

Georgina Nurse Practitioner Led Clinic

Job Description

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| Job Title: | Registered Practical Nurse (RPN) |
| Accountable To: | <i>Clinic Director</i> |
| Status | <i>0.72 Full time equivalent (27hrs/week)</i> |
| Date: | <i>May 4, 2021</i> |

Position Summary

The Georgina Nurse Practitioner Led Clinic provides primary health care services to the residents of Georgina with outreach services to two local schools, two local shelters and Georgina Island.

Under indirect supervision by the NPs, and working as part of an interdisciplinary team, the Registered Practical Nurse provides high quality professional clinical nursing care to assigned patients, consistent with the vision, mission and values of the Georgina NPLC and the Standards of the College of Nurses of Ontario.

Key Areas of Responsibility and Duties

- Works in collaboration with an interprofessional team to safely and effectively provide appropriate primary care to clients
- Utilize medical directives where care falls outside the RPNs scope of practice
- Will operate the clinic laboratory including:
 - Venipuncture services for the Georgina NPLC patients
 - Perform ECG testing
 - Perform point of care testing (urine, HCG, rapid strep throat)
 - Provide wound care within the RPN scope of practice when ordered
 - Perform Spirometry testing when ordered
 - Perform Qualitative Fit Testing for clinic employees
 - INR Program Management
 - Provision of injections as ordered by the NPs or MD
 - Order and pick up vaccinations & manage vaccine fridge cold chain
 - Assist with minor surgical procedures
 - Maintains the WHIMIS data sheets
 - Cleans medical equipment – autoclave management
- Operate the Foot Care Program – through referrals from the NPs to assess, treat and manage foot care clients within the prescribed timeline
- Organizes pharmaceutical educational events
- Assist in the organization and participate in the annual influenza program
- Manage medication supplies – checking expiry dates and supplies
- Participate in committees or community groups where an identified need for advocacy or representation is required

- Participate in training sessions as required by the Georgina NPLC
- Participate in regular team meetings, and other meetings as requested
- Provide culturally sensitive care within the PHIPA guidelines
- Assists the administrative team as required

Organizational Role

- Maintains current knowledge of policy manuals, reading minutes of meetings and keeping up to date with organizational events, policies and changes
- Contributes to the efficient functioning of the clinic and the attainment of goals within the Vision, Mission and Values of the Organization
- Maintains and develops competence through ongoing continuing education
- Participates in clinical projects, program review and development as required
- Participates in self-directed learning
- Arranges priorities as necessary to perform tasks
- Know established Nursing work and administrative responsibilities

Confidentiality of Information

- Ensures adherence to the freedom of information act and protection of privacy
- Exercises reasonable care with caution in protecting confidential and sensitive information related to clients and personnel.

The above duties are representative but are not to be considered all-inclusive.

Job Requirements

- Minimum 3-5 years recent experience in phlebotomy
- Ability to travel within the community
- Adhere to Occupational Health and Safety policies and procedures as per applicable legislation
- Adhere to all policies and procedures of the Georgina NPLC
- Ability to work flexible work hours

Physical Demands

- Majority of time will be spent with clients providing venipuncture and point of care testing within the Nursing Station with a lesser portion of administrative supports
- Moderate: The position requires minimal physical effort and the workday comprises more standing and walking than sitting, with frequent position changes

Qualifications

- College diploma in Registered Practical Nursing
- Current registration with College of Nurses of Ontario
- Current registration with the WeRPN to ensure liability protection
- 3-5 years related or applicable experience in a community, hospital or primary care

- Venipuncture Certificate required
- Laboratory Technologist Certificate an asset
- Foot Care qualifications preferred – or willingness to attend education
- Spirometry test course preferred – or willingness to attend education
- Qualitative Fit Testing course preferred – or willingness to attend education
- Strong clinical and computer skills
- Excellent communication and interpersonal abilities
- Demonstrated ability to work independently and in a team environment
- Current Ontario Driver's License
- Satisfactory criminal reference check
- Experience with electronic medical records system is an asset
- Additional training or credentialing is considered an asset
- Current BCLS

Key Relationships and Interactions

Internal

NP's / Clinic Director
Interdisciplinary Professionals
Collaborative physicians
Functions as a member of the Georgina NPLC

External

Patients
Liaises with community agencies, other health providers and outside regulatory and accrediting agencies as required

Supervisory Responsibility

None

Remuneration

Annual Salary range- TBD

Benefits- Planned: HOOPP pension and group benefits plan

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| Approved By: | Beth Cowper-Fung |
| Date Approved: | May 12, 2021 |
| Reviewed: | |