



South East Toronto

Family Health Team

JOB DESCRIPTION

Registered Nurse (0.4 FTE)

Position Profile

As a key member of the South East Toronto Family Health Team (SETFHT), and an integral part of an Interprofessional health care team, the Registered Nurse (RN) will deliver nursing care in accordance with SETFHT policies and professional practice standards, and according to regulations set out by the College of Nurses of Ontario. You will perform routine nursing duties, and ensure that the nursing needs of the SETFHT patients and physicians are met.

The Registered Nurse's primary role is to work in partnership with SETFHT physicians and other health care providers to perform patient care. According to The Nursing Act, the Nursing Scope of Practice Statement states that *nursing is the promotion of health and the assessment of, the provision of, care for, and the treatment of, health conditions by supportive, preventive, therapeutic, palliative and rehabilitative means in order to attain or maintain optimal function.*

Accountability

- The Registered Nurse (RN) reports to, and is responsible to, the SETFHT Executive Director. All clinical decision making outside the scope of the Registered Nurse must be done in consultation of the SETFHT Lead Physician and/or physicians of SETFHT and/or medical directives.

Authority

- Does not direct the activities of staff or a function without direction of FHT decision makers. The RN must comply with the nursing practice standards used by the College of Nurses of Ontario.

Decision Making

- On a regular and continuous basis, exercises clinical judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the FHT.

Roles and Responsibilities

Duties of the registered nurses will be divided into two categories – clinical duties and duties related to the health team.

RNs will be encouraged to operate within their full scope of practice. They will be encouraged to work co-operatively with all members of the health care team in the promotion of patient health and prevention of disease.

Clinical Duties

- Triage incoming patient calls. Assess patient health care needs, discuss test results and respond to questions pertaining to health promotion and disease prevention. Redirect calls to booking when necessary.
- For patient appointments initiate the record of the patient visit, purpose, history and health care needs. Measure and record patient vitals and prepare patient and room for the examination by the physician.

- Maintain the medical record alert system to recall patients for health promotion, disease prevention follow-up.
- Maintain the medical record Health Maintenance Plans to ensure patient compliance to timelines for health promotion, disease prevention programs such as pap smears, mammograms, FOB testing, bone density, diabetes care and other.
- Administer and record immunizations. The nurse has a duty to follow the 5 rights of medication administration: *right patient, right route, right dose, right time, right medication* and associated contraindications. Ensure immunizations are up to date, and educate patients as to the need for the immunization and possible adverse reactions to such medications/immunizations.
- Perform clinical procedures such as suture/staple removal, skin and wound dressings, TB testing, wart treatment, ear-syringing and possible pelvic examinations as per physician direction.
- Perform chronic disease management such blood pressure follow-ups, diabetes teaching, assessing response to medications, educating patients and promoting health through chronic disease management.
- Complete pre-operative and MTO physical forms as much as possible and have physician review and sign forms.
- Maintain accurate, concise and confidential documentation pertaining to patient history and encounter data within the electronic medical record.

Chronic Disease Management

- Work collaboratively with the health care team in the development, implementation and monitoring of chronic disease management programs around key health issues such as cardiovascular disease, diabetes and obesity.
- Incorporate other health care professional recommendations that best meet the needs of the patient and communicate via Electronic Medical Record or one-on-one interaction with the other health care providers.

Interprofessional Collaboration

- Develop and hone collaborative community relationships to facilitate patient access to services upon physician/health care team request.
- Communicate ideas or concerns to the health care team. Participate in problem solving to enhance patient care.
- Assist in the training and development of new staff.

Practice Environment

- Use of personal protective equipment with all patients
- Ensure appropriate storage and expiry date of immunizations
- Ensure emergency medications (e.g. epinephrine or Benadryl) are current and accessible.
- Maintain clean, orderly and well-stocked examination rooms when needed.

Qualifications

- Preferred completion of Bachelor of Science in Nursing with two or three years of clinical experience. Must possess a license with the College Nurses of Ontario as a Registered Nurse.
- Knowledge of and working experience with computer systems and applications.
- Honed patient assessment and triage skills.
- Excellent verbal and written communication skills.
- Able to work co-operatively as member of the FHT.

**Compensation is based on experience and will range from \$31.50 to \$34.00/per hour.
Position is for 2 full days a week (Tuesdays and Fridays) and benefits will be provided in lieu.**

Thank you for your interest in the South East Toronto Family Health Team. Only those candidates selected will be contacted for an interview. No telephone inquiries, please. SETFHT supports Employment Equity initiatives and encourages individuals from diverse backgrounds to apply for this position.

Applicants should quote Job: 0.4 FTE RN Position

Contact by: e-mail only

Job Contact Information

Human Resources

South East Toronto Family Health Team

e-mail: hr@setfht.on.ca

Please forward cover letter and resume by **September 24, 2010**