

Georgina Nurse Practitioner-Led Clinic

Job Description

Job Title:	<i>Nurse Practitioner – Primary Health Care RN(EC) Nurse Practitioner-Led Children’s Care Clinic – Keswick</i>
Accountable To:	<i>Clinic Director</i>
Status	<i>1.0 Full time equivalent</i>
Date:	<i>August 2026</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 1 month to 18yrs at the new Nurse Practitioner-Led Children’s Care Clinic.

The Nurse Practitioner ensures that high-quality patient care is delivered, consistent with the philosophy and standards of the Georgina NPLC and the College of Nurses of Ontario. The Nurse Practitioner will provide primary health care, health promotion and disease prevention care. They will utilize their advanced knowledge and decision-making skills in assessment, diagnosis, and health care management, thus providing comprehensive full scope healthcare services to patients both in the clinic and during outreach work. The NP is responsible for contributing to the quality of patient care through advanced practice, education, research, consultation and collaboration.

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

Key Areas of Responsibility and Duties

- Working collaboratively with the RPN within a newly established urgent care clinic with a paediatric population, aged 1 month to 18yrs of age.
- Ability to work in a fast-paced environment where there may be several competing demands
- Able to effectively manage and assess, diagnose and treat infants, children and young adolescents presenting to the clinic for assessment
- To be able to provide health education/counseling health promotion, disease prevention, chronic disease management, primary mental health care
- To collaborate and/or consult as appropriate and provide other clinical activities according to the standards of practice as outlined in the following documents:
 - College of Nurses of Ontario Compendium of Standards of Practice
 - Nursing Act (1991)
 - The Regulated Health Professionals Act (1991)

- Spends adequate time with the client and family to determine the presence of existing and potential health problems, with a major focus on related lifestyle, psychological, sociocultural, and environmental risk factors with may influence the client's health status, deals with these personally or by referral to or in consultation with the other team members or community programs or agencies
- Participates with the Georgina NPLC leadership in the development, implementation and evaluation of the new Children's Care Clinic.
- Supports Leadership in the determination of appropriate processes to allow for evaluative data collection as outlined by Ontario Health and the South Simcoe Northern York Region Ontario Health Team.
- Works collaboratively with the Registered Practical Nurse towards optimal patient care, visit flow and clinical management of the Children's Care Clinic.
- Participate in the development, implementation, monitoring and evaluation of treatment, education, counseling and health promotion programs and services for children, their families and in the community.
- Conduct chart documentation according to the CNO Standard, participate in chart reviews and case conferences, consult and make referrals as appropriate.
- Ensures continuity of care by maintaining up-to-date electronic clinical records, monitoring clients on a regular basis and case-conferences with other members of the health care team as required.

Organizational Role

- Maintains competence and knowledge relevant to current nursing practice and holds membership in appropriate professional organizations.
- Ensures professional development by participating in the Quality Assurance Program of the CNO, attends educational updates, conferences and workshops pertinent to the Nurse Practitioner role.
- Infection prevention and control program management, practice and reporting.
- Participates in committees within the Georgina NPLC and in the community where an identified need for advocacy, community development / planning or where representation is required.
- Utilize medical directives where care falls outside of the NP's scope of practice
- Collect and submit statistics as required by the Ontario Health and the Funding Agency to the Clinical Director
- Has a sound understanding and works within the Georgina NPLC Policies.
- Design, deliver and evaluate health care programs for the Georgina NPLC (Children's Care clinic) that are aligned with the strategic direction of the clinic and coordinated with all members of the health care team; that address current gaps in service, target population or population health.
- Performs miscellaneous job-related duties as required.

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 Primary Care
- 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 direct Nurse Practitioner care and health teaching within the office or meeting room
- Moderate: The position requires minimal physical effort and the workday comprises roughly equal amounts of standing and sitting, with frequent position changes.
- Travel within the community and between sites when required

Qualifications

- Current certificate as a Primary Health Care Nurse Practitioner – RN (EC) without restrictions
- Recent clinical experience working with a paediatric population.
- At least three years of experience in paediatric care is preferred.
- Registration with College of Nurses
- Baccalaureate degree in Nursing
- Registration with the NPAO and CNPS or RNAO to ensure liability insurance
- Satisfactory criminal reference check
- Strong clinical skills
- Effective communication and interpersonal skills
- 3-5 years related or applicable experience in a community, hospital or primary health care setting
- Additional training or credentialing (e.g. Paediatric specialty, Certified Diabetes Educator, Certified Asthma educator, etc.) is considered an asset.
- Exceptional understanding of current, evidence based and best practice guidelines
- Proficient in use of internet, Microsoft software, drug database programs
- Experience with an electronic medical record (EMR) required
- Demonstrated ability to work independently and in a team environment
- Experience in program design, delivery and evaluation is an asset
- Current Ontario Driver's License
- Experience with electronic medical records system is an asset
- Current BCLS

Key Relationships and Interactions

Internal

NP colleagues / Clinic Director
Interdisciplinary Professionals
Collaborative physician / Southlake RHC Pediatric Department (and outpatient clinics)
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

Salary range- \$122,178 to \$125,843 (\$62.65 to \$64.53 per hour) plus after-hours premium (if applicable)

Benefits: HOOPP pension and group benefits plan

Working Hours

Mon, Wed, Thurs - 8:30 am to 4:30 pm

Tue – 8:30 am to 7 pm

Fri – 8:30 am to 1 pm

*hours may be adjusted based on clinic and patient needs. If worked on a weekend, additional premium will be offered.

Approved By:	John Holbrook, Clinic Director
Date Approved:	August 7, 2026
Reviewed:	