

Registered Practical Nurse – Community Health Centre Contract September 2018 – March 2019 Part-time, 0.5FTE (17.5 hours) per week with evenings

Are you looking to work at where your excellence will shine, professional standards are highly valued and quality of care is respected? Do you want to practice in a setting where your voice helps shape how health care is provided; where you work at the centre, in the community and in collaboration with other health care services in West Toronto?

The Four Villages Community Health Centre's mandate is to provide high quality, accessible primary health care to the communities within its service area, in the context of the broader social determinants of health. Primary care, clinical services and a wide range of health promotion programs are primarily aimed at seniors, families with young children, youth and newcomers. Staff collaborate in an inter-professional team environment. The focus is on the client and capacity building. Four Villages has two locations in the west end of Toronto. It is funded by the Toronto Central LHIN.

As a member of the inter-professional primary health care team, The Registered Practical Nurse (RPN) provides clinical assistance and support to the clinical team.

Key Responsibilities

- ◆ Assist with improving client flow, such as:
 - Escort clients to exam rooms
 - Set-up exam rooms for appointments
 - Prepare appropriate instruments for medical procedures
 - Clean and organize exam room after appointments
 - Handle specimen
- ◆ Assist with appointments, perform clinical procedures and tests as ordered by the physician or nurse practitioner, such as:
 - Well baby visits, periodic health exams
 - Height/weight/BMI/blood pressure/temperature/pulse
 - Urinalysis and urine pregnancy tests
 - Immunizations and other injections
- ◆ Collect health information, such as:
 - History taking
 - Update EMR, as appropriate
- ◆ Assist with client education, such as:
 - Photocopy information handouts and forms
 - Order health information pamphlets
 - Distribute client resources to exam rooms and other areas, e.g. public washrooms
- ◆ Complete clinical administrative tasks as assigned, such as:
 - Assist with client recalls, tracking labs and diagnostic results
 - As delegated, communicate with clients and external providers and services regarding client referrals
 - Assist with communication related to medication renewals between clinician, pharmacist and clients
 - Support maintenance of client records
 - Complete and timely documentation of clinical encounters, as appropriate
- ◆ Other duties as assigned

Qualifications:

- Education –Practical Nursing certificate/diploma from a recognized educational institution
- Current registration with the CNO
- Experience in a primary or urgent care setting (primary preferred)
- General proficiency with computers and electronic health records
- Ability to work independently and within a team
- Strong interpersonal and communication skills

Hours of work: 17.5 hours per week, with requirement to work at least two evenings per week (up to four evenings per week are possible 3:30 – 8:00 pm)

Salary: Hourly rate \$21.45 to \$25.85 per annum, plus 4% in lieu of vacation and 6% in lieu of benefit

Closing date: August 27, 2018 (Interviews will be held during the week of September 3)

Interested candidates should e-mail a resume along with a cover letter indicating the position title to: Hiring Committee at jobs@4villages.on.ca. Applications without a cover letter will not be considered.

We thank all the applicants for their interest and advise that only those selected for an interview will be contacted. The Four Villages Community Health Centre is an equal opportunity employer and encourages resumes from people who are reflective of the diverse communities we serve. Reasonable accommodation will be provided in all parts of the hiring process as per resources available to us. If you require any accommodation, please advise Human Resources Generalist. Please note Four Villages is a scent-free environment.