

Registered Practical Nurse (RPN)
Part Time Permanent (.40FTE, 15 hours per week)
Hourly Rate: \$24.69 - \$27.26

The RPN is part of the interdisciplinary team, assists in the healthcare functions and participates in the development, implementation, monitoring and evaluation of the services. This position is located in Timmins, ON, and the position works in the office on site.

Primary Responsibilities

- Strong physical assessment skills to support patients during appointments.
- Coordinate and book appointments with patients, and primary care providers.
- Support patients during appointments.
- Advocate for patients as warranted, and facilitate connections between patients and community supports.
- Maintain clinical records and documents, patient assessment findings, goals, treatment plans and interventions in accordance with the TAFHT policies and procedures and as per guidelines established by the College of Nurses.
- Protects patient confidentiality in accordance with legislation, TAFHT policies and standards established by the College of Nurses.
- Collect and report statistical data required.

Education, Qualification and Skills

- Current registration, and in good standing, as a RPN with the College of Nurses of Ontario.
- Proficiency in the use of computer programs, Microsoft Office and Practice Solutions EMR preferred.
- Experience in program development, implementation, monitoring and evaluation.
- Experience with health teaching with diverse backgrounds, triage and following best practices and organizational guidelines.
- Able to prioritize workload, problem solve and critical thinking, strong organizational skills and the ability to work independently and/or in a team environment.
- Flexible and able to adapt to a changing fast paced environment.
- Excellent verbal and written communication skills.
- Bilingualism in French and English communication, spoken and written considered an asset.

Additional Job Requirements

- Must adhere to all TAFHT Policies and Procedures.
- Must be legally entitled to work in Canada.
- As a condition of employment, you are required to submit proof of COVID-19 vaccination.
- Current Ontario Driver's License.

The above responsibilities are not to be considered all inclusive; and may be assigned other related duties in the interest of efficient operations of the Family Health Team.

This position reports directly to the Executive Director. The location of this position could be the Algonquin West, 101 Mall, Algonquin East or Third Avenue site. The employer reserves the right to modify the location/site. This position is a bargaining unit position, represented by OPSEU/SEFPO.

How to apply:

Qualified applicants are asked to forward their cover letter and resume to human-resources@timminsfht.ca by **April 19, 2024**.

The successful candidate may be eligible for HOOPP, health & dental, vacation and other time off.


TAFHT supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates, including women, visible minorities, aboriginal persons and persons with a disability. Personal information contained in applications will be used for recruitment purposes and collected as per Freedom of Information (F.O.I.) And Protection of Privacy Act, 1987.

TAFHT is committed to improving access and opportunities for individuals with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act. If you require a specific accommodation during the application, interview or recruitment stage, please contact our office at 705-267-1993, or by email at human-resources@timminsfht.ca noting *Accessibility Inquiry* in the subject line, in order for appropriate accommodations to be made.



**POSITION DESCRIPTION
REGISTERED PRACTICAL NURSE**

POSITION: REGISTERED PRACTICAL NURSE		STATUS: <input type="checkbox"/> FULL TIME, <input type="checkbox"/> PART TIME, <input type="checkbox"/> CASUAL	
DEPARTEMENT: ALLIED HEALTH		REPORTING TO: EXECUTIVE DIRECTOR	
SUPERVISION: <input type="checkbox"/> NO <input type="checkbox"/> YES			

APPROVAL SIGNATURES			
 _____ APPROVED BY EXECUTIVE DIRECTOR		MAY 15, 2007 August 29, 2012 _____ DATE	
JOY GALLOWAY _____ REVISED BY		JULY 27, 2010 _____ DATE	

PURPOSE

The Registered Practical Nurse as part of the interdisciplinary team, assist in the primary care functions and participates in the development, implementation, monitoring and evaluation of programs and services of the Timmins Family Health Team for the individuals, families and the Timmins 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.

Accountability:

The Registered Practical Nurse is to practice within the scope and according to the standards of practice as 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:

DUTIES AND RESPONSIBILITIES	PERCENTAGE %
<p><u>Assessment</u></p> <ul style="list-style-type: none"> • Assessment of stable, known client’s health needs (physical, emotional, psychological and spiritual). • Analysis of the finding of a health assessment. • Interpret client health records. • Observe and record outcomes. 	20%
<p><u>Treatment/Management/Planning</u></p> <ul style="list-style-type: none"> • In collaboration with Nurse Practitioner and other Allied Health implement and discuss appropriate individualized care plan with the client/family caregiver based on best practices. • Provide nursing care and delegated treatment in clinic. • Documents using client health records, refers to and arranges follow-up as necessary. 	50%
<p><u>Education/Advisory</u></p> <ul style="list-style-type: none"> • Help clients to identify and use health resources. • Involves clients in decisions about their own health. • Encourage clients to take action for their own health. • Supports health education and other activities that assist, promote and support clients as they strive to achieve the highest level of health. 	10%
<p><u>Referrals/Collaboration</u></p> <ul style="list-style-type: none"> • Collaborate with other health care providers • Coordinate client care 	5%
<p><u>Organizational Role:</u></p> <ul style="list-style-type: none"> • Maintaining current knowledge of policy manuals, reading minutes of meetings and keeping up to date with organizational happenings. • Contributing to the efficient functioning of the organization and the attainment of goals. • Basing practice on sound theoretical knowledge. • Arranging priorities as necessary to perform tasks. • Knowing established work and administrative procedures 	5%

DUTIES AND RESPONSIBILITIES	PERCENTAGE %
<p><u>Confidentiality Information</u></p> <ul style="list-style-type: none"> • Ensures adherence to the freedom of information and protection of privacy. • Exercises reasonable care with caution in protecting confidential and sensitive information related to clients and personnel 	
<p><u>Timmins Family Health Team Development</u></p> <ul style="list-style-type: none"> • Promotes awareness of Timmins Family Health Team services and programs. • Actively participates in staff, team and committee meetings as appropriate. • Provides leadership and mentorship to nursing students that enter Timmins Family Health Team on a placement. Participates in the education of other health professional students. • Participates in the development planning and evaluation of treatment, education, counseling and health promotion activities of the Timmins Family Health Team. 	5%
<p><u>Communication</u></p> <ul style="list-style-type: none"> • Communicates effectively with health care team members to create a cohesive team and seamless services to the community. • Communicates effectively with all clients, families, peers, other health care professionals and community partners. • Participates in interdisciplinary meetings as required. 	
<p><u>Professional Development</u></p> <ul style="list-style-type: none"> • Maintains and develops professional competence through ongoing professional development. Fully participates in the Quality Assurance Program of the College of Nurses of Ontario. • Stays current and aware of opportunities to implement new, evidenced-based methods of client assessment, treatment and programming. • Participates in self-directed learning to ensure that practice remains relevant by attending professional conferences, e-learning and journal reviews. • Participates on interdisciplinary committees to promote professional/interpersonal development. • Participates in clinical projects / studies as required 	5%
<p><u>Related Duties</u></p> <ul style="list-style-type: none"> • Models the values and philosophy of the Corporation. • Exhibits a commitment to life-long learning. • Maintains confidentiality of team, personnel and client information. • Facilitates appropriate in-house and external education sessions. • Assists with planning and attends special events. • Performs other associated duties as required. 	

SPECIFICATIONS

EDUCATION / EXPERIENCE:

- College Diploma – Registered Practical Nursing Program.
- Current registration with the College of Nurses of Ontario as a Registered Practical Nurse required.
- A medication administration certificate from a Community College as recognized by MOHLTC.
- Current Membership with RNAO and evidence of liability insurance.
- Current Ontario Driver’s License.
- Demonstrated experience in Community and/or Primary Care Setting

SKILLS / ABILITIES:

- Knowledge and proficiency in current, evidenced-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction.
- Superior leadership, organization, research, evaluation, time management, communication and interpersonal skills.
- Proficiency in the use of the computer hardware and software, particularly in Microsoft Word, Excel, Outlook.
- Prior experience and knowledge of electronic medical record.
- Desire and ability to update knowledge and skills through various means including technology-based opportunities, courses, workshops and conferences.
- Multi-tasking skills related to the delivery of efficient primary care including the ability to share information and teach while treating a patient.
- Excellent verbal and written communication skills.
- Exhibit an ability to be open and non-judgemental.
- Knowledge of the goals and structure of the organization, the policies and procedures and the programs.

EQUIPMENT USED:

- Computer, printer/scanner/fax, photocopier, telephone, AV Equipment including Video projection unit, hand-held, assessment tools, various teaching aids.

CONTACTS:

INTERNAL	EXTERNAL
Executive Director	Ministry of Health and Long Term Care
Director of Allied Health Professional	North East LHIN
Contracted Professional Staff, particularly Psychogeriatrician.	Community Health and Social services agencies.
Employees, including Allied Health Professionals and Administration Staff.	Non-Government Organizations
Contracted Administrative Support	Professional Association
Clients / Families	College of Nurses of Ontario

PHYSICAL DEMANDS:

- Moderate: The position requires minimal physical effort and the workday comprises roughly of equal amounts of standing and sitting, with frequent position changes. This position requires the RPN to exhibit creativity and exceptional problem solving skills.

FINANCIAL RESPONSIBILITY:

- May participate in the expenditure of resources as planned.

IMPACT OF ERRORS IN JUDGEMENT:

- Poor decisions and/or omissions can impact harmfully on client health. The level of impact could range from very low to extremely high.
- Poor interpersonal skills could impact negatively on relations with staff, community partners, clients and public. The level of impact could range from very low to moderate.

WORK ENVIROMENT:

Timmins Family Health Team Clinics:

The work environment will primarily be in well-lit, well-ventilated clinic areas that are furnished ergonomically. Exam rooms are spacious, well equipped and supplied. Personal office space may or may not be shared. Environment may vary depending on location. Ergonomics, health and safety of the RPN will be an important consideration when the location is furnished and equipped. It may be required to bring some requisite equipment and supplies when reporting to work in these environments.

In Home Visits

The RPN may be required to provide primary care within the confines of a client's home. These environments are not assessed before hand and it is the responsibility of the RPN's to assess the environment for health and safety risks. It is policy of the Timmins Family Health Team that no employee is exposed to second-hand smoke.

Other

Due to the collaborative nature of this position, the RPN will be required to attend meetings at other organizations offices. Travel may be required between sites and client homes. Travel related to the fulfillment of this position description will be reimbursed.

REPORTING RELATIONSHIPS:

The Registered Practical Nurse reports to the Executive Director through the Director of Allied Health Professional. In clinical matters, the RPN collaborates with physicians and other Timmins Family Health Team members to provide the most efficient, appropriate primary care to a client of the Timmins Family Health Team. The RPN collaborates with other community health partners to deliver appropriate services and programs to the community.

Reporting:

- Prepare monthly or as required statistical reports for the Ministry of Health and Long Term Care or as required by the Timmins Family Health Team.