



## **POSITION DESCRIPTION**

**POSITION TITLE:** Registered Practical Nurse (RPN)

**RESPONSIBLE TO:** Chief Operating Officer

### **GENERAL ACCOUNTABILITES:**

The **Registered Practical Nurse (RPN)** serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre's Statement of Values and Principles. The RPN is an essential member of the client-centred health professional Team. The RPN will work with the other members of the Health Centre's teams to effectively and efficiently serve clients through traditional, non- traditional and innovative approaches to service delivery within the broad determinants of health framework.

### **SUMMARY OF FUNCTION:**

The **Registered Practical Nurse** will enhance primary care service by providing assistance to clients as a first point of contact and through the appropriate triaging of client needs via telephone or personal contact. The RPN will support clients through a combination of clinical, triage and administrative functions to address the unique needs of each client. With a respectful and collaborative approach, the RPN will utilize their fullest scope of practice in a primary care setting safely and within the guidelines of their respective college.

### **SPECIFIC ACCOUNTABILITIES:**

1. Performs physical and holistic client assessments, triages information, navigates the health system to ensure that clients' needs are met;
2. Ensures that clinical areas, resources, materials and equipment is maintained;
3. Supports the triage of information from laboratory and diagnostic results and ensures that the health provider reviews, coordinates next steps in client care based on the laboratory results and desired health goals;
4. Monitor clinic performance in key accountability areas, and support continuous quality improvement activities;
5. Ensure that all client information is updated in the Electronic Medical Records at each visit including Health Card and/or Interim Federal Health information, telephone numbers, address, email and all other pertinent demographics;
6. Provide first level triage, hear client needs and refer on to the next appropriate level as warranted;
7. Make timely decisions and prioritize relative to the type and urgency of the client's need;

8. Contribute to effective provision of Health Centre services by scheduling patient appointments;
9. Provide reception functions as needed;
10. Scan, upload and e-fax client records as required;
11. Utilize the Electronic Client Health Records system for scheduling and documenting client interactions, which may include client health information, lab values and other significant information;
12. Monitor client flow and be in communication with the Health Care Aide to ensure that clients are receiving the appropriate information related to their appointment time and the clinical provider;
13. Foster an enthusiastic team spirit through nurturing positive relationships among staff;
14. Other duties as may be assigned.

**QUALIFICATIONS:**

1. College diploma and two to five years of experience in a health care setting accomplishing similar duties.
2. Current certification with the College of Nurses of Ontario
3. Demonstrated ability to be flexible and adaptable
4. Possess excellent assessment, organizational and problem-solving skills.
5. Excellent communication and interpersonal skills
6. Enthusiasm to serve a diverse community
7. Proficiency in another language an asset
8. Proficiency in the use of personal computers and software
9. Completion of CPR (cardiopulmonary resuscitation) training and first aid courses.

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I understand the requirements, essential functions and duties of the position.

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Date

Revised: October 2020