Listowel-Wingham and Area FAMILY HEALTH TEAM

A Healthy, Empowered Rural Community

Job Description

Position Title: Primary Care RN (Oncology Navigation and Vaccination program focus)
Reports To: Executive Director

Position Summary

Registered Nurse (RN) is responsible for performing the tasks and responsibilities within the primary care team as per the applicable professional associations and regulatory agencies such as the Ontario College of Nurses. The RN is responsible for working in collaboration with physicians and interdisciplinary team members to provide symptomatic, psychological/social, and navigational support to patients and families throughout the cancer trajectory. The RN also provides clinical leadership in the planning, implementation, coordination, delivery, and evaluation of primary care vaccination programs, supporting population health initiatives, improving immunization uptake, and ensuring compliance with public health, regulatory, and organizational requirements.

Duties and Responsibilities

Operational

a) Provide support and liaise with physicians and other practitioners to facilitate patients' seamless and timely progression through the health care system; follow up regarding appointment completion/attendance and subsequent results.
b) Provide ongoing support and follow-up to patients before, during, and following treatment for navigation of treatment and to maximize health potential.
c) Provide palliative care support to help prepare for end of life by supporting patients and their families, ensuring questions are answered, and developing a plan to support death in the patient's choice of location.
d) Solve patient issues and problems using clinical knowledge and judgment throughout the trajectory of care and offer suggestions to physicians and nurses on how to manage and anticipate upcoming needs.
e) Participate as an active member of Hospice Palliative Care Committees and other committees to support ongoing improvement of health system delivery.
f) Remain current with the latest cancer treatment practices, research, immunization programs, and evidence-based clinical guidelines.
g) Maintain accurate patient records and update patient charts to document patient progress, interventions, immunizations, and outcomes.
h) Collaborate and consult with community groups, public health partners, and other health care agencies to develop new public education programs and identify and fulfil community health care needs.
i) Prepare documents, records, reports, and program evaluation materials as required.

Primary Care Vaccination Program Management and Implementation

j) Lead the planning, implementation, coordination, and evaluation of primary care vaccination programs in accordance with provincial, public health, and organizational requirements.
k) Coordinate routine, seasonal, catch-up, and targeted immunization initiatives, including influenza, COVID-19, pneumococcal, shingles, RSV, and other publicly funded vaccination programs.
l) Develop, implement, monitor, and continuously improve vaccination workflows, policies, procedures, and quality improvement initiatives to enhance patient access and immunization coverage rates.
m) Manage vaccine inventory, ordering, storage, handling, cold chain monitoring, documentation, and wastage reduction activities to ensure compliance with regulatory and manufacturer requirements.
n) Monitor vaccine program performance indicators, immunization rates, and patient outcomes and implement strategies to address identified gaps and barriers to vaccination.
o) Collaborate with physicians, nurse practitioners, pharmacists, public health units, and other interdisciplinary team members to support integrated vaccine delivery across the Family Health Team.
p) Ensure accurate and timely documentation, reporting, and submission of immunization data in accordance with legislative, organizational, and public health requirements.
q) Provide patient education and counselling regarding vaccine recommendations, benefits, risks, contraindications, and adverse events, while supporting vaccine confidence and addressing vaccine hesitancy.
r) Provide education, training, and clinical guidance to staff regarding immunization best practices, vaccine administration, storage, handling, and adverse event management.
s) Monitor, document, and report adverse events following immunization (AEFI) in accordance with public health and regulatory requirements.
t) Participate in public health initiatives, outbreak response activities, and communicable disease prevention strategies as required.

Health and Safety

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

Other

a) Comply with all policies and procedures of the Listowel-Wingham & Area Family Health Team.
b) Perform all other duties and responsibilities as assigned.
c) Recognize, understand, and uphold the Family Health Team's Vision, Mission, and Values including contributing to an inclusive workplace by valuing diverse perspectives, challenging discriminatory practices, and promoting health equity in all aspects of service and care delivery

Education, Skills and Experience

Education/Training/Certifications:

- University Degree in Nursing (BScN) or equivalent.

- Current registration in good standing with the College of Nurses of Ontario.
- Additional certifications such as Comprehensive Advanced Palliative Care Education and Certification in Oncology and Hospice Palliative Care from the Canadian Nurses Association are considered assets.
- Current certification in immunization practice, vaccine administration, cold chain management, and/or public health immunization programs is considered an asset.

Experience:

- Minimum two years of nursing experience in oncology and palliative care is preferred.
- Experience in program development, coordinating immunization programs, quality improvement initiatives, or population health programs is considered an asset.

Skills and Abilities:

- Thorough working knowledge of College of Nurses of Ontario principles, standards, and scope of practice.
- Excellent critical thinking, clinical assessment, and problem-solving skills.
- Strong interpersonal, coaching, and customer service skills.
- Exceptional organizational, program management, change management, and verbal and written communication skills.
- Comprehensive knowledge of oncology, palliative care, and primary care practice.
- Knowledge of immunization guidelines, vaccine administration, cold chain requirements, adverse event management, and population health principles.
- Ability to analyze data, evaluate program outcomes, and develop quality improvement initiatives.
- Ability to demonstrate tact and discretion in handling confidential and sensitive matters while maintaining confidentiality.
- Knowledge of Microsoft Windows, Office applications, and electronic medical record systems.
- Ability to effectively foster collaborative working relationships and champion the organization's mission and values.

Demands and Working Conditions

Work is typically performed in a standard office, clinic, and community setting. Extensive computer work including keyboarding, concentration, data entry, and sitting for extended periods is required. Occasional standing and walking for extended periods, depending on clinic activities, patient support requirements, treatment coordination, and vaccination program delivery.

The Registered Nurse is required to exercise clinical judgment and problem-solving skills within established policies, procedures, and scope of practice. Regular exposure to human suffering, illness, infectious diseases, biohazards, immunization clinics, and medical procedures may occur. The position may involve interactions with patients experiencing emotional distress, complex social circumstances, mental health concerns, or challenging behaviours. The incumbent must be able to respond calmly and professionally in these situations while maintaining patient safety and dignity.