

Position Description:
Registered Practical Nurse

Status: Full Time
Accountable to: Executive Director
Date revised: October 2017

PURPOSE OF THE JOB:

The Registered Practical Nurse, as part of the interdisciplinary team, will assist in the primary health care functions of the clinic and participate in the development, implementation, monitoring and evaluation of programs and services of the Powassan and Area Family Health Team (PAAFHT) for the rostered individuals, families and the community.

Working in collaboration with an interdisciplinary team, the Registered Practical Nurse will support expertise and knowledge of health promotion, disease prevention and chronic disease management across client's lifespan. There will be a focus on supporting diabetes programming and preventative care.

POSITION QUALIFICATIONS:

The minimum requirements for this position are:

Education and Experience

- BSc Nursing or College Diploma – Registered Nursing Program
- Current license and registration with the College of Nurses of Ontario as a Registered Practical Nurse
- Current Membership with RNAO and evidence of liability insurance
- Demonstrated experience in Community and/or Primary Care Setting
- Basic First Aid and CPR
- Diabetes education experience an asset, please elaborate on your training
- Pap training and experience an asset, please elaborate on your training

Skills and Abilities

- Excellent verbal and written communication skills;
- Ability to work as part of a team with a variety of health service providers;
- Good judgment, organization, time management, attention to detail and priority setting abilities.
- Flexible within an active work environment, and able to work autonomously.
- Excellent computer skills and demonstrated proficiency with a variety of software programs including (Microsoft Word, Excel, Outlook, Power Point)
- Familiarity with Electronic Medical Records systems (the office uses Telus Practice Solutions Suite) on both Windows and Mac operating systems;
- Develop and maintain supportive, positive relationships with patients;

- Work with all members of the Team in an inter-professional team environment;
- Knowledge and proficiency in current, evidenced-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction;
- Multi-tasking skills related to the delivery of efficient primary care;
- Exhibit an ability to be open and non-judgmental;
- Knowledge of the goals and structure of the organization, the policies and procedures and the programs.
- Desire and ability to update knowledge and skills through various means including technology-based opportunities, courses, workshops and conferences;

ACCOUNTABILITY:

The Registered Nurse – practices within the scope and according to the standards of practice outlined in the following documents:

- College of Nurses of Ontario’s “*Practice Standards*” (www.cno.org)
- *Nursing Act* (1991) and
- *Regulated Health Professions Act* (1991)

DUTIES AND RESPONSIBILITIES CAN INCLUDE:

1. Health Assessment

- Providing initial assessment of patients before seeing the doctor for their appointments.
- Documenting each visit in the EMR.
- Assessing client’s health needs (physical, emotional, psychological and spiritual).
- Analyzing the findings of a health assessment.
- Interpreting client health records.
- Observing and recording outcomes.

2. Treatment / Management / Planning

- In collaboration with the Nurse Practitioner and other Allied Health professionals, developing, implementing and discussing appropriate individualized care plan with the client/family caregiver based on best practices.
- Providing nursing care and delegated treatments in clinic according to policy.
- Monitoring illnesses via blood pressure, and urinalysis.
- Documenting data using EMR client health records, referring and arranging follow-up as necessary.
- The ability to respond to medical inquiries on the phone.
- Accessing existing evidence-based guidelines to meet patient population needs; translating guidelines into health promotion, disease prevention and chronic disease management activities
- Integrating these activities into everyday practice (e.g. education materials, clinics, other education opportunities, etc.)
- Collaborating with team in planning for individualized patient care with the client / family / caregiver based on best practices.
- Managing, reviewing and making recommendations regarding protocols for referral of FHT and non-FHT clients to other programs and services as appropriate

- Arranging for consultation within the team if illness or treatment is out RPN's scope of practice
 - Liaising with community agencies as required
 - Communicating as required with hospital and community staff and other inter-professional team members to ensure smooth transition of care between care sites.
- 3. Education/Advisory**
- Helping clients to identify and use health resources.
 - Involving clients in decisions about their own health.
 - Encouraging clients to take action and responsibility for their own health.
 - Supporting health education and other activities that assist, promote and support clients as they strive to achieve the highest level of health.
- 4. Referrals/Collaboration**
- Collaborating with other health care providers
 - Coordinating client care
- 5. Evaluation**
- Evaluating health promotion, disease prevention, and chronic disease management programs based on program objectives.
 - Developing and implementing program improvements as required to meet objectives.
 - Evaluating client comprehension and compliance with care plan by reviewing clinical and learning outcomes.
- 6. Organizational Role:**
- Maintaining current knowledge of policy manuals, reading minutes of meetings and keeping up to date with organizational happenings.
 - Actively participating in staff, team and committee meetings as appropriate.
 - Contributing to the efficient functioning of the organization and the attainment of goals.
 - Basing practice on sound theoretical knowledge and practical skills.
 - Arranging priorities as necessary to perform tasks.
 - Knowing established work and administrative procedures
- 7. Confidentiality of Information**
- Ensuring adherence to the freedom of information and protection of privacy.
 - Exercising reasonable care with caution in protecting confidential and sensitive information related to clients and personnel
- 8. Reporting**
- Participating in the monthly, or as required, statistical reporting for the MOHLTC.
- 9. Powassan and Area Family Health Team Development**
- Promoting awareness of PAAFHT services and programs.
 - Actively participating in staff, team and committee meetings as appropriate.

- Providing leadership and mentorship to nursing students that enter PAAFHT on a placement.
- Participating in the education of other health professional students.
- Participating in the development planning and evaluation of treatment, education, counseling and health promotion activities of the PAAFHT.

10. Communication

- Communicating effectively with health care team members to create a cohesive team and seamless services to the community.
- Communicating effectively with all clients, families, peers, other health care professionals and community partners.
- Participating in interdisciplinary meetings as required.

11. Professional Development

- Maintaining and developing professional competence through ongoing professional development.
- Staying current and aware of opportunities to implement new, evidenced-based methods of client assessment, treatment and programming.
- Participating in self-directed learning to ensure that practice remains relevant by attending professional conferences, e-learning and journal reviews.
- Participating on interdisciplinary committees to promote professional/interpersonal development.
- Participating in clinical projects / studies as required.

WORKING CONDITIONS:

Work is performed in a variety of settings both within and outside the FHT clinic and may include other community locations, including patient residences.

REPORTING RELATIONSHIPS:

The Registered Practical Nurse reports and is accountable to the Executive Director. In clinical matters, the RPN is clinically accountable to the Lead Physician.

PROBATIONARY PERIOD:

Three month probationary period.

The preceding described duties are representative and should not be construed as all-inclusive.