POSITION SUMMARY
QUEEN’S UNIVERSITY - GENERAL STAFF

POSITION TITLE: Registered Practical Nurse
DEPARTMENT: Family Medicine – Queen’s Family Health Team
POSITION NUMBER: 00503802
GRADE: RPN
EFFECTIVE DATE: January 28, 2019

JOB SUMMARY:
Within the Department of Family Medicine, the Queen’s Family Health Team (QFHT) is a multidisciplinary team of health care professionals who provide primary health care services to the Kingston community. As an academic teaching centre, the Department trains future family physicians and conducts research in issues of primary health care delivery. QFHT is comprised of a number of medical practices and provides for a diverse, client centred work environment for all its employees. QFHT provides primary health services to rostered patients while modeling safe, efficient and collaborative clinical processes to Family Medicine residents and other health professional learners.

Reporting to the Nurse Manager of Queen’s Family Health Team, the Registered Practical Nurse (RPN) provides primary care nursing to patients in accordance with the Standards of Practice of the College of Nurses of Ontario as well as the policies and procedures of Queen’s Family Health Team.

KEY RESPONSIBILITIES:
• The RPN performs clinical skills where appropriate as nursing measures, or in accordance with medical directives. This includes but is not limited to:
  o Taking and recording vital signs while completing the patient intake process;
  o Maintaining the accuracy of medication lists;
  o Promoting the flow of the clinic;
  o Triaging of telephone calls for urgency and booking patient appointments as needed;
  o Administering immunizations, immunotherapy and other injections,
  o Performing venipuncture, ear syringing, hearing and vision tests, glucometer checks, ECG’s, point-of-care testing, suture/staple removal, wound care, stool collection for occult blood, and appropriately labelling all specimens;
  o Reviewing lab results and consults and alerting the physician of any urgent results.
• The incumbent assists physicians with medical and surgical procedures:
  o Prepares patient and equipment for procedures;
  o Cleans examining rooms and treatment rooms between patients;
  o Ensures the appropriate labelling of specimens.
• Records and documents care provided within the patients’ electronic medical record.
• Maintains confidentiality in all aspects of patient, staff and organization information.
• Contributes to the education of family medicine residents/learners.
• Maintains and develops professional competence through ongoing professional development.
• Participates in self-directed learning, interdisciplinary committees and clinical audits.
• Performs other related duties as required.

REQUIRED QUALIFICATIONS:
• Registered Practical Nurse, holding a current Certificate of Registration with the College of Nurses of Ontario.
• Five years’ current professional experience in one or more of the following: Emergency Room, outpatient clinics, occupational health services, physician’s office or community nursing.
• Strong clinical skills demonstrated by knowledge and proficiency in current, evidence-based methods and practices of primary care nursing services.
• Proficiency with immunizations, both childhood and adult.

SPECIAL SKILLS:
• Ability to relate professionally to learners (primarily family medicine residents).
• Ability to prioritize, manage time effectively and be flexible in a dynamic work environment.
• Superior work ethic demonstrated by exceptional attendance and punctuality.
• Knowledge of current nursing theories related to the patient population. This may include health teaching with respect to contraception, nutrition and immunization, chronic disease management, and empowering patient self-management.
• Respects diversity and promotes inclusion in the workplace.
• Ability to communicate in French considered an asset.
• Excellent oral and written communication skills and interpersonal skills.
• Familiarity with electronic medical records, word processing, e-mail, and intranet learning platforms.
• Ability to cope in a physically and mentally demanding work environment.
• Ability to work effectively with all members of the health care team.
• Knowledge of relevant legislative requirements (eg. Privacy Act).

DECISION MAKING:
• The RPN makes decisions in consultation with the physicians and governed by the Scope of Practice Statement of the Regulated Heath Profession Act (RHPA) and works in compliance with the standards of the College of Nurses of Ontario.
RESEARCH ASSESSMENT QUESTIONS:
(must be completed)

1. Is this position technical in nature in a teaching or research lab or lab-related area?  
   □   X
2. Does this position support a research project?  
   If yes, indicate name of the project:  
   □   X
3. Does this position report directly to a Principal Investigator (PI)?  
   If yes, indicate name of the PI:  
   □   X

SIGNATURES:

Incumbent

Manager

Date

Department Head/Director or Designate

Jan 25/2019