

Position Summary

Position Title: Registered Nurse

Reports to: Program Director

Revision Date: February 2011

Purpose:

The Registered Nurse is responsible for the provision of primary health care services in accordance with the Standards of Practice for Registered Nurses and other clinical activities as set forth by the College of Nurses of Ontario. The position has a strong emphasis on health promotion, disease prevention, and community capacity building and works within a harm reduction framework. These duties are accomplished as part of an interdisciplinary team of professionals whose objective is to provide primary health care and follow-up for clients.

Key Objectives:

1. Provide primary health care services within the scope of the RN professional standards including: physical assessment, screening, triage, health education/counselling, history taking, managing lab requisitions, referral and follow-up, conducting prenatal, early years and other clinics, and other clinical activities according to the College of Nurses of Ontario Standards of Nursing Practice. This includes consultation with medical staff and other providers when the client's condition requires care beyond the scope of practice (RN).
2. Be part of an interdisciplinary team which assists with the development, analysis and implementation of policies and procedures for the benefit of improvement to the delivery of health care services.
3. Ensure appropriate comprehensive treatment is provided by maintaining complete and accurate charts and medical records, and participating in chart reviews and case conferences.
4. Supervise student nurses by providing competent leadership, orientation, developing and scheduling of training and learning plans including shared client contact.

5. Coordinate workflow of medical services and provide functional guidance to the medical department, including volunteers.
6. Complete intake and coordinate comprehensive treatment plans.
7. Coordinate the clinic, laboratory and procedures rooms by ensuring they are fully equipped, adequately supplied and meets infection control standards and that controlled substances are monitored and accounted for. This includes monitoring and ordering medications, medical equipment and supplies, and equipment management systems.
8. Develop and maintain document management and distribution systems to ensure the medical staff are aware of and oriented to new information, equipment and procedures;
9. Maintain and update medical directives, protocols and procedures in collaboration with the Physician and Program Director.
10. Conduct presentations, facilitate workshops, and group meetings as well as participate in program planning and community initiatives.
11. Participate in and share responsibility for the on-call coverage offered by Quest CHC.
12. Develop and maintain strong ties to other professionals and community members.
13. Provide input for development of strategic plans and attend and participate in staff meetings and special projects as assigned.
14. Work within the full scope of practice. Meet organizational quality and quantity of work standards. Comply with applicable medical directives, policies, regulations ethical standards and legislation.
15. Promote the mission, vision, values and philosophy of care developed by Quest CHC.
16. Participate and comply with all health and safety processes and initiatives to ensure the organization remains a safe workplace.
17. Maintain and develop professional competence through continuing education.

Qualifications:

Education

- Possession of an undergraduate degree in nursing from a recognized university or a combination of education and experience as sanctioned by the College of Nurses of Ontario is required.
- Current and valid registration with the College of Nurses of Ontario as a Registered Nurse RN.

Experience

- 3 to 5 years experience in a community setting or combined community, hospital and or public health environment.
- Additional training in an area relevant to the Centre's services eg. physical assessment or a willingness to obtain necessary training.
- Experience in program development, implementation, monitoring and evaluation. Current certification or willingness to become certified in Non-Violent Crisis Intervention (NVCI).

Skills and Abilities

- Awareness of and sensitivity to the health issues of the community.
- Ability to provide compassionate, respectful, non-judgmental and culturally competent care to the disenfranchised and primary populations.
- Ability to function independently in potentially difficult situations and the ability to decide what presenting conditions are a priority.
- Ability to deal with disruptive behaviour and crises management.
- Ability to plan and organize assigned duties.
- Ability to establish positive working relationships with a multi-disciplinary team, clients and service providers.
- Proficiency in the use of computer software/electronic medical records such as Purkinje.

Conditions of Employment

- Valid Ontario Drivers' License, access to a reliable vehicle and a Police Reference Check are required.
- Maintain and develop professional competency through training or appropriate continuing education.
- Maintain confidentiality in compliance with the Personal Health Information Protection Act (PHIPA), Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Information Protection and Electronics Document Act (PIPEDA).

Working Conditions

The duties of this position are performed both inside and outside the health care centre including satellite and points of service. Work settings include community locations such as in hospitals, homes, shelters, and drop in centres.

Must will able to work varying work schedules, and in multiple work locations.

Employee Signature: _____ **Date:** _____

Vacant

Supervisor Signature: _____ **Date:** _____