

Registered Practical Nurse Job Posting Fulltime Permanent Position

Job Summary

Summerville Family Health Organization - Etobicoke Site, is seeking a fulltime Registered Practical Nurse. The Registered Practical Nurse is an integral part of our interdisciplinary team providing a range of primary care services to individuals of all ages, families and communities. The Registered Practical Nurse will work collaboratively with all members of the Family Health Team and Family Health Organization in the treatment of illness, promotion of patient health, and the prevention of disease.

Duties and Responsibilities

- Triage incoming patient calls
- Assess patient's health needs, discuss test results and respond to questions pertaining to health promotion and disease prevention
- Redirect calls to admin when necessary. Notify Physicians of calls as per guidelines
- For patient appointments, where applicable, initiate the Electronic Medical Record (EMR) of the patient visit purpose, history and health care needs
- Record patient vitals and prepare patient and room for examination
- Implement Physicians orders ensuring that patients undertake requisite diagnostic testing
- Book appointments for patients and educate them as to the purpose and preparation for such tests
- Maintain the EMR to recall patients for health promotion and disease prevention follow-up such as immunizations, pap smears, mammograms, FIT testing, bone density and diabetes care
- Administer and record immunizations, allergy injections and all other injections as required. Educate patients as to the need for and the possible side effects of such injections
- Perform blood pressure follow-ups that include assessing the patient's response to medications and providing patient education and self management strategies as per FHT program guidelines
- Perform dressings, ear syringes, and other nursing procedures as required
- Maintain the INR monitoring and management system
- Treat patients with minor infections ensuring that appropriate testing and follow-up is undertaken.
- Assist physicians with minor procedures and during examinations when required
- Assist in completion of MTO physical forms
- Maintain accurate, concise and confidential EMR documentation pertaining to patient history and encounter data
- Complete necessary FHT Program business documentation
- Communicate ideas and concerns to the health care team and participate in problem solving to enhance patient care
- Participate in educational sessions held by other FHT multi-disciplinary team members

Qualifications and Skills

- Current certificate of Registration from the College of Nurses of Ontario (RPN)
- Minimum of 1-2 years working experience in a primary care setting
- CPR + First Aid Certification required
- Knowledge of and working experience with computer systems and EMR (eg. Accuro)

- Excellent patient assessment and triaging skills
- Excellent verbal and written communication skills
- Able to work collaboratively as a member of multi-disciplinary team

To apply for this position please send your cover letter and resume to **etobicoke.summerville@gmail.com**

The Summerville Family Health Team is a respectful, caring and inclusive workplace, committed to Employment Equity. We welcome diversity in the workplace, and encourage applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities. We will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. Applicants need to make their accommodation needs known when contacted.