



Seaway Valley Community Health Centre

Working with you for a Healthier Community

JOB DESCRIPTION

POSITION TITLE: Registered Practical Nurse (RPN) - Full-time, Contract 19-Months

REPORTS TO: Primary Care Team Lead/ Manager of Primary Care

TEAM: Primary Care

SALARY: \$27.66/hour plus 4% vacation pay

ROLE

The Registered Practical Nurse (RPN) works within the scope of the position to generally preserve and promote the health of clients in the community served by Seaway Valley Community Health Centre (SVCHC). Using the skills and knowledge of nursing practice, and following the standards and guidelines of the profession, the RPN provides care to individuals, families and groups. Nursing care is provided within the context of an inter-disciplinary primary care team embracing a client-centered service delivery model while recognizing that the social determinants of health affect health throughout a person's life.

The RPN's role and duties are subject to change as the provincial health system transformation unfolds, (i.e., SVCHC's active participation in care coordination and in future Ontario Health Team planning initiatives). Cross training in all SVCHC RPN tasks is a requirement of this position.

REPORTING RELATIONSHIP

The Registered Nurse reports to the Primary Care Team Lead and the Manager of Primary Care.

POSITION QUALIFICATIONS

1. Education:

- College Diploma Registered Practical Nursing or equivalent.
- Registered with the College of Nurses of Ontario as a Registered Practical Nurse
- Meets standards of Nursing Practice for RPN.

2. Professional Experience:

- Three to five years broad-based nursing experience in a hospital, public health, or community primary care setting.
- Current registration with the College of Nurses of Ontario.
- Experience in program development, implementation, monitoring and evaluation,

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an asset.

3. Key Competencies:

- Knowledge of nursing theory and practices according to standards of College of Nurses of Ontario.
- Knowledge of other healthcare disciplines and their roles in patient care.
- Specific knowledge of nursing related to Primary Care.
- Knowledge of and ability to perform skills. (e.g., including glucometers, INR, PPE, and administration of medication).
- Knowledge of SVCHC policies, procedures, and standards of care.
- Proficiency in the use of computers and various software applications.
- Demonstrated ability to work effectively in a multidisciplinary environment.
- Ability to work with minimal supervision in a high stress environment.
- Interest and attitude in community-based programming and service delivery.
- Sensitivity to the needs of the disadvantaged; experience serving multicultural groups.
- Excellent communication, interpersonal and organizational skills.
- Understanding of issues of disadvantaged groups and of rural health needs.

4. Linguistic Profile: (SVCHC does not have a French Language Service Designation)

- Excellent English language skills (oral and written) are required.
- French and/or another language is considered an asset.

5. Personal Suitability:

- The candidate is a good fit with the interdisciplinary team and SVCHC culture.
- Sensitivity to the needs of marginalized and diverse clientele.
- Commitment to health promotion concepts, strategies, and philosophy.
- Commitment to community-based health care and social services, and strength-based philosophy and practices.

POSITION RESPONSIBILITIES

1. Professional Practice:

- Adheres to the code of Ethics and CNO standards of nursing practice.
- Practices within the established scope of practice.
- Acts as mentor and preceptor for new RPN and RPN nursing students.

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- Upholds standards and reports concerns about unsafe, incompetent or unethical behaviour of care.
- Participates in research and continuous improvement activities.

2. Scope of Practice:

- Provide care as per Controlled Acts¹
- Being accountable at all times for her/his own decisions and actions.
- Based on the Client Continuum, the RPN must be involved in providing care to less complex, more predictable, low risk negative outcomes (autonomous RPN practice).
- Based on the Environment Continuum, the RPN must be involved in providing care in a more stable environment.
- Consults with another nurse when a situation demands nursing expertise that is beyond their competence.
- Performs clinical tasks by participating in assessing, planning, implementing, and evaluating nursing care under the supervision of a Registered Nurse.
- Carries out nursing procedures and other delegated medical tasks as ordered.
- Providing routine care, observing clients' health, assisting providers and communicating with clients and their families.
- Develops a plan of intervention with clients.
- Counsels clients on the health promotion strategies that promote mobility, medication use and abuse, skin care, diet and exercise.
- Ensures that the Centre is maintained by ordering medical supplies, maintaining inventory, ensuring that equipment is in good repair, and sterilizing and autoclaving as needed. Ensure resources and materials are maintained.
- Assists with relevant administrative tasks.
- Provides triage to clients, both on the phone and as walk-ins.
- Performs work in the lab, as required.
- Provide outreach to clients in the SVCHC client service area, as needed.
- Ensures appropriate, comprehensive treatment is delivered by maintaining complete and accurate medical records, participating in chart reviews and discussion of problem cases, answering client inquiries and directing them to the appropriate treatment. Contribute to case conferences and make referrals.
- Participates in the development, implementation, monitoring and evaluation of treatment, education, screening programs, workshops, counseling and health promotion programs and services for individuals, families and the community by identifying health needs of clients and various other community groups.

¹ [College of Nurses of Ontario Scope of Practice](#)

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3. Continuing Competence and Development of Expertise:

- Maintain and continually enhance their knowledge and skills related to all aspects of their nursing practice and ensure that their practice is evidence-based.
- Demonstrated competency in cardiopulmonary resuscitation.
- Develop expertise in their chosen areas of practice through self-learning, specialty certification (e.g., RPN to BSCN Blended Program), and utilization of best practice guidelines.
- Participate in the CNO's Quality Assurance Program.

4. Nurse-Client Therapeutic Relationship:

- Use a wide range of effective communication strategies and interpersonal skills to appropriately establish, maintain, re-establish and terminate the nurse-client relationship (e.g., introducing self, addressing the client by the name that the client prefers, providing information to promote client choice and enable him/her to make informed decisions, etc.)
- Ensure that all professional behaviours and actions meet the therapeutic needs of the clients (e.g., always include the client as a partner in care, demonstrating sensitivity and respect for the client's choices, being available for the client for the duration of assignment, etc.)
- Establish and maintain the limits or boundaries in the therapeutic nurse-client relationship.
- Protect the clients from harm and ensure that abuse is prevented or stopped and reported.

STANDARD CHC EMPLOYEE RESPONSIBILITIES

As an employee of the Seaway Valley Community Health Centre, this position is responsible for the following:

- Working in a manner that preserves confidentiality and privacy and seeks to minimize risk
- Working in a manner that incorporates health promotion and recognizes the determinants of health
- Working in a manner consistent with the Centre's mission and values
- Incorporating and strengthening an interdisciplinary approach to the Centre's work
- Respecting and valuing the diversity of communities and individuals
- Working in a manner consistent with principles of equity and anti-discrimination
- Working in a manner that complies with all relevant legislation
- Supporting the Centre's student and volunteer placement programs
- Promoting awareness of and participation in Centre activities
- Contributing to the Centre's work by participating in meetings and committees
- Contributing to safe and healthy work practices for SVCHC staff and clients
- Working during both regular and extended hours of operation in locations identified by the Centre
- Contributing to the Centre's efforts to secure resources for current and new programs,

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services and activities

- Contributing to the attainment of goals identified in the SVCHC strategic plan

ADMINISTRATIVE

- Contributes to the Centre's activities to collect, analyse and report on data and relevant information and participate in research
- Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data
- Submits records of time worked and time off in a timely manner
- Maintains and develops professional competence, and where applicable, a professional licence to practice, through appropriate continuing education methods (e.g. peer interaction, literature review, conferences, courses, staff development leave, etc.)
- Complies and adheres to all applicable Centre policies and procedures

ORGANIZATIONAL RESPONSIBILITIES

- Work as a member of the team and participate in staff development opportunities.
- Maintain liaison with CHCs and other programs.
- Participate in staff, team, Board and committee meetings, and other Centre activities as required.
- Respects and values the diversity of the community and individuals.
- Contributes to the Centre's work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as inter-component committees and working groups, strategic planning and the Canadian Centre for Accreditation.
- Contributes to the Centre's practices of hiring, orienting and training of employees.
- Participates actively in team meetings.
- Consults with and provides support to team members and other SVCHC employees regarding professional issues.
- Participates in the Centre's strategic planning process.
- Participates in the development of policies and procedures by providing feedback in the Centre's policy development process.
- Works in a manner that incorporates health promotion and recognizes the determinants of health.
- Participates in team and individual professional development opportunities.

OCCUPATIONAL HEALTH AND SAFETY

This position must also work within the scope of all legislative and Centre policies related to occupational health and safety. In this capacity, the employee:

- Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational Health and Safety Act (Section 28)
- Must read and follow the Centre's occupational health and safety policies.
- Works safely in consideration of the following job hazards: noise, workplace violence.

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- Uses the proper personal protective equipment (PPE) as required.
- Participates in Occupational Health and Safety training as required:
 - a. Accessibility for Ontarians with Disabilities Act (AODA)
 - b. Globally Harmonized System of Classification (GHS)/(WHMIS)
 - c. Workplace Violence Prevention Training
 - d. PHIPA – privacy legislation Training
 - e. Diversity and Cultural Sensitivity Training
 - f. CPR and First Aid
 - g. Other (as required)

I have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

Employee signature

Date

Witness