

Job Description

Position Title: Registered Practical Nurse

Reports To: Executive Director

Position Summary

The Registered Practical Nurse (RPN) is responsible for assisting the nurse practitioners, physicians and allied health providers with patient care including but not limited to documenting medical history, assessing patients, assisting with procedures, providing immunizations, performing dressing changes, suture and staple removal, and also involves communicating with patients by phone, virtually and/or patient messaging technology.

Duties and Responsibilities

Operational

- a) Complete brief history of patients, anticipate necessary equipment, and prepare rooms for patient visit.
- b) Update patient charts with current medications, screening, lifestyle, and immunization information.
- c) To receive patients and provide individualized disease prevention, health promotion, plans of care and other appropriate services based on nursing knowledge and skills.
- d) According to knowledge, skills and scope of practice, conduct assessments, initiate and implement management strategies and provide appropriate nursing interventions and follow-up.
- e) Perform nursing care; dress wounds, administer injections and immunizations, remove suture/staple/clip, obtain vital signs, administer oxygen, remove catheters, apply sterile dressing, and assist with other procedures as requested.
- f) Communicate with patients regarding laboratory test results and as directed by a physician or nurse practitioner.
- g) Maintain accurate health records and current clinical notes in accordance with College of Nurses Standards.
- h) Assist in the development of programs and services.
- i) Prepare documents, records, and reports as required.

Health and Safety

- a) Personally comply with and assume appropriate supervisory responsibility for compliance with all health and safety practices in the division; in accordance with policies, standard operating procedures/guidelines, and the Occupational Health & Safety Act and applicable regulations.
- b) Promote and support a culture of patient safety and advocacy.
- c) Comply with and promote infection prevention and control practices

Other

- a) Comply with all policies and procedures of Listowel-Wingham & Area Family Health Team.
- b) Perform all other duties and responsibilities as assigned.
- c) Recognize, understand and uphold the FHT's Vision, Mission and Values.

Education, Skills and Experience

Education/Training/Certifications:

- Post-Secondary education in Registered Practical Nurse or equivalent.
- Registered with Ontario College of Nurses.

Experience:

- Primary care nursing experience is considered an asset

Skills and Abilities:

- Thorough working knowledge of the Ontario College of Nurses principles and practices.
- Excellent critical thinking, problem solving, decision making skills.
- Strong interpersonal and customer service skills.
- Exceptional organizational and verbal and written communication skills.
- Ability to demonstrate tact and discretion in handling confidential and/or sensitive matters; maintain confidentiality at all times.
- Ability to effectively foster good rapport and cooperative working relationships; and to champion the corporate mission and values.
- Ability to learn and work within multiple technology platforms at the same time

Demands and Working Conditions

Work is typically performed in a standard medical clinic setting with Standing and walking for long periods of time. Computer work including, keyboarding, concentration, data entry is required.

The Registered Practical Nurse is required to make decisions and solve problems within a well-defined framework. Frequently exposed to human suffering and loss of life, biohazards, infectious disease, and illness. Interaction with clients that may exhibit violent or harassing behaviour, have special needs, or mental illness.

Please email your resume by October 15, 2024

to: Robin Spence Haffner

Executive Director

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