

**POSITION TITLE:** Registered Practical Nurse  
**JOB REPORTS TO:** Program Manager and/or Director of Operations  
**LOCATION:** Carleton Place (primary) and Almonte (as required)  
**DATE CREATED:** May 2023  
**APPROVED BY:** Director of Operations

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**JOB SUMMARY:**

The Registered Practical Nurse will provide direct nursing care to clients of the Ottawa Valley Family Health Team (OVFHT). Working in collaboration with a multidisciplinary team, the RPN will share expertise, knowledge, and consultative services regarding issues relevant to the practice of nursing.

**RESPONSIBILITIES:**

- Provides primary care within the scope of practice of Registered Practical Nurse including administration of medications and treatments as prescribed by a physician, nurse practitioner or in accordance with established policies and procedures.
- Assists with and/or perform medical procedures (e.g. immunization, allergy shots, injections, dressing changes, suture removals, etc.).
- Triage and assesses patients to identify appropriate nursing interventions.
- Directs flow in the clinic to ensure smooth functioning of the clinic.
- Performs first-aid treatment on emergency cases; make the initial assessment and direct patient to physician or nurse practitioner according to the degree of urgency.
- Monitors, assesses and reports symptoms and changes in clients conditions.
- Provides care to healthy individuals of all ages and their families, placing an emphasis on health promotion and disease prevention.
- Screens, prioritizes, and processes client referrals.
- Participates in the development, planning and evaluation of programs and services of the OVFHT with other health providers.
- Develops and discusses appropriate individual care plan with the client based on best practices and guidelines in coordination with care team.
- Collection of data as required for statistical/reporting purposes.
- Observe, collect, and record patient data in an Electronic Medical Record.
- Maintains confidentiality of team, personnel, and patient information.
- Facilitates appropriate in-services and external education sessions.

**PROFESSIONAL DEVELOPMENT:**

- Maintains and develops professional competence through ongoing professional development.
- Stays current and aware of opportunities to implement new, evidenced-based methods of patient assessment and treatment.
- Participates in self-directed learning to ensure that practice remains relevant by attending professional conferences, e-learning, and journal reviews.
- Participates in clinical projects/studies and interdisciplinary meetings as required.

**SKILLS:**

- Knowledge and understanding of the Canadian and Ontario healthcare systems.
- Clinical experience as an RPN within an interdisciplinary team.
- Communicates effectively with all patients, families, peers, and other health care professionals. The ability to share information and teach while treating a patient.
- Knowledge and proficiency in current evidenced-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction.
- Excellent organization, evaluation, time management, communication, and interpersonal skills.
- Proficiency in the use of computer hardware and software.
- Excellent verbal and written communication skills.

**PHYSICAL AND MENTAL DEMANDS:**

- The position requires minimal physical effort, and the workday comprises roughly of equal amounts of standing and sitting.
- This position may involve routine exposure to persons with contagious or infectious illnesses and requires constant attention to infection control procedures.
- An ability to exhibit critical thinking and deductive reasoning is vital. The RPN will have competing priorities and must be able to prioritize and balance many tasks and responsibilities.

**QUALIFICATIONS/EXPERIENCE:**

- Diploma from an approved Practical Nurse Program with Medication Certificate
- Active membership with the College of Nurses of Ontario
- Advanced Footcare certification (preferred)
- Demonstrated experience in Community and/or Primary Care Setting
- Computer literacy: EMR (Practice Solutions), Microsoft Office Suite
- Basic CPR certification.
- Dependability, reliability, and the ability to work under pressure and meet deadlines.
- Ability to work in compliance with staff and patient safety practices, policies, and procedures.

**ACCOUNTABILITY:**

- The RPN is to practice within the scope and according to the standards of practice as outlined in the College of Nurses of Ontario.

**PERFORMANCE EVALUATION AND COMPETENCY FEEDBACK:**

Competency performance levels will be defined on an annual basis during a formal employee performance evaluation process. The Program Manager will develop these annual reviews. Evaluations of performance will be justified both quantitatively and qualitatively through examples of regularly occurring behaviors. Informal and semiformal feedback will be continually provided throughout the year between the direct supervisor and incumbent.

Please submit your letter of interest and resume by Friday June 16, 2023 by email to Lindsay Nicholas, Program Manager at [lnicholas@ovfht.ca](mailto:lnicholas@ovfht.ca) if you are interested.