Position Summary

Position Title: Registered Nurse
Reports to: Program Director
Revision Date: July 2024

<u>**Summary:**</u>

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.

<u>**Key Objectives:**</u>

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. Ensure appropriate comprehensive treatment is provided by maintaining complete and accurate charts and medical records, and participating in chart reviews and case conferences.

3. Complete intake and coordinate treatment plans.

4. Participate in activities required to ensure the clinic is 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.

5. Act as 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.

6. Supervise students/learners by providing competent leadership, orientation, developing and scheduling of training and learning plans including shared client contact.

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Employee Initials

7. Coordinate workflow of medical services and provide functional guidance to the Primary Care Team, including volunteers.

8. Participating in the Integrated Community Lead (ICL) Model, which includes participating in community meetings, organizing and hosting, and follow-up for the ICL model for complex care needs clients (eg. Health Link clients).

9. Develop and maintain document management and distribution systems to ensure the medical staff are aware of and oriented to new information, equipment and procedures.

10. Maintain and update medical directives, protocols and procedures in collaboration with Nurse Practitioners, Physicians and Program Director.

11. Conduct presentations, facilitate workshops, and group meetings as well as participate in program planning and community initiatives.

12. Participate in various service evaluation/Quality initiatives such as Client Experience Surveys, Chart Audits, and Clinical Best Practice Guideline adherence measures.

13. Participate in and share responsibility for the on-call coverage offered by Quest CHC.

14. Develop and maintain strong ties to other professionals and community members.

15. Provide input for development of strategic plans and attend and participate in staff meetings and special projects as assigned.

16. 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, identifying any areas of non compliance.

17. Promote the mission, vision, values and philosophy of care developed by Quest CHC.

18. Participate and comply with all health and safety processes and initiatives to ensure the organization remains a safe workplace.

19. Maintain and develop professional competence through training or appropriate continuing education.

20. Other duties may be assigned as required.

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
- 2 to 4 years' experience in a community setting or combined community, hospital and or public health environment.
- Experience supporting individuals without a healthcare provider who are also experiencing mental health, addictions or concurrent disorders, street-involved populations (homeless, under-housed, sex trade workers), isolated seniors, sexually and gender diverse populations (2SLGBTQ+), at-risk children, youth and families.
- Experience in program development, implementation, monitoring and evaluation.
- Experience working with interdisciplinary teams is an asset.
- Experience in working with hazardous chemicals and materials and associated preventive measures outline/required by product Safety Data Sheets and WHMIS

Skills and Abilities
- Awareness of, and sensitivity to, the health issues of the community.
- Familiar with Community Health Centre model of needs and wellbeing.
- Ability to provide compassionate, respectful, non-judgmental and culturally competent care to priority populations.
- Knowledge or willingness to learn approaches to care, including harm reduction, trauma informed, client driven care, and motivational interviewing.
- Strong interview skills and ability to communicate effectively in English, both in writing and orally. Proficiency in other languages is an asset.
- 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, crisis management and de-escalation.
- Ability to plan and organize assigned duties.
- Ability to establish positive working relationships with multi-disciplinary team, clients and service providers.
- Ability to problem-solve and apply sound judgment.
- Proficiency in the use of computer software such as Microsoft Office and electronic medical records such as PS Suites.
- Knowledgeable with resources within the community and methods of access.

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).
- Current certification or willingness to become certified in Non-Violent Crisis Intervention (NVCI).

Physical Demands
The position requires fine motor movements and gripping, handling and/or lifting 10-25 pounds. It also requires sufficient mobility to allow sitting, standing and twisting to reach patients and equipment. The position also requires far and near vision, depth, spatial and form perception, feeling, reading, writing.

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Employee Initials

Speech and listening are critical aspects of the role to effectively communicate with the clients and colleagues, to give and receive information and to establish general rapport to relieve anxiety.

Working Conditions
The duties of this position are performed both inside and outside the health care centre including satellite locations and points of service. Work settings include community locations such as hospitals, homes, shelters and drop in centres where the potential for dangerous situations to occur is higher than in an office setting.

The candidate must be able to work varying work schedules, including evenings, and in multiple work locations.

We are committed to workplace equity and diversity, and encourage submissions from equity-deserving groups who identify based on ability, cultural background, race, sexual orientation and/or gender.

Employee Signature: _____   Date: _____

Supervisor Signature: _____   Date: _____