	○ 1
○	○ MONITOR	○ 1
○	○ CHAIRS	○ 2
○	○ OFFICE CHAIR WITH WHEELS	○ 1
○	○ CLOCK	○ 1
○	○ 4 DRAWER FILING CABINET	○ 1
○	○ 2 DRAWER FILING CABINET	○ 1

○	○	○
○	CLINIC	○ (LUXO) MAGNIFYING LAMP
○	○	○ TUTTNAUER 1730 STEAM STERILIZER
○	○	○ INFANT TABLE SCALE (RITTER 109) WITH DRAWERS
○	○	○ EXAMINATION BED (RITTER 104)
○	○	○ LAB TEST CHAIR
○	○	○ WALL MOUNTED OTO/OPHALMOSCOPE
○	○	○ WALL MOUNTED SPYMO MANOOMETRE
○	○	○ PORTABLE BABY SCALE (TANITA)
○	○	○ CHAIRS WITH WHEELS
○	○	○ BIOMEDICAL REFRIGERATOR (SANYO)
○	○	○ FIRST AID BAG WITH O ₂ TANK
○	○	○ (WELCH ALLYN) WALL CABINET WITH ALARM
○	○	○ WATERGEL FIRE BLANKET PLUS
○	○	○ FIRST AID BAGS (1 BLUE - 1 ORANGE – 2 RED)
○	○	○ O/2 CYLINDER SUPPLIES
○	○	○ FOOT STOOL
○	○	○ TABLE WITH WHEELS
○	○	○ DIGITAL SCALE
○	○	○
○	MEDICAL EQUIPMENT	○ HOSPITAL BED
○	○	○ PRS CRUTCHES (WOOD)
○	○	○ INFLATABLE RUBBER RINGS
○	○	○ BREAST PUMPS (AMEDA)
○	○	○ 12" CHROME GRAB BAR
○	○	○ RESUSCI-ANNE
○	○	○ CAR SEAT (10-18 KG)
○	○	○ HAMILTON BEACH FOOD PROCESSOR
○	○	○ RAISED TOILET SEAT
○	○	○ TOILET SEAT WITH HANDLES
○	○	○ COMPRESSOR NEBULIZER SYSTEMS
○	○	○ INTERNAL COMPACT DELIVERY SYSTEM
○	○	○ MATTRESS
○	○	○ SITZ BATH
○	○	○ LS 135 LIGHT ON WHEELS (WELCH ALLYN)
○	○	○ BATH BENCH WITH WHEELS

APPENDIX 5

LIABILITY



KEBAOWEK FIRST NATION

The following insurance coverage has been effected on your behalf :

First Nations Program :

*Composite Mercantile (incl. Accident)
Umbrella
Automobile & ATV/Snowmobile
Hull and Machinery (Marine)*

Policy Period

June 30, 2018 to June 30, 2019 except :

Marine : July 23, 2018 to July 23, 2019

at 12.01 a.m. standard time at the insured's address.

Insurers

*Northbridge Insurance &
Certains souscripteurs du Lloyds &
AVIVA Canada &
CNA Canada*

Premium

(excluding pollution for storage tanks)

This document is intended for use as evidence that the insurance coverage described have been effected / This confirmation of insurance is subject to the terms and conditions of the policy to be issued. Insurer's policies or certificates will be issued and delivery shortly, where upon this confirmation of insurance will automatically become void. The premium indicated is provisional only and shall be adjusted, if necessary, upon receipt of the policy. Immediate written notice of any discrepancy, inaccuracy, or any change, which materially affects the risk, must be given to the office.



Composite Mercantile / Umbrella / Automobile / ATV-Snowmobile / Marine
Confirmation of insurance

Kebaowek First Nation

PREMIUM BREAKDOWN

Coverage	Premium
Property	\$69,834
Boiler and Machinery	\$550
Contractors Equipments	\$3,636
Commercial General Liability (including pollution, public officers and professional liability)	\$8,822
Umbrella Liability	\$3,500
Disappearance, Destruction & Dishonesty (Crime)	\$600
Automobile	\$13,489
ATV/Snowmobile	\$1,533
Hull and Machinery (Marine)	\$1,500
Fees	Nil
Premium including fees	\$93,464



**Composite Mercantile / Umbrella / Automobile / ATV-Snowmobile / Marine
Confirmation of Insurance**

Kebaowek First Nation

INSURED'S NAME

Kebaowek First Nation, Kebaowek Land Management inc., Taxi-Tem, Eagle Village First Nation

POSTAL ADDRESS

P.O. Box 756, Temiscaming, Quebec J0Z 3R0

INSURERS

Northbridge Insurance & Certains souscripteurs du Lloyd's (Composite Mercantile)

Northbridge Insurance (Umbrella)

AVIVA Canada (Automobile and ATV/Snowmobile)

CNA (Marine)

POLICY NUMBER

FNC0448 / CBC0726245 / 6941234605 / 6941236493 / 2944557

POLICY PERIOD

June 30, 2018 to June 30, 2019 except on Marine Insurance : July 23, 2018 to July 23, 2019
at 12:01 a.m. standard time at the insured's address

INSURANCE PROGRAM

As per the enclosed coverages provided by the insurer



**Composite Mercantile / Umbrella / Automobile / ATV-Snowmobile / Marine
Confirmation of insurance**

Kebaowek First Nation

PROPERTY AND BOILER AND MACHINERY

Insurers

Lloyds – 75% and Northbridge – 25% except
Boiler and Machinery : 100% Northbridge

Limit of Liability

Commercial buildings and contents	\$12,876,723
Residential Buildings and Contents	\$7,530,000
Contractors equipments	\$671,373

Risk Insured

All Risks of direct physical loss or damage to assets including Flood, Sewer-backup and Earthquake

Margin Clause

Property of every description subject to 115% of values declared on the statement of values.

Property Extensions

Ice and Muskeg	included
Exterior Signs	\$100,000
Newly acquired buildings – 90 days to report	\$1,000,000
Newly acquired contents – 90 days to report	\$1,000,000
Account receivable	\$500,000
Valuable papers	\$500,000
Transit / temporary location	\$500,000
Personal Effect of insured – per employee / per year	\$2,500 / \$5,000
Blanket glass	included
Debris removal expense after loss	\$100,000
Cost to prepare proof of loss	\$100,000
EDP equipment and media	\$100,000
Fire department service charges	\$100,000
Fine art all risk	\$100,000
Builders risk – houses and community building	\$2,000,000
Additional living expense 10% dwelling limit, max payable	\$5,000



Composite Mercantile / Umbrella / Automobile / ATV-Snowmobile / Marine
Confirmation of insurance

Kebaowek First Nation

PROPERTY AND BOILER AND MACHINERY

Boiler and Machinery

Comprehensive Form

Limit of Liability

See property section

Business interruption Automatiques coverages

Business income & extra expenses	1 000 000 \$
Products recall	10 000 \$
Contingent Business interruption	25 000 \$
Accounting fees	25 000 \$
Off premises power (12hr waiting period)	25 000 \$
Newly acquired locations – reported 90 days 2 weeks civil authority	100 000 \$

Deductible

Earthquake, 3% minimum or	\$100,000
Flood, per claim	\$25,000
Business interruption & rental incomes waiting period	24 hours
Ice/Muskeg	\$5,000
All other losses	\$2,500



ACCIDENT INSURANCE

Insurers

SSQ

Terms and conditions

Kebaowek Volunteer Fire Department – based on 14 volunteers
As per the expiring policy (including in policy no. FNCC449)



**Composite Mercantile / Umbrella / Automobile / ATV-Snowmobile / Marine
Confirmation of Insurance**

Kebaowak First Nation

COMPREHENSIVE GENERAL LIABILITY

Insurer

Lloyd's – 100%

Limit of Liability

Property damage and bodily injury per claims – annual limit	\$5,000,000
Products and completed operation, annual limit	\$5,000,000
Personal and Advertising Liability	\$5,000,000
Employee Benefit Liability (claims made basis) limit per year of insurance	\$5,000,000
Tenants legal liability	\$5,000,000
Medical expense – per person / aggregate	\$10,000 / \$50,000
Non owned automobile	\$5,000,000
SEF 94	\$50,000
Limit on abuse liability (claims made basis) limit per year of insurance	\$3,000,000
Retroactive date :	June 30, 2011
Forest fire fighting expense	\$2,000,000
Professional liability for Healthcare providers/counselors and miscellaneous professionals (excluding doctors)	\$5,000,000
Public officer	
Claims made basis	
Band Council	\$5,000,000
Limit per year of insurance	\$5,000,000
Retroactive date	June 30, 2011
Band Legal Expense / Wrongful Dismissal :	
Per claim	\$100,000
Annual general aggregate	\$500,000

Automatic Extensions

- ⊛ Contingent employer's liability
- ⊛ Employees and volunteers as additional insured's. Includes band members occupying residential property owned by the First Nation
- ⊛ Broad form property damage
- ⊛ **Sudden and accidental pollution, limit \$2,000,000 – 120 hours reporting** Except for pollution arising from hostile fire, a pollution exclusion applies on the following operations and locations: gas station, waste disposal site, dump site, marina, water treatment, underground tanks, sand and gravel operations.
- ⊛ Wrap up Liability limit \$2,000,000 covering contractors, sub-contractors, consultants, project managers, engineers, architects, for projects on Reserve land where the First Nation is contracted to provide insurance.



APPENDIX 6

POLICIES & PROCEDURES: KEBAOWEK HEALTH CENTRE	CREATED: 30-04-2013
DIRECTION: CLINICAL DEPT.	
SUBJECT: INVENTORY CONTROL ORDERING PROCEDURE	

1. **General Provision:** The minimal inventory will be established jointly by the Clinical Department and the Health & Social Services Director.
2. **Goal:** The present policy is to describe the procedure established for inventory control and the handling of medications.
3. **Elements:**
 - Only nurses have the authority to take medications out of the pharmacy as deemed necessary for the intended clients of the community.
 - Nurses who remove medications from the pharmacy must register it on the “medication distribution log” form, located in the KFN pharmacy, and complete the proper documentation in the client file. (see appendix ____)
 - Drug Distribution Program order is to be completed by the CHN and approximately twice a month as designated by the yearly calendar.
 - One day prior to the DDP order, the CHN will review current pharmacy stock and prepare order accordingly to maintain our minimum supply.
 - The ordering of medication and supplies is completed via Promed Program and submitted electronically and by fax to the “Centre de Distribution de Wendake”
 - Upon delivery/supplies, the CHN will stock new products in a manner to optimize products by rotating according to expiry dates.
 - The CHN is to forward the faxed copy the Clinical Programs Manager for review and filing.
 - Every 2 months the Clinical Programs Manager will review the general inventory of the pharmacy completed by the CHN against the ordering to ensure adequate stock.
 - Verification of expiry dates and discarding of outdated medications is to be completed monthly by the CHN.
 - Outdated medications and supplies will be discarded according to policy & procedure “Handling of medications and bio-hazard materials”.

Prepared by: _____
Clinical Programs Manager

POLICIES & PROCEDURES: KEBAOWEK HEALTH CENTRE	CREATED: 30-04-2013
DIRECTION: CLINICAL DEPT.	
SUBJECT: POLICIES & PROCEDURES OF EXPIRED/DISCARDED MEDICATIONS AND BIO-HAZARD MATERIAL	

1. **General Provision:** To ensure proper handling and safe storage of all types of medications from 2 different sources.
 - 1: External: Unused and expired medications handed in from community members.
 - 2: Internal: Health Center expired stock and bio-hazard material.
2. **Goal:** To demonstrate proper and safe handling, storage, and discarding of medication and bio-hazard material.
3. **Elements:**
 1. External Sources:
 - Medications and bio-hazard materials handed in by community members are to be given to nursing staff only. These items will be packaged in bio-hazard bags which will be immediately sealed in the presence of the client who will jointly initial the sealed envelope/bag.
 - Sealed envelopes/bags will be stored in the pharmacy, where the nurse will be responsible to log this envelope/bag on the medication disposal record form. (see appendix ___)
 - Clinical Programs Manager will be responsible for these envelopes/bags being properly stored in locked freezer in bio-hazard room.
 - The Clinical Programs Manager will prepare the disposed items for pick-up and transportation as per the packaging procedure provided by the “Stericycle Bio-Hazard Waste”.
 - Scheduled pick-ups are done approximately twice a year by the “Stericycle Bio-Hazard Waste” according to their designated calendar as organized by the Medical Receptionist.
 2. Internal Sources:
 - The Community Health Nurse will remove expired medication and supplies from pharmacy shelf. These items will be packaged in bio-hazard bags which will be sealed and jointly initialed by two nurses.
 - Sealed envelopes/bags will be stored in the pharmacy, where the nurse will be responsible to log this envelope/bag on the medication disposal record form. (see appendix ___)
 - Clinical Programs Manager will be responsible for these envelopes/bags being properly stored in locked freezer in bio-hazard room.

- The Clinical Programs Manager will prepare the disposed items for pick-up and transportation as per the packaging procedure provided by the “Stericycle Bio-Hazard Waste”.
- Scheduled pick-ups are done approximately twice a year by the “Stericycle Bio-Hazard Waste” according to their designated calendar as organized by the Medical Receptionist.

POLICIES & PROCEDURES: KEBAOWEK HEALTH CENTRE	CREATED: 7-05-2013
DIRECTION: CLINICAL DEPT.	DATE: 7-06-2013
SUBJECT: POLICIES & PROCEDURES FOR IMMUNIZATION PRODUCTS	

1. **General Provision:** To ensure proper handling and safe storage of all types immunization products in accordance to the PIQ – Protocole d’Immunisation du Québec

2. **Goal:** KFN health Centre will properly and safely handle and store all immunization products by following the guideline of the PIQ (Protocole d’Immunisation du Québec)

3. **Elements:**

Types of immunization products that are ordered and received include but are not limited to the following; Hib, dcaT, DCaT-HB-VPI-Hib, DCaT-VPI-Hib, DCaT-VPI, Rotarix, dT, MMRII, MMRV, Var, Men-C-C, Pneu-P-23, Pneu C-13, HB, HAHB, Influenza

 - Ordering of all immunization products is done directly thru the local CISSST-K by the Community Health Nurse CHN via telephone. The demand is done as needed based on scheduled vaccine appointment. No surplus stock of vaccine is intentionally ordered and stored at KFN Health Centre.
 - Upon arrival of immunization products, contact and coordination is completed between KFN CHN and CISSST-K nurse for pickup and transportation.
 - Transportation of immunization products is done following the requirements and guidelines of the PIQ (reference PIQ Chapter 5.1.4)
 - Handling and storage of immunization products will be done in accordance with Section 5.1.4 & 5.1.2 of the PIQ
 - Storage of immunization products / vaccines is in a designated “vaccine only” refrigerator located in the KFN health Centre clinic. This refrigerator has a thermometer that is monitored. Temperatures (min /max) are logged twice per day, Monday – Friday excluding holidays on log sheet by the CHN. (reference PIQ 5.1 & 5.1.3 & 5.1.3.1 & 5.1.3.2)
 - These monthly log sheets, once completed are stored in Achieves for a minimum of 4 years.
 - Cold Chain Management will be done in accordance with section 5.1.1 – 5.1.6 of the PIQ.

APPENDIX 7

TRAINING PLAN

KEBAOWEK First Nation

2019-2024 TRAINING PROGRAM

This document is designed to establish a clear picture of the training needs for the management & staff of Kebaowek First Nation Health Centre.

While keeping in mind the needs of our community as demonstrated through our recent assessment, the proposed requirements also encompass basic and trendy skills required to continue to be prolific & efficient in his or her position.

When addressing our training needs, efforts will be done to focus on acquiring collegiate or university certification when feasible & possible. This will enhance credibility and motivation towards the employee. This does not limit us in any way to accessing training from various sources (Health Canada, FNQLHSSC and the CISSSAT) which will provide an economy of scale towards costs and usefulness.

Position	Training costs	Location
Health Director	Management principles 2,850.00***	Quebec PNF
	H.R. labour laws 2,500.00	Quebec
	Advanced First Aid 420.00 ***	In house
Clinical Prog. Mgr	Effective Communications 500.00	Regional
	Nursing practices upgrade 1,300.00 *	Regional

	Advanced first Aid 1,300.00 **	Regional
	Immunization updates 450.00 *	RRSSS
	Core Competency Mgmt Training (Continuation)	Regional
Community Nurse	Nursing practices upgrade 1,300.00 *	Regional
	Advanced first Aid 1,300.00 **	Regional
	Immunization updates 450.00 *	RRSSS
	Infant / Child Development 900.00	
	Wound Care Management 1, 450.00	Health Canada
	Diabetes Management 1, 250.00	Regional
Homecare nurse:	Nursing practices upgrade 1,300.00 *	Regional
	Advanced first Aid 1,300.00 **	Regional
	Advanced Foot care (speciality) 875.00	Provincial
	Wound care 1, 450.00 *	Health Canada
	Homecare Rehabilitation 1250.00	Regional
	Geriatric Care 875.00	Regional
Wellness Prog. mgr	Communications 500.00	In house

	Advanced First Aid 420.00 ***	In house
	Health topics updates 1,300.00*	Regional
Diabetes & Chronic disease:		
	Communication 500.00	In house
	Animation/presenter 1,300.00	Regional
	Project management 1,200.00	Regional
	Advanced First aid 420.00 ***	In house
EH & EPP correspondence	Environmental Health 6,850.00	McMaster U.
	Water treatment 1,300.00**	Regional (INAC)
	Communications 500.00	In house
	Advanced First aid 420.00 ***	In house
Addiction workers:	Communications 500.00	In House
	Program updates 1,300.00	Regional
	Advanced First aid 420.00 ***	In house
	Harm Reduction 2,500.00	T.B.D.
Sports, Leisure & Mentor	Communications 500.00	In house

	Program updates 1,300.00 *	Regional
	Advanced First aid 420.00 ***	In house
Med. Transport:	Communications 500.00	In house
	Project management 1,200.00	Regional
	Advance First Aid 420.00***	In house
Personal Support:	Communications 500.00	In house
Worker (PSW)	Program updates 1,300.00*	Regional
	Advance First Aid 420.00***	In house
	Safety with Elderly	Regional
	Transfers and Mobility in Homecare setting	Regional
2 Med. Transp. Drivers:	Communications 500.00	In house
	Advance First Aid 420.00***	In house
	Communications/cust serv. 500.00	In house
	Confidentiality 500.00	T.B.D.
Secretary rec.	Communications 500.00	In house
	Advance First Aid 420.00***	In house

	Communications/cust serv. 500.00	In house
	Confidentiality	T.B.D.
Maintenance/janitor:	Communications 500.00	In house
	MSDS 250.00*	In house

1. ###.## Represents a one-time training cost.
2. ###.## * Represents a yearly training cost.
3. ###.## ** Represents training costs that are repeated every 2 years.
4. ###.## *** Represents training costs that are repeated every 3 years.

APPENDIX 8

EMERGENCY PREPAREDNESS PLAN

Kebaowek First Nation

Emergency Preparedness Plan

The document is identified as DRAFT.

Indian Territory: Kebaowek First Nation
Destination: 15km from Temiscaming, Quebec
Population of Band: 331
Region: Abitibi-Temiscamingue
Date Produced: March 2012
Date Revised: Currently in draft form – to be approved by ?
Copy Number: 1
Holder Name: Terry Perrier
Function: Coordinator/Mandate for EPP file

EMERGENCY PREPAREDNESS PLAN

Table of contents

Emergency Plan Forward	3
Distribution List	4
Resolutions of the Council	5
Emergency Plan List of Updates	6
Glossary of Terms	7
Introduction	8
The Structure of Eagle Village with Respect to E.P.P.	9
Risk Identification	10
Impacts of Identified Risks	11
Preventive Measures Program	13
Predictable Actions and Costs	13
Record of Industries	15
Preventive Measures Program: Questionnaire for the Industry	16
Duties and Responsibilities of Key Persons in the Emergency Preparedness Organization	19
The Coordinator of Emergency Planning	20
The Assistant Coordinator of Emergency Planning	22
The Site Manager	23
The EP Group	24
Various EP Group Functions	25
Responsibility Sharing	29
The Emergency Plan	30
The Alarm Procedure	32
Setting Off the Alarm (Scenarios 1 and 2)	33
Coordination Center Administrative Equipment	36
Communication Program	37
List of Places that Can be Used for Temporary Shelter	38
The Recovery Plan	39
The Reintegration Process	40
Informing the Public	40
Telecommunications	42
Decision-Making Mechanisms.....	43

The Coordination Center	43
The Emergency Preparedness Group	43
Resources	44
Evaluation of Damages	44
The Information Program	46
Training Program	48