

## Georgina Nurse Practitioner Led Clinic

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### *Job Description*

<b>Job Title:</b>	<i>Registered Practical Nurse (RPN) Nurse Practitioner Led Children's Care Clinic – Keswick</i>
<b>Accountable To:</b>	<i>Clinic Director</i>
<b>Status</b>	<i>1.0 Full time equivalent (37.5 hrs/week)</i>
<b>Date:</b>	<i>Dec 2024</i>

### **Position Summary**

The Georgina Nurse Practitioner-Led Clinic provides primary health care services to the residents of Georgina providing access for two local shelters and outreach services to Georgina Island. This new position will provide primary health care services to children aged 6 months to 18yrs at the new Nurse Practitioner Led Children's Care Clinic.

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.

This position is stationed at the Nurse Practitioner-Led Children's Care Clinic in Keswick, ON and will be supported by the Georgina NPLC Team.

### **Key Areas of Responsibility and Duties**

- Works in collaboration with an interprofessional team to safely and effectively provide appropriate primary care to clients
- Ability to work in a fast-paced environment where they may be a number of competing demands
- Utilize medical directives where care falls outside the RPNs scope of practice
- Works with the clinics Electronic Medical Record for documentation and supports downloading and sending of reports
- Perform the following tasks such as:
  - Patient check-in
  - Patient flow – from room to room management
  - Patient initial assessment and documentation of such measurements as weight, height, vitals and presenting concern for visit and document in the EMR
  - Perform point-of-care testing (urine, HCG, rapid strep) under medical directive from the NPs as needed
  - Provide wound care within the RPN scope of practice when ordered
  - Provision of injections as ordered by the NPs

- Publicly funded Vaccine ordering and supply management
- Maintains the WHIMIS data sheets
- Monitors consumable equipment and orders as needed
- 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

#### 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 working in the community
- 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 assessments and point of care testing within the Children's Care Clinic as well as patient flow and 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 relevant experience in working with a paediatric population
- Solid expertise in caring for children and youth, with a strong ability to identify and assess potential health or developmental concerns
- 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 an urgent care clinic community based clinic, hospital or primary care clinics
- Proficiency in preparing examination rooms and setting up for procedures such as Pap tests. Laboratory Technologist with venipuncture Certificate an asset
- Qualitative Fit Testing course preferred – or willingness to attend education
- Strong clinical and computer skills
- Electronic Medical Record experience required, particularly with Accuro is considered as an asset
- Excellent communication and interpersonal abilities
- Demonstrated ability to work independently and in a team environment
- Committed to ensure the best patient experience
- Current Ontario Driver's License
- Satisfactory criminal reference check
- 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- \$52,096- \$53,159 per annum (\$26.71 to \$27.26 per hour) plus after hours premium  
Benefits- Planned: HOOPP pension and group benefits plan

## Working Hours

Sun, Mon, Tue, Wed - 8:30 am to 4:30 pm  
Thurs - 11 am to 7 pm

<b>Approved By:</b>	Beth Cowper-Fung NP-PHC, Clinic Director
<b>Date Approved:</b>	December 11, 2024
<b>Reviewed:</b>	